



FLORIDA GATEWAY  
COLLEGE

# 2021-2022 CATALOG





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# About FGC

## Florida Gateway College

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

visit our Web site at [www.fgc.edu](http://www.fgc.edu)

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools 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 mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the diverse communities it serves 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 the Office of Testing and Accessibility Services at (386) 754-4393. The Office of Testing and Accessibility Services is located in Building 007, 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.

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)
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](http://www.fgc.edu)  
(386) 752-1822

# 2021-2022 Academic Calendar

(Revised 5/19/2021)	
Web registration, web 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 4:30 p.m. on the last date indicated.	
May 17 - Aug. 20	Fall registration begins
July 1 - Aug. 20	Fall Nelnet payment plan is available
June 1	Fall international applicants admission application deadline
June 15	Fall international transfer applicants admission application deadline
July 15	Fall financial aid deadline; Fall admission priority processing date
August 16	Fall fees due (Fees are due if registered on or before a due date.)
August 23	*All class registrations not secured with full payment or financial aid will result in students having their class schedule cancelled in its entirety. All students registering for classes after the last due date must secure classes with full payment or financial aid on the day of registration.
August 30	
September 7	
Aug. 20-27	State employee fee waiver registration
August 23	Classes begin *Start dates for express sessions may vary. Check your class schedule for start dates
August 23-27	Add/Drop (for classes starting 8/23/2021)
August 25	Add/Drop ends for express session classes starting 8/23/2021
August 27	State employee fee waiver registration ends Add/Drop ends (for full term classes) Add/Drop end date varies for classes that are not full term, including those that started 8/23/21 and those starting later in the term. (See express session details for all registration, add/drop and withdrawal dates.)
September 6	Labor Day Holiday
September 13	Last day to submit grade changes for "I" grades received in previous summer term. Unresolved "I" grades will change to "F".
October 1	Spring international applicants admission application deadline
October 15	Spring international transfer applicants admission application deadline
October 15	Fall commencement ceremony participating deadline (includes having name in program). Fall graduation application required. Summer graduates will be included.
Oct. 25 - Jan. 7	Spring registration begins
Oct. 25 - Jan. 7	Spring Nelnet payment plan is available
November 9	Last day for withdrawal (Completed forms must be received in Enrollment Services before 4:30 p.m.) (Withdrawal deadlines vary for classes that do not span the full term. See express session details for all registration, add/drop and withdrawal dates.)
November 11	Veterans Day Holiday

November 12	Spring financial aid deadline; Spring admission priority processing date
November 25-27	Thanksgiving Holiday
December 9	Term ends. Fall Graduation applicaion deadline.
December 10	Grades due (12 noon)
December 10	Fall Commencement Ceremony
December 15	Spring fees due (Fees are due if registered on or before a due date.)
January 5	*All class registrations not secured with full payment or financial aid will result in students having their class schedule cancelled in its entirety. All students registering for classes after the last due date must secure classes with full payment or financial aid on the day of registration.
January 12	
January 19	
December 20-31	Winter Break
January 3	New Year's Day Holiday
January 7-14	Spring state employee fee waiver registration
January 10	Spring classes begin *Start dates for express sessions may vary. Check your class schedule for start dates
January 10-14	Add/Drop (for classes starting 1/10/22)
January 12	Add/Drop ends for express session classes starting 1/10/22
January 14	State employee fee waiver registration ends Add/Drop ends (for full term classes) Add/Drop end date varies for classes that are not full term, including those that started 1/10/22 and those starting later in the term. (See express session details for all registration, add/drop and withdrawal dates.)
January 17	Martin Luther King, Jr. Holiday
January 31	Last day to submit grade changes for "I" grades received in previous fall term. Unresolved "I" grades will change to "F".
February 15	Summer international applicants admission application deadline
February 21	President's Day Holiday
March 1	Summer international transfer applicants admission application deadline
March 10	Spring commencement ceremony participating deadline (includes having name in program). Spring or summer graduation application required.
March 18-25	Spring Break
April 4 - May 6	Summer registration begins
April 4 - May 6	Summer Nelnet plan is available
April 6	Last day for withdrawal (Completed forms must be received in Enrollment Services before 4:30 p.m.) (Withdrawal deadlines vary for classes that do not span the full term. See express session details for all registration, add/drop and withdrawal dates.)
April 15	Summer financial aid deadline; Summer admission priority processing date

April 27	Summer fees due (Fees are due if registered on or before a due date.)
May 5	*All class registrations not secured with full payment or financial aid will result in students having their class schedule cancelled in its entirety. All students registering for classes after the last due date must secure classes with full payment or financial aid on the day of registration.
May 11	
May 18	
May 2	Spring term ends. Spring graduation application deadline.
May 3	Spring grades due (12 noon)
May 6-11	Summer state employee fee waiver registration
May 6	Spring/Summer Commencement Ceremony
May 9	Summer work schedule begins
May 9	Summer classes begin *Start dates for express sessions may vary. Check your class schedule for start dates
May 9-11	Add/Drop (for classes starting 5/9/22) (See express session details for all registration, add/drop and withdrawal dates.)
May 11	Summer add/drop ends (for classes starting 5/9/22) Add/Drop end date varies for classes starting later in the term. (See express session details for all registration, add/drop and withdrawal dates.)
May 16	Fall registration begins
May 30	Memorial Day Holiday
May 31	Last day to submit grade changes for "I" grades received in previous spring term. Unresolved "I" grades will change to "F".
July 4	Independence Day Holiday
July 14	Last day for withdrawal (Completed forms must be received in Enrollment Services before 4:30 p.m.) (Withdrawal deadlines vary for classes that do not span the full term. See express session details for all registration, add/drop and withdrawal dates.)
August 8	Summer term ends Grades due (midnight) Summer graduation application deadline
August 11	Summer work schedule ends
September 12	Last day to submit grade changes for "I" grades received in previous summer term. Unresolved "I" grades will change to "F".



# President's Message

Florida Gateway College is proud of its 74-year history of educating students. We serve a five-county area of North Florida that includes, Columbia, Baker, Union, Gilchrist, and Dixie Counties, but we also have students from most counties of Florida, the United States and International Countries.

We begin this academic year with a belief that some normalcy is happening on campus in a post COVID Era. The college continues to focus on meeting and exceeding the expectations of our Strategic Plan which includes increasing new enrollment, providing students additional opportunities for student success both inside and outside the classroom and continually assessing strategies and policies in helping students succeed.

Our Associate and Certificate programs continue to be the backbone of our academic programming while offering Bachelor Degree programs in Nursing, Water Resource Management, Early Childhood Development, and Elementary Education.

FGC and its communities are excited about what is happening on campus now and in the future during this academic year. Our mission, as always for the past 74 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. This tradition continues as FGC will be building a new STEM building, the newest and largest Academic Building at the Lake City Campus, scheduled to open August 2022.

This catalog is an important resource for all new and returning students to utilize. It has important academic and student services information that can be assessed 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 2021-2022 academic year!

Lawrence Barrett, Ed.D.  
President

# **District Board of Trustees**

## **Academic Year 2021-2022**

Mr. J. David Crawford

Board Chair

*Baker County*

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. James Surrency

*Gilchrist 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 advances the pursuit 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. Three additional four-year degrees - a Bachelor of Science in Early Childhood Education, Bachelor of Science in Elementary 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 diverse communities it serves through affordable quality higher education programs and lifelong learning opportunities.

## Strategic Plan

### Serve, Enhance, and Grow

#### Goal 1 Success

Improve student persistence, retention, and learning through instructional excellence and exceptional support services.

Objectives:

1. Implement proactive advising strategies throughout all college units.
2. Use innovation, technology, and best practices in instruction to provide rigorous and engaging learning experiences.
3. Expand transfer pathways by increasing program articulation agreements with higher education institutions.
4. Establish a comprehensive Career Center that helps students align educational and career goals and promotes job exploration and planning to prepare them for success in their chosen career.

#### Goal 2 Engagement

Promote economic development and community enrichment through business partnerships, service, and engagement.

Objectives:

1. Engage students, faculty and staff in community service and service learning activities.
2. Provide client-focused, customized corporate training to enhance continuous employee growth and development.
3. Culturally and intellectually enrich the community through diverse entertainment and cultural activities.
4. Promote student engagement by providing opportunities to participate in student organizations, competitions, and campus life activities.

#### Goal 3 Academics and Lifelong Learning

Foster a culture of cradle to grave learning through formal, non-formal and informal education offerings that provide the foundation for lifelong learning.

Objectives:

1. Offer learning experiences that inspire students to obtain knowledge outside of the educational system and the motivation to continue learning throughout their lifespan.
2. Provide a general education core that gives students a broad, common foundation of knowledge, skills, and abilities to succeed within personal, social and career goals.



3. Provide instruction in a variety of delivery methods and flexible course schedules.

#### **Goal 4 Assessment, Accountability, and Improvement**

Ensure college vitality and enhance college services through a culture of accountability and continuous improvement.

Objectives:

1. Institutionalize a system for planning, budgeting, and assessment to ensure decisions are data driven and lead to improvement.
2. Promote fiscal stability and efficiency of college operations through effective allocation and use of resources.
3. Evaluate the viability and relevance of current programs and perform community and regional studies to find opportunities for new program development.

#### **Goal 5 Institutional Resource Development**

Ensure institutional resources are adequate to enhance student learning, instructional quality, and support educational programs.

Objectives:

1. Increase revenue by aligning resource development activities, cultivate new avenues of funding, and pursue opportunities to enhance existing resources.
2. Build and maintain accessible facilities, infrastructure, and grounds that functionally and aesthetically meet institutional needs.
3. Incorporate emerging technologies that enhance student learning, support faculty/staff productivity, and ensure organizational effectiveness.
4. Provide learning/information resources that are appropriate to support instruction and enhance program quality through foundation endowments.
5. Provide comprehensive professional development opportunities that improve teaching and learning, develop leadership, and strengthen employee skills.

#### **Goal 6 Access**

Develop multiple pathways for equal and equitable access to the College's programs and services by reducing barriers to enrollment and progression, and improve student academic achievement and goal attainment.

Objectives:

1. Develop and implement a Strategic Enrollment Management Plan that will increase enrollment.
2. Implement a marketing plan that will promote the activities of the college and increase awareness of the role it plays in the lives of the community.
3. Provide a college website and Information Technology Systems that is well organized and easy to use for seamless access to college enrollment and progression processes and information pertinent to students, faculty, staff, and community.
4. Establish an Access/Diversity Committee to review, assess and recommend potential additional opportunities to increase diversity in both our student body and for new faculty and staff.
5. Create Scheduling options to meet the needs across diverse student populations.

### **Accreditation and Affiliation**

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools 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.

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, or Associate in 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 a center in Dixie County and a site in Baker County at Olustee.

The Dixie Center is located at 64 N.E. 121st Street, Cross City, Florida 32628. Services offered at the center include exam proctoring, placement testing, access to a computer lab and assistance in the enrollment process for current and prospective students.

### Dixie Center Hours of Operation and Contact Information

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

Friday, Saturday, Sunday - Closed

Dixie Center Phone number(s):

(352) 498-0190 ext. 4493 from Dixie

(386) 754-4493 from Lake City

The Olustee Public Service Training Center is located at 25030 US Highway 90, Sanderson, Florida 32072 and offers the Law Enforcement Academy, Corrections Academy, Emergency Medical Services Academy and Fire Academy.

### Olustee Hours of Operation and Contact Information

Monday - Friday: 8:00 a.m.- 4:30 p.m. in fall and spring semesters

Monday - Thursday: 7:30 a.m. - 5:00 p.m. in summer semester

Olustee Public Service Training Center Phone Numbers

(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.

## **Guaranteed Transfer Partnerships**

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

Florida Gateway College has since partnered with five additional universities to offer students a streamlined transfer process and guaranteed articulation of credits.

FGC's current guaranteed transfer partners include: Bethune-Cookman University, Florida A&M University, Saint Leo University, University of Central Florida Online, University of North Florida, and Valdosta State University.

These agreements provide students wishing to transfer to these universities after completing their associate degree at FGC with the advising and admissions resources they need for a smooth transition.

## **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:

- a. Through reinforcement of the positive, drug-free elements in life.
- b. By respect for laws and rules pertaining to illegal drugs.
- c. 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 on the Campus Safety website located at [www.fgc.edu/life-at-fgc/campus-safety/](http://www.fgc.edu/life-at-fgc/campus-safety/).

## **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 Enrollment Management and Student Affairs.

## **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 Enrollment Management and Student Affairs (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 6Hx12:6-23 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 6Hx12:6-45.

## **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 visitors from around the region who attend the many events held in its auditorium and gallery area.

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 is a 501(c)(3), non-profit, charitable organization that exists solely to provide financial support to Florida Gateway College and the students it serves. Funds are raised to provide student scholarships, purchase equipment and teaching resources, and to grant other, much-needed support.

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 [Foundation@fgc.edu](mailto: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 Student Union Building, Building 014, Room 144.

## **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.

## **Athletics**

In January of 2017, the Florida Gateway College Board of Trustees approved the reinstatement of our intercollegiate and intramural sports programs. Enjoying a long history of success in competitive sports, including state championships in men's basketball and women's slow pitch softball, the college takes great pride in its athletic programs - Women's Volleyball, Women's Cross Country, Men's Basketball, and eSports.

To compete in intercollegiate athletics, a student must graduate from high school, be enrolled full time and satisfy state and national eligibility requirements. FGC is a member of the National Junior College Athletic Association (NJCAA) and the Florida College System Athletic Association (FCSAA).

For more information, please contact the Director of Athletics at 386-754-4271.

## **Intramurals**

Looking for a little friendly competition? The intramural sports program encourages participation in a competitive, yet fun, sports program. Events are offered featuring dual, individual, and team competitions. Student participation in the intramural sports program makes it one of the largest activities on campus. You need not be a star athlete to participate! Play for the fun of it and experience for yourself why intramural sports is where the action is!

Students must have a Florida Gateway College student ID in order to play. Participation is limited to Florida Gateway College students, faculty, and staff.

If you have any questions, please contact the Director of Athletics at 386-754-4271.



# **Student Services**

## **General Information**

The Student Services area is administered by the Vice President for Enrollment Management and Student Affairs. This area provides the following support services to students: career services, academic advising, accessibility services, student success initiatives, including Learning Lab and TRIO, intramural sports, orientation, graduation, student conduct, residence life, 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.

## **Academic Advising**

Academic advisors provide students with confidential academic, social, and developmental advising to ensure they receive the individual attention they need to succeed. Students are required to contact an academic advisor prior to registering for their first semester. It is strongly recommended that all students entering a program, changing majors, or inquiring about transfer of credits, contact an academic advisor for assistance. Academic advisors additionally serve as liaisons and referral agents by helping students gain needed assistance from other FGC divisions or from the community.

Students should maintain regular contact with their academic advisors throughout their academic careers at FGC. Students are encouraged to consult with an academic advisor if they believe their rights as students are being, or have been, violated. Students are also encouraged to discuss aspects of their education with faculty members, and program administrators.

Advising Services may be reached at 386-754-4222 or [advising@fgc.edu](mailto:advising@fgc.edu).

## **Career Services Center**

The Career Services Center offers a variety of resources and services to our students, alumni and prospective students to assist them in exploring careers to identify their choice career, and developing their career path and personal career plan. Available resources including multiple personality assessments, career libraries and outlook tools.

The services provided are career counseling and coaching. These services help guide students through the research steps of the career decision making process, help students understand and ensure their career and academic pursuit alignment, and assist them through career development. Career coaching assist students with tasks such as writing their resumes and preparing for interviews. Students also learn job entry skills, which include employability, job search and transitioning through career coaching.

Students can utilize these resources and services online by visiting the Career Services Center on campus. Students visiting the center should call (386-754-4298) or email ([Career.Services@fgc.edu](mailto:Career.Services@fgc.edu)) to schedule an appointment. Students may apply for jobs online and on campus, and print their resume in the Career Services Center.

The Career Services Center offers opportunities to students to enhance their career readiness preparation by sponsoring college-wide career development workshops and events. Workshop topic variety range from resume and cover letter writing, interview preparation to defining professionalism and networking. Some career development events the center may host are job fairs, dress for success fashion reveals and career management conferences.

The Career Services Center works to strategically connect the College's students and alumni with community employers. Career Services works with employers, local chambers of commerce and one-stop centers to inform employers of the large market of potential employees attending Florida Gateway College. Employers are invited to showcase their company and advertise jobs to our students. The center is committed to facilitating professional relationships between our students, alumni and department directors, and our community employers to optimize possibilities of local career opportunities.

## **BayCare Life Management - Student Assistance Program**

BayCare Life Management provides a comprehensive student assistance program for Florida Gateway College students. The program provides 24-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**.

## **Accessibility Services**

The Office of Accessibility Services provides reasonable accommodations for qualified students with documented disabilities enrolled at FGC, regardless of location or instructional delivery format. The Office of Accessibility Services and its designated representatives are available to advise students regarding eligibility for classroom and testing accommodations and other disability related services. The process for obtaining a reasonable accommodation(s) is an interactive one that begins with the student's disclosure of disability and a request for a reasonable accommodation(s). The student has the responsibility to provide FGC with proper documentation of disability from a qualified physician or clinician who diagnoses disabilities and sets forth the recommended accommodation(s). Student requests for accommodation(s) will be considered on an individual basis. Each student with a disability should contact the Office of Accessibility Services prior to the commencement of classes to discuss his or her needs.

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.

To obtain more information from the Office of Accessibility Services, please call (386) 754-4393, email [accessibility.services@fgc.edu](mailto:accessibility.services@fgc.edu), or visit our website at [fgc.edu/students/office-of-accessibility-services/](http://fgc.edu/students/office-of-accessibility-services/)

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 accessibility services at (386) 754-4393. The Office of Accessibility Services is located in Building 007, Room 109, 149 SE College Place, Lake City, FL 32025.

## **Student Success Center**

Located in building 059 on main campus, the Student Success Center (SSC) is a stand-alone, multi-purpose, learning/success center housing the student success office (Tutoring) and TRIO Student Support Services. The center is available to all FGC and St. Leo University students from 8 a.m. to 6 p.m. Monday through Thursday during all semesters, on Fridays from 9 a.m. to 4:30 p.m. and 10 a.m. to 2 p.m. on Saturdays for spring and fall semesters. The lab provides over 60 windows PC computers and two Mac PC Computers that are internet accessible and preloaded with software programs commonly required for students. Students may check their emails, surf the web, or work on assignments using the latest version of Microsoft Office, Canvas, FireFox, or Chrome. Assistance is available for all these applications. Test proctoring is also available as permitted. For more information, you may call 386-754-4382 or 386-754-4437.

The Student Success Center provides peer tutors for all levels of math, writing, reading, chemistry, physics, Spanish, and statistics. Tutors receive training under College Reading and Learning Association (CRLA) guidelines and strive to achieve levels I and II certification. The SSC also offers peer mentors for college success and course assistance for students taking SLS 1501. Tutor and mentor schedules are posted around campus at the beginning of each semester. Visit the SSC for the latest updated schedule or call for an email of an attached current schedule.

Boot Camp/Summer Academy for PERT preparedness, EAB Navigate early alert and retention program, along with TRIO offices are also a part of the Student Success Center. If you wish to contact the SSC or TRIO program you may call 386-754-4479 or 386-754-4458.

Online tutoring can be accessed through any Canvas course for all FGC students. Online tutoring is available 24/7 through Tutor.com. Live tutors are available for a wide variety of subjects. Essay and other writing assignments may also be submitted for online tutor review. Students may also drop off papers for review or submit questions by emailing requests to college.success@fgc.edu.

For more information on the Student Success Center at FGC, please visit our website at <https://www.fgc.edu/academics/student-success> or stop by the Student Success Center (Building 59).

## TRIO Student Support Services

TRIO Student Support Services (SSS) at Florida Gateway College is a federally funded grant program through the U.S. Department of Education in which its mission is to assist first-generation students in college, low-income, or disabled students in succeeding and excelling at FGC.

Our goal in TRIO SSS is to support current FGC students by helping them to maximize their potential and make the most of their college experience. TRIO SSS provides a welcoming, positive environment that encourages students to complete their degrees and meet their higher education and career goals. Our students are offered opportunities for academic and personal growth that extends beyond traditional academic programs. We will help our students thrive academically, professionally, and personally by offering individualized support. The ultimate goal of the FGC TRIO SSS program is to increase the retention and graduation rates of our students by providing excellent support services to them.

TRIO SSS provides:

- Personal success coaches
- Scholarship aid for qualified SSS students
- Academic resources
- Tutoring appointments
- Exposure to cultural events
- Financial literacy training
- Advice and assistance with course selection
- Book Nook program
- Financial aid assistance
- Transfer assistance to 4 year programs
- University campus tours

For more information on TRIO SSS at FGC, please visit the Student Success Center (Building 59) or contact us at 386-754-4440 or 386-754-4445.

### **COST OF ATTENDING FGC**

#### **2021-2022 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

- A. **Nondiscrimination** - 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.
- B. **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.
- C. **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.
- D. **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.
- E. **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.
- F. **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.
- G. **Records**
  - 1. General - The Office of Enrollment Services will maintain and safeguard student academic records. All official student and former student records are private and confidential. Separate records may be maintained in various college offices by appropriate college staff and/or administrators. (See FGC Procedure 6Hx12:9-34.)
  - 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:
    - a. the student gives written consent,
    - b. a subpoena is issued and/or
    - c. the parent(s) submits evidence to the Office of Enrollment Services 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 Student Records - FERPA section of this catalog, at the Office of Enrollment Services in Building 015, or on the College Web site at [www.fgc.edu/students/registration-and-records/ferpa/](http://www.fgc.edu/students/registration-and-records/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

- H. **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 Office of Accessibility Services in Building 007, call us at (386) 754-4393, or email us at [accessibility.services@fgc.edu](mailto:accessibility.services@fgc.edu).

- I. **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 Student Records - FERPA section of this catalog, at the Office of Enrollment Services in Building 015 or on the College Web site: [www.fgc.edu/students/registration-and-records/ferpa/](http://www.fgc.edu/students/registration-and-records/ferpa/).

## Orientation

Orientation connects students to educational and social programming, involvement opportunities and college resources. At orientation, we strive to welcome, prepare, and support the transition of new students and families into the Florida Gateway College community. Orientation programs are available for all First-Time in College (FTIC) students, and students should attend an orientation within their first semester at FGC. To learn more about orientation, visit [www.fgc.edu/admissions-information/orientation/](http://www.fgc.edu/admissions-information/orientation/), or call (386) 754-4222.

## 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

Florida Gateway College invites you to come to relax and refresh your mind in the Charles W. Hall Student Center, otherwise known as "The Hall." Located in building 7, "The Hall" has many fun and relaxing activities to fit almost any students' interest. We offer students the use of our recreation room, computer and console gaming equipment, outdoor gaming equipment, lounge areas, and fitness center. All equipment is free for students to use with their current FGC student ID, and we offer equipment checkout.

Items available for checkout:

Volleyball	Football	Flags- Flag Football	Soccer Ball
Dodgeballs	Kick Ball	Throw Down Bases	Basketball
Canopy Tents	Ladderball	Cornhole	

For students who may need them, we have vending machines, a microwave, and a phone charging station that are also located in the Hall. In addition to these services, you can also find the Student Food Closet, which is available to any student who is food insecure.

The Hall is also home to the Student Activities (SA) Office, which hosts many social and cultural events that can enhance your overall college experience. These events usually offer a variety of entertainment, giveaways, and free food. Throughout the week, SA also hosts drop by activities to promote student engagement outside of the classroom. All of these events and activities can be found on the Florida Gateway app, the SA calendar, which is updated each month, or text SAO to 797979 for event updates.

Located in building 13 is the fitness center. The fitness center houses free weights, cardio equipment, strength trainers, a heavy bag and a speed bag. All current students may use the fitness center at no charge while classes are in session. The fitness center is closed between semesters. Students are required to present their college ID for admittance.

If you have any questions, contact us at 386-754-4316 or [student.activities@fgc.edu](mailto:student.activities@fgc.edu).

## **EAB Navigate Student App**

Navigate Student is a free mobile app designed to guide students from orientation to graduation and is now available to our Florida Gateway College students. Using the app from their phone, students can choose their major, navigate requirements from financial aid to course registration, and prioritize important dates and deadlines.

Some features include:

- Know when important milestones are coming up
- Learn how to get the most out of college
- Connect to the support you need – faster

The Navigate desktop app is also available and can be accessed by logging into Canvas and clicking on "Account" and "EAB Navigate". Information and questions can be sent to [navigate.support@fgc.edu](mailto:navigate.support@fgc.edu).

## **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 regularly. Students interested in becoming part of this organization should contact the Director 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 Enrollment Management and Student Affairs.

## **Identification Cards**

A student identification (ID) card must be obtained from the Student Activities Office by students taking classes on campus. Any students registered for on campus classes must stop by the office 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 unless enrolled in specialty programs that end before the two years.

To obtain a student ID, students will need to bring a copy of their schedule and a government issued ID. Students enrolled in specialized programs should self-identify to ensure they receive the proper ID type.

## **Student Organizations**

Enhance your college experience by joining a student organization on campus. By joining an organization, students will gain valuable leadership skills, experience working as a team, and build lifelong friendships.

Art Club	lisa.co@fgc.edu
Bass Fishing Club	rob.chapman@fgc.edu
Cosmetology I	paula.redmond@fgc.edu
Cosmetology II	brenda.jernigan@fgc.edu
Cosmetology III	summer.witt@fgc.edu
Future Teachers Club	allyson.dees@fgc.edu
Gateway Gaming Club	margaret.rambo@fgc.edu
Mathematical Society	frederic.douglas@fgc.edu
Phi Theta Kappa	john.hawes@fgc.edu
	kristen.casperson@fgc.edu
Student Nursing Association	kristeen.roberts@fgc.edu
	patricia.love@fgc.edu

Don't see a club that interests you? Starting a new club is easy. The first step is to find five people who would be interested in creating a new club with you. You will then need to stop by the Student Life Office in building 7 to obtain a new club charter packet or download a copy from <https://www.fgc.edu/discover/campus-life/student-organizations/>

## Notification of Social Security Number Collection and Usage

### Office of Enrollment Services

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 for legitimate business purposes that include identification and verification; data collection; reconciliation; tracking; benefit processing; tax and scholarship reporting; financial aid processing; accreditation of programs; reporting to a receiving agency or governmental entity where the disclosure is necessary for it to perform its duties and responsibilities; and as a unique identifier in certain cases and for search purposes. 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. By providing your SSN, you consent to its use in the manner described. To protect your identity and as required by federal law, FGC will secure your Social Security number from disclosure to unauthorized parties. Each student at FGC will be issued a unique student identification number which will be used for all educational purposes.

### 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 (FCCRMC 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 follow the rules and regulations established by the College. Specific regulations are outlined in the Student Handbook, which is available through the Vice President for Enrollment Management and Student Affairs, or on the College website.

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 Enrollment Management & Student Affairs is responsible for the administration of student discipline as described in the Student Code of Conduct. First level appeals are heard by a campus appeals board chaired by the Vice President for Enrollment Management & Student Affairs. The President is the final authority on appeals at the institutional level.

## **Residence Life**

Living on campus provides unique opportunities to live, learn, and grow at FGC. Studies have shown that students living on campus perform well academically and develop a greater sense of belonging that helps foster overall success during and beyond college. As part of the Department of Student Life, Residence Life hosts numerous programs designed to get you out, get you moving, and socializing with other members of the campus community. The Residence Life Coordinator and two Resident Assistants (student staff members) live in the community with the residents and respond to issues 24/7. If you want to know more about living on campus please call (386) 754-4317.



# Financial Aid

## General Information

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](http://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 academic 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](http://www.fgc.edu).

## **Appeal Process**

Students can appeal SAP only once. Students should fill out the appeal packet with an advisor and turn in all supporting documentation to the Financial Aid Office. Appeal packets can be found at [www.fgc.edu/students/tuition-and-financial-aid/satisfactory-academic-progress/](http://www.fgc.edu/students/tuition-and-financial-aid/satisfactory-academic-progress/)

## **Federal Assistance**

The College offers three types of financial assistance: grants and scholarships, work study, and loans. 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 \$639 to \$6,345, 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. To apply submit a free application for Federal Student Aid (FAFSA) form at [www.fafsa.gov](http://www.fafsa.gov) and then contact your Financial Aid office.

### **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. Please contact the Financial Aid office for more information at 386-754-4296.

### **Direct Loans**

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](http://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](http://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](http://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. Students must self-identify through the Office of Accessibility Services. Accessibility Services will work with financial aid to determine eligibility.

### **Florida Bright Futures Scholarship Program**

The Florida Bright Futures Scholarship Program consists of Florida Academic Top Scholars, Florida Academic Scholarship, Florida Medallion Scholarship, Florida Gold Seal Vocational Scholarship and Florida Gold Seal CAPE Scholarship. These scholarships are funded by the State of Florida. The legislature determines the funding levels each academic year. 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](http://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**

### **Board of Trustees Scholarship (BOT)**

- Apply with their high school
- High school GPA of 2.5 or greater
- No discipline problems
- Attending FGC full time
- Complete a FAFSA at [www.fafsa.gov](http://www.fafsa.gov)
- 2 letters of recommendation
- Volunteer participation in FGC's student ambassador organization
- Must maintain 2.5 GPA at FGC to remain eligible
- Scholarship is for tuition for two years (12 credit hours per semester for 4 consecutive fall and spring semesters)
- Receive a FGC mentor

### **Other Institutional Scholarships**

The College also offers brain bowl and student government president scholarships.

Each institutional scholarship has its own particular requirements. Students are urged to contact the Financial Aid Office or go online at [www.fgc.edu](http://www.fgc.edu) and click on the financial aid page for additional information.

## **Foundation Scholarships**

The Foundation for Florida Gateway College is a 501(c)(3), non-profit, charitable organization that exists solely to provide financial support to Florida Gateway College and the students it serves. Funds are raised to provide student scholarships, purchase equipment and teaching resources, and to grant other, much-needed support.

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 [Foundation@fgc.edu](mailto: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. For more information [www.fgc.edu/students/tuition-and-financial-aid](http://www.fgc.edu/students/tuition-and-financial-aid).

# **Veteran's Services**

## **General Information**

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 Office of Enrollment Services.

## **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:

- A. a copy of each DD-214, "member four copy," and
- B. 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.

Active duty members of the Armed Services of the United States residing or stationed in this state or attending a Florida College System institution within 50 miles of the military establishment where they are stationed may be eligible to receive the Florida in-state tuition rate as established in Florida Statute 1009.21 (10) (a-b). Students must submit a Florida Residency Declaration and supporting documentation to the Office of Enrollment Services for review.

Honorably discharged veterans meeting certain criteria or active duty members residing or stationed outside of the state who do not otherwise meet the requirements for classification as a Florida resident may be eligible for a waiver of the out-of-state portion of their fees as established in Florida Statute 1009.26 (13) and (14). Please refer to the Out-of-State Tuition Waivers section of the College Catalog.

## **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.

FGC is approved to certify for practical training/internship/externships as a component of the program training curriculum.

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 Office of Enrollment Services, 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 veterans' benefits shall not be a sufficient reason to be granted a deferment of fees.

See the section below for VA Pending Payment Compliance for students using Chapter 33 or Chapter 31 benefits. For students using benefits under any other chapter, a deferment of fees allows a student up to sixty (60) additional days from the start of classes to pay for matriculation and/or tuition for fall or spring semesters; or a period of twenty (20) days and not to exceed beyond ten (10) days before the end of the term for any summer term. Students are required to pay the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement. 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. A student who has an outstanding balance or who does 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.

## **Deferment Process**

To be eligible for a deferment of tuition and fees all veterans and/or veteran's dependents must provide information to the veterans certifying official which allows for the deferment to be processed.

Veterans or dependent students desiring to apply for a deferment of tuition and fees must complete a Request for Deferment with the veterans certifying official. Requests for deferments will be processed up to three weeks before the start of each semester.

Students should adhere to the following guidelines when applying for a deferment:

1. The student registers for class(es);
2. The veteran or dependent completes the Request for Deferment Form, has it notarized, and returns it to the veterans certifying official in the Office of Enrollment Services;
3. The veterans certifying official reviews and authorizes or declines the deferment request, subject to eligibility requirements;
4. The Business Office staff inputs the deferment to the College record. The veterans certifying official places the deferment in the student's VA file.

## **VA Pending Payment Compliance**

In accordance with Title 38 US Code 3679 subsection (e), FGC adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. FGC will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

These additional provisions will end on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution, or
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE.

Students are required to pay the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement. If a student has an outstanding balance, a hold will be placed on his/her record. Until this obligation is fulfilled, the student will not be allowed to register or to receive transcripts.

## **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 academic 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/students/tuition-and-financial-aid/tuition-fees-payment/tuition-rates/>.

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 academic 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 Enrollment Management and Student Affairs), 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 a course within three attempts may petition for a fourth attempt. The student must submit a written petition to the Vice President for Enrollment Management and Student Affairs 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:

- A. 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.
- B. 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 or location; or
  6. other circumstances that may be approved by the College President or his/her designee(s).

- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. Students suspended for disciplinary reasons are not eligible for any refunds.
- H. 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:**

- A. Full fees are non-refundable after add/drop.
- B. Lab Fees: Lab fees are non-refundable after add/drop.
- C. 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 five 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 60 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:

- a. Library
- b. Traffic
- c. Student Activities
- d. Business Office
- e. Others as authorized by District Board of Trustees policy

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

- a. be prohibited from future registrations,
- b. have transcripts held,
- c. have diploma held, and
- d. 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. 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 Office of Enrollment Services 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**

The Florida Gateway College Office of Public Safety has partnered with the Columbia County Sheriff's Office to provide security to our students and staff. The deputies on campus are sworn deputies with all the rights and authority of the Columbia County Sheriff's Office.

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/community/safety/annual-security-report/>. 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 administered by Follett, and is available as a service to students, faculty, administration, and staff. The FGC 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, digital textbooks, reference books, study aids, computer software, dictionaries, school supplies, art supplies, backpacks, calculators, imprinted clothing/gifts, and a variety of snack foods. Additional services also include special orders for books and computer software that are not normally carried in the store and price match program for textbooks. The FGC Bookstore organizes and conducts a textbook buyback for students to sell their used textbooks year round. Please include all reusable components packaged with the textbooks such as disks, audio tapes and study guides during the buyback transaction. A FGC student ID or state ID is required for a buyback transaction.

The FGC Bookstore accepts cash, checks, Visa, MasterCard, and book slips authorized by Financial Aid and the third-party billing office. Book slips may be used when purchasing online; [www.fgc.bkstr.com](http://www.fgc.bkstr.com). Check and credit card purchases must be for the exact amount of purchase and require student photo 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 with original receipt. 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 Affairs: (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) 754-4489

### Business Programs

(386) 754-4489

### Gaming and Computer Science Programs

(386) 754-4489

### 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, tutor.com (an online tutoring center) and the Student Success Center. 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.

## 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 campus-wide 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, term and cumulative grade point averages and academic honors and academic sanctions. 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 Office of Enrollment Services in Building 015 or call (386) 754-4280.

Florida Gateway College's official transcript provider is Credentials, Inc. Official transcripts will be delivered by secure PDF format. The PDF transcript that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Credentials Inc. has been granted the authority to deliver all such electronic transcript requests on behalf of Florida Gateway College and respond to any inquiries regarding the transactions.

*There is a \$2.50 charge for all transcripts. (There are additional charges for operator assisted orders and printed transcripts.)* To request official transcripts, go to: <https://www.fgc.edu/students/registration-and-records/transcripts/>.

You may also call *Credentials Inc.*, at 847-716-3005 to request a transcript. There is an additional operator surcharge for telephone orders. Official printed transcripts are available for an additional charge. Recipient's mailing address is required.

### 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. In order to receive financial aid, student must be in a financial aid eligible program.



## 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 certain requirements upon those students seeking the Associate in Arts degree. To meet this rule Florida Gateway College requires that all students seeking associate of arts 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. Students seeking an Associate of Arts degree must also complete six semester hours of English coursework and six semester hours of additional coursework in GR designated Humanities, Social Science, or other Literature/English courses in which the student is required to demonstrate college-level writing skills through multiple, substantial writing assignments. 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 with attendance beginning at the time of an individual student's academic engagement in the course. The student is responsible for adhering to each instructor's attendance requirements as set forth in the course syllabus. After the withdrawal deadline, 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.

Students who have been reported by their instructor as never attending on the rosters submitted to Enrollment Services will be dropped from their classes. Any corrections needed after submission of the rosters to Enrollment Services must be approved by the academic vice president, dean, or associate dean, who will authorize the office of Enrollment Services to make the correction.

## Change of Name, Address, Major/Degree

A student should file any change of address, name, residency or citizenship with the Office of Enrollment Services. Students may also update their address through MyFGC. Change of major/degree should be initiated with the student's academic advisor. **Students are required to keep the College informed as to correct addresses, so that important information will be received by the student.**

## Official Communication from FGC

Every student receives an official college-assigned student email address. This email should be monitored regularly, as the college will use it as a primary method of communication with 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 register and pay for the course in a future term and demonstrate proficiency before credit can be given. The grade will affect the student's completion rate for financial aid purposes.

## **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 must approve of and assign the *I* grade and provide the last date of attendance. Registering in the course in the next term is not required in order to change an incomplete to a 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 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 Office of Enrollment Services.

## **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.

## **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 Office of Enrollment Services 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 at Florida Gateway College, 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 at Florida Gateway College will be allowed. 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 Enrollment Management and Student Affairs for an exception to policy. If the Vice President for Enrollment Management and Student Affairs 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 Office of Enrollment Services, for additional information.

### **Repeat of Previously Passed Courses**

Per Florida Administrative Code 6A-14.0301 repeat enrollment in courses in which a grade of C or above has been earned is prohibited, except for courses designated as repeatable, such as choir, music, or journalism. Repeat of courses designated as repeatable for credit will be allowed up to the maximum allowed attempts. All grades will be shown on the transcript and included in the GPA, unless a grade is below C and qualifies for grade forgiveness as set out in the Grade Forgiveness section of this catalog.

Occasionally, under very special circumstances, repeat permission is granted for courses that are not designated as repeatable. Examples are individualized courses of study; or courses required to be repeated by a regulatory agency; licensure and program requirements; or that are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification. In order for a student to register for repeats of courses that are not designated as repeatable, approval of the appropriate vice president or designee is required. The student should submit the Request for Course Retake with a Grade of C or Better to the appropriate vice president or designee. A copy of the official justification must be attached to the request. Any registration without the required approval will be cancelled, the course dropped, and fees refunded. If the repeat request is approved, the initial grade and the subsequent grade appear on the transcript, but only the first grade is included in the GPA, with credit earned. The second attempt will not earn credit, will not be included in the GPA, and the forgiveness rule will not apply. Attempts at a course include 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 second attempt.

## **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. Students must meet Florida Gateway College's residency requirement by completing a minimum of 25 percent of the course credits required for the program through coursework at Florida Gateway College.

## **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 in a particular major, 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. If a student has not been continually enrolled, he or she is subject to the requirements in effect for the term of readmission to the College. If a student changes majors or adds a different major, the effective term of the change will be the catalog term for the new major. The catalog term for a student accepted into a limited access or baccalaureate program will be the term of acceptance.

Ocasionaly, it may be to a student's advantage to change to a more recent catalog term. In that case, the student should contact his or her academic advisor. If the advisor agrees, the advisor should send an email to Enrollment Services to update the student's catalog term. These decisions are final and may not be reversed. A student may fall under only one catalog per major.

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 graduation ceremonies at the end of fall and spring terms, as shown on the academic calendar. 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 Office of Enrollment Services in accordance with the published deadline. Graduation applications received after the published deadline will be processed at the end of the term. A student must meet with an advisor when applying for graduation. A student completing all degree or certificate requirements in the current fall or current spring semester, may participate in a ceremony. A student expecting to complete all requirements within the summer semester may participate. Recognition of honors in the graduation ceremony is based on the cumulative GPA in college credit courses at the end of the prior semester.

Graduation information will be sent to the student's FGC wolver e-mail address on file with the college. Diplomas will be mailed to the current address of record on file with FGC and is issued to the student's name as listed in the system. Students are encouraged to review their address and name in MyFGC when completing the graduation application. The student is responsible for updating this information.

In order for a diploma to be issued, all debts with the college must be satisfied.

## 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) 754-4441.

- 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:

- a. **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).
- b. **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.
- c. **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.
- d. **Institutional credit.** Institutional credit is postsecondary credit that is competency-based. Institutional credit is not guaranteed to automatically transfer.
- e. **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.

The College awards credit for earning the required scores on nationally and internationally recognized assessments in accordance with the State of Florida Articulation Coordinating Committee (ACC) credit by exam equivalency guidelines. Credit is awarded for all exams included on the ACC credit by exam guidelines, including those listed below. 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 Office of Enrollment Services.

### 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 Office of Enrollment Services in Building 015.**

**The following conditions apply to the acceptance of CLEP credit:**

- a. 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.
- b. Up to 45 credits of coursework may be earned through the College Level Examination Program (CLEP).
- c. CLEP credits awarded will be recorded on the student's transcript.
- d. No credit will be given for courses not offered through the College on exams administered prior to July 1, 2001.
- e. 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.
- f. Credit for examinations may be earned in those courses where students have not already earned academic credit.
- g. 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 Office of Enrollment Services in Building 015.**

**The following conditions apply to the acceptance of AP credit:**

- a. 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.
- b. 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.
- c. Up to 45 credits of coursework may be earned through AP exam credit.
- d. AP credits awarded will be recorded on the student's transcript.
- e. Credit for examinations may be earned in those courses where students have not already earned academic credit.
- f. 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 Office of Enrollment Services in Building 015.**

**The following conditions apply to the acceptance of IB credit:**

- a. 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.
- b. 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.
- c. Up to 45 credits of coursework may be earned through IB exam credit.
- d. IB credits awarded will be recorded on the student's transcript.
- e. Credit for examinations may be earned in those courses where students have not already earned academic credit.
- f. 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 Office of Enrollment Services in Building 015.**

### **The following conditions apply to the acceptance of AICE credit:**

- a. 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.
- b. 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.
- c. Up to 45 credits of coursework may be earned through AICE exam credit.
- d. AICE credits awarded will be recorded on the student's transcript.
- e. Credit for examinations may be earned in those courses where students have not already earned academic credit.
- f. 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 Office of Enrollment Services in Building 015 at (386) 754-4280.

## **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 Office of Enrollment Services. 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.

## **Other Articulated Credit**

As authorized by the state of Florida, students in certain programs who have demonstrated appropriate knowledge and training by obtaining state licensures, industry certifications, or passing state exams may be eligible for the award of articulated credit toward those programs at FGC, as shown in the program requirement section of the catalog. The appropriate academic area will determine if a student has met all requirements to be eligible for the articulated credit. If so, the appropriate form, authorizing award of the articulated credit or industry certification credit, will be initiated by the academic department. Upon approval of the academic vice president or designee, the form is submitted to the Office of Enrollment Services to process the award of credit.

## **Transfer Credit**

FGC requires official transcripts from all colleges and universities attended, regardless of accreditation. Upon receipt of official transcripts from all institutions attended, testing agencies, or department of military services, designated staff in the Office of Enrollment Services will evaluate the transcripts to determine acceptance and application of transfer credit. If the information about a transfer course is insufficient to determine if the transfer course is equivalent to a course at FGC, FGC academic administrators or full-time faculty in the discipline may be consulted for subject matter expertise and determination of appropriate transfer course credit to be awarded. 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 Office of Enrollment Services for more information at (386) 754-4280.

FGC does not accept credit based upon another institution's award of transfer credit, credit by exam, 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 initially will be based on the regional accreditation status of the college. Except as otherwise noted, FGC will accept the credit only from regionally accredited colleges and universities recognized by the United States Department of Education, in accordance with FGC's established acceptance practices. There is no differentiation between courses taken on site or online.

For transcripts evaluated November 16, 2012 until August 17, 2020, all developmental, freshman and sophomore level courses attempted at the prior institution will be evaluated for degree-seeking students. For transcripts evaluated January 1, 2012 until August 17, 2020, 3000 and 4000 level courses also will be evaluated for transfer credit for students requesting admission into a baccalaureate degree program.

Effective for transcripts evaluated August 17, 2020 until December 31, 2020: courses equivalent to a course at FGC with a grade of C or higher that apply to the requirements for the student's degree or certificate program will be awarded transfer credit. The credit for the course appears on the student's transcript as attempted credit and earned credit. A grade of T (transfer) will be entered, but will not be calculated in the student's grade point average (GPA).

Effective January 1, 2021, courses will be awarded transfer credit, as shown below. Courses do not need to be equivalent to a course at FGC.

- a. Except as shown below to meet electives or FGC prerequisites, only courses with a grade of C or higher that apply to the requirements for the FGC degree or certificate program on the student's record at the time of transcript evaluation will be awarded transfer credit. The grade and credit for the course will appear on the student's transcript as attempted credit and earned credit and will be calculated into the student's grade point average (GPA).
- b. Courses with a grade of D or D+ will also be awarded transfer credit if they are not general education courses or core courses for the program, but apply as an elective for the FGC degree or certificate program on the student's

record at the time of transcript evaluation. The grade and credit for the course will appear on the student's transcript as attempted credit and earned credit and will be calculated into the student's GPA.

- c. In order to meet possible prerequisites for required FGC courses, all developmental education courses, ENC 1101, and college credit mathematics courses, that are equivalent to an FGC course will be evaluated for transfer credit, even if not a requirement for the FGC degree or certificate program on the student's record at the time of transcript evaluation.
- d. For ENC 1101 or college credit mathematics courses with a grade of C or better, the grade and credit will appear on the student's transcript as attempted credit and earned credit and will be calculated into the student's GPA.
- e. For any college credit mathematics course that is not designated as a general education course, with a grade of D or D+, the grade and credit will appear on the student's transcript as attempted credit and earned credit and will be calculated into the student's GPA.
- f. For developmental education courses with a grade of C or better, the grade and course will appear on the student's transcript, but no attempted or earned credit will be awarded. A grade of TP (transfer passed/no credit) will be entered, but will not be calculated into the student's GPA.
- g. For developmental education courses, ENC 1101 and general education mathematics courses with a grade less than a C, and college credit mathematics courses (not general education) with a grade less than a D, the course will appear on the student's transcript, but no attempted or earned credit will be awarded. A grade of TA (transfer attempted) will be entered, but will not be calculated into the student's GPA.
- h. Use of any other course to satisfy program requirements must be approved by the Vice President for Academic Affairs, academic dean, or designee by submission of a properly approved course substitution form to the Office of Enrollment Services.
- i. If a student changes majors, transcripts will be reviewed to determine if credit should be awarded for additional courses that apply toward the new major. Courses and credits previously awarded will remain on the transcript.

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. Transfer practices are not retroactive for any transcripts evaluated prior to the effective date.

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. The Vice President for Academic Affairs or academic dean may authorize an exception, and acceptance and award of credit, in extenuating circumstances. 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 Office of Enrollment Services 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 through coursework at FGC before graduation.

A student's cumulative GPA is calculated from earned hours at Florida Gateway College and any transfer courses that apply to the GPA, as stated herein.

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. Use of any other course to satisfy credit hour deficiencies in program requirements must be approved by the Vice President for Academic Affairs, academic dean, or designee by submission of a properly approved course substitution form to the Office of Enrollment Services.

FGC policy and procedure 6Hx12:09-40 contain additional information related to evaluation and award of transfer credit, including the process to appeal the denial of transfer credit.

## **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.

## **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 Office of Enrollment Services for independent study classes as they do for all other classes, before the end of the add/drop period.**

## **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 Director of Dual Enrollment & Career Services.

## Library

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

The library has more than 70 computers for student access, as well as wi-fi. There are 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](http://www.fgc.edu). A Student ID is required to use library services. The library orientation video offers a guide to navigating the databases, and is often required for students to complete.

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, academic probation, academic suspension, or academic dismissal, which will be notated on the student's academic transcript.

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, academic probation, academic suspension, and/or academic 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. Reinstatement after academic suspension does not reinstate federal financial aid.

## **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. Upon return, students will be placed in a probationary status. If they achieve a 2.00 GPA for the first semester, they will again be subject to regular probation procedures. If a 2.00 GPA is not earned in the first semester, the student will be placed on academic dismissal. Reinstatement after academic dismissal does not reinstate federal financial aid.

Requests to exceed the maximum credit hours for a student on academic probation or to reduce the non-enrollment period for academic suspension and academic dismissal should be submitted to the Vice President for Enrollment Management and Student Affairs.

## **Continuous Enrollment in Developmental Education Classes**

Students who are not exempt from placement testing and who score into developmental education classes through their placement test scores must be continuously enrolled in at least one development education class in each term of enrollment until all required developmental education courses are completed with a grade of C or better.

Students who are enrolled in developmental education class(es) and drop all of their developmental education classes must be dis-enrolled 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 a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees. "Excess hours" are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120% X 120).

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

A course may be dropped only during the published add/drop period. The student may drop the course online through MyFGC or by submitting a form through the office of Enrollment Services. Dual Enrollment students should follow the established dual enrollment drop process.

**To withdraw from a course, the student must complete the following before the published withdrawal deadline:**

1. Complete the Withdrawal form and submit it to your instructor. The instructor should sign the form and fill in the last date of attendance.
2. The student must then meet with an academic advisor, who will sign the form. (Advising Services, Building 014).
3. Submit the form to the Director of Financial Aid or Director's designees for signature.
4. Take the signed form to the Office of Enrollment Services for processing before the deadline for withdrawal.

A student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt at any course, the student will not be permitted to withdraw and will receive a grade for the course. **Students who take courses off campus or online or have extenuating circumstances that prevent submission of the Withdrawal form in person, must:**

1. Obtain the instructor's authorization and last date of attendance via email
2. Email the advisor a statement requesting a withdrawal from the course and include the instructor's email with the last date of attendance.
3. The advisor will complete a withdrawal form, attach the emails from the student and instructor in lieu of signatures and forward the form to Financial Aid.
4. A Financial Aid representative will complete and sign the form and forward the form to Enrollment Services to be processed.

It is the student's responsibility to ensure that the required documents are submitted to the advisor prior to the designated withdrawal deadline and to understand all financial and academic implications of the withdrawal. Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from his/her instructor.

## Late Drop Due to Extenuating Circumstances

A late drop will be considered only in the case of documented extenuating circumstances determined by the college to be exceptional and beyond the control of the student. In those cases, a student must submit an Application for Late Drop, together with all supporting documents, as one packet to the Vice President for Enrollment Management and Student Affairs (VP). The application is available in the Office of the VP. The application packet must be submitted no later than thirty (30) days after the end of the term for which the late drop is being requested. Absent exceptional circumstances, untimely appeals will not be considered. Submission of the Application for Late Drop does not guarantee that the late



drop will be approved. The VP will make a decision to approve or deny the request. If approved, the VP will complete the Late Drop Authorization form, obtain approval of the Financial Aid director or designee, and submit the form to Enrollment Services to be processed.

Changes to a student's schedule may impact financial assistance being received. It is the student's responsibility to contact any office providing financial assistance regarding any financial impact that would result from the requested late drop.

## **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

## Enrollment Services

The Office of Enrollment Services is located in Building 15. Staff provide a variety of services, assistance and guidance to prospective, current and former students, in compliance with college, state and federal policies, procedures, rules, laws, and guidelines. The services include providing assistance with general admission and readmission to the college, determination of residency for tuition purposes, registration, processes to request transcripts and verification and certification of enrollment status, graduation, updating student information, and veteran's services.

For additional information about admission to the college and the admissions process, refer to the General College Admission section below. Additional information about records can be found in the Student Records - FERPA section 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.

For more information, contact the Office of Enrollment Services via email at [enrollment.services@fgc.edu](mailto:enrollment.services@fgc.edu), by phone at 386-754-4280, or visit the college website at [www.fgc.edu](http://www.fgc.edu).

## General College Admission

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.

Florida Gateway College does not discriminate in education or employment related decisions on the basis of any legally protected status in accordance with the law. For additional information, refer to the About FGC section of this catalog.

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 and notarized 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, or as prescribed by the state statute for the state in which home school completion was achieved. Students who are applying to a dual enrollment or early admission program pursuant to 1007.271 are exempt from this requirement; and b) any other requirements established by the board of trustees. Admission to other programs 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 some 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. For additional information, refer to the About FGC section of this catalog.

## Admissions Procedures

All prospective students (including returning students who were previously enrolled at FGC as dual enrollment/collegiate high school and have graduated from high school, or former students who have not attended FGC in the past three semesters) are required to complete an application for admission to the college.

Students must also complete the residency declaration and provide required supporting documents to 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 or out-of-state resident for tuition purposes, as established by Florida Statute and Florida Department of Education State Board Rule. This classification determines the rate of tuition assessed to the student.

Prior to acceptance to the institution, applicants are required to provide official transcripts reflecting high school completion from a qualified/credible high school, satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, 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. Some programs of study do not require high school completion; however, graduation from a credible high school with a standard high school diploma, issuance of a credible high school equivalency diploma, or qualification of home school completion is required for the award of financial aid. Foreign educational transcripts must be evaluated by a foreign credential evaluation and translation service approved by the National Association of Credential Evaluation Services (NACES).

In order to register for courses and receive financial aid, students are required to provide and have evaluated official transcripts from each and every previously attended institution of higher education. This includes each and every college, university and vocational-technical school attended by the student, regardless of the award of credit or applicability of credits toward the program of intent at FGC. Foreign educational transcripts must be evaluated by a foreign credential evaluation and translation service approved by the National Association of Credential Evaluation Services (NACES).

All applications and other required documents should be submitted by the priority processing date for each semester.

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". These programs typically involve a selection process and a limited number of students are admitted. Prospective students submit a separate program application and 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/coordinator 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 about 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, 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. "Excess hours" are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120% x 120).

All students whose educational plan may include earning a bachelor's degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida College 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, or contact an Enrollment Services representative for admission assistance and information at 386-754-4280 or by emailing [Enrollment.Services@fgc.edu](mailto:Enrollment.Services@fgc.edu)

## **Residency for Tuition Purposes**

Although not required for admission, the Florida Residency Declaration and all supporting documents should be submitted to the Office of Enrollment Services as soon as possible. The documents must be reviewed to determine eligibility for the Florida in-state tuition rate. Until a student is determined to be eligible for the Florida in-state tuition rate, the student will be classified as a non-Florida resident for tuition purposes and will be responsible for the out-of-state rate.

(The above requirement does not apply to High School Dual Enrollment/Early College Program applicants and Transient applicants from a Florida College System or Florida State University System institution.)

## **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 submit by the priority processing date:

1. FGC Application for Admission;
2. Official transcript reflecting high school completion from a qualified/credible high school, satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, 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 for the state in which high school completion was achieved. Foreign educational transcripts must be evaluated by a foreign credential evaluation and translation service approved by the National Association of Credential Evaluation Services (NACES).

### **Returning/Readmit Student**

(Someone who was previously enrolled at FGC, has not attended FGC in the last three semesters, and has not attended another postsecondary institution, or a former FGC dual enrollment/collegiate high school student who has graduated from high school and has not attended another postsecondary institution.)

All returning students who attended another institution while not enrolled at FGC should follow the steps to apply as a transfer student.

Fully complete and submit by the priority processing date:

1. FGC Application for Admission;
2. Official transcript reflecting high school completion from a qualified/credible high school, satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, 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 for the state in which high school completion was achieved. Foreign educational transcripts must be evaluated by a foreign credential evaluation and translation service approved by the National Association of Credential Evaluation Services (NACES). If previously provided, and deemed acceptable for re-admission, this does not have to be submitted again.

### **Transfer Student**

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

Fully complete and submit by the priority processing date:

1. FGC Application for Admission;
2. Official transcript reflecting high school completion from a qualified/credible high school, satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, 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 for the state in which high school completion was achieved. Foreign educational transcripts must be evaluated by a foreign credential evaluation and translation service approved by the National Association of Credential Evaluation Services (NACES);

3. 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. All foreign educational transcripts must be evaluated by a foreign credential evaluation and translation service approved by the National Association of Credential Evaluation Services (NACES). Official transcripts of college placement test scores, i.e., ACT, SAT, etc., may also be required for registration.

## Transient Student

(Someone who is currently enrolled at another college (the home institution), is not seeking a degree/program completion at FGC, and has authorization from the home institution to take specific classes 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 the Transient Student Admission Application through the Florida Virtual Campus at [www.floridashines.org](http://www.floridashines.org);
2. All other transient students must fully complete and submit the FGC admission application. Authorization from the home institution approving the student's request for transient status at FGC must also be provided.

## 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 homeschooled 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 9-11. 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:

- a. be enrolled in grades 6-12 in an eligible school;
- b. submit a completed Dual Enrollment Application for Admission with appropriate signatures and approvals;
- c. 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);
- d. provide official evidence of college level competencies through PERT, ACT, or SAT, which equates to eligible scores on all areas including Reading, Writing and Math, and;
- e. receive written notice of acceptance from FGC.

## 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 priority processing date:

1. FGC Application for Admission;
2. Official transcript reflecting high school completion from a qualified/credible high school, satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, 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 for the state in which high school completion was achieved. Foreign educational transcripts must be evaluated by a foreign

credential evaluation and translation service approved by the National Association of Credential Evaluation Services (NACES);

3. 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 prerequisites. Foreign educational transcripts must be evaluated by a foreign credential evaluation and translation service approved by the National Association of Credential Evaluation Services (NACES).

A non-degree seeking/personal enrichment student who intends to pursue a program of study must contact Advising Services to request a change in status. Appropriate admission requirements for the new program 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 on an F1 visa, or 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 admission application deadlines (includes transfer requests), specific to international student admission. **Not all academic programs meet the eligibility requirements for international students.** Please contact the Designated School Official in the Office of Enrollment Services to determine if a desired program is eligible for International Students.

Fully complete and submit by the published deadline:

1. FGC Application for Admission as an international student;
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 foreign credential evaluation and translation service approved by the National Association of Credential Evaluation Services (NACES);
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 on an F1 visa will be assessed tuition at full cost and are not normally eligible to receive the Florida in-state tuition rate. 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 the necessary requirements for admission to the upper division level of FGC for the program.

Fully complete and submit by the priority processing date:

1. FGC Application for Admission as a baccalaureate student;
2. Official transcript reflecting high school completion from a qualified/credible high school, satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, 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. Foreign educational transcripts must be evaluated by a foreign credential evaluation and translation service approved by the National Association of Credential Evaluation

Services (NACES). If previously provided and deemed acceptable for re-admission, this does not need to be submitted again;

3. Official transcripts from a regionally accredited college or university indicating that the applicant has earned an Associate in Science (A.S.), Associate in Arts (A.A.), or higher degree with a GPA of 2.0 or higher, if the degree was not earned at FGC. Admission to some FGC baccalaureate programs requires specific degrees. Foreign educational transcripts must be evaluated by a foreign credential evaluation and translation service approved by the National Association of Credential Evaluation Services (NACES);
4. Registration and award of financial aid is contingent upon receipt and evaluation of official transcripts from all other institutions previously attended (with the exception of Florida Gateway College or Lake City Community College). Foreign educational transcripts must be evaluated by a foreign credential evaluation and translation service approved by the National Association of Credential Evaluation Services (NACES);
5. Students should meet with an advisor regarding program admission requirements and deadlines specific to their baccalaureate program of intent.

## Residency Classification

Residency refers to the classification of a student as an in-state Florida resident or out-of-state resident for tuition purposes. 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 significantly less in fees per credit hour than non-Florida residents.

Section 1009.21, Florida Statutes, outlines the criteria for establishing residency for tuition purposes in Florida public higher education institutions. The rules regarding residency for tuition purposes in Florida are composed of 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 students are required to complete a Residency Declaration concerning their status as a Florida resident for tuition purposes and provide supporting residency documentation. 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/person serving in a parental relationship 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. The required 12-month qualifying period must 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. It is the responsibility of the claimant to provide clear and convincing documentation. The Residency Declaration and supporting documentation will be reviewed by college staff to verify residency for tuition purposes and eligibility for in-state tuition assessment.

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. Reclassification applies to future terms of enrollment and is not retroactive.

All residency documents must be on file prior to the first day of class in the term for which residency is sought. Students should complete the residency declaration and provide supporting documentation to the Office of Enrollment Services by the deadline for fees as listed on the academic calendar. It is the student's responsibility to ensure all required documentation is provided and approved by Enrollment Services well in advance of the first day of class. Students who do not provide the required documentation for classification as a Florida resident for tuition purposes prior to the first day of class will be classified as a non-Florida resident for the term and may reclassify as a Florida resident for future terms.

Questions regarding residency classification or reclassification should be directed to Enrollment Services 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 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.

#### **Congressman C.W. "Bill" Young Veteran Tuition Waiver Act**

As established in Florida Statute 1009.26 (13) and (14), 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 waiver program also includes Active Duty members of the Armed Forces of the United States residing or stationed outside of Florida.

The honorably discharged veteran or eligible individual must provide:

1. Copy of DD-214 reflecting honorable discharge, or discharge certificate or other documentation as deemed appropriate by FGC;
2. Current FL driver's license or FL Identification card, which demonstrates physical residence in Florida.

The spouse, dependent, active duty member, or eligible United States Department of Veteran's Affairs (USDVA) beneficiary must provide documentation which substantiates eligibility for educational assistance.

#### **High School Attendance Waiver**

FGC shall waive out-of-state fees for a Florida high school graduate who meets the following criteria:

1. Attended a Florida secondary school for three consecutive years immediately before graduating from a Florida High School;
2. Submits an admission application to a Florida College System institution with 24 months of high school graduation;
3. 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 Florida residency for tuition purposes. Students eligible and approved for these waivers will be classified as a non-resident for tuition purposes, but the out-of-state portion of the fees will be waived. If you believe you may be eligible for a tuition waiver, please contact Enrollment Services staff.

#### **Georgia Differential/Residency Classification Request**

Residents of Georgia counties which are nearby to the College's service district are eligible for for a differential out-of-state fee equal to the fee charged for in-state students plus 5%. Qualification is based upon documented evidence of legal residence in the state of Georgia in a county within a two hundred ten (210) mile radius of Florida Gateway College. 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.

Please contact Enrollment Services staff for additional information about the Georgia Differential.

#### **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 Director of Enrollment Services, who serves as Chair of FGC's Residency Appeals Committee. The Enrollment Services 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 [www.fgc.edu/students/test-center/](http://www.fgc.edu/students/test-center/). Appointments can be scheduled online at [www.registerblast.com/fgc](http://www.registerblast.com/fgc).

## 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.

- 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®)
- Nurse Entrance Exams
- Paraprofessional Exam (ParaPro)
- PearsonVUE 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.

Dual Enrollment students are required to have a government-issued photo, SSN#, and a test voucher from their guidance counselor or from advising services.

## 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

*(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 Enrollment Management and Student Affairs.

## Registration

A first semester student must meet with his or her advisor before registration to plan coursework for a particular semester. A student who has been enrolled for the prior semester or has met with an advisor, will be allowed to register online through MyFGC. Dual Enrollment students should follow the established dual enrollment registration process.

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. Have official transcripts from all postsecondary institutions previously attended sent to the Office of Enrollment Services. All transcripts must be received and evaluated prior to registration or the award of financial aid;
4. Complete and submit the Florida Residency Declaration and all supporting documents to the Office of Enrollment Services for review and determination of eligibility to be classified as a Florida resident for tuition purposes. Students without that classification must pay the higher non-Florida resident rate for classes;
5. All new students must meet with an advisor to discuss and complete a program of study and tentative schedule;
6. Continuing students who have not enrolled in the past three terms must apply for readmission and meet with an advisor prior to registration;
7. Register online through MyFGC or through the Office of Enrollment Services;
8. Pay fees by the established deadline each semester to avoid being dropped from classes;
9. Official class schedule may be reviewed and printed online through MyFGC;
10. Students who owe obligations to the College or have a registration hold must resolve these prior to registering for classes.

Below are some of the holds that will prevent students from registering:

- Initial Advising hold: New students must meet with their academic advisor before registering.
- Admissions hold: Former dual enrollment students who have graduated from high school must complete the admission application process before registering. This hold may also be on a student who must supply additional documentation to complete the admissions process.
- Survey hold: The college is required to collect survey information from some students at various points in their academic career. Upon completion of the survey, the hold is removed.
- VA hold: This hold is to ensure that the student informs the VA certifying official of all changes to classes. The hold may be lifted for the student to register, but the student must provide a copy of the new class schedule to the VA certifying official to avoid delays in certification of enrollment.
- Other holds: Other holds, such as an accounts receivable, financial, or academic hold, may prevent students from registering. Students must contact the respective hold originator to resolve the hold before registering through MyFGC.

## 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**

### **Current FGC students**

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

- a. complete a transient student form through FloridaShines.org (this is preferred if planning to take courses at another Florida public institution), or
- b. complete a transient student request form, which can be obtained from the Office of Enrollment Services (this certifies good standing to the receiving institution); and
- c. obtain the necessary signatures required on the transient student form; and
- d. submit the transient student form to the transient college;
- e. 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 Office of Enrollment Services.

### **Guest students coming to FGC**

Someone who is currently enrolled at another college (the home institution) and is not seeking a degree/program completion at FGC may wish to take courses at FGC as a guest student to apply toward degree requirements at the home institution. The student must have authorization from the home institution to take specific classes at FGC during a designated term and complete the transient student admission process as outlined in the Admissions section of this catalog.

Upon admission, the student may register online through MyFGC. Any requests for exceptions to FGC corequisites for courses with required lab components, will be submitted to the academic vice president, dean, or associate dean. Final decisions on exceptions may not be made until the last day of regular registration. Registration will not be available until the exception is approved.

Guest students at FGC must comply with all FGC rules, regulations, policies and procedures, including registration and fee payment deadlines.

## **Student Records - FERPA**

### **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 Director of Enrollment Services/Registrar written requests that identify the record(s) they wish to inspect. The Director of Enrollment Services/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 Director of Enrollment Services/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:
  - a. 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.*
  - b. 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,
  - c. To persons or organizations providing financial aid to the student, or determining financial aid decisions,
  - d. To accrediting organizations carrying out their accrediting functions,
  - e. To persons in compliance with a judicial order or a lawfully issued subpoena,
  - f. 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,
  - g. To parents of dependent students,
  - h. To organizations conducting studies for or on behalf of educational agencies or institutions,
  - i. 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,
  - j. 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.
  - k. 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.
  - l. In compliance with The Patriot Act, The Campus Sex Crimes Prevention Act, and The Clery Act.
  - m. 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 Office of Enrollment Services 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 Office of Enrollment Services.** 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
- Weight and height of athletic team members
- County of residence
- Participation in officially recognized activities and sports
- 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:
- a. The student gives written consent,
  - b. A subpoena is issued, or
  - c. The parent(s) submits evidence to the Office of Enrollment Services 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 appointed Credentials, Inc. as its official transcript provider. Transcript requests are submitted online through links on the FGC web page. More detailed information is available on the web page.
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 degrees in Nursing (BSN), Early Childhood Education (BEC), and Elementary Education (BEE).

## 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 2000

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 1002 or 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

- Prior to the award of an associate in arts or baccalaureate degree, students who have no prior college credit and initially enter a Florida College System (FCS) or State University System (SUS) institution as a first-time-in-college student in fall 2018 or thereafter must meet the civic literacy requirement.

Students who were in dual enrollment prior to fall 2018 are not required to satisfy the civic literacy requirement. Prior to the award of an associate in arts or baccalaureate degree, students who began dual enrollment in the fall of 2018 or later are required to demonstrate civic literacy.

Students who are admitted to an FCS baccalaureate degree program are not considered to be first time in college; they are considered transfer or continuing students.

**Civic Literacy Requirement Options:**

(1) Successfully completing either POS 1041 - American Government or AMH 2020 - United States History from 1865 with a grade of C or higher

**OR**

(2) Achieving the standard score on one of the following assessments:

<u>Assessment</u>	<u>Standard Score</u>
AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

- Fulfill all financial obligations to the College.

## Bachelor of Science Degree Programs

### Early Childhood Education, B.S.

**Banner Code: BEC**

**Bachelor of Science**

(120 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 - 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 other program areas will need to successfully complete one core education class 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.)

### Program Learning Outcomes

1. Students will demonstrate an understanding of how to support children's development and learning in context.
2. Students will demonstrate their ability to create positive family-teacher partnerships.
3. Students will demonstrate their ability to observe, document, and assess children.
4. Students will demonstrate their understanding of developmentally, culturally, and linguistically appropriate teaching practices.
5. Students will demonstrate knowledge, application, and integration of academic content in the early childhood curriculum.
6. Students will demonstrate professionalism as an early childhood educator.

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

- Complete and submit to the FGC Office of Enrollment Services the online Admission Application, as a baccalaureate student, along with all required, supporting documents. The application can be found at <https://apply.fgc.edu/Ellucian.ERecruiting.Web.External/pages/welcome.aspx>.
- Complete a BEC program application and submit to Dr. Sharron Cuthbertson,
  - by mail - FGC, 149 S.E. College Place, Lake City, Florida 32025
  - by fax - (386)754-4995
  - by email - [sharron.cuthbertson@fgc.edu](mailto:sharron.cuthbertson@fgc.edu)
  - The application can be found at <https://www.fgc.edu/wp-content/uploads/2018/07/BEC-Application-2018-1-1.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 in addition to the Bachelor of Science Graduation 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: 3 Credit Hours

- EDF 1005 - Introduction to the Teaching Profession 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 1309 - Early Childhood Education Foundations 3 credits (Should be taken before or concurrently with EEC 4706.)
- EEC 1601 - Child Study 3 credits (Should be taken before or concurrently with EEX 4201.)
- EEC 2949 - Internship-Child Development 2 credits (Should be taken before or concurrently with EEC 3400.)

## General Education Requirements: 36 Credit Hours

- 36 credit hours General Education Requirements

## Lower-level electives: 22 Credit Hours

- 1000 - 2999 courses

## First Year Fall Core Courses: 12 Credit Hours

- EEC 3214 - Early Childhood Education Learning Environment & Strategies 3 credits
- EEC 3301 - Instructional Practices 3 credits
- EEC 3511 - Infant and Toddler Curriculum 3 credits
- EEC 3731 - Health, Nutrition and Safety of Young Children 3 credits

## First Year Spring Core Courses: 12 Credit Hours

- EEC 3400 - Parents as Teachers/Field Experience 3 credits
- EEC 3704 - Education and Development of Young Children 3 credits
- EEC 3320 - Principles and Methods for Teaching Early Childhood Social Studies 3 credits
- LAE 3405 - Children's Literature 3 credits

## Second Year Fall Core Courses: 12 Credit Hours

- EEC 4211 - Integrated Math and Science in Early Childhood 3 credits
- EEC 4227 - Creative Arts for Preschool Education/Field Experience 3 credits
- EEX 4201 - Young Children with Special Needs 3 credits
- EEC 4661 - Early Childhood Education Theory and Practice 3 credits

## Second Year Spring Core Courses: 12 Credit Hours

- EEX 3603 - Positive Behavioral Supports in Inclusive Early Childhood Settings 3 credits
- EEC 4706 - Language Development 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 120 Credit Hours

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

## **Elementary Education, B.S.**

**Banner Code: BEE**

**Bachelor of Science**

**(120 credit hours)**

The Bachelor of Science Elementary Education Program (BEE) is a state-approved educator preparation program that prepares graduates to teach children in kindergarten through sixth grade. Students in the program will learn research-based strategies for teaching elementary students and have many opportunities to apply their knowledge in a variety of educational settings through internships. The FGC Bachelor of Science Elementary Education graduate is eligible for Florida Elementary Teacher Certification (K-Grade 6), and endorsements in Reading (K-12) and English for Speakers of Other Languages (ESOL, K-12).

A graduate of this program can seek employment teaching students in kindergarten through sixth grade in a Florida public school, charter school, or private school.

#### Program Learning Outcomes

1. Graduates will be able to apply concepts from human development, learning theories, and knowledge of the subject through the teaching process.
2. Graduates will be able to maintain a student-centered learning environment.
3. Graduates will be able to utilize assessments to guide teaching practice.
4. Graduates will demonstrate professional responsibility and ethical conduct.

#### Admission Requirements for the BS Elementary Education Program

Minimum requirements for admission to the Florida Gateway College (FGC) Bachelor of Science in Elementary Education (BEE) program are:

1. Acceptance to Florida Gateway College as a degree-seeking student with all required admissions documents received by Enrollment Services.
2. Completion of an Associate in Arts (AA) degree from a regionally-accredited college or university.
3. A grade point average of at least 2.5 on a 4.0 scale for postsecondary work.
4. Completion of EDF 1005 - Introduction to the Teaching Profession with a grade of C or better.

**Note:** *Fingerprinting and a Level-2 criminal background check are required before a student may enroll in Internship courses.*

#### Graduation Requirements for the BS Elementary Education Program

- Receive a passing score on all three components of the Florida Teacher Certification Exam (FTCE): *General Knowledge (GK)*, *Professional Education (PEd)*, and the *Elementary Education (K-6) Subject Area Examination (SAE)*.
- Complete credits as outlined in the program of study, including professional portfolio demonstrating the program outcomes and the Florida Educator Accomplished Practices.
- Earn a cumulative grade point average (GPA) of 2.0 or higher.
- Earn a C or higher in all upper-division coursework.
- Demonstrate proficiency in a foreign language.

#### Courses Required for the Program

- 36 credit hours General Education Requirements
- 3 credit hours EDF 1005
- 21 credit hours electives

#### Upper Division Courses: 60 credit hours

- EDE 3223 - Integrating Art, Music and Physical Education 3 credits
- EDF 3115 - Child Development for Inclusive Education 3 credits
- EEX 3294 - Differentiated Instruction 3 credits
- MAE 3310 - Teaching Mathematics in Elementary School 3 credits
- RED 3309 - Teaching Early Literacy 3 credits
- EDE 3941 - Elementary Education Pre-Internship I 1 credit
- SCE 3310 - Teaching Science in Elementary School 3 credits
- LAE 3414 - Children's Literature 3 credits
- TSL 3080 - Foundations of Teaching ESOL 3 credits
- MAE 3312 - How Children Learn Math 3 credits
- SSE 3312 - Teaching Social Science in Elementary School 3 credits
- EDE 3942 - Elementary Education Pre-Internship II 1 credit
- TSL 4081 - TESOL Issues and Practice 3 credits

- RED 4318 - Teaching Reading in Intermediate Grades 3 credits
- EDE 4943 - Elementary Education Pre-Internship III 1 credit
- EDF 4603 - Critical Issues in Classroom Management, Ethics, Law, and Safety 3 credits
- EDE 4302 - Engineering for Elementary Learners 3 credits
- EDG 4410 - Classroom Management 3 credits
- EDE 4936 - Senior Seminar in Elementary Education 1 credit
- EDE 4945 - Senior Internship in Elementary Education 9 credits
- RED 4940 - Internship in Reading 2 credits

## Elementary Education, B.S. Total 120 Credit Hours

### Nursing, B.S.

**Banner Code: BSN**

**Bachelor of Science**

**(121 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 prepare registered nurses with an affordable, high quality, generalist baccalaureate nursing education to meet present and future healthcare needs of their community and engage in life-long learning to advance the nursing profession.

The Baccalaureate degree program in nursing at Florida Gateway College is accredited by the Commission on Collegiate Nursing Education, <http://www.ccnaccreditation.org>.

BSN graduates will be qualified for supervisory positions such as nurse managers and patient unit coordinators.

#### Program Learning Outcomes

1. Graduates will be able to integrate knowledge from a variety of disciplines to inform decision making in the professional practice of nursing.
2. Graduates will be able to apply leadership and management principles in the coordination of high-quality safe patient care.
3. Graduates will be able to implement evidence-based practices to improve patient outcomes through the application of basic research principles.
4. Graduates will be able to facilitate the application of patient care technology skills that support safe nursing practice.
5. Graduates will be able to provide service to the community by advocating for policies aimed at reducing health disparities.
6. Graduates will be able to collaborate with other healthcare professionals to coordinate high quality safe patient care.
7. Graduates will be able to apply knowledge of health promotion and disease prevention to improve health of individuals and the community.
8. Graduates will be able to influence the practice of nursing through leadership behaviors that evidence mutual respect and understanding.
9. Graduates will be able to promote holistic, culturally competent care for people from diverse backgrounds.
10. Graduates will be able to design innovative approaches to manage complex and evolving care needs.

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

- Complete and submit to the FGC Office of Enrollment Services 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:
  - Level II Background and drug screen completed prior to clinical placement

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: 9 Credit Hours

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

- 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 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: 12 Credit Hours

- NUR 3846 - Nursing Theory 3 credits
- NUR 3125 - Pathophysiology 3 credits
- NUR 3164 - Nursing Research and Informatics 3 credits
- NUR 4837 - Health Care Policy and Economics 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: 7 Credit Hours

- NUR 4636C - Community Health 4 credits
- NUR 4827 - Leadership and Management in Professional Nursing 3 credits

## Nursing, B.S. Total 121 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 2000

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 1002 or 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

- Prior to the award of an associate in arts or baccalaureate degree, students who have no prior college credit and initially enter a Florida College System (FCS) or State University System (SUS) institution as a first-time-in-college student in fall 2018 or thereafter must meet the civic literacy requirement.

Students who were in dual enrollment prior to fall 2018 are not required to satisfy the civic literacy requirement. Prior to the award of an associate in arts or baccalaureate degree, students who began dual enrollment in the fall of 2018 or later are required to demonstrate civic literacy.

Students who are admitted to an FCS baccalaureate degree program are not considered to be first time in college; they are considered transfer or continuing students.

**Civic Literacy Requirement Options:**

(1) Successfully completing either POS 1041 - American Government or AMH 2020 - United States History from 1865 with a grade of C or higher

**OR**

(2) Achieving the standard score on one of the following assessments:

<u>Assessment</u>	<u>Standard Score</u>
AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

- Fulfill all financial obligations to the College.

## **Bachelor of Applied Science Programs**

### **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 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.

**Program Learning Outcomes**

1. Evaluate the interaction between natural resources and human activity on a given ecosystem.
2. Interpret the interplay between politics, policy, science, and values in environmental management.
3. Analyze the management of natural resources under various budgetary constraints while addressing the needs of stakeholders.

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 Enrollment Services a Baccalaureate Admission Application along with all required, supporting documents. The Baccalaureate Application can be found at <https://www.fgc.edu/discover/admissions/admissions-forms/>.
- 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 in addition to the Bachelor of Applied Science Graduation 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 2005 - Treatment of Water and Wastewater 4 credits
- EVS 2891 - Hydrology and Quality of Water 4 credits
- EVS 2893C - Environmental Sampling and Analysis I 4 credits
- EVS 2894C - Environmental Sampling and Analysis II 4 credits
- SWS 1102 - Soil Science 3 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

### General Education Requirements: 36 Credit Hours

- |  |           |
|--|-----------|
| • Communications   | 9 credits |
| • Mathematics (Must be MAC 1105 or higher)                     | 3 credits |
| • Mathematics (Any other General Education Mathematics course) | 3 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
- EVS 3144 - Wastewater Treatment Operator, Level B 3 credits
- EVS 3345 - Water Treatment Operator, Level B 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
- MNA 4563 - The Utility Manager, Level A 3 credits

### Management or Water Resource Elective: 3 Credit Hours

(May take any of the Management or Water Resources electives 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

# 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.

Students in the Associate in Arts or Associate in Science degree are required to demonstrate computer competency with the completion of the computer competency course within Canvas during the first semester and prior to registering for the second semester.

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 Associates degree program.

1. **Communication**  
Students will effectively communicate through oral or written skills.
2. **Critical Thinking**  
Students will logically evaluate, analyze, and synthesize information.
3. **Quantitative Reasoning**  
Students will apply mathematical concepts and reasoning to draw valid conclusions.
4. **Scientific Reasoning**  
Students will apply empirical evidence to evaluate natural phenomena.

5. **Information Literacy**

Students will use information effectively and ethically.

6. **Cultural Awareness**

Students will explain how aspects of culture relate to the human experience.

## **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.

- a. Arts, humanities, communication and design
- b. Business
- c. Education
- d. Health sciences
- e. Industry/manufacturing and construction
- f. Public safety
- g. Science, technology, engineering, and mathematics
- h. 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.

- a. Demonstrate competence in oral communication and computer literacy by assessment or passing the appropriate courses. Computer competency must be met during the first semester at FGC and prior to registering for the second semester.
- b. Complete general education requirements (36 semester hours) and elective courses (24 semester hours) to complete a minimum of 60 semester hours,
- c. Complete the college residency requirement, which is a minimum of 25 percent of credits of the program at Florida Gateway College before graduation,
- d. 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.

- e. Complete multiple writing assignments in the areas below with a grade of C or better in each course,
  1. Communications
  2. Humanities
  3. Social Sciences
- f. Earn a cumulative GPA of 2.0 in all college credit courses,
- g. 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 2000

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 1002 or 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

- h. Prior to the award of an associate in arts or baccalaureate degree, students who have no prior college credit and initially enter a Florida College System (FCS) or State University System (SUS) institution as a first-time-in-college student in fall 2018 or thereafter must meet the civic literacy requirement.

Students who were in dual enrollment prior to fall 2018 are not required to satisfy the civic literacy requirement. Prior to the award of an associate in arts or baccalaureate degree, students who began dual enrollment in the fall of 2018 or later are required to demonstrate civic literacy.

Students who are admitted to an FCS baccalaureate degree program are not considered to be first time in college; they are considered transfer or continuing students.

**Civic Literacy Requirement Options:**

(1) Successfully completing either POS 1041 - American Government or AMH 2020 - United States History from 1865 with a grade of C or higher

**OR**

(2) Achieving the standard score on one of the following assessments:

<u>Assessment</u>	<u>Standard Score</u>
AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

- i. Satisfactorily complete the following specific requirements as listed below:

Communications 9 semester hours

Mathematics 6 semester hours

Science	6 semester hours
Social Science	9 semester hours
Humanities	6 semester hours
Electives	24 semester hours

## **Associate in Arts Degree Requirements**

### **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.

In order to graduate with the AA degree, students must complete the following requirements in addition to the Associate in Arts Graduation Requirements.

### **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**

**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 LIT 2000 or 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**

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

**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, 3 hours lecture, 3 hours lab
- BSC 2085 - Anatomy and Physiology I 3 credits

and one course from:

- AST 1002 - Astronomy 3 credits or AST 1002C
- 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 1002 - Astronomy 3 credits or AST 1002C
- 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, 3 hours lecture, 3 hours lab
- PHY 2048C - General Physics with Calculus I 5 credits, 4 hours lecture, 3 hours 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 1000 - Principles of Plant Growth 3 credits  
(Not a General Education course at FGC before fall 2018.)
- BOT 2010C - Botany I 4 credits, 3 hours lecture, 3 hours lab
- MCB 2010 - Microbiology 3 credits
- ZOO 2010C - General Zoology 4 credits, 3 hours lecture, 3 hours lab
- Any General Education BSC prefixed course. (BSC 2910 is not a General Education course.) 3 credits

#### 4. Social Science - 9 college credits

SLS course

- SLS 1501 - The College Experience 3 credits **or**
- SLS 2370 - Personal Academic and Career Engagement 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

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 2000 - Introduction to Literature 3 credits

### Option 2

One course from:

Humanities Group 2 (3,500 words):

- LIT 2000 - Introduction to Literature 3 credits
- PHI 2010 - Introduction to Philosophy 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 Office of Enrollment Services. Contact the Office of Enrollment Services 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 with the completion of the computer competency course within Canvas during the first semester and prior to registering for the second semester.

Associate in Arts A.A. Total 60 Credit Hours

## Articulation with Florida Universities

### 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:
  - a. The FCS institution student will have the same opportunity to enroll in a university limited access program as the native university student.
  - b. 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 and Associate in Applied Science Degrees

## 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.

Students in Associate degrees are required to demonstrate computer competency with the completion of the computer competency course within Canvas during the first semester and prior to registering for the second semester.

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's degree program.

1. **Communication**  
Students will effectively communicate through oral or written skills.
2. **Critical Thinking**  
Students will logically evaluate, analyze, and synthesize information.
3. **Quantitative Reasoning**  
Students will apply mathematical concepts and reasoning to draw valid conclusions.
4. **Scientific Reasoning**  
Students will apply empirical evidence to evaluate natural phenomena.
5. **Information Literacy**  
Students will use information effectively and ethically.
6. **Cultural Awareness**  
Students will explain how aspects of culture relate to the human experience.

## General Information

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

A student interested in the Associate in Science and Associate in Applied Science degrees 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 and Associate in Applied Science programs 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 and Associate in Applied 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 and Associate in Applied Science degree student is required to complete a placement exam if not exempt by state board of education rule 6A-10.0315.

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. or A.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 or Associate in Applied Science degree program.

## Associate in Science and Associate in Applied Science Degrees

### Agribusiness Management, A.S.

**Banner Code: AGRB**

*Associate in Science*

**(61 credit hours)**

The Agribusiness Management program prepares students for employment as an agricultural professional, manager or supervisor. The content includes, but is not limited to, instruction that prepares individuals to apply the economic and business principles involved in the organization, operation and management of agricultural businesses. Subject areas include finance, law, marketing, and equipment and facilities management. All 21 courses are available online for those who want to work and start college, except for BOT 2010C which is available on campus.

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 if not exempt by state board of education rule 6A-10.0315.

Program Learning Outcomes

1. Students will demonstrate an understanding of plant physiology and growth.
2. Students will identify and classify pests.
3. Students will plan and troubleshoot landscape irrigation systems.
4. Students will manage a pest-control program.
5. Students will analyze and organize horticulture projects.
6. Students will prepare and administer a business oriented plan.
7. Students will develop skills in leadership, management, and financial activities.
8. Students will demonstrate a basic understanding of legal and ethical issues in a business environment.

The following is a suggested sequence of required courses.

## First Year

### First Semester: 15 or 16 Credit Hours\*

- BOT 1000 - Principles of Plant Growth 3 credits **or**
- BOT 2010C - Botany I 4 credits, 3 hours lecture, 3 hours lab \*
- GCO 1400C - Turfgrasses for Golf and Landscaping 3 credits
- MAC 1105 - College Algebra 3 credits
- PLS 1021C - Applied Agricultural Chemistry 3 credits
- SBM 2000 - Small Business Management 3 credits

### Second Semester: 15 Credit Hours

- ORH 1517 - Landscape Plants 3 credits
- SWS 1102 - Soil Science 3 credits
- MAN 2021 - Principles of Management 3 credits
- ENC 1101 - Freshman Composition I 3 credits
- 1 Accounting Course**
- ACG 2021 - Introduction to Financial Accounting 4 credits **or**
- APA 2111 - Accounting I 3 credits

## Second Year

### First Semester: 15 Credit Hours

- GCO 2431 - Golf and Landscape Irrigation 3 credits
- GCO 2441 - Integrated Pest Management I 3 credits
- BUL 2241 - Business Law I 3 credits
- 1 General Education Humanities Course**
- ARH 1000 - Art Appreciation and Introduction to Visual Arts 3 credits **or**
- HUM 2020 - Introduction to Humanities 3 credits **or**
- MUL 1010 - Music Appreciation 3 credits **or**
- PHI 2010 - Introduction to Philosophy 3 credits
- 1 General Education Social Science Course**
- AMH 2020 - United States History from 1865 3 credits **or**
- POS 1041 - American Government 3 credits **or**
- PSY 2012 - General Psychology I 3 credits **or**
- SYG 1000 - Introduction to Sociology 3 credits

### Second Semester: 16 Credit Hours

- GCO 2442C - Integrated Pest Management II 3 credits
- GCO 1402 - Turfgrass Science 3 credits
- GCO 2601 - Materials Calculations 3 credits
- CGS 1570 - Computer Applications 3 credits
- ECO 2013 - Macroeconomics 3 credits
- GEB 1949 - Business Internship 2 credits

## Agribusiness Management A.S. Total 61 Credit Hours

## **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/](http://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 2012 - 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, 3 hours lecture, 3 hours lab
- 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.

**Program Learning Outcomes**

1. Students will demonstrate the ability to develop small business plans, demonstrating competence at accessing, producing, analyzing, and interpreting marketing, financial, and operational data using common business software.

2. Students will prepare marketing plans for a business service or product.
3. Students will prepare business letters, financial reports, or emails, and employ effective communication skills in dealing with stakeholders both inside and outside the organization.
4. Students will recognize appropriate administrative policies, objectives, and procedures to institute organizational control and assess management effectiveness.

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
- MAN 2300 - Introduction to Human Resources Management 3 credits
  
- MAC 1105 - College Algebra 3 credits **or**
- STA 2023 - Elementary Statistics 3 credits
  
- CGS 1570 - Computer Applications 3 credits

### **Spring Semester: 16 Credit Hours**

- PHI 1100 - Introduction to Logic 3 credits **or**
- PHI 2600 - Ethics 3 credits
  
- ACG 2021 - Introduction to Financial Accounting 4 credits
- GEB 2214 - Business Communications 3 credits
- MAR 2011 - Principles of Marketing 3 credits
- ECO 2013 - Macroeconomics 3 credits

## **Second Year**

### **Fall Semester: 15 Credit Hours**

- SBM 2000 - Small Business Management 3 credits **or**
- MAN 2043 - Principles of Quality Management 3 credits
  
- GEB 2430 - Business Ethics 3 credits
- ECO 2023 - Microeconomics 3 credits
- ACG 2071 - Introduction to Managerial Accounting 3 credits
- MAN 2021 - Principles of Management 3 credits

### **Spring Semester: 14 Credit Hours**

- SPC 2608 - Public Speaking 3 credits
  
- FIN 2104 - Personal Finance 3 credits **or**
- OST 1384 - Introduction to Customer Service 3 credits
  
- APA 2144 - Introduction to QuickBooks 3 credits **or**
- TAX 2000 - Introduction to Federal Income Tax 3 credit hours

- BUL 2241 - Business Law I 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,
- Students must have all electives or alternatives approved by the faculty advisor or division chairperson; and
- Students must complete developmental education classes in English, reading, math, and SLS 1501 The College Experience, if placement scores are not at required levels or if not exempt by state board of education rule 6A-10.0315.

## 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.

### Program Learning Outcomes

1. Students will demonstrate the capability to configure a home or office computer network by successful completion of successive coursework in Cisco-based home and office networking technologies.
2. Students will demonstrate the capability to use desktop productivity software applications (word processing, spreadsheets, database, and presentation) effectively by successfully completing exercises in a simulation environment.
3. Students will demonstrate a capability to diagnose and upgrade Windows-based personal computers and operating systems.
4. Students will demonstrate the acquisition of problem solving techniques by successful completion of subject matter examinations, application of program coding and testing, and computer maintenance and upgrade activities, evaluating and synthesizing material offered by the courses in this program.
5. Students will acquire knowledge of information security and demonstrate the capability to synthesize and apply that knowledge.

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

- **Any General Education Social Science course** 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,
- Students must complete developmental education classes in English, writing, math and SLS 1501 The College Experience if placement scores are not at required levels, if not exempt by state board of education rule 6A-10.0315; and
- Students 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
- 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.

### Program Learning Outcomes

1. Students will demonstrate algorithm or program code development by successfully coding and testing programs based upon requirements specification.
2. Students will demonstrate the capability to use desktop productivity software applications (word processing, spreadsheets, database, and presentation) effectively by successfully completing exercises in a simulation environment.
3. Students will demonstrate the acquisition of problem solving techniques by successful completion of subject-matter examinations and application of program coding and testing, evaluating, and synthesizing material offered by the courses in this program.
4. Students will demonstrate successful completion of the software development lifecycle (SDLC) using an integrated development environment.

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
- **Any General Education Social Science course** 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
- PGY 2801C - Digital Photography I 3 credits
- SBM 2000 - Small Business Management 3 credits

### Program Notes:

- Students must have all electives approved by a faculty advisor or division chairperson,
- Students must complete developmental education classes in English, writing, math and SLS 1501 The College Experience if placement scores are not at required levels, if not exempt by state board of education rule 6A-10.0315; and
- Students 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.

### Program Learning Outcomes

1. Students will recognize the various theories used to explain crime causation and discuss efforts to prevent, reduce, and eliminate it.
2. Students will compare the similarities and differences of the United States legal system to other countries' systems.
3. Students will identify the role of corrections in local, state, and federal government.
4. Students will theorize how the diverse components of the criminal investigative process can impact a criminal complaint, from the initial report to prosecution.
5. Students will discuss the evolution of policing, corrections, the courts, the juvenile justice system, and community corrections.

To be officially accepted into this program a student must:

- have a high school diploma or GED certificate,
- take a placement exam if not exempt by state board of education rule 6A-10.0315, 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 2370 - Personal Academic and Career Engagement 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
- CJL 2062 - Constitutional Law 3 credits
- Criminal Justice Elective (CO) 3 credits
- Criminal Justice Elective (CO) 3 credits

## Criminal Justice 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)

- CJC 2162 - Probation, Pardons, and Parole 3 credits
- CJC 2400 - Understanding Criminal Behavior 3 credits
- CJE 2640 - Crime Scene Investigation & Crime Laboratory Techniques 3 credits
- CJL 2080 - Comparative Legal Systems 3 credits
- CJL 2131 - Criminal Evidence and Procedure 3 credits
- CCJ 1000 - Role of Criminal Justice in Crime and Delinquency 3 credits
- CCJ 2030 - Diversity, Crime, and Society 3 credits
- CCJ 2452 - Criminal Justice Administration 3 credits
- CCJ 2940 - Criminal Justice Internship 3 credits \*\*

**Notes:** \*\* This course may only be taken in a student's final semester.

## Digital Media and Design, A.S.

### Banner Code: DMDA

*Associate in Science*

(60 credit hours)

The Digital Media and Design A.S. prepares students to become digital content creators in a world that is constantly being shaped by technology. In our program, you'll study digital art, animation, motion graphics, drawing/design theories, digital photography, video production and more. Through our project-based curriculum you will not only master the current digital media software, you will have opportunities to work on a wide range of projects, including many for real-world clients. You will use your diverse set of skills to create persuasive messages for a wide range of audience needs.

With three electives, our program has the flexibility to be tailored to the student's specific interests. Also, there are three different college credit certificates built into the program. These are:

- Animation, C.C.C. - 15 credit hours (must take DIG 2302C and DIG 2430C as electives to receive the Animation C.C.C.)
- Video Production, C.C.C. - 12 credit hours
- Multimedia Design, C.C.C. - 15 credit hours

As the digital economy grows, employers in virtually every industry are seeking well-rounded job candidates who can assist with a wide range of digital needs. The Digital Media and Design A.S. will give you the diverse set of skills you'll need to succeed in the job marketplace.

#### Program Learning Outcomes

1. Students will effectively use the elements, and principles, of design to create successful design solutions.
2. Students will produce digital illustrations using industry standard graphics software.
3. Students will design and create animations / motion graphics to be used in a variety of media outlets (web, video, etc.).
4. Students will create digital video segments using appropriate techniques that incorporate a clear message for a targeted audience.
5. Students will complete a digital portfolio that will include professional quality work to demonstrate skills in digital media.

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
- DIG 2000C - Intro to Digital Media 3 credits (*"C" or better*)
- GRA 2151C - Computer Illustration with Illustrator 3 credits (*"C" or better*)

**Social/Behavioral Science** (3 credits) Please choose one:

- SYG 1000 - Introduction to Sociology 3 credits **or**
- PSY 2012 - General Psychology I 3 credits

### Spring Semester: 15 Credit Hours

- ART 1300C - Drawing I 3 credits
- GRA 1103C - Graphic Design Basics 3 credits (*"C" or better*)
- DIG 2109C - Digital Imaging with Photoshop 3 credits (*"C" or better*)
- PHY 1020 - Essentials of Physics 3 credits
- PGY 2801C - Digital Photography I 3 credits (*"C" or better*)

## Second Year

### Fall Semester: 15 Credit Hours

- DIG 2500C - Fundamentals of Interactive Design 3 credits
- DIG 2030C - Fundamentals of Digital Video 3 credits
- DIG 2300C - Intro to 2D Animation 3 credits

**Humanities** (3 credits) Please choose one:

- 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

- **Elective** (3 credits)

## Spring Semester: 15 Credit Hours

- DIG 2580C - Digital Media Portfolio 3 credits
- **Math** (3 credits) Please choose one:
  - MGF 1106 - Mathematics for Liberal Arts I 3 credits
  - MAC 1105 - College Algebra 3 credits
- **Communications** (3 credits) Please choose one:
  - SPC 1017 - Oral Communications 3 credits
  - SPC 2608 - Public Speaking 3 credits
- **Elective** (3 credits)
- **Elective** (3 credits)

Electives - choose 3 classes from the following list (9 credits required):

- Any ARH course
- Any ART course
- Any DIG course
- Any GRA course
- CGS 1572 - Desktop Publishing & Graphics 3 credits

## Digital Media and Design A.S. Total 60 Credit Hours

### 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, Child Development Early Intervention 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.

### Program Learning Outcomes

1. Students will demonstrate an understanding of how to support children's development and learning in context.
2. Students will demonstrate their ability to create positive family-teacher partnerships.
3. Students will demonstrate their ability to observe, document, and assess children.
4. Students will demonstrate their understanding of developmentally, culturally, and linguistically appropriate teaching practices.
5. Students will demonstrate knowledge, application, and integration of academic content in the early childhood curriculum.
6. Students will demonstrate professionalism as an early childhood educator.

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 if not exempt by State Board of Education Rule 6A-10.0315.

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 & Development: Infant & Preschool 3 credits \*\* (Must be passed with a C or better)
- BSC 2010C - General Biology I with Lab 4 credits, 3 hours lecture, 3 hours lab \*
- EEC 1001 - Introduction to Early Childhood Education 3 credits (Must be passed with a C or better)
- EEC 2300 - Cognitive Experiences for Young Children 3 credits \*\* (Must be passed with a C or better)

### Summer Term A: 6 Credit Hours

- HUN 2410 - Basic Childhood Nutrition 3 credits \*\*
- EEC 1600 - Guiding the Young Child 3 credits

### Summer Term B: 3 Credit Hours

- EEC 2401 - Home and Community 3 credits \*\*

## Second Year

### Fall Semester: 12 Credit Hours

- EEC 1601 - Child Study 3 credits \*\*
- EEC 2200 - Curriculum Overview 3 credits
- EDF 1005 - Introduction to the Teaching Profession 3 credits \*\* (Must be passed with a C or better)
- EEC 1309 - Early Childhood Education Foundations 3 credits

### Spring Semester: 14 Credit Hours

- SPC 2608 - Public Speaking 3 credits \*\*
- EEC 2949 - Internship-Child Development 2 credits (Must be passed with a C or better)
- 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 - Operating Early Childhood Facility\*\*
- EEX 2013 - Special Needs in Early Childhood Education\*\*
- EDF 2085 - Introduction to Diversity for Educators\*\*
- CHD 1339 - Motor Development and Play

## 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.

#### Program Learning Outcomes

1. Students will perform patient care procedures within their defined scope of practice during the clinical setting.
2. Students will apply basic knowledge and demonstrate critical thinking skills in order to assess and treat a variety of medical and trauma injuries across the lifespan.
3. Students will demonstrate professional behaviors in the classroom and clinical environments.

To be officially accepted into this program, a student must:

- have a high school diploma or GED certificate,
- take a placement exam if not exempt by state board of education rule 6A-10.0315, 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 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.

ACLS and PALS will be included as part of the second semester and must be successfully completed to receive credit for EMS 2272C - Paramedic 2.



PHTLS and AMLS will be included as part of the course schedule for the third semester and must be successfully completed to receive credit for EMS 2273C - Paramedic III.

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 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\*\***
- HSC 2531 - Medical Terminology 3 credits
- 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.

## Environmental Science Technology, A.S.

**Banner Code: ENST**

**Associate in Science**

**(64 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.

### Program Learning Outcomes

1. Demonstrate knowledge of the principles of managing water pollution through prevention and remediation.
2. Perform an experiment related to water and soil pollutants and analyze data.
3. Compare soil and water properties and how they affect organisms.
4. Recognize the importance of water resources and the impact of human activities on them.

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 if not exempt by state board of education rule 6A-10.0315.

The following is a suggested sequence of required courses:

### First Year

#### First Semester (Fall): 13 Credit Hours

- ENC 1101 - Freshman Composition I 3 credits
- EVR 1001 - Introduction to Environmental Science 3 credits \*^
- EVR 1001L - Introduction to Environmental Science Lab 1 credit \*^
- MAC 1105 - College Algebra 3 credits

General Education Social Science:

- AMH 2020 - United States History from 1865 3 credits **or**
- POS 1041 - American Government 3 credits

#### Second Semester (Spring): 15 Credit Hours

- ENC 1210 - Technical Writing 3 credits
- SPC 2608 - Public Speaking 3 credits
- SWS 1102 - Soil Science 3 credits ^

- **Environmental Science Technology Elective** 3 credits
- **Environmental Science Technology Elective** 3 credits

Third Semester (Summer): 7 Credit Hours

- **General Education Humanities** 3 credits
- BSC 2010C - General Biology I with Lab 4 credits, 3 hours lecture, 3 hours lab

## Second Year

First Semester (Fall): 15 Credit Hours

- EVS 1026C - Chemistry and Biology of Natural Waters 4 credits \*^
- EVS 2005 - Treatment of Water and Wastewater 4 credits \*^
- EVS 2893C - Environmental Sampling and Analysis I 4 credits ^
- **Environmental Science Technology Elective** 3 credits

Second Semester (Spring): 14 Credit Hours

- EVS 2179C - Water Analysis and Monitoring 3 credits
- EVS 2891 - Hydrology and Quality of Water 4 credits \*^
- EVS 2894C - Environmental Sampling and Analysis II 4 credits ^
- **Environmental Science Technology Elective** 3 credits

Environmental Science Technology A.S. Total 64 Credit Hours

Approved Environmental Science Technology Electives:

- BOT 1000 - Principles of Plant Growth 3 credits
- BOT 2010C - Botany I 4 credits, 3 hours lecture, 3 hours lab
- EVS 2930 - Special Topics: Wastewater Treatment Operator C Course 4 credits \*^
- EVS 2931 - Special Topics: Water Treatment Operator C Course 4 credits \*^
- EVS 2932 - Special Topics: Water Distribution Operations Level 3 4 credits \*^
- EVS 2942L - Environmental Science Technology Practicum 1-4 credits \*^ & \*\*
- GCO 2431 - Golf and Landscape Irrigation 3 credits
- GLY 1001 - Earth Science 3 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.
- Courses noted with an asterisk (\*) are part of the Water Quality Technician College Credit Certificate.
- Courses noted with a caret (^) are part of the Environmental Science Technician College Credit Certificate.
- Course noted with two asterisks (\*\*) may be taken up to three times for a maximum of 12 credits.

## Health Information Technology, A.S.

**Banner Code: HIMT**

**Associate in Science**

**(70 credit hours)**

The Health Information Technology Associate in Science degree is designed to prepare the graduate to work with and manage health-related information. Health Information Technicians collect, organize, analyze, and manage data used in the healthcare profession. Most health information technicians, also known as HIT professionals, work in a variety of settings including healthcare facilities, insurance companies and government agencies.

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Upon completion of the program, graduates are eligible to take the Registered Health Information Technician (RHIT) National Certification Exam offered through the American Health Information Management Association (AHIMA).

A criminal background check is required prior to starting the Internship courses. Students must attain a minimum grade of C in all required courses.

### **Program Learning Outcomes**

Upon completion of the Health Information Technology Associate in Science degree, graduates will be able to:

1. Demonstrate entry-level competencies for the Registered Health Information Technician (RHIT).
2. Identify and solve HIT problems.
3. Apply diagnostic and procedure codes according to current guidelines.
4. Communicate appropriately about HIT issues.

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

### **General Education and Other Required Courses: 25 Credit Hours**

- HSC 2531 - Medical Terminology 3 credits
- 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
- 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
- PHI 2600 - Ethics 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**

##### **Summer Semester: 3 Credit Hours**

- HIM 1433 - Human Diseases 3 credits

## Fall Semester: 9 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

## Spring Semester: 12 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
- HIM 2723 - ICD-10-PCS Coding 3 credits

## Second Year

### Fall Semester: 10 Credit Hours

- HIM 2272 - Healthcare Reimbursement 4 credits
- HIM 2500 - Quality Assurance and Compliance 3 credits
- HIM 2800 - Health Information Technology Internship I 3 credits

### Spring Semester: 11 Credit Hours

- HIM 2283 - Advanced Medical Coding 3 credits
- HIM 2512 - Supervision and Organizational HIT 3 credits
- HIM 2810 - Health Information Technology Internship II 4 credits
- HIM 2960 - RHIT Exam Preparation 1 credit

## Health Information Technology A.S. Total 70 Credit Hours

## LPN to RN Bridge: Fast-Track, A.S.

### **Banner Code: BRFA**

### **Associate in Science**

(72 credits: 12 experiential credits awarded for LPN status.)

The College offers an ASDN program track that allows a Licensed Practical Nurse (LPN) applicant to enroll in an accelerated Registered Nurse (RN) program. This program track is designed for an applicant who is an LPN for less than five (5) years. Eligible applicants could complete this program track within three (3) semesters. Upon completion of this program track, graduates are eligible to take the national council licensure examination (NCLEX-RN exam) to become a registered nurse.

The Associate of Science Degree at Florida Gateway College is approved by the Florida Board of Nursing, 4052 Bald Cypress Way, Bin C02, Tallahassee, FL 32399-3252, 850-245-4125.

The associate nursing program at Florida Gateway College at the main campus located in Lake City, Florida is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326  
404-975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is: Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>.

### **ASDN End of Program Student Learning Outcomes (EOP-SLOs):**

At the end of the ASDN program, at least 85% of the students will obtain a score of 80% or greater on each of the EOP-SLOs as measured on the clinical evaluation tool of the last nursing course.

1. The student will recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patients' preferences, values, and needs. **(Competency: Patient-Centered Care).**
2. The student will minimize the risk of harm to patients and providers through both system effectiveness and individual performance. **(Competency: Safety).**
3. The student will be able to use information and technology to communicate, manage knowledge, mitigate error, and support decision making. **(Competency: Informatics).**
4. The student will integrate evidence based practice with clinical expertise to include quality improvement methods for delivery of optimal health care. **(Competencies: Evidenced-based & Quality Improvement).**
5. The student will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. **(Competencies: Teamwork, Collaboration, Leadership, & Professionalism).**

Cronenwett, L., Sherwood, G., Barnsteiner, J., Disch, J., Johnson, J., Mitchell, P., Sullivan, D., Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55(3)122-31.

Students seeking admission to the LPN-RN Bridge: Fast Track component must:

- submit a Florida Gateway College admission application to the Office of Enrollment Services;
- have official high school transcript, GED or documentation of Home Schooling, and any transcripts from colleges other than FGC sent to FGC's Office of Enrollment Services;
- provide scores for ACT or SAT standardized testing or register and take a college placement test prior to seeing an academic advisor in the Student Engagement department;
- complete developmental education courses as required, prior to registering for the science courses;
- complete all prerequisite courses and obtain an overall **GPA of 2.8 or higher**. Note: each prerequisite course grade must be a "C" or higher;
- all science courses (BSC 2085/L, BSC 2086/L, MCB 2010/L) must have a **GPA of 3.0 or higher**. **Science courses must be taken within 5 years of application to nursing program.**
- All prerequisite courses must be completed by end of summer semester before program begins in the spring semester;
- if the applicant graduated from a PN program outside the state of Florida, the applicant must apply to the ASDN Traditional Generic program,
- if the applicant graduated from a state of Florida PN program more than 5 years ago, the applicant must apply to the ASDN LPN-RN Traditional Bridge program;
- **To be considered for admission, the applicant must submit the following to the ASDN program by the established deadline stated on the College's Website:**
  - the LPN-RN: Fast-Track Bridge supplemental application;
  - an unofficial copy of transcripts from colleges, including FGC;
  - a copy of **current** Florida LPN license;
  - Proof of obtaining a proficiency score on the nursing entrance exam (TEAS) with a score of 58.7% or higher; and the Foundations Upward Mobility Exam with a score of 75 or higher. Note: These exams are available through the FGC Testing Center and scores must be within past two years.
  - Proof of competency with the following skills: Foley catheter insertion, Tracheostomy care, and basic assessment. Students have the option to practice these skills in our nursing skills lab before being tested.

A signed skill check-off sheet will be provided to the student when skills have been successfully completed, and must be submitted with the application. No application will be processed without the completed and signed check-off sheet.

- 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 the fall semester before the program begins in the spring term. 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.

Applicants may be randomly selected for an interview before final acceptance to the ASDN program. If selected for an interview, applicant must come to the interview in professional attire and be prepared to write a 2-paragraph reflection paper related to an assigned topic in nursing.

The prospective student must provide **official** transcripts to the Nursing Department and the Office of Enrollment Services **immediately** following the end of summer semester for prerequisites taken at a **college** other than FGC during the summer 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. Applicants who do not submit the official transcripts on time will not be considered for admission to the nursing program.*

Applicants are responsible for providing the required documentation to be considered for admission to the nursing program. Note: Applicants are encouraged to make copies of all documentation for their personal records.

**Applicants meeting the above criteria are not guaranteed admission to the nursing program. Admission is competitive and there is a limited admission capacity to this program.** Priority acceptance will be given to Florida Gateway College graduates who have met the minimum requirements.

Additional admission information may be found in the ASDN LPN-to-RN Bridge: Fast Track Admission Packet on the College Web site at [www.fgc.edu](http://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.

*To meet clinical agency requirements for clinical experience, all students in the Nursing and Health Sciences Programs must meet state and federal regulations as described by Florida Statutes S. 400.211. A Level II background check and drug/alcohol screening are required. Further instructions regarding the background and 10 panel drug/alcohol screen are provided during the first week of the program. **Please note** that random screening may be required while in the program. Students are responsible for the cost of all screening done for admission and randomly during the program.*

All students who graduate from a nursing program and wish to take the registered nurse NCLEX-RN exam in Florida will have to complete the licensure and screening process for the Florida Board of Nursing, irrespective of screenings completed for this program.

### **Program Readmission**

A student who enrolls in a nursing course and withdraws or is unsuccessful in the course may be considered for readmission to the program pending successful completion of an interview and other readmission requirements: Note: Readmission policy and guidelines are outlined in the Nursing Student Handbook accessible to students in the program.

The LPN-RN Bridge Track: Fast-track 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 summer term prior to spring 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 14th Century 3 credits **or**
- HUM 2230 - World Humanities: The 14th to the 20th 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 **or**
- PHI 2635 - Introduction to Biomedical Ethics 3 credits

#### Additional Information:

An exemption examination for HUN 1201 Human Nutrition is available in the Test Center. A score of 80% is required to pass this exam. Applicants will not be admitted to the ASDN LPN-RN Bridge: Fast-Track track without a score of at least 80% or satisfactory completion of the Human Nutrition course.

All competency/exemption exams must be completed prior to the application deadline. Please contact the Test Center for testing information.

#### Core Courses

The nursing courses are to be completed in the following sequence to progress in the nursing program. Note: all nursing courses must be completed with a minimum grade of "C" to successfully progress through the nursing program.

#### 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 higher and documented proof of current LPN license in Florida.



To meet graduation requirements, students must demonstrate computer competency 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 are advised by a nurse faculty who will help them develop their class schedules and 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, e-products and standardized testing, graduation costs, immunizations, Level II background check and 10 panel drug/alcohol screening, clinical placement fees, books, NCLEX-RN exam, and licensing fees.
- Students are required to submit proof of current CPR certification [Basic Life Support 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 participation in a remediation program are mandatory requirements for all students.
- Nursing skills and simulation laboratories 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 be assigned to multiple clinical facilities with day, evening, weekday, and weekend rotations during the nursing program.

## 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 College offers an ASDN program track that allows a Licensed Practical Nurse (LPN) applicant to enroll in an accelerated Registered Nurse (RN) program. This program track is designed for an applicant who is an LPN for at least five (5) years. Eligible applicants could complete this full-time program track within three (3) semesters. Upon completion of this program track, graduates are eligible to take the national council licensure examination (NCLEX-RN) to become a registered nurse.

The Associate of Science Degree at Florida Gateway College is approved by the Florida Board of Nursing, 4052 Bald Cypress Way, Bin C02, Tallahassee, FL 32399-3252; 850-245-4125.

The associate nursing program at Florida Gateway College at the main campus located in Lake City, Florida is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326  
404-975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is: Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at  
<http://www.acenursing.us/accreditedprograms/programSearch.htm>.

### ASDN End of Program Student Learning Outcomes (EOP-SLOs):

At the end of the ASDN program, at least 85% of the students will obtain a score of 80% or greater on each of the EOP-SLOs as measured on the clinical evaluation tool of the last nursing course.

1. The student will recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patients' preferences, values, and needs. (**Competency: Patient-Centered Care**).
2. The student will minimize the risk of harm to patients and providers through both system effectiveness and individual performance. (**Competency: Safety**).
3. The student will be able to use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (**Competency: Informatics**).
4. The student will integrate evidence-based practice with clinical expertise to include quality improvement methods for delivery of optimal health care. (**Competencies: Evidence-Based & Quality Improvement**).
5. The student will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (**Competencies: Teamwork, Collaboration, Leadership and Professionalism**).

Cronenwett, L., Sherwood, G., Barnsteiner, J., Disch, J., Johnson, J., Mitchell, P., Sullivan, D., Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55(3)122-31.

**Students seeking admission to the Traditional Bridge component must:**

- submit a Florida Gateway College admission application to the Office of Enrollment Services;
- have official high school transcript, GED or documentation of Home Schooling, and any transcripts from colleges other than FGC sent to FGC's Office of Enrollment Services;
- provide scores for ACT or SAT standardized testing or register and take a college placement test prior to seeing an academic advisor in the Student Engagement department;
- complete developmental education courses as required, prior to registering for the science courses;
- complete all prerequisite courses and obtain an overall **GPA of 2.8 or higher**. Any corequisite courses completed before admission will also be calculated in the overall GPA. Note: each pre and co-requisite course grade must be a "C" or higher;
- All science courses (BSC 2085/L, BSC 2086/L, MCB 2010/L) must have a **GPA of 3.0 or higher**. **Science courses must be taken within 5 years of application to nursing program**.
- All prerequisite courses must be completed by end of summer semester before program begins in the spring term; and,
- students who do not complete each corequisite course with a grade of "C" or higher within the specified time will not progress in the nursing program.
- if the applicant graduated from a PN program outside the state of Florida, the applicant must apply to the ASDN Traditional Generic program.

**To be considered for admission, the applicant must submit the following to the ASDN program by the established deadline stated on the College's Website:**

- the LPN-RN: Traditional Bridge supplemental application;
- an unofficial copy of transcripts from colleges attended, including FGC;
- a copy of **current** Florida LPN license;
- proof of obtaining a proficiency score on the nursing entrance exam (TEAS) with a score of 58.7% or higher; and the Foundations Upward Mobility Exam with a score of 75 or higher. Note: these exams are available through the FGC Testing Center and scores must be within past two years.
- 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 the fall semester before the program begins in the spring term. 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.

Applicants may be randomly selected for an interview before final acceptance to the ASDN program. If selected for an interview, applicant must come to the interview in professional attire and be prepared to write a 2-paragraph reflection paper related to an assigned topic in nursing.

The prospective student must provide **official** transcripts to the Nursing Department and the Office of Enrollment Services **immediately** following the end of summer semester for prerequisites and/or corequisites taken at a **college** other than FGC during the summer 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 non-admission to the nursing program.** Applicants who do not submit the official transcripts on time will not be considered for admission to the nursing program.

Applicants are responsible for providing all the required documentation to be considered for admission to the nursing program. Note: applicants are encouraged to make copies of all documentation for their personal records.

**Applicants meeting the above criteria are not guaranteed admission to the nursing program. Admission is competitive and is a limited admission capacity to this program.** Priority acceptance will be given to Florida Gateway College graduates who have met the minimum requirements.

Additional admission information may be found in the ASDN LPN-to-RN Bridge: Traditional Full-Time Admission Packet on the College Web site at [www.fgc.edu](http://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.

*To meet clinical agency requirements for clinical experience, all students in the Nursing and Health Sciences Programs must meet state and federal regulations as described by Florida Statutes S. 400.211. A Level II background check and drug/alcohol screening are required. Further instructions regarding the background and 10 panel drug/alcohol screen are provided during the first week of the program. **Please note** that random screening may be required while in the program. Students are responsible for the cost of all screening done for admission and randomly during the program.*

All students who graduate from a nursing program and wish to take the registered nurse NCLEX-RN exam in Florida will have to complete the licensure and screening process of the Florida Board of Nursing, irrespective of screenings completed for this program.

### **Program Readmission**

A student who enrolls in a nursing course and withdraws or is unsuccessful in the course may be considered for readmission to the program pending successful completion of an interview and other readmission requirements. Note: readmission policy and guidelines are outlined in the Nursing Student Handbook accessible to students in 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 summer term prior to Spring 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 exemption examination for HUN 1201 - Human Nutrition is available in the Test Center. A score of 80% is required to pass this exam. Applicants will not be admitted to ASDN LPN-RN Bridge: Traditional Full-Time track without a score of at least 80% or satisfactory completion of the Human Nutrition course.

All competency/exemption exams must be completed prior to the application deadline. Please contact the Test 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  
*(must be completed prior to the end of the 1st semester)*
- PHI 2600 - Ethics 3 credits **or**
- PHI 2635 - Introduction to Biomedical Ethics 3 credits **or**
- HUM 2020 - Introduction to Humanities 3 credits **or**
- HUM 2210 - World Humanities: Prehistory to the 14th Century 3 credits **or**
- HUM 2230 - World Humanities: The 14th to the 20th 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 to graduate from the Nursing Program.

#### Core Courses

The nursing courses are to be completed in the following sequence to progress in the nursing program. Note: all nursing courses must be completed with a minimum grade of "C" to successfully progress through the nursing program.

#### 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 higher and documented proof of current LPN license in Florida.

To meet graduation requirements, students must demonstrate computer competency 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 are advised by a nurse faculty who will help them develop their class schedules and 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, e-products and standardized testing, graduation costs, immunizations, Level II background check and 10 panel drug/alcohol screening, clinical placement fees, books, NCLEX-RN exam and licensing fees.
- Students are required to submit proof of current CPR certification [Basic Life Support 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 participation in a remediation program are mandatory requirements for all students.
- Nursing skills and simulation laboratories 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 be assigned to multiple clinical facilities with day, evening, weekday, and weekend rotations during the nursing program.

## 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), 3030 Potomac Ave, Suite 100, Alexandria, VA 22305-3085; telephone: 703.706.3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

### Program Learning Outcomes

1. Students will demonstrate ethical and legal practice that is consistent with the American Physical Therapy Association's Standards of Conduct for the Physical Therapist Assistant and the Values Based Behaviors for the Physical Therapist Assistant.
2. Students will demonstrate the knowledge and skills necessary to provide comprehensive patient/client management and implement a comprehensive plan of care established by the physical therapist.
3. Students will demonstrate competence in the implementation of selected components of interventions identified in the plan of care established by the physical therapist.
4. Students will demonstrate competence in the performance of components of data collection skills essential for carrying out the plan of care by administering appropriate tests and measures before, during, and after interventions.
5. Students will participate in the healthcare environment as a member of a patient/client-centered inter-professional collaborative team.

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 Office of Enrollment Services.
- Submit a Florida Gateway College admission application to the Office of Enrollment Services.

- Submit the supplemental PTA Program application.
- Take a placement exam if not exempt by state board of education rule 6A-10.0315. 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 2.8 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 2.8 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.*

*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 - 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 Summer 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 2.8 to be considered for admission in the PTA program. Students may be conditionally admitted to the PTA program pending successful completion of prerequisite courses scheduled to be taken during the Summer term. 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 Enrollment Services at (386) 754-4280 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 of Science in Nursing (ASDN) is designed to provide the applicant with a basic nursing knowledge and skills to successfully assess, plan, and implement the care of clients. Upon completion of this program track, graduates are eligible to take the national council licensure examination (NCLEX-RN exam) to become a registered nurse. Graduates of this program enter a challenging and exciting field of nursing with a variety of employment opportunities such as: acute, emergency, critical care, home health, maternal and pediatric care.

The Associate of Science Degree at Florida Gateway College is approved by the Florida Board of Nursing, 4052 Bald Cypress Way, Bin C02, Tallahassee, FL 32399-3252, 850-245-4125.

The associate nursing program at Florida Gateway College at the main campus located in Lake City, Florida is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326  
404-975-5000.

The most recent accreditation decision was made by the ACEN Board of Commissioners for the associate nursing program is: Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at  
<http://www.acenursing.us/accreditedprograms/programSearch.htm>.

ASDN End of Program Student Learning Outcomes (EOP-SLOs):

At the end of the ASDN program at least 85% of the students will obtain a score of 80% or greater on each of the EOP-SLOs as measured on the clinical evaluation tool of the last nursing course:

1. The student will recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patients' preferences, values, and needs. (**Competency: Patient-Centered Care**).
2. The student will minimize the risk of harm to patients and providers through both system effectiveness and individual performance. (**Competency: Safety**).
3. The student will be able to use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (**Competency: Informatics**).
4. The student will integrate evidence-based practice with clinical expertise to include quality improvement methods for delivery of optimal health care. (**Competencies: Evidence-Based and Quality Improvement**).
5. The student will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (**Competencies: Teamwork, Collaboration, Leadership & Professionalism**).

Cronenwett, L., Sherwood, G., Barnsteiner, J., Disch, J., Johnson, J., Mitchell, P., Sullivan, D., Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55(3)122-31.



Students seeking admission to the ASDN Traditional Generic component must:

- be 18 years of age prior to the start of the program;
- submit a Florida Gateway College admission application to the Office of Enrollment Services;
- have official high school transcript, GED or documentation of Home Schooling, and any transcripts from colleges other than FGC sent to FGC's Office of Enrollment Services;
- provide scores for ACT or SAT standardized testing or register and take a college placement test prior to seeing an academic advisor in the Student Engagement department;
- complete developmental education courses as required, prior to registering for the science courses;
- complete all prerequisite courses and obtain an overall **GPA of 2.8 or higher**. Any corequisite courses completed before admission will also be calculated in the overall GPA. Note: each prerequisite and corequisite course grade must be a "C" or higher;
- all science courses (BSC 2085/L, BSC 2086/L, MCB 2010/L) must have a **GPA of 3.0 or higher; Science courses must be taken within 5 years of application to the nursing program.**
- all prerequisite courses must be completed by the end of spring semester before program begins in the fall term; and,
- students who do not complete each corequisite course with a "C" grade or higher within the specified time will not progress in the nursing program.

**To be considered for admission, the applicant must submit the following to the ASDN program by the established deadline stated on the College's Website:**

- ASDN supplemental application;
- an unofficial copy of transcripts from colleges attended, including FGC;
- proof of obtaining a proficiency score on the nursing entrance exam (TEAS) with a score of 58.7% or higher; Note: This exam is available through the FGC Testing Center and scores must be within past two years.

Applicants may be randomly selected for an interview before final acceptance to the ASDN program. If selected for an interview, applicant must come to the interview in professional attire and be prepared to write a two (2)-paragraph reflection paper related to an assigned topic in nursing.

The prospective student must provide **official** transcripts to the Nursing Department and the Office of Enrollment Services **immediately** following the end of the spring semester for prerequisites and corequisites taken at a **college** other than FGC during the spring semester in which the student is applying. Note: *The official transcripts must be received by the last day of open registration as determined by the FGC Academic Calendar. Applicants who do not submit the official transcripts on time will not be considered for admission to the nursing program.*

Applicants are responsible for providing all the required documentation to be considered for admission to the nursing program. **Note:** Applicants are encouraged to make copies of all documentation for their personal records.

Applicants meeting the above criteria are not guaranteed admission to the nursing program. Admission is competitive and there is a limited admission capacity to this program.

**Guaranteed Admission:** Any applicant who has earned a minimum grade of B+ in all prerequisite courses and a B+ in any corequisite courses completed by application due date will be guaranteed admission to the ASDN program, providing eligibility requirements are met.

Also, all prerequisite and corequisite must be taken at Florida Gateway College to be guaranteed admission to the ASDN program.

**Career Pathway Admission:** A select number of seats will be reserved for Career Pathways students, based on the Career Pathways agreement between FGC and high schools in the service areas. To be eligible for one of these seats, a Career Pathways student must:

1. Attend FGC for **all** prerequisite and corequisite courses.

2. Obtain an overall GPA of 2.8 or higher in all completed prerequisite courses. Any corequisite courses completed before admission will also be calculated in the overall GPA.
3. Apply to the Nursing Program within two years of high school graduation.
4. Submit two reference letters, one must be from the applicant's high school Career Pathway instructor or high school guidance counselor.
5. In the event of multiple candidates, the nurse entrance exam score TEAS score will be used to determine admission.

**Paramedic Admission:** A select number of seats will be reserved for current paramedics who meet the ASDN admission requirements above. If there are more qualified applicants than there are available reserved seats, applicants will be considered with the general ASDN admission pool.

**Other Admission:** Eligible students who do not qualify under the Guaranteed Admission, Career Pathways Admission or Paramedic Admission criteria will be admitted if seats are available. In the event of tied points, the nurse entrance exam score (TEAS) will be used to determine admission.

Additional admission information may be found in the ASDN Admission Packet on the College Web site at [www.fgc.edu](http://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.

*To meet clinical agency requirements for clinical experience, all students in the Nursing and Health Sciences Programs must meet state and federal regulations as described by Florida Statutes S. 400.211. A Level II background check and drug/alcohol screening are required. Further instructions regarding the background and 10 panel drug/alcohol screen are provided during the first week of the program. **Please note** that random screening may be required while in the program. Students are responsible for the cost of all screening done for admission and randomly during the program.*

All students who graduate from a nursing program and wish to take the registered nurse NCLEX-RN exam in Florida will have to complete the licensure and screening process for the Florida Board of Nursing, irrespective of screenings completed for this program.

### **Program Readmission**

A student who enrolls in a nursing course and withdraws or is unsuccessful in the course may be considered for readmission to the program pending successful completion of an interview and other readmission requirements. Note: Readmission policy and guidelines are outlined in the Nursing Student Handbook accessible to students in the program.

The ASDN program includes 30 credit hours of general education courses, and 42 credit hours of nursing courses. The following 21 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 fall admission.

### **Prerequisite Courses (required): Total 21 Credit Hours**

- 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
- ENC 1101 - Freshman Composition I 3 credits
- SPC 2608 - Public Speaking 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: 9 Total Credit Hours

The following corequisite courses may be taken prior to or following admission to the program.

- HUN 1201 - Human Nutrition 3 credits  
*(must be completed prior to the end of the 1st semester)*
- DEP 2004 - Human Growth and Development 3 credits  
*(must be completed prior to end of 2nd semester)*
- HUM 2020 - Introduction to Humanities 3 credits **or**
- HUM 2210 - World Humanities: Prehistory to the 14th Century 3 credits **or**
- HUM 2230 - World Humanities: The 14th to the 20th 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 **or**
- PHI 2635 - Introduction to Biomedical Ethics 3 credits  
*(must be completed prior to graduation)*

**Additional Information:** All corequisite courses must be completed to graduate from the Nursing Program.

### Core Courses

The 42 credit hours of nursing courses are to be completed in the following sequence to progress in the nursing program. Note: All nursing courses must be completed with a minimum grade of "C" to successfully progress through the nursing program.

#### 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

To meet graduation requirements, students must demonstrate computer competency as set forth in the Associate in Science Degree General Education Requirements of the Catalog.

#### Program Notes:

- All nursing students are advised by a nurse faculty who will help them develop their class schedules and approve all course exemptions, alternatives, or substitutions.

- Additional costs are required when admitted to this program including costs of uniforms, clinical shoes, liability insurance, health insurance, medical exam, e-products and standardized testing, graduation costs, immunizations, Level II background check and 10 panel drug/alcohol screening, clinical placement fees, books, NCLEX-RN exam and licensing fees.
- Students are required to submit proof of current CPR certification [Basic Life Support 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 participation in a remediation program are mandatory for all students.
- Nursing skills and simulation laboratories 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 be assigned to multiple clinical facilities with day, evening, weekday, and weekend rotations 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.sfccollege.edu/healthsciences/respiratorycare/](http://www.sfccollege.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.

## **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, 3 hours lecture, 3 hours lab **or**
- ZOO 2010C - General Zoology 4 credits, 3 hours lecture, 3 hours lab
- 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.

## Associate in Applied Science

### Automotive Service Management Technology, A.A.S.

**Banner Code: ASMT**

**Associate in Applied Science**

**(68 credit hours)**

The Automotive Service Management Technology A.A.S. is offered to prepare students for immediate employment in the automotive service industry.

The 68-credit degree includes an embedded 44 credit Automotive Technology certificate and an embedded 24 credit Automotive Service Technology Basic certificate, which can be completed in one year. This degree will combine the latest automotive technology education, relevant industry cooperation, and strong academic course work to prepare graduates for successful careers in the automotive service industry.

The following is a suggested sequence for the courses:

**First Semester: 12 Credit Hours**

- AER 1082C - Intro to Vehicle Systems & Services 3 credits

- AER 1602C - Electrical/Electronic Systems I 4 credits
- AER 1073 - Parts & Service 2 credits
- CGS 1570 - Computer Applications 3 credits **or**
- Any other elective 3 credits

## Second Semester: 11 Credit Hours

- AER 1596C - Brake Systems, ABS, & Traction Control Systems 4 credits
- AER 1197C - Engine Diagnosis & Repair 4 credits
- ENC 1101 - Freshman Composition I 3 credits

## Summer Semester: 7 Credit Hours

- AER 1496L - Steering & Suspension Systems 3 credits
- AER 1758C - HVAC Systems 4 credits

## Third Semester: 14 Credit Hours

- AER 2840 - Engine Control Systems/Diagnostics II 4 credits
- AER 2694 - Electrical/Electronic Systems II 4 credits
- AER 2398C - Manual Transmission/Drive Trains 3 credits
- SPC 2608 - Public Speaking 3 credits

## Fourth Semester: 12 Credit Hours

- AER 2298C - Automatic Transmissions/Transaxles 3 credits
- AER 1695 - Chassis Electronics 3 credits
- AER 2870 - Alternative Fuel & Propulsion 3 credits
- PHI 1100 - Introduction to Logic 3 credits

## Summer Semester: 6 Credit Hours

- AER 1947 - Automotive Cooperative Education 1 3 credits
- PHY 1020 - Essentials of Physics 3 credits

## Fifth Semester: 6 Credit Hours

- AER 1948 - Automotive Cooperative Education 2 3 credits
- **Any General Education Social Science Course** 3 credits

Automotive Service Management Technology A.A.S. Total 68 Credit Hours

# 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, if not exempt by state board of education rule 6A-10.0315, 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

## Accounting Technology Management, C.C.C.

**Banner Code: ACGC**  
**College Credit Certificate**  
**(28 credit hours)**

The Accounting Technology Management 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.

### Program Learning Outcomes

1. Students will apply terminology, concepts, and applications of federal income tax law for individuals.
2. Students will understand the principles of accounting during the complete accounting cycle.
3. Students will understand product costing, budgeting, analysis of financial results, and financial analysis of future actions.

The following is a suggested sequence for the required courses:

### First Semester: 13 Credit Hours

- ACG 2021 - Introduction to Financial Accounting 4 credits

- CGS 1570 - Computer Applications 3 credits
- APA 2144 - Introduction to QuickBooks 3 credits
- GEB 2214 - Business Communications 3 credits

## Second Semester: 15 Credit Hours

- ACG 2071 - Introduction to Managerial Accounting 3 credits
- BUL 2241 - Business Law I 3 credits
- GEB 1011 - Introduction to Business 3 credits
- TAX 2000 - Introduction to Federal Income Tax 3 credit hours
- MAC 1105 - College Algebra 3 credits **or**
- STA 2023 - Elementary Statistics 3 credits **or**
- FIN 2104 - Personal Finance 3 credits

## Accounting Technology Management Total 28 Credit Hours

### Accounting Technology Operations, C.C.C

#### **Banner Code: ACTO**

*College Credit Certificate*

**(19 credit hours)**

The Accounting Technology Operations Certificate (ACTO) 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

- ACG 2021 - Introduction to Financial Accounting 4 credits
- CGS 1570 - Computer Applications 3 credits
- APA 2144 - Introduction to QuickBooks 3 credits
- GEB 2214 - Business Communications 3 credits

## Second Semester: 6 Credit Hours

- ACG 2071 - Introduction to Managerial Accounting 3 credits
- BUL 2241 - Business Law I 3 credits

## Accounting Technology Operations Total 19 Credit Hours

### Accounting Technology Specialist

#### **Banner Code: ACTS**

*College Credit Certificate*

**13 credit hours**

The Accounting Technology Specialist Certificate (ACTS) 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

- ACG 2021 - Introduction to Financial Accounting 4 credits
- CGS 1570 - Computer Applications 3 credits
- APA 2144 - Introduction to QuickBooks 3 credits
- GEB 2214 - Business Communications 3 credits

### Accounting Technology Specialist Total 13 Credit Hours

## Advanced Certificate in Horticulture, C.C.C.

**Banner Code: AHRT**

*College Credit Certificate*

**(30 credit hours)**

This 30-credit fully online certificate consists of ten 3-credit courses that are appropriate for anyone working in the golf, landscape, or any horticulture industry. This certificate provides an advanced plant science/horticulture background.

- All ten 3-credit courses are available online for those who want to work and start college

#### Program Learning Outcomes

1. Students will demonstrate an understanding of plant physiology and growth.
2. Students will identify and classify pests.
3. Students will plan and troubleshoot landscape irrigation systems.
4. Students will manage a pest-control program.
5. Students will analyze and organize horticulture projects.

#### The ten courses include nine program core classes:

- BOT 1000 - Principles of Plant Growth 3 credits
- SWS 1102 - Soil Science 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
- GCO 2441 - Integrated Pest Management I 3 credits
- GCO 2442C - Integrated Pest Management II 3 credits
- GCO 2601 - Materials Calculations 3 credits
- GCO 1402 - Turfgrass Science 3 credits

#### And one elective class:

- PLS 1021C - Applied Agricultural Chemistry 3 credits **or**
- EVS 2179C - Water Analysis and Monitoring 3 credits

### Advanced Certificate in Horticulture Total 30 Credit Hours

## **Animation, C.C.C.**

**Banner Code: DMAC**

*College Credit Certificate*

**(15 credit hours)**

In the Animation C.C.C., students learn how to bring their artwork, characters, and stories to life. Students learn to convert their artistic abilities in to digital animation skills using the latest industry-standard software. Students will have the opportunity to develop and create an original animated story.

After completing this program, students will have a strong knowledge of the skills and equipment needed to create digital animation sequences, enabling them to make an informed choice about their future education and career path.

This college credit certificate can be completed as part of the Digital Media and Design, A.S. program. To do this, the student must take DIG 2302C and DIG 2430C as electives in the A.S. program.

Program Learning Outcomes

1. Students will produce digital illustrations using industry standard graphics software.
2. Students will design and create animations/motion graphics to be used in a variety of media outlets (web, video, etc.).
3. Students will develop and create an original animated story.

The following is a suggested sequence of required courses:

### **Fall Semester: 6 Credit Hours**

- DIG 2300C - Intro to 2D Animation 3 credits ("*C*" or better)
- GRA 2151C - Computer Illustration with Illustrator 3 credits ("*C*" or better)

### **Spring Semester: 9 Credit Hours**

- DIG 2109C - Digital Imaging with Photoshop 3 credits ("*C*" or better)
- DIG 2302C - 3D Modeling and Animation 1 3 credits ("*C*" or better)
- DIG 2430C - Digital Storytelling and Animation 3 credits ("*C*" or better)

### **Animation Total 15 Credit Hours**

## **Automotive Service Technology, Basic, C.C.C.**

**Banner Code: AERB**

*College Credit Certificate*

**(24 credit hours)**

The college credit certificate in Automotive Service Technology is offered to prepare students for entry-level employment in the automotive service industry.

This 24-credit certificate forms the foundation and fully articulates to the 44 credit Automotive Technology college credit certificate.

Program Learning Outcomes

1. Demonstrate proper safety practices and procedures.
2. Diagnose and repair engines and engine control systems.
3. Diagnose and repair vehicle electrical systems.

4. Diagnose and repair transmissions.
5. Diagnose and repair steering, suspension, and brake systems.
6. Diagnose and repair automotive HVAC systems.
7. Perform preventative maintenance.

The following is a suggested sequence for the courses:

### First Semester: 9 Credit Hours

- AER 1082C - Intro to Vehicle Systems & Services 3 credits
- AER 1602C - Electrical/Electronic Systems I 4 credits
- AER 1073 - Parts & Service 2 credits

### Second Semester: 8 Credit Hours

- AER 1596C - Brake Systems, ABS, & Traction Control Systems 4 credits
- AER 1197C - Engine Diagnosis & Repair 4 credits

### Summer Semester: 7 Credit Hours

- AER 1496L - Steering & Suspension Systems 3 credits
- AER 1758C - HVAC Systems 4 credits

### Automotive Service Technology, Basic Total 24 Credit Hours

Note(s): It is highly recommended that AER 1602C be taken in the first term.

## Automotive Technology, C.C.C.

### **Banner Code: AERC**

*College Credit Certificate*

**(44 credit hours)**

The college credit certificate in Automotive Technology is offered to prepare students for immediate employment in the automotive service industry.

This 44-credit certificate includes an embedded 24 credit Automotive Service Technology certificate which can be completed in one year, and an additional 20 credits at an advanced level for students wishing to qualify for higher level certifications.

### Program Learning Outcomes

1. Demonstrate proper safety practices and procedures.
2. Diagnose and repair engines and engine control systems.
3. Diagnose and repair vehicle electrical systems.
4. Diagnose and repair transmissions.
5. Diagnose and repair steering, suspension, and brake systems.
6. Diagnose and repair automotive HVAC systems.
7. Perform preventative maintenance.

The following is a suggested sequence for the courses:

## First Semester: 9 Credit Hours

- AER 1082C - Intro to Vehicle Systems & Services 3 credits
- AER 1602C - Electrical/Electronic Systems I 4 credits
- AER 1073 - Parts & Service 2 credits

## Second Semester: 8 Credit Hours

- AER 1596C - Brake Systems, ABS, & Traction Control Systems 4 credits
- AER 1197C - Engine Diagnosis & Repair 4 credits

## Summer Semester: 7 Credit Hours

- AER 1496L - Steering & Suspension Systems 3 credits
- AER 1758C - HVAC Systems 4 credits

## Third Semester: 11 Credit Hours

- AER 2840 - Engine Control Systems/Diagnostics II 4 credits
- AER 2694 - Electrical/Electronic Systems II 4 credits
- AER 2398C - Manual Transmission/Drive Trains 3 credits

## Fourth Semester: 9 Credit Hours

- AER 2298C - Automatic Transmissions/Transaxles 3 credits
- AER 1695 - Chassis Electronics 3 credits
- AER 2870 - Alternative Fuel & Propulsion 3 credits

## Automotive Technology Total 44 Credit Hours

## **Business Management, C.C.C.**

**Banner Code: SBMD**

**College Credit Certificate**

**(25 credit hours)**

The Certificate in Business Management is a college credit program that prepares a student for the operation of a small business.

### Program Learning Outcomes

1. Students will demonstrate the ability to develop small business plans, demonstrating competence at accessing, producing, analyzing, and interpreting marketing, financial, and operational data using common business software.
2. Students will prepare marketing plans for a business service or product.
3. Students will prepare business letters, financial reports, or emails, and employ effective communication skills in dealing with stakeholders both inside and outside the organization.
4. Students will recognize appropriate administrative policies, objectives, and procedures to institute organizational control and assess management effectiveness.

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

## First Semester: 12 Credit Hours

- MAC 1105 - College Algebra 3 credits **or**
- STA 2023 - Elementary Statistics 3 credits
  
- CGS 1570 - Computer Applications 3 credits
- GEB 1011 - Introduction to Business 3 credits
- SBM 2000 - Small Business Management 3 credits

## Second Semester: 13 Credit Hours

- MAR 2011 - Principles of Marketing 3 credits
- BUL 2241 - Business Law I 3 credits
- ACG 2021 - Introduction to Financial Accounting 4 credits
- GEB 2214 - Business Communications 3 credits

## Business Management Total 25 Credit Hours

### **Child Care Center Management, C.C.C.**

**Banner Code: CCCM**

**College Credit Certificate**

**(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 child care 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 child care.

#### Program Learning Outcomes

1. Students will demonstrate skills in managing the financial and legal aspects of a child care center.

To be eligible for this certificate a student must meet:

#### Admissions Requirements:

- have a high school diploma or GED® certificate,
- take a placement exam if not exempt by State Board of Education Rule 6A-10.0315. Insufficient scores will mean the student must take appropriate developmental education courses.

#### Passing grade on required coursework:

- CCP Core Courses (see Child Care Professional)
  - EEC 1001 - Introduction to Early Childhood Education 3 credits
  - CHD 1220 - Child Growth & Development: Infant & Preschool 3 credits
  - EEC 2300 - Cognitive Experiences for Young Children 3 credits
- EEC 2002 - Operating Early Childhood Facility 3 credits

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.

Students will earn 12 college credits towards the Associate of Science in Early Childhood Education.

## 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 in each course, students are eligible 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 & Development: Infant & Preschool 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*

**(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.

#### Program Learning Outcomes

1. Students will demonstrate an understanding of how to support children's development and learning in context.
2. Students will demonstrate their ability to create positive family-teacher partnerships.
3. Students will demonstrate their ability to observe, document, and assess children.
4. Students will demonstrate professionalism as an early childhood educator.

To be eligible for this certificate a student must meet:

**Admissions Requirements:**

- have a high school diploma or GED® certificate,
- take a placement exam if not exempt by State Board of Education Rule 6A-10.0315. Insufficient scores will mean the student must take appropriate developmental education courses.

**Passing grade on required coursework:**

- CCP Core Courses (see Child Care Professional)
  - EEC 1001 - Introduction to Early Childhood Education 3 credits
  - CHD 1220 - Child Growth & Development: Infant & Preschool 3 credits
  - EEC 2300 - Cognitive Experiences for Young Children 3 credits
- ENC 1101 - Freshman Composition I 3 credits
- SPC 2608 - Public Speaking 3 credits
- CHD 1339 - Motor Development and Play 3 credits
- EEC 1309 - Early Childhood Education Foundations 3 credits
- EEC 1601 - Child Study 3 credits
- EEC 2401 - Home and Community 3 credits
- EEX 2013 - Special Needs in Early Childhood Education 3 credits
- HUN 2410 - Basic Childhood Nutrition 3 credits
- EEC 1941 - Internship-Early Intervention 1 credit (Must be passed with a C or better)
- EEC 2949 - Internship-Child Development 2 credits (Must be passed with a C or better)

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 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.

**Program Learning Outcomes**

1. Students will demonstrate algorithm or program code development by successfully coding and testing programs based upon requirements specification.
2. Students will demonstrate the capability to use desktop productivity software applications (word processing, spreadsheets, database, and presentation) effectively by successfully completing exercises in a simulation environment.

3. Students will demonstrate the acquisition of problem-solving techniques by successful completion of subject-matter examinations and application of program coding and testing, evaluating, and synthesizing material offered by the courses in this program.
4. Students will demonstrate successful completion of the software development lifecycle (SDLC) using an integrated development environment.

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.

#### Program Learning Outcomes

1. Students will demonstrate algorithm or program code development by successfully coding and testing programs based upon requirements specification.
2. Students will demonstrate the capability to use desktop productivity software applications (word processing, spreadsheets, database, and presentation) effectively by successfully completing exercises in a simulation environment.
3. Students will demonstrate the acquisition of problem solving techniques by successful completion of subject-matter examinations and application of program coding and testing, evaluating, and synthesizing material offered by the courses in this program.
4. Students will demonstrate successful completion of the software development lifecycle (SDLC) using an integrated development environment.

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.

## Criminal Justice Technology Specialist, C.C.C.

### Banner Code: CJTS

*College Credit Certificate*

(24 credit hours)

The Criminal Justice Technology Specialist certificate is designed to prepare individuals to work in law enforcement, corrections, private/industry security, and other criminal justice, legal, or public service related fields. The program prepares students to work as police officers and sheriff's deputies, correctional officers and jailers, and criminal justice practitioners/supervisors/managers in the various facets of the criminal justice system. It provides supplemental training for persons currently or previously employed in these occupations and may benefit professionals who are seeking incentive benefits or career enhancement in the field.

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

- Have a high school diploma or GED® certificate and submit an application to FGC.

Program Learning Outcomes:

1. Describe and discuss the criminal justice system.
2. Describe and discuss juvenile delinquency.
3. Summarize criminal justice administration.
4. Describe and discuss the role intermediate sanctions have in correctional policy.
5. Explain evidence and rules of evidence.

6. Identify issues relating to human diversity in the criminal justice system.
7. Identify factors critical to maintaining physical security and control.
8. Demonstrate oral, written, and interpersonal communication skills.
9. Demonstrate basic computer skills and competency in common software applications.

The following are the required courses:

- CCJ 1020 - Introduction to Criminal Justice 3 credits
- CJJ 2002 - Introduction to Juvenile Justice System 3 credits
- SLS 1501 - The College Experience 3 credits
- CJC 1000 - Introduction to Corrections 3 credits
- CCJ 2030 - Diversity, Crime, and Society 3 credits
- SPC 2608 - Public Speaking 3 credits
- CCJ 2452 - Criminal Justice Administration 3 credits
- CJL 2131 - Criminal Evidence and Procedure 3 credits

## Criminal Justice Technology Specialist Total 24 Credits

### Early Childhood Inclusion Specialization, C.C.C.

#### **Banner Code: ECIS**

*College Credit Certificate*

(12 credit hours)

The purpose of this program is to prepare students as early childhood education caregivers with an Early Childhood Inclusion Specialization or to provide supplementary training for persons previously or currently employed in these occupations. The Individuals with Disabilities Education Act (IDEA) requires children be educated in the Least Restrictive Environment (<https://sites.ed.gov/idea/regs/b/b/300.114>). As a result, there is an increased need for child care center teachers to have education in working with young children with disabilities. Inclusive classrooms and the benefits of early intervention are becoming more widely known and understood. This certificate program will enhance a teacher's employability in the marketplace. The 12-credit hour certificate is composed of coursework already embedded in the Child Development Early Intervention certificate program. This certificate will provide students with an intermediate step as they work toward the CDEI certificate and continue on for the AS degree in Early Childhood Education.

#### Program Learning Outcome:

1. Student will demonstrate knowledge of early intervention and inclusion strategies.

To be eligible for this certificate a student must meet:

#### Admissions Requirements:

- have a high school diploma or GED® certificate,
- take a placement exam if not exempt by State Board of Education Rule 6A-10.0315. Insufficient scores will mean the student must take appropriate developmental education courses.

#### Passing grade on required coursework:

- CCP Core Courses (see Child Care Professional)
  - EEC 1001 - Introduction to Early Childhood Education 3 credits
  - CHD 1220 - Child Growth & Development: Infant & Preschool 3 credits
  - EEC 2300 - Cognitive Experiences for Young Children 3 credits
- EEX 2013 - Special Needs in Early Childhood Education 3 credits

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.

Students will earn 12 college credits towards the Associate in Science in Early Childhood Education.

## Early Childhood Inclusion Specialization Total 12 Credit Hours

### **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.

#### Program Learning Outcomes

1. Teacher candidates will demonstrate the ability to create effective data-driven instruction and implement knowledge and skills learned in the teaching process to improve student learning.
2. Teacher candidates will recognize that effective educators adhere to the Code of Ethics and the Principles of Professional Conduct of the Education Profession of Florida and fulfill expected obligations to the education profession.
3. Teacher candidates will apply concepts from human development and learning theories to design differentiated lesson plans aligned with the standards and require students to engage in rigorous activities.
4. Teacher candidates will create and maintain a student-centered classroom that is safe, organized, equitable, flexible, inclusive, and collaborative.
5. Teacher candidates will utilize a deep and comprehensive knowledge of the subject taught to deliver engaging and challenging lessons using varied instructional strategies, including technology, to differentiate, and modify instruction to promote achievement.
6. Teacher candidates will analyze and apply data from a variety of assessment tools to drive the learning process and help students reach mastery level.

#### Requirements for Program Participation:

- possess a baccalaureate degree (or higher) from a regionally accredited college or university with at least a 2.5 GPA on official transcripts
- 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

#### Graduation Requirements:

- Receive a passing score on all three components of the Florida Teacher Certification exam (FTCE): *General Knowledge* (GK), *Professional Education* (PEd), and the *Subject Area Examination* (SAE).
- Complete credits as outlined in the program of study, including a professional portfolio demonstrating the program outcomes and the Florida Educator Accomplished Practices.
- Earn a C or higher in all upper-division coursework.

#### 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 - Diversity in the Classroom: Field Experience 1 credit

## Second Semester: 9 Credit Hours

- EPI 0004 - The Teaching and Learning Process 3 credits
- EPI 0010 - Foundations and Applications of Language and Reading 3 credits
- EPI 0020 - Professional Foundations 2 credits
- EPI 0940 - Professional Foundations: Field Experience 1 credit

## Summer Semester: 3 Credit Hours

- EPI 0011 - Foundations of Assessment and Differentiation in Reading Instruction 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.

#### Program Learning Outcomes

1. Students will perform patient care procedures within their defined scope of practice during the clinical setting.
2. Students will apply basic knowledge and demonstrate critical thinking skills in order to assess and treat a variety of medical and trauma injuries across the lifespan.
3. Students will demonstrate professional behaviors in the classroom and clinical environments.

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
- 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 or SB 1720 exempt.

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 .

## Environmental Science Technician, C.C.C.

**Banner Code: ESTC**

**College Credit Certificate**

**(33 credit hours)**

The Environmental Science Technician certificate 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 and submit application to FGC.

### Program Learning Outcomes

1. Demonstrate knowledge of the principles of managing water pollution through prevention and remediation.
2. Perform an experiment related to water and soil pollutants and analyze data.
3. Recognize the importance of water resources and the impact of human activities on them.

The following is a suggested sequence of required courses:

## First Semester: 12 Credit Hours

- EVS 1026C - Chemistry and Biology of Natural Waters 4 credits \*
- EVS 2005 - Treatment of Water and Wastewater 4 credits \*

- EVS 2893C - Environmental Sampling and Analysis I 4 credits

## Second Semester: 15 Credit Hours

- EVR 1001 - Introduction to Environmental Science 3 credits
- EVR 1001L - Introduction to Environmental Science Lab 1 credit
- EVS 2891 - Hydrology and Quality of Water 4 credits \*
- EVS 2894C - Environmental Sampling and Analysis II 4 credits
- SWS 1102 - Soil Science 3 credits

## Third Semester: 6 Credit Hours

- EVS 2942L - Environmental Science Technology Practicum 1-4 credits \* (2 credits required)

Choose one of the following:

- EVS 2930 - Special Topics: Wastewater Treatment Operator C Course 4 credits \*
- EVS 2931 - Special Topics: Water Treatment Operator C Course 4 credits \*
- EVS 2932 - Special Topics: Water Distribution Operations Level 3 4 credits \*

## Environmental Science Technician Total 33 Credit Hours

**Program Notes:** Courses noted with an asterisk (\*) are part of the Water Quality Technician College Credit Certificate.

## Homeland Security Specialist, C.C.C.

**Banner Code:** CJHS

*College Credit Certificate*

**(9 credit hours)**

The Homeland Security Specialist certificate is designed to prepare individuals to work in law enforcement, homeland security, private/industry security, and other criminal justice, legal, or public service related fields. The program prepares students to work as criminal justice or homeland security practitioners/supervisors/managers in law enforcement agencies and homeland security organizations. It provides supplemental training for persons currently or previously employed in these occupations and may benefit professionals who are seeking incentive benefits or career enhancement in the field.

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

- Have a high school diploma or GED® certificate and submit an application to FGC.

Program Learning Outcomes:

1. Describe and discuss the criminal justice system.
2. Describe and discuss the field of criminal law.
3. Identify issues relating to human diversity in the criminal justice system.

The following are required courses:

- CCJ 1020 - Introduction to Criminal Justice 3 credits
- CCJ 2030 - Diversity, Crime, and Society 3 credits
- CJL 2001 - Criminal Law and Process 3 credits

## Homeland Security Specialist Total 9 Credit Hours

## 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.

Program Learning Outcomes

1. Students will demonstrate an understanding of plant physiology and growth.
2. Students will identify and classify pests.
3. Students will plan and troubleshoot landscape irrigation systems.

The six courses include five program core classes:

- BOT 1000 - Principles of Plant Growth 3 credits
- SWS 1102 - Soil Science 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

And one elective class:

- PLS 1021C - Applied Agricultural Chemistry 3 credits **or**
- EVS 2179C - Water Analysis and Monitoring 3 credits

**Horticulture Total 18 Credit Hours**

## Infant and Toddlers Specialization, C.C.C.

**Banner Code: ITSC**

*College Credit Certificate*

**(12 credit hours)**

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.

Program Learning Outcomes

1. Students will demonstrate their knowledge of a developmentally appropriate infant / toddler environment.

To be eligible for this certificate a student must meet:

Admissions Requirements:

- have a high school diploma or GED® certificate,

- take a placement exam if not exempt by State Board of Education Rule 6A-10.0315. Insufficient scores will mean the student must take appropriate developmental education courses.

Passing grade on required coursework:

- CCP Core Courses (see Child Care Professional)
  - EEC 1001 - Introduction to Early Childhood Education 3 credits
  - CHD 1220 - Child Growth & Development: Infant & Preschool 3 credits
  - EEC 2300 - Cognitive Experiences for Young Children 3 credits
- CHD 1312 - Infants and Toddlers 3 credits

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.

Students will earn 12 college credits towards the Associate of Science in Early Childhood Education.

## Infant and Toddlers Specialization Total 12 Credit Hours

### Multimedia Design, C.C.C.

**Banner Code: DMMD**

*College Credit Certificate*

**(15 credit hours)**

In the Multimedia Design C.C.C., students learn the basic skills to create and adjust the content of multimedia presentations and projects. These include digital video production and editing, basic graphics creations, basic menu interface creation, design of basic animations, and application of design principles in to their projects.

After completing this program, students will have a strong knowledge of the skills and equipment needed to produce multimedia projects, enabling them to make an informed choice about their future education and career path.

This college credit certificate is embedded in, and can be completed as part of, the Digital Media and Design, A.S. program.

Program Learning Outcomes

1. Students will effectively use the elements, and principles, of design to create successful design solutions.
2. Students will design and create animations/motion graphics to be used in a variety of media outlets (web, video, etc.).
3. Students will create digital video segments using appropriate techniques that incorporate a clear message for a targeted audience.

The following is a suggested sequence of required courses:

#### Fall Semester: 9 Credit Hours

- DIG 2300C - Intro to 2D Animation 3 credits ("*C*" or better)
- DIG 2030C - Fundamentals of Digital Video 3 credits ("*C*" or better)
- DIG 2000C - Intro to Digital Media 3 credits ("*C*" or better)

#### Spring Semester: 6 Credit Hours

- DIG 2109C - Digital Imaging with Photoshop 3 credits ("*C*" or better)
- GRA 1103C - Graphic Design Basics 3 credits ("*C*" or better)

### Multimedia Design Total 15 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.

### **Program Learning Outcomes**

1. Students will demonstrate the capability to configure a home or office computer network by successful completion of successive coursework in Cisco-based home and office networking technologies.
2. Students will demonstrate a capability to diagnose and upgrade Windows-based personal computers and operating systems.
3. Students will demonstrate the acquisition of problem solving techniques by successful completion of subject matter examinations, application of program coding and testing, and computer maintenance and upgrade activities, evaluating and synthesizing material offered by the courses in this program.
4. Students will acquire knowledge of information security and demonstrate the capability to synthesize and apply that knowledge.

### **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.

#### Program Learning Outcomes

1. Students will perform patient care procedures within their defined scope of practice during the clinical setting.
2. Students will apply basic knowledge and demonstrate critical thinking skills in order to assess and treat a variety of medical and trauma injuries across the lifespan.
3. Students will demonstrate professional behaviors in the classroom and clinical environments.

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 if not exempt by state board of education rule 6A-10.0315,
- 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: Students must

- 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.

## Preschool Specialization, C.C.C.

**Banner Code: PSSC**

*College Credit Certificate*

**(12 credit hours)**

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.

### Program Learning Outcomes

1. Students will demonstrate their understanding of developmentally, culturally, and linguistically appropriate teaching practices.

To be eligible for this certificate a student must meet:

### Admissions Requirements:

- have a high school diploma or GED® certificate,
- take a placement exam if not exempt by State Board of Education Rule 6A-10.0315. Insufficient scores will mean the student must take appropriate developmental education courses.

### Passing grade on required coursework:

- CCP Core Courses (see Child Care Professional)
  - EEC 1001 - Introduction to Early Childhood Education 3 credits
  - CHD 1220 - Child Growth & Development: Infant & Preschool 3 credits
  - EEC 2300 - Cognitive Experiences for Young Children 3 credits
- EEC 1600 - Guiding the Young Child 3 credits

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.

Students will earn 12 college credits towards the Associate of Science in Early Childhood Education.

## 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 basic process of creating a video game from beginning to end. This includes, brainstorming an idea, designing game play, writing a game design document, and creating animations and digital art. They will also be given the opportunity to create a small original game.

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.

#### Program Learning Outcomes

1. Students will design complex game graphics and animations.
2. Students will create a game in a historically important genre.
3. Students will create a simple working game to demonstrate the integration of their knowledge.

The following are the required courses:

#### First Semester: 12 Credit Hours

- DIG 2300C - Intro to 2D Animation 3 credits ("*C*" or better)
- GRA 2151C - Computer Illustration with Illustrator 3 credits ("*C*" or better)
- DIG 2040C - History of Video Games 3 credits ("*C*" or better)
- DIG 1711C - Game Design and Gameplay 3 credits ("*C*" or better)

#### Second Semester: 12 Credit Hours

- DIG 2302C - 3D Modeling and Animation 1 3 credits ("*C*" or better)
- DIG 2109C - Digital Imaging with Photoshop 3 credits ("*C*" or better)
- DIG 2430C - Digital Storytelling and Animation 3 credits ("*C*" or better)
- DIG 1710C - Introduction to Game Production 3 credits ("*C*" or better)

#### Video Game Design Total 24 Credit Hours

### Video Production, C.C.C.

#### **Banner Code: DMVP**

*College Credit Certificate*

**(12 credit hours)**

In the Video Production C.C.C., students learn basic digital video production techniques, and desktop video editing, using industry-standard software. They will also learn to create basic graphical elements for incorporation in to video. The goal of this program is to prepare students for initial employment as a videographer or video editor, or to provide supplemental training for persons previously or currently employed in the field of video production.

After completing this program, students will have a strong knowledge of the skills and equipment needed to produce digital video sequences, enabling them to make an informed choice about their future education and career path.

This college credit certificate is embedded in, and can be completed as part of, the Digital Media and Design, A.S. program.

#### Program Learning Outcomes

1. Students will design and create basic graphical elements that will be incorporated in to digital video segments.
2. Students will design and create animations/motion graphics to be used in a variety of media outlets (web, video, etc.).

3. Students will create digital video segments using appropriate techniques that incorporate a clear message for a targeted audience.

The following is a suggested sequence of required courses:

### Fall Semester: 9 Credit Hours

- DIG 2300C - Intro to 2D Animation 3 credits ("*C*" or better)
- DIG 2030C - Fundamentals of Digital Video 3 credits ("*C*" or better)
- DIG 2000C - Intro to Digital Media 3 credits ("*C*" or better)

### Spring Semester: 3 Credit Hours

- DIG 2109C - Digital Imaging with Photoshop 3 credits ("*C*" or better)

### Video Production Total 12 Credit Hours

## Water Quality Technician, C.C.C.

### **Banner Code: WQTC**

*College Credit Certificate*

**(18 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.

### Program Learning Outcomes

1. Demonstrate knowledge of the principles of managing water pollution through prevention and remediation.
2. Recognize the importance of water resources and the impact of human activities on them.

### Required Courses: 18 Credit Hours

- EVS 1026C - Chemistry and Biology of Natural Waters 4 credits
- EVS 2005 - Treatment of Water and Wastewater 4 credits
- EVS 2891 - Hydrology and Quality of Water 4 credits
- EVS 2942L - Environmental Science Technology Practicum 1-4 credits (2 credits required)

#### **And one of the following:**

- EVS 2930 - Special Topics: Wastewater Treatment Operator C Course 4 credits
- EVS 2931 - Special Topics: Water Treatment Operator C Course 4 credits
- EVS 2932 - Special Topics: Water Distribution Operations Level 3 4 credits

### Water Quality Technician Total 18 Credit Hours

**Program Notes:** All courses articulate directly into the Environmental Science Technician College Credit Certificate.

# 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

## Advanced Welding Technology, O.C.

**Banner Code:** AWTC

**Occupational Certificate**

(1800 clock hours) (60 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.

### Program Learning Outcomes

1. Students will demonstrate the ability to make groove welds with SMAW on pipe in the 45 degree inclined (6G) position that can pass a specified standard or destructive test to determine soundness of weld.
2. Students will demonstrate the ability to make groove welds with GTAW and SMAW on pipe in the 45 degree inclined (6G) position that can pass a specified standard or destructive test to determine soundness of weld.

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 576 reading, 596 math, and 584 language by the end of the program.

## Required Courses

- PMT 0070C - Welder Assistant I 75 clock hours, 2.5 occupational credits
- PMT 0080C - Welder I 75 clock hours, 2.5 occupational credits
- PMT 0071C - Welder Assistant II 75 clock hours, 2.5 occupational credits
- PMT 0081C - Welder II 75 clock hours, 2.5 occupational credits
- PMT 0072C - Welder SMAW I 75 clock hours, 2.5 occupational credits
- PMT 0082C - Welder III 75 clock hours, 2.5 occupational credits
- PMT 0073C - Welder SMAW II 75 clock hours, 2.5 occupational credits
- PMT 0083C - Welder SMAW: Intermediate SMAW II 75 clock hours, 2.5 occupational credits
- PMT 0074C - Welder: Gas Metal Arc 75 clock hours, 2.5 occupational credits
- PMT 0141C - Flux Core 75 clock hours, 2.5 occupational credits
- PMT 0143C - Flux Core Arc Welding 75 clock hours, 2.5 occupational credits
- PMT 0132C - Advanced Welder II 75 clock hours, 2.5 occupational credits
- PMT 0133C - Welder: Tungsten Inert Gas Welding II 75 clock hours, 2.5 occupational credits
- PMT 0161C - Pipe Welding: Pipe Principles and Practices 75 clock hours, 2.5 occupational credits
- PMT 0075C - Advanced Welding I 75 clock hours, 2.5 occupational credits
- PMT 0085C - Advanced Welder I: SMAW Pipe II 75 clock hours, 2.5 occupational credits
- PMT 0165C - Advanced Shielded Metal/Arc Welding of Pipe 75 clock hours, 2.5 occupational credits
- PMT 0150C - GTAW 75 clock hours, 2.5 occupational credits
- PMT 0151C - GTAW-Advanced 75 clock hours, 2.5 occupational credits

- PMT 0172C - Advanced Welder I: GTAW/SMAW Pipe 75 clock hours, 2.5 occupational credits
- PMT 0174C - Pipe Welding and Fabrication 75 clock hours, 2.5 occupational credits
- PMT 0175C - MIG/TIG Pipe Welding 75 clock hours, 2.5 occupational credits
- PMT 0076C - Advanced Welder II: Career Preparation I 75 clock hours, 2.5 occupational credits
- PMT 0086C - Advanced Welder II: Career Preparation II 75 clock hours, 2.5 occupational credits

## Advanced Welding Technology Total: 1800 clock hours, 60 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 of 576 reading, 596 math, and 584 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.

#### Program Learning Outcomes

1. Students will exhibit a basic knowledge of the Florida criminal and civil laws, as well as the federal guidelines concerning criminal procedure.
2. Students will apply a basic knowledge of the communication skills necessary for law enforcement officers.
3. Students will demonstrate basic firearm skills for law enforcement officers.
4. Students will perform defensive tactic skills necessary for law enforcement officers.
5. Students will apply basic driving skills necessary for law enforcement officers.
6. Students will perform basic First Aid/First Responder skills necessary for law enforcement officers.

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 0002 - Introduction to Law Enforcement 12 clock hours, .4 occupational credits
- CJK 0016 - Communications 24 clock hours, .8 occupational credits
- CJK 0018 - Legal 64 clock hours, 2.13 occupational credits
- CJK 0019 - Interviewing and Report Writing 56 clock hours, 1.87 occupational credits
- CJK 0020C - Vehicle Operations 48 clock hours, 1.6 occupational credits
- CJK 0021 - Serving Your Community 34 clock hours, 1.13 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 0063 - Fundamentals of Patrol 40 clock hours, 1.34 occupational credits
- CJK 0072 - Crimes Against Persons 48 clock hours, 1.6 occupational credits
- CJK 0073C - Crimes Involving Property and Society 12 clock hours, .4 occupational credits
- CJK 0079 - Crime Scene Follow Up Organization 34 clock hours, 1.13 occupational credits
- CJK 0093 - 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 0400C - Traffic Incidents 12 clock hours, .4 occupational credits
- CJK 0401 - Traffic Stops 24 clock hours, .8 occupational credits
- CJK 0402 - Traffic Crash Investigation 30 clock hours, 1 occupational credit
- CJK 0403 - DUI Traffic Stops 24 clock hours, .8 occupational credits
- CJK 0421 - Conducted Electrical Weapon/Dart Firing Stun Gun 4 clock hours, .13 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.

### Program Learning Outcomes

1. Students will wire a basic air conditioning system.
2. Students will identify electrical problems in a nonfunctioning heat pump system.
3. Students will identify mechanical problems in a nonfunctioning heat pump system.

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 576 for reading, 627 for math and 584 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**

## **Commercial Vehicle Driving, O.C.**

**Banner Code: CDLP**

*Occupational Certificate*

**(320 clock hours) (10.67 occupational credits)**

The Commercial Vehicle Driving program prepares students for entry-level employment as a Truck Driver. The program focuses on all safety issues, federal rules and regulations, providing one-on-one driving training instruction (one student per truck). The course is divided into three specific sections: orientation, hands-on training in operating a tractor-trailer, and street driving on specific routes. Upon completion, students are eligible to acquire a class "A" Commercial Driver's License (CDL) and local or over-the-road job placement assistance.

### Admission Requirements

- Be at least 18 years old
  - Applicants 18 to 21 years of age are only permitted to operate intrastate (only in Florida) once licensed
- Provide a copy of Complete Florida DMV-Authorized Driving Record (fees apply to obtain record)
  - Available through Columbia County Tax Collector Office or online at [www.floridadrivingrecord.com](http://www.floridadrivingrecord.com)
- Complete and pass 10 panel drug screen before application submittal (fees apply)
- Meet Department of Transportation (DOT) requirements to drive in Florida
  - Individual truck lines may have additional requirements
- Be able to pass DOT physical requirements to be employable
- Have Class "A" CDL training permit
  - Resource: Florida Commercial Driver License Manual (July 2019)
- Submit an application for admission

### Required Courses:

- TRA 0080 - Tractor Trailer Truck Driver 320 clock hours, 10.67 occupational credits

**Commercial Vehicle Driving Total: 320 clock hours, 10.67 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.

### Program Learning Outcomes

1. Students will exhibit a basic knowledge of the Florida criminal and civil laws, as well as the federal guidelines concerning criminal procedure.
2. Students will apply a basic knowledge of the communication skills necessary for law enforcement officers.
3. Students will demonstrate basic firearm skills for law enforcement officers.
4. Students will perform defensive tactic skills necessary for law enforcement officers.
5. Students will apply basic driving skills necessary for law enforcement officers.
6. Students will perform basic First Aid/First Responder skills necessary for law enforcement officers.

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 & 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.

**Program Learning Outcomes**

1. Students will perform hair care services for all types of hair including hair analysis, hair cutting, hairstyling, hair coloring and lightening, permanent waving and chemical relaxing.
2. Students will perform natural nail services including manicuring and pedicuring.
3. Students will perform basic skin care services including skin analysis, facials, makeup application and superfluous hair removal.
4. Students will demonstrate customer service skills, self-growth and personal development.

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 572 in language, 577 for math, and 576 for reading by the 6th week of class unless they've met state exempt criteria,
- 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.

#### **Program Learning Outcomes**

1. Students will exhibit a basic knowledge of the Florida criminal and civil laws, as well as the federal guidelines concerning criminal procedure.
2. Students will apply a basic knowledge of the communication skills necessary for law enforcement officers.
3. Students will demonstrate basic firearm skills for law enforcement officers.
4. Students will perform defensive tactic skills necessary for law enforcement officers.
5. Students will apply basic driving skills necessary for law enforcement officers.
6. Students will perform basic First Aid/First Responder skills necessary for law enforcement officers.

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 0002 - Introduction to Law Enforcement 12 clock hours, .4 occupational credits
- CJK 0016 - Communications 24 clock hours, .8 occupational credits
- CJK 0018 - Legal 64 clock hours, 2.13 occupational credits
- CJK 0019 - Interviewing and Report Writing 56 clock hours, 1.87 occupational credits
- CJK 0020C - Vehicle Operations 48 clock hours, 1.6 occupational credits
- CJK 0021 - Serving Your Community 34 clock hours, 1.13 occupational credits
- CJK 0063 - Fundamentals of Patrol 40 clock hours, 1.34 occupational credits
- CJK 0072 - Crimes Against Persons 48 clock hours, 1.6 occupational credits
- CJK 0073C - Crimes Involving Property and Society 12 clock hours, .4 occupational credits
- CJK 0079 - Crime Scene Follow Up Organization 34 clock hours, 1.13 occupational credits
- CJK 0093 - Critical Incidents 44 clock hours, 1.47 occupational credits
- CJK 0393 - Cross-over Program Updates 8 clock hours, .27 occupational credits
- CJK 0400C - Traffic Incidents 12 clock hours, .4 occupational credits
- CJK 0401 - Traffic Stops 24 clock hours, .8 occupational credits
- CJK 0402 - Traffic Crash Investigation 30 clock hours, 1 occupational credit
- CJK 0403 - DUI Traffic Stops 24 clock hours, .8 occupational credits
- CJK 0421 - Conducted Electrical Weapon/Dart Firing Stun Gun 4 clock hours, .13 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.

#### Program Learning Outcomes

1. Students will exhibit a basic knowledge of the Florida criminal and civil laws, as well as the federal guidelines concerning criminal procedure.
2. Students will apply a basic knowledge of the communication skills necessary for law enforcement officers.
3. Students will demonstrate basic firearm skills for law enforcement officers.
4. Students will perform defensive tactic skills necessary for law enforcement officers.
5. Students will apply basic driving skills necessary for law enforcement officers.
6. Students will perform basic First Aid/First Responder skills necessary for law enforcement officers.

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**

(220 clock hours) (7.33 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.

Program Learning Outcomes

1. Students will perform basic skin care services including skin analysis, facials, makeup application and superfluous hair removal.

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: 220 clock hours, 7.33 occupational credits

- CSP 0260C - Esthetics Specialist 220 clock hours, 7.33 occupational credits

Facial Specialty Total: 220 clock hours, 7.33 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.

Program Learning Outcomes

1. Students will be able to describe the relationship between flow and pressure and their relationship to the appropriate mathematical hydraulic formulas
2. Students will be able to describe and summarize pump theory and pump rating.
3. Students will be able to use and apply readings from various pressure and vacuum gauges commonly found on fire apparatus pump panels.
4. Students will be able to summarize the laws, rules and driving techniques for emergency vehicles.
5. Students will be able to apply rules for apparatus operations during fire ground evolutions and a driving course.
6. Given a pumping scenario, students will be able to apply theories and techniques from the course to the use of preconnected lines, tandem pumping, drafting, relays and master streams while supplying appropriate volumes and pressures.

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**

**(492 clock hours) (16.4 occupational credits)**

Offering of this program is subject to the approval of the Division of State Fire Marshal, Bureau of Fire Standards and Training (BFST).

### **Program Learning Outcomes**

1. Students will be able to summarize fire department policies, procedures, and organizational principles as they apply to the expectations of entry level fire department personnel.
2. Students will be able to apply firefighter safety and health practices through the selection and application of equipment for given firefighting tasks.
3. Students will be able to summarize physical and chemical changes that occur with fire, and understand the effects of fire on common building materials.
4. Students will be able to identify and demonstrate knowledge of different sources of fire suppression, to include portable fire extinguisher systems, static water sources, and pump operated systems.
5. Students will be able to demonstrate their knowledge of strategies related to building searches, ventilation, ladder deployment, and fire attack tactics.
6. Students will be able to demonstrate the ability to communicate through written reports, radio transmissions, and face to face interactions.

The Firefighter program offers training to prepare an individual to become certified as a firefighter. Students successfully completing the Firefighter I course are eligible for certification as volunteer firefighters (Letter of Completion). Students successfully completing both courses (FFP 0030C and FFP 0031C) are eligible to sit for the state Minimum Standards written and practical examinations. Passing these examinations qualifies an individual for certification from the BFST as a FF-II and issuance of a Letter of Compliance allowing for employment as a firefighter. The Emergency Services First Responder course, required by the BFST, may be waived for those individuals who are certified 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 compliant with Florida Administrative Code (FAC) 69A-37.037,
- Complete a finger print based background screen, F.S. 633.412 (2), (3), (4)
- Submit a supplementary program application, and
- be at least 18 years of age F.S. 633.412 (1)

**Required Courses: 492 clock hours, 16.4 occupational credits**

- FFP 0030C - Firefighter I 191 clock hours, 6.37 occupational credits
- FFP 0031C - Firefighter II 301 clock hours, 10.03 occupational credits \*

**Firefighter Minimum Standards Total: 492 clock hours, 16.4 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 or FFP 0030C and be a state certified firefighter (Letter of Completion) to enroll in FFP 0031C.

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**

**(792 clock hours) (27.72 occupational credits)**

Firefighter/Emergency Medical Technician - Combined is a two-part program with each part taking one semester. This combined program prepares the student for employment as a State of Florida certified Firefighter/EMT. This program is approved by the Florida Department of Health, Bureau of Emergency Medical Oversight and the Florida Department of Financial services, Bureau of Fire Standards and Training. The curriculum adheres to the latest Florida DOE curriculum frameworks based on the Curriculum National EMS Education Standards and Instructional Guidelines and Bureau of Fire Standards and Training official course curriculum. Upon completion, students are eligible to take the National Registry EMT certification exam and the State of Florida Firefighter-II certification exam.

The Firefighter/EMT-Combined course will start each spring, summer, and fall semester at the Olustee site, although the fire portion is not currently offered during the summer term.

### **Program Learning Outcomes**

1. Students will perform patient care procedures within their defined scope of practice during the clinical setting.
2. Students will apply basic knowledge and demonstrate critical thinking skills in order to assess and treat a variety of medical and trauma injuries across the lifespan.
3. Students will demonstrate professional behaviors in the classroom and clinical environments.
4. Students will be able to summarize fire department policies, procedures, and organizational principles as they apply to the expectations of entry level fire department personnel.
5. Students will be able to apply firefighter safety and health practices through the selection and application of equipment for given firefighting tasks.
6. Students will be able to summarize physical and chemical changes that occur with fire, and understand the effects of fire on common building materials.
7. Students will be able to identify and demonstrate knowledge of different sources of fire suppression, to include portable fire extinguisher systems, static water sources, and pump operated systems.
8. Students will be able to demonstrate their knowledge of strategies related to building searches, ventilation, ladder deployment, and fire attack tactics.
9. Students will be able to demonstrate the ability to communicate through written reports, radio transmissions, and face to face interactions.

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 completion of the EMT portion of the program,
- Complete a physical examination, provide proof of immunization requirements and laboratory studies,
- Schedule an appointment to meet with EMS Program Coordinator by calling (386) 754-4292,
- Complete all required preparatory courses prior to acceptance into the program,
- Take the TABE entrance exam, and
- Pass the required drug screen and finger print based background check.

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 TABE test scores
- Proof of health insurance
- Valid driver's license

Students entering the Firefighter/EMT Combined program (FFED) must take the Tests of Adult Basic Education (TABE) within six (6) weeks of entering the program or be exempt. Students must score a minimum of 10th grade levels in math (627), reading (597), and language (608) to complete the program. Students not meeting these levels must take remedial course work to achieve these levels on a retest.

A student who has previously tested and referred to developmental education may be reported as meeting basic skills requirements once they successfully complete the required developmental education and may not need to be retested.

The student should be post-tested to determine whether or not they meet the exit requirements before they take the related professional licensure examination or certification. (Rule 6A-10.040, F.A.C.)

*Students will comply with background screening standards (FAC 69A-37.036) within clinical agencies for student training. In addition, students will be certified drug free by urinalysis and tobacco free by sworn affidavit (FAC 69A-37.062 (2) (a)).*

*\*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; tobacco free by sworn affidavit; 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: 792 clock hours, 27.72 occupational credits

- EMS 0110 - Emergency Medical Technician 300 clock hours, 10 occupational credits
- FFP 0030C - Firefighter I 191 clock hours, 6.37 occupational credits
- FFP 0031C - Firefighter II 301 clock hours, 10.03 occupational credits

**Firefighter/Emergency Medical Technician-Combined Total: 792 clock hours, 27.72 occupational credits**

## 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).
- Students are responsible for obtaining their own NFPA compliant turn out (bunker) gear.
- The student must complete and pass a background investigation to include criminal history (FAC 69A-37.036) and drug urinalysis.
- The student must satisfactorily pass the required entrance written examination.
- The student must attend the mandatory orientation and satisfactorily pass the physical fitness entrance test.
- The student must be certified by affidavit to be tobacco free (FAC 69A-37.062 (2) (a)).

The preferred order of courses is EMS 0110, FFP 0030C, then FFP 0031C. Any students who have already completed FFP 0010C or FFP 0030C may enter the program but must complete EMS 0110 prior to entering FFP 0031C.

## Nail Specialty, O.C.

**Banner Code: CSPN**

**Occupational Certificate**

**(180 clock hours) (6 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.

Program Learning Outcomes

1. Students will perform natural nail services including manicuring and pedicuring.

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: 180 clock hours, 6 occupational credits**

- CSP 0013C - Nail Specialist 180 clock hours, 6 occupational credits

**Nail Specialty Total: 180 clock hours, 6 occupational credits**

## Phlebotomy, O.C.

**Banner Code: PBTM**

**Occupational Certificate**

**(165 clock hours) (5.5 occupational credits)**

Upon completion of the Phlebotomy certificate program, graduates will be prepared for employment as a phlebotomist. Phlebotomists obtain blood by venipuncture and skin puncture and are an integral part of a clinical laboratory.

This certificate program is a combination of didactic and clinical instruction completed within one semester term.

Program Learning Outcome:

1. Students will be able to demonstrate skills and knowledge necessary to perform safe and accurate phlebotomy techniques in a healthcare setting.

To be considered for admission, the applicant must submit the following by the established deadline stated on the College's website:

1. Submit a Florida Gateway College admission application to the Office of Enrollment Services;
2. Submit the Phlebotomy supplemental application located on the last page of this application packet to the Nursing and Health Sciences Department, Building 103, Office 138.

Additional admission information may be found in the Phlebotomy Admission Packet on the College website at [www.fgc.edu](http://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.

*To meet clinical agency requirements for clinical experience, all students in the Nursing and Health Sciences programs must meet state and federal regulations as described by Florida Statutes S. 400.211. A Level II background check and drug/alcohol screening are required. Further instructions regarding the background and 10 panel drug/alcohol screen are provided during the first week of the program.*

**Please note** that random screening may be required while in the program. Students are responsible for the cost of all screening done for admission and randomly during the program.

Additional costs are required when admitted to this program, including costs of uniforms, clinic shoes, liability insurance, health insurance, medical exam, graduation costs, immunizations, Level II background check and 10 panel drug/alcohol screening, clinical placement fees, books, and certification fees.

Students are required to submit proof of current CPR certification [Basic Life Support 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 this program.

Course calendars may vary from the College calendar due to availability of clinical sites. The student will be assigned to multiple clinical facilities with early morning rotations during the phlebotomy program.

A student who completes the certificate program is eligible to take the national certification examination through the National Healthcare Association.

**Required Courses: 165 clock hours, 5.5 occupational credits**

- HSC 0003 - Basic Healthcare Worker 90 clock hours, 3 occupational credits
- MEA 0520 - Phlebotomy 75 clock hours, 2.5 occupational credits

**Phlebotomy Total: 165 clock hours, 5.5 occupational credits**

## **Practical Nursing, O.C.**

**Banner Code: LPNA**

*Occupational Certificate*

**(1,350 clock hours) (45 occupational credits)**

The Practical Nursing (PN) program is a 12-month occupational certificate program. Upon completion of this occupational certificate program, graduates are eligible to take the national council licensure examination (NCLEX-PN exam) to become a licensed practical nurse. The graduate can then seek employment in settings such as a hospital, physician's office, home health care, corrections, or long-term care.

The Practical Nursing Program at FGC is approved by the Florida Board of Nursing, 4052 Bald Cypress Way, Bin C02, Tallahassee, FL 32399-3252; 850-245-4125.

**PN Program Learning Outcomes:**

1. Students will demonstrate the ability to provide personal patient care.
2. Students will demonstrate the ability to perform nursing procedures.
3. Students will demonstrate the ability to apply principles of infection control.
4. Students will demonstrate the ability to administer medications.

**Students seeking admission to the PN program must:**

- be 18 years of age prior to the start of the program;
- submit a Florida Gateway College admission application to the Office of Enrollment Services;
- have an official high school transcript, GED, or documentation of Home Schooling, and any transcripts from colleges other than FGC sent to FGC's Office of Enrollment Services;
- submit a copy of the Test of Adult Basic Education (TABE) scores. If you do not reach the required benchmark before admission to the Practical Nursing program, the applicant **must** obtain the required benchmark before graduating from the Practical Nursing Program.

To be considered for admission, the applicant must submit the following to the PN program by the established deadline stated on the College's Website:

- PN supplemental application;
- an unofficial copy of transcripts from colleges attended, including FGC;

- Proof of obtaining the required proficiency score on the nursing entrance exam (TEAS) with a score of 58.7% or higher; Note: This exam is available through the FGC Testing Center and must be completed within the past two years.

Applicants are responsible to provide all the required documentation to be considered for admission to the Practical Nursing program. Note: applicants are encouraged to make copies of all documentation for their personal records.

Applicants may be randomly selected for an interview before final acceptance to the PN program. If selected for an interview, applicants must come to the interview in professional attire and be prepared to write a two (2) paragraph reflection paper related to an assigned topic in nursing.

Additional admission information may be found in the PN Admission Packet on the College Website at [www.fgc.edu](http://www.fgc.edu). Florida Gateway College reserves the right to make changes to admission criteria and program information as circumstances require in the continuing development of the program.

**Applicants meeting the above criteria are not guaranteed admission to the Practical Nursing program. Admission is competitive and there is a limited admission capacity to this program. Applicants should not assume admission until officially notified in writing by the Nursing and Health Sciences Department.**

*To meet clinical agency requirements for clinical experience, all students in the Nursing and Health Sciences programs must meet state and federal regulations as described by Florida Statutes S. 400.211. A Level II background check and drug/alcohol screening are required. Further instructions regarding the background and 10 panel drug/alcohol screen are provided during the first week of the program. **Please note** that random screenings may be required while in the program. Students are responsible for the cost of all screening done for admission and randomly during the program.*

All students who graduate from the Practical Nursing program and wish to take the licensed practical nurse NCLEX-PN exam in Florida will have to complete the licensure and screening process for the Florida Board of Nursing, irrespective of screenings completed for this program.

#### **Program Readmission:**

A student who enrolls in a practical nursing course and withdraws or is unsuccessful in the course may be considered for readmission to the program pending a successful completion of an interview and other readmission requirements. Note: readmission policy and guidelines are outlined in the Nursing Student Handbook accessible to students in the program.

The 45 occupational credits of practical nursing courses are to be completed in the following sequence to progress in the practical nursing program. Note: all practical nursing courses must be completed with a minimum grade of "C" to successfully progress through the practical nursing program.

#### **First Semester: 600 clock hours, 20 occupational credits**

- PRN 0001C - Basic Nursing 497 clock hours, 16.56 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 0020 - Human Development Across the Life Span 20 clock hours, .67 occupational credit

#### **Second Semester: 300 clock hours, 10 occupational credits**

- PRN 0381C - Med/Surge Life Span I 300 clock hours, 10 occupational credits

#### **Third Semester: 450 clock hours, 15 occupational credits**

- PRN 0382C - Med/Surge Life Span II 300 clock hours, 10 occupational credits
- PRN 0100C - Maternal Infant Child 85 clock hours, 2.83 occupational credits

- PRN 0011C - Transition into Practice 65 clock hours, 2.17 occupational credit

**Practical Nursing Total: 1,350 clock hours, 45 occupational credits**

### **Program Notes:**

- Class and clinical hours will vary each term.
- All practical nursing students are advised by a nurse faculty who will help them develop their class schedules and approve all course exemptions, alternatives, or substitutions.
- Course calendars may vary from the College calendar due to availability of clinical sites. The student will be assigned to multiple clinical facilities with day, evening, weekday, and weekend rotations during the practical nursing program.
- Standardized tests and participation in a remediation program are mandatory requirements for all students.
- Additional costs are required when admitted to this program, including costs of uniforms, clinic shoes, liability insurance, health insurance, medical exam, e-products and standardized testing, graduation costs, immunizations, Level II background check and 10 panel drug/alcohol screening, clinical placement fees, books, NCLEX-PN exam, and licensing fees.
- Students are required to submit proof of current CPR certification [Basic Life Support 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.
- Note: the student must take the TABE (Math, Reading, and Language) within the first 6 weeks of enrollment and obtain the required scores for the Nursing program. The student must pass all three (3) assessed subjects before completing the program.

## **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.

### **Program Learning Outcomes**

1. Students will perform cutting using oxy-fuel cutting equipment with different materials and material thicknesses.
2. Students will demonstrate the ability to make groove welds with SMAW on plate in the vertical (3G) and overhead (4G) positions that can pass a specified standard or destructive test to determine soundness of weld.

3. Students will demonstrate the ability to make groove welds with FCAW on plate in the vertical (3G) and overhead (4G) positions that can pass a specified standard or destructive test to determine soundness of weld.

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 576 reading, 596 math, and 584 language by the end of the program.

## Required Courses

- PMT 0070C - Welder Assistant I 75 clock hours, 2.5 occupational credits
- PMT 0080C - Welder I 75 clock hours, 2.5 occupational credits
- PMT 0071C - Welder Assistant II 75 clock hours, 2.5 occupational credits
- PMT 0081C - Welder II 75 clock hours, 2.5 occupational credits
- PMT 0072C - Welder SMAW I 75 clock hours, 2.5 occupational credits
- PMT 0082C - Welder III 75 clock hours, 2.5 occupational credits
- PMT 0073C - Welder SMAW II 75 clock hours, 2.5 occupational credits
- PMT 0083C - Welder SMAW: Intermediate SMAW II 75 clock hours, 2.5 occupational credits
- PMT 0074C - Welder: Gas Metal Arc 75 clock hours, 2.5 occupational credits
- PMT 0141C - Flux Core 75 clock hours, 2.5 occupational credits
- PMT 0143C - Flux Core Arc Welding 75 clock hours, 2.5 occupational credits
- PMT 0132C - Advanced Welder II 75 clock hours, 2.5 occupational credits
- PMT 0133C - Welder: Tungsten Inert Gas Welding II 75 clock hours, 2.5 occupational credits
- PMT 0161C - Pipe Welding: Pipe Principles and Practices 75 clock hours, 2.5 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 of 576 reading, 596 math, and 584 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

## Medical Coder/Biller, A.T.D.

**Banner Code: MCDG**

*Applied Technology Diploma*

**(37 credit hours)**

The Medical Coder/Biller program is designed to prepare students for coding careers in a variety of healthcare settings including hospitals, clinics, long-term care facilities, and insurance companies. Coding professionals read and analyze medical records, convert medical record data to diagnosis and procedure codes, and use codes to receive proper reimbursement for healthcare services. Industry job titles include entry level coder, medical record coder, clinical coder, coding technician, coding clerk, and medical coder/biller.

Program content includes, but is not limited to, medical terminology, anatomy and physiology, coding systems, fundamentals of disease processes, 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 program, graduates are eligible to take the Certified Coding Associate (CCA) National Certification Exam offered through the American Health Information Management Association (AHIMA).

To be officially considered for this program a student must:

- be a high school graduate or have a GED, and
- complete a Florida Gateway College application.

### **Program Learning Outcomes**

Upon completion of the Medical Coder/Biller Applied Technology Diploma, graduates will be able to:

1. Identify and solve HIT problems.
2. Apply diagnostic and procedure codes according to current guidelines.
3. Communicate appropriately about HIT issues.

Credits earned in this certificate program can be applied to the Health Information Technology, A.S. degree (HIMT).

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

### **Summer Semester: 16 Credit Hours**

- CGS 1570 - Computer Applications 3 credits
- HSC 2531 - Medical Terminology 3 credits
- BSC 2084C - Essentials of Anatomy and Physiology I 4 credits
- HIM 1433 - Human Diseases 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

### **Fall Semester: 9 Credit Hours**

- HIM 1300 - Health Care Delivery Systems 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.

- A. Courses not offered by the receiving institution.
- B. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the \_900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Thesis and Dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.
- F. Internships, Apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.)

## Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Amanda Luke in the Office of Enrollment Services 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 Descriptions

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 Office of Enrollment Services 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.

### **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.

### **AER 1073 - Parts & Service**

2 credits

This course will instruct the student in general automotive management policies and procedures as related to parts department operation and service department operation. Lab fee.

### **AER 1082C - Intro to Vehicle Systems & Services**

3 credits

This course is designed to introduce the student to the various systems of the automobile. It includes instruction in shop practices. The students will learn minor repair procedures, including lubrication, wheel and tire, exhaust system service and new care pre-delivery service. Lab fee.

### **AER 1197C - Engine Diagnosis & Repair**

4 credits

**Prerequisite(s):** AER 1602C with a grade of C or better.

This course is a study of the principles of operational and problem diagnoses of the internal combustion engine. The theory of operation of the various engines in use by is presented. Engines will be properly disassembled, parts identified, inspected, measured, and reassembled. Proper testing and break-in procedures along with approved diagnostic troubleshooting procedures will be emphasized. Lab fee.

### **AER 1496L - Steering & Suspension Systems**

3 credits

**Prerequisite(s):** AER 1602C with a grade of C or better.

The student will develop the knowledge and skills related to the operation and function of steering and suspension systems. Alignment, testing, diagnosis and repair of modern vehicle systems will be emphasized. Lab fee.

### **AER 1596C - Brake Systems, ABS, & Traction Control Systems**

4 credits

**Prerequisite(s):** AER 1602C with a grade of C or better.

This course is a study of the theory and operation of brake systems. Students will learn all aspects of the diagnosis, repair and testing of brake systems, including drum and disc brakes, power brake operation and repair, anti-lock brakes, traction control and stability control systems. Lab fee.

### **AER 1602C - Electrical/Electronic Systems I**

4 credits

This is a comprehensive course introducing the student to the principles of electricity and electronics as applied to electrical systems. The principles of Ohm's Law will lead the student into the use of digital volt ohmmeters and oscilloscopes utilizing lab and hands-on exercises. Proper diagnostic skills will be taught and applied through the troubleshooting and repair of problems on live vehicles. Lab fee.

### **AER 1695 - Chassis Electronics**

3 credits

**Prerequisite(s):** AER 1602C with a grade of C or better.

This course will cover automotive chassis-related electrical and electronic systems. Covered systems will

include, but not be limited to instrumentation, ride control, supplemental inflatable restraint system, four-wheel steering and power accessories. Theory of operation and diagnosis will be emphasized. Lab fee.

### **AER 1758C - HVAC Systems**

4 credits

**Prerequisite(s):** AER 1602C with a grade of C or better.

This course is designed to develop an understanding of the theory and operation of modern heating and air conditioning systems as used on vehicles. Included are proper diagnostic and repair procedures. Recycling and storage of CFCs and the effect on the environment is stressed. Lab fee.

### **AER 1947 - Automotive Cooperative Education 1**

3 credits

**Prerequisite(s):** AER 2870 with a grade of C or better.

This course prepares students to practically apply technical knowledge and skills gained in the classroom, in a clinical setting.

### **AER 1948 - Automotive Cooperative Education 2**

3 credits

**Prerequisite(s):** AER 1947 with a grade of C or better.

This course builds on Automotive Cooperative Education 1 and continues to prepare students to practically apply technical knowledge and skills gained in a clinical setting.

### **AER 2298C - Automatic Transmissions/Transaxles**

3 credits

**Prerequisite(s):** AER 1602C with a grade of C or better.

This course covers the operation of modern transmission and drive train components. The student will learn in detail overhaul, testing, diagnosis, and repair procedures. Courses related to automatic transmission/transaxles will be included in the curriculum. Lab fee.

### **AER 2398C - Manual Transmission/Drive Trains**

3 credits

**Prerequisite(s):** AER 1602C with a grade of C or better.

This course covers the operation of modern manual transmission and drive train components. Overhaul,

testing, diagnosis, and repair procedures will be emphasized. Noise, vibration and harshness will be taught. Lab fee.

### **AER 2694 - Electrical/Electronic Systems II**

4 credits

**Prerequisite(s):** AER 1602C with a grade of C or better.

This course will continue the study of electricity and electronics. Beginning with a review of semiconductor diodes and transistors, and continuing on through digital devices and microprocessors as applied to electronic and computer controlled systems. Emphasis will be placed on testing and diagnosis of vehicle communication systems and sub-systems. Hybrid, high voltage and electrical safety procedures will be covered. Lab fee.

### **AER 2840 - Engine Control Systems/Diagnostics II**

4 credits

**Prerequisite(s):** AER 1602C with a grade of C or better.

This course will teach the theory and operation of engine control systems. Emphasis is on approved diagnostic procedures, testing and repair fuel injected gasoline engine controls. Covered topics include fuel injection, spark and emission control systems and diagnosis. Lab fee.

### **AER 2870 - Alternative Fuel & Propulsion**

3 credits

**Prerequisite(s):** AER 1602C and AER 2694 with a grade of C or better.

This course introduces the student to emerging technology and alternative fuel propulsion systems. Safety, theoretical operation and services procedures are discussed and practiced in the laboratory environment. Personal protective equipment, high voltage systems, hybrid and electric vehicle components and diagnostic service procedures are emphasized. Hybrid vehicle powertrain sub-systems are explored and unique features that distinguish these vehicles from conventional automobiles are discussed. 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.

### **AMH 2091 - Survey of African American History**

3 credits

**Requirements Met:** AATR, GE, GR

**General Education Area:** Group 1 Social Science

**Prerequisite(s):** REA 0017 and ENC 0025 with a minimum grade of C or better or ENC 0027C with a grade of C or better or score out on appropriate placement test.

Examines the major political, social, and economic events in African-American history. Topics to be analyzed include: the African background, slavery, emancipation, the Civil War and Reconstruction, blacks in the twentieth century, the civil rights movement, and twenty-first century social changes. Special consideration will be given to the African American experience in Florida.

### **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.

### **AML 2600 - Introduction to African-American Literature**

3 credits

**Requirements Met:** AATR, GE, GR

**General Education Area:** Group 2 Humanities

**Prerequisite(s):** ENC 1101 with a grade of C or better. This survey course introduces students to major voices in African-American Literature, covering the periods from American colonization to the present. Students will study slave narratives and antislavery texts, the Harlem Renaissance, the Black Arts Movement, and contemporary Black literature in order to form a complete understanding of the intersection between race and writing in America.

### **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 2370C - Drawing for Comics and Animation**

3 credits

**Requirements Met:** AATR

This course is designed to develop the drawing skills that are most essential for sequential drawing used in comic books and animation. Development of narrative drawing will be the course emphasis. Additional topics will include the role of exaggeration and simplification in character development, composition of scenic elements as related to the development of mood and context, and the development of sequential sequences.

### **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 1002 - Astronomy**

3 credits

**Requirements Met:** AATR, GE, GEC

**General Education Area:** Group 2 Science

**Prerequisite(s):** MAT 1033 with a C or better or score out on appropriate placement test.

Survey of astronomy; history 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.

### **AST 1002L - Astronomy Lab**

1 credit

**Requirements Met:** AATR, GE

**General Education Area:** Group 2 Science

**Prerequisite(s):** MAT 1033 with a grade of C or better or score out on appropriate placement test.

**Pre/Corequisite(s):** AST 1002 with a grade of C or better.

Laboratory 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. Laboratory activities with data are used when direct observations are not possible.

### **BOT 1000 - Principles of Plant Growth**

3 credits

**Requirements Met:** AATR, GE

**General Education Area:** Group 1 Science

Practical study of plant functions, structures, physiology, reproduction, and environmental relationships.

### **BOT 2010C - Botany I**

4 credits, 3 hours lecture, 3 hours lab

**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, 3 hours lecture, 3 hours lab

**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, 3 hours lecture, 3 hours lab

**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

**Prerequisite(s):** ENC 1101 with a grade of C or better and CCJ 1000 or CCJ 1020 with a grade of C or better. 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 2030 - Diversity, Crime, and Society**

3 credits | **Offered:** Fall, Spring

**Requirements Met:** AATR

This course consists of a basic study of the nature and diversity of human behavior in direct relationship to crime, the criminal justice system, and society. Diverse groups include those of income, race, ethnicity, gender, sexual identity and preference, age, immigration, religion, education level, disabilities, geography, and other potentially disenfranchised elements of society.

### **CCJ 2452 - Criminal Justice Administration**

3 credits | **Offered:** Spring

**Requirements Met:** AATR

This course discusses the principles of management and methods of supervision and evaluation in criminal justice organizations. Administration and managerial concepts underlying decision-making policy formation, operational strategies, and coordination and control

procedures within agencies and institutions are evaluated.

### **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 & Development: Infant & Preschool**

3 credits

**Prerequisite(s):** Restricted to students in the Early Childhood Education Associates degree or Child Care Professional personal enrichment program.

This course is one of three required to meet the educational requirements for the DCF Child Care Professional Credential (FCCPC). The student will gain

an understanding of child growth and development from conception through the early school years. There is an emphasis on physical, social, emotional, and environmental influences.

### **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 - Motor Development and Play**

3 credits

This course provides a study of methods, materials, equipment, and activities designed to promote gross and fine motor development and enrich play in young 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 0002 - Introduction to Law Enforcement**

12 clock hours, .4 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 0016 - Communications**

24 clock hours, .8 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 0018 - Legal**

64 clock hours, 2.13 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 0019 - Interviewing and Report Writing**

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 0021 - Serving Your Community**

34 clock hours, 1.13 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 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 0063 - Fundamentals of Patrol**

40 clock hours, 1.34 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 0072 - Crimes Against Persons**

48 clock hours, 1.6 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 0073C - Crimes Involving Property and Society**

12 clock hours, .4 occupational credits

At the end of this course, students should be able to conduct an initial investigation of crimes against society, property, and economic crimes. Lab fee.

### **CJK 0079 - Crime Scene Follow Up Organization**

34 clock hours, 1.13 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 0093 - 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 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 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 detainees 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 0400C - Traffic Incidents**

12 clock hours, .4 occupational credits

At the end of this course, students should be able to intervene, control, and resolve various traffic related incidents that a law enforcement officer may encounter. Lab fee.

**CJK 0401 - Traffic Stops**

24 clock hours, .8 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 0402 - Traffic Crash Investigation**

30 clock hours, 1 occupational credit

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 0403 - DUI Traffic Stops**

24 clock hours, .8 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 0421 - Conducted Electrical Weapon/Dart Firing Stun Gun**

4 clock hours, .13 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

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.

**CJL 2131 - Criminal Evidence and Procedure**

3 credits | **Offered:** Fall, Spring

**Requirements Met:** AATR

This course consists of the study and examination of the criminal rules of evidence - kinds, degree, admissibility, competence and weight - specifically as they affect the law enforcement officer in the processes of arrest, force, search, seizure, preservation, custody, testimony, and courtroom procedures.

### **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 2802 - Intermediate Java**

3 credits

**Requirements Met:** AATR

**Prerequisite(s):** COP 1800 with a grade of C or better.

Intermediate Java programming. Object-oriented programming in more detail with an emphasis upon polymorphism, inheritance, and program development using an integrated development environment (IDE). Development of larger programming projects including mobile applications (Apps) for the Android platform.

### **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!l. 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**

180 clock hours, 6 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**

220 clock hours, 7.33 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

**Prerequisite(s):** DIG 1711C with a grade of C or better, or with instructor's permission.

This course focuses on the entire production process of games. Students will tie together their understanding from previous courses in the curriculum regarding game design, planning and development, and creation of game assets. An entry level game engine will be used to complete a series of projects to gain game making experience leading to the creation of an original working game.

**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 2000C - Intro to Digital Media**

3 credits

**Requirements Met:** AATR

This course introduces students to computer concepts and industry standard software that are used for digital media creation and design. Students create and manipulate different types of digital images, explore fundamental design concepts, and complete several projects throughout the course. Additionally, the course incorporates a review of historical aspects of computer and communications technologies and their influence on culture and media. Lab fee.

**DIG 2030C - Fundamentals of Digital Video**

3 credits

**Requirements Met:** AATR

This is an introductory course in creating digital video. The student will learn to shoot, capture and edit digital video and audio. Basic concepts of visual storytelling, creativity, planning, and the production process will be covered. This course is designed for students and video enthusiasts interested in presenting video media within today's emerging formats. Lab fee.

**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 2109C - Digital Imaging with Photoshop**

3 credits

**Requirements Met:** AATR

This course teaches the fundamentals of pixel-based image-editing tools for digital media professionals. Image capture, photo retouching, image editing, color painting, texture creation, and original image creation are among the topics covered. Lab fee.

**DIG 2113C - Motion Graphics and Special Effects**

3 credits

**Requirements Met:** AATR

**Prerequisite(s):** DIG 2030C with a grade of C or better, or with instructor's permission.

This course will explore the use of industry standard software to produce motion graphics and visual effects for video and digital media. The student will create a wide range of visual effects and projects. Lab fee.

### **DIG 2203C - Advanced Digital Video**

3 credits

**Requirements Met:** AATR

**Prerequisite(s):** DIG 2030C with a grade of C or better, or with instructor's permission.

Students in this course will have an opportunity to expand on what they learned in DIG 2030C. They will explore advanced concepts and skills for the planning and producing of digital video segments. Students will develop an awareness of advanced filming and digital editing techniques such as multi-camera syncing, multiple video and audio compressions for film, television, and the web. Lab fee.

### **DIG 2300C - Intro to 2D Animation**

3 credits

**Requirements Met:** AATR

This is an introductory course in creating two-dimensional digital animation. General concepts, history, and techniques used in both traditional and digital animation will be covered. Students will have the opportunity to explore the skills and techniques used to create several animations and projects. Lab fee.

### **DIG 2302C - 3D Modeling and Animation 1**

3 credits

**Requirements Met:** AATR

**Pre/Corequisite(s):** DIG 2109C with a grade of C or better, or with instructor's permission.

This course introduces students to the basic tools, techniques and applications to create 3D models for animation and game development. Students will learn how to manipulate objects, build models, employ lighting, design movement, work with materials and textures and render a final image. Lab fee.

### **DIG 2430C - Digital Storytelling and Animation**

3 credits

**Requirements Met:** AATR

**Prerequisite(s):** DIG 2300C with a grade of C or better, or with instructor's permission.

This course expands upon the concepts and skills learned in DIG 2300C. In this course students will focus on storytelling skills for animated media. Basic story structure and conventions used in animated media will be covered. Students will outline, chart out, and create an original animated story.

### **DIG 2500C - Fundamentals of Interactive Design**

3 credits

**Requirements Met:** AATR

**Prerequisite(s):** DIG 2000C with a grade of C or better, or with instructor's permission.

In this course, students will learn to implement the foundations of interactive media including user-interface design concepts, optimization/performance issues, resources and tools. Students combine audio, video, imaging, animation, and other media formats to construct an interactive product using industry-standard software. Lab fee.

### **DIG 2580C - Digital Media Portfolio**

3 credits

**Requirements Met:** AATR

**Prerequisite(s):** DIG 2000C, DIG 2109C, GRA 2151C, GRA 1103C, PGY 2801C, DIG 2030C, DIG 2300C, and DIG 2500C with a grade of C or better, or with instructor's permission.

Students in this course will have an opportunity to integrate and apply all the techniques associated with digital media portfolio creation. Students will explore current tactics and practices used to display best works and showcase projects completed throughout their digital media program. Students will research web sites, analyze intended audiences, construct a resume, write a digital artist's statement, and create a prototype digital portfolio for self-promotion. This is a capstone course intended to be taken the last semester of study. Lab fee.

### **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.

**EDE 3223 - Integrating Art, Music and Physical Education**

3 credits

Foundation in Art, Music, and Physical Education in Elementary classrooms. Subject area knowledge and skills are developed based on state standards, and emphasis is placed on methods of instruction and development of lesson plans that integrate Art, Music, and Physical Education.

**EDE 3941 - Elementary Education Pre-Internship I**

1 credit

**Pre/Corequisite(s):** EEX 3294 with a grade of C or better.

Practical application in a clinical setting of knowledge acquired in the classroom.

**EDE 3942 - Elementary Education Pre-Internship II**

1 credit

**Prerequisite(s):** EDE 3941 with a grade of C or better

**Pre/Corequisite(s):** TSL 3080 with a grade of C or better.

Practical application in a clinical setting of knowledge acquired in the classroom.

**EDE 4302 - Engineering for Elementary Learners**

3 credits

**Prerequisite(s):** MAE 3310 and SCE 3310 with a grade of C or better.

This course is based on constructivist learning theory and provides hands on experience as students explore conceptual understanding and real-world applications of engineering appropriate for elementary age learners. Students will design standard based lessons that include differentiated strategies and assessment of knowledge, build content knowledge, strengthen critical thinking skills, and foster capacity for innovation. This is an ESOL infused course.

**EDE 4936 - Senior Seminar in Elementary Education**

1 credit

**Prerequisite(s):** EDE 3223, EDF 3115, EEX 3294, MAE 3310, RED 3309, EDE 3941, SCE 3310, LAE 3414, TSL 3080, MAE 3312, SSE 3312, EDE 3942, TSL 4081, RED 4318, EDE 4943, EDF 4603, EDE 4302, and EDG 4410 with a grade of C or better.

**Corequisite(s):** EDE 4945 and RED 4940.

This senior seminar is a companion course to EDE 4945 - Senior Internship in Elementary Education and RED 4940 - Internship in Reading. It provides teacher candidates with an opportunity to examine and explore issues related to the full time K-6 internship. This course promotes collegial discussion of professional practices, while providing a platform for support and encouragement during the transition from pre-service teacher to real-world educator.

**EDE 4943 - Elementary Education Pre-Internship III**

1 credit

**Prerequisite(s):** EDE 3941 and EDE 3942 with a grade of C or better

**Pre/Corequisite(s):** TSL 4081 and RED 4318 with a grade of C or better.  
Practical application in a clinical setting of knowledge acquired in the classroom.

### **EDE 4945 - Senior Internship in Elementary Education**

9 credits

**Prerequisite(s):** EDE 3223, EDF 3115, EEX 3294, MAE 3310, RED 3309, EDE 3941, SCE 3310, LAE 3414, TSL 3080, MAE 3312, SSE 3312, EDE 3942, TSL 4081, RED 4318, EDE 4943, EDF 4603, EDE 4302, and EDG 4410 with a grade of C or better.

**Corequisite(s):** EDE 4936 and RED 4940.

This course requires the pre-service teacher to demonstrate competency of the Florida Educator Accomplished Practices (FEAPS) during one semester of full-time clinical experience in a K-6 school setting. Pre-service teachers work directly with supervising teacher to apply the skills and competencies learned throughout college coursework in a real-world classroom setting. Students utilize learned skills by working with diverse students in a large group, small group, and individual settings to connect all aspects of literacy, math, and other content area instruction into a cohesive educational environment. This course is ESOL infused.

### **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, Florida State 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 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, Florida State 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 is required. The field experience should not be via virtual modes of film or Internet.

### **EDF 3115 - Child Development for Inclusive Education**

3 credits

An overview of human life, with a focus on growth and development characteristics of children 5 yrs to 12 yrs of age. Students analyze typical and atypical development, developmental theories, learning theories, research on the process of learning to read, brain research, the process of attachment, and the foundations of relationships to guide their practice in teaching diverse population of children.

### **EDF 4603 - Critical Issues in Classroom Management, Ethics, Law, and Safety**

3 credits

This course involves critical analysis of contemporary educational issues including ethical, safety, legal, cultural, and linguistic considerations which directly impact schooling and democracy. This course is ESOL infused.

### **EDG 4410 - Classroom Management**

3 credits

This course provides basic skills of classroom discipline designed to prepare the preservice teacher with strategies for managing regular and exceptional learners, the environment, and academic tasks so that all students in the classroom have opportunities for psychosocial and cognitive growth. Emphasis is on individual and large group management skills. This course is ESOL infused.

### **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

**Requirements Met:** AATR

This course is one of three required to meet the educational requirements for the DCF Child Care Professional Credential (FCCPC). The student will create a professional portfolio as required by DCF, complete a field experience, and will be observed as the lead teacher in a classroom. The student will gain an understanding of state rules and regulations regarding early childhood care and education. This course requires special approval to register. Lab fee.

### **EEC 1309 - Early Childhood Education Foundations**

3 credits

**Requirements Met:** AATR

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 - Guiding the Young Child**

3 credits

This course is designed for parents and professionals who care for and work with young children. It examines the range of appropriate and acceptable behaviors, consistent limits, communication patterns and styles, and simple rules that clearly define behavioral guidelines employed to guide young children in a variety of settings.

### **EEC 1601 - Child Study**

3 credits

**Requirements Met:** AATR

**Pre/Corequisite(s):** EEC 1309 with a grade of C or

better.

This course is focused on observing and recording both physical and emotional information. Use of written reports, samples of tape recordings, check lists, and other techniques are examined.

### **EEC 1941 - Internship-Early Intervention**

1 credit

**Corequisite(s):** EEC 2949

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 - Operating Early Childhood Facility**

3 credits

This course provides a study of the facilities, equipment & program planning, using educational objectives and lesson plans in an early childhood setting. Includes an overview of exceptional children. This course is an approved DCF "Overview of Child Care Management" course.

### **EEC 2200 - Curriculum Overview**

3 credits

This course provides an overview of early childhood curriculum including; selecting activities, exploring the environment, equipment and supplies, and resource materials.

### **EEC 2300 - Cognitive Experiences for Young Children**

3 credits

This course is one of three required to meet the educational requirements for the DCF Child Care Professional Credential (FCCPC). The student will demonstrate an understanding of state standards, lesson planning, and using assessments to plan for developmentally appropriate early childhood experiences.

### **EEC 2401 - Home and Community**

3 credits

This course is designed for students to become acquainted with the dynamics of the relationships of home, school, and community in early childhood education.

### **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 2949 - Internship-Child Development**

2 credits

This course is a capstone, which provides application in an early childhood setting of knowledge acquired in the classroom. This course requires special approval to register. Lab fee.

### **EEC 3214 - Early Childhood Education Learning Environment & Strategies**

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 3301 - Instructional Practices**

3 credits

Philosophy, theories and instructional practices of early childhood education.

### **EEC 3320 - Principles and Methods for Teaching Early Childhood Social Studies**

3 credits

This course is designed to prepare students to teach social studies in the early childhood classroom. Emphasis is on implementing the project approach to investigate components of social studies to include: individual development and identity; people, places, and environments, technology and our world; and civic ideals and practices. The student will increase and apply knowledge and skills in the Florida Early Learning and Developmental standards relevant to this content area.

### **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 (Birth-Age 8). Areas of emphasis include development of skills in selection, use, and interpretation of developmentally appropriate formal, 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 Development**

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 - Special Needs in Early Childhood Education**

3 credits

This is a survey course about children with special-needs during the early childhood years. Included will be effective ways to work with families, state and federal legislation, and the agencies and systems available to provide assistance.

### **EEX 3294 - Differentiated Instruction**

3 credits

An overview of the inclusive classroom with an emphasis on the use of instructional methods that meet the academic needs of all learners, including research-based models of differentiation and strategies appropriate for inclusive learning environments. Students explore specific disabilities, examine the responsibilities of inclusion classroom teachers, and acquire the ability to modify curricula and accommodate individual learning needs in the inclusive classroom. This course is ESOL infused.

### **EEX 3603 - Positive Behavioral Supports in Inclusive Early Childhood Settings**

3 credits

This course focuses on classroom management, promoting positive behavior, and reducing challenging behavior in children with and without disabilities from infancy to grade 3. Methods and materials using research-based developmentally appropriate practices will be covered. 8 hours of field observation are required.

### **EEX 4201 - Young Children with Special Needs**

3 credits

**Prerequisite(s):** EEC 1601

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.

### **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.

This course teaches the 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, Florida State 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 | **Offered:** Each semester

**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:** Each semester

**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 1431C - EMT Hospital/Field Experience**

3 credits | **Offered:** Each semester

**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 2271C - Paramedic I**

8 credits | **Offered:** Each semester

**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:** Each semester

**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:** Each semester

**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.

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.

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 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 fundamental research skills including evidence of understanding the avoidance of plagiarism, especially as these skills relate to library use and beyond. The course includes such topics as the rhetorical situation; the writing process; analysis; evaluation; synthesis; various modes of composition; critical reading and thinking skills; elementary research. Note: Completion of a department essay is required.

### **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 a variety of texts. Students will learn and demonstrate an ability to comprehend, analyze, and synthesize meaning from texts of various styles while employing different modes of argumentation. Essay assignments will document the writing, critical-thinking, and research fundamentals learned and demonstrated through a completion of ENC 1101.

### **ENC 1141 - Writing About Literature**

3 credits

**Requirements Met:** AATR, GE, GR

**General Education Area:** Group 2 Communications

**Prerequisite(s):** 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 1146 - Writing Studio**

1 credit

**Requirements Met:** AATR

**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.

**Repeatable for Credit:** Yes

Writing Studio is a one-hour elective that students may take to workshop writing projects assigned in classes across campus. Students receive one-on-one feedback on their writing in a small-group, workshop context. Class size is typically limited to 8-10 students. Writing Studio provides an intensive investigation into the skills and objectives that make college composition effective. In a collaborative environment, students interpret assignments, generate and research ideas, invent topics, and write, evaluate, revise, and edit drafts. Studio teaches these activities as "recursive" in that writers engage and re-engage in them as one moves through the planning, drafting, and revising of assignments. In any given Studio session, students might closely read an assignment description and plan how to begin a project, rhetorically analyze the purpose and audience of a given writing project, workshop drafts at any stage of the writing process, and actively reflect over writing choices. Students learn to ask critical questions about their own writings, and the class engages in a wider, more nuanced conversation about academic conventions. May be taken for credit four semesters.

### **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 and 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 Florida 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 and Applications of Language and Reading**

3 credits

This module provides substantive knowledge of language structure, function, and cognition of the six components of reading as a process: phonemic awareness, phonics, vocabulary, fluency, oral language, and comprehension. This module provides the foundation and application of reading and language. Instruction is grounded in scientifically-based reading research as a mechanism to inform instructional practice. This course meets the state of Florida requirements for Reading Endorsement Competencies One and Two. This is a required module in the alternative certification process as mandated by the state of Florida. Lab Fee.

### **EPI 0011 - Foundations of Assessment and Differentiation in Reading Instruction**

3 credits

This module provides substantive knowledge of reading instruction and assessment including formal and informal methods and materials to identify reading strengths and weaknesses, diagnosis of reading problems, and instructional interventions for remediation. This module provides research-based methodology, identification, prevention, assessment, and remediation methods for students with reading difficulties, including students from diverse backgrounds. This course meets the state of Florida requirements for Reading Competencies Three and Four. This is a required module in the alternative certification process as mandated by the state of Florida.

### **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 - Professional Foundations: Field Experience**

1 credit

**Prerequisite(s):** EPI 0945 with a grade of C or better. This course develops a professional perspective and creates a sense of grounding in the profession of teaching. Participants will complete a 15-hour minimum field experience in public, or approved charter schools, or an approved, accredited private school. Participants must complete a fingerprint background check in the district where the teacher candidate will be completing his or her field experience. These field experiences will provide the opportunity to gain insight into the instructional process. Those participants who are teaching will be required to complete field experience in the schools where they are assigned. This is a required module in the alternative certification process as mandated by the state of Florida. Lab Fee.

### **EPI 0945 - Diversity in the Classroom: Field Experience**

1 credit

This course provides the field experience and exposure to a variety of experiences to broaden knowledge and understanding of a multicultural society. A 15-hour minimum field experience at a public or approved charter school or an approved, accredited, private school is required. Participants must complete a fingerprint background check in the district where the teacher candidate will be completing his or her field experience. 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

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

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.

**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**

4 credits

This course is designed to introduce students to the theory and the methodology of analyzing

environmentally significant organic substances in water & soil while developing understandings of Hydraulics and Hydrology.

### **EVS 2894C - Environmental Sampling and Analysis II**

4 credits

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.

### **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 2932 - Special Topics: Water Distribution Operations Level 3**

4 credits

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.

### **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 3144 - Wastewater Treatment Operator, Level B**

3 credits

This course is the preparation for the student to pass the state certification examination for Wastewater Treatment Plant Operator B. 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 3345 - Water Treatment Operator, Level B**

3 credits

This course is the preparation for the student to pass the state certification examination for Water Treatment Plant Operator B. 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 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 0030C - Firefighter I**

191 clock hours, 6.37 occupational credits

**Prerequisite(s):** FFP 0141C or EMS 1119 with a grade of C or better.

The Firefighter 1 Training Program, which includes NFPA 1001 compliant Firefighter 1 and Florida specific requirements, consists of a minimum of 191 hours of training. It is the certification level of training and competency for all individuals performing volunteer firefighting duties in the immediately dangerous to life and health (IDLH) environment in the State of Florida. Training courses are delivered by state certified and approved instructors. The course consists of both structural and wildland firefighting, including live fire burn evolutions and State Emergency Response Plan (SERP). Upon completion, students will be eligible to receive a certificate of completion from the Bureau of Fire Standards and Training as FF-I, be able to function as a volunteer firefighter, and have met the state requirements to enter the FF-II portion of the minimum standards class. Lab fee.

### **FFP 0031C - Firefighter II**

301 clock hours, 10.03 occupational credits

**Prerequisite(s):** FFP 0141C or EMS 0110 or EMS

1119 with a grade of C or better. Completion of Firefighter 1 course with BFST certificate of completion and Emergency Medical Responder or Firefighter 1 and State Certification as EMT Basic or Paramedic.

The Firefighter 2 Training Program, which includes NFPA 1001 compliant Firefighter II and Florida specific requirements, consists of a minimum of 301 hours of training. It is the certification level of training and competency for all individuals performing firefighting duties in the hot zone, immediately dangerous to life and health (IDLH) environment, in the State of Florida. Training courses are delivered by state certified and approved instructors. The class includes vehicle extrication, live fire interior, LP exterior, and Class-A & B exterior burns. Lab fee.

### **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

**Prerequisite(s):** REA 0017 or ENC 0027C and MAT 0018 with a grade of C or better or score out on appropriate placement test.

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 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 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 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 2931 - Golf Course Industry Seminar**

1 credit

The study of golf course industry tools, techniques, practices, and problems as presented by leading industry authorities.

**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 1949 - Business Internship**

2 credits

**Prerequisite(s):** GEB 2430 with a grade of C or better. This course consists of a supervised practical experience in an approved training environment. The course provides an opportunity for students to develop the appropriate attitudes and skills necessary for success in the business world.

**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 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

**Prerequisite(s):** DIG 2000C with a grade of C or better, or with instructor's permission.

This course expands upon the skills learned in DIG 2000C. The course will focus on the principles of good visual communication and the use of industry-standard software as a tool for creating graphic design materials. Students will undertake exercises through the term designed to help them learn principles involved in design and layout, and will complete a capstone final project utilizing the skills they have accumulated through the course. 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 2151C - Computer Illustration with Illustrator**

3 credits

**Requirements Met:** AATR

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 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 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, MEA 0520 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 | **Offered:** Fall

**Required Grade:** Pass with a C or better.

This course provides an overview of 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.

**Required Grade:** Pass with a 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 | **Offered:** Fall

**Prerequisite(s):** HIM 1300 with a grade of C or better.

**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 | **Offered:** Spring

**Prerequisite(s):** CGS 1570, HIM 1300 and HIM 2012 with a grade of C or better.

**Required Grade:** Pass with a C or better.

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 | **Offered:** Spring

**Prerequisite(s):** HIM 1300 with a grade of C or better.

**Required Grade:** Pass with a C or better.

This course provides an understanding and application of acceptable Health Information Technology terminology, definitions, formulas necessary to compute rates, percentages, and 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 2084C or BSC 2085, BSC 2085L, BSC 2086, and BSC 2086L, and HIM 1433 with a grade of C or better.

**Required Grade:** Pass with a 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 2253, HIM 2282 and HIM 2723 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.

**Required Grade:** Pass with a C or better.

This course is an introduction to health insurance claims processing, carrier requirements, state and local regulations, billing for physician offices, hospitals, 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 2084C or BSC 2085, BSC 2085L, BSC 2086, and BSC 2086L, and HIM 1433 with a grade of C or better.

**Required Grade:** Pass with a 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-10-CM coding classification system.

### **HIM 2283 - Advanced Medical Coding**

3 credits | **Offered:** Spring

**Prerequisite(s):** HIM 2282, HIM 2723 and HIM 2253 with a C or better.

**Required Grade:** Pass with a C or better.

This course in medical coding will teach advanced procedures and practices of ICD-10-CM, ICD-10-PCS, and CPT coding.

### **HIM 2500 - Quality Assurance and Compliance** 3 credits

**Prerequisite(s):** HIM 1300 and HIM 2214 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 | **Offered:** Spring

**Prerequisite(s):** HIM 1300 and HIM 2214 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 | **Offered:** Spring

**Prerequisite(s):** HSC 2531, BSC 2084C or BSC 2085, BSC 2085L, BSC 2086, and BSC 2086L, and HIM 1433 with a grade of C or better.

**Required Grade:** Pass with a C or better.

This course addresses the use of the International Classification of Diseases Procedure Coding System (ICD-10-PCS) to report procedures done in hospitals. This includes coding conventions, sequencing, and rules for correct coding. This course prepares students to assign ICD-10-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**

4 credits | **Offered:** Spring

**Prerequisite(s):** HIM 2800 with a grade of C or better.

**Required Grade:** Pass with a C or better.

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 | **Offered:** Spring

**Prerequisite(s):** HIM 2800 with a grade of C or better.

**Required Grade:** Pass with a C or better.

This course is designed to assist students in the preparation for the Registered Health Information Technician (RHIT) examination. Objectives will include the application process, test format, reference material, and learning skills/materials.

### **HSC 0003 - Basic Healthcare Worker**

90 clock hours, 3 occupational credits

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.

### **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 14th 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 14th century within their historical, social, religious, and political contexts, with an emphasis on the development and influence of Western culture.

### **HUM 2230 - World Humanities: The 14th to the 20th 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 14th to the 20th century within their historical, social, religious, and political contexts, with an emphasis on the development and influence of Western culture.

### **HUM 2250 - Contemporary World Humanities**

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.

Considers how the history, diversity, and cultural achievements of the 20th and 21st century helped shape today's global 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 2390 - Themes in the Humanities**

3 credits

**Requirements Met:** AATR, GE, GR

**General Education Area:** Group 1 Humanities

**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.

**Repeatable for Credit:** Yes

An interdisciplinary approach to the humanities, representing one or more chosen themes, problems, or aspects of human existence. Course themes may be explored through the visual arts, performing arts, literature, music, drama, film, philosophy, mythology, legend, and/or religion. Themes may focus on such elements as topics, periods, movements, or forms in one or more cultures/countries (varies per term). This course may be repeated once, with a change in topic.

### **HUM 2454 - African American Humanities**

3 credits

**Requirements Met:** AATR, GE, GR

**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 African Americans in American culture, surveying their diverse contributions to the visual arts, literature, music, and the performing arts. Emphasis will be placed on analyzing representative works within historical, social, and philosophical contexts in order for students to understand how they express African American identity.

### **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 - Basic Childhood Nutrition**

3 credits

This course focuses on 1) the nutritional needs of young children, 2) dietary allowances, 3) standards for foods for young children, 4) food-services standards for child care centers and schools, and 5) nutrition education for children.

### **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.

### **LAE 3405 - Children's Literature**

3 credits

Focuses on the exploration of children's literature and its role in early childhood classrooms. Current theories and methods about integrating literature into all curriculum areas from a developmentally appropriate practice perspective will be discussed.

### **LAE 3414 - Children's Literature**

3 credits

**Prerequisite(s):** RED 3309 with a grade of C or better.

This course develops instructional strategies for teaching reading through the use of high-quality children's literature. Students will use infused research based instructional methods while learning to scaffold student learning and integrating the six reading components within comprehensive lesson plans. This course satisfies Reading Endorsement Competency 2.

### **LIT 2000 - Introduction to Literature**

3 credits

**Requirements Met:** AATR, GE, GEC, GR

**General Education Area:** Group 2 Humanities

**Prerequisite(s):** ENC 1101 with a grade of C or better.

**Repeatable for Credit:** Yes

Through a study of multinational literature(s), this course will introduce students to various literary genres, including the short story, novel, poem, play, and essay. Students will learn to read, discuss, and write about literature at the collegiate level through both interpretive- and research-based writing. An emphasis will be put on understanding and analyzing how various forms of literature converge to represent what it means to be human. Course can be taken twice for credit.

### **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.

### **MAE 3310 - Teaching Mathematics in Elementary School**

3 credits

Prepares students for mathematics content applicable to K-6 standards and practices. This course focuses on problem-solving strategies, manipulative processes, inquiry-based mathematics, number theory, and systems of operations. This course is ESOL infused.

### **MAE 3312 - How Children Learn Math**

3 credits

**Prerequisite(s):** MAE 3310 with a grade of C or better. This course is designed to develop the skills and concepts necessary to effectively deliver the mathematics curriculum in the elementary school classroom.

### **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 2300 - Introduction to Human Resources Management**

3 credits

**Requirements Met:** AATR

An overview of the concepts, terminology, principles, and theories of human resource management. The role of the human resources department will be emphasized, with particular attention being focused upon the importance of the supervisors and executives.

### **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.

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.

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.

### **MEA 0002C - Introduction to Medical Assisting**

250 clock hours, 8.33 occupational credits  
(4.17 lecture credit hours, 4.16 lab credit hours)

**Prerequisite(s):** Restricted to students in the Medical Assisting Occupational Certificate Program.

**Corequisite(s):** HSC 0003C.

**Required Grade:** Pass with a C or better.

The lecture and lab course covers introductory medical assisting communication skills (including medical terminology, signs, symbols & labels), medical keyboarding, legal & ethical topics as well as an understanding of basic anatomy and physiology with

some pathology and dietary guidelines. Portions to be taught or practiced in the lab portion include communicating with patients, practicing the role of a medical assistant, and anatomy & physiology.

### **MEA 0501C - Medical Office Procedures**

75 clock hours, 2.5 occupational credits  
(.83 lecture credit hour and 1.67 lab credit hours)

**Prerequisite(s):** MEA 0002C with a grade of C or better. Restricted to students in the Medical Assisting Occupational Certificate Program.

**Required Grade:** Pass with a C or better.

This course is a combination course which includes both a lecture portion and a laboratory portion. In the lecture portion of this course, the student will learn the theory behind the procedures that are taught. In the laboratory portion of this course, the student will apply what he/she has learned in lecture by demonstrating specific skills/competencies. This course is an introduction to basic administrative medical office duties. Topics covered in this course include communication; filing; use of office equipment, including the computer; establishing the patient's medical record, manually and within the EMR; using the telephone appropriately; appointment scheduling; scope of practice for the medical assistant; creating and maintaining supply and equipment inventories; reception; and understanding of office policies and procedures.

### **MEA 0506C - Administrative Office Procedures**

90 clock hours, 3 occupational credits  
(1 lecture credit hour, 2 lab credit hours)

**Prerequisite(s):** MEA 0581C with a grade of C or better. Restricted to students in the Medical Assisting Occupational Certificate Program.

**Required Grade:** Pass with a C or better.

This course is a combination course which includes both a lecture portion and a laboratory portion. In the lecture portion of this course, the student will learn the theory behind the procedures that are taught. In the laboratory portion of this course, the student will apply what he/she has learned in lecture by demonstrating specific skills/competencies. This course covers health insurance, procedural coding, diagnostic coding, patient accounts, preparing insurance claims, posting insurance payments, patient billing, posting patient payments, collecting fees, banking procedures, accounts payable, accounting procedures, facilities management, emergency preparedness, and managing the office.

### **MEA 0520 - Phlebotomy**

75 clock hours, 2.5 occupational credits

**Pre/Corequisite(s):** HSC 0003 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. Lab fee.

### **MEA 0521C - Phlebotomist, MA**

75 clock hours, 2.5 occupational credits

(.83 lecture credit hour and 1.67 lab credit hours)

**Prerequisite(s):** MEA 0581C with a grade of C or better. Restricted to students in the Medical Assisting Occupational Certificate Program.

**Required Grade:** Pass with a C or better.

This course is a combination course which includes both a lecture portion and a laboratory portion. In the lecture portion of this course, the student will learn the theory behind the procedures that are taught. In the laboratory portion of this course, the student will apply what he/she has learned in lecture by demonstrating specific skills/competencies. This course covers the practice of phlebotomy; quality assurance basics; ethical, legal and regulatory issues; basic medical terminology; the human body; the cardiovascular system; safety and infection control; documentation; specimen handling and transportation; blood collection equipment; pre-examination/preanalytical complications; venipuncture procedures; capillary blood specimens; pediatric and geriatric procedures; and special collections.

### **MEA 0530C - Pharmacology for Medical Assisting**

90 clock hours, 3 occupational credits

(1 lecture credit hour, 2 lab credit hours)

**Prerequisite(s):** MEA 0581C with a grade of C or better. Restricted to students in the Medical Assisting Occupational Certificate Program.

**Required Grade:** Pass with a C or better.

This course is a combination course which includes both a lecture portion and a laboratory portion. In the lecture portion of this course, the student will learn the theory behind the procedures that are taught. In the laboratory portion of this course, the student will apply what he/she has learned in lecture by demonstrating specific skills/competencies. This course covers drugs, their uses and effects; pharmaceutical terminology and abbreviations; methods and routes of drug

administration; calculation of dosages; preparation and administration of non-parenteral, parenteral, and powdered drugs, injections; legal and ethical standards related to the administration and dispensing of drugs; and the Seven Rights of Drug Administration.

### **MEA 0543C - EKG Aide, MA**

75 clock hours, 2.5 occupational credits

(.83 lecture credit hour and 1.67 lab credit hours)

**Prerequisite(s):** MEA 0002C with a grade of C or better. Restricted to students in the Medical Assisting Occupational Certificate Program.

**Required Grade:** Pass with a C or better.

This course is a combination course which includes both a lecture portion and a laboratory portion. In the lecture portion of this course, the student will learn the theory behind the procedures that are taught. In the laboratory portion of this course, the student will apply what he/she has learned in lecture by demonstrating specific skills/competencies. This course covers the cardiovascular system; legal and ethical responsibilities of an EKG aide; preparation of a patient for EKG procedures; 12-lead EKG; EKG lead placement; Holter monitor; and cardiac rhythms.

### **MEA 0573C - Laboratory Procedures**

125 clock hours, 4.17 occupational credits

(1.39 lecture credit hours, 2.78 lab credit hours)

**Prerequisite(s):** MEA 0581C with a grade of C or better. Restricted to students in the Medical Assisting Occupational Certificate Program.

**Required Grade:** Pass with a C or better.

This course is a combination course which includes both a lecture portion and a laboratory portion. In the lecture portion of this course, the student will learn the theory behind the procedures that are taught. In the laboratory portion of this course, the student will apply what he/she has learned in lecture by demonstrating specific skills/competencies. This course includes the physician's office laboratory, diagnostic testing, specimen collection and processing, cardiology procedures, radiology procedures, preparing for surgery, and assisting with minor surgery.

### **MEA 0581C - Clinical Assisting**

230 clock hours, 7.67 occupational credits

(2.56 lecture credit hours, 5.11 lab credit hours)

**Prerequisite(s):** MEA 0002C with a grade of C or better. Restricted to students in the Medical Assisting Occupational Certificate Program.

This course is a combination course which includes both a lecture portion and a laboratory portion. In the lecture

portion of this course, the student will learn the theory behind the procedures that are taught. In the laboratory portion of this course, the student will apply what he/she has learned in lecture by demonstrating specific skills/competencies. This course includes assisting with physical examinations; taking a patient's medical history; measuring and recording vital signs; assisting with pediatric, gynecological and obstetric procedures; health care and wellness; preparation of patients for diagnostic procedures; sanitization, disinfection, and sterilization; medical instruments; using the autoclave, handling and disposal of contaminated materials; preparation of patients for minor procedures; removal of sutures and staples; performing minor treatments; preparation of treatment areas; casting; bandaging; eye and ear irrigations and instillations; visual and acuity screening; basic ultrasound treatment; spirometry, oximetry; x-rays; and specimen collection.

### **MEA 0942 - Practicum Experience**

200 clock hours, 6.66 occupational credits  
(6.66 lecture credit hours)

**Prerequisite(s):** MEA 0506C, MEA 0521C, MEA 0530C, and MEA 0573C with a grade of C or better. Restricted to students in the Medical Assisting Occupational Certificate Program.

**Required Grade:** Pass with a C or better.

This course is the final course in the program. Students will prepare a resume, portfolio, cover letter and complete a job application. Students will be placed at an ambulatory healthcare setting where they will perform 200 hours of clinical and administrative duties. Students will also report to class once every two weeks where they will take a mock certification exam in preparation for a national certifying exam that will be taken upon graduation. The Practicum Experience is the culmination and application of all knowledge and competencies learned while a student in the Medical Assisting program.

### **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 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.

### **MNA 4563 - The Utility Manager, Level A**

3 credits

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. 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.

### **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 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 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.

### **NUR 1020C - Nursing Foundations**

10 credits

(6 lecture credit hours, 2 lab credit hours, 2 clinical credit hours)

**Prerequisite(s):** Admission to Registered Nursing Program. BSC 2085, BSC 2085L, BSC 2086, BSC 2086L, and MAC 1105 or MGF 1106 with a grade of C or better.

**Pre/Corequisite(s):** HUN 1201 with a grade of C or better. (Mandatory completion prior to end of 1st semester.)

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, HUM 2310 or HUM 2551 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, or HUM 2210, or HUM 2230, or HUM 2310, or HUM 2551 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 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 to 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, HUM 2310, HUM 2551, or PHI 2635 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 or MGF 1106 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. Lab fee.

### **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 4827 - 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 and management experiences will be provided through assignments and activities.

### **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 1940 - Horticulture Internship/Practicum**

1 credit

**Repeatable for Credit:** Yes

Practical horticulture application in a clinical setting of knowledge acquired in the classroom. May be taken for credit up to four times.

### **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).

### **ORHX 0001 - Introduction to Plants**

56 hours

Study of the Basic Physiology of Plants - Fee \$150. This is a workforce course. Non-college credit.

### **ORHX 0002 - Landscape Plants and Design**

56 hours

The study and identification of landscape plants. Fee \$150. This is a workforce course. Non-college credit.

### **ORHX 0003 - Warm Season and Cool Season Turfgrasses**

56 hours

The identification and study of warm and cool season turfgrasses. Fee \$150. This is a workforce course. Non-college credit.

### **ORHX 0004 - Introduction to Irrigation**

The design and introduction to residential irrigation. Fee \$150. This is a workforce course. Non-college credit.

### **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 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 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.

### **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.

**PHI 2635 - Introduction to Biomedical Ethics**

3 credits

**Requirements Met:** AATR, GE

**General Education Area:** Group 2 Humanities



**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.

This course explores ethical issues in health care and medical fields. Topics include discussion and issues related to principles of biomedical practice such as autonomy and beneficence, and privacy rights, as well as philosophical readings relating to racism in medicine, physician-assisted suicide and euthanasia, abortion, AIDS, reproductive technologies such as IVF and cloning and genetic engineering.

### **PHT 1007 - Topics in Physical Therapy**

3 credits

(45 contact hours of lecture)

**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 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

**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 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 0028 or MGF 1100 with a grade of C or better or score out on appropriate placement test. 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, 3 hours 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 hours 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, 3 hours lecture, 3 hours 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, 3 hours lecture, 3 hours 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 - Welder Assistant I**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

Demonstrate an understanding and apply workplace

safety and workplace organization. Demonstrate basic knowledge of industrial and manufacturing processes. Lab fee.

**PMT 0071C - Welder Assistant II**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0080C

Apply basic oxyfuel gas cutting principles and practices, create a product using basic oxyfuel gas cutting principles and practices. Lab fee.

**PMT 0072C - Welder SMAW I**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0081C

Demonstrate plasma arc cutting principles and practices, demonstrate a basic understanding of shielded metal arc welding (SMAW). Apply basic shielded metal arc welding (SMAW) skills. Lab fee.

**PMT 0073C - Welder SMAW II**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0082C

Apply visual examination skills, apply intermediate shielded metal arc welding (SMAW) skills. Lab fee.

**PMT 0074C - Welder: Gas Metal Arc**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0072C

Apply basic gas metal arc welding (GMAW) skills, apply intermediate gas metal arc welding (GMAW) skills. Lab fee.

**PMT 0075C - Advanced Welding I**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Pre/Corequisite(s):** PMT 0161C

Apply intermediate shielded metal arc welding (SMAW) pipe welding (B-Class Welder) skills. Lab fee.

**PMT 0076C - Advanced Welder II: Career Preparation I**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational

credit hours)

**Prerequisite(s):** PMT 0175C

Apply emerging welding technologies. Lab fee.

### **PMT 0080C - Welder I**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0070C

Describe and identify metals and their properties accurately. Demonstrate basic knowledge of drawing and interpreting welding symbols. Lab fee.

### **PMT 0081C - Welder II**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0071C

Apply knowledge of drawing and interpreting welding symbols. Apply intermediate oxyfuel gas cutting principles and practices. Lab fee.

### **PMT 0082C - Welder III**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0072C

Demonstrate and apply Carbon Arc Gouging (GAC) principles and practices, create a product using oxyfuel gas cutting, Carbon Arc Gouging, and basic shielded metal arc welding (SMAW) principles and practices. Lab fee.

### **PMT 0083C - Welder SMAW: Intermediate SMAW II**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0073C

Demonstrate an understanding of employability skills and career opportunities related to the welding industry, create a product using intermediate shielded metal arc welding (SMAW) principles and practices. Lab fee.

### **PMT 0085C - Advanced Welder I: SMAW Pipe II**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0075C

Apply intermediate shielded metal arc welding (SMAW) pipe welding (B-Class Welder) skills. Lab fee.

### **PMT 0086C - Advanced Welder II: Career Preparation II**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0076C

Apply emerging welding technologies. Lab fee.

### **PMT 0132C - Advanced Welder II**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0143C

Apply basic gas tungsten arc welding (GTAW) skills. Lab fee.

### **PMT 0133C - Welder: Tungsten Inert Gas Welding II**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0132C

Apply intermediate gas tungsten arc welding (GTAW) skills. Lab fee.

### **PMT 0141C - Flux Core**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0074C

Apply basic flux-cored arc welding (FCAW) skills. Lab fee.

### **PMT 0143C - Flux Core Arc Welding**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0141C

Apply intermediate flux-cored arc welding (FCAW) skills. Lab fee.

### **PMT 0150C - GTAW**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0165C

Apply advanced gas-tungsten arc welding (GTAW) pipe skills. Lab fee.

### **PMT 0151C - GTAW-Advanced**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

credit hours)

**Prerequisite(s):** PMT 0150C

Apply advanced gas-tungsten arc welding (GTAW) pipe skills. Lab fee.

### **PMT 0161C - Pipe Welding: Pipe Principles and Practices**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0133C

Demonstrate an understanding of pipe welding principles and practices. Lab fee.

### **PMT 0165C - Advanced Shielded Metal/Arc Welding of Pipe**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0085C

Apply intermediate shielded metal arc welding (SMAW) pipe welding (B-Class Welder) skills, apply and understand fabrication techniques using pipe fitting techniques. Lab fee.

### **PMT 0172C - Advanced Welder I: GTAW/SMAW Pipe**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0151C

Apply advanced gas-tungsten arc welding (GTAW) and shielded metal arc welding (SMAW) heavy-wall pipe skills. Lab fee.

### **PMT 0174C - Pipe Welding and Fabrication**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0172C

Apply advanced gas-tungsten arc welding (GTAW) and shielded metal arc welding (SMAW) heavy-wall pipe skills. Lab fee.

### **PMT 0175C - MIG/TIG Pipe Welding**

75 clock hours, 2.5 occupational credits

(.5 lecture occupational credit hours, 2 lab occupational credit hours)

**Prerequisite(s):** PMT 0174C

Apply advanced gas-tungsten arc welding (GTAW) and Gas Metal (GMAW) heavy-wall pipe skills. 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**

497 clock hours, 16.56 occupational credits | **Offered:** Spring

**Prerequisite(s):** Admission to program.

**Pre/Corequisite(s):** PRN 0020, PRN 0070, and PRN 0080 with a grade of C or better.

**Required Grade:** Pass with a C or better.

This course is designed to introduce the student to patient care and to provide a foundation for learning basic nursing skills on which to build throughout the program. It focuses on the basic needs of patients and how the practical nurse will meet those needs. Lab fee. Liability insurance fee.

### **PRN 0011C - Transition into Practice**

65 clock hours, 2.17 occupational credit

**Prerequisite(s):** PRN 0381C with a grade of C or better.

**Corequisite(s):** PRN 0100C and PRN 0382C.

**Required Grade:** Pass with a C or better.

The focus is on the transition from the role of the student to the role of the graduate practical nurse as a health team member. The course content addresses current trends on nursing, community organizations, and job opportunities.

### **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 Child**

85 clock hours, 2.83 occupational credits | **Offered:** Fall

**Prerequisite(s):** PRN 0381C with a grade of C or better.

**Corequisite(s):** PRN 0011C and PRN 0382C.

**Required Grade:** Pass with a C or better.

This course is designed to acquaint the student with the basic needs of mothers, newborns, and children. It will

include conception, pregnancy, labor and delivery, postpartum, newborn, and pediatric care. Lab fee.

### **PRN 0381C - Med/Surge Life Span I**

300 clock hours, 10 occupational credits | **Offered:** Summer

**Prerequisite(s):** PRN 0020 or DEP 2004 with a grade of C or higher, PRN 0070 or HUN 1201 with a grade of C or higher, PRN 0080 or BSC 2085, BSC 2085L, BSC 2086, and BSC 2086L or BSC 2084C with a grade of C or higher, PRN 0001C with a grade of C or better.

**Required Grade:** Pass with a C or better.

This course is designed to give the student an understanding of the disease process and how it affects the adult patient. This unit will also include nursing care of the pre and post-operative patients, management of pain, fluids, and electrolytes. Lab fee.

### **PRN 0382C - Med/Surge Life Span II**

300 clock hours, 10 occupational credits | **Offered:** Fall

**Prerequisite(s):** PRN 0381C with a grade of C or better.

**Corequisite(s):** PRN 0100C and PRN 0011C.

**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 adult patients with medical and surgical 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.

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.

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.

**RED 3309 - Teaching Early Literacy**

3 credits

This course will increase the understanding of early literacy development and the conditions which promote total literacy from birth through lower elementary grades. This course is ESOL infused and meets Reading Endorsement Competency 1 and 2.

**RED 4318 - Teaching Reading in Intermediate Grades**

3 credits

**Prerequisite(s):** RED 3309 with a grade of C or better.

This course provides a broad study of the variety of student learners, and allows the pre-service teacher to apply research based instructional practices for differentiating process, product, and context in the intermediate grades 4-6. Students will examine the critical role of assessment, within the reading acquisition process, informs and drives the instructional methods and strategies used to develop student literacy in populations with a variety of intervention needs. This course satisfies Reading Endorsement Competencies 3 and 4.

**RED 4940 - Internship in Reading**

2 credits

**Prerequisite(s):** EDE 3223, EDF 3115, EEX 3294, MAE 3310, RED 3309, EDE 3941, SCE 3310, LAE 3414, TSL 3080, MAE 3312, SSE 3312, EDE 3942, TSL 4081, RED 4318, EDE 4943, EDF 4603, EDE 4302, and EDG 4410 with a grade of C or better.

**Corequisite(s):** EDE 4936 and EDE 4945.

This course is the supervised reading portion of the final internship and provides a clinical experience in reading instruction and assessment. Pre-service teachers work directly with the supervising teachers and students in large group, small group, and individual settings to demonstrate the use of effective strategies and materials to maximize student reading performance. This course satisfies Reading Endorsement Competency 5.

**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.

### **SCE 3310 - Teaching Science in Elementary School**

3 credits

Provides content knowledge related to instruction in the Elementary Science classroom. Students will get experience in science inquiry, physical science, life science, earth and space science, science and technology, environmental science, and the history and nature of science. This course is ESOL infused.

### **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 and AS degrees.

### **SLS 2370 - Personal Academic and Career Engagement**

3 credits

**Requirements Met:** AATR, GE, GR

**General Education Area:** Social Science (not Group 1 or Group 2)

**Prerequisite(s):** Completion of 30 credit hours.

This course gives students an opportunity to reflect on previous educational/professional experiences and identify gained employability skills. Through self-assessment, students will be prepared to make informed decisions about career choices, higher education options, or both. Students will design a three-year academic/career plan, produce a professional e-portfolio, and create an effective content-based resume. Topics also include financial literacy, digital citizenship, and professional workplace skills. Successful completion of this course will prepare students for entry into the workforce and/or transfer to a university.

### **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 1017 or SPC 2608 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.

### **SSE 3312 - Teaching Social Science in Elementary School**

3 credits

This course will prepare pre-service teachers to apply and integrate the subject matter of Social Sciences (Economics, History, Geography) in the K-6 classroom.

Students will develop and study curricula, study important trends and issues, and learn instructional strategies that are beneficial to the Social Science curriculum.

### **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 - Soil Science**

3 credits

**Requirements Met:** AATR

Study of soil and water properties and the correlation of each as they affect the growth and maintenance of 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 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 2025 - Introduction to Theatrical Design**

3 credits

**Requirements Met:** AATR

**Prerequisite(s):** THE 2000 with a grade of C or better. This course will introduce students to the process of designing for theatre and film. Topics include set, lighting, sound, projection, and costume design theory and practice. Students will engage directly in the practice of designing through various projects. Students will gain hands-on experience designing for the theatre and working with collaborators.

### **THE 2300 - Dramatic Literature**

3 credits

**Requirements Met:** AATR

An introduction to world of dramatic literature through the study of the development of drama and its various genres, focusing on the cultural, literary, and political contexts of individual works by diverse playwrights.

### **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.

### **TPA 1200 - Introduction to Technical Theatre**

3 credits

**Requirements Met:** AATR

This course is an introduction to the methods, tools and materials of scenery construction, stage lighting, sound design, and projection design. Students will receive extensive experience working on designs for the theatre.

### **TPA 2290 - Tech Theatre Lab**

1 credit

**Requirements Met:** AATR

In this course, students will gain practical experience working on the technical side of a college production. Students will learn about the major technical roles in the theatre and gain skills in these roles.

### **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.

### **TPP 1301 - Directing 1**

3 credits

**Requirements Met:** AATR

Directing 1 will introduce students to the process of directing for theatre and film. Topics include analytical techniques, rehearsal skills, design basics, and the history of directing. Students will engage directly in the practice of directing through various projects. Students will gain hands-on experience working with actors and developing their own rehearsal process.

### **TRA 0080 - Tractor Trailer Truck Driver**

320 clock hours, 10.67 occupational credits

**Repeatable for Credit:** Yes

Prepares students for entry into the trucking industry. Students explore opportunities and requirements of a professional tractor-trailer truck driver. Topics include vehicle safety, accident prevention, operating regulations, cargo handling, documentation procedures, pre-trip preparation, vehicle inspection, maintenance, service, control procedures, backing, coupling, uncoupling, maneuvering, road and hazardous driving skills, and licensing requirements. May be taken for credit 3 times.

### **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.

### **TSL 3080 - Foundations of Teaching ESOL**

3 credits

This course introduces theories, laws, and practices involved in the education of English Language Learners (ELLs). The goal is to prepare professional educators with essential information and skills regarding second language acquisition and the proper assessment formats that can guide a more holistic approach to language development in the classrooms. This course is ESOL infused.

### **TSL 4081 - TESOL Issues and Practice**

3 credits

**Prerequisite(s):** TSL 3080 with a grade of C or better. This course covers the methodologies and curricula used to effectively differentiate instruction for students whose native language is not English. Pre-service teachers connect these mythologies to research-based classroom practices used to meet the needs of English

language learners (ELLs) and assist their language development and content are learning. This course is ESOL infused.

#### **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 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 0029 - Florida Reading Endorsement Competency 1**

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 all the state requirements for competency 1 of the Reading Endorsement.

### **WFCX 0031 - Florida Reading Endorsement Competency 2**

This course is a 5-week Hybrid class; we will meet face-to-face the 1st, 3rd, and 5th week. The 2nd and 4th week will be held in an online collaborate session. 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.

### **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 - Reading Competency 4: 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 of the Florida Reading Endorsements.

### **WFCX 0037 - Florida Reading Endorsement Competency 3**

This course is designed to teach the role of assessments in guiding reading instruction and instructional decision making for reading progress of struggling readers.

### **WFCX 0039 - Domain 3: Methods of Teaching ESOL**

This course is designed to enable participants to identify and apply major ESOL methodologies and approaches, with a focus on strategies that enhance the overall language development of English language learners in all stages of development. Upon successful completion of the course, students will earn 60 ESOL points in partial fulfillment of the Florida DOE's training requirements for Category I teachers that need 300 hours of ESOL. ESOL Component Identified Number: 1-700-003

### **WFCX 0040 - ESOL Domain 2: Applied Linguistics**

This course is designed to guide k-12 teachers to know, understand, and use the major theories and research related to the structure and acquisition of language to support ESOL students' language and literacy development and content area achievement.

### **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.

### **WFCX 0042 - ESOL Domain 1: Cross-Cultural Communications**

Cross Cultural Communication and Understanding satisfies one of five coursework requirements for Category 1 State ESOL Endorsement. It is designed to prepare participants to plan and implement curriculum, instruction, and assessment activities that will meet the educational needs of English Language Learners. The

course will demonstrate awareness of linguistic and cultural issues of the district's diverse student population. This course will enable you to understand and respond to the diverse linguistic, cultural, and educational needs of limited English proficient (LEP) students in your K-12 content area classes. Adaptations of your teaching to non-native English speakers in your classrooms will be guided by the principles of comprehensibility and cultural sensitivity, and this course will equip you with strategies for applying them in your specific fields and classrooms.

### **WFCX 0043 - ESOL Domain 4: Curriculum and Materials**

This is a facilitated 5-week Hybrid course focused on understanding and applying concepts, research-based best practices, and evidenced-based strategies to plan classroom instruction for ELLs.

The course covers the study of curriculum and materials development for English Language Learners (ELL), and evaluates theories of first and second language acquisition. The course will introduce ESOL program models and materials and will cover the integration of language and content. Instruction of second language learners and practical application of course material will be emphasized.

### **WFCX 0044 - ESOL Domain 5: Testing and Evaluation**

The purpose of this course is to enable teachers to implement culturally responsive assessment practices suitable for use with students who are classified as Limited English Proficient (LEP).

Participants will address challenges of Every Student Succeeds Act (ESSA) and high-stakes testing for English Language Learners (ELLs) and develop strategies for creating authentic assessments to evaluate students and improve their content-area instruction.

Upon completion of this course, participants will be prepared to appropriately evaluate instructional outcomes while recognizing the effects of the ELL's language proficiency and culture. Educators will also be able to select and use formal/informal methods of assessment for the ELL in order to make informed decisions about instruction.

### **WFCX 0045 - Florida Reading Endorsement Competency 5: Demonstration of Accomplishment**

Teachers will, through a culminating practicum, demonstrate knowledge of the components of reading, as well as assessments and data analysis, to implement a comprehensive research-based reading plan of instruction for all students. Teachers will engage in the systematic problem-solving process. Instruction is grounded in scientifically-based reading research as a mechanism to inform instructional practice. Demonstration and evidence of the application of the knowledge and skills to improve instructional practice and student learning are course requirements. This course provides the state of Florida reading endorsement competency 5. This course is for in-service points and is not considered a college credit course.

### **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.

### **WFHX 0056 - Pharmacy Technician Training Course**

This online, self-paced course will equip individuals to become pharmacy technicians. The course includes video lectures, assignments, handouts, slides, assessments, and an 80-hour clinical externship. The course is designed to be completed within fourteen weeks and has been licensed by the Florida Board of Pharmacy as an approved Pharmacy Technician Training Course. Individuals successfully completing the course will be issued a certificate of completion and will be eligible to apply for licensure as a Registered Pharmacy Technician with the Florida Department of Health.

### **WFWX 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.

### **WFWX 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.

### **WFWX 0005 - Water Treatment Plant Operation Levels B & C, Module 3**

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.

### **WFWX 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.

### **WFWX 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.

### **WFWX 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.

### **WFWX 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.

### **WFWX 0100 - Utility Operator Contract Training**

This course teaches the principles required for water and wastewater operators and distribution operators to pass the state exams. This course will be taught at 3rd party locations as a Contracted Training course.

### **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, 3 hours lecture, 3 hours lab

**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

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### Lawrence Barrett

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B.S., State University of New York at Plattsburgh  
M.S., State University of New York at New Paltz  
Ed.D., Nova Southeastern University

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M.P.A., Indiana University

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*Note: A complete list of full-time faculty is available through the College's Web site at [www.fgc.edu](http://www.fgc.edu).*