



# 2025-2026 CATALOG



FLORIDA GATEWAY  
COLLEGE



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# About FGC

## Florida Gateway College

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

Visit our website at: [www.fgc.edu](http://www.fgc.edu)

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, foster career readiness, 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 Rob Dawson, Director of Accessibility Services, at (386) 754-4215. 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 Civil Rights & Compliance Officer is Cassie Buckles, Associate Vice President of Human Resources, located in Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at [cassandra.buckles@fgc.edu](mailto:cassandra.buckles@fgc.edu) or (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	(386) 754-4493 (from Lake City)
Olustee Public Service Training Center (Baker)	Corrections (386) 754-4347
	Criminal Justice (386) 754-4303
	Firefighting (386) 754-4303
	Law Enforcement (386) 754-4383
	Emergency Medical Services (386) 754-4222

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

## 2025-2026 Academic Calendar

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 19 - Aug. 15	Fall registration begins
June 2	Fall international applicant admission application deadline
June 16	Fall international transfer applicant admission application deadline
July 1 - Aug. 15	Fall Nelnet payment plan is available
July 15	Fall financial aid deadline; Fall admission priority processing date
August 13 August 20 August 27 September 3	<b>Fall fees due</b> (Fees are due if registered on or before a due date.) *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 15	State employee fee waiver registration begins. Registration period continues through the applicable add/drop end date for express session classes. See Session Dates calendar on the website for a list of all add/drop deadlines.
August 18	<b>Fall classes begin</b> *Start dates for express sessions may vary. Check your class schedule for start dates.
August 18 - 22	Add/Drop for full term classes* *Add/Drop end dates vary for express session classes, including those that start on 8/18/25 and those starting later in the term. (See Session Dates calendar on the website for all registration, add/drop and withdrawal dates.)
September 1	Labor Day Holiday
September 8	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 applicant admission application deadline
October 15	Spring international transfer applicant admission application deadline
October 17	Fall commencement ceremony participation deadline (includes having name in program). Fall graduation application required.
Oct. 27 - Jan. 9	Spring registration begins
Oct. 27 - Jan. 9	Spring Nelnet payment plan is available
November 7	Last day for withdrawal (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 14	Spring financial aid deadline; Spring admission priority processing date
November 26-28	Thanksgiving Holiday
December 5	Term ends. Fall graduation application deadline.
December 8	<b>Grades due (12 noon)</b>
December 9	Fall Commencement Ceremony
December 17 January 7	<b>Spring fees due</b> (Fees are due if registered on or before a due date.)

January 14 January 21	*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.
December 22-31	Winter Break
January 1-2	New Year's Day Holiday
January 9	State employee fee waiver registration begins. Registration period continues through the applicable add/drop end date for express session classes. See Session Dates calendar on the website for a list of all add/drop deadlines.
January 12	<b>Spring classes begin</b> *Start dates for express sessions may vary. Check your class schedule for start dates.
January 12 - 16	Add/Drop for full-term classes* *Add/Drop end dates vary for express session classes, including those that started 1/12/26 and those starting later in the term. (See Session Dates calendar on the website for all registration, add/drop and withdrawal dates.)
January 19	Martin Luther King, Jr. Holiday
February 2	Last day to submit grade changes for "I" grades received in previous fall term. Unresolved "I" grades will change to "F".
February 13	Summer international applicants' admission application deadline
February 16	President's Day Holiday
February 27	Summer international transfer applicants' admission application deadline
March 13	Spring commencement ceremony participation deadline (includes having name in program). Spring graduation application required.
March 20 - 27	Spring Break
April 1	Summer financial aid deadline; Summer admission priority processing date
April 6 - May 8	Summer registration begins
April 6 - May 8	Summer Nelnet plan is available
April 10	Last day for withdrawal (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 30 May 7 May 13 May 20	<b>Summer fees due</b> (Fees are due if registered on or before a due date.) *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 6	Spring term ends. Spring graduation application deadline.
May 7	<b>Spring grades due (12 noon)</b>
May 8	Spring Commencement Ceremony
May 8	State employee fee waiver registration begins. Registration period continues through the applicable add/drop end date for express session classes. See Session Dates calendar on the website for a list of all add/drop deadlines.
May 11	<b>Summer classes begin</b> *Start dates for express sessions may vary. Check your class schedule for start dates.
May 11 - 13	Add/Drop for full-term classes*

	*Add/Drop end dates vary for express session classes, including those that started on 5/11/26 and those starting later in the term. (See Session Dates calendar on the website for all registration, add/drop, and withdrawal dates.)
May 11	Summer work schedule begins
May 18	Fall registration begins
May 25	Memorial Day Holiday
June 1	Last day to submit grade changes for "I" grades received in previous spring term. Unresolved "I" grades will change to "F".
June 11	Summer commencement ceremony participation deadline (includes having name in program). Summer graduation application required.
June 18	Juneteenth Holiday
July 2	Independence Day Holiday
July 14	Last day for withdrawal (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 5	Summer term ends <b>Grades due (midnight)</b> Summer graduation application deadline
August 6	Summer Commencement Ceremony
August 7	Summer work schedule ends
September 7	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 77-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 and the United States.

We begin this academic year with a strong continued commitment to your academic and personal success. Our Associate and Certificate programs continue to be the backbone of our academic programming, with over 800 high-skilled certifications being awarded this year, while also offering Bachelor Degree programs in Nursing, Water Resource Management, Early Childhood Development, Elementary Education, and Business Administration.

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

Welcome and best wishes for a successful 2025-2026 academic year!

Lawrence Barrett, Ed.D.  
President



# **District Board of Trustees**

**Academic Year 2024-2025**

**Mr. Lindsey Lander**

Board Chair  
*Gilchrist County*

**Ms. Renae Allen**

Vice Chair  
*Union County*

**Mr. Robert C. Brannan III**

*Baker County*

**Mr. John Medina**

*Columbia 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 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), and Dixie counties.

The Florida Gateway College district continues to experience growth. The college is committed to providing excellent post-secondary 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, foster career readiness, and enrich the diverse communities it serves through affordable, quality higher education programs and lifelong learning opportunities.

## 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. Florida Gateway College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or by calling 404-679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

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

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

## Academic Freedom

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

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

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

## Academic Programs

The College offers a variety of programs leading to the Bachelor of Science, Bachelor of Applied Science, Associate in Arts, Associate in Science, or Associate in Applied Science degrees, as well as certificates in several occupational/technical areas. Some certificates may be earned in as little time as one semester, 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): (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, Fire Academy, and Commercial Vehicle Driving.

### 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) 754-4222, 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.

## **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**

Florida Gateway College is the perfect place to complete the first two years of a baccalaureate degree close to home and at a low cost. FGC has established partnerships with other colleges and universities to facilitate the seamless transfer of our associate degree graduates. These partnerships result in transfer agreements, which, in some cases, guarantee services and admission of our graduates at the transfer institution.

Florida Gateway College has partnered with nine 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, Santa Fe College, University of Florida, University of North Florida, University of North Florida - Bachelor to Masters (Education), University of Central Florida Online, Saint Leo University, Western Governors University, 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 Civil Rights & Compliance Officer for the College is Cassie Buckles, Associate Vice President of Human Resources, building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at [cassandra.buckles@fgc.edu](mailto:cassandra.buckles@fgc.edu) or (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:

- Through reinforcement of the positive, drug-free elements in life.
- By respect for laws and rules pertaining to illegal drugs.
- 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.html](http://www.fgc.edu/life-at-fgc/campus-safety.html).

## **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 Associate Vice President of Human Resources or the Vice President for Student Affairs and Public Information.

## **Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

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

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

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

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

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

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

## **Reporting an Incident:**

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

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

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to Vice President of Student Affairs and Public Information (386) 754-4324, Bldg. 14. Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Associate Vice President 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 in grades 9-12 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.

**The Dixie County Adult Education and GED® Preparation Programs** provide Adult Education and GED® preparation to residents within the Dixie County service area.

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 Cross Country, Men's Cross Country, Men's Basketball, Women's Flag Football, Women's Golf, Women's Softball, Coed eSports, and Cheerleading.

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.

# Student Services

## General Information

The Student Services 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

The Office of Academic Advising is dedicated to providing students with confidential, comprehensive advising to support their academic, social, and personal development. Our advisors are committed to ensuring each student receives the individualized attention necessary for success.

- **Initial Advisor Meeting:** All students are required to consult with an academic advisor before registering for their first semester.
- **Ongoing Support and Recommendations:**
- **Program Entry:** It is strongly recommended that students entering a new program seek guidance from an academic advisor.
- **Major Changes:** Students contemplating a change of major should consult with an academic advisor to discuss their options and implications.
- **Credit transfer:** For inquiries about the transfer of credits, academic advisors provide essential assistance and support.
- **Role of Academic Advisors:**
- **Liaisons and Referral Agents:** Academic advisors help students access resources from other Florida Gateway College (FGC) divisions and the broader community.
- **Student Advocacy:** Students who feel their rights are being, or have been, violated are encouraged to consult with an academic advisor for support and guidance.
- **Ongoing Contact:** Maintaining regular contact with an academic advisor throughout one's academic career at FGC is highly encouraged. Additionally, students are advised to discuss their educational experiences with faculty members and program administrators.

### Contact Information:

- **Location:** Advising Services, Building 014
- **Phone:** 386-754-4222
- **Email:** [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 and resources provided include personality assessments, career libraries, career outlook tools, career counseling and coaching. These services help guide students through the 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, located in Building 014. Students visiting the center may call 386-754-4298 or email [Career.Services@fgc.edu](mailto:Career.Services@fgc.edu) to schedule an appointment.

Resources and services are available both online and on-campus. Students may apply for jobs, print resumes, and access various resources at the 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.

## **BetterMynd - Student Assistance Counseling Program**

The BetterMynd platform is completely self-serve, allowing students to go to the FGC website and register 24/7/365. By simply clicking a link and going to BetterMynd's website, students can register, create an account, and access BetterMynd's network of licensed counselors.

Upon registration, students will be required to use their FGC email address to verify they are a Florida Gateway College student. Students will then be able to see the FGC/BetterMynd student portal, which includes information about other on-campus and local behavioral health resources. For more information, visit: <https://app.bettermynd.com/register>.

## **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 accessibility-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 their 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: <https://www.fgc.edu/students/office-of-accessibility-services.html>.

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 107, 149 SE College Place, Lake City, FL 32025.



## Student Success Center

Located in Building 008 on the main campus, the Student Success Center (SSC) is a stand-alone, multi-purpose, learning/success center housing the student success help-desk, tutoring services, and TRIO Student Support Services.

The center is available to all FGC students during the following hours:

	Fall	Spring	Summer
Monday	8:00 am - 6:00 pm	8:00 am - 6:00 pm	7:30 am - 5:00 pm
Tuesday	8:00 am - 8:00 pm	8:00 am - 6:00 pm	7:30 am - 5:00 pm
Wednesday	8:00 am - 8:00 pm	8:00 am - 6:00 pm	7:30 am - 5:00 pm
Thursday	8:00 am - 6:00 pm	8:00 am - 6:00 pm	7:30 am - 5:00 pm
Friday	9:00 am - 4:30 pm	9:00 am - 4:30 pm	Closed

The lab provides over 50 Windows PC computers and three Mac PC Computers that are internet accessible and pre-loaded 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 most levels of Math, Writing, Reading, Chemistry, and Physics. Other subjects vary by semester. Tutors receive training under College Reading and Learning Association (CRLA) guidelines and strive to achieve level I certifications. Tutor schedules are posted will be updated on the Tutoring Dashboard on Canvas. Visit the SSC for the latest updated schedule or call for an email of an attached current schedule.

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 Brainfuse.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](mailto: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 008).

## 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
- Exposure to cultural events
- Financial literacy training
- Advice and assistance with course selection
- 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 008) or contact us at 386-754-4440 or 386-754-4445.

## Cost of Attendance

The Cost of Attendance (COA) is an **estimate** of what it costs the typical student to attend Florida Gateway College for an academic year. The calculated costs include items such as tuition, fees, room and board, as well as estimated costs for books, personal expenses, and travel.

The Financial Aid Office reviews the average costs of each of these items every year and, using that figure, establishes a "budget" for students. The budget varies depending upon whether a student is living on campus, off campus, or at home with family. Additionally, Florida Gateway College offers financial aid that can assist in financing your education. For more information about the cost of attending FGC and breakdowns of the costs, please visit our website at: <https://www.fgc.edu/tuition-financial-aid/cost-of-attendance.html>.

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

## General Rights of Students

1. **Nondiscrimination** - 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.
2. **Freedom of Speech and Assembly** - Students shall have the right to freedom of speech and assembly without prior restraints of censorship, subject to clearly stated, reasonable and nondiscriminatory rules and regulations regarding time, place and manner. For more specific guidance, see the Student Code of Conduct in the Student Handbook, or contact the student activities office at (386) 754-4317.
3. **Freedom of Press** - In their publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship.
4. **Protection Against Unreasonable Searches and Seizures** - Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College safety officers or administrative officers may conduct searches and seizures only as authorized by law.
5. **Student Representation in College Governance** - Students should be represented on campus committees that have the following duties:
  - a. To propose policies that affect student activities and conduct.
  - b. To make decisions on student activity budget matters.
6. **Disruption-free Learning Environment** - Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have the right to a classroom free from disruptions which interfere with learning. The instructor sets the standard of acceptable behavior in the classroom. In the interest of preserving the rights of others, a student may be dismissed from a class for unacceptable behavior.

## 7. Records

- a. General - The Registration and Records office 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.)
- b. 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:
  - i. the student gives written consent,
  - ii. a subpoena is issued and/or
  - iii. the parent(s) submits evidence to the Registration and Records office that the student is claimed as a dependent on their most current Federal Income Tax form.
- c. 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 Registration and Records office 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

8. **Students With Disabilities** - Florida Gateway College will comply with all Federal and State laws related to the civil rights of the disabled, including the American with Disabilities Act, the ADA Amendments, the Rehabilitation Act and the Rehabilitation Act Amendments. For qualified persons with appropriate documentation of their disabilities, this may include the reasonable substitution of requirements for admission to the College, admission to a program of study or graduation from Florida Gateway College. For additional information, stop by the 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).
9. **Student Privacy Information** - The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the Student Records - FERPA section of this catalog, at the Registration and Records 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 transfer students. To learn more about orientation, visit: <https://www.fgc.edu/admissions-information/new-student-orientation.html>, or call (386) 754-4222.

## Online Self-Service for Students

Students with an FGC email address may access online self-service for students from the MyFGC link on the College's Web page. Sign in using your college email address and password. From the student portal, you may access your college email account, MyCourses (Canvas), EAB Navigate for Students, and the MyFGC account.

Among other things, students may use Self Service to:

- Register (or waitlist) for classes, including add/drop, during established registration periods
- Pay for classes
- View or print schedule of classes

- View or print unofficial transcripts
- View and print final grades
- View account summary
- Perform degree evaluations to see classes or other requirements for a major
- Update address or telephone number
- View assigned student e-mail address
- Check financial aid status
- 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 007, "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, and lounge areas. All equipment is free for students to use with their current FGC student ID.

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 and Career Closet, which is available to any student who is food insecure or in need of business attire.

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 website, the SA calendar, which is updated each month, or text SAO to 386-382-4316 for event updates.

Located in Building 030 is the fitness center. The fitness center houses free weights, cardio equipment, strength trainers, and a heavy 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.life@fgc.edu](mailto:student.life@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 Life at (386) 754-4317 for additional information.

## Student Representation in College Governance

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

## 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 denise.gross@fgc.edu		G22	rylie.oquinn@fgc.edu
Bass Fishing Club	amy.dekle@fgc.edu bryson.osteen@wolves.fgc.edu fbnyouthfishing@gmail.com		HOSA	jessica.crews1@fgc.edu
Brain Bowl Team	james.givvines@fgc.edu		Howl	troy.appling@fgc.edu
Cosmetology	brenda.jernigan@fgc.edu michelle.bozeman@fgc.edu		Occupational Club	alexander.elman@fgc.edu
Cultures in Action	travis.george@fgc.edu		Phi Theta Kappa	tina.allen@fgc.edu
Future Teachers Club	allyson.dees@fgc.edu		Student Government Association	amy.dekle@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 007 to obtain a new club charter packet or download a copy from: <https://www.fgc.edu/life-at-fgc/student-organizations/index.html>.

## Notification of Social Security Number Collection and Usage

### Registration and Records Office

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USE: In compliance with and pursuant to Florida Statute 119.071 (5), 1008.386, 1002.22(2), and SBE Rule 6A - 1.0955 (3)(e), Florida Gateway College (FGC) issues this notification regarding the purpose of the collection and use of your Social Security number. FGC collects your Social Security number for use in performance of the College's duties and responsibilities 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 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 Student Conduct Officer 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 Student Code of Conduct Officer. The Vice President for Student Affairs and Public Information 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 Supervisor and four 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) 754-4434.

# Financial Aid

## General Information

The Financial Aid Office is committed to helping students access a wide range of financial assistance options that support their educational goals and overall success. Eligible students may apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA®). There are several types of financial aid: Grants, Scholarships, Work-Study, and Loans. Students are encouraged to explore and utilize all categories of aid for which they may qualify. Federal and state financial aid is awarded based on demonstrated financial need, as determined by the U.S. Department of Education formula: "Cost of Attendance (COA) minus Student Aid Index (SAI)".

## Financial Aid Application Process

Completing the Free Application for Federal Student Aid (FAFSA®) form is the first step to obtaining federal student aid. Applications should be completed and submitted annually in order to be considered for the full range of financial aid available.

## Applying for Financial Aid Checklist

Whether you're a first-time student or a returning Timberwolf, the process of applying for financial aid is essentially the same. Please read through the following instructions and refer to your MyFGC portal account to see which materials may be needed from you or your family.

### Step 1: Complete the FAFSA® form.

The FAFSA® can be filed electronically at [www.studentaid.gov](http://www.studentaid.gov). The application is available annually on or after **October 1<sup>st</sup>**. All students must apply or reapply annually for financial aid. To be considered for the full range of financial aid available, students are encouraged to complete the FAFSA® as soon as possible. At Florida Gateway College, we have priority deadlines to complete your financial aid file. Check the academic calendar which is located on the FGC website for more information.

### Step 2: Review your FAFSA® Submission Summary.

After you have submitted your FAFSA®, if you listed an e-mail address, you will receive an e-mail stating that you can download your FAFSA® Submission Summary. If you did not list an e-mail address, a paper FAFSA® Submission Summary will be sent to you from the processor. Your FAFSA® Submission Summary contains the information reported on your FAFSA® and usually includes your Student Aid Index (SAI). The SAI is an index used to determine your eligibility for federal student aid. Information provided in the FAFSA® Submission Summary should be reviewed thoroughly. Follow the instructions on the FAFSA® Submission Summary to make any required corrections or changes. Any school(s) that were listed on your FAFSA® when it was submitted will receive your FAFSA® Submission Summary data electronically.

### Step 3: Contact the Financial Aid office at Florida Gateway College to make sure that your FAFSA® information was received.

Make sure the Financial Aid office has all the information needed to determine your eligibility. It is important for you to check your MyFGC portal. If you're eligible and your admission is complete, the Financial Aid Office will notify you of your estimated financial aid package based on your financial aid need through your MyFGC email. There, you will be provided with your status and what type of aid you have been awarded. Initial awards are considered estimates and may be amended due to factors such as contingent admission status, changes in enrollment, not meeting satisfactory academic progress, changes in need as a result of completing the verification process, residency for tuition purposes, incomplete financial aid file, additional resources, etc.

Financial Aid is disbursed onto student's accounts approximately 45 days after the first day of classes. 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 must be returned to the Title IV programs upon a Title IV recipient's total withdrawal from school. Work-study funds are not included.

## **Verification Policy**

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

## **Standards of Academic Progress (SAP)**

FGC's Financial Aid Office monitors your Satisfactory Academic Progress (SAP) to ensure you're successfully completing courses and therefore eligible to continue receiving financial aid. The SAP Policy standards requires recipients to maintain a 2.0 or higher GPA, maintain a 67% completion rate for all attempted classes, and complete your degree within 150% of the published length of your program. (For example: a 60 credit-hour A.A. degree must be completed within 90 credit hours.) SAP is reviewed after each term. For more detailed information on SAP (warning's, suspension, Max 150, and the appeals process), please see the Satisfactory Academic Progress web page.

## **Financial Aid Appeals Process**

Students may appeal SAP only once. There are two types of appeals, SAP and Max 150. Should a student need to utilize the appeals process, they first will need to complete the proper appeals packets that pertain to their SAP status. Appeal packets must be completed with an advisor, along with all supporting documentation to the Financial Aid Office. Appeal packets must be completed with an Academic Advisor and submitted to the Financial Aid Office along with any supporting documentation that is required. The appeals packets can be found under the app link under Financial Aid Suspension or on the Satisfactory Academic Progress web page. We encourage all students with questions about SAP to contact the Financial Aid Office.

## **Federal Assistance**

There are several types of financial assistance available to help students and their families pay for the cost of attending college. It is important to explore the many options available to pay for your college education. Through the Financial Aid Office, you may qualify for grants, scholarships, work study, loans, and more! So that students may fully understand the nature of each award, there is a detailed description below. Additional information is available from the Financial Aid Office.

### **Federal Pell Grant**

Pell Grant is a federally funded, need-based grant that is available to undergraduate students working toward their first bachelor's degree. Pell provides eligible students with a foundation of financial assistance. Eligibility is based on the amount of credit hours and is determined by a federal formula consistently applied to all applicants. The amount of the grant ranges from \$692 to \$7,395, 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 Student Aid Index (SAI) determines the amount of the Pell Grant Award. Grants are considered gift-aid and are non-repayable.

### **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 non-repayable.

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

The TEACH grant is for undergraduate students who are or will be taking course work necessary to become an elementary or secondary teacher. The recipient must sign an Agreement to Serve saying he or she will teach full-time in a 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**

This grant is 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.studentaid.gov](http://www.studentaid.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 semi-monthly 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 Satisfactory Academic Progress (SAP) to be eligible for a loan. All loans must be repaid. All student loan borrowers are required to complete an Entrance Counseling and a signed Master Promissory Note in order to receive a Direct Subsidized and/or Unsubsidized Loan as mandated by federal regulations.

#### **Direct Subsidized 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.studentaid.gov](http://www.studentaid.gov).

#### **Direct Unsubsidized 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.studentaid.gov](http://www.studentaid.gov).

#### **Direct PLUS Loan**

This program makes long-term loans for the 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. Parents must apply for the PLUS Loan and complete a Master Promissory Note. 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.gov](http://www.studentaid.gov).

### **Private Student Loans**

When federal loans and other forms of financial aid do not fully cover your educational expenses, you may consider apply for private or alternative student loans. These are non-federal loans provided by banks, credit unions, or state agencies.

Florida Gateway College offers access to ELMSelect, a free, transparent, and lender-neutral loan comparison tool to help you find a private loan that best fits your needs. Through ELMSelect, you can compare lender terms, rates, and benefits to make an informed borrowing decision.

To explore your options, visit [www.elmselect.com](http://www.elmselect.com).

## State Assistance

### Florida Student Assistance Grant (FSAG)

The Florida Student Assistance Grant (FSAG) Program is a need-based grant program available to degree-seeking, Florida resident, undergraduate students who demonstrate substantial financial need and are enrolled at participating post-secondary institutions. Eligible students must be enrolled in a minimum of 6 credit hours per term and should have a completed, error-free FAFSA at the college you plan to attend on or before May 15.

### First Generation Matching Grant

The First-Generation Matching Grant (FGMG) program is available to degree-seeking, Florida resident, undergraduate students who demonstrate substantial financial need, and whose parent(s) have not earned a baccalaureate or higher degree. Eligible students must be enrolled in a minimum of 6 credit hours per term.

### 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 post-secondary 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 post-secondary 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

The Jose Marti Scholarship Challenge Grant Fund is a need-based merit scholarship that provides financial assistance to eligible students of Hispanic origin who will attend Florida public or eligible private institutions. Students seeking scholarship funding will need to complete an error-free *Florida Financial Aid Application* (FFAA) by **April 1** and the Free Application for Federal Student Aid (FAFSA®) in time to be processed error-free by the U.S. Department of Education on or before **May 15**.

### Rosewood Family Scholarship Fund

The Rosewood Family Scholarship Program was created to provide student financial assistance for a maximum of 50 eligible students who prove they are **direct descendants of Rosewood families affected by the historical events of January 1923**. Applicants are required to supply the descendant information on the *Florida Financial Aid Application* (FFAA) for verification by **April 1** and the Free Application for Federal Student Aid (FAFSA®) 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/private loan programs. Any new scholarships are listed on the Financial Aid web page 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)**

- Incoming public high school seniors should apply with their high school. Must be from one of our five-county district schools (Baker, Columbia, Dixie, Gilchrist, Union);
- High school GPA of 2.5 or greater;
- Complete a FAFSA® at [www.studentaid.gov](http://www.studentaid.gov);
- Complete a 500-word essay;
- Provide 2 letters of recommendation;
- Must attach current transcripts or most recent report card;
- Must be enrolled at FGC full-time;
- Must maintain 2.5 GPA at FGC to remain eligible;
- Scholarship covers the cost of tuition for 12 credit hours for two years; fall and spring only; and
- Receives an FGC mentor.

### **Other Institutional Scholarships**

The College also offers an array of scholarships that can be used for tuition assistance and/or books. Each institutional scholarship has its own particular requirements. Students are urged to contact the Financial Aid Office or visit the Financial Aid web page for more financial aid opportunities and 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. The scholarship application opens after July 1<sup>st</sup> for the upcoming aid year. An updated FAFSA® and an online scholarship application are required. All students are encouraged to apply. For information on applying for scholarships and the online scholarship application, visit the Grants & Scholarships web page.

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, go to: <https://www.fgc.edu/tuition-financial-aid/index.html>.

# 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. The Veteran's Certifying Official is located within the Registration and Records office.

## Application Procedures

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

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

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

Active-duty members of the Armed Services of the United States (or spouses/dependent children) residing or stationed in this state; or attending a Florida College System institution within 50 miles of the military establishment where they are stationed; or those not stationed in Florida, but whose home of record is Florida, 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 Registration and Records office for review. For more information on necessary supporting documentation, please call 386-754-4280.

Honorably discharged veterans (or spouses/dependent children) meeting certain criteria, or active-duty members (or spouses/dependent children) 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 Registration and Records office, Building 015, Main Campus.

### **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 over payment 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 Registration and Records office;
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.

## **Disabled Veterans Fee Waiver**

In 2022, House Bill 45 created Florida Statute 295.011 to establish a fee waiver for disabled veterans who are Florida Residents under s. 1009.21, who have a 100 percent service-connected disability, who are enrolled in a post-secondary program and received education assistance under the GI Bill®, but who do not qualify for the 100 percent eligibility tier federally. Beginning in 2022-2023, these students are eligible to receive a waiver in the amount that is the difference between the portion of tuition and fees authorized under federal law and the full amount of tuition and fees charged by the institution attended. Contact the Veteran's Certifying Official for specific details.

## **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.

**\*Registered Trademark Notification**

GI Bill® is a registered trademark of the U.S. Department of Veteran's Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at: Trademark Terms of Use - Education and Training ([www.va.gov](http://www.va.gov)).

# **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, 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. 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 on the FGC Tuition, Fees, and Bill Payment website.

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.

The College accepts Visa/MasterCard. Payment may be made 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 is responsible for written authorization from their sponsor to be submitted to Third-Party Billing before the start of registration. A qualified sponsor can send authorizations to [cashier2@fgc.edu](mailto:cashier2@fgc.edu).

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 developmental education 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 status 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 of Enrollment and Marketing), 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 of Enrollment and Marketing requesting permission to take the course for a fourth time. Students must pay full cost of instruction charges for all fourth attempts.

## College Refund Policy

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

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

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

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

### **Non-refundable fees:**

1. Full fees are non-refundable after add/drop.
2. Lab Fees: Lab fees are non-refundable after add/drop.
3. 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 over payment. 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 over payments shall be made in the following order:

- Unsubsidized Federal Stafford Loans

- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Perkins Loans
- Federal PLUS Loans
- Direct PLUS Loans
- Federal Pell Grant
- Federal SEOG
- Other Title IV assistance

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

## **Fines and Penalties**

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

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

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

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

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

\*In accordance with Federal policy, FGC will not hold a student's academic transcript due to tuition-related fees or charges. Transcripts or diplomas may be held due to other reasons such as parking fines, library-materials holds, or equipment holds.

## **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 accept a check, but it must be applied to your account electronically. Please see *How to Pay* as instructions. 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 Registration and Records 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 Business 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 Dynamic Security, Inc. to provide armed security personnel to provide security services to our faculty, students, and staff. All security personnel are professionally trained and licensed Class "G" in the State of Florida. FGC Security Officers and the FGC Department of Public Safety maintain an excellent working relationship with Columbia County Sheriff's Office to enhance response time and efficiency in the event of assistance with jurisdictional law enforcement.

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/life-at-fgc/campus-safety.html>. 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 is 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. An 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) 754-4222, 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 Vice President of Academic Affairs.

### 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 into the MyFGC portal on the home page. For more information regarding online access of final grades, contact Registration and Records in Building 015 or call (386) 754-4280.

Florida Gateway College's official transcript provider is Parchment, 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. Parchment, 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 \$2.65 charge for all transcripts. (There are additional charges for operator assisted orders and printed transcripts.)* To request official transcripts, visit: <https://www.fgc.edu/alumni/transcripts.html>. You may also call *Parchment, 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 as designed and assessed by the instructor in such a way as to measure both course-specific learning and development of writing skills over the progress of a given term. In addition to demonstrating a satisfactory understanding of the written English language and the writing requirements of a wide variety of courses in the English, Humanities, and Social Sciences disciplines, all such writing assignments submitted by a student must exhibit critical thinking skills and be directly related to the discipline's specific General Learning Outcome(s). 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 Registration and Records will be dropped from their classes. Any corrections needed after submission of the rosters to Registration and Records must be approved by the academic vice president or dean, who will authorize Registration and Records to make the correction.

## Change of Name, Address, Major/Degree

A student should file any change of address, name, residency or citizenship with the Registration and Records office. Students may also update their address through the MyFGC student portal. 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. Students who wish to communicate with FGC faculty or staff should communicate via the secure FGC Wolves email account. FGC reserves the right to require a student to use the secure FGC Wolves email account to conduct any business with the College. Examples may include registration or withdrawal activity, change of degree, or graduation applications.

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

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

Incomplete grades are reserved for students who are unable to complete a course and the withdrawal date has passed. A student should only be issued an incomplete if at least 75% of the course assignments have been submitted and the student can reasonably complete the remaining assignments **within the first three weeks** of the next term to earn a passing overall grade. Otherwise, students should be issued the earned letter grade in the course at the end of the current term. The Incomplete Grade Request Form must be completed and submitted for approval by the **FIRST day of Final Exams** and BEFORE issuing the "I" grade. The instructor will describe the circumstances leading up to the requested "I" for the course, and list the missing assignments, quizzes, exams, and any other course requirement needed to satisfactorily complete the course **within the first three weeks** of the next term. The form must be signed by the instructor, student, and the Dean/Executive Director over the program. Once all participants have signed, an approval email will be sent to the instructor for authorization to assign the "I" grade. 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 Records and Registration office.

## Grade Points

To compute an average that indicates the overall quality of a student's record, grade points are assigned as follows: 4 points for each semester hour of **A**, 3.5 points for each hour of **B+**, 3.0 points for each hour of **B**, 2.5 points for each hour of **C+**, 2.0 points for each hour of **C**, 1.5 points for each hour of **D+**, 1.0 point for each hour of **D**, and no points for each hour of **F**, **U**, **I**, **N**, and **AU**. A grade of **A** for a three semester-hour course earns 12 grade points; a grade of **D** in a four semester-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 Records and Registration

office to request the recalculation. All grades will remain on the transcript, even though the last will be the only one used in the grade computation.

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

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

**NOTE:** A student may have only three attempts per college credit course 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.

### **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 canceled, the course dropped, and fees refunded. Students may not enroll in a previously passed course for the purpose of improving the GPA. 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.

Occasionally, 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 Records and Registration 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.

### **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 (Commencement)

The College conducts graduation ceremonies at the end of fall, spring, and summer 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 Registration and Records 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 will participate in the ceremony which corresponds to the term in which degree requirements are completed. 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 woves 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

### Definitions

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

1. **College Credit.** College credit is the type of credit assigned by Florida College System institutions to courses or course equivalent learning that is part of an organized and specified program leading to a baccalaureate, associate degree, certificate, or Applied Technology Diploma pursuant to the stipulations in subsections 6A-14.030(5)-(8), F.A.C. One (1) college credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction; with credits for such activities as laboratory instruction, internships, and clinical experience determined by the institution based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours.
  - a. **Lower division college credit.** Lower division college credit is assigned to college credit courses offered to freshmen and sophomores (1000 and 2000 level courses).
  - b. **Upper division college credit.** Upper division college credit is assigned to college credit courses offered to juniors and seniors (3000 and 4000 level courses).

2. **Clock Hour.** A clock hour is the unit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a Career and Technical Certificate or Applied Technology Diploma pursuant to the stipulations in subsections 6A-14.030(6), (9), F.A.C. It applies to post-secondary adult career courses as defined in Section 1004.02(26), F.S. One (1) clock hour is based on the learning expected from the equivalent of thirty (30) hours of instruction. For purposes of Title IV Student Aid Programs under the Higher Education Act, colleges should defer to Title 34 Section 688 of the Code of Federal Regulations.
3. **Developmental credit.** Developmental credit is the type of credit assigned by Florida College System institutions to courses that provide degree seeking students who wish to enroll in college credit courses with additional academic preparation determined to be needed pursuant to Rule 6A-10.0315, F.A.C. One (1) developmental credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction. Developmental courses provide competency-based instruction to develop college entry competencies in the communication and computation skills described in Rule 6A-10.0319, F.A.C.
4. **Institutional credit.** Institutional credit is post-secondary credit that is competency-based. Institutional credit is not guaranteed to automatically transfer.
5. **Noncredit.** Noncredit is a term indicating that credit, as defined herein, is not awarded. It applies to the instructional classifications of noncredit continuing education, adult general education, citizenship, recreational, community education, and community instructional services. The unit of measure is hours of instruction.

## Nontraditional and Accelerated Credit

There are many areas of nontraditional learning which may allow for the awarding of college credit. Below are a few of them. The College also 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 Registration and Records office.

### 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 Registration and Records office in Building 015.**

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

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

## **Advanced Placement (AP)**

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

**The student is required to provide their official test scores to the Registration and Records office in Building 015.**

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

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

## **International Baccalaureate (IB) Credit**

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

**The student is required to provide their official test scores to the Registration and Records office in Building 015.**

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

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

## **Cambridge AICE (AICE) Credit**

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

**The student is required to provide their official test scores to the Registration and Records office in Building 015.**

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

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

## **Recognition of Experiential Learning**

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

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

If the student must assemble an experiential portfolio, the portfolio must contain evidence of scholarship or work experience that involved the mastery of the expected learning outcomes of the course for which credit is applied. In each case, the portfolio will be an individually assembled body of evidence that supports the claims of course learning mastery. When completed, the portfolio will be reviewed by a committee in the specific discipline, and, if the portfolio is accepted, the appropriate credits will be granted, on a S (Satisfactory) or U (Unsatisfactory) basis.

The College reserves the sole right to determine experiential learning applicability to Florida Gateway College courses. For more information regarding recognition of experiential learning, contact the Registration and Records office 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 Registration and Records office. The College follows the guidelines set forth in accordance with the State of Florida Articulation Coordinating Committee (ACC) policy regarding the Evaluation and Award of Credit for Prior Military Training equivalency list.

When military courses or occupations are found on the equivalency list, FGC will award the student credit per the ACC guidelines.

When a student's military courses or occupations are not found on the equivalency list, FGC will review the credit for applicability to a student's program of study, American Council of Education evaluation guide, 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.

Prior to applying credit for military courses or occupations to a student's transcript, the student must accept the award of credit. Registration and Records will contact the student via email to accept or decline the coursework to be awarded.

## **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 Registration and Records office 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 Registration and Records office 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 Registration and Records office 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.

1. 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).
2. 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.
3. 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.
4. 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.

5. 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.
6. 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.
7. 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.
8. 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 Registration and Records office.
9. 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 AS, AAS, 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 post-secondary 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 Registration and Records 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 Registration and Records office.

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.

## **Reverse Transfer**

Reverse transfer is the process of awarding an associate degree after a student transfers to a four-year institution and completes degree requirements. Florida's Statewide Reverse Transfer Articulation Agreement facilitates seamless articulation of student credit and provides for reverse transfer. Students interested in reverse transfer should contact their university advisor, FGC academic advisor, or may visit our Reverse Transfer website.

## **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 via the MyFGC student portal. These courses are identified in the schedule with 0I# 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 Registration and Records office 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 Admissions and Dual Enrollment.

## 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 Student Affairs and Public Information.

## **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 an 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 Registration and Records office. 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 Registration and Records office for processing before the deadline for withdrawal.

A student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt 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 Registration and Records to be processed.

Note: the withdrawal deadline is the close of business of the date published on the academic calendar. **The withdrawal form, containing all required signatures, must be on file with Registration and Records by 4:30 p.m. (Fall and Spring semesters) or by 5:00 p.m. (Summer semester) or it is considered late.**

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 Student Affairs and Public Information (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 Registration and Records 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.

### **Digital Badges**

Effective fall 2022 and thereafter, Florida public post-secondary institutions offer students a Fundamentals of Written Communication digital badge. With this badge, students will be able to enhance their personal communication skills and convey to future employers that they have acquired vital skills needed for professional success. The digital badge will automatically be awarded to students upon successful completion of ENC 1101 with a grade of "C" or better. Visit the website for more information.

### **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.

### **Developmental Education**

Associate degree-seeking and college credit certificate-seeking students are required to complete a placement exam if not exempt by State Board of Education Rule 6A-10.0315, F.A.C. Students who do not achieve minimum scores will be required to take developmental education classes in reading, writing, and/or mathematics. Developmental education courses are intended to prepare students for success in college-level coursework.

FGC offers students the following developmental courses:

- ENC 0015 - Principles of Writing I
- ENC 0025 - Principles of Writing II
- ENC 0027C - Fundamentals of Reading and Writing
- MAT 0018 - Arithmetic with Algebra
- MAT 0028 - Elementary Algebra

- REA 0007 - Principles of Reading I
- REA 0017 - Principles of Reading II

Please note that developmental education classes will not count toward completion of an academic degree.

Students who place in one or more developmental education courses must also enroll in the co-requisite course: SLS 1105 - Strategies for College Success. SLS 1105 is designed to help students develop the study, time management, communication, and computer skills necessary for success in college-credit 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 status 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 of Enrollment and Marketing for an exception to policy. If the appropriate vice president 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 Records and Registration department, for additional information.

For information about placement testing, please see the Testing, Advising, & Registration section of the catalog.

# Admissions

## Admissions and Dual Enrollment

The Admissions and Dual Enrollment offices are located in Building 14. 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 Admissions and Dual Enrollment via email at [admissions@fgc.edu](mailto:admissions@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, students transitioning from an associate to baccalaureate program, 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-hours 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 Admissions representative for admission assistance and information at:

Florida Gateway College Admissions  
149 S.E. College Place  
Lake City, Florida 32025  
(386) 752-1822  
[admissions@fgc.edu](mailto:admissions@fgc.edu)

## Residency for Tuition Purposes:

Although not required for admission, the Florida Residency Declaration and all supporting documents should be submitted to the Registration and Records office 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.

Residency is established by term. **All residency documents must be on file prior to the first day of class in the term for which residency is sought.** Students who fail to submit the Florida Residency Declaration and all supporting documents prior to the first day of class will be classified as non-Florida residents for tuition purposes and will be required to file for reclassification for future terms.

(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.)

## Admission to the College

### Lower Division (Associate's Degree programs, Certificates, and Applied Technology Diploma)

#### 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).

Fully complete and submit prior to the start of classes:

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 home-schooled students, provides dual enrollment opportunities for academically qualified high school students. Students who enroll in the program and attend public high schools will have tuition, books, and fees waived. Students who enroll in the program and attend nonpublic high schools or home schools will have tuition and fees waived.

1. **Academic Dual Enrollment**  
Students in grades 6-12 who earn high school credit toward a high school diploma and college credit toward an associate degree. Students may be part time or full time.
2. **Occupational Dual Enrollment**  
Students in grades 6-12 who earn high school credit towards a high school diploma and college credit toward an associate degree or credit toward an occupational certificate from a complete job preparatory program, not including isolated occupational courses.
3. **Early Admissions**  
Students who qualify are enrolled full time in college courses that are creditable towards a high school diploma and an associate or baccalaureate degree and must have completed a minimum of six semesters of full-time academic enrollment in grades 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.

4. **Early College Program** allows admitted students to complete 60 credits of dual enrollment coursework, culminating in earning both a standard high school diploma, as well as an Associate of Arts (AA) degree upon the completion of four years of high school. This program is limited acceptance and students must meet specific criteria in order to be eligible to participate. Students commit to this program for the four years they are high school students.

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

1. Receive written notice of acceptance from FGC.
2. 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;
3. Submit documentation which substantiates the student GPA. (Students applying for associate programs must have a minimum 3.0 GPA to be eligible. Students applying for certificate programs must have a minimum 2.0 GPA, meet all program entrance requirements, and be accepted by the division chairperson);
4. Submit a completed Dual Enrollment Application for Admission with appropriate signatures and approvals;
5. Be enrolled in grades 6-12 in an eligible school.

### **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:

FGC Application for Admission;

1. 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);
2. 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).
3. 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 Registration and Records office 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 (Bachelor Degree programs)**

### **Baccalaureate Students**

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.

Residency is established by the term of admission to Florida Gateway College. Residency may not be changed after the first day of classes; rather, students classified as non-Florida would need to complete the reclassification process for review as a Florida resident for future terms. Students who fail to provide a fully signed residency declaration and supporting documents prior to the first day of class for the term in which residency is sought will be classified as non-Florida residents and would need to complete the reclassification process for future terms.

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 Registration and Records office 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 Registration and Records 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 Registration and Records 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:

- Citizen of the United States or lawfully present in the United States
- Attended a Florida secondary school for three consecutive years immediately before graduating from a Florida High School;
- Submits an admission application to a Florida College System institution with 24 months of high school graduation;
- Submits an official high school transcript that provides evidence of meeting the criteria above.

The high school attendance waiver is applicable for 110% of the required credit hours of the degree or certificate program for which the student is enrolled. Approval of the above waivers does not constitute the establishment of 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 Registration and Records staff.

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

Residents of Georgia counties which are nearby to the College's service district are eligible 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 Registration and Records 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 Registration and Records/Registrar, who serves as Chair of FGC's Residency Appeals Committee. The Registration and Records office is located in Building 015.

# Testing, Advising, & Registration

## Test Center

In an effort to assist test-takers in successfully accomplishing 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 Office of Accessibility Services.

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/academics/test-center](http://www.fgc.edu/academics/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.

- Criminal Justice Basic Abilities Test (CJBAT) - 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 Exam (TEAS)
- National Firefighter Selection Inventory (NFSI)
- Paraprofessional Exam (ParaPro)
- PearsonVUE Examinations
- Postsecondary Education Readiness Test (PERT)
- Remote Site Proctoring for non-FGC students
- Test of Adult Basic Education (TABE)
- Florida Civic Literacy Exam (FCLE)

Please call the Test Center at 386-754-4333 to inquire about any exams not listed above, or email [test.center@fgc.edu](mailto:test.center@fgc.edu).

## Dual Enrollment Entry Testing

Dual Enrollment candidates must complete the ACT, 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 the dual enrollment office.

## 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 and Marketing.

## 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:

- Apply for college admission;
- Complete assessment test (if applicable and if not already taken within the previous two years);
- Have official transcripts from all postsecondary institutions previously attended sent to the Registration and Records office. All transcripts must be received and evaluated prior to registration or the award of financial aid;
- Complete and submit the Florida Residency Declaration and all supporting documents to the Registration and Records office 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;
- All new students must meet with an advisor to discuss and complete a program of study and tentative schedule;
- Continuing students who have not enrolled in the past three terms must apply for readmission and meet with an advisor prior to registration;
- Register online through MyFGC or through Registration and Records;
- Pay fees by the established deadline each semester to avoid being dropped from classes;
- Official class schedule may be reviewed and printed online through MyFGC;
- 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:

1. Complete a transient student form through FloridaShines.org (this is preferred if planning to take courses at another Florida public institution), or
2. Complete a transient student request form, which can be obtained from the Registration and Records office (this certifies good standing to the receiving institution); and
3. Obtain the necessary signatures required on the transient student form; and
4. Submit the transient student form to the transient college;
5. 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 Registration and Records office.

**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 co-requisites for courses with required lab components, will be submitted to the Vice President of Academic Affairs or Dean of Academic Affairs. 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 Registration and Records/Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be informed as to the correct official to whom the request should be addressed.

2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. A hearing will be conducted upon written request to the president. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. A student who conducts an unsuccessful appeal to the College, and whose records are not amended by the College, may place a statement in their education record commenting upon the information therein, and/or setting forth any reason for disagreement. Such a statement by a student shall become part of the student's record and disclosed with it. **A student who wishes to challenge a specific grade must first consult with the faculty member. If the situation is not resolved, the student may consult with the appropriate academic vice president. Final appeal shall be to the Campus Appeals Board.**
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. According to FERPA the College may release information without the student's written consent to the following or under the exceptions noted below:
  - 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 Registration and Records office that the information is not to be released. **No directory information will be released without the student's authorization during the first ten days of a semester to allow students time to file a non-release request with the Registration and Records office.** While directory information may be released, FGC prefers to protect the privacy of our students by not disclosing lists of students for commercial purposes, except as related to specific contractual arrangements as part of college business operations.

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

1. Student's name
2. Date and place of birth
3. Major field of study
4. Dates of attendance
5. Degrees and awards received
6. Most recent educational institution attended by the student
7. Enrollment status
8. Full or part-time status
9. Weight and height of athletic team members
10. County of residence
11. Participation in officially recognized activities and sports
12. Student's photograph

Non-directory 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 Registration and Records office that the student is claimed as a dependent on their most recent Federal Income Tax form.

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

8. Waiver of Confidentiality: A student may request that their records be released to another individual, organization, or institution. This consent to release records must be in writing, signed and dated, and specify: a) the records to be released, b) the purpose of the disclosure, and c) the party (or parties) to whom disclosure may be made. The College has 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.

# General Education

## 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, calculate, and understand the social and scientific implications of the world around them. Students seeking transfer to a baccalaureate program should fulfill general education requirements that are broad in scope and require an in-depth level of inquiry.

The College recognizes that student learning goals may change during a lifetime; thus, the general education requirements for all degrees are collegiate in nature and, as such, should provide an academic foundation for lifelong learning. General education coursework 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 skills necessary to be successful in a collegiate or work setting.

## General Learning Outcomes

Listed below are the FGC General Learning Outcomes to be mastered by all students who complete an associate degree program.

1. **Communication:** Students will effectively communicate through oral and 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 Education Courses

General education courses provide students with broad foundational knowledge in communications, mathematics, natural sciences, social and behavioral sciences, and humanities. General education courses are intended to help students develop intellectual skills and habits that foster effective, lifelong learning. A list of general education courses offered at Florida Gateway College may be found on the General Education Courses section on the Catalog website or with an indicator of "GE" on the course description.

## General Education Core Requirements

In accordance with Rule 6A-14.0303, F.A.C., students entering an Associate in Arts (A.A.) or Bachelor of Science/Bachelor of Applied Science (B.S./B.A.S.) degree program in the Fall 2015 term or thereafter must complete at least one state core course from each of the general education subject areas prior to the award of the degree. Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) students must complete at least one state core course from each of the general education subject areas, if beginning in the Fall 2022 term or thereafter.

## General Education Core Courses Options

### Communications:

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 2010  
PHI 2010  
THE 2000

## Mathematics:

For courses taken at a Florida College System Institution in the Fall 2024 term and any term thereafter:

MAC 1105

MAC 2311

MGF 1130

STA 2023

(Any student who successfully completes a mathematics course for which one (1) of the general education core course options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics core.)

**Note:** To avoid excess credit hours, successful completion of MGF 1106 and MGF 1107 prior to the 2024-2025 academic year may be used to satisfy the mathematics core in lieu of MGF 1130.

## Natural Sciences:

AST 1002

BSC 1005

BSC 2010C

BSC 2085

CHM X020 (not offered at FGC)

CHM 2045

ESC X000 (not offered at FGC)

EVR 1001

GLY X010 (not offered at FGC)

OCE X001 (not offered at FGC)

PHY 1020

PHY 2048C

PHY 2053C

(Any student who successfully completes a natural science course for which one (1) of the general education core course options in natural science is an immediate prerequisite shall be considered to have completed the natural science core.)

**Note:** Not all state natural science core courses are not offered at FGC, however if the course was taken at a Florida College System or State University System institution, the course will be recognized to meet the state core course requirement.

## Social and Behavioral Sciences:

AMH 2010

AMH 2020

ECO 2013

ANT X000 (not offered at FGC)

POS 1041

PSY 2012

**Note:** Not all state social science core courses are not offered at FGC, however if the course was taken at a Florida College System or State University System institution, the course will be recognized to meet the state core course requirement.

## Gordon Rule Courses

State Board of Education Rule 6A-10.030, better known as the "Gordon Rule," requires Associate in Arts (A.A.) students to complete 12 credit hours of coursework in which they demonstrate college-level writing skills through multiple assignments. Students must also complete six (6) credit hours of mathematics coursework designated for Gordon Rule credit. (This requirement does not apply to students enrolled in associate in science (A.S.) or associate in applied science (A.A.S.) degree programs.) To graduate with an A.A. degree, students must complete all Gordon Rule courses with a grade of C or higher.

A list of Gordon Rule courses offered at Florida Gateway College may be found on the Gordon Rule Courses section of the Catalog website or with an indicator of "GR" on the course description. For additional information, please see the Gordon Rule section of the Academic & Instructional Services catalog page.

## General Education Digital Badge

House Bill 1507 (2021) requires public postsecondary institutions to award students a nationally recognized digital badge upon completion of general education core courses that demonstrate career readiness, beginning with students who initially enter a postsecondary institution in the 2022-2023 academic year.

Effective Fall 2022 and thereafter, Florida public postsecondary institutions offer students a Fundamentals of Written Communication digital badge. With this badge, students will be able to enhance their personal communication skills and convey

to future employers that they have acquired vital skills needed for professional success. The digital badge will automatically be awarded to students upon successful completion of ENC 1101 with a grade of C or better. Visit the website for more information.

## **State Requirements for Degree Programs**

To graduate with an associate or bachelor's degree from Florida Gateway College, students must fulfill specific state requirements. Please visit the General Education section of the catalog for information about general education requirements. Below is information about the foreign language requirement for associate in arts and bachelor's students. This section of the catalog also provides information about the civic literacy requirement for all degree-seeking students. Lastly, information about the statewide mathematics pathways for degree-seeking students appears below.

## **Foreign Language Requirement**

Students are required to demonstrate foreign language competency before earning an associate in arts (A.A.) or bachelor's degree. (This requirement does not apply to students enrolled in associate in science (A.S.) or associate in applied science (A.A.S.) degree programs.) Students can fulfill the foreign language requirement by completing two credits of the same foreign language or American Sign Language in high school; completing a college-level course at the elementary 2 level (meaning the second course in a sequence) in one foreign language or American Sign Language; or achieving passing scores on an assessment on the Articulation Coordinating Committee's Credit-by-Exam Equivalencies List for the elementary 2 course.

For the high school option, a detailed high school transcript showing two earned credits in the same foreign language must be on file in the Records and Registration department. Contact Records and Registration to request a review of your high school foreign language credits.

For the college option, FGC offers the following foreign language courses:

- ASL 1140 - American Sign Language I
- ASL 1150 - American Sign Language II
- SPN 1120 - Elementary Spanish I
- SPN 1121 - Elementary Spanish II

A student whose native language is not English may demonstrate proficiency in their native language through one of the following options:

- 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.

To satisfy the foreign language requirement, all transcripts from foreign high schools or colleges must be evaluated and translated by a NACES-approved foreign credential evaluation and translation service.

FGC reserves the right to validate the foreign language competency of any student prior to awarding an associate in arts or bachelor's degree through methods including, but not limited to, review of official transcripts, portfolio and performance reviews, competency testing, standardized testing, or other methods designed to assess the foreign language competencies outlined in state rules.

## **Civic Literacy Requirement**

Prior to the award of an associate in arts or bachelor's degree, students initially entering a Florida College System (FGC) in the Fall 2021 or thereafter must meet the civic literacy requirements as outlined by State Board of Education Rule 6A-10.02413.

Prior to the award of an associate in science or an associate in applied science degree, students initially entering an FCS institution in the Fall 2022 term or thereafter must meet the civic literacy requirements as outlined by State Board of Education Rule 6A-10.02413.

The civic literacy requirements apply to students who are admitted to an FGC degree program as follows:

- Students who transfer from another FCS or State University (SUS) institution and have met the civic literacy requirements in their associate degree are considered to have met the requirements for future associate or baccalaureate degrees.
- Students who transfer from another FGC or SUS institution and have NOT met the civic literacy requirements in their associate degree must meet the requirements for future associate or baccalaureate degrees.
- Students who transfer from out-of-state must meet the civic literacy requirements for the associate or baccalaureate degree.

To meet the Civic Literacy requirements, students must do the following:

(1) Successfully complete one of the following courses with a grade of C or higher:

- AMH 2010 - United States History to 1877 (if taken Fall 2024 or thereafter)
- AMH 2020 - United States History from 1877
- POS 1041 - American Government
- AMS 2010 - Civil Discourse and the American Political Order (transfer only; not offered at FGC)

**AND**

(2) Achieve 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
CLEP: History of the United States I	50
Statewide Civic Literacy Exam	60% (Raw Score: 48)

## Statewide Mathematics Pathways

Per the requirements of Senate Bill 366 (2021), statewide mathematics pathways were created to facilitate the seamless transfer of credits, reduce excess credit hours, and ensure that degree-seeking students take the math courses needed for their future careers. Below is a list of the three statewide mathematics pathways and related courses:

- Algebra Through Calculus
  - MAC 1105 - College Algebra
  - MAC 2311 - Calculus I
- Statistical Reasoning
  - STA 2023 - Elementary Statistics
  - Another General Education STA, MAC, or MGF-prefixed course
- Mathematical Thinking in Context
  - MGF 1130 - Mathematical Thinking
  - MGF 1131 - Mathematics in Context

To fulfill their general education requirements, A.A. and bachelor's students must take two math courses. A.S. and A.A.S. students must take at least one math course. Students should see an advisor for assistance with choosing the appropriate math course(s) and pathway for their program of study.

# Bachelor of Science and Bachelor of Applied Science Degrees

## Degree Overview

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 Business Administration (BBA), Early Childhood Education (BEC), Elementary Education (BEE), and Nursing (BSN).

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).

## Admissions Requirements

Students wishing to apply to a bachelor's degree program should complete and submit to the FGC Admissions Office the online admission application, along with all required supporting documentation. The application may be found on the FGC website. Admission to bachelor's degree programs at FGC require the student have previously completed an associate in arts or associate in science degree from a regionally accredited college or university. Some bachelor's degree programs at FGC require a specific degree for program admission. Please visit the catalog page of the baccalaureate program in which you are interested for additional information about specific admission requirements.

## Graduation Requirements

To graduate with a B.S. or B.A.S. degree from FGC, students must fulfill the following requirements:

- Complete the **program requirements** as outlined in the program section of the catalog;
- Complete **general education requirements** (36 semester hours of general education classes, including 15 credit hours of general education core courses), as specified for the degree;
- Complete **foreign language competency**;
- Complete the **civic literacy requirement**;
- Earn a **minimum of 120 credit hours** or a higher number of hours as required by the degree program, with a **cumulative GPA of 2.0 or higher in all courses**;
- Complete the **college residency requirement**, which is a minimum of **25 percent of credits of the program at Florida Gateway College**, before graduation;
- Fulfill all **financial obligations** to the College.

## About the Graduation Requirements

### General Education Requirements

Satisfactorily complete a total of 36 credit hours in general education coursework, including one general education state core course from each of the general education subject areas.

In accordance with State Board of Education Rule 6A-14.0303, students entering a Florida College System institution in the Fall 2015 term or thereafter must complete at least one core course from each of the general education subject areas for a total of 15



credit hours prior to the award of a bachelor's degree. For additional information, please visit the General Education section of the catalog.

### **Foreign Language Competency**

Students are required to demonstrate foreign language competency before earning an A.A. or bachelor's degree. For additional information, please visit the State Requirements for Degree Programs section of the catalog.

### **Civic Literacy Requirement**

Prior to the award of an A.A. or bachelor's degree, students initially entering a Florida College System (FGC) institution in the Fall 2021 term and thereafter must meet civic literacy requirements as outlined by State Board of Education Rule 6A-10.02413. For additional information, please visit the State Requirements for Degree Programs section of the catalog.

## **Bachelor of Science and Bachelor of Applied Science Degree Programs**

### **Business Administration, B.S.**

**Banner Code: BBA**

***Bachelor of Science***

(120 credit hours)

**State Mathematics Pathway: Algebra through Calculus**

The Bachelor of Science in Business Administration (BSBA) program is a comprehensive program designed to equip students with the essential skills, knowledge, and competencies required to thrive in diverse and dynamic business environments. The BSBA 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 BSBA program meets all requirements set by the state and is fully accredited.

The program curriculum provides a comprehensive education in business administration. Students are exposed to critical areas such as accounting, finance, marketing, management, operations, and business ethics. They also gain valuable critical thinking, problem-solving, communication, and teamwork skills. This program merges theoretical knowledge with practical applications, preparing students to navigate the complexities of the business world effectively.

### **Program Learning Outcomes**

1. Students will demonstrate a thorough understanding of fundamental business disciplines, including finance, marketing, operations, and management, enabling them to navigate and contribute effectively in diverse business environments.
2. Students will apply analytical, critical, and innovative thinking to identify problems, evaluate potential solutions, and make decisions that add value to organizations.
3. Students will exhibit proficiency in conveying ideas and information coherently, adapting their communication style to various business contexts, audiences, and technologies.
4. Students will demonstrate an understanding of the ethical considerations and social responsibilities inherent in business decision-making.
5. Students will identify the characteristics and roles of groups, teams, managers, and leaders.

### **Program Information**

Students with an A.S. degree in Business Administration will transition into the BSBA program already possessing foundational knowledge regarding the business environment, 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 business.

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

- Complete and submit a Baccalaureate Admission Application along with all required, supporting documents.
- Have a grade of C or better in all general education courses.
- Have a grade of C or better in all lower-level business administration courses

## Program Notes

In order to graduate with a B.S. degree in Business Administration, students must complete the following 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, and in the college catalog.
- Successfully complete all courses required for the program with a C or better.

## Lower-level Prerequisite Courses: 21 credit Hours

Prerequisite courses must be taken prior to admission to the program.

- CGS 1570 - Computer Applications
- MAC 1105 - College Algebra
- MAC 2233 - Survey of Calculus
- ECO 2013 - Macroeconomics
- ECO 2023 - Microeconomics
- ACG 2021 - Introduction to Financial Accounting
- ACG 2071 - Introduction to Managerial Accounting

## Lower-level Pre or Corequisite courses: 36 Credit Hours

Choose the pathway that matches the lower-level degree previously earned.

### Associate in Arts Degree Pathway

Lower-level prerequisites included in the AA degree: 24 Credit Hours

- AMH 2010 United States History to 1877, AMH 2020 - United States History from 1877 **or** POS 1041 - American Government
- ENC 1101 - Freshman Composition I
- STA 2023 - Elementary Statistics
- Any General Education SPC or ORI prefixed course
- General Education Core Humanities course
- Any other General Education Humanities course
- General Education Core Natural Science course
- Any other General Education Science course

Courses below may be taken as corequisites: 12 Credit Hours

- BUL 2241 - Business Law I
- GEB 2214 - Business Communications
- MAN 2300 - Introduction to Human Resources Management
- MAR 2011 - Principles of Marketing

### Associate in Science Degree Pathway

Lower-level prerequisites included in the AS degree: 24 Credit Hours

- AMH 2010 United States History to 1877, AMH 2020 - United States History from 1877 **or** POS 1041 - American Government
- BUL 2241 - Business Law I
- ENC 1101 - Freshman Composition I
- GEB 2214 - Business Communications

- MAN 2300 - Introduction to Human Resources Management
- MAR 2011 - Principles of Marketing
- General Education Core Humanities course
- General Education Core Natural Science course

Courses below may be taken as corequisites: 12 Credit Hours

- STA 2023 - Elementary Statistics
- Any General Education Humanities course
- Any General Education Science course
- Any General Education SPC or ORI prefixed course

### **Lower Division Courses: 15 credit Hours**

Lower level (1000-2999) courses earned from an AA or AS degree

Semester sequence may vary based on full- or part-time status and term of entry.

### **First Semester Core Courses: 15 Credit Hours**

(Corequisite course options vary based upon the associate's degree previously awarded. Choose from the pathway listed above.)

- ENT 3004 - Principles of Entrepreneurship
- MAN 3240 - Organizational Behavior
- MAN 3025 - Concept of Management
- Lower-level corequisite course
- Lower-level corequisite course

### **Second Semester Core Courses: 15 Credits**

(Corequisite course options vary based upon the associate's degree previously awarded. Choose from the pathway listed above.)

- GEB 3213 - Business Writing
- FIN 3403 - Business Finance
- MAN 3353 - Managerial Theory
- Lower-level corequisite course
- Lower-level corequisite course

### **Third Semester Core Courses: 15 Credits**

- ACG 4173 - Managerial Financial Analysis
- GEB 3434 - Ethical Issues for Business Leaders
- MAN 3583 - Project Management
- MAN 4301 - Human Resources Management
- MAR 3023 - Marketing Management

### **Fourth Semester Core Courses: 15 Credits**

- BUL 4310 - Legal Environment of Business
- MAN 4120 - Leadership Challenges and Supervision
- MAN 4162 - Customer Relations for Managers
- MAN 4504 - Operations Management
- MAN 4720 - Strategic Management

Total Degree Requirements: 120 Credit Hours

## Early Childhood Education, B.S.

### Banner Code: BEC

Bachelor of Science

(120 credit hours)

### State Mathematics Pathway: Mathematical Thinking in Context

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) will need additional lower-level early childhood education classes\* as they progress through the BEC program. (\*The four lower-level early childhood education classes are designated as either a pre-requisite or co-requisite to an upper-level class.)

The Early Childhood Education, B.S. degree is accredited by the Commission on the Accreditation of Early Childhood Higher Accreditation Programs of the National Association for the Education of Young Children. The current accreditation term runs from March 2022 through March 2029.

### 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 and community connections.
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.

### Program Information

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

- Complete and submit to the online Admission Application, as a baccalaureate student, along with all required, supporting documents.
- 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
- The application can be found at: [www.fgc.edu/academics/programs/education/early-childhood-education-b-s.html](http://www.fgc.edu/academics/programs/education/early-childhood-education-b-s.html).
- 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.

### Program Notes

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.

## **Required Courses**

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

### **Lower-level pre- or co-requisites: 12 Credit Hours**

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

- EEC 1001 - Introduction to Early Childhood Education (Should be taken before or concurrently with EEC 3704.)
- EEC 1309 - Early Childhood Education Foundations (Should be taken before or concurrently with EEC 4706.)
- EEC 1601 - Child Study (Should be taken before or concurrently with EEX 4201.)
- EEC 2949 - Internship-Child Development (Should be taken before or concurrently with EEC 3400.)

### **General Education Requirements: 36 Credit Hours**

- 36 credit hours General Education Requirements

(It is recommended that MGF 1130 is chosen to satisfy the general education core mathematics requirement for the program.)

### **Lower-level electives: 24 Credit Hours**

- 1000 - 2999 courses

### **First Year Fall Core Courses: 12 Credit Hours**

- EEC 3704 - Education and Development of Young Children
- EEC 3511 - Infant and Toddler Curriculum
- EEC 3214 - Early Childhood Education Learning Environment & Strategies
- EEX 4201 - Young Children with Special Needs

### **First Year Spring Core Courses: 12 Credit Hours**

- EEC 3301 - Instructional Practices
- LAE 3405 - Children's Literature in Early Childhood Education
- EEC 4211 - Integrated Math and Science in Early Childhood
- EEC 4706 - Language Development

### **Second Year Fall Core Courses: 12 Credit Hours**

- EEC 3320 - Principles and Methods for Teaching Early Childhood Social Studies
- EEC 4227 - Creative Arts for Preschool Education/Field Experience
- EEC 3731 - Health, Nutrition and Safety of Young Children
- EEC 4661 - Early Childhood Education Theory and Practice

### **Second Year Spring Core Courses: 12 Credit Hours**

- EEX 3603 - Positive Behavioral Supports in Inclusive Early Childhood Settings
- EEC 4613 - Assessment and Evaluation of Young Children
- EEC 3400 - Parents as Teachers/Field Experience
- EEC 4940 - Internship Early Childhood/Field Experience

Early Childhood Education, B.S. Total 120 Credit Hours

## Elementary Education, B.S.

**Banner Code: BEE**

Bachelor of Science

(120 credit hours)

**State Mathematics Pathway: Statistical Reasoning**

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 standards-based instruction and assessments to guide teaching practice.
4. Graduates will demonstrate professional responsibility and ethical conduct.

### Program Information

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

- Acceptance to Florida Gateway College as a degree-seeking student with all required admissions documents received by Enrollment Services.
- Completion of an Associate in Arts (AA) degree from a regionally-accredited college or university.
- A grade point average of at least 2.5 on a 4.0 scale for postsecondary work.
- 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.*

### Program Notes

#### 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.

### Required Courses

#### Lower-Level Courses Required for the Program:

- 36 credit hours General Education Requirements\*
- 3 credit hours **EDF 1005 - Introduction to the Teaching Profession**
- 21 credit hours electives

\*It is recommended that STA 2023 - Elementary Statistics - is chosen to satisfy the general education core mathematics requirement for the program.

Upper Division Courses: 60 credit hours

- EDE 3223 - Integrating Art, Music and Physical Education
- EDF 3115 - Child Development for Inclusive Education
- EEX 3294 - Differentiated Instruction
- MAE 3310 - Teaching Mathematics in Elementary School
- RED 3309 - Teaching Early and Emergent Literacy
- EDE 3941 - Elementary Education Pre-Internship I
- SCE 3310 - Teaching Science in Elementary School
- LAE 3414 - Children's Literature in Elementary Education
- TSL 3080 - Foundations of Teaching ESOL
- MAE 3312 - How Children Learn Math
- SSE 3312 - Teaching Social Science in Elementary School
- EDE 3942 - Elementary Education Pre-Internship II
- TSL 4081 - TESOL Issues and Practice
- RED 4318 - Teaching Reading in Intermediate Grades
- EDE 4943 - Elementary Education Pre-Internship III
- EDF 4603 - Critical Issues in Classroom Management, Ethics, Law, and Safety
- EDE 4302 - Engineering for Elementary Learners
- EDG 4410 - Classroom Management
- EDE 4936 - Senior Seminar in Elementary Education
- EDE 4945 - Senior Internship in Elementary Education
- RED 4940 - Internship in Reading

Elementary Education, B.S. Total 120 Credit Hours

## **Nursing, B.S.**

**Banner Code: BSN**

Bachelor of Science

(121 credit hours)

**State Mathematics Pathway: Statistical Reasoning**

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.ccneaccreditation.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.

## Program Information

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

- Complete and submit 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 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

## Program Notes

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.

## Required Courses

Courses marked with an asterisk (\*): Semester sequence may vary based on full or part-time status and fall or spring entry.



### **Lower Division Nursing Courses: 42 Credit Hours**

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

### **Lower-level pre- or co-requisites: 48 Credit Hours**

Prerequisite courses must be completed before taking any 3000 or 4000 level NUR courses. Up to 9 credits of the courses indicated may be taken as a corequisite.

- BSC 2085 - Anatomy and Physiology I
- BSC 2085L - Anatomy and Physiology I Lab
- BSC 2086 - Anatomy and Physiology II
- BSC 2086L - Anatomy and Physiology II Lab
- ENC 1101 - Freshman Composition I
- ENC 1102 - Freshman Composition II (may be taken as a corequisite)
- DEP 2004 - Human Growth and Development
- HUN 1201 - Human Nutrition
- MCB 2010 - Microbiology
- MCB 2010L - Microbiology Lab
- PSY 2012 - General Psychology I
- Any Gen Ed SPC course 3 credits (may be taken as a corequisite)
- STA 2023 - Elementary Statistics
  
- MAC 1105 - College Algebra **or**
- MGF 1130 - Mathematical Thinking **or**
- MGF 1131 - Mathematics in Context
  
- SYG 1000 - Introduction to Sociology **or**
- SYG 1310 - Human Relations **or**
- SYG 1320 - Deviant Behavior **or**
- SYG 2300 - Introduction to Social Psychology **or**
- SYG 2430 - Marriage and the Family
  
- Complete one General Education Core Humanities course from the list:
  - ARH 1000, HUM 2020, LIT 2000, MUL 2010, PHI 2010, or THE 2000 **3 credits**
- Complete a second General Education Humanities course **3 credits**
  
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government
- (AMH 2010, AMH 2020 or POS 1041 may be taken as a corequisite) (must also pass Civic Literacy Exam)

### **First Semester Core Courses: 12 Credit Hours**

- NUR 3846 - Nursing Theory
- NUR 3125 - Pathophysiology
- NUR 3164 - Nursing Research and Informatics
- NUR 4837 - Health Care Policy and Economics

### **Second Semester Core Courses: 12 Credit Hours**

- NUR 3826 - Ethical and Legal Issues in Health Care
- NUR 4655 - Nursing in Diverse Cultures

- NUR 3145 - Pharmacology
- NUR 3065C - Nursing Assessment with Clinical

### **Third Semester Core Courses: 7 Credit Hours**

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

Nursing, B.S. Total 121 Credit Hours

## **Water Resources Management, B.A.S.**

**Banner Code: WRM**

Bachelor of Applied Science

(121 credit hours)

**State Mathematics Pathway: Algebra through Calculus**

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.

### **Program Information**

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 a Baccalaureate Admission Application along with all required, supporting documents.
- Have a grade of "C" or better in all general education courses.

### **Program Notes**

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.

## **Required Courses**

### **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

**AND** the remaining credit hours of any of the following courses, for a total of 15 credit hours:

- EVR 1001 - Introduction to Environmental Science
- EVR 1001L - Introduction to Environmental Science Lab
- EVS 1026C - Chemistry and Biology of Natural Waters
- EVS 2005 - Treatment of Water and Wastewater
- EVS 2891 - Hydrology and Quality of Water
- EVS 2893C - Environmental Sampling and Analysis I
- EVS 2894C - Environmental Sampling and Analysis II
- SWS 1102 - Soil Science
- EVS 2930 - Special Topics: Wastewater Treatment Operator C Course
- EVS 2931 - Special Topics: Water Treatment Operator C Course
- EVS 2942L - Environmental Science Technology Practicum

### **General Education Requirements: 36 Credit Hours**

- Communications - 9 credit hours
- Mathematics (Must be MAC 1105 or higher) - 3 credit hours
- Mathematics (Any other General Education Mathematics course) - 3 credit hours
- Humanities - 6 credit hours
- Social Science - 6 credit hours
- Science - 6 credit hours
- Science or Social Science - 3 credit hours

### **Lower-level electives: 28 Credit Hours**

- 1000 - 2999 courses

### **Required WRM Courses: 21 Credit Hours**

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

### **Water Resources Course Electives: 9 Credit Hours**

(May take any combination of the following courses)

- EVS 3043 - Introduction to Water Resources
- EVS 3113 - Water Technologies
- EVS 3044 - Water Resource with Application in GIS

- EVS 4882 - Environmental Decision Making
- EVS 4813 - Control of Waterborne Diseases
- EVS 3144 - Wastewater Treatment Operator, Level B
- EVS 3345 - Water Treatment Operator, Level B

### **Management Course Electives: 9 Credit Hours**

(May take any combination of the following courses)

- EVR 4032 - Environmental Ethics
- MAN 4402 - Human Resources Management Law and Employee Relations
- MNA 3037 - Project Management and Planning
- PAD 4052 - Public Management Practices
- MNA 4563 - The Utility Manager, Level A

### **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

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

# Associate in Arts Degree

## Degree Overview

The Associate in Arts (A.A.) degree at Florida Gateway College (FGC) provides students with a strong foundation in general education coursework and various electives in the liberal arts and sciences. The A.A. degree represents the freshman and sophomore years of a four-year bachelor's degree. A.A. students learn to communicate clearly; think critically; apply quantitative and scientific reasoning skillfully; use information effectively and ethically; and demonstrate cultural awareness relative to the human experience. FGC offers a wide range of courses designed to prepare students to transfer successfully to a bachelor's program at another college or university or to one of FGC's bachelor's programs.

## Program Admission Requirements

To be admitted to the A.A. degree program, a student must satisfy the following requirements:

- Have a high school diploma, high school equivalency diploma (e.g., GED®), or completed an approved home education program;
- Submit an admission application to FGC;
- Take a college placement test unless exempt by State Board of Education Rule 6A-10.0315. (For additional information, please visit the Testing, Advising, & Registration section of the catalog.)

## Graduation Requirements

To graduate with an A.A. degree from FGC, students must fulfill the following requirements:

- Fulfill **general education requirements (36 credit hours)**, including **general education core courses**, and **elective courses (24 credit hours)** to complete a **minimum of 60 credit hours**;
- Complete **12 credit hours of Gordon Rule writing courses** and **6 credit hours of Gordon Rule math courses** with a grade of C or better as part of the general education requirements;
- Demonstrate **competence in oral communication**;
- Demonstrate **competence in computer literacy**;
- Demonstrate **foreign language competency**;
- Complete **civic literacy requirements**;
- Earn a **cumulative GPA of 2.0** in all college credit courses;
- Complete the **college residency requirement**, which is a minimum of **25 percent of credits of the program at Florida Gateway College**, before graduation;
- Fulfill all **financial obligations** to the College.

## About the Graduation Requirements

### General Education Requirements

- Satisfactorily complete a total of **36 credit hours in the general education areas below**. **Complete one general education state core course in each of the general education areas** (see the General Education Core Requirements section for additional information.)
  - Communications: 9 credit hours
  - Mathematics: 6 credit hours
  - Natural Sciences: 6 credit hours
  - Social and Behavioral Sciences: 6 credit hours
  - Humanities: 6 credit hours
  - "Student Choice" General Education Course: 3 credit hours

### General Education Core Requirements

In accordance with Rule 6A-14.0303, F.A.C., students entering a Florida College System institution in the Fall 2015 term or thereafter 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 Education Core Course Options

Please visit the General Education section of the catalog to view a list of the general education core course options.

## Gordon Rule Courses

To graduate with an A.A. degree, students must complete all "Gordon Rule" writing and mathematics courses with a grade of C or better. Please visit the General Education section of the catalog to learn more about the Gordon Rule.

## Electives

In addition to 36 credit hours of general education coursework, the A.A. degree requires that students complete 24 credit hours of coursework classified as Associate in Arts transferable electives (AATR). Electives are prerequisite, background, or specialization courses required for junior and senior year coursework. With the assistance of an academic advisor, students should determine their electives based on their intended transfer major and institution. Any general education credit hours over 36 will be applied as elective credit. Courses designated as "AATR" in the Course Descriptions section of this catalog are acceptable A.A. electives.

## Competence in Oral Communication

FGC requires A.A. students to demonstrate oral communication competency. Competency is defined as the ability to observe, organize, demonstrate, interpret, and evaluate 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: SPC 1017 Oral Communications or SPC 2608 Public Speaking.

## Competency in Computer Literacy

Associate degree-seeking students are required to demonstrate computer competency by completing the computer competency course within Canvas. Alternatively, students can fulfill this requirement by earning a grade of C or higher in one of the following courses:

- Any fully online course;
- SLS 1105 - Strategies for College Success, which has a module on Succeeding in Online Courses;
- CGS 1570 - Computer Applications

Students are strongly encouraged to **complete the computer competency during the first semester** of enrollment and before registering for the second semester.

## Foreign Language Requirement

Students are required to demonstrate foreign language competency before earning an A.A. or bachelor's degree. For additional information, please visit the State Requirements for Degree Programs section of the catalog.

## Civic Literacy Requirement

Prior to the award of an A.A. or bachelor's degree, students initially entering a Florida College System (FCS) institution in the Fall 2021 term or thereafter must meet civic literacy requirements as outlined by State Board of Education Rule 6A-10.02413. For additional information, please visit the State Requirements for Degree Programs section of the catalog.

## 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.

To graduate with an A.A. degree, students must complete 36 credit hours of general education coursework and 24 credit hours of electives. Additionally, students must complete at least one state core course from each of the five general education subject areas (Communications, Mathematics, Natural Sciences, Social and Behavioral Sciences, and Humanities).

### **General Education (36 credit hours)**

Students will select 36 credit hours of general education courses, designated for "GE" credit, from the five broad subject areas below. Students must choose at least one state core course, designated for "GEC" credit, in each of the five areas for a total of 15 credit hours. **An asterisk (\*) after the course represents a state general education core course.**

### **Area 1: Communications (9 college hours)**

Complete three communications courses: one from Group 1: State Core Communications, one from Group 2: FGC Written Communications, and one from Group 3: FGC Oral Communications.

Choose one course from each group.

#### **Group 1: State Core Communications (3 credit hours)**

- ENC 1101 - Freshman Composition I \*

#### **Group 2: FGC Written Communications (3 credit hours)**

- ENC 1102 - Freshman Composition II
- ENC 1141 - Writing About Literature
- CRW 2001 - Creative Writing

#### **Group 3: FGC Oral Communications (3 credit hours):**

- SPC 2608 - Public Speaking
- SPC 1017 - Oral Communications
- Any General Education SPC or ORI prefixed course

### **Area 2: Mathematics (6 credit hours)**

Complete two mathematics courses: one from Group 1: State Core Mathematics and one from Group 2: FGC Mathematics.

#### **Group 1: State Core Mathematics (3 credit hours)**

Choose one course from the following list based on the math requirements for your intended transfer major.

- MAC 1105 - College Algebra \*
- MAC 2311 - Calculus I \*
- MGF 1130 - Mathematical Thinking \*
- STA 2023 - Elementary Statistics \*

#### **Group 2: FGC Mathematics (3 credit hours)**

Choose one (or select another state core math course from Group 1) based on the math requirements for your intended transfer major.

- MAC 1114 - Trigonometry
- MAC 1140 - Precalculus
- MAC 2312 - Calculus II
- MAC 2313 - Calculus III
- MAC 2233 - Survey of Calculus
- MAP 2302 - Elementary Differential Equations
- MGF 1131 - Mathematics in Context

### Area 3: Natural Sciences (6 credit hours)

Choose Option 1 or Option 2 to fulfill the Natural Sciences requirement.

#### Option 1

Complete two science courses: one from Group 1: State Core Science and one from Group 2: FGC Science. At least one course must have a lab component, designated with a "C" or "L" suffix (for example, BSC 2010C or CHM 2045/CHM 2045L). Students are strongly encouraged to take one course from the biological sciences and one course from the physical sciences.

#### Group 1: State Core Science (3 credit hours)

Choose one of the following options.

##### Biological Sciences

- BSC 1005 - Biological Principles for NonMajors \*
- BSC 2010C - General Biology I with Lab \*
- BSC 2085 - Anatomy and Physiology I \*

##### Physical Sciences

- AST 1002 - Astronomy \*
- CHM 2045 - General Chemistry I \*
- EVR 1001 - Introduction to Environmental Science \*
- PHY 1020 - Essentials of Physics \*
- PHY 2048C - General Physics with Calculus I \*
- PHY 2053C - General Physics I \*
- ESC X000 - Introduction to Earth Science\* (transfer only; not offered at FGC)
- GLY X010 - Introduction to Geology\* (transfer only; not offered at FGC)
- OCE X001 - Introduction to Oceanography\* (transfer only; not offered at FGC)

#### Group 2: FGC Science (3 credit hours)

Choose one from options listed below, or select another state core science course from options listed above.

##### Biological Sciences

- BOT 1000 - Principles of Plant Growth
- BOT 2010C - Botany I
- MCB 2010 – Microbiology
- Any General Education BSC prefixed course

##### Physical Sciences

- GLY 1001 - Earth Science
- PSC 1341 - Physical Science
- Any General Education AST, CHM, EVR, or PHY prefixed course

#### Option 2

Complete one of the following combinations of science courses. This option is for students whose intended transfer major and institution require a sequence of science courses in the same subject area (i.e., anatomy and physiology, biology, chemistry, or physics).

- BSC 2010C - General Biology I with Lab **and**
- BSC 2011C - General Biology II with Lab
- BSC 2085 - Anatomy and Physiology I **and**
- BSC 2085L - Anatomy and Physiology I Lab **and**
- BSC 2086 - Anatomy and Physiology II **and**



- BSC 2086L - Anatomy and Physiology II Lab
- CHM 2045 - General Chemistry I **and**
- CHM 2045L - General Chemistry I Lab **and**
- CHM 2046 - General Chemistry II **and**
- CHM 2046L - General Chemistry II Lab
- PHY 2048C - General Physics with Calculus I **and**
- PHY 2049C - General Physics with Calculus II
- PHY 2053C - General Physics I **and**
- PHY 2054C - General Physics II

#### **Area 4: Social and Behavioral Sciences (6 credit hours)**

Complete two social and behavioral science courses: one from Group 1: State Civic Literacy Course and one from Group 2: FGC

##### **Social and Behavioral Sciences.**

##### **Group 1: State Civic Literacy Course (3 credit hours)**

Choose one.

- AMH 2010 - United States History to 1877 \*
- AMH 2020 - United States History from 1877 \*
- POS 1041 - American Government \*

##### **Group 2: FGC Social and Behavioral Sciences (3 credit hours)**

Choose one. This group also includes state core options. Students interested in taking another course from Group 1 may do so for their "student choice" general education course or as an elective course.

##### **Social Sciences**

- ECO 2013 - Macroeconomics \*
- ECO 2023 - Microeconomics
- WOH 2012 - World History I
- WOH 2022 - World History II

##### **Behavioral Sciences**

- DEP 2001 - Child Development
- DEP 2004 - Human Growth and Development
- PSY 2012 - General Psychology I \*
- SYG 1000 - Introduction to Sociology

#### **Area 5: Humanities (6 credit hours)**

Complete two humanities courses: one from Group 1: State Core Humanities and one from Group 2: FGC Humanities.

##### **Group 1: State Core Humanities (3 credit hours)**

Choose one.

- ARH 1000 - Art Appreciation and Introduction to Visual Arts \*
- HUM 2020 - Introduction to Humanities \*
- LIT 2000 - Introduction to Literature \*
- MUL 2010 - Music Appreciation \*
- PHI 2010 - Introduction to Philosophy \*

- THE 2000 - Theatre Appreciation \*

## **Group 2: FGC Humanities (3 credit hours)**

Choose one from options below or select another state core humanities course from above.

### **Art or Music History**

- ARH 2050 - Art History: Prehistory to Gothic
- ARH 2051 - Art History: Renaissance to Modern
- MUH 2019 - History of American Popular Music

### **World Humanities**

- HUM 2210 - World Humanities: Prehistory to the 14th Century
- HUM 2230 - World Humanities: The 14th to the 20th Century
- HUM 2250 - Contemporary World Humanities
- HUM 2310 - Mythology in the Arts

### **Literature**

- AML 2010 - American Literature I
- AML 2020 - American Literature II
- ENL 2012 - British Literature I
- ENL 2022 - British Literature II
- LIT 2110 - World Literature I
- LIT 2120 - World Literature II

### **Philosophy**

- PHI 1100 - Introduction to Logic
- PHI 2600 - Ethics

### **Religion**

- REL 2210 - Religious Thought in the Old Testament
- REL 2246 - Religious Thought in the New Testament
- REL 2300 - Intro to World Religions

## **"Student Choice" General Education Course (3 credit hours)**

Choose a general education course based on your intended transfer major and academic interests.

## **Electives (24 semester hours)**

Students will select 24 credit hours of A.A. transfer courses, designated for "AATR credit". These must be individually determined based upon factors such as future intended baccalaureate degree program, the student's transfer goals, or transfer institution. 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 taken to fulfill the foreign language requirement will count for elective credit.

To view the list of elective courses offered at FGC, visit the AA Transferable Courses section in the catalog.

### **Suggested Sequence of Courses**

Please see the degree pathways by meta-major for suggested sequences of courses for full-time and part-time A.A. students.

Associate in Arts A.A. Total 60 Credit Hours

## Articulation with Florida Universities

### 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 A.A. degree is the freshman and sophomore years of a four-year bachelor's degree. Florida Gateway College offers a wide range of pre-professional courses designed to prepare students to transfer to baccalaureate programs.

The transfer articulation agreement between Florida State University System (SUS) and Florida College System (FCS) institutions allows each FCS institution to develop its own general education requirements and determine which electives are allowed for the granting of the A.A. degree. A student who completes the general education program at an FCS institution will not be required to complete other general education requirements at another college or university.

**A student should realize that upper division institutions 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 they expect 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 prerequisites to bachelor's degree programs.**

A student who has determined a program of study should become thoroughly familiar with the requirements for admission into that program at the college or university to which they plan 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.

- Arts, Humanities, Communication and Design
- Business
- Education
- Health Sciences
- Industry/Manufacturing and Construction
- Public Safety
- Science, Technology, Engineering, and Mathematics
- Social and Behavioral Sciences and Human Services

### 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

## Degree Overview

The Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees are designed for students seeking training in business, health, technical, industrial, or public service fields. FGC offers approximately twenty (20) A.S. and A.A.S. degrees that prepare students for exciting careers in North Central Florida and beyond.

Students interested in the A.S. and A.A.S. degrees are required to meet all general admission requirements and any special program admission requirements. Students should also achieve acceptable scores on any required college placement examinations.

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

## Admissions Requirements

Students wishing to apply to an A.S. or A.A.S. program should visit the Admissions section of this catalog for information about general college admissions. Certain associate in science programs are designated as limited access. However, a student is cautioned that acceptance into selective college programs is done officially by the specific instructional department and not the admissions office.

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

The A.S. degree and A.A.S. degree students are required to complete a placement exam, if not exempt by State Board of Education Rule 6A-10.0315. Students who do not achieve minimum scores will be required to take developmental education classes in reading, writing, and math as well as SLS 1105 - Strategies for College Success. Developmental education classes will not count toward completion of an academic degree.

Many of the A.S. and A.A.S. degree programs have limited or special admissions requirements. A student should not assume guaranteed admittance because they have completed recommended or required prerequisites.

Students are strongly encouraged to contact the instructional department concerning the guidelines and requirements for full acceptance into the A.S. or A.A.S. degree program.

Students will be officially notified, in writing, of their acceptance into a particular program.

## Graduation Requirements

To graduate with an A.S. or A.A.S. degree from FGC, students must fulfill the following requirements:

- Complete the **program requirements** as outlined in the program section of the catalog;
- Complete at least **15 credit hours of general education core course requirements** as part of the A.S. or A.A.S. programs;
- Complete the College's **Gordon Rule writing and math courses** with a grade of C or higher as part of the general education requirements;
- Demonstrate competence in **computer literacy**;
- Complete the **civic literacy requirement**;
- Maintain a **cumulative GPA of 2.0 or higher**;
- Complete the **college residency requirement**, which is a minimum of **25 percent of credits of the program at Florida Gateway College**, before graduation;
- Fulfill all **financial obligations** to the College.

## About the Graduation Requirements

### General Education Core Course Requirements

In accordance with State Board of Education Rule 6A-14.0303, A.S. and A.A.S. students entering a Florida College System institution in the Fall 2022 term or thereafter must complete at least one core course from each of the general education subject areas for a total of 15 credit hours prior to the award of an A.S. or A.A.S. degree. For additional information, please visit the General Education section of this catalog.

### Gordon Rule Courses

To graduate with an A.S. or A.A.S. degree, students must complete all "Gordon Rule" writing and mathematics courses with a grade of C or higher as part of the general education requirements. For additional information, please visit the General Education section of this catalog.

### Competence in Computer Literacy

Associate degree-seeking students are required to demonstrate computer competency by completing the computer competency course within Canvas. Alternatively, students can fulfill this requirement by earning a grade of C or higher in one of the following courses:

- Any fully online course;
- SLS 1105 - Strategies for College Success, which has a module on Succeeding in Online Courses;
- CGS 1570 - Computer Applications

Students are strongly encouraged to complete computer competency during the first semester of enrollment and before registering for the second semester.

### Civic Literacy Requirement

Prior to the award of an A.S. or A.A.S. degree, students initially entering a Florida College System (FCS) institution in the Fall 2022 term and thereafter must meet civic literacy requirements as outlined by State Board of Education Rule 6A-10.02413. For additional information, please visit the State Requirements for Degree Programs section of the catalog.

## Student Guarantee Program

Any A.S. 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 director/dean 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.

## **Associate in Science and Associate in Applied Science Programs**

### **Associate in Science**

#### **Agribusiness Management, A.S.**

**Banner Code: AGRB**

*Associate in Science*

(60 credit hours)

**State Mathematics Pathway - Statistical Reasoning**

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.

#### **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.

#### **Program Information**

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 an application to FGC,
- Take a placement test, if not exempt by state board of education rule 6A-10.0315.

### **Suggested Sequence of Courses**

#### **First Year**

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

\*It is recommended that STA 2023 - Elementary Statistics - is chosen to satisfy this requirement.

- BOT 1000 - Principles of Plant Growth **or**
- BOT 2010C - Botany I
- STA 2023 - Elementary Statistics \* **or**
- MAC 1105 - College Algebra **or**
- MGF 1130 - Mathematical Thinking



- GCO 1400C - Turfgrasses for Golf and Landscaping
- PLS 1021C - Applied Agricultural Chemistry
- SBM 2000 - Small Business Management

## **Second Semester: 15 Credit Hours**

- ORH 1517 - Landscape Plants
- SWS 1102 - Soil Science
- MAN 2021 - Principles of Management
- ENC 1101 - Freshman Composition I
- ACG 2021 - Introduction to Financial Accounting

## **Second Year**

### **First Semester: 15 Credit Hours**

- GCO 2431 - Golf and Landscape Irrigation
- GCO 2441 - Integrated Pest Management I
- BUL 2241 - Business Law I
- **General Education Humanities Course**
  - ARH 1000 - Art Appreciation and Introduction to Visual Arts **or**
  - HUM 2020 - Introduction to Humanities **or**
  - MUL 2010 - Music Appreciation **or**
  - PHI 2010 - Introduction to Philosophy
- **General Education Social Science Course**
  - AMH 2010 - United States History to 1877 **or**
  - AMH 2020 - United States History from 1877 **or**
  - POS 1041 - American Government

### **Second Semester: 15 Credit Hours**

- GCO 2442C - Integrated Pest Management II
- GCO 1402 - Turfgrass Science
- GCO 2601 - Materials Calculations
- GEB 1949 - Business Internship
- EVR 1001 - Introduction to Environmental Science
- EVR 1001L - Introduction to Environmental Science Lab

Total Degree Requirements: 60 Credit Hours

## **Biotechnology, A.S.**

**Banner Code: BIOT**

Associate in Science

(23 credit hours at FGC)

**State Mathematics Pathway: Algebra through Calculus**

This Biotechnology A.S. articulation agreement between Florida Gateway College (FGC) and Santa Fe College (SF) provides a pathway for students to take general education and prerequisite coursework with FGC and transfer to earn their associate in science degree in Biotechnology with SF.

## **Program Information**

For more information about the general education coursework, visit [www.fgc.edu](http://www.fgc.edu) and your academic advisor.

For more information regarding the associate in science program, visit the Biotechnology SF and Perry Center page. The following courses, which are part of the program, may be taken at FGC:

### **Semester 1 at FGC:**

- ENC 1101 - Freshman Composition I
- MAC 1105 - College Algebra
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government
- CHM 2045 - General Chemistry I **and**
- CHM 2045L - General Chemistry I Lab **or**
- BSC 2010C - General Biology I with Lab

### **Semester 2 at FGC:**

- STA 2023 - Elementary Statistics
- Any General Education Humanities Core course 3 credits
- MCB 2010 - Microbiology
- MCB 2010L - Microbiology Lab

Total Credits at FGC: 23

## **Business Administration, A.S.**

**Banner Code: BAVM**

Associate in Science

(60 credit hours)

**State Mathematics Pathway: Algebra through Calculus**

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.

### **Program Information**

- 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 1105 Strategies for College Success if placement scores are not at required levels or if not exempt by state board of education rule 6A-10.0315.

## **Suggested Sequence of Courses**

### **First Year**

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

- ENC 1101 - Freshman Composition I
- GEB 1011 - Introduction to Business
- MAN 2300 - Introduction to Human Resources Management
  
- MAC 1105 - College Algebra \* **or**
- STA 2023 - Elementary Statistics
  
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government

#### **Spring Semester: 15 Credit Hours**

- PHI 2010 - Introduction to Philosophy
- ACG 2021 - Introduction to Financial Accounting
- GEB 2214 - Business Communications
- MAR 2011 - Principles of Marketing
- ECO 2013 - Macroeconomics

### **Second Year**

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

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

#### **Spring Semester: 15-16 Credit Hours**

- ACG 2453 - Accounting Software Applications **or**
- TAX 2000 - Introduction to Federal Income Tax **or**
- MAC 2233 - Survey of Calculus
  
- Any Natural Science General Education Core course 3 credits
- CGS 1570 - Computer Applications
- BUL 2241 - Business Law I
  
- GEB 1949 - Business Internship **or**
- GEB 2930 - Special Topics in Business **and**
- ENT 1940 - Entrepreneurship Internship

### **Program Note**

\*For students intending to enter the B.S. in Business Administration program, MAC 1105 - College Algebra - should be chosen to satisfy this requirement.

Total Degree Requirements: 60 Credit Hours

# **Computer Information Technology, A.S.**

**Banner Code: CITN**

Associate in Science

(60 credit hours)

**State Mathematics Pathway: Algebra through Calculus**

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.

## **Program Information**

- Students must have all electives approved by a faculty advisor or division chairperson,
- Students must complete developmental education classes in English, writing, and math 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.

## **Suggested Sequence of Courses**

### **First Year**

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

- ENC 1101 - Freshman Composition I
- COP 2000 - Introduction to Programming
- COP 2830 - Basic Web Page Programming
- CTS 1170 - Foundations of Information Security
- CTS 1131 - Computer Essentials & Support

#### **Spring Semester: 15 Credit Hours**

- MAC 1105 - College Algebra
- CTS 1132 - Computer Repair and Maintenance
- CTS 1134 - Introduction to Networking
- COP 2501 - Intermediate Programming
  
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government

## **Second Year**

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

- CGS 2541 - Database Management
- CIS 1254 - Professional Development for IT
- CIS 2350 - Cybersecurity Analysis
- CTS 2321 - Linux Admin I
- Any General Education Humanities Core course 3 credits

### **Spring Semester: 12 Credit Hours**

- Any General Education Natural Science Core course 3 credits
- CIS 2940 - Computer Information Technology Internship
- CTS 2145 - Cloud Essentials
- CTS 2142 - Project Management
- CTS 2161 - Microsoft Windows Client or an approved elective

### **Program Elective Options: 3 Credit Hours**

- Any other CGS course
- Any other CET course
- Any other COP course
- Any other CTS course
- Any other CIS course

Total Degree Requirements: 60 Credit Hours

## **Computer Programming and Analysis, A.S.**

### **Banner Code: CPVM**

Associate in Science

(60 credit hours)

### **State Mathematics Pathway: Algebra through Calculus**

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.

### **Suggested Sequence of Courses**

#### **First Year**

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

- ENC 1101 - Freshman Composition I
- COP 2000 - Introduction to Programming
- CGS 1030 - IT Concepts

- COP 2830 - Basic Web Page Programming
- CTS 1170 - Foundations of Information Security

### **Spring Semester: 15 Credit Hours**

- Any General Education Natural Science Core course 3 credits
- Any General Education Humanities Core course 3 credits
- COP 2501 - Intermediate Programming
- CGS 2541 - Database Management
- COP 2851 - Designing Web Pages

## **Second Year**

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

- COP 2334C - Beginning C++ Programming
- COP 2800 - JAVA
- COP 2801 - JavaScript
- CIS 2619 - Designing Secure Software
- MAC 1105 - College Algebra

### **Spring Semester: 15 Credit Hours**

- CTS 2445 - SQL Programming
- COP 2660 - Programming for Mobile Devices
- COP 2802 - Intermediate Java
- Any Approved Elective 3 credits
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government

### **Program Electives**

- CIS 2940 - Computer Information Technology Internship
- Any other CGS course
- Any other CET course
- Any other COP course
- Any other CTS course
- Any other CIS course
- Any other CNT course

Total Degree Requirements: 60 Credit Hours

## **Criminal Justice, A.S.**

**Banner Code: CRJL**

*Associate in Science*

(60 credit hours)

**State Mathematics Pathway: Mathematical Thinking in Context**

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.

## **Program Information**

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.

Students may substitute alternatives for general education courses with the consent of their advisors.

## **Suggested Sequence of Courses**

### **First Year**

#### **First Semester: 15 Credit Hours**

- ENC 1101 - Freshman Composition I
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government
- PSY 2012 - General Psychology I **or**
- SYG 1000 - Introduction to Sociology
- CCJ 1020 - Introduction to Criminal Justice
- CCJ 2010 - Introduction to Criminology

#### **Second Semester: 15 Credit Hours**

- SPC 1017 - Oral Communications **or**
- SPC 2608 - Public Speaking
- AST 1002 - Astronomy **or**
- BSC 2010C - General Biology I with Lab **or**
- BSC 2085 - Anatomy and Physiology I **or**
- EVR 1001 - Introduction to Environmental Science
- CJL 2101 - Criminal Law
- CJC 1000 - Introduction to Corrections
- Criminal Justice Elective (CO) 3 credits

## Second Year

### First Semester: 15 Credit Hours

- MGF 1130 - Mathematical Thinking \* or
- MAC 1105 - College Algebra
- CJL 2001 - Criminal Law and Process
- CJJ 2002 - Introduction to Juvenile Justice System
- Criminal Justice Elective (CO) 3 credits
- Criminal Justice Elective (CO) 3 credits

### Second Semester: 15 Credit Hours

- Any General Education Humanities Core course 3 credits
- CJE 2600 - Fundamentals of Criminal Investigation
- CJL 2062 - Constitutional Law
- Criminal Justice Elective (CO) 3 credits
- Criminal Justice Elective (CO) 3 credits

### Program Electives

(15 credit hours required)

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

### Program Notes

\* It is recommended that MGF 1130 - Mathematical Thinking - is chosen to satisfy this requirement.

Total Degree Requirements: 60 Credit Hours

## Cybersecurity A.S.

**Banner Code: CYSC**

Associate in Science

(60 credit hours)

**State Mathematics Pathway: Algebra through Calculus**

The two-year Cybersecurity A.S. degree prepares students in detection, containment, and remediation of IT threats. Students will learn to monitor networks and applications to identify cyber-attacks or intrusions, help coordinate and report on cyber incident responses, perform analysis and trends of security log data, provide Incident Response (IR) support, and conduct threat and vulnerability analyses.

### Program Learning Outcomes

1. Demonstrate an understanding of cybersecurity foundations and principles.
2. Identify threats and vulnerabilities using proactive threat intelligence to manage organizational security and vulnerability activities.
3. Utilize various solution software applications to secure and manage network infrastructures.
4. Apply security concepts for risk mitigation and learn the importance of frameworks, policies, procedures, and controls.



5. Analyze security monitoring data and apply configuration changes to existing controls to improve security.
6. Implement appropriate procedures, check potential indicators of security compromises and vulnerabilities, and apply basic digital forensics techniques for incident response.
7. Demonstrate an understanding of access control systems and methodology.
8. Explain legal and ethical issues related to cybersecurity.
9. Demonstrate effective communication and soft skills.

## **Program Information**

Students who successfully complete this Associate in Science degree are exposed to the competencies included in the following industry certifications: CompTIA's A+, Network+, Security+, Linux+, PenTest+, CySA+, and Cisco CyberOps Associate.

## **Program Requirements**

All Cybersecurity program core courses must be passed with a grade of "C" or better.

## **Suggested Sequence of Courses**

### **First Year**

#### **First Semester: 15 Credit Hours**

- COP 2000 - Introduction to Programming
- CTS 1131 - Computer Essentials & Support
- CTS 1170 - Foundations of Information Security
- ENC 1101 - Freshman Composition I
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government

#### **Second Semester: 15 Credit Hours**

- CNT 2414 - Computer & Network Security
- CGS 2541 - Database Management
- COP 2830 - Basic Web Page Programming
- CTS 1134 - Introduction to Networking
- MAC 1105 - College Algebra

### **Second Year**

#### **First Semester: 15 Credit Hours**

- CIS 1254 - Professional Development for IT
- CIS 2352 - Ethical Hacking
- CGS 2811 - Incident Response & Disaster Recovery
- Approved Elective 3 credits
- Any General Education Core Humanities Course 3 credits

#### **Second Semester: 15 Credit Hours**

- CIS 2350 - Cybersecurity Analysis
- CIS 2774 - Cyber Warfare
- CIS 2940 - Computer Information Technology Internship
- Approved Elective 3 credits
- Any General Education Core Natural Science Course 3 credits

## Program Electives

Students must choose two of the below courses to meet elective requirements for the Cybersecurity A.S. degree. Students entering the Risk Management field should take CTS 2314 and CTS 2318.

(6 credit hours required)

- CET 1600C - Cisco Network Fundamentals
- CTS 2314 - Network Defense & Countermeasures
- CTS 2318 - Risk Management
- CTS 2321 - Linux Admin I

Total Degree Requirements: 60 Credit Hours

## Digital Media and Design, A.S.

**Banner Code: DMDA**

*Associate in Science*

(60 credit hours)

**State Mathematics Pathway: Mathematical Thinking in Context**

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.

### 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.

### Program Information

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

### Suggested Sequence of Courses

#### First Year

**Fall Semester: 15 Credit Hours**

- ART 1201C - Design Fundamentals
- ENC 1101 - Freshman Composition I
- DIG 2000C - Intro to Digital Media ("*C*" or better)
- GRA 2151C - Computer Illustration with Illustrator ("*C*" or better)

- Social Science (3 credits) Please choose one:
  - AMH 2010 - United States History to 1877 **or**
  - AMH 2020 - United States History from 1877 **or**
  - POS 1041 - American Government

### **Spring Semester: 15 Credit Hours**

- ARH 1000 - Art Appreciation and Introduction to Visual Arts
- GRA 1103C - Graphic Design Basics ("*C*" or better)
- DIG 2109C - Digital Imaging with Photoshop ("*C*" or better)
- PGY 2801C - Digital Photography I ("*C*" or better)
- PHY 1020 - Essentials of Physics

## **Second Year**

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

- ART 1300C - Drawing I
- DIG 2500C - Fundamentals of Interactive Design
- DIG 2030C - Fundamentals of Digital Video
- DIG 2300C - Intro to 2D Animation
- Elective (3 credits)

### **Spring Semester: 15 Credit Hours**

- DIG 2580C - Digital Media Portfolio
- Math (3 credits) Please choose one:
  - MGF 1130 - Mathematical Thinking \* **or**
  - MAC 1105 - College Algebra
- Oral Communications (3 credits) Please choose one:
  - SPC 1017 - Oral Communications **or**
  - SPC 2608 - Public Speaking
- Elective (3 credits)
- Elective (3 credits)

### **Program 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

### **Program Note**

\*It is recommended that MGF 1130 - Mathematical Thinking - is chosen to satisfy this requirement.

Total Degree Requirements: 60 Credit Hours

## Early Childhood Education, A.S.

### Banner Code: EECE

Associate in Science

(60 credit hours)

### State Mathematics Pathway: Mathematical Thinking in Context

The Associate of Science Degree in Early Childhood Education prepares students for a variety of careers in the area of early childhood (birth - age 4). 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.

### 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 child development and learning.
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.

### Program Information

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.

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

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.

### Program Notes

- \*Staff Credential (formerly known as CDAE) meets requirements for EEC 1001, EEC 2300 and CHD 1220.
- \*\*Distance Learning Option Available.
- All courses must be passed with a C or better for credit toward degree completion.

### Recommended A.S. Early Childhood Education Electives or any general education transferable elective:

- EEC 2002 - Operating Early Childhood Facility\*\*
- EDF 2085 - Introduction to Diversity for Educators\*\*
- CHD 1339 - Motor Development and Play
- EDF 1005 - Introduction to the Teaching Profession

### Suggested Sequence of Courses

## **First Year**

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

- MGF 1130 - Mathematical Thinking
- CHD 1220 - Child Growth & Development: Infant & Preschool
- EEC 1309 - Early Childhood Education Foundations
- EEC 2300 - Cognitive Experiences for Young Children
- Approved Elective 3 credits

### **Spring Semester: 12 Credit Hours**

- ENC 1101 - Freshman Composition I
- EEC 1001 - Introduction to Early Childhood Education
- EEC 1600 - Guiding the Young Child
  
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government

### **Summer Semester: 9 Credit Hours**

- EEC 1734 - Health, Safety, and Nutrition for Young Children \*\*
- EEX 2013 - Special Needs in Early Childhood Education
  
- CHD 1312 - Infants and Toddlers **or**
- EDF 1005 - Introduction to the Teaching Profession

## **Second Year**

### **Fall Semester: 12 Credit Hours**

- Any General Education Core Humanities Course 3 credits (Must be passed with a C or better)
- EEC 1601 - Child Study \*\*
- EEC 2200 - Curriculum Overview
- Any PSY or SYG course 3 credits

### **Spring Semester: 12 Credit Hours**

- Any General Education Core Natural Science course
- EEC 2401 - Home and Community
- Approved Elective 3 credits
- EEC 2949 - Internship-Child Development

Total Degree Requirements: 60 Credit Hours

## **Emergency Medical Services Technology, A.S.**

### **Banner Code: EMSA**

Associate in Science

(73 credit hours)

### **State Mathematics Pathway: Algebra through Calculus**

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

- Students will perform patient care procedures within their defined scope of practice during the clinical setting.
- 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.
- Students will demonstrate professional behaviors in the classroom and clinical environments.

## Program Information

This is a **limited** access program. A student should not assume assured admission until officially notified by the EMS Program Coordinator.

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.

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 II. 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.

## Suggested Sequence of Courses

### First Year

#### First Semester: 16 Credit Hours

- EMS 1119 - Emergency Medical Technician
- EMS 1119L - Emergency Medical Technician Lab
- EMS 1431C - EMT Hospital/Field Experience
- BSC 2085 - Anatomy and Physiology I
- BSC 2085L - Anatomy and Physiology I Lab

#### Second Semester: 16 Credit Hours

- ENC 1101 - Freshman Composition I
- BSC 2086 - Anatomy and Physiology II
- BSC 2086L - Anatomy and Physiology II Lab
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government
- HUM 2020 - Introduction to Humanities **or**
- PHI 2010 - Introduction to Philosophy
- MAC 1105 - College Algebra \* **or**
- MGF 1130 - Mathematical Thinking

### Second Year

#### First Semester: 14 Credit Hours

- EMS 2271C - Paramedic I

- EMS 2435L - Paramedic I Clinical

### **Second Semester: 16 Credit Hours**

- EMS 2272C - Paramedic II
- EMS 2436L - Paramedic II Clinical

### **Third Semester: 14 Credit Hours**

- EMS 2273C - Paramedic III
- EMS 2437L - Paramedic III Clinical
- EMS 2458L - Paramedic III Field Internship

### **Select a total of three credits from the following group:**

- EMS 2346C - Critical Care Paramedic **and/or**
- EMS 2311 - Management of EM Services **and/or**
- EMS 2761C - EMS Instructor **and/or**
- EMS 1335C - Emergency Vehicle Operator Course (EVOC) **and/or\*\***
- HSC 2531 - Medical Terminology

### **Program Notes**

\*It is recommended that MAC 1105 - College Algebra - is chosen to satisfy this requirement.

\*\*Course may repeat with different topics

Total Degree Requirements: 73 Credit Hours

## **Environmental Science Technology, A.S.**

**Banner Code: ENST**

Associate in Science

(64 credit hours)

**State Mathematics Pathway: Algebra through Calculus**

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.

### **Program Information**

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 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.

## Suggested Sequence of Courses

### First Year

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

- ENC 1101 - Freshman Composition I
- EVR 1001 - Introduction to Environmental Science \*^
- EVR 1001L - Introduction to Environmental Science Lab \*^
- MAC 1105 - College Algebra
- General Education Social Science:
  - AMH 2010 - United States History to 1877 **or**
  - AMH 2020 - United States History from 1877 **or**
  - POS 1041 - American Government

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

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

#### Third Semester (Summer): 7 Credit Hours

- BSC 2010C - General Biology I with Lab
- ARH 1000 - Art Appreciation and Introduction to Visual Arts **or**
- HUM 2020 - Introduction to Humanities **or**
- MUL 2010 - Music Appreciation **or**
- PHI 2010 - Introduction to Philosophy **or**
- THE 2000 - Theatre Appreciation

### Second Year

#### First Semester (Fall): 15 Credit Hours

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

#### Second Semester (Spring): 14 Credit Hours

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



## Program Electives

(12 credit hours required)

- BOT 1000 - Principles of Plant Growth
- BOT 2010C - Botany I
- EVS 2930 - Special Topics: Wastewater Treatment Operator C Course \*^
- EVS 2931 - Special Topics: Water Treatment Operator C Course \*^
- EVS 2932 - Special Topics: Water Distribution Operations Level 3 \*^
- EVS 2942L - Environmental Science Technology Practicum \*^ & \*\*
- GCO 2431 - Golf and Landscape Irrigation
- GLY 1001 - Earth Science

Total Degree Requirements: 64 Credit Hours

## Fire Science Technology, A.S.

**Banner Code: FSTD/FSTA**

*Associate in Science*

60 credit hours

The Associate of Science in Fire Science Technology is a limited access program for state certified firefighters. The program is designed to provide firefighters, fire investigators, fire offices, and fire protection professionals a scientific understanding of tactical fire suppression techniques, investigative methodology, and fire prevention practices.

### Program Learning Outcomes

Graduates of the Fire Science Technology A.S. will be able to:

1. Understand the fundamentals as to how fires start, spread, and are controlled, as well as field nomenclature and fire chemistry.
2. Explore the history and current status of fire prevention, code enforcement, fire organization, the fire bureau, use of the fire codes, tort law and liability, identification and correction of fire hazards, fire prevention systems, fire investigation, and fire and life safety education.
3. Comprehend the concepts of building construction, techniques related to fire safety, the principles of water use in fire protection, and how to utilize hydraulic pumps to address water supply problems.
4. Discuss fire protection, career opportunities in related fields, fire loss analysis, department organization and management, function of public and private fire protection services, laws and codes governing the fire service, special hazards in fire protection, and fire strategy and tactics.
5. Define risk evaluation and control procedures for fire stations, training sites, emergency vehicles, emergency situation involving fire or EMS hazardous material, terrorism, and technical rescue.
6. Analyze the principles of fire control through the utilization of personnel, equipment, and extinguishing agents on the fire ground.
7. Understand instructional methods, instructional planning, and running effective training programs for adult learners.

### Program Information

This Associate in Science degree provides a route for existing firefighters to advance their careers by aligning educational course offerings with the requirements for the state certifications below:

Certifications Embedded within Program		
Fire Officer I (FLSFM0014)		Fire Service Instructor
Fire Officer II		Fire Service Instructor II
Fire Inspector I (FLSFM007)		

## **Program Entry Requirements**

- Have a high school diploma or GED® certificate and submit an application to FGC
- Students must have successfully completed Fire I and Fire II and be a certified Firefighter II through the Florida Bureau of Fire Standards and Training

## **Suggested Sequence of Courses**

### **First Semester: 15 Credit Hours**

- FFP 1505 - Fire Prevention Practices
- FFP 1510 - Codes and Standards
- FFP 2120 - Building Construction for the Fire Service
- ENC 1101 - Freshman Composition I
  
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government

### **Second Semester: 15 Credit Hours**

- FFP 2720 - Company Officer
- FFP 1740 - Fire Service Course Delivery
- FFP 1810 - Firefighting Tactics and Strategies I
- Approved Program Elective
- Any General Education Mathematics Core course

### **Third Semester: 15 Credit Hours**

- FFP 1540 - Private Fire Protection Systems I
- FFP 2811 - Firefighting Tactics and Strategies II
- FFP 2741 - Fire Service Course Design
- Approved Program Elective
- Any General Education Core Humanities course

### **Fourth Semester: 6 Credit Hours**

- FFP 2521 - Construction Documents and Plan Review
- Any General Education Core Natural Science course

## **Technical Electives: 9 Credit Hours**

Completion of the Firefighter I and II programs, combined with State Certification through the Bureau of Fire Standards and Training as a Firefighter II, shall articulate to 9 college credits to be used toward technical electives in the Fire Science A.S. degree. These credits will be awarded following the completion of 12 college credits at Florida Gateway College.

- FFP X999 - Articulated Credit - 9 credit hours

## **Program Electives**

Program Students may choose two courses from the four elective course options listed.

- FFP 1793 - Fire and Life Safety Educator I
- FFP 2111 - Fire Chemistry
- FFP 2541 - Private Fire Protection Systems II
- FFP 2770 - Ethical and Legal Issues in the Fire Service

**Total Degree Requirements: 60 Credit Hours**

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

Banner Code: BRFA

### *Associate in Science*

(72 credit hours; 12 experiential credits awarded for LPN status.)

### **State Mathematics Pathway: Algebra through Calculus**

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>.

## **Program Learning Outcomes**

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

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.

## **Program Information**

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

- Submit a Florida Gateway College admission application;
- Have official high school transcript, GED or documentation of Home Schooling, and any transcripts from colleges other than FGC sent to FGC's Admissions Office;
- 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 3 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 55% or higher; and the Foundations Upward Mobility Exam with a score of 80 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.

The prospective student must provide **official** transcripts to the Nursing Department and the Registration and Records office **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.

## **Required Courses**

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
- BSC 2085 - Anatomy and Physiology I
- BSC 2085L - Anatomy and Physiology I Lab
- BSC 2086 - Anatomy and Physiology II
- BSC 2086L - Anatomy and Physiology II Lab
- MCB 2010 - Microbiology
- MCB 2010L - Microbiology Lab
- HUN 1201 - Human Nutrition \*\*
- DEP 2004 - Human Growth and Development
  
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government
  
- MGF 1130 - Mathematical Thinking **or**
- MAC 1105 - College Algebra \*
  
- HUM 2020 - Introduction to Humanities **or**
- PHI 2010 - Introduction to Philosophy

### **Additional Information:**

- \*It is recommended that MAC 1105 - College Algebra - is chosen to satisfy this requirement.
- \*\*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 *B* to successfully progress through the nursing program.

### **First Semester: 9 Credit Hours**

- NUR 1204C - Transition to Adult Health I

### **Second Semester: 11.5 Credit Hours**

- NUR 2261C - Transition to Adult Health II

### **Third Semester: 9.5 Credit Hours**

- NUR 2412C - Transition: Maternal, Infant, Child, Adolescent
- NUR 2801C - LPN-RN Transition to Professional Nursing Practice

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

To meet graduation requirements, students must demonstrate both civic literacy and computer competency requirements 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, 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.

### **Total Degree Requirements: 72 Credit Hours**

### **LPN to RN Bridge: Traditional Full-Time, A.S.**

Banner Code: BRTA

Associate in Science

(72 credit hours; 12 experiential credits awarded for the LPN status.)

**State Mathematics Pathway: Algebra through Calculus**

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>.

## Program Learning Outcomes

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

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.

## Program Information

Students seeking admission to the Traditional Bridge component must:

- Submit a Florida Gateway College admission application to the Admissions Office;
- Have official high school transcript, GED or documentation of Home Schooling, and any transcripts from colleges other than FGC sent to FGC's Admissions Office;
- 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 55% or higher; and the Foundations Upward Mobility Exam with a score of 80 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.

The prospective student must provide **official** transcripts to the Nursing Department and the Registration and Records office **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.

## Required Courses

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
- BSC 2085 - Anatomy and Physiology I
- BSC 2085L - Anatomy and Physiology I Lab
- BSC 2086 - Anatomy and Physiology II
- BSC 2086L - Anatomy and Physiology II Lab
- MCB 2010 - Microbiology
- MCB 2010L - Microbiology Lab
- HUN 1201 - Human Nutrition \*\*
  
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government
  
- MGF 1130 - Mathematical Thinking **or**
- MAC 1105 - College Algebra \*



### **Additional Information:**

- \*It is recommended that MAC 1105 - College Algebra - is chosen to satisfy this requirement.
- \*\*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 (*must be completed prior to the end of the 1st semester*)
- HUM 2020 - Introduction to Humanities **or**
- PHI 2010 - Introduction to Philosophy

### **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 *B* to successfully progress through the nursing program.

### **First Semester: 10 Credit Hours**

NUR 1213C - Nursing Process I

### **Second Semester: 12 Credit Hours**

NUR 2241C - Nursing Process II

### **Third Semester: 10 Credit Hours**

NUR 2412C - Transition: Maternal, Infant, Child, Adolescent

NUR 2804C - Transition to Professional Nursing Practice

### **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 **B** 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.

### **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.

Total Degree Requirements: 72 Credit Hours

## **Operations Management Technology, A.S.**

**Banner Code: OPMT**

*Associate in Science*

(60 credit hours)

**State Mathematics Pathway: Mathematical Thinking in Context**

The Operations Management Technology program is a limited access program, designed to provide graduates of certain certificate programs access to the technical, supervisory, and management skills necessary to further career opportunities.

### **Program Learning Outcomes**

1. Prepare financial information for management-related decisions.
2. Generate effective communication of ideas, concepts, and terminology.
3. Apply management principles to plan, organize, lead, and control organizational activities.
4. Create business documentation using appropriate software.
5. Formulate a company marketing plan using marketing concepts.
6. Develop a business proposal for a new business venture.

### **Program Information**

This program is inclusive of general education courses to ensure good communication and computational skills, as well as coursework focused on managerial roles and the development of upward mobility within a variety of respective industries. Students will have the opportunity to train in the areas of management, leadership, finance, marketing, business, and human resource management. This degree will help improve individual marketability in all facets of industry.

A pre-admission consultation with the Career and Technical Education Coordinator is required for program acceptance. Admission to this program may be granted prior to completion of the gateway certificate program in certain limited circumstances and with the permission of the CTE Coordinator.

### **Suggested Sequence of Courses**

#### **First Semester: 15 Credit Hours**

- GEB 1011 - Introduction to Business
- MAN 2300 - Introduction to Human Resources Management
- CGS 1570 - Computer Applications
- ENC 1101 - Freshman Composition I
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government

#### **Second Semester: 15 Credit Hours**

- MAN 2021 - Principles of Management
- MAR 2011 - Principles of Marketing
- ACG 2021 - Introduction to Financial Accounting
- Any General Education Humanities Core course
- Any General Education Mathematics Core course\*

**Third Semester: 6 Credit Hours\*\***

- ACG 2071 - Introduction to Managerial Accounting
- Any General Education Natural Science Core course

**Program Electives/Articulated Credit: 24 Credit Hours**

Approved Career and Technical Certificate (CTC) programs shall articulate one college credit for each 30 clock hours, not to exceed 24 credits. Student must have graduated from the CTC program. The articulated credit will be awarded after successfully completing three (3) credit hours with a grade of "C" or higher in a college-level course.

**Potential articulated technical programs into Technical Elective Credit:**

Technical Program	Clock Hours	Articulated College Credit for Technical Electives
Welding Technology Cert., or Advanced Welding Technology Cert.	1050, or 1800	24 credit hours
Commercial Heating and Air Conditioning Technology Cert.	1350	24 credit hours
Cosmetology Cert.	1200	24 credit hours
Commercial Vehicle Driving Cert	320	10 credit hours**

\*\*If articulating credit from the Commercial Vehicle Driving program, the remaining 14 credit hours of electives can be made up of any of the following courses. These additional elective options may be taken in the Third Semester (listed above) and/or as a Fourth Semester. Choose from the following additional technical elective options:

- APA 2144 - Introduction to QuickBooks
- BUL 2241 - Business Law I
- FIN 2104 - Personal Finance
- GEB 1949 - Business Internship
- GEB 2430 - Business Ethics
- MAT 1033 - Intermediate Algebra
- SBM 2000 - Small Business Management
- SLS 2370 - Personal Academic and Career Engagement
- GEB 2214 - Business Communications **or**
- SPC 2608 - Public Speaking

**Program Notes**

- \*It is recommended that MGF 1130 - Mathematical Thinking - is chosen to satisfy this requirement.
- Careers include: Team Leaders; Shop, Crew, or Salon Managers; Shift Supervisors; Project Managers; Project Directors; Foremen; Entrepreneurs.

Total Degree Requirements: 60 Credit Hours

**Physical Therapist Assistant, A.S.**

**Banner Code: PTAA**

*Associate in Science*

(74 credit hours)

**State Mathematics Pathway: Algebra through Calculus**

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 Physical Therapist Assistant Program at Florida Gateway College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave, Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 386-754-4456 or email [Mitchell.Maione@fgc.edu](mailto:Mitchell.Maione@fgc.edu).

### **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.

### **Program Information**

- To be officially considered for admission into this program, a student must:
- Submit an official high school transcript, GED® or documentation of Home Schooling, and any transcripts from colleges other than FGC to the FGC Admissions Office.
- Submit a Florida Gateway College admission application to the Admissions office.
- Submit the supplemental PTA Program application.
- Complete the PTA entrance exam, TEAS, with a score of 58.7% or higher on Science and Reading Comprehension.
- Complete all first-year courses within Phase I with a grade of C or better.
- Maintain a minimum GPA of 3.0 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 3.0 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.

## Suggested Sequence of Courses

### Phase I

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 3.0 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: 16 Credit Hours

- ENC 1101 - Freshman Composition I
- PHY 1020 - Essentials of Physics
- HSC 2531 - Medical Terminology
- BSC 2085 - Anatomy and Physiology I \*\*
- BSC 2085L - Anatomy and Physiology I Lab \*\*
  
- MAC 1105 - College Algebra **or** \*
- MGF 1130 - Mathematical Thinking **or**
- STA 2023 - Elementary Statistics

#### Second Semester: 16 Credit Hours

- PHT 1007 - Topics in Physical Therapy
- BSC 2086 - Anatomy and Physiology II \*\*
- BSC 2086L - Anatomy and Physiology II Lab \*\*
- DEP 2004 - Human Growth and Development
  
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government
  
- HUM 2020 - Introduction to Humanities **or**
- LIT 2000 - Introduction to Literature **or**
- MUL 2010 - Music Appreciation **or**
- PHI 2010 - Introduction to Philosophy

#### Notes:

- \*It is recommended that MAC 1105 - College Algebra - is chosen to satisfy this requirement.
- \*\*Anatomy & Physiology I and II must be completed within the last five years prior to starting PTA second year.

### Phase II

#### Third Semester (Fall): 14 Credit Hours

- PHT 1175C - Functional Anatomy and Kinesiology
- PHT 1200 - Basic Patient Care
- PHT 1200L - Basic Patient Care Lab
- PHT 2301 - Pathological Conditions in Physical Therapy
- PHT 1931 - PTA Seminar

#### Fourth Semester (Spring): 16 Credit Hours

- PHT 1217 - Physical Therapy Principles and Procedures
- PHT 1217L - Physical Therapy Principles and Procedures Lab

- PHT 2162C - Neurological Disabilities and Treatment
- PHT 2252C - Orthopedic Disabilities and Treatment
- PHT 1224C - Therapeutic Techniques and Disabilities

### **Fifth Semester (Summer): 12 Credit Hours**

- PHT 1801L - Physical Therapy Clinical Practice I
- PHT 2220 - Advanced Rehab Concepts in Physical Therapy
- PHT 2810L - Physical Therapy Clinical Practice II

### **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 PTA Program Coordinator for a current Admission Booklet.

Total Degree Requirements: 74 Credit Hours

## **Registered Nursing, A.S.**

**Banner Code: NRVA**

*Associate in Science*

(72 credit hours)

**State Mathematics Pathway: Algebra through Calculus**

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>.

### **Program Learning Outcomes**

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

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.

## Program Information

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 Admissions Office;
- Have official high school transcript, GED or documentation of Home Schooling, and any transcripts from colleges other than FGC sent to FGC's Admissions Office;
- 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 55% or higher; Note: This exam is available through the FGC Testing Center and scores must be within past two years.

The prospective student must provide **official** transcripts to the Nursing Department and the Admissions Office **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.

## Required Courses

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): 21 Credit Hours**

- BSC 2085 - Anatomy and Physiology I
- BSC 2085L - Anatomy and Physiology I Lab
- BSC 2086 - Anatomy and Physiology II
- BSC 2086L - Anatomy and Physiology II Lab
- ENC 1101 - Freshman Composition I
- MCB 2010 - Microbiology
- MCB 2010L - Microbiology Lab
  
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government
  
- MAC 1105 - College Algebra \* **or**
- MGF 1130 - Mathematical Thinking

**Corequisite Courses: 9 Credit Hours\*\***

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

- HUN 1201 - Human Nutrition  
(must be completed prior to the end of the 1st semester)
- DEP 2004 - Human Growth and Development  
(must be completed prior to the end of the 1st semester)
  
- HUM 2020 - Introduction to Humanities **or**
- PHI 2010 - Introduction to Philosophy  
(must be completed prior to the end of the 1st semester)

**Additional Information**

- \*It is recommended that MAC 1105 - College Algebra - is chosen to satisfy this requirement.
- \*\*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 **B** to successfully progress through the nursing program.

**First Semester: 10 Credit Hours**

- NUR 1020C - Nursing Foundations

**Second Semester: 10 Credit Hours**

- NUR 1213C - Nursing Process I

**Third Semester: 12 Credit Hours**

- NUR 2241C - Nursing Process II

**Fourth Semester: 10 Credit Hours**

- NUR 2412C - Transition: Maternal, Infant, Child, Adolescent
- NUR 2804C - Transition to Professional Nursing Practice

**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.

Total Degree Requirements: 72 Credit Hours

## **Associate in Applied Science**

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

**Banner Code: ASMT**

Associate in Applied Science

(68 credit hours)

**State Mathematics Pathway: Algebra through Calculus**

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's, and strong academic course work to prepare graduates for successful careers in the automotive service industry.

### **Suggested Sequence of Courses**

#### **First Semester: 12 Credit Hours**

- AER 1082C - Intro to Vehicle Systems & Services
- AER 1602C - Electrical/Electronic Systems I
- AER 1073 - Parts & Service
- CGS 1570 - Computer Applications **or**
- Any other elective

#### **Second Semester: 11 Credit Hours**

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

#### **Summer Semester: 7 Credit Hours**

- AER 1496L - Steering & Suspension Systems
- AER 1758C - HVAC Systems

#### **Third Semester: 14 Credit Hours**

- AER 2840 - Engine Control Systems/Diagnostics II
- AER 2694 - Electrical/Electronic Systems II

- AER 2398C - Manual Transmission/Drive Trains
- MAC 1105 - College Algebra

**Fourth Semester: 12 Credit Hours**

- AER 2298C - Automatic Transmissions/Transaxles
- AER 1695 - Chassis Electronics
- AER 2870 - Alternative Fuel & Propulsion
- Any General Education Humanities Core course

**Summer Semester: 6 Credit Hours**

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

**Fifth Semester: 6 Credit Hours**

- AER 1948 - Automotive Cooperative Education 2
- AMH 2010 - United States History to 1877 **or**
- AMH 2020 - United States History from 1877 **or**
- POS 1041 - American Government

**Total Degree Requirements: 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

(27 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.

## Suggested Sequence of Courses

### First Semester: 12 Credit Hours

- ACG 2021 - Introduction to Financial Accounting
- MAN 2021 - Principles of Management
- ACG 2453 - Accounting Software Applications
- GEB 1011 - Introduction to Business

**Second Semester: 15 Credit Hours**

- ACG 2071 - Introduction to Managerial Accounting
- BUL 2241 - Business Law I
- GEB 2214 - Business Communications
- TAX 2000 - Introduction to Federal Income Tax
  
- MAC 1105 - College Algebra **or**
- STA 2023 - Elementary Statistics **or**
- FIN 2104 - Personal Finance

Total Certificate Requirements: 27 Credit Hours

**Accounting Technology Operations, C.C.C**

**Banner Code: ACTO**

***College Credit Certificate***

(18 credit hours)

The Accounting Technology Operations 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.

**Suggested Sequence of Courses****First Semester: 12 Credit Hours**

- ACG 2021 - Introduction to Financial Accounting
- MAN 2021 - Principles of Management
- ACG 2453 - Accounting Software Applications
- GEB 2214 - Business Communications

**Second Semester: 6 Credit Hours**

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

Total Certificate Requirements: 18 Credit Hours

**Accounting Technology Specialist, C.C.C.**

**Banner Code: ACTS**

***College Credit Certificate***

(12 credit hours)

The Accounting Technology Specialist 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.

**Suggested Sequence of Courses****First Semester: 12 Credit Hours**

- ACG 2021 - Introduction to Financial Accounting
- MAN 2021 - Principles of Management
- ACG 2453 - Accounting Software Applications
- GEB 2214 - Business Communications

Total Certificate Requirements: 12 Credit Hours

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

**Banner Code: AHRT**

***College Credit Certificate***

(30 credit hours)

This 30-credit hour 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.

### **Required Courses**

#### **Program Core:**

- BOT 1000 - Principles of Plant Growth
- SWS 1102 - Soil Science
- ORH 1517 - Landscape Plants
- GCO 2431 - Golf and Landscape Irrigation
- GCO 1400C - Turfgrasses for Golf and Landscaping
- GCO 2441 - Integrated Pest Management I
- GCO 2442C - Integrated Pest Management II
- GCO 2601 - Materials Calculations
- GCO 1402 - Turfgrass Science
- Elective (choose one):
  - PLS 1021C - Applied Agricultural Chemistry **or**
  - EVS 2179C - Water Analysis and Monitoring

Total Certificate Requirements: 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 into digital animation skills using the latest industry-standard software. Students will have the opportunity to develop and create an original animated story.

### **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.

### **Program Information**

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 elective in the A.S. program.

### **Suggested Sequence of Courses**

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

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

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

- DIG 2109C - Digital Imaging with Photoshop ("*C*" or *better*)
- DIG 2302C - 3D Modeling and Animation 1 ("*C*" or *better*)
- DIG 2430C - 2D Animation and Storytelling ("*C*" or *better*)

Total Certificate Requirements: 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.

#### **Program Information**

- It is highly recommended that AER 1602C be taken in the first term.

### **Suggested Sequence of Courses**

#### **First Semester: 9 Credit Hours**

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

#### **Second Semester: 8 Credit Hours**

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

#### **Summer Semester: 7 Credit Hours**

- AER 1496L - Steering & Suspension Systems
- AER 1758C - HVAC Systems

Total Certificate Requirements: 24 Credit Hours

## **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.

### **Suggested Sequence of Courses**

#### **First Semester: 9 Credit Hours**

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

#### **Second Semester: 8 Credit Hours**

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

#### **Summer Semester: 7 Credit Hours**

- AER 1496L - Steering & Suspension Systems
- AER 1758C - HVAC Systems

#### **Third Semester: 11 Credit Hours**

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

#### **Fourth Semester: 9 Credit Hours**

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

Total Certificate Requirements: 44 Credit Hours

## **Business Development & Entrepreneurship, C.C.C.**

**Banner Code: BENT**

***College Credit Certificate***

(25 credit hours)



The certificate in Business Development and Entrepreneurship is a college credit program that prepares a student for developing and starting a new business enterprise.

### **Program Learning Outcomes**

1. Students will demonstrate the ability to develop small business plans, demonstrating competence at accessing, producing, analyzing, and implementing 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 of the organization.
4. Students will recognize the legal and ethical issues in the business environment and demonstrate an understanding of management activities in an organization.

### **Suggested Sequence of Courses**

#### **First Semester: 12 Credit Hours**

- GEB 2214 - Business Communications
- MAN 2300 - Introduction to Human Resources Management
- ACG 2021 - Introduction to Financial Accounting
- MAR 2011 - Principles of Marketing

#### **Second Semester: 13 Credit Hours**

- BUL 2241 - Business Law I
- MAN 2021 - Principles of Management
- ACG 2453 - Accounting Software Applications
- SBM 2000 - Small Business Management
- GEB 2930 - Special Topics in Business

Total Certificate Requirements: 25 Credit Hours

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

**Banner Code: SBMD**

College Credit Certificate

(24 credit hours)

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

### **Program Learning Outcomes**

1. Students will prepare and use financial information to support decision-making and demonstrate an understanding of accounting operations.
2. Students will demonstrate effective business communication skills and manage business information using appropriate technology.
3. Students will describe the significance of legal and ethical issues in a business environment and identify the role and function of human resources in the business environment.
4. Students will develop strategic and organizational skills and demonstrate an understanding of management activities.

### **Suggested Sequence of Courses**

#### **First Semester: 12 Credit Hours**

- GEB 1011 - Introduction to Business
- GEB 2214 - Business Communications
- GEB 2430 - Business Ethics
- ACG 2021 - Introduction to Financial Accounting

## **Second Semester: 12 Credit Hours**

- BUL 2241 - Business Law I
- MAN 2021 - Principles of Management
- ACG 2071 - Introduction to Managerial Accounting
- MAN 2300 - Introduction to Human Resources Management

Total Certificate Requirements: 24 Credit Hours

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

**Banner Code: CCCM**

College Credit Certificate

(12 credit hours)

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.

### **Program Learning Outcomes**

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

### **Program Information**

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.

### **To be eligible for this certificate a student must meet:**

Admissions Requirements:

- Have at least 480 hours of Early Childhood classroom experience within the past 5 years.
- 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 of C or better on required coursework.

## **Required Courses**

### **CCPC Core Courses**

(See Child Care Professional)

- EEC 1001 - Introduction to Early Childhood Education
- CHD 1220 - Child Growth & Development: Infant & Preschool
- EEC 2300 - Cognitive Experiences for Young Children

### **Program Core Courses**

- EEC 2002 - Operating Early Childhood Facility

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.

Total Certificate Requirements: 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 guidance and promoting the cognitive, emotional, social and physical development of young children.

### Program Learning Outcomes

1. Students will demonstrate their understanding of developmentally appropriate practices for children ages birth - 5 years.

### Program Information

Upon completion of this program, with a passing grade of C or better in each course, students are eligible for the Florida Staff Credential through the Department of Child and Family Services. **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. 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.

### Admission Requirements

- At least 480 hours of Early Childhood classroom experience within the past 5 years.
- A GED® or high school diploma.

### Required Courses: 9 Credit Hours

- EEC 1001 - Introduction to Early Childhood Education
- CHD 1220 - Child Growth & Development: Infant & Preschool
- EEC 2300 - Cognitive Experiences for Young Children

Total Requirements: 9 Credit Hours

## Child Development Early Intervention Specialization, C.C.C.

**Banner Code: CDEI**

***College Credit Certificate***

(36 credit hours)

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.

### Program Learning Outcomes

1. Students will demonstrate an understanding of child development and learning in context.
2. Students will demonstrate an understanding of family-teacher partnerships and community connections.
3. Students will demonstrate an understanding of child observation, documentation and assessment.
4. Students will demonstrate professionalism as an early childhood educator.

### Program Information

The content includes, but is not limited to, gaining knowledge about working with young children with special needs, growth and development, early childhood education; establishing and maintaining a safe, clean, healthy, learning environment; guidance techniques and classroom management; communication; identification of child abuse and neglect; implementation of rules and

regulations; nutrition; family interaction; legal and professional responsibilities; and employability skills. Programs prepare individuals to assume major caregiving and educational responsibilities within home or center-based programs for preschool children.

To be eligible for this certificate a student must meet:

- Admissions Requirements:
- have at least 480 hours of Early Childhood classroom experience within the past 5 years.
- 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.

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. All courses must receive a grade of C or better to be considered complete.

## **Required Courses**

### **CCP Core Courses**

(See Child Care Professional)

- EEC 1001 - Introduction to Early Childhood Education
- CHD 1220 - Child Growth & Development: Infant & Preschool
- EEC 2300 - Cognitive Experiences for Young Children

### **Program Core Courses**

- ENC 1101 - Freshman Composition I
- Any PSY or SYG General Education Course 3 credits
- CHD 1339 - Motor Development and Play
- EEC 1309 - Early Childhood Education Foundations
- EEC 1601 - Child Study
- EEC 1734 - Health, Safety, and Nutrition for Young Children
- EEC 2401 - Home and Community
- EEX 2013 - Special Needs in Early Childhood Education
- EEC 2949 - Internship-Child Development

Total Certificate Requirements: 36 Credit Hours

## **Computer Office Specialist with Programming, C.C.C.**

### **Banner Code: COSP**

College Credit Certificate

(18 credit 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.

## **Required Courses**

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

- CGS 1570 - Computer Applications
- COP 2000 - Introduction to Programming
- CGS 1030 - IT Concepts

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

- COP 2830 - Basic Web Page Programming
- CGS 2541 - Database Management
- CGS 2511 - Spreadsheets

Total Certificate Requirements: 18 Credit Hours

## **Computer Support Specialist with Programming, C.C.C.**

**Banner Code: CSSP**

College Credit Certificate

(33 credit 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 program options.

## **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.

## **Suggested Sequence of Courses**

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

- CGS 1570 - Computer Applications \*
- COP 2000 - Introduction to Programming \*
- CET 1600C - Cisco Network Fundamentals
- CGS 1030 - IT Concepts \*

- CTS 1131 - Computer Essentials & Support

### **Spring Semester: 15 Credit Hours**

- CTS 1132 - Computer Repair and Maintenance
- CGS 2541 - Database Management \*
- CGS 2511 - Spreadsheets \*
- COP 2501 - Intermediate Programming
- CTS 1170 - Foundations of Information Security

### **Summer Term: 3 Credit Hours**

- COP 2830 - Basic Web Page Programming \*

### **Program Note**

- \*These classes are the required classes for Computer Office Specialist with Programming certificate.

Total Certificate Requirements: 33 Credit Hours

## **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.

### **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.

### **Program Information**

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

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

### **Required Courses**

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

- Choose one of the following:
  - AMH 2010 - United States History to 1877
  - AMH 2020 - United States History from 1877 **or**
  - POS 1041 - American Government

Total Certificate Requirements: 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.

### **Program Learning Outcomes**

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

### **Program Information**

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 Specialization, C.C.C. certificate program. This certificate will provide students with an intermediate step as they work toward the CDEI certificate and continue on for the Early Childhood Education, A.S. degree.

### **Admissions Requirements:**

- Have at least 480 hours of Early Childhood classroom experience within the past 5 years.
- 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.

### **Required Courses**

#### **CCPC Core Courses**

(See Child Care Professional)

- EEC 1001 - Introduction to Early Childhood Education
- CHD 1220 - Child Growth & Development: Infant & Preschool
- EEX 2013 - Cognitive Experiences for Young Children

#### **Program Core Courses**

- EEC 2002 – Special Needs in Early Childhood Education

### **Program Notes**

- 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.

Total Certificate Requirements: 12 Credit Hours

# Educator Preparation Institute, C.C.C.

**Banner Code: CBTC**

College Credit Certificate

(24 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 24-credit hour, synchronous 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.

## Program Information

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 fingerprinting 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.

## Required Courses

### First Semester: 9 Credit Hours

- EDF 4251 - Classroom Management, Ethics, & Law
- RED 4044 - Foundations and Applications of Language and Reading
- TSL 4083 - ESOL Strategies

### Second Semester: 12 Credit Hours

- RED 4519 - Diagnosis and Intervention in Reading
- EDG 4343 - Instructional Strategies



- RED 4941 - Internship
- EDF 4430 - Classroom Assessment

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

- EDF 4214 - Teaching and Learning Process

Total Certificate Requirements: 24 Credit Hours

## **Emergency Medical Technician, C.C.C.**

**Banner Code: EMBA**

College Credit Certificate

(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 offered at the Public Service Training Center in Olustee.

### **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.

### **Program Information**

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.

\*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.

### **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 - Principles of Writing II and REA 0017 - Principles of Reading II with a grade of C or better or ENC 0027C - Fundamentals of Reading and Writing with a grade of C or better, score out on an appropriate 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
- EMS 1119L - Emergency Medical Technician Lab
- EMS 1431C - EMT Hospital/Field Experience

### **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).

Total Certificate Requirements: 12 Credit Hours

## **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.

### **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.

### **Program Information**

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

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

### **Suggested Sequence of Courses**

#### **First Semester: 12 Credit Hours**

- EVS 1026C - Chemistry and Biology of Natural Waters \*
- EVS 2005 - Treatment of Water and Wastewater \*
- EVS 2893C - Environmental Sampling and Analysis I

#### **Second Semester: 15 Credit Hours**

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

### Third Semester: 6 Credit Hours

- EVS 2942L - Environmental Science Technology Practicum \* (2 credits required)
- Choose one of the following:
  - EVS 2930 - Special Topics: Wastewater Treatment Operator C Course \*
  - EVS 2931 - Special Topics: Water Treatment Operator C Course \*
  - EVS 2932 - Special Topics: Water Distribution Operations Level 3 \*

### Program Notes

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

Total Certificate Requirements: 33 Credit Hours

## Fire Officer Supervisor, C.C.C.

Banner Code: FOSA

*College Credit Certificate*

(12 credit hours)

This certificate program is a limited access program designed to incorporate the theory and applications required to become a state-credentialed Fire Officer. The program provides opportunities to increase an operator's skills and knowledge, while preparing firefighters for future managerial and leadership roles. This program is beneficial to those seeking career advancement in the field of fire science. Students who complete FGC's Fire Officer Supervisor certificate program will have completed the coursework necessary for the Certificate of Competency test for Fire Officer I through the Florida State Fire College.

### Program Learning Outcomes

Graduates of the Fire Officer Supervisor C.C.C. will be able to:

1. Explore theories and fundamentals of how and why fires start, spread, and are controlled, as well as fire service nomenclature.
2. Comprehend the concepts of building construction components, techniques related to fire and life safety, and the organization of fire departments.
3. Understand the history and current status of fire prevention, code enforcement, operation of a fire prevention bureau, identification and correction of fire hazards, fire protection systems, fire investigations, and education.
4. Discuss career opportunities, fire loss analysis, management, laws impacting the fire service, tort liability, risk evaluation, control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire care.
5. Analyze the principles of fire control through the utilization of personnel, equipment, and extinguishing agents.
6. Understand methods of instruction, instruction planning, and the requirements to conduct an effective training program for adult learners.

### Program Notes

- Additional requirements outside of this certificate are required for Fire Officer I certification and details are available on the Florida Fire Board of Standards Training website: <https://www.myfloridacfo.com/division/sfm/bfst#.VTeXC5OMBdM>.
- These courses also apply towards the Fire Science Technology A.S. degree.

### Program Requirements

- Have a high school diploma or GED® certificate and submit an application to FGC.
- Students must have successfully completed Fire I and Fire II, and be a certified Firefighter II through the Florida Bureau of Fire Standards and Training.

## **Required Courses: 12 credit hours**

- FFP 1740 - Fire Service Course Delivery
- FFP 1810 - Firefighting Tactics and Strategies I
- FFP 2120 - Building Construction for the Fire Service
- FFP 2720 - Company Officer

Total Certificate Requirements: 12 Credit Hours

## **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.

### **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.

### **Program Information**

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.

## **Required Courses**

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

Total Certificate Requirements: 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.

### **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.

## **Program Information**

All six 3-credit courses are available online for those who want to work and start college. The six courses include five program core classes and one elective class.

### **Required Courses: 15 credit hours**

- BOT 1000 - Principles of Plant Growth
- SWS 1102 - Soil Science
- ORH 1517 - Landscape Plants
- GCO 2431 - Golf and Landscape Irrigation
- GCO 1400C - Turfgrasses for Golf and Landscaping

### **Program Elective: 3 credit hours**

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

Total Certificate Requirements: 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.

### **Program Learning Outcomes**

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

## **Program Information**

The content includes, but is not limited to, growth and development, early childhood education; establishing and maintaining a safe, clean, healthy, learning environment; guidance techniques and classroom management; communication; identification of child abuse and neglect; implementation of rules and regulations; nutrition; family interaction; legal and professional responsibilities; and employability skills. Programs prepare individuals to assume major caregiving and educational responsibilities within home or center-based programs for infant/toddlers.

### **To be eligible for this certificate a student must meet the following admissions requirements:**

- Have at least 480 hours of Early Childhood classroom experience within the past 5 years.
- 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 of *C* or better is required on coursework.

### **CCPC Core Courses**

- EEC 1001 - Introduction to Early Childhood Education
- CHD 1220 - Child Growth & Development: Infant & Preschool
- EEC 2300 - Cognitive Experiences for Young Children

### **Program Core Courses**

- CHD 1312 – Infants and Toddlers

## **Program Notes**

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.

Total Certificate Requirements: 12 Credit Hours

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

**Banner Code: DMMD**

***College Credit Certificate***

(15 credit hours)

In the Multimedia Design CCC, 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.

### **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.

### **Program Information**

- 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.

### **Suggested Sequence of Courses**

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

- DIG 2300C – Intro to 2D Animation (“C” or better)
- DIG 2030C – Fundamentals of Digital Video (“C” or better)
- DIG 2000C – Intro to Digital Media (“C” or better)

#### **Spring Semester: 6 Credit Hours**

- DIG 2109C – Digital Imaging with Photoshop (“C” or better)
- GRA 1103C – Graphic Design Basics (“C” or better)

Total Certificate Requirements: 15 Credit Hours

## **Network Infrastructure, C.C.C.**

**Banner Code: CSNI**

**College Credit Certificate**

(21 credit hours)

The program 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.

## **Program Information**

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.

## **Required Courses**

- CET 1600C – Cisco Network Fundamentals
- CET 1610C – Cisco Routing & Switching
- CET 2620C – Cisco Securing Networks
- CTS 1131 – Computer Essentials & Support
- CTS 1134 – Introduction to Networking
- CTS 1170 – Foundations of Information Security
- CTS 2145 – Cloud Essentials

Total Certificate Requirements 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.

## **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.

## **Program Information**

- PHTLS for Paramedics will be included as part of the course schedule and must be successfully completed to receive credit for EMS 2273C – Paramedic III.
- ACLS and PEPP/PALS will be included as part of the second semester and must be successfully completed to receive credit for EMS 2272C – Paramedic II. This program is accredited by the Commission on Accreditation for Allied Health Education Programs.

### **To be considered for this program, a student must:**

- Have a high school diploma or GED certificate,
- Complete a physical examination, immunization requirements, laboratory studies, background check, and drug test before entering any clinical area,
- Take a placement exam 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.

### **Suggested Sequence of Courses**

#### **Prerequisite Courses**

- BSC 2084C – Essentials of Anatomy and Physiology I  
**or**
- BSC 2085 – Anatomy and Physiology I **and**
- BSC 2085L – Anatomy and Physiology I Lab **and**
- BSC 2086 – Anatomy and Physiology II **and**
- BSC 2086L – Anatomy and Physiology II Lab  
**(must take all four of the above)**

#### **First Semester: 14 Credit Hours**

- EMS 2271C – Paramedic I
- EMS 2435L – Paramedic I Clinical

#### **Second Semester: 16 Credit Hours**

- EMS 2272C – Paramedic II
- EMS 2436L – Paramedic II Clinical

#### **Third Semester: 8 Credit Hours**

- EMS 2273C – Paramedic III
- EMS 2437L – Paramedic III Clinical
- EMS 2458L – Paramedic III Field Internship

### **Program Notes**

Student must:

- Be responsible for providing his or her own transportation between the campus and the health agencies selected for the clinical experience and in-field experience; and,
- Submit proof of health insurance, and must maintain health insurance for the life of the program.

Total Certificate Requirements: 42 Credit Hours

### **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.

### **Program Learning Outcomes**

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

### **Program Information**

The content includes, but is not limited to, growth and development, early childhood education; establishing and maintaining a safe, clean, healthy, learning environment; guidance techniques and classroom management; communication; identification of child abuse and neglect; implementation of rules and regulations; nutrition; family interaction; legal and professional responsibilities; and employability skills. Programs prepare individuals to assume major caregiving and educational responsibilities within home or center-based programs for preschool children.

### **To be eligible for this certificate a student must meet:**

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 of C or better on required coursework.

### **Required Courses**

#### **CCPC Core Courses**

(See Child Care Professional)

- EEC 1001 – Introduction to Early Childhood Education
- CHD 1220 – Child Growth & Development: Infant & Preschool
- EEC 2300 – Cognitive Experiences for Young Children

#### **Program Core Courses**

- EEC 2401 – Home and Community

### **Program Notes**

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 Early Childhood Education, A.S. degree.

Total Certificate Requirements: 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.

### **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.

## **Program Information**

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.

## **Suggested Sequence of Courses**

### **First Semester: 12 Credit Hours**

- DIG 2300C - Intro to 2D Animation
- GRA 2151C - Computer Illustration with Illustrator
- DIG 2040C - History of Video Games
- DIG 1711C - Game Design and Gameplay

### **Second Semester: 12 Credit Hours**

- DIG 2302C - 3D Modeling and Animation 1
- DIG 2109C - Digital Imaging with Photoshop
- DIG 2430C - 2D Animation and Storytelling
- DIG 1710C - Introduction to Game Production

## **Program Notes**

- All required coursework must be passed with a C or better.

Total Certificate Requirements: 24 Credit Hours

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

**Banner Code: DMVP**

***College Credit Certificate***

(12 credit hours)

In the Video Production CCC, 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.

## **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.

## **Program Information**

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.

## **Suggested Sequence of Courses**

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

- DIG 2300C - Intro to 2D Animation
- DIG 2030C - Fundamentals of Digital Video

- DIG 2000C - Intro to Digital Media

Spring Semester: 3 Credit Hours

- DIG 2109C - Digital Imaging with Photoshop

### **Program Notes**

All required coursework must be passed with a *C* or better.

Total Certificate Requirements: 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.

### **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.

### **Program Information**

The first two courses provide the scientific and mathematics background for students planning to enter the career field. The Special Topics courses satisfy the DEP requirement of completion of a course of study in drinking water plant operator and/or wastewater treatment plant operator in order to qualify to take the operator's certification licensing test.

Students in this program engage in management of water sources, laboratory analysis of water samples, operation of water/wastewater treatment facilities, maintenance of treatment facility equipment, and troubleshooting process problems. All courses are offered online.

### **Required Courses**

- EVS 1026C - Chemistry and Biology of Natural Waters
- EVS 2005 - Treatment of Water and Wastewater
- EVS 2891 - Hydrology and Quality of Water
- EVS 2942L - Environmental Science Technology Practicum (2 credits required)
- **And one of the following:**
  - EVS 2930 - Special Topics: Wastewater Treatment Operator C Course
  - EVS 2931 - Special Topics: Water Treatment Operator C Course
  - EVS 2932 - Special Topics: Water Distribution Operations Level 3

### **Program Notes**

All courses articulate directly into the Environmental Science Technician, CCC.

Total Certificate Requirements: 18 Credit Hours

# Occupational Credit Certificates

## General Information

Occupational Certificates are clock hour programs that usually lead to professional licenses or certifications. These programs may have limited or selective admission requirements. A student is urged to consult with the specific instructional area which oversees a particular certificate for additional details.

To meet graduation requirements, each Occupational Certificate student must:

- Complete the program requirements as outlined in the program section of the catalog,
  - Take the Test of Adult Basic Education (TABE) in reading, language and math.
- or**
- A student may be exempted from taking the TABE through one of the following: Be exempt from developmental education classes in English, reading, and math as determined by a state approved placement test, e.g., ACT, SAT, or PERT; complete required developmental education classes with a C or better; complete a college level English and math with a grade of C or better or have earned an A.A. degree or higher,
- or**
- Provide transcripts showing satisfactory college placement scores or completion of college prep courses or college level courses in reading, English, and math. *Some short-term programs do not have the TABE requirement, but may require a different assessment, and*
  - Maintain a 2.0 cumulative grade point average or higher in all program courses
  - Meet Florida Gateway College's residency requirement by completing a minimum of 25 percent of the program in residence at FGC before graduation from FGC.

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

## Occupational Certificate Fees

A student enrolling in a clock hour certificate program is assessed fees based on an occupational credit unit. The Fee Schedule for credit and occupational fees are listed on the College's Website. Fees are subject to change without notice and are affected by residency status and legislative action.

## Occupational Certificate Enrollment

Occupational Certificate programs at the College are generally designed for full-time study. However, occasionally a program may be offered that is also applicable to part-time enrollment. A student should contact the Admissions Office for further information.

## Occupational Certificate Student Registration

Each Occupational Certificate student is required to complete his or her class schedule with the assistance of an advisor.

A student entering **Open Entry/Open Exit** programs must be prepared to pay registration fees at the time he or she registers for classes. Some Occupational Certificate programs may be eligible for certain types of financial assistance, however, not all programs qualify. A student is urged to consult with the Financial Aid Office to determine if any type of financial assistance is available to him or her.

## Occupational Credit Certificate Programs

### 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.

### Program Requirements

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.

### 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.)

### Required Courses

- PMT 0070C - Welder Assistant I
- PMT 0080C - Welder I
- PMT 0071C - Welder Assistant II
- PMT 0081C - Welder II
- PMT 0072C - Welder SMAW I
- PMT 0082C - Welder III
- PMT 0073C - Welder SMAW II
- PMT 0083C - Welder SMAW: Intermediate SMAW II
- PMT 0074C - Welder: Gas Metal Arc
- PMT 0141C - Flux Core
- PMT 0143C - Flux Core Arc Welding

- PMT 0132C - Advanced Welder II
- PMT 0133C - Welder: Tungsten Inert Gas Welding II
- PMT 0161C - Pipe Welding: Pipe Principles and Practices
- PMT 0075C - Advanced Welding I
- PMT 0085C - Advanced Welder I: SMAW Pipe II
- PMT 0165C - Advanced Shielded Metal/Arc Welding of Pipe
- PMT 0150C - GTAW
- PMT 0151C - GTAW-Advanced
- PMT 0172C - Advanced Welder I: GTAW/SMAW Pipe
- PMT 0174C - Pipe Welding and Fabrication
- PMT 0175C - MIG/TIG Pipe Welding
- PMT 0076C - Advanced Welder II: Career Preparation I
- PMT 0086C - Advanced Welder II: Career Preparation II

Total Certificate Requirements: 1800 clock hours, 60 occupational credits

## **CMS Law Enforcement - Basic Recruit, O.C.**

**Banner Code: BLEA**

Occupational Certificate

(770 clock hours) (25.67 occupational credits)

The certificate in Basic Law Enforcement is designed to assist students in 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.

### **Program Information**

This is a limited access program. To be eligible for admission 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 a GED®;
- Pass a physical exam;
- Meet certain minimum skills requirements, as established by the state of Florida, Division of Law Enforcement, and as set forth by Florida statutes;
- 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;
- Take and pass the Florida Criminal Justice Basic Abilities Test (FBAT)\*, appropriate to the discipline they are apply for, prior to being admitted to the program.

### **Program Note**

\*Students may be exempt from the FBAT under F.S. 943.17(1)(g) if he or she is a veteran or holds an associate degree or higher from an accredited college or university. Contact the program advisor for additional information.

## Required Courses

- CJK 0002 - Introduction to Law Enforcement
- CJK 0016 - Communications
- CJK 0018 - Legal
- CJK 0019 - Interviewing and Report Writing
- CJK 0020C - Vehicle Operations
- CJK 0021 - Serving Your Community
- CJK 0031C - First Aid for Criminal Justice Officers
- CJK 0040C - Criminal Justice Firearms
- CJK 0051C - Defensive Tactics
- CJK 0063 - Fundamentals of Patrol
- CJK 0072 - Crimes Against Persons
- CJK 0073C - Crimes Involving Property and Society
- CJK 0079 - Crime Scene Follow Up Organization
- CJK 0093 - Critical Incidents
- CJK 0096C - Criminal Justice Officer Physical Fitness Training
- CJK 0400C - Traffic Incidents
- CJK 0401 - Traffic Stops
- CJK 0402 - Traffic Crash Investigation
- CJK 0403 - DUI Traffic Stops
- CJK 0421 - Conducted Electrical Weapon/Dart Firing Stun Gun

Total Certificate Requirements: 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.

### Program Information

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.

### Suggested Sequence of Courses

**First Semester: 9 Occupational Credits**

- ACR 0000C - Introduction to Air-Conditioning
- ACR 0022C - Domestic Refrigeration

**Second Semester: 9 Occupational Credits**

- ACR 0100C - Basic Electricity
- ACR 0009C - Install, Maintain, & Repair AC

**Third Semester: 9 Occupational Credits**

- ACR 0700C - Central Residential AC
- ACR 0061C - Psychometrics
- ACR 0205C - Compressors
- Take Environmental Protection Agency (EPA) Exam 608

**Fourth Semester: 9 Occupational Credits**

- ACR 0601C - Heat Pumps II
- ACR 0610C - Heat Pumps I
- ACR 0815C - Advanced Service Practices

**Fifth Semester: 9 Occupational Credits**

- ACR 0741C - Commercial Refrigeration
- ACR 0850C - Commercial Troubleshooting

Total Certificate Requirements: 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.

**Program Information**

- 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 a 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

Total Certificate Requirements: 320 clock hours, 10.67 occupational credits

## Correctional Basic Recruit, O.C.

### Banner Code: BCRA

Occupational Certificate

(445 clock hours) (14.83 occupational credits)

The certificate in Basic Corrections is designed to assist students seeking to qualify for the State Certification Examination for Correctional 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 correctional officers.
3. Students will demonstrate basic firearm skills for correctional officers.
4. Students will perform defensive tactic skills necessary for correctional officers.
5. Students will perform basic First Aid/First Responder skills necessary for correctional officers.

### Program Information

**This is a limited access program.** To be eligible for admission for this program, a student must:

- Be at least 18 years of age;
- Be a U.S. citizen;
- Be a high school graduate or have a GED®;
- Pass a physical exam;
- Meet certain minimum skills requirements, as established by the state of Florida, and as set forth by Florida statutes;
- Meet general admission requirements. Admissions requirements parallel the employment standards for Corrections as established and modified periodically by the Criminal Justice Standards and Training Commission, and;
- Take and pass the Florida Criminal Justice Basic Abilities Test (FBAT)\*, appropriate to the discipline they are apply for, prior to being admitted to the program.

## Required Courses

- CJK 0301 - Introduction to Corrections
- CJK 0355 - Legal for Correctional Officers
- CJK 0306 - Communication for Correctional Officers
- CJK 0111 - Interviewing and Report Writing in Corrections
- CJK 0327 - Shift Management and Safety
- CJK 0321 - Intake and Release
- CJK 0324 - Supervision in a Correctional Facility
- CJK 0326 - Supervising Correctional Populations
- CJK 0336 - Incidents and Emergencies in Correctional Facilities
- CJK 0031C - First Aid for Criminal Justice Officers
- CJK 0040C - Criminal Justice Firearms
- CJK 0051C - Defensive Tactics
- CJK 0340 - Officer Wellness and Physical Abilities

Total Certificate Requirements: 445 clock hours, 14.83 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.

### **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.

### **Program Information**

New classes begin each January and August.

This program is based on clock-hour attendance. A student must complete the minimum specified hours to receive his or her certificate. Seating is limited and students are accepted on a first come, first serve basis.

### **To be eligible for this program a student must:**

- Be at least 16 years old and either a high school graduate or have a GED certificate, or be a non-high 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 563 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**

- COS 0510C - Scalp and Hair Care
- COS 0301C - Hair Cutting and Shaping
- COS 0400C - Hair Styling/ Designing Procedures
- CSP 0010C - Manicuring and Pedicuring
- COS 0011 - Orientation/ Introduction to Cosmetology
- CSP 0004C - Esthetics and Skin Care
- COS 0644C - Chemical Hair Restructuring I
- COS 0640C - Chemical Hair Restructuring II
- COS 0700C - Hair Coloring/ Bleaching I
- COS 0760C - Hair Coloring/ Bleaching II
- COS 0870C - Salon Management
- COS 0920 - Review for the State Board

Total Certificate Requirements: 1200 clock hours, 40 occupational credits

## **Crossover: Correctional Officer to Law Enforcement Basic Recruit, O.C.**

### **Banner Code: XCLA**

Occupational Certificate

(518 clock hours, 17.27 occupational credits)

The certificate in Basic Law Enforcement is designed to assist students in 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 apply basic driving skills necessary for law enforcement officers.

### **Program Information**

This is a limited access program. To be eligible for admission 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 a GED®;
- Pass a physical exam;
- Meet certain minimum skills requirements, as established by the state of Florida, Division of Law Enforcement, and as set forth by Florida statutes;
- 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;
- 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.

### **Program Note**

\*Students may be exempt from the FBAT under F.S. 943.17(1)(g) if he or she is a veteran or holds an associate degree or higher from an accredited college or university. Contact the program advisor for additional information.

### **Required Courses**

- CJK 0002 - Introduction to Law Enforcement
- CJK 0016 - Communications
- CJK 0018 - Legal
- CJK 0019 - Interviewing and Report Writing
- CJK 0020C - Vehicle Operations
- CJK 0021 - Serving Your Community
- CJK 0063 - Fundamentals of Patrol
- CJK 0072 - Crimes Against Persons
- CJK 0073C - Crimes Involving Property and Society
- CJK 0079 - Crime Scene Follow Up Organization
- CJK 0093 - Critical Incidents
- CJK 0393 - Cross-over Program Updates
- CJK 0400C - Traffic Incidents
- CJK 0401 - Traffic Stops
- CJK 0402 - Traffic Crash Investigation
- CJK 0403 - DUI Traffic Stops
- CJK 0421 - Conducted Electrical Weapon/Dart Firing Stun Gun

Total Certificate Requirements: 518 clock hours, 17.27 occupational credits

## **Crossover: Law Enforcement to Corrections Basic Recruit, O.C.**

**Banner Code: XLEC**

Occupational Certificate

(223 clock hours) (7.44 occupational credits)

The certificate in Crossover from Law Enforcement to Correctional Officer is designed to assist students in seeking to qualify for the State Certification Examination for Correctional 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 corrections officers.
3. Students will demonstrate basic critical thinking, physical fitness, medical, firearms, and defensive tactics skills necessary for corrections officers.

### **Program Information**

This is a limited access program. To be eligible for admission for this program, a student must:

- Be at least 18 years of age;
- Be a U.S. citizen;
- Be a high school graduate or have a GED®;
- Pass a physical exam;
- Meet certain minimum skills requirements, as established by the state of Florida, Division of Law Enforcement, and as set forth by Florida statutes;
- 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;
- Take and pass the Florida Criminal Justice Basic Abilities Test (FBAT)\*, appropriate to the discipline they are apply for, prior to being admitted to the program.

### **Required Courses**

- CJK 0301 - Introduction to Corrections
- CJK 0355 - Legal for Correctional Officers
- CJK 0306 - Communication for Correctional Officers
- CJK 0111 - Interviewing and Report Writing in Corrections
- CJK 0327 - Shift Management and Safety
- CJK 0321 - Intake and Release
- CJK 0324 - Supervision in a Correctional Facility
- CJK 0326 - Supervising Correctional Populations
- CJK 0336 - Incidents and Emergencies in Correctional Facilities
- CJK 0393 - Cross-over Program Updates

Total Certificate Requirements: 223 clock hours, 7.44 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.

## **Program Learning Outcomes**

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

## **Program Information**

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.
- Must pass course with a C or better.

## **Required Course**

- CSP 0260C - Esthetics Specialist

Total Certificate Requirements: 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**

2. Students will be able to describe the relationship between flow and pressure and their relationship to the appropriate mathematical hydraulic formulas
3. Students will be able to describe and summarize pump theory and pump rating.
4. Students will be able to use and apply readings from various pressure and vacuum gauges commonly found on fire apparatus pump panels.
5. Students will be able to summarize the laws, rules and driving techniques for emergency vehicles.
6. Students will be able to apply rules for apparatus operations during fire ground evolutions and a driving course.
7. 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**

- FFP 0360C - Fire Science Apparatus Operator

Total Certificate Requirements: 80 clock hours, 2.67 occupational credits

## **Firefighter Minimum Standards, O.C.**

**Banner Code: FIRF**

Occupational Certificate

(492 clock hours) (16.4 occupational credits)

The Firefighter program offers training to prepare an individual to become certified as a firefighter.

## **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.

## **Program Information**

- Offering of this program is subject to the approval of the Division of State Fire Marshal, Bureau of Fire Standards and Training (BFST).
- Students successfully completing the Firefighter I course are eligible for certification as volunteer firefighters (Letter of Completion). Students successfully completing both courses (FFP 0030C - Firefighter I and FFP 0031C - Firefighter II) 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 an 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)

## **Program 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.

## **Required Courses**

- FFP 0030C - Firefighter I
- FFP 0031C - Firefighter II \*

Total Certificate Requirements: 492 clock hours, 16.4 occupational credits

## **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.

### **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.

### **Program Information**

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.

### **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

- EMS 0110 - Emergency Medical Technician
- FFP 0030C - Firefighter I
- FFP 0031C - Firefighter II

## Program Notes

The 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).
- Be responsible for obtaining their own NFPA compliant turn out (bunker) gear.
- Complete and pass a background investigation to include criminal history (FAC 69A-37.036) and drug urinalysis.
- Satisfactorily pass the required entrance written examination.
- Attend the mandatory orientation and satisfactorily pass the physical fitness entrance test.
- 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.

Total Certificate Requirements: 792 clock hours, 27.72 occupational credits

## 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.



## **Program Learning Outcomes**

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

## **Program Information**

- Must pass course with C or better.

To be considered for this course a student must:

- Be at least 16 years old and either a high school graduate or have a GED certificate, or be a non-high school graduate who has been out of high school at least six months.

## **Required Courses**

- CSP 0013C - Nail Specialist

Total Certificate Requirements: 180 clock hours, 6 occupational credits

## **Nursing Assistant (Articulated), O.C.**

**Banner Code:** CNAC

*Occupational Certificate*

(165 clock hours) (5.5 occupational credits)

The Nursing Assistant (Articulated) certificate program prepares the student with the knowledge, competencies, and requisites to become a certified nursing assistant (CNA) in a variety of acute and long-term healthcare facilities.

## **Program Learning Outcomes**

By the end of this program, the student will be able to:

1. Provide basic nursing care to the patient/residents that is respectful and based on individual needs, preferences, and values, inclusive of family (Patient/Resident-Centered Care).
2. Demonstrate caring and empathy for and understanding of patient/resident and family situation (Compassion).
3. Demonstrate knowledge of safety principles when providing basic nursing care to patients/residents (Safety).
4. Demonstrate the ability to identify and report potential and actual problems when providing basic nursing care to patients/residents (Critical-Thinking).
5. Demonstrate the ability to communicate (verbally and non-verbally) respectfully and clearly with patients/residents, family, and healthcare team members (Communication).
6. Demonstrate the ability to work effectively with other healthcare team members to provide safe and effective care to patients/residents (Teamwork).
7. Demonstrate clear understanding of basic nursing care information and skills to provide safe and effective care to patients/residents (Knowledge).
8. Demonstrate proper use of various technology to provide safe, effective, and efficient basic nursing care to patients/residents (Technology).
9. Demonstrate knowledge of state laws that govern CNA practice and show honesty, respect, and loyalty to self and others (Legal/Ethical).
10. Demonstrate readiness to enter the workforce by being competent in basic nursing skills and other behavioral skills such as reliability, commitment, accountability and responsibility (Employable).

## **Program Information**

The program is composed of two (2) courses designed to provide rigor and challenging academic standards that will prepare students for employability. Students who successfully complete this program are eligible to sit for the State of Florida's certification exam to become a Certified Nursing Assistant (CNA).

The program is a combination of classroom instruction (didactic and skills/simulation laboratory) and clinical practice in long-term and other healthcare facilities. Students who successfully complete the 90 hours Basic Health Care Worker section as a part of this program, will not have to repeat that required course in any other Health Science Career Cluster.

**NOTE:** Graduates of this program are eligible to take the state Certification exam to become a Certified Nursing Assistant by the Florida Board of Nursing.

### **Required Courses**

- HSC 0003 - Basic Healthcare Worker
- HCP 0121C - Nurse Aide and Orderly (Articulated)

Total Certificate Requirements: 165 clock hours, 5.5 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.

### **Program Learning Outcomes**

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

### **Program Information**

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

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

- Submit a Florida Gateway College admission application to the Admissions Office;
- 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**

- HSC 0003 - Basic Healthcare Worker
- MEA 0520 - Phlebotomy

Total Certificate Requirements: 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.

### **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.

### **Program Information**

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 Admissions Office;
- Have an official high school transcript, GED, or documentation of Home Schooling, and any transcripts from colleges other than FGC sent to FGC's Admissions Office;
- 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 55% 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.

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 "B" to successfully progress through the practical nursing program.

### **Required Courses**

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

- PRN 0001C - Basic Nursing
- PRN 0080 - Body Structure and Function
- PRN 0070 - Basic Nutrition
- PRN 0020 - Human Development Across the Life Span

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

- PRN 0381C - Med/Surge Life Span I

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

- PRN 0382C - Med/Surge Life Span II
- PRN 0100C - Maternal Infant Child
- PRN 0011C - Transition into Practice

### **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.

Total Certificate Requirements: 1,350 clock hours, 45 occupational credits

## **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.

### **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.

### **Program Information**

The program prepares students to meet industry standards in structural welding. Seating is limited. Students are accepted on a first come, first serve basis.

#### **To be eligible for this program, a student must:**

- Be at least 16 years old and either a high school graduate or have a GED certificate, or be a nonhigh school graduate who has been out of high school at least six months
- Take the Test of Adult Basic Education (TABE) and score a minimum 576 reading, 596 math, and 584 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
- 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.)

## **Required Courses**

- PMT 0070C - Welder Assistant I
- PMT 0080C - Welder I
- PMT 0071C - Welder Assistant II
- PMT 0081C - Welder II
- PMT 0072C - Welder SMAW I
- PMT 0082C - Welder III
- PMT 0073C - Welder SMAW II
- PMT 0083C - Welder SMAW: Intermediate SMAW II
- PMT 0074C - Welder: Gas Metal Arc
- PMT 0141C - Flux Core
- PMT 0143C - Flux Core Arc Welding
- PMT 0132C - Advanced Welder II
- PMT 0133C - Welder: Tungsten Inert Gas Welding II
- PMT 0161C - Pipe Welding: Pipe Principles and Practices

Total Certificate Requirements: 1,050 clock hours, 35 occupational credits

# 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 <https://flscns.fldoe.org/>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

## Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

## General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

**NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

## **The Course Prefix**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

## **Authority for Acceptance of Equivalent Courses**

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

## **Exceptions to the General Rule for Equivalency**

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually, or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

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

## **Courses at Non-Regionally Accredited Institutions**

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

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Director of Enrollment Services/Registrar in the Registration and Records office or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <https://flscns.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 Registration and Records office for more information concerning A.A. elective credits. It is ultimately a student's responsibility to confirm with a receiving institution that an elective credit will transfer successfully from Florida Gateway College to the receiving institution.

"**GE**" indicates that the class is an acceptable general education course at Florida Gateway College in the general education area shown for the course.

"**GEC**" indicates that the class is an acceptable general education core course at Florida Gateway College in the general education area shown for the course.

"**GR**" indicates that the class will satisfy the College's Gordon Rule requirements. Each Gordon Rule class has specific mathematics or writing requirements. All Gordon Rule (GR) classes must be passed with a grade of C or better.

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.

## **ABEX 0100 - Basic Adult Education Math**

Course is designed to prepare students to TABE into the Level 5 General Education Diploma mathematics course.

## **ABEX 0200 - Adult Basic Education Reading**

Course is designed to prepare students to TABE into the Level 5 General Education Diploma reading course.

## **ABEX 0300 - Adult Basic Education Language Arts**

Course is designed to prepare students to TABE into the Level 5 General Education Diploma language arts course.

## **ABEX 0400 - GED(r) Comprehensive (Levels 5 & 6) Reasoning through Language Arts**

The Reasoning through Language Arts (RLA) course of the GED® preparation program prepares students to pass the GED® RLA test. This test will focus on the fundamentals

in three major content areas: Reading, Language Arts, and Writing. Students will achieve the ability to read closely, the ability to write clearly, and the ability to edit and understand the use of standard written English in context.

## **ABEX 0401 - Adult Education Reasoning through Language Arts**

The Reasoning through Language Arts (RLA) course of the Adult Education Preparation Program prepares students for the GED® level of RLA. This test will focus on the fundamentals in three major content areas: Reading, Language Arts, and Writing. Students will achieve the ability to read closely, the ability to write clearly, and the ability to edit and understand the use of standard written English in context.

### **ABEX 0500 - GED(r) Comprehensive (Levels 5 & 6) Math**

Course is designed to prepare students to TABE into the Level 5 General Education Diploma mathematics course.

### **ACG 2021 - Introduction to Financial Accounting**

College Credits: 3

**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**

College Credits: 3

**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.

### **ACG 2453 - Accounting Software Applications**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** MAT 0028 with a grade of C or better or score out on appropriate placement test.

**Pre/Corequisite(s):** ACG 2021

This course is intended for students desiring a working knowledge of computerized accounting using software commonly used in business. This course covers the five major systems commonly found in computerized accounting environment: General Ledger, Inventory, Accounts Receivable, Accounts Payable, and Payroll.

### **ACG 4173 - Managerial Financial Analysis**

College Credits: 3

**Prerequisite(s):** FIN 3403

This course addresses the use of accounting and finance information in a managerial setting to support decision making. Students will learn how to classify and analyze financial data included on various financial statements and analyze ethical and/or social responsibility issues that may arise from such statements. An emphasis will be placed on utilizing a variety of analysis tools, including time value of

money concepts and cost- volume-profit tools, to develop and analyze strategic, operational, and capital budgets.

### **ACR 0000C - Introduction to Air-Conditioning**

Clock Hours: 180 Occupational Credits: 6

**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: 50

### **ACR 0009C - Install, Maintain, & Repair AC**

Clock Hours: 90 Occupational Credits: 3

Students will wire, test, install, and service motors and various electrical components used in the air conditioning, heating and refrigeration industry. Lab Fee: 25

### **ACR 0022C - Domestic Refrigeration**

Clock Hours: 90 Occupational Credits: 3

Practical study of domestic refrigerators, freezers and window air conditioners, installation and service including defrost and multiple temperatures of capillary tube systems. Lab Fee: 25

### **ACR 0061C - Psychometrics**

Clock Hours: 90 Occupational Credits: 3

Study of air, humidity, heat, and movement as it relates to comfort air conditioning. Psychrometric processes will be charted, measured, and applied. Lab Fee: 25

### **ACR 0100C - Basic Electricity**

Clock Hours: 180 Occupational Credits: 6

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: 65

### **ACR 0205C - Compressors**

Clock Hours: 90 Occupational Credits: 3

Students will study the internal chemistry of a refrigeration system and the study of refrigerants, oil, contaminants, dehydration, and burnouts in detail. Lab Fee: 55

**ACR 0601C - Heat Pumps II**

Clock Hours: 90 Occupational Credits: 3

An advanced study of the refrigerant cycle, and the electrical circuitry necessary to provide year-round air conditioning. Lab Fee: 70

**ACR 0610C - Heat Pumps I**

Clock Hours: 90 Occupational Credits: 3

Students will study oil and gas fired heating systems, combustion, mechanical and electrical components. Lab Fee: 55

**ACR 0700C - Central Residential AC**

Clock Hours: 90 Occupational Credits: 3

Study of application, installation and servicing central residential equipment and integrates electrical, psychrometric and mechanical operation. Lab Fee: 55

**ACR 0741C - Commercial Refrigeration**

Clock Hours: 90 Occupational Credits: 3

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: 40

**ACR 0815C - Advanced Service Practices**

Clock Hours: 90 Occupational Credits: 3

Students will study diagnostic procedures and development of job entry competencies in commercial refrigeration and central residential air conditioning. Lab Fee: 40

**ACR 0850C - Commercial Troubleshooting**

Clock Hours: 180 Occupational Credits: 6

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: 40

**AER 1073 - Parts & Service**

College Credits: 2

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: 118

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

College Credits: 3

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: 118

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

College Credits: 4

**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: 118

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

College Credits: 3

**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: 118

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

College Credits: 4

**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: 118

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

College Credits: 4

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: 118

**AER 1695 - Chassis Electronics**

College Credits: 3

**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: 118

### **AER 1758C - HVAC Systems**

College Credits: 4

**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: 118

### **AER 1947 - Automotive Cooperative Education 1**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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: 118

### **AER 2398C - Manual Transmission/Drive Trains**

College Credits: 3

**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: 118

### **AER 2694 - Electrical/Electronic Systems II**

College Credits: 4

**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: 118

### **AER 2840 - Engine Control Systems/Diagnostics II**

College Credits: 4

**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: 118

### **AER 2870 - Alternative Fuel & Propulsion**

College Credits: 3

**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: 118

### **AMH 2010 - United States History to 1877**

College Credits: 3

**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.

In this course, students will examine United States history from before European contact to 1877. Topics will include but are not limited to indigenous peoples, the European background, the Colonial period, the American Revolution, the Articles of Confederation, The Constitution, issues within the New Republic, sectionalism, manifest destiny, slavery, the American Civil War, and Reconstruction.

### **AMH 2020 - United States History from 1877**

College Credits: 3

**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.

In this course, students will trace the history of the United States from the end of the Reconstruction era to the

Contemporary era. Topics will include but are not limited to the rise of industrialization, the United States' emergence as an actor on the world stage, constitutional amendments and their impact, the Progressive era, World War I, the Great Depression and New Deal, World War II, the Civil Rights era, the Cold War, and the United States since 1989.

#### **AMH 2091 - Survey of African American History**

College Credits: 3

**Requirements Met:** AATR, GR

**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**

College Credits: 3

**Requirements Met:** AATR, GE, GR

**General Education Area:** Group 2 Humanities

**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 nonfictional and imaginative American literature. Students will learn and demonstrate an ability to comprehend, analyze, and synthesize meaning from a study of a part of American culture (pre-colonial through the Civil War), its major authors, and its literary movements. Essay assignments will document the writing, critical thinking, and research fundamentals learned and demonstrated through a completion of ENC 1101.

#### **AML 2020 - American Literature II**

College Credits: 3

**Requirements Met:** AATR, GE, GR

**General Education Area:** Group 2 Humanities

**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 nonfictional and imaginative American literature. Students will learn and demonstrate an ability to comprehend, analyze, and synthesize meaning from a study of a part of American culture (Civil War through the present), its major authors, and its literary movements. Essay assignments will document the writing, critical thinking, and research

fundamentals learned and demonstrated through a completion of ENC 1101.

#### **AML 2600 - Introduction to African-American Literature**

College Credits: 3

**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 texts relating to slavery, 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.

#### **APA 2144 - Introduction to QuickBooks**

College Credits: 3

**Corequisite(s):** ACG 2021

Introduction to QuickBooks teaches the basic fundamentals in bookkeeping such as account payables, account receivables, payroll functions, payroll liabilities, sales tax payables, and financial reporting.

#### **ARH 1000 - Art Appreciation and Introduction to Visual Arts**

College Credits: 3

**Requirements Met:** AATR, GE, GEC, GR

**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.

In this course, students will develop an appreciation of and the ability to think critically about culture and be provided with the tools to understand, analyze, and discuss works of visual art and material culture. 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 throughout history. 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**

College Credits: 3

**Requirements Met:** AATR, GE, GR

**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**

College Credits: 3

**Requirements Met:** AATR, GE, GR

**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**

College Credits: 3

**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: 15

### **ART 1203C - Three-Dimensional Design**

College Credits: 3

**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: 25

### **ART 1300C - Drawing I**

College Credits: 3

**Requirements Met:** AATR

Introductory drawing in various media. Lab Fee: 15

### **ART 1400C - Printmaking**

College Credits: 3

**Requirements Met:** AATR

Introduction to basic printmaking techniques and the production of multiples. This course focuses on the process of each print media, including relief, intaglio, and screen printing. Lab Fee: 25

### **ART 1500C - Painting I**

College Credits: 3

**Requirements Met:** AATR

Introductory painting with acrylic paint. Lab Fee: 25

### **ART 1930C - Special Topics in Art**

College Credits: 1-3

**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: 25

### **ART 2100C - Introduction to Crafts**

College Credits: 3

**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: 15

### **ART 2330C - Drawing II**

College Credits: 3

**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: 25

### **ART 2370C - Drawing for Comics and Animation**

College Credits: 3

**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 2701C - Basic Sculpture I**

College Credits: 3

**Requirements Met:** AATR

Study of visual communication with media experimentation in casting, carving, and modeling techniques. Lab Fee: 25

**ART 2750C - Ceramics I**

College Credits: 3

**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: 25

**ART 2752C - Wheel Throwing I**

College Credits: 3

**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: 25

**ASL 1140 - American Sign Language I**

College Credits: 4

**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**

College Credits: 4

**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**

College Credits: 3

**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.

This course provides a comprehensive look at modern astronomy, emphasizing the use of the scientific method and the application of physical laws to understand the universe including earth and its environment. Throughout this course, students will develop the ability to discern scientific knowledge from non-scientific information by using critical thinking.

**AST 1002L - Astronomy Lab**

College Credits: 1

**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**

College Credits: 3

**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**

College Credits: 4

**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: 30

**BSC 1005 - Biological Principles for NonMajors**

College Credits: 3

**Requirements Met:** AATR, GE, GEC

**General Education Area:** Group 1 Science

This course applies the scientific method to critically examine and explain the natural world including but not limited to cells, organisms, genetics, evolution, ecology, and behavior.

**BSC 2010C - General Biology I with Lab**

College Credits: 4

**Requirements Met:** AATR, GE, GEC

**General Education Area:** Group 1 Science

In this course students will apply the scientific method to critically examine and explain the natural world. This course will cover molecular biology, cellular biology, genetics, metabolism, and replication. Course includes a lab component. Lab Fee: 25

**BSC 2011C - General Biology II with Lab**

College Credits: 4

**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: 25

**BSC 2084C - Essentials of Anatomy and Physiology I**

College Credits: 4

**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: 15

**BSC 2085 - Anatomy and Physiology I**

College Credits: 3

**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.

This course is the first part of a two-semester sequence in which students examine human anatomy and physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular, and nervous systems.

**BSC 2085L - Anatomy and Physiology I Lab**

College Credits: 1

**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: 25

**BSC 2086 - Anatomy and Physiology II**

College Credits: 3

**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**

College Credits: 1

**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: 25

**BSC 2910 - Biology Research**

College Credits: 1-3

**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**

College Credits: 3

**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.

**BUL 4310 - Legal Environment of Business**

College Credits: 3

**Prerequisite(s):** BUL 2241

This course is an introduction to the legal environment of business and organizations. Emphasis is given to public and regulatory law, and the social, political, and ethical aspects of legal issues in business. Subjects include the nature of law and legal process; administrative law of contracts and torts; business and the constitution; statutory and common law; contracts and torts; business organizations; and

securities, antitrust, consumer protection and employment law.

**CCJ 1000 - Role of Criminal Justice in Crime and Delinquency**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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.

### **CEN 2212 - Intro to Programming the IoT**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** COP 2334C

This course teaches the principles of programming internet of things devices using a computer language. The student will learn fundamental programming concepts and systematic design techniques. At the end of the course, the student will be able to write programs that control development boards, with sensors, connected to the internet.

### **CET 1178C - Computer Repair and Upgrading**

College Credits: 3

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 - Cisco Network Fundamentals**

College Credits: 3

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: 5

### **CET 1610C - Cisco Routing & Switching**

College Credits: 3

**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 Repair and Maintenance**

College Credits: 3

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**

College Credits: 3

**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 - Cisco Securing Networks**

College Credits: 3

**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 1030 - IT Concepts**

College Credits: 3

**Requirements Met:** AATR

This course, intended for individuals with no previous computing experience, includes the history of computers, a survey of how computers are used today, the basic components of computers and computer terminology and laboratory experiences using application software. A study

of information systems and computer careers completes the course.

### **CGS 1570 - Computer Applications**

College Credits: 3

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**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**Prerequisite(s):** Typing skills required.

Teaches database management using a popular database software package. Covers index files, query files, and command language.

### **CGS 2811 - Incident Response & Disaster Recovery**

College Credits: 3

**Prerequisite(s):** CTS 1170

This course provides the essential foundation for establishing policies and procedures for the recovery from various types of disasters affecting the information technology aspects of an organization. The topics covered in this course include recovery policies and procedures, assessing risk, establishing responsibility for disaster recovery within an organization, training, and updating procedures.

### **CHD 1220 - Child Growth & Development: Infant & Preschool**

College Credits: 3

**Prerequisite(s):** Restricted to students in the Early Childhood Education Associate's degree, Child Care Center

Management certificate, 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**

College Credits: 3

**Prerequisite(s):** EEC 1001 or EEC 1309

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. The course includes at least 5 hours of observation and practice in an infant or toddler classroom. A grade of C or better is required for successful completion.

### **CHD 1339 - Motor Development and Play**

College Credits: 3

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**

College Credits: 3

**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 designed for students pursuing careers in the sciences or who need a more rigorous presentation of chemical concepts than is offered in an introductory course. Students will engage in problem solving and critical thinking while applying chemical concepts. Topics will include the principles of chemistry including atomic theory, electronic and molecular structure, measurement, stoichiometry, bonding, periodicity, thermochemistry, nomenclature, solutions, and the properties of gases.

### **CHM 2045L - General Chemistry I Lab**

College Credits: 1

**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: 15

### **CHM 2046 - General Chemistry II**

College Credits: 3

**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, acid/base reactions, kinetics, thermodynamics, and electrochemistry.

### **CHM 2046L - General Chemistry II Lab**

College Credits: 1

**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: 15

### **CHM 2210 - Organic Chemistry I**

College Credits: 3

**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.

Topics include: classes of organic compounds, hydrocarbons, halogen compounds, oxygen compounds, nitrogen compounds, theoretical considerations in atomic and molecular structure, resonance concept of structure and its consequences, concept of aromaticity, application of the Huckel's Rule to monocyclic systems (e.g., benzene, furan, thiophene, pyrrole, cyclopentadienyl anion, tropylium carbocation), stereochemistry, acid-base theory, Bronsted and Lewis concepts, determination of physical constants, purification of compounds, recrystallization (with adsorption and filtration), fractional distillation, steam distillation, vacuum distillation, extraction and physical organic chemistry.

### **CHM 2210L - Organic Chemistry I Lab**

College Credits: 1

**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: 15

### **CHM 2211 - Organic Chemistry II**

College Credits: 3

**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.

Topics include: reactive intermediates of organic chemistry, reaction mechanisms, chromatographic separation (two or more procedures involving column, paper, thin-layer, or gasliquid chromatography), synthesis and applications of physical organic chemistry.

### **CHM 2211L - Organic Chemistry II Lab**

College Credits: 1

**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: 15

### **CHM 2910 - Chemistry Research**

College Credits: 1-3

**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.

### **CIS 1254 - Professional Development for IT**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** CTS 1131

This course is designed for IT majors and prepares students for transition into employment by providing practical

applications in today's business environment. Through lectures, group collaboration, case studies, service projects, and presentations, the student is equipped to effectively manage projects while exposed to best practices used in the industry. Included in the course will be resume writing for the Internet, work ethics, team building, business communications, time management, and developing skills in training non-technical people.

#### **CIS 2350 - Cybersecurity Analysis**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** CTS 1134

This course provides students an intermediate skills-level approach to cybersecurity analysis. Students learn to identify the phases of an attack, the motivations of the adversary, the resources and techniques they use, the intended effect or endgame, and how to mitigate threats. Topics include intrusion detection and response, and advanced threat visibility. This course prepares students for the CompTIA CySA+ certification exam.

#### **CIS 2352 - Ethical Hacking**

College Credits: 3

**Prerequisite(s):** CNT 2414 & CTS 1134

A hands-on course which teaches students how to hack into information systems using ethical standards. The student will learn system and network penetration testing, the tools and techniques used to exploit vulnerabilities such as social engineering, buffer overflows, etc., and how to defend against attacks.

#### **CIS 2619 - Designing Secure Software**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** COP 2501

This course is designed to involve security in the planning and delivery of software systems. This extends from the management of a project to the implementation of projects primarily or partially comprised of software. From basic terminology to an understanding of the situation that security professionals and developers face in the current climate of cybercrime and rampant malicious software will be covered.

#### **CIS 2774 - Cyber Warfare**

College Credits: 3

**Prerequisite(s):** CTS 1170

This course explores basic concepts in cyberwarfare and cybersecurity. Topics include defining cyberwarfare, the evolution of cyberwarfare, approaches to detecting,

preventing, and recovering from breaches and information loss, functioning as a Chief Information Security Officer, software applications and web services for maintenance information security, and laws and regulations related to cybersecurity.

#### **CIS 2940 - Computer Information Technology Internship**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** CIS 1254

This course provides the student with a supervised, practical learning experience in a work setting that is relevant to their program of study. Through course assignments and workplace projects the student will apply, connect, and extend academic theory and competencies for the purpose of building professional skills and affiliations.

#### **CJC 1000 - Introduction to Corrections**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

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**

Clock Hours: 12 Occupational Credits: 0.4

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: 101

### **CJK 0016 - Communications**

Clock Hours: 24 Occupational Credits: 0.8

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**

Clock Hours: 64 Occupational Credits: 2.13

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**

Clock Hours: 56 Occupational Credits: 1.87

Requirements Met:

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**

Clock Hours: 48 Occupational Credits: 1.6

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: 184.64

### **CJK 0021 - Serving Your Community**

Clock Hours: 34 Occupational Credits: 1.13

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**

Clock Hours: 40 Occupational Credits: 1.33

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: 64.88

### **CJK 0040C - Criminal Justice Firearms**

Clock Hours: 80 Occupational Credits: 2.67

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: 625.2

### **CJK 0051C - Defensive Tactics**

Clock Hours: 80 Occupational Credits: 2.67

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: 153.6

### **CJK 0063 - Fundamentals of Patrol**

Clock Hours: 40 Occupational Credits: 1.34

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**

Clock Hours: 48 Occupational Credits: 1.6

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**

Clock Hours: 12 Occupational Credits: 0.4

At the end of this course, students should be able to conduct an initial investigation of crimes against society, property, and economic crimes.

### **CJK 0079 - Crime Scene Follow Up Organization**

Clock Hours: 34 Occupational Credits: 1.13

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**

Clock Hours: 44 Occupational Credits: 1.47

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**

Clock Hours: 60 Occupational Credits: 2

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 0111 - Interviewing and Report Writing in Corrections**

Clock Hours: 16 Occupational Credits: 0.53

This course focuses on the importance of documentation and the role of correctional officers in gathering information and the fundamentals of writing.

### **CJK 0301 - Introduction to Corrections**

Clock Hours: 32 Occupational Credits: 1.07

This course provides an introduction to the corrections profession, including the roles and responsibilities of correctional officers, the certification process, the structure of the criminal justice system, and considerations that impact the longevity of an officer's career. Lab Fee: 100

### **CJK 0306 - Communication for Correctional Officers**

Clock Hours: 32 Occupational Credits: 1.07

This course provides students with the foundational knowledge of effective communication within a correctional environment, including interpersonal communication, de-escalation, and recognizing and responding to manipulation tactics.

**CJK 0321 - Intake and Release**

Clock Hours: 16 Occupational Credits: 0.53

This course focuses solely on processes related to the intake identification, classification/housing, and release of inmates.

**CJK 0324 - Supervision in a Correctional Facility**

Clock Hours: 32 Occupational Credits: 1.07

This course has been applied to improve the flow of concepts, such as monitoring inmates, areas of supervision, and inmate movement, referral, and discipline.

**CJK 0326 - Supervising Correctional Populations**

Clock Hours: 25 Occupational Credits: 0.83

This course covers effectively supervising diverse special population inmates, maintaining officer safety and professionalism, and maintaining care and custody of special populations.

**CJK 0327 - Shift Management and Safety**

Clock Hours: 20 Occupational Credits: 0.67

This course teaches the basics of situational awareness and safety measures within a correctional environment, including equipment, security checks, searches, contraband, and maintaining general facility safety.

**CJK 0336 - Incidents and Emergencies in Correctional Facilities**

Clock Hours: 20 Occupational Credits: 0.67

This course provides foundational knowledge in identifying and responding to critical incidents within a correctional facility.

**CJK 0340 - Officer Wellness and Physical Abilities**

Clock Hours: 30 Occupational Credits: 1

Course covers improving the student's score on the final fitness evaluation and adopting a foundation for lifelong fitness.

**CJK 0355 - Legal for Correctional Officers**

Clock Hours: 22 Occupational Credits: 0.73

This course provides students with the foundational understanding of how case law and agency policies and procedures are important in the corrections profession.

**CJK 0393 - Cross-over Program Updates**

Clock Hours: 8 Occupational Credits: 0.27

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**

Clock Hours: 12 Occupational Credits: 0.4

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.

**CJK 0401 - Traffic Stops**

Clock Hours: 24 Occupational Credits: 0.8

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**

Clock Hours: 30 Occupational Credits: 1

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**

Clock Hours: 24 Occupational Credits: 0.8

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**

Clock Hours: 4 Occupational Credits: 0.13

This course is the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission Dart Firing Stun Gun course. Lab Fee: 70



**CJL 2001 - Criminal Law and Process**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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.

**CLP 2140 - Abnormal Psychology**

College Credits: 3

**Requirements Met:** AATR, GR

**Prerequisite(s):** PSY 2012 with a grade of C or better

This course will examine the major categories of mental disorders, inclusive of the nature of the disorder(s), causation, diagnostic criteria, and treatment.

**CNT 2401 - Introduction to Network Security**

College Credits: 3

**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.

**CNT 2414 - Computer & Network Security**

College Credits: 3

**Prerequisite(s):** CTS 1170

This course covers the fundamentals of computer security technology, including cryptography, authentication, digital signatures and network security tools and applications.

**COP 1332 - Visual Basic**

College Credits: 3

**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 2000 - Introduction to Programming**

College Credits: 3

**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 2334C - Beginning C++ Programming**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** MAT 0028 with a grade of C or better or score out on an appropriate placement test or COP 2000 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 2335C - Intermediate C++ Programming**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** COP 2334C with a grade of C or better.

This course continues to build the student's programming proficiency from the basics learned in COP 2334C.

### **COP 2501 - Intermediate Programming**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** COP 2000

This course is a continuation of structured programming concepts using the Python programming language. This includes techniques for algorithm development, coding, and testing. This course will explore lists and tuples, dictionaries and sets, encapsulation, inheritance, polymorphism, recursion, and GUI programming. Students will create event-driven applications to reinforce new concepts and material presented in each chapter.

### **COP 2660 - Programming for Mobile Devices**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** COP 2800

**Corequisite(s):** COP 2802

The main objective of this course is to provide students with the tools and skills needed to build applications for the Android platform. The course starts with a brief introduction to Java programming environment and moves forward with creating stateful web services using Java and developing mobile applications consuming web services via the Android platform.

### **COP 2800 - JAVA**

College Credits: 3

**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 2801 - JavaScript**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** COP 2501 and COP 2851

This course will teach students to write JavaScript programs that can be executed on any computer running compatible

software. These programs will be created using this object-based scripting language and designed to interact over the internet or any other similar network with an appropriate web browser. Students will conceptualize and develop interactive web sites using the full features of JavaScript.

### **COP 2802 - Intermediate Java**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** COP 2800 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**

College Credits: 3

**Requirements Met:** AATR

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.

### **COP 2851 - Designing Web Pages**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** COP 2830

This course covers more advanced topics on web application development with a focus on single-page web applications and web APIs. This course is a continuation and enhances web development skills at the client side, utilizing tools like jQuery, JSON, and AJAX. Students will complete development projects throughout the course.

### **COS 0011 - Orientation/ Introduction to Cosmetology**

Clock Hours: 60 Occupational Credits: 2

**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**

Clock Hours: 150 Occupational Credits: 5

**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: 30

**COS 0400C - Hair Styling/ Designing Procedures**

Clock Hours: 150 Occupational Credits: 5

**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: 30

**COS 0510C - Scalp and Hair Care**

Clock Hours: 30 Occupational Credits: 1

**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: 25

**COS 0640C - Chemical Hair Restructuring II**

Clock Hours: 120 Occupational Credits: 4

**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: 25

**COS 0644C - Chemical Hair Restructuring I**

Clock Hours: 120 Occupational Credits: 4

**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: 75

**COS 0700C - Hair Coloring/ Bleaching I**

Clock Hours: 120 Occupational Credits: 4

**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: 40

**COS 0760C - Hair Coloring/ Bleaching II**

Clock Hours: 120 Occupational Credits: 4

**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: 40

**COS 0870C - Salon Management**

Clock Hours: 60 Occupational Credits: 2

**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**

Clock Hours: 90 Occupational Credits: 3

**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**

Clock Hours: 90 Occupational Credits: 3

**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**

College Credits: 3

**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 creative nonfiction, fiction, poetry, and drama. Includes critical analysis of student writing by instructor, peer review, guidance in how to publish, and publication of best student work in college literary magazine.

**CRW 2200 - Magazine Writing**

College Credits: 3

**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 is on submission evaluation and editing, as well as independent editing and writing projects. Students will work on the production of the FGC literary magazine, Howl!. May be taken a maximum of four semesters for credit.

**CSP 0004C - Esthetics and Skin Care**

Clock Hours: 90 Occupational Credits: 3

**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: 75

**CSP 0010C - Manicuring and Pedicuring**

Clock Hours: 90 Occupational Credits: 3

**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: 75

**CSP 0013C - Nail Specialist**

Clock Hours: 180 Occupational Credits: 6

**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: 75

**CSP 0260C - Esthetics Specialist**

Clock Hours: 220 Occupational Credits: 7.33

**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: 125

**CTS 1131 - Computer Essentials & Support**

College Credits: 3

Students use multiple learning formats to learn how to install, manage, and secure computer hardware and master home and corporate OS environments. Concepts covered include the basics of computer components, peripheral devices, data storage, networking, printing, mobile devices, security, system management and Windows installation. Concepts will be taught via an online instructional system utilizing extensive computer-based simulations. This is a blended course which combines TestOut online simulated labs with instructor facilitated lectures. TestOut PC Pro prepares students for the TestOut PC Pro and CompTIA A+ 220-1001 (Core 1) and 220-1002 (Core 2) industry certification exams.

**CTS 1132 - Computer Repair and Maintenance**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** CTS 1131

This course includes the basics of computer components, peripheral devices, data storage, networking, printing, mobile devices, security, system management, and Windows OS installation. This is a lab-based, hands-on course. Students will learn to install and repair system

components, disassemble, and reassemble laptops, All-in-One (AIO) computer systems, and build a PC from scratch. This course also prepares students to take the CompTIA A+ industry certification exams.

#### **CTS 1134 - Introduction to Networking**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** CTS 1131

The goal of this course is to introduce networking technologies. Students will be introduced to the objectives of both CompTIA's Network+ and TestOut Network Pro exams. This course covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, virtualization, IP addressing, subnetting, TCP/IP, OSI model, network protocols, topologies, transmission media, and security. It not only introduces a variety of concepts, but also discusses in-depth the most significant aspects of networking infrastructure. In addition to explaining concepts, the course uses a multitude of real-world examples of networking issues from a professional's standpoint, making it a practical preparation for the real world. This course prepares students for the CompTIA Network+ industry certification.

#### **CTS 1170 - Foundations of Information Security**

College Credits: 3

**Requirements Met:** AATR

This course teaches the basic concepts and principles of information security, and the fundamental approaches to secure computers and networks. Its main topics include security basics, security management and risk assessment, software security, operating systems security, database security, cryptography algorithms and protocols, network authentication and secure network applications, malicious malware, network threats and defenses, web security, mobile security, legal and ethical issues, and privacy.

#### **CTS 2142 - Project Management**

College Credits: 3

**Requirements Met:** AATR

The student will gain comprehensive knowledge of the methods, tools, and techniques related to successful management of an IT project. Topics such as agile development, managing risk, innovative teams and people skills will be covered in addition to the traditional elements of the IT Project Management Framework. This course is taught in a collaborative learning laboratory designed to give students experience with participating in a collaborative IT project team.

#### **CTS 2145 - Cloud Essentials**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** CTS 1134

This course provides a comprehensive overview of the Cloud Infrastructure and Services, as well as their underlying management mechanisms, including data center virtualization and networking, cloud security and reliability, scientific and commercial applications. This course prepares students for the CompTIA Cloud Essentials Certification exam.

#### **CTS 2161 - Microsoft Windows Client**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** CTS 1134

This course will cover the Microsoft Windows 10 desktop operating system. It is designed to prepare students to manage Microsoft Windows 10 desktop computers on a network environment. Students will learn to install, configure, customize, optimize, and troubleshoot Microsoft Windows 10. This course is intended for those who support or administer Microsoft Windows 10 or who are preparing to take the Microsoft MD-100 & MD 101 Windows 10 Certification Exam.

#### **CTS 2314 - Network Defense & Countermeasures**

College Credits: 3

**Prerequisite(s):** CNT 2414 & CTS 1134

In this course, students take an in depth look at network defense concepts and techniques, students examine theoretical concepts that make the world of networking unique. This course also adopts a practical hands-on approach when examining network defense techniques. Along with examining different network defense strategies, this course will explore the advancement of network implementation, as well as, timeless problem-solving strategies. The course also covers such essential practices as developing a security policy and then implementing that policy by performing network address translation, packet filtering, and installing proxy servers, firewalls, and virtual private networks.

#### **CTS 2318 - Risk Management**

College Credits: 3

**Prerequisite(s):** CTS 1170

This course deals with processes and technical solutions that implement the information security governance framework, focuses on the tasks necessary for the information security manager to effectively manage information security within an organization, and provides a description of various

techniques the information security manager can use. This course also covers steps and solutions for responding to an incident.

### **CTS 2321 - Linux Admin I**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** CTS 1134

This course aligns to the Linux Professional Institute (LPI) Linux Essentials Professional Development Certificate. To learn more about this certificate, visit [www.lpi.org/LE](http://www.lpi.org/LE). This course teaches how to use the Linux operating system and introduces the CDE, GNOME, and KDE graphical user interfaces (GUI). An overview of the various distributions of the Linux operating system is provided. The class is for new users of the Linux operating environment. The students will learn fundamental command-line features including file system navigation, changing file permissions, the vi and emacs text editors, Korn and Bash shell features, and basic network use. GUI features include Application Managers, File Managers, Text Editors, printing, and mail.

### **CTS 2445 - SQL Programming**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** CGS 2541

The goal of this course is to focus on the process of creating a database from initial conception, gathering of requirements and business rules, the logical and physical design, and the testing of the testing of the database. Table creation, normalization, data integrity and constraints, SQL queries, and analyzing security needs will also be covered.

### **DEP 2001 - Child Development**

College Credits: 3

**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 developmental psychology course focuses on the stages of physical, cognitive, emotional, cultural, and social growth and development in humans from the prenatal period through the late teens. There is additional emphasis on how changing societal norms affect development, both healthy and maladaptive.

### **DEP 2004 - Human Growth and Development**

College Credits: 3

**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 is a developmental psychology course that considers human growth and development from conception to death. This course covers the transitions of physical, cognitive, and psycho-social growth throughout the life span, inclusive of the study and consideration of major developmental theories.

### **DIG 1710C - Introduction to Game Production**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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: 20

**DIG 2030C - Fundamentals of Digital Video**

College Credits: 3

**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: 20

**DIG 2040C - History of Video Games**

College Credits: 3

**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**

College Credits: 3

**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: 20

**DIG 2113C - Motion Graphics and Special Effects**

College Credits: 3

**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: 20

**DIG 2203C - Advanced Digital Video**

College Credits: 3

**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: 20

**DIG 2300C - Intro to 2D Animation**

College Credits: 3

**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: 20

**DIG 2302C - 3D Modeling and Animation 1**

College Credits: 3

**Requirements Met:** AATR

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: 20

**DIG 2430C - 2D Animation and Storytelling**

College Credits: 3

**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**

College Credits: 3

**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: 20

### **DIG 2580C - Digital Media Portfolio**

College Credits: 3

**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: 20

### **DIG 2721C - Applied Game Design I**

College Credits: 3

**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.

### **DIG 2931C - Special Topics in Digital Media**

College Credits: 1-3

**Requirements Met:** AATR

**Repeatable for Credit:** Yes

This course teaches computer-aided digital media topics of special and current interest. Main areas of study include the focus on various issues in the field of digital media. Students pursue production of digital and traditional projects related to the course. This course may be repeated with a change in subject matter. Lab fee: \$21.21.

### **ECO 2013 - Macroeconomics**

College Credits: 3

**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.

In this course, students will learn the foundations of macroeconomics as the branch of economics concerned with how decision-making, in an environment of scarcity, maps onto the aggregate economy. Students will examine theories and evidence related the following core set of

topics: national income determination, money, monetary and fiscal policy, macroeconomic conditions, international trade and the balance of payments, and economic growth and development.

### **ECO 2023 - Microeconomics**

College Credits: 3

**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**

College Credits: 3

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**

College Credits: 1

**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**

College Credits: 1

**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**

College Credits: 3

**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**

College Credits: 1

**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**

College Credits: 1

**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**

College Credits: 9

**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**

College Credits: 3

**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**

College Credits: 3

**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.

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**

College Credits: 3

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 4214 - Teaching and Learning Process**

College Credits: 3

This course teaches a foundation in child and adolescent development including theories and principles of learning

as applied in the instructional process. Topics include motivation and persistence, and various stages of human development.

#### **EDF 4251 - Classroom Management, Ethics, & Law**

College Credits: 3

This course explores the development of classroom organization and management, school safety, professional ethics, and educational law necessary to create a safe learning environment in which effective teaching and learning can take place. Emphasis will be placed on promoting a physically, emotionally, socially, and academically secure climate for students. Methods and strategies for communicating and working effectively with students, other school professionals, community members, and parents are included in the course.

#### **EDF 4430 - Classroom Assessment**

College Credits: 3

This course teaches the principles of assessment and various assessment strategies that can be used in the classroom. Topics include formative and summative evaluation, test construction, rubrics, and interpretation of data.

#### **EDF 4603 - Critical Issues in Classroom Management, Ethics, Law, and Safety**

College Credits: 3

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 4343 - Instructional Strategies**

College Credits: 3

This course explores instructional strategies and materials appropriate for the classroom setting. Interdisciplinary instruction, teaching techniques, and various methods of planning to meet the needs of all types of learners, including students with disabilities, will be addressed. Topics will include planning for instruction, assessment of learning styles, Bloom's Taxonomy/Webb's Depth of Knowledge, interdisciplinary instruction, cooperative learning, group learning, contextual learning, project-based learning, and unit planning.

#### **EDG 4410 - Classroom Management**

College Credits: 3

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.

#### **EEC 1001 - Introduction to Early Childhood Education**

College Credits: 3

**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: 40

#### **EEC 1309 - Early Childhood Education Foundations**

College Credits: 3

**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**

College Credits: 3

Pre/Corequisite(s): EEC 1309

This course is designed for parents and professionals who care for and work with young children. It examines the range of appropriate and acceptable behaviors, consistent limits, communication patterns and styles, and simple rules that clearly define behavioral guidelines employed to guide young children in a variety of settings. This course includes a minimum of 7 hours of field experience in childcare settings. A grade of C or better is required for successful completion.

#### **EEC 1601 - Child Study**

College Credits: 3

**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. A grade of C or better is required for successful completion.

**EEC 1734 - Health, Safety, and Nutrition for Young Children**

College Credits: 3

This course provides an overview of the fields of health, safety, and nutrition as they relate to the young child and his/her family. Emphasis is placed on learning to incorporate current concepts in health, safety, and nutrition into a quality childcare setting.

**EEC 1941 - Internship-Early Intervention**

College Credits: 1

**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**

College Credits: 3

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**

College Credits: 3

**Prerequisite(s):** EEC 1309 and EEC 1601

This course provides an overview of early childhood curriculum including; selecting activities, exploring the environment, equipment and supplies, and resource materials. A grade of C or better is required for successful completion.

**EEC 2300 - Cognitive Experiences for Young Children**

College Credits: 3

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**

College Credits: 3

**Prerequisite(s):** EEC 1309 and EEC 1601

This course is designed for students to become acquainted with the dynamics of the relationships of home, school, and community in early childhood education. This course includes 10 hours of service learning. A grade of C or better is required for successful completion.

**EEC 2930 - Special Topics for Child Care Administrators**

College Credits: 3

**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**

College Credits: 3

**Prerequisite(s):** EEC 1309 and EEC 1601 with a grade of C or better

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: 40

**EEC 3214 - Early Childhood Education Learning Environment & Strategies**

College Credits: 3

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**

College Credits: 3

Philosophy, theories and instructional practices of early childhood education.

**EEC 3320 - Principles and Methods for Teaching Early Childhood Social Studies**

College Credits: 3

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**

College Credits: 3

This course identifies child-rearing practices and teacher-parent relationships for children from birth through elementary school in relation to academic success.

**EEC 3511 - Infant and Toddler Curriculum**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

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 4613 - Assessment and Evaluation of Young Children**

College Credits: 3

**Prerequisite(s):** EEX 4201

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**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

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: 40

**EEX 2010 - Intro to Exceptional Child Education**

College Credits: 3

**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**

College Credits: 3

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. A grade of C or better is required for successful completion.

**EEX 3294 - Differentiated Instruction**

College Credits: 3

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**

College Credits: 3

**Prerequisite(s):** EEX 4201

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**

College Credits: 3

**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**

College Credits: 3

**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**

Clock Hours: 300 Occupational Credits: 10

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: 287.5

**EMS 1119 - Emergency Medical Technician**

College Credits: 6

**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: 130

**EMS 1119L - Emergency Medical Technician Lab**

College Credits: 3

**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: 75

### **EMS 1335C - Emergency Vehicle Operator Course (EVOC)**

College Credits: 1

#### **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**

College Credits: 3

#### **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: 212.5

### **EMS 2271C - Paramedic I**

College Credits: 8

**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: 240

### **EMS 2272C - Paramedic II**

College Credits: 8

**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: 50

### **EMS 2273C - Paramedic III**

College Credits: 3

**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: 175

**EMS 2311 - Management of EM Services**

College Credits: 3

**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**

College Credits: 5

**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: 50

**EMS 2435L - Paramedic I Clinical**

College Credits: 6

**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: 240

**EMS 2436L - Paramedic II Clinical**

College Credits: 8

**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: 80

**EMS 2437L - Paramedic III Clinical**

College Credits: 1

**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: 80

**EMS 2458L - Paramedic III Field Internship**

College Credits: 4

**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: 80

**EMS 2761C - EMS Instructor**

College Credits: 3

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**

College Credits: 3

**Prerequisite(s):** PERT score of 50-89 or other appropriate college entrance test score.

**Corequisite(s):** SLS 1105

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. Lab Fee: 15

**ENC 0025 - Principles of Writing II**

College Credits: 3

**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.

**Corequisite(s):** SLS 1105

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. Lab Fee: 15

**ENC 0027C - Fundamentals of Reading and Writing**

College Credits: 4

**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.

**Corequisite(s):** SLS 1105

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**

College Credits: 1

**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**

College Credits: 3

**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 introduces students to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication.

#### **ENC 1101L - Freshman Composition I Lab**

College Credits: 1

**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**

College Credits: 3

**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 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**

College Credits: 3

**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**

College Credits: 1

**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**

College Credits: 3

**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**

College Credits: 3

**Requirements Met:** AATR, GE, GR

**General Education Area:** Group 2 Humanities

**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), its major authors, and its 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**

College Credits: 3

**Requirements Met:** AATR, GE, GR

**General Education Area:** Group 2 Humanities

**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), its major authors, and its literary movements. Essay assignments will document the writing, critical-thinking, and research fundamentals learned and demonstrated through a completion of ENC 1101.

### **ENT 1940 - Entrepreneurship Internship**

College Credits: 2

**Requirements Met:** AATR

**Prerequisite(s):** GEB 2214

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 developing and starting a new business.

### **ENT 3004 - Principles of Entrepreneurship**

College Credits: 3

This course is an introduction to the general theories, principles, concepts, and practices of entrepreneurship. It provides basic foundation in entrepreneurship, finance and accounting, and enables students to understand the role of entrepreneurship in society.

### **EPI 0001 - Classroom Management**

College Credits: 3

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: 6

### **EPI 0002 - Instructional Strategies**

College Credits: 3

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: 6

### **EPI 0003 - Technology**

College Credits: 3

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: 6

#### **EPI 0004 - The Teaching and Learning Process**

College Credits: 3

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: 6

#### **EPI 0010 - Foundations and Applications of Language and Reading**

College Credits: 3

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: 6

#### **EPI 0011 - Foundations of Assessment and Differentiation in Reading Instruction**

College Credits: 3

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**

College Credits: 3

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: 6

#### **EPI 0030 - Diversity in the Classroom**

College Credits: 2

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: 6

#### **EPI 0940 - Professional Foundations: Field Experience**

College Credits: 1

**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: 40

#### **EPI 0945 - Diversity in the Classroom: Field Experience**

College Credits: 1

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.

### **EPI 0950 - EPI Field Experience**

College Credits: 3

Application of methods of instruction integrating theoretical knowledge with classroom experience, demonstrating effective teaching practices, reflective decision making, and competency in educator accomplished practices. This course satisfies competency five of Florida Reading Endorsement.

### **EVR 1001 - Introduction to Environmental Science**

College Credits: 3

**Requirements Met:** AATR, GE, GEC

**General Education Area:** Group 2 Science

This course is a survey of basic chemical, biological, and physical principles of environmental science and their applications to environmental issues. The student will gain insight into the natural interactions among living things and physical aspects of the environment with an overview of current environmental concerns and the management of these concerns. This course is appropriate for students in a wide range of disciplines or programs.

### **EVR 1001L - Introduction to Environmental Science Lab**

College Credits: 1

**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: 25

### **EVR 3373 - Wetland Resources**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

**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**

College Credits: 4

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 2005 - Treatment of Water and Wastewater**

College Credits: 4

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**

College Credits: 3

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**

College Credits: 4

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**

College Credits: 3

**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**

College Credits: 4

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**

College Credits: 4

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**

College Credits: 5

**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: 100

### **EVS 2930 - Special Topics: Wastewater Treatment Operator C Course**

College Credits: 4

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**

College Credits: 4

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**

College Credits: 4

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**

College Credits: 1-4

**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: 100

### **EVS 3043 - Introduction to Water Resources**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

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.

### **FFP 0030C - Firefighter I**

Clock Hours: 191 Occupational Credits: 6.37

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: 680

### **FFP 0031C - Firefighter II**

Clock Hours: 301 Occupational Credits: 10.03

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: 1588

### **FFP 0141C - Emergency Services First Responder**

Clock Hours: 40 Occupational Credits: 1.33

**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: 10

### **FFP 0360C - Fire Science Apparatus Operator**

Clock Hours: 80 Occupational Credits: 2.67

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 Marshal's Office Bureau of Fire Standards & Training. Students should refer to the current college catalog regarding other academic regulations and be governed accordingly.

### **FFP 1505 - Fire Prevention Practices**

College Credits: 3

The purpose of this course is to place emphasis on fire prevention through inspection, code enforcement, the use of model building, and fire prevention codes, including detailed information on the legal, economic, and political aspects of the fire inspection process.

### **FFP 1510 - Codes and Standards**

College Credits: 3

The purpose of this course is to familiarize students or current inspectors with the Florida Fire Prevention Code which includes NFPA 101, NFPA 1, FSS 633 and FAC 69A. Students will learn how to research the codes and apply them to inspection activities.

### **FFP 1540 - Private Fire Protection Systems I**

College Credits: 3

This course is a survey of fire protection systems and domestic water supply. The operational features and functional characteristics of fire detection and suppression systems and devices will be studied.

### **FFP 1740 - Fire Service Course Delivery**

College Credits: 3

The curriculum draws from many recognized authorities in exploring the methods and mechanics of imparting information and adult learning principles. The course emphasizes techniques which have wide application in teach situations, as well as devices for specific training areas. The course also stresses measuring teaching effectiveness, and the use of media and visual aids.

### **FFP 1793 - Fire and Life Safety Educator I**

College Credits: 3

This course is designed to provide the public educator with the knowledge and skills needed to successfully perform as a fire and life safety educator as addressed in NFPA 1035. For those who practice the multi-discipline profession of fire and life safety educator (including uniformed fire service personnel and other professionals),

topics include fire behavior, community assessment, and injury prevention. The student will also develop presentation skills and learn how to formulate public education programs. This course meets the national certification criteria for Fire and Life Safety Education, Level 1.

### **FFP 1810 - Firefighting Tactics and Strategies I**

College Credits: 3

This course will provide students with a basic understanding of factors involved in coping with a fire emergency and determining the best use of available resources in protecting lives and property. The course emphasizes the changing nature of an emergency situation and the ways in which the fire officer can evaluate the effectiveness of their proposed incident action plan.

### **FFP 2111 - Fire Chemistry**

College Credits: 3

This course is designed to show the fire officer and arson investigator the different forms of matter and energy, common substances, and how they relate to fires. The chemical formulas of flammable and combustible substances, their bondings and separations, as well as the different chemical reactions related to fire and oxidation are covered. Particular emphasis is placed on the specific substances used by arsonists to ignite and accelerate burnings.

### **FFP 2120 - Building Construction for the Fire Service**

College Credits: 3

This course will provide the student with a basic understanding of building design and construction methods which will aid in decision making processes related to fire prevention and control. Students will gain an understanding of construction principles and practices related to fire loads and behavior to make more effective, safer, and timely decisions to protect people and property from potential and actual fires.

### **FFP 2521 - Construction Documents and Plan Review**

College Credits: 3

This curriculum is geared towards teaching the student how to assimilate information contained in working, drawing, and specifications as they relate to the fire inspector, and includes how to interpret conventional graphic communications. Accepted standards and conventions are introduced. Symbols, abbreviations, principles of technical projection, as well as a review of geometry are included. Related worksheets are used to allow for applied

experience of finding and interpreting information from authentic drawings.

### **FFP 2541 - Private Fire Protection Systems II**

College Credits: 3

**Prerequisite(s):** FFP 1540 with a grade of C or better

This is a study of private fire protection and detection systems such as extinguishers, pre-engineered systems, chemical extinguishing systems, detection and alarm systems and devices, and newer systems available. Each system is discussed as to its need, construction, how it works, and individual uses.

### **FFP 2720 - Company Officer**

College Credits: 3

This course is designed to provide the student with an understanding of being a company officer through various areas of knowledge as well as solving the varied problems and situations they will be required to manage effectively in today's ever-changing fire service. The curriculum includes a review of fire department organization and administration, management theory, leadership, communications, motivation, and group dynamics.

### **FFP 2741 - Fire Service Course Design**

College Credits: 3

The curriculum draws from many recognized authorities in exploring the methods and mechanics of imparting information and adult learning principles. The course emphasizes techniques which have wide application in teach situation, as well as devices for specific training areas. The course also stresses measuring teaching effectiveness, and the use of media and visual aids. The course focuses on the development of instructional material, program management, and course design.

### **FFP 2770 - Ethical and Legal Issues in the Fire Service**

College Credits: 3

This course will provide an overview of the personnel issues that challenge today's fire service leaders. Topics include: labor relations, human rights, diversity, conflicts of interest, and ethical decision making. This course meets or exceeds the requirements of NFPA 1021, "Standard for Fire Officer Professional Qualifications" (2014 Edition), NFPA 1037, "Standard for Professional Qualifications for Fire Marshal" (2016 Edition), Rules 69A-39.005, and 69A-37.065(2)(d), Florida Administrative Code.

**FFP 2811 - Firefighting Tactics and Strategies II**

College Credits: 3

**Prerequisite(s):** FFP 1810 with a grade of C or better

This curriculum covers multiple company operations, logistics, strategy, use of mutual aid services, and operations at complex buildings. The course is intended for officers who may be in command of fires and other emergencies involving close coordination and maximum use of large amounts of personnel and equipment. Risk management planning and critical thinking skills are stressed.

**FIN 2104 - Personal Finance**

College Credits: 3

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.

**FIN 3403 - Business Finance**

College Credits: 3

**Prerequisite(s):** ECO 2013, ECO 2023, and ACG 2071 with a grade of C or better

This course examines the financial decision making in the corporate form of enterprise, with an analysis of the sources and uses of funds. Emphasis is placed on quantitative analysis of cash flows; working capital management; ration analysis; capital budgeting techniques; short- and long-term financing; capital structure and value of the firm; and costs of capital.

**GCO 1400C - Turfgrasses for Golf and Landscaping**

College Credits: 3

Identification, evaluation, establishment, and maintenance of turfgrasses used in golf and landscape facilities.

**GCO 1402 - Turfgrass Science**

College Credits: 3

The advanced study of establishment and maintenance practices for turfgrasses primarily used on golf courses.

**GCO 2431 - Golf and Landscape Irrigation**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

Study of disease and weed pests on golf courses emphasizing modern pest management techniques including integrated pest management, environmental regulations, and safety.

**GCO 2601 - Materials Calculations**

College Credits: 3

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**

College Credits: 1

The study of golf course industry tools, techniques, practices, and problems as presented by leading industry authorities.

**GEB 1011 - Introduction to Business**

College Credits: 3

**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**

College Credits: 3

**Prerequisite(s):** SBM 2000, MAN 2021, ACG 2021

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. Students will complete 80 hours of supervised work with an approved internship sponsor. It is recommended that students take this course near the end of their degree program.



**GEB 2214 - Business Communications**

College Credits: 3

**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**

College Credits: 3

**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 2930 - Special Topics in Business**

College Credits: 1

**Requirements Met:** AATR

**Pre/Corequisite(s):** GEB 2214

The curriculum will include current business trends or those that are of special interest to students of the instructor. The topics covered and areas of focus may vary from semester to semester to include Marketing, Management, Accounting, Business Law, and Business Communications. Additionally, the student will prepare a cover letter and resume specifically for an administrative or management-related position that he or she finds posted locally, nationally, or internationally. Students not working in a related field or who desire to improve their current positions will be encouraged to apply for the positions they find.

**GEB 3213 - Business Writing**

College Credits: 3

**Prerequisite(s):** GEB 2214

This course is a study of the basics of business writing and introduces students to common formats such as the memo, letter, and report. The course will stress techniques to improve writing skills and will teach students how to apply the American Psychological Association (APA) style in writing. Other topics covered include, but are not limited to, appropriate strategies for internal and external communication situations, audience analysis, and communication through technology.

**GEB 3434 - Ethical Issues for Business Leaders**

College Credits: 3

**Prerequisite(s):** PHI 2600 or GEB 2430 with a grade of C or better

This course uses a case study approach to focus on the significant ethical and legal issues facing today's business leaders. The theoretical and philosophical background will be presented along with current real-life examples of ethics in the workplace. Cases and readings will be used to develop both analysis and application skills in the following areas: corporate and personal decision-making, organizational culture and reputation, social responsibility and social reporting, customer relations, employee relations, financial reporting, technology, privacy/confidentiality, and communications.

**GEDX 0100 - GED(r) Comprehensive Levels 5&6 Math**

The GED® Comprehensive Math will focus on fundamentals of mathematics in two major content areas: quantitative problem solving and algebraic problem solving. Students will achieve a deeper conceptual understanding, procedural skill and fluency, and the ability to apply these fundamentals in realistic situations.

**GEDX 0150 - GED(r) Comprehensive RLA Reasoning through Language Arts**

The GED® Reasoning through Language Arts (RLA) course will prepare students for the GED® and focus on the fundamentals in three major content areas: Reading, Language Arts, and Writing. Students will achieve the ability to read closely, the ability to write clearly, and the ability to edit and understand the use of standard written English in context.

**GLY 1001 - Earth Science**

College Credits: 3

**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**

College Credits: 3

**Requirements Met:**

**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: 15

### **GRA 1117C - Introduction to Computer Graphics**

College Credits: 3

**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: 20

### **GRA 2151C - Computer Illustration with Illustrator**

College Credits: 3

**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: 20

### **GRA 2751C - Web Design 1**

College Credits: 3

**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.

### **HCP 0121C - Nurse Aide and Orderly (Articulated)**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** HSC 0003

This course is the second of two courses needed to complete the Nursing Assistant (Articulated) program. Topics covered in this course include a continuation of topics covered in the health career CORE course and in addition, students will learn how to perform safe, compassionate, and

effective basic nursing skills to patients/residents with special focus on the elderly. Students will also learn to practice basic nursing skills within the framework of legal and ethical principles and responsibilities. This course prepares students to earn a Certified Nursing Assistant (CNA) certification. Once certified, graduates can work in acute-care settings, long-term care facilities such as nursing homes, and in community agencies such as home health. Along with didactic, skills/simulation laboratory and clinical experience are components of this course. Lab Fee: 177.51

### **HCP 0796 - Patient Care Technician**

Clock Hours: 60 Occupational Credits: 2

**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**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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 2272 - Healthcare Reimbursement**

College Credits: 4

**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**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 3

**Prerequisite(s):** HIM 1300, HIM 2012 and either HIM 2253 or HIM 2282 with a grade of C or better.

**Required Grade:** Pass with a C or better

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**

College Credits: 3

**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**

College Credits: 1

**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**

Clock Hours: 90 Occupational Credits: 3

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: 40

### **HSC 2531 - Medical Terminology**

College Credits: 3

**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**

College Credits: 3

**Requirements Met:** AATR, GE GEC, 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.

In this course, students will learn about the creative ideas and accomplishments of various cultures in various fields of humanities that may include art, architecture, drama, history, music, literature, philosophy, and religion. The course will include cultural expressions from the Western Canon and may also include expressions from around the globe.

### **HUM 2210 - World Humanities: Prehistory to the 14th Century**

College Credits: 3

**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.

Explores humanity's cultural achievements, including works from the Western canon, 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**

College Credits: 3

**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.

Explores humanity's cultural achievements, including works from the Western canon, 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**

College Credits: 3

**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.

Explores humanity's cultural achievements, including works from the Western canon, from the 20th and 21st centuries within their historical, social, religious, and political contexts, with an emphasis on the development and influence of Western culture.

### **HUM 2310 - Mythology in the Arts**

College Credits: 3

**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 the mythology of various world cultures and provides a broad overview of the artworks, architecture, music, and literary works, including works from the Western canon, that they have inspired.

### **HUM 2390 - Themes in the Humanities**

College Credits: 3

**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, including works from the Western canon (varies per term). This course may be repeated once, with a change in topic.

### **HUM 2454 - African American Humanities**

College Credits: 3

**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, including works from the Western canon, within historical, social, and philosophical contexts in order for students to understand how they express African American identity.

### **HUN 1201 - Human Nutrition**

College Credits: 3

**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**

College Credits: 3

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.

**LAE 3405 - Children's Literature in Early Childhood Education**

College Credits: 3

Focuses on the exploration of children's literature and its role in early childhood classrooms (birth - age 4). Current theories and methods about integrating literature into all curriculum areas from a developmentally appropriate practice perspective will be discussed. Prerequisite: Admission to Bachelor of Science in Early Childhood Education Program.

**LAE 3414 - Children's Literature in Elementary Education**

College Credits: 3

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**

College Credits: 3

**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

In this course, students will be assigned readings representative of a broad range of literary genres and cultures. These readings will cover a variety of literary movements and historical eras. The readings will include selections from the western canon. Written analysis of literary works may be required. Students will be provided with opportunities to practice critical interpretation.

**LIT 2110 - World Literature I**

College Credits: 3

**Requirements Met:** AATR, GE, GR

**General Education Area:** Group 2 Humanities

**Prerequisite(s):** ENC 1101 with a grade of C or higher.

This course requires documentation of collegiate-level essay writing as it relates to interpretation and analysis of nonfiction and imaginative multi-national

literature. Students will learn and demonstrate an ability to comprehend, analyze, and synthesize meaning from a study of a part of multi-national cultures (Homer to Neoclassicism), its major authors, and its literary movements. Essay assignments will document the writing, critical thinking, and research fundamentals learned and demonstrated through a completion of ENC 1101.

**LIT 2120 - World Literature II**

College Credits: 3

**Requirements Met:** AATR, GE, GR

**General Education Area:** Group 2 Humanities

**Prerequisite(s):** ENC 1101 with a grade of C or higher.

This course requires documentation of collegiate-level essay writing as it relates to interpretation and analysis of nonfiction and imaginative multi-national literature. Students will learn and demonstrate an ability to comprehend, analyze, and synthesize meaning from a study of a part of multi-national cultures (Neoclassicism to the Present), its major authors, and its literary movements. Essay assignments will document the writing, critical thinking, and research fundamentals learned and demonstrated through a completion of ENC 1101.

**MAC 1105 - College Algebra**

College Credits: 3

**Requirements Met:** AATR, GE, GEC, GR

**Education Area:** Mathematics

**Prerequisite(s):** MAT 1033 with a C or better or score out on appropriate placement test.

In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of equations, functions, and their graphs. Emphasis will be placed on quadratic, exponential, and logarithmic functions. Topics will include solving equations and inequalities, definition and properties of a function, domain and range, transformations of graphs, operations on functions, composite and inverse functions, basic polynomial and rational functions, exponential and logarithmic functions, and applications.

**MAC 1114 - Trigonometry**

College Credits: 3

**Requirements Met:** AATR, GE, 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**

College Credits: 3

**Requirements Met:** AATR, GE, 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**

College Credits: 4

**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 and applications of the integral.

### **MAC 2311 - Calculus I**

College Credits: 4

**Requirements Met:** AATR, GE, GEC, GR

**General Education Area:** Mathematics

**Prerequisite(s):** C or higher in MAC 1140 and MAC 1114.

In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of limits, derivatives, and definite and indefinite integrals of functions of one variable, including algebraic, exponential, logarithmic, and trigonometric functions, and applications. Topics will include limits, continuity, differentiation and rates of change, optimization, curve sketching, and introduction to integration and area.

### **MAC 2312 - Calculus II**

College Credits: 4

**Requirements Met:** AATR, GE, GR

**General Education Area:** Mathematics

**Prerequisite(s):** C or higher in MAC 2311.

Continuation of MAC 2311 Calculus I with emphasis on the definite integral with applications, inverse functions, techniques of integration; infinite sequences and series, Taylor polynomials and series, polar coordinates with applications and conic sections in both polar and Cartesian coordinate systems, parametric equations, and vectors.

### **MAC 2313 - Calculus III**

College Credits: 4

**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, multiple integration, vector analysis, and partial first-order differential equations.

### **MAE 3310 - Teaching Mathematics in Elementary School**

College Credits: 3

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**

College Credits: 3

**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 2021 - Principles of Management**

College Credits: 3

**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 2300 - Introduction to Human Resources Management**

College Credits: 3

#### **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 3025 - Concept of Management**

College Credits: 3

This course is a study of the major functions of supervision and management including the functions of planning, staffing, directing and controlling. Emphasis is placed on learning how to communicate more effectively with employees and how to increase leadership effectiveness. Major topics include goal setting and attainment, organizational structure, decision-making, strategic planning, managing stress, and ethical behavior and ethical role modeling.

### **MAN 3240 - Organizational Behavior**

College Credits: 3

This course provides a study of individual and group behavior in organizations. Students develop skills and methods relating to effective organization management. Course content includes the importance of group motivation and group dynamics, conflict resolution, goal setting and rewards, effective job design, and factors related to work stress, power, and politics. Discussion also explores organizational change and development for managing a successful organization.

### **MAN 3353 - Managerial Theory**

College Credits: 3

This course is a study of basic concepts and theories of management, and emphasizes the functional roles and processes for planning, leading, organizing, and controlling. Other topics covered include, but are not limited to, team development, leadership, strategic development, decision making, ethics, diversity, and globalization.

### **MAN 3583 - Project Management**

College Credits: 3

This course focuses on the essentials of effective project management: the activities in which individuals strive to achieve a specific objective through deliberate methodical planning using particular interrelated tasks and effective uses of various resources. Three phases of the project are studied: identification of the need or problem, development

of the proposed solution, and implementation of the solution. Topics include, but not limited, to project management functions, project manager roles and responsibilities, the project life cycle, and conflict resolution. Emphasis will be placed on project oversight issues across the various business units and functions.

### **MAN 4120 - Leadership Challenges and Supervision**

College Credits: 3

This course focuses on the essential concepts and theories of leadership, offering insights into the roles and processes vital for effective planning, leadership, organization, and control in diverse professional environments. Students will engage in team development, leadership strategies, and strategic planning. The course emphasizes the importance of sound decision-making and ethical considerations in leadership roles.

### **MAN 4162 - Customer Relations for Managers**

College Credits: 3

#### **Prerequisite(s): MAR 3023**

This course focuses on relationship building for all customers of an organization. Discussions include the impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations. Emphasis is placed on the manager's role in improving customer relationships by creating a customer-focused organizational climate.

### **MAN 4301 - Human Resources Management**

College Credits: 3

**Prerequisite(s):** MAN 3025 and MAN 2300 with a grade of C or better

This course is a study of all aspects of human resource management, including recruitment, selection, retention, turnover, benefits and compensation, performance, training and development, policies, and procedures. The curriculum provides a study of employment law, labor relations, and employee relations.

### **MAN 4402 - Human Resources Management Law and Employee Relations**

College Credits: 3

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.



**MAN 4504 - Operations Management**

College Credits: 3

This course is a study of operational decision-making techniques to improve the processes and productivity in organizations. Topics will include, but are not limited to, quality and outcomes, efficiency, forecasting, work-flow processes, inventory control, design of goods and services, waiting lines, critical path, and managing a project.

**MAN 4720 - Strategic Management**

College Credits: 3

**Prerequisite(s):** MAN 3025, MAN 4301, and MAN 3240 with a grade of C or better

This course is designed to integrate prior business courses through study and discussion of real organizational situations, including ethical and global issues, the influence of the external environment, and the effect of demographic diversity on organizations.

**MAP 2302 - Elementary Differential Equations**

College Credits: 3

**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 and second order linear and non-linear differential equations, and higher-order linear differential equations, systems of linear differential equations, the Laplace transform, series solutions techniques and applications.

**MAR 2011 - Principles of Marketing**

College Credits: 3

**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.

**MAR 3023 - Marketing Management**

College Credits: 3

**Prerequisite(s):** MAR 2011

This course examines the function of marketing in our economic system; the role of the consumer in marketing decisions; and the decisions marketing managers must make to provide goods and services priced, promoted and distributed to meet organizational objectives in changing environments.

**MAT 0018 - Arithmetic with Algebra**

College Credits: 3

**Prerequisite(s):** PERT score of 50-95 or other appropriate college entrance test score.

**Corequisite(s):** SLS 1105

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. Lab Fee: 15

**MAT 0028 - Elementary Algebra**

College Credits: 3

**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.

**Corequisite(s):** SLS 1105

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. Lab Fee: 15

**MAT 0055 - Developmental Math Module**

College Credits: 1

**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**

College Credits: 4

**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 equations and inequalities and factoring polynomials, the study of quadratic equations, 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 and function notation.

### **MAT 1033L - Intermediate Algebra Lab**

College Credits: 1

**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**

College Credits: 3

**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**

College Credits: 1

**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: 30

### **MEA 0520 – Phlebotomy**

Clock Hours: 75 Occupational Credits: 2.5

**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: 42

### **MGF 1100 - Quantitative Literacy**

College Credits: 3

**Requirements Met:** AATR

**Prerequisite(s):** MAT 0018 with a C or better, or test out on appropriate placement test or exempt from developmental education.

This course is designed to prepare you for successful completion of MGF 1130 or MGF 1131 only, and is not a prerequisite course for MAC 1105 or STA 2023. This course is designed to provide the basic numeracy needed by a college graduate to reason quantitatively; that is, to reason about quantities, their magnitudes and their relationships between and among other quantities. This course is non-algorithmic in nature, rather conceptual understanding will be stressed. The course will not fulfill a mathematics requirement for the bachelor of science degree. In this course, students will develop competency in problem solving and analysis helpful to personal decision-making as well as to the decision-making needed by an educated citizen of the 21st century. This course touches on number sense, solving linear equations, problem solving, graphing, quantitative reasoning, and spatial reasoning.

### **MGF 1106 - Mathematics for Liberal Arts I**

College Credits: 3

Requirements Met: AATR, GE, 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**

College Credits: 3

**Requirements Met:** AATR, GE, 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 systems of numeration, elementary number theory, linear and quadratic relations, variations, functions, graphs and their applications, financial mathematics, graph theory, and voting methods.

### **MGF 1130 - Mathematical Thinking**

College Credits: 3

**Requirements Met:** AATR, GE, GEC, GR

**General Education Area:** Mathematics

**Prerequisite(s):** MAT 1033 or MGF 1100 with a grade of C or higher

In this course, students will utilize multiple means of problem solving through student-centered mathematical exploration. The course is designed to teach students to think more effectively and increase their problem-solving ability through practical application and divergent thinking. This course is appropriate for students in a wide range of disciplines/programs.

### **MGF 1131 - Mathematics in Context**

College Credits: 3

**Requirements Met:** AATR, GE, GEC, GR

**General Education Area:** Mathematics

**Prerequisite(s):** MAT 1033 or MGF 1100 with a grade of C or better

This course is designed to equip students from diverse academic backgrounds with the quantitative and qualitative skills and mathematical knowledge necessary for informed decision-making in personal and professional matters. Students will develop their mathematical ability and enhance their problem-solving skills to solve a variety of practical problems in contextual situations. Emphasis will be given to problem solving techniques through practical application of relevant, everyday life situations in a global society. Students will benefit from applications from the fields of financial mathematics, voting methods, data management and analysis, combinatorics, ratios, and proportions.

### **MNA 3037 - Project Management and Planning**

College Credits: 3

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**

College Credits: 3

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.

### **MUH 2019 - History of American Popular Music**

College Credits: 3

**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 learning outcomes.

### **MUL 2010 - Music Appreciation**

College Credits: 3

**Requirements Met:** AATR, GE, GEC, 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.

In this course, students will survey the history of classical music from antiquity to the modern period, focusing on Western music. The curriculum may also integrate a variety of popular and global styles where appropriate.

### **MUN 1310 - College Choir**

College Credits: 1

**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 1710 - Jazz Band**

College Credits: 2

**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.

### **MVB 1311 - Trumpet**

College Credits: 2

**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

### **MVK 1111 - Class Piano I, II**

College Credits: 1

**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**

College Credits: 1

**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**

College Credits: 1

**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 2221 - Piano**

College Credits: 1

**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**

College Credits: 2

**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**

College Credits: 1

**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 1216 - Guitar**

College Credits: 1

**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**

College Credits: 2

**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 1213 - Clarinet**

College Credits: 1

**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**

College Credits: 1

**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 1315 - Saxophone**

College Credits: 2

**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 2223 - Clarinet**

College Credits: 1

**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**

College Credits: 1

**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

#### **NUR 1020C - Nursing Foundations**

College Credits: 10

**Prerequisite(s):** Admission to Registered Nursing Program.

**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: 411.75

#### **NUR 1204C - Transition to Adult Health I**

College Credits: 9

**Prerequisite(s):** Admission to the LPN-RN Fast-Track program.

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: 340.25

#### **NUR 1213C - Nursing Process I**

College Credits: 10

**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: 295.25

### **NUR 2241C - Nursing Process II**

College Credits: 12

**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: 287.75

### **NUR 2261C - Transition to Adult Health II**

College Credits: 12

**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 continued 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: 275.25

### **NUR 2412C - Transition: Maternal, Infant, Child, Adolescent**

College Credits: 6

**Prerequisite(s):** NUR 2241C or NUR 2261C with a grade of C or better.

**Corequisite(s):** NUR 2804C or NUR 2801C.

**Pre/Corequisite(s):** HUM 2020 or PHI 2010 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: 275.25

### **NUR 2801C - LPN-RN Transition to Professional Nursing Practice**

College Credits: 4

**Prerequisite(s):** NUR 2412C with a grade of C or better.

**Pre/Corequisite(s):** HUM 2020 or PHI 2010 with a grade of C or better

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: 275.25

### **NUR 2804C - Transition to Professional Nursing Practice**

College Credits: 4

**Prerequisite(s):** Admission to the LPN-RN Traditional program or Registered Nursing program and NUR 2412C with a grade of C or better.

**Corequisite(s):** HUM 2020 or PHI 2010 with a grade of C or better.

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: 275.25

### **NUR 3065C - Nursing Assessment with Clinical**

College Credits: 3

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: 102.99

### **NUR 3125 - Pathophysiology**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

**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**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 4

**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: 119

### **NUR 4655 - Nursing in Diverse Cultures**

College Credits: 3

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: 12.5

### **NUR 4827 - Leadership and Management in Professional Nursing**

College Credits: 3

**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**

College Credits: 3

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**

College Credits: 3

Identification and study of plant materials used in landscape operations in the southeastern United States, including ground covers, vines, shrubs, and trees.

### **ORHX 0001 - Introduction to Plants**

Study of the Basic Physiology of Plants - Fee \$150. This is a workforce course. Non-college credit.

**ORHX 0002 - Landscape Plants and Design**

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**

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**

Requirements Met:

The design and introduction to residential irrigation. Fee \$150. This is a workforce course. Non-college credit.

**PAD 3034 - Public Administration and Public Policy**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

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**

College Credits: 3

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 2801C - Digital Photography I**

College Credits: 3

**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: 20

**PHI 1100 - Introduction to Logic**

College Credits: 3

**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**

College Credits: 3

**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.

In this course, students will be introduced to the nature of philosophy, philosophical thinking, major intellectual movements in the history of philosophy, including topics from the Western philosophical tradition, and various problems in philosophy. Students will strengthen their intellectual skills, become more effective learners, and develop broad foundational knowledge.

**PHI 2600 - Ethics**

College Credits: 3

**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, including works from the Western canon.

### **PHI 2635 - Introduction to Biomedical Ethics**

College Credits: 3

**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 the principles of biomedical practice to prepare students to process ethical issues they will encounter in the medical field through the use of moral reasoning.

### **PHT 1007 - Topics in Physical Therapy**

College Credits: 3

**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**

College Credits: 4

**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, while applying biomechanical principles and muscle actions to joint motion, posture, and gait, as well as other related assessments. Lab Fee: 25

### **PHT 1200 - Basic Patient Care**

College Credits: 3

**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. Emphasis is on patient care, environmental safety, turning and positioning, draping, bed mobility, transfers, wheelchair management, vital signs, fitting/application of assistive and adaptive devices, gait and stair training with assistive devices, body mechanics, sterile technique, and clinical documentation.

### **PHT 1200L - Basic Patient Care Lab**

College Credits: 1

**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, environmental safety, turning and positioning, draping, bed mobility, transfers, wheelchair management, vital signs, fitting/application of assistive and adaptive devices, gait and stair training with assistive devices, body mechanics, sterile technique, and clinical documentation. Lab Fee: 20

### **PHT 1217 - Physical Therapy Principles and Procedures**

College Credits: 3

**Prerequisite(s):** Acceptance into Phase II of PTA program.

**Corequisite(s):** PHT 1217L.

**Required Grade:** Pass with a C or better

This course focuses on the knowledge and skills necessary for applying modalities used in physical therapy treatment. Emphasis is on superficial and deep heat, cryotherapy, soft tissue manipulation, electrotherapy, light therapies, biofeedback, and traction.

### **PHT 1217L - Physical Therapy Principles and Procedures Lab**

College Credits: 1

**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. Emphasis is on superficial and deep heat, cryotherapy, soft tissue manipulation, electrotherapy, light therapies, biofeedback, and traction. Lab Fee: 25

**PHT 1224C - Therapeutic Techniques and Disabilities**

College Credits: 4

**Prerequisite(s):** Acceptance into Phase II of the PTA program.

**Required Grade:** Pass with a C or better

Focuses on skills necessary to perform physical therapy tests and measurements procedures. Emphasis is on goniometry, manual muscle testing, muscle tone, muscle length, limb length, volume and girth, sensation, coordination and balance, activities of daily living, pain, deep tendon reflexes, administration of standardized tests/questionnaires, gait and posture. Lab Fee: 15

**PHT 1801L - Physical Therapy Clinical Practice I**

College Credits: 4

**Prerequisite(s):** Acceptance into Phase II of PTA program.

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: 50

**PHT 1931 - PTA Seminar**

College Credits: 3

**Prerequisite(s):** Acceptance into Phase II of PTA program.

**Required Grade:** Pass with a C or better

This course serves as an introduction to the Profession of Physical Therapy covering the history of the profession, the governing regulations, and medical ethics in addition to reviewing critical anatomy and physiology systems as they relate to the most common conditions encountered in the practice of Physical Therapy.

**PHT 2162C - Neurological Disabilities and Treatment**

College Credits: 4

**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 adult and pediatric neurological diseases are studied, including theories of development and developmental sequence, prehension, life span changes in the body systems, posture development throughout the life span, development reflexes, and equilibrium/righting reactions. Application of physical therapy modalities and exercise programs that are effective in the treatment of each condition are presented. Lab Fee: 15

**PHT 2220 - Advanced Rehab Concepts in Physical Therapy**

College Credits: 3

**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 a variety of specialty topics in physical therapy. Topics may include wound management, amputation, prosthetics and orthotics, aquatics, pelvic health, and TMJ dysfunction. A comprehensive review of the management of said topics will 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: 190

**PHT 2252C - Orthopedic Disabilities and Treatment**

College Credits: 4

**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 injuries and healing, fractures, joint mobilization, and orthopedic congenital disorders. Emphasis will be placed on therapeutic exercise techniques and procedures of the upper extremity, lower extremity, and spine, as well as various techniques used for range of motion (ROM), stretching, proprioceptive neuromuscular facilitation, resistance training, and aerobic exercise. Lab Fee: 25

**PHT 2301 - Pathological Conditions in Physical Therapy**

College Credits: 3

**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 the pathological processes for many of the major disorders encountered in the practice of physical therapy. This 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 converging a group of disorders, the student is encouraged to complete textbook presentation with actual clinical picture of a disorder that they may encounter in the clinical setting.

#### **PHT 2810L - Physical Therapy Clinical Practice II**

College Credits: 5

**Prerequisite(s):** PHT 1801L with a grade of C or better.

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: 50

#### **PHY 1020 - Essentials of Physics**

College Credits: 3

**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.

This course offers a comprehensive survey of physics, covering a wide range of topics including motion, newton's laws, energy, sound, heat, electricity, magnetism, and optics. Emphasizing a conceptual understanding of physics, the course integrates critical thinking skills and real-world applications.

#### **PHY 2048C - General Physics with Calculus I**

College Credits: 5

**Requirements Met:** AATR, GE, GEC

**General Education Area:** Group 2 Science

**Prerequisite(s):** MAC 2311 with a "C" or better.

**Corequisite(s):** MAC 2312.

This calculus-based course serves as the first in a two-part series, covering topics like kinematics, dynamics, energy, momentum, rotational motion, fluid dynamics, oscillatory motion, and waves. Designed for science and engineering majors, the course integrates critical thinking, analytical skills, and real-world applications. Lab Fee: 15

#### **PHY 2049C - General Physics with Calculus II**

College Credits: 5

**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: 15

#### **PHY 2053C - General Physics I**

College Credits: 4

**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.

This course is the first in a two-part series intended for nonphysics majors, offering an algebra and trigonometry approach to topics such as kinematics, dynamics, energy, momentum, rotational motion, fluid dynamics, oscillatory motion, and waves. The course fosters analytical and critical thinking skills to promote a scientific understanding of the real world. Lab Fee: 15

#### **PHY 2054C - General Physics II**

College Credits: 4

**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: 15

#### **PLS 1021C - Applied Agricultural Chemistry**

College Credits: 3

Fundamentals of chemistry as applied to plant growth, fertilizers, pesticides, and soils.

**PMT 0070C - Welder Assistant I**

Clock Hours: 75 Occupational Credits: 2.5

Demonstrate an understanding and apply workplace safety and workplace organization. Demonstrate basic knowledge of industrial and manufacturing processes. Lab Fee: 65.07

**PMT 0071C - Welder Assistant II**

Clock Hours: 75 Occupational Credits: 2.5

**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: 65.07

**PMT 0072C - Welder SMAW I**

Clock Hours: 75 Occupational Credits: 2.5

**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: 65.07

**PMT 0073C - Welder SMAW II**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0082C

Apply visual examination skills, apply intermediate shielded metal arc welding (SMAW) skills. Lab Fee: 124.47

**PMT 0074C - Welder: Gas Metal Arc**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0072C

Apply basic gas metal arc welding (GMAW) skills, apply intermediate gas metal arc welding (GMAW) skills. Lab Fee: 124.47

**PMT 0075C - Advanced Welding I**

Clock Hours: 75 Occupational Credits: 2.5

**Pre/Corequisite(s):** PMT 0161C

Apply intermediate shielded metal arc welding (SMAW) pipe welding (B-Class Welder) skills. Lab Fee: 132.74

**PMT 0076C - Advanced Welder II: Career Preparation I**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0175C

Apply emerging welding technologies. Lab Fee: 46.67

**PMT 0080C - Welder I**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0070C

Describe and identify metals and their properties accurately. Demonstrate basic knowledge of drawing and interpreting welding symbols. Lab Fee: 65.07

**PMT 0081C - Welder II**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0071C

Apply knowledge of drawing and interpreting welding symbols. Apply intermediate oxyfuel gas cutting principles and practices. Lab Fee: 65.07

**PMT 0082C - Welder III**

Clock Hours: 75 Occupational Credits: 2.5

**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: 65.07

**PMT 0083C - Welder SMAW: Intermediate SMAW II**

Clock Hours: 75 Occupational Credits: 2.5

**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: 124.47

**PMT 0085C - Advanced Welder I: SMAW Pipe II**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0075C

Apply intermediate shielded metal arc welding (SMAW) pipe welding (B-Class Welder) skills. Lab Fee: 142.74

**PMT 0086C - Advanced Welder II: Career Preparation II**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0076C

Apply emerging welding technologies. Lab Fee: 46.67

**PMT 0132C - Advanced Welder II**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0143C

Apply basic gas tungsten arc welding (GTAW) skills. Lab Fee: 107.74

**PMT 0133C - Welder: Tungsten Inert Gas Welding II**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0132C

Apply intermediate gas tungsten arc welding (GTAW) skills. Lab Fee: 65.07

**PMT 0141C - Flux Core**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0074C

Apply basic flux-cored arc welding (FCAW) skills. Lab Fee: 107.74

**PMT 0143C - Flux Core Arc Welding**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0141C

Apply intermediate flux-cored arc welding (FCAW) skills. Lab Fee: 107.74

**PMT 0150C - GTAW**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0165C

Apply advanced gas-tungsten arc welding (GTAW) pipe skills. Lab Fee: 82.74

**PMT 0151C - GTAW-Advanced**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0150C

Apply advanced gas-tungsten arc welding (GTAW) pipe skills. Lab Fee: 82.74

**PMT 0161C - Pipe Welding: Pipe Principles and Practices**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0133C

Demonstrate an understanding of pipe welding principles and practices. Lab Fee: 65.07

**PMT 0165C - Advanced Shielded Metal/Arc Welding of Pipe**

Clock Hours: 75 Occupational Credits: 2.5

**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: 142.74

**PMT 0172C - Advanced Welder I: GTAW/SMAW Pipe**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0151C

Apply advanced gas-tungsten arc welding (GTAW) and shielded metal arc welding (SMAW) heavy-wall pipe skills. Lab Fee: 132.74

**PMT 0174C - Pipe Welding and Fabrication**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0172C

Apply advanced gas-tungsten arc welding (GTAW) and shielded metal arc welding (SMAW) heavy-wall pipe skills. Lab Fee: 142.74

**PMT 0175C - MIG/TIG Pipe Welding**

Clock Hours: 75 Occupational Credits: 2.5

**Prerequisite(s):** PMT 0174C

Apply advanced gas-tungsten arc welding (GTAW) and Gas Metal (GMAW) heavy-wall pipe skills. Lab Fee: 142.74

**PMT 0930C - Special Topics Welding**

Clock Hours: 30 Occupational Credits: 1

**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: 50

**POS 1041 - American Government**

College Credits: 3

**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.

In this course, students will investigate how the national government is structured and how the American constitutional republic operates. It covers the philosophical and historical foundations of American government, including but not limited to the Declaration of Independence, the United States Constitution and all its amendments, and the Federalist Papers. The course examines the branches of government and the government's laws, policies, and programs. It also examines the ways in which citizens participate in their government and ways their government responds to citizens.

**POS 2112 - State and Local Government**

College Credits: 3

**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**

Clock Hours: 497 Occupational Credits: 16.56

**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: 348.5

**PRN 0011C - Transition into Practice**

Clock Hours: 65 Occupational Credits: 2.17

**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**

Clock Hours: 20 Occupational Credits: 0.67

**Prerequisite(s):** Admission to program.

**Required Grade:** Pass with a C or better

This course presents normal human development from birth to death. Emphasis is on developmental stages.

**PRN 0070 - Basic Nutrition**

Clock Hours: 23 Occupational Credits: 0.77

**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**

Clock Hours: 60 Occupational Credits: 2

**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**

Clock Hours: 85 Occupational Credits: 2.83

**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: 120

**PRN 0381C - Med/Surge Life Span I**

Clock Hours: 300 Occupational Credits: 10

**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: 250

**PRN 0382C - Med/Surge Life Span II**

Clock Hours: 300 Occupational Credits: 10

**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: 250

**PSC 1341 - Physical Science**

College Credits: 3

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.

**PSY 2012 - General Psychology I**

College Credits: 3

**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.

In this course, students will gain an introduction to the scientific study of human behavior and mental processes. Topics may be drawn from historical and current perspectives in psychology. Such topics might include: neuroscience; sensation and perception; states of consciousness; learning; memory; intelligence; motivation

and emotion; personality; development; psychological disorders/treatment; and health psychology.

### **REA 0007 - Principles of Reading I**

College Credits: 3

**Prerequisite(s):** PERT score of 50-83 or other appropriate college entrance test score.

**Corequisite(s):** SLS 1105

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. Lab Fee: 15

### **REA 0017 - Principles of Reading II**

College Credits: 3

**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.

**Corequisite(s):** SLS 1105

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. Lab Fee: 15

### **RED 3309 - Teaching Early and Emergent Literacy**

College Credits: 3

This course prepares pre-service teachers for effective, foundational literacy instruction from birth through grade 6. Pre-service teachers focus evidence-based instructional strategies grounded in the science of reading and understanding and applying reading and writing strategies for explicit, sequential, and systematic instruction and assessment of oral language development, phonological and phonemic awareness, phonics, fluency, vocabulary, and comprehension. Pre-service teachers examine and apply evidence-based practices for students with reading difficulties, including students with dyslexia and English Language Learners. This course is ESOL infused and meets Reading Endorsement Competency 1 and 2.

### **RED 4044 - Foundations and Applications of Language and Reading**

College Credits: 3

This course provides evidence-based instructional strategies grounded in the science of reading and understanding and applying reading and writing strategies for explicit, sequential, and systematic instruction and assessment of

oral language development, phonological and phonemic awareness, phonics, fluency, vocabulary, and comprehension. Participants will examine and apply evidence-based practices for students with reading difficulties, including students with dyslexia and English Language Learners. This course meets Reading Endorsement Competency 1 and 2.

### **RED 4318 - Teaching Reading in Intermediate Grades**

College Credits: 3

**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. Specifically, students will examine the way in which assessment 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 4519 - Diagnosis and Intervention in Reading**

College Credits: 3

This course introduces effective instruction and intervention strategies grounded in the science of reading. Participants examine the critical role of assessment; interventions that include evidence-based reading instruction and those specifically for students with characteristics of dyslexia; effective progress monitoring; targeted interventions for students in need of supplemental support; and intensive interventions for students substantially below grade level in reading. This course satisfies Reading Endorsement Competencies 3 and 4.

### **RED 4940 - Internship in Reading**

College Credits: 2

**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. Pre-service teachers will

understand that all students have instructional needs and apply the systematic problem-solving process: use data to accurately identify a problem, analyze the problem to determine why it is occurring, design and implement instruction/interventions, and evaluate the effectiveness of instruction/interventions. Pre-service teachers will understand that the problem-solving process is recursive and ongoing, utilized for effective instructional decision-making. This course satisfies Reading Endorsement Competency 5.

#### **RED 4941 - Internship**

College Credits: 3

This course is the culminating practicum to 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. Additionally, participants will engage in the systematic problem-solving process. Participants will also demonstrate competence in each Florida Educational Accomplished Practices standard. This course requires a field experience where participants will spend 45 hours collaborating with their cooperating teacher. This course is aligned with competency 5 of the Florida Reading Endorsement.

#### **REL 2210 - Religious Thought in the Old Testament**

College Credits: 3

**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 ancient Hebrew history, culture, and prophetic teachings as illustrated in the literature of the Old Testament.

#### **REL 2246 - Religious Thought in the New Testament**

College Credits: 3

**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.

Study of the teachings of Jesus and historical development of early Christianity as illustrated in the literature of the New Testament.

#### **REL 2300 - Intro to World Religions**

College Credits: 3

**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.

This course introduces students to the myths, rituals, history, beliefs, and practices of the world's major religions, including Islam, Christianity, Hinduism, Buddhism, Judaism, Taoism, and others. All religions and their respective religions texts are studied from a cultural perspective and global historical context.

#### **SBM 2000 - Small Business Management**

College Credits: 3

**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**

College Credits: 3

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 1105 - Strategies for College Success**

College Credits: 3

**Requirements Met:** AATR

This course is intended to help students develop and strengthen the strategies necessary for success in college. Topics include study, communication, computer, and time management skills. Students will learn about college resources and services integral to their growth and success. Additionally, students will develop soft skills and interpersonal communication strategies. This course is a corequisite of a student's first preparatory course.

#### **SLS 2370 - Personal Academic and Career Engagement**

College Credits: 3

**Requirements Met:** AATR

**General Education Area:** Group 3 Social Science

**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**

College Credits: 3

**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 2608 - Public Speaking**

College Credits: 3

**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**

College Credits: 4

**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**

College Credits: 4

**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**

College Credits: 3

This course prepares pre-service teachers to apply and integrate the subject matter of Social Sciences (History, Civics, Government, Economics and Financial Literacy, Geography) in the K-6 classroom. Students will develop and study curricula, important trends and issues, and learn instructional strategies that benefit the Social Science curriculum.

### **STA 2023 - Elementary Statistics**

College Credits: 3

**Requirements Met:** AATR, GE, GEC, GR

**General Education Area:** Mathematics

**Prerequisite(s):** REA 0017 or ENC 0027C and MAT 1033, MGF 1106, or MGF 1130 with a grade of C or better, or score out on appropriate placement test.

In this course, students will utilize descriptive and inferential statistical methods in contextual situations, using technology as appropriate. The course is designed to increase problem-solving abilities and data interpretation through practical applications of statistical concepts. This course is appropriate for students in a wide range of disciplines and programs.

### **SWS 1102 - Soil Science**

College Credits: 3

**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**

College Credits: 3

**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.

In this course, students will gain an understanding of the basic sociological concepts and vocabulary, including the methodological tools, sociological perspectives, and scientific procedures used by social scientists to collect data and conduct research. Topics generally include: society and culture, institutions, socialization, influences, crime, change, groups, sex, race and ethnicity, family, class, and population.

### **SYG 1310 - Human Relations**

College Credits: 3

**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 interpersonal relationships, with an emphasis on developing individual emotional intelligence in order to better understand and communicate with others in personal, social, and professional situations.

### **SYG 1320 - Deviant Behavior**

College Credits: 3

**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**

College Credits: 3

**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 interpersonal communication and emotional growth.

### **SYG 2430 - Marriage and the Family**

College Credits: 3

**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 interpersonal relationships in the context of marriage and families, with an analysis of the effect of social change on the structure and function of the contemporary family and social factors marital adjustment.

### **TAX 2000 - Introduction to Federal Income Tax**

College Credits: 3

**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**

College Credits: 3

**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.

In this course, students will explore dramatic structure, techniques, and various organizational elements. The course provides an introduction to theatre as a collaborative art form through the critical analysis of its historical context, production, theory, and connections to theatrical literature, including the Western Canon.

### **THE 2025 - Introduction to Theatrical Design**

College Credits: 3

**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**

College Credits: 3

**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**

College Credits: 1

**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**

College Credits: 3

**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**

College Credits: 1

##### **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**

College Credits: 3

##### **Requirements Met:** AATR

Performance based approach with emphasis on the fundamentals.

#### **TPP 1111 - Acting II**

College Credits: 3

##### **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**

College Credits: 3

##### **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**

Clock Hours: 320 Occupational Credits: 10.67

##### **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.

#### **TSL 3080 - Foundations of Teaching ESOL**

College Credits: 3

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**

College Credits: 3

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.

#### **TSL 4083 - ESOL Strategies**

College Credits: 3

This course provides exposure to the variety of backgrounds and cultures found in a typical classroom. Participants will gain knowledge of instructional strategies for teaching students of limited English proficiency. Strategies will include instruction in the English language and development of the student's mastery of the four language skills of listening, speaking, reading, and writing. Topics addressed include differentiated instruction, assessment strategies, and accommodations. This course requires a minimum of 15 hours of field experience in a classroom setting.

#### **WFCX 0004 - Developmentally Appropriate Practice for Infants and Toddlers**

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: 12

#### **WFCX 0005 - Developmentally Appropriate Practice for Young Children**

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: 12

**WFCX 0007 - Developmentally Appropriate Practices for Special Needs**

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: 24

**WFCX 0019 - FTCE Review: Professional Education**

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**

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**

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**

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: 16

**WFCX 0024 - Child Growth and Development**

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: 16

**WFCX 0025 - Behavior, Observation and Screening**

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: 16

**WFCX 0027 - Health, Safety and Nutrition**

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: 20

**WFCX 0028 - Child Abuse and Neglect**

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: 12

**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**

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**

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**

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**

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**

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: 12

**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**

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**

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)**

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**

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**

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: 96

#### **WFHX 0013 - Advanced Extrication**

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: 132

#### **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**

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**

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**

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)**

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.

#### **WFTX 0047 - Welding Fundamentals**

Prerequisite(s): Be at least 18 years old, have all required PPE, and are currently employed in the welding industry as a welder, welder's helper, fitter, or tack welder. The Welding Fundamentals course offers training to prepare students to become skilled welders. This course will be geared toward those individuals already working within the industry and not seeking to attend a full training program, who are seeking a workforce opportunity to expand their skills. The total hours in training for this course will be 225 Continuing Workforce Education hours. Students will be taught techniques for plate welding which include Oxyfuel Cutting, SMAW, GMAW, FCAW, or GTAW. The course prepares students to meet industry standards in structural welding. Seating is limited and students will be accepted on a first come, first serve basis.

#### **WFTX 0048 - Certified Production Technician Certification**

The Certified Production Technician Certification course is focused on the core technical competencies required for entry-level production workers to include safety, quality practices and measurement, manufacturing and production, and maintenance awareness. This training is applicable to all sectors of manufacturing and prepares students to sit for the four Manufacturing Skills Standards Council (MSSC) Production Technician certification assessments. The total hours of training for this course will be 80 Continuing Workforce Education hours.

#### **WFTX 0049 - Commercial Driver Testing**

Clock Hours: 4

##### **Repeatable for Credit: Yes**

This is a workforce course intended to allow students who have successfully completed a commercial vehicle entry-level driver training program to complete the FLHSMV Skills Test requirement in order to be eligible to become a licensed commercial vehicle driver. This test is inclusive of three parts: Pre-trip Vehicle Inspections, Basic Control Vehicle and On Road Tests. This course evaluates students

in terms of possessing the necessary proficiencies to become a licensed operator.

#### **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**

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**

College Credits: 3

**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**

College Credits: 3

**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.



# Administrative Personnel & Faculty

## President

### Lawrence Barrett

President

B.S., State University of New York at Plattsburgh

M.S., State University of New York at New Paltz

Ed.D., Nova Southeastern University

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A.A., Broward College

B.S., Southern New Hampshire University

M.S. University of Central Florida

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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).*



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