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ALAN H. LANDMAN

A Brevard County resident since 1987, Mr. Landman received his undergraduate degree from the University of Florida in 1984 and his Juris Doctorate degree from the University of Florida in 1987. Mr. Landman worked for one of Brevard’s largest law firms until 1993 when he started his own practice specializing in criminal and family law. He is a member of the Florida Bar and is licensed to practice law in four United States District Courts, the Supreme Court of Florida, and the United States Supreme Court. Mr. Landman was nationally recognized in 2004 when one of his criminal trials was aired on Court TV. In 1999, Florida Today named him as the top DUI attorney in Brevard County after an analysis of more than 10,000 cases. Mr. Landman was appointed to the Eighteenth Circuit Judicial Nominating Commission on September 11, 2008. Mr. Landman served as President for the Indian Harbour Beach Little League and has contributed to, or been involved with, numerous community schools and charities. Mr. Landman was appointed to the Board on June 19, 2009 for a term ending May 31, 2013. He has served as Chair of the Board of the Trustees since August 15, 2011.

STEPHEN G. CHARPENTIER

A Brevard County resident since 1965, Mr. Charpentier is a graduate of Brevard Community College (1976) and the University of Central Florida (1978). He earned his Juris Doctorate degree, with honors, from Florida State University (1981) and has been engaged in the private practice of law in Brevard County since that same year. Mr. Charpentier worked for an established Brevard County civil litigation firm for two years before moving to one of Brevard County’s larger law firms. There he became a partner and primarily worked on plaintiffs’ personal injury cases. Mr. Charpentier resigned from this firm to establish Childress & Charpentier, P.A. in 1989. Mr. Charpentier is “of counsel” with the Maher Law Firm, a national law firm based in Winter Park, Florida. He is a member of the Florida Bar, as well as the New York Bar and the Bar of the District of Columbia and is licensed to practice before the Federal District Court for the Middle District of Florida, the Eleventh Circuit Court of Appeals and the United State Supreme Court. Mr. Charpentier is a former Chair of the Eighteenth “C” Section of the Florida Bar Grievance Committee, a former President of the Brevard County Bar Association, a former President of the Brevard Bar Foundation and is President of the Vassar B. Carlton American Inn of Court (2008-2009). He is also a member to the 18th Judicial Circuit Judicial Nominating Committee. Mr. Charpentier was appointed to the Eastern Florida State College District Board of Trustees in May 2008 and served as chair of the Board from May 2010 to November 2011. He is the current vice-chair of the Board of Trustees.

MYRA IGO HALEY

Ms. Myra Igo Haley, a resident of Indian Harbour Beach, brings more than 25 years of professional experience to the EFSC Board of Trustees. She spent the first seven years of her career in the health care industry at three hospitals in Indianapolis, Indiana, where she worked first as a staff nurse, and later as a patient care manager, nursing manager and supplemental administrator. Ms. Haley transitioned out of the health care industry when she moved to Melbourne, Florida in 1992. From 1994 to 2000, Ms. Haley served as President of Suntree Properties, Inc. She currently serves as the President of The Suntree Partners, a position she has held since 1992, and President of the Igo Family Foundation, a position she has held since 1995. Beyond her accomplished career, Ms. Haley is an active community member serving on multiple boards including the boards of Health First Foundation, Holy Trinity Episcopal Academy, Rossetter House Museum, and Renaissance Administration. Prior to her appointment to the EFSC Board of Trustees, she also contributed her time and talents to EFSC as a member of the Board of Directors for the Maxwell C. King Center for the Performing Arts. She currently serves on the Board of Directors of the Eastern Florida State College Foundation. Ms. Haley holds a Bachelor’s degree in business administration from the University of Mississippi and a diploma degree from Baptist Memorial Hospital School of Nursing in Memphis, Tennessee. She was appointed to the EFSC Board of Trustees on June 21, 2011 for a term ending May 31, 2014.

DEWEY L. HARRIS

A Brevard County resident for more than 40 years, Mr. Harris earned a Bachelor’s degree in history and international affairs from Florida State University in 1968. He taught elementary school in Brevard County for 10 years, including Stevenson Elementary School in Merritt Island, before moving to Inverness, Florida where he and his wife opened a private elementary school, which they operated for three years. Mr. Harris went on to earn a Bachelor’s degree in accounting from the University of Central Florida in 1979 and has been practicing accounting ever since. He started his accounting career at Davies, Houser & Secrest, C.P.A., P.A. in Cocoa, Florida. In September 2000, Mr. Harris started his own accounting firm, Harris, Miller & Bernhardt, P.A., which serves not only Brevard County business and property owners, but also international clients who do business or own property in Brevard County. In addition to his professional career, Mr. Harris has been actively involved in numerous community organizations in Brevard County over the past three decades. He currently serves as a board member for Circles of Care and the Cocoa Village Playhouse, which he has been involved with for 18 years. He was appointed to the EFSC Board of Trustees on August 10, 2010 for a term ending May 31, 2014.

MOSES L. HARVIN

Moses L. Harvin is the President and CEO of American Services Technology, Inc., a company that serves federal agencies including the Air Force, Army, Department of Veterans Affairs and Department of Energy. Mr. Harvin is the first African American as elected Chairman of the Board of Directors for the Cocoa Beach Area Chamber of Commerce, and was elected as a member of the Board of Trustees for Claflin University in South Carolina. Mr. Harvin is a member of the following organizations: Civilian and Military Council, Eastern Florida State College Foundation Board of Governors, National Minority Supplier Development Council, National Contract Management Association, Florida/NASA Business Incubation Center (TRDA), United Way of Brevard, Association of the United States Army, Lead Brevard, Host of Brevard, National Space Club, and Mt. Moriah Missionary Baptist Church. Mr. Harvin received an undergraduate degree from Claflin University and a Master’s Degree from Webster University. He received his commission in the U.S. Army from South Carolina State University. In a distinguished military career, during which he rose to the rank of major, Mr. Harvin received the Bronze Star, Meritorious Service Medal and Joint Service Medal. Mr. Harvin also earned the U.S. Army Ranger Tab. He was appointed to the EFSC Board of Trustees on November 8, 2011 for a term ending in May 2015.
Thank you for your interest in Eastern Florida State College where we are entering an exciting new era of opportunity as we start offering our first Bachelor’s Degrees and build on the excellence of Brevard Community College.

The four-year degrees are in fields with in-demand jobs such as business, health care and information technologies, providing graduates with strong employment opportunities and regional businesses with a highly skilled 21st century workforce.

We are also firmly committed to our community college roots, offering more than 100 two-year Associate Degree and certificate programs.

Anyone seeking a traditional college education, a career change or training opportunities to enhance workforce skills can count on Eastern Florida. All Eastern Florida students enjoy the benefits of an articulation agreement with the state university system, ensuring the transferability of credits to Florida public universities, as well as similar agreements with numerous private institutions.

For example, Eastern Florida has a well-established partnership known as “Direct-Connect” that provides a seamless transition to the University of Central Florida. Similarly, the college has a “Tech Track” program with the nearby Florida Institute of Technology in Melbourne. Studies show that community college transfer students do as well as, and often better than, students who begin their studies at four year institutions.

The Eastern Florida Workforce Training and Development programs offer college credit and industry certifications designed for transitioning aerospace workers and the unemployed to provide access to new skills, new training and ultimately new jobs. Our many technical and vocational programs permit graduates to enter the workforce, or to retrain for the ever changing requirements of business and high-tech industry. We take great pride in the consistently high level of job placements for our graduates.

If your work or family responsibilities will not permit you to attend classes on our brick-and-mortar campuses, we encourage you to consider eLearning@EFSC, our online program that provides students with the opportunity to earn their entire Associate in Arts and some Associate in Science degrees through online courses. Lifelong learning is the “business” of Eastern Florida State College.
EASTERN FLORIDA STATE COLLEGE

MISSION STATEMENT
Eastern Florida State College is committed to engaging our diverse population in quality, accessible learning opportunities that successfully meet individual and community needs. To fulfill that mission, EFSC offers:

- Specified Baccalaureate Degree programs through formal written agreements between the college and other regionally accredited postsecondary educational institutions or with the college for the purpose of meeting district, regional or statewide workforce needs.
- Undergraduate studies and Associate Degrees for students pursuing a Baccalaureate Degree delivered in traditional face-to-face classes, partially online classes and online classes.
- Technical and vocational training for Associate Degrees and Certificates to enter the workforce, improve professional skills and develop new competencies.
- Instructional support services such as advising and career guidance.
- Activities supporting cultural enrichment, economic development, sports, wellness and quality of life.
- Workshops and classes for personal growth, developmental instruction and lifelong learning.

2013 - 2014 Catalog
Official version online: http://www.easternflorida.edu/academics/catalog
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 cost of any kind and further reserves the right to add or delete without notice any course offerings or information in this catalog.

Accreditation
Eastern Florida State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts, Associate in Science, Bachelors of Applied Science, and Associate in Applied Science degrees as well as the College Credit Certificate and Postsecondary Adult Vocational Certificate. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of Eastern Florida State College.
## Student Demographics

**Statistics Based on 2011-2012 Reporting Year**

<table>
<thead>
<tr>
<th>Enrollment Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Student Enrollment</td>
<td>27,353</td>
</tr>
<tr>
<td>Annual College Credit Enrollment</td>
<td>24,585</td>
</tr>
<tr>
<td>Average Age Student Enrollment</td>
<td>27.26</td>
</tr>
<tr>
<td>Average Age Credit Enrollment</td>
<td>25.74</td>
</tr>
</tbody>
</table>

**Breakdown of Student Enrollment by Ethnicity**

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 or more</td>
<td>1.77%</td>
</tr>
<tr>
<td>Asian</td>
<td>2.71%</td>
</tr>
<tr>
<td>Black</td>
<td>11.04%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>9.07%</td>
</tr>
<tr>
<td>Native American</td>
<td>0.55%</td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>0.19%</td>
</tr>
<tr>
<td>White</td>
<td>70.63%</td>
</tr>
<tr>
<td>Unknown</td>
<td>4.03%</td>
</tr>
</tbody>
</table>

**Breakdown of Student Enrollment by Gender**

<table>
<thead>
<tr>
<th>Gender</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>56.53%</td>
</tr>
<tr>
<td>Male</td>
<td>43.23%</td>
</tr>
<tr>
<td>Unknown</td>
<td>0.24%</td>
</tr>
</tbody>
</table>

**Enrollment Status/ College Credit**

<table>
<thead>
<tr>
<th>Status</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>37.06%</td>
</tr>
<tr>
<td>Part-Time</td>
<td>62.94%</td>
</tr>
</tbody>
</table>

**Degrees Sought**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Arts</td>
<td>65.11%</td>
</tr>
<tr>
<td>Associate in Science</td>
<td>16.15%</td>
</tr>
<tr>
<td>Certificate</td>
<td>8.44%</td>
</tr>
</tbody>
</table>

**Annual Graduation by Program**

<table>
<thead>
<tr>
<th>Program</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Arts</td>
<td>2,611</td>
</tr>
<tr>
<td>Associate in Science</td>
<td>501</td>
</tr>
<tr>
<td>College Credit Certificate</td>
<td>573</td>
</tr>
<tr>
<td>Postsecondary Adult Certificate</td>
<td>450</td>
</tr>
<tr>
<td>Applied Technology Diploma</td>
<td>69</td>
</tr>
<tr>
<td>Apprentice Certificate</td>
<td>20</td>
</tr>
</tbody>
</table>

Mean GPA of EFSC transfer students enrolled in the State University System: 2.94

Percentage of EFSC transfer students enrolled in the State University System with GPA's at or above 2.5: 73.67%

**Top Ten College/Career Programs by Enrollment**

- Associate in Arts
- Chemical Technology
- Business Administration and Management
- Nursing (Associate Degree) R.N.
- Paralegal Studies (Legal Assistant)
- Computer Information Administrator
- Early Childhood Education
- Criminal Justice Technology
- Computer Programming and Applications
- Engineering Technology
### Academic Calendar 2013–14

*Schedule of Classes for each term lists registration dates and times. Calendar dates are subject to change; please check online academic calendar.*

#### FALL TERM 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 29</td>
<td>Monday</td>
<td>Web registration for fall term 2013 begins</td>
</tr>
<tr>
<td>May 13</td>
<td>Monday</td>
<td>Walk-in registration for fall term 2013 begins</td>
</tr>
</tbody>
</table>

**Full Term (August 19 - December 13, 2013)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 8</td>
<td>Thursday</td>
<td>Fee due date: full term on-campus and online classes</td>
</tr>
<tr>
<td>August 12 - 16</td>
<td>Monday - Friday</td>
<td>Five day work week for staff</td>
</tr>
<tr>
<td>August 15</td>
<td>Thursday</td>
<td>Faculty work day</td>
</tr>
<tr>
<td>August 16</td>
<td>Friday</td>
<td>Faculty work day</td>
</tr>
<tr>
<td>August 19</td>
<td>Monday</td>
<td>Classes begin: full term on-campus and online classes</td>
</tr>
<tr>
<td>August 19 - 23</td>
<td>Monday - Friday</td>
<td>Five day work week for faculty and staff</td>
</tr>
<tr>
<td>August 19 - 23</td>
<td>Monday - Friday</td>
<td>Add/drop week: full term on-campus and online classes</td>
</tr>
<tr>
<td>August 23</td>
<td>Friday</td>
<td>Last day to drop with a refund of fees or change to audit status; full term on-campus and online classes</td>
</tr>
<tr>
<td>September 2</td>
<td>Monday</td>
<td>Labor Day holiday (weekend classes meet as scheduled)</td>
</tr>
<tr>
<td>October 14</td>
<td>Monday</td>
<td>Last day to withdraw with grade of “W”: full term on-campus and online classes</td>
</tr>
</tbody>
</table>
| October 24 | Thursday | Last day to apply for December graduation |}

**Minimester A (August 19 - October 14, 2013)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 8</td>
<td>Thursday</td>
<td>Fee due date: Minimester A classes</td>
</tr>
<tr>
<td>August 19</td>
<td>Monday</td>
<td>Classes begin: Minimester A</td>
</tr>
<tr>
<td>August 19 - 23</td>
<td>Monday - Friday</td>
<td>Add/drop week: Minimester A classes</td>
</tr>
<tr>
<td>August 23</td>
<td>Friday</td>
<td>Last day to drop with a refund of fees or change to audit status; Minimester A</td>
</tr>
<tr>
<td>September 2</td>
<td>Monday</td>
<td>Labor Day holiday (weekend classes meet as scheduled)</td>
</tr>
<tr>
<td>September 23</td>
<td>Monday</td>
<td>Last day to withdraw with grade of “W”: Minimester A classes</td>
</tr>
<tr>
<td>October 14</td>
<td>Monday</td>
<td>Final day for students: Minimester A classes</td>
</tr>
</tbody>
</table>
| October 15 | Tuesday | Minimester A: final grades due at noon |}

**12 Week Term (September 23 - December 13, 2013)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 12</td>
<td>Thursday</td>
<td>Fee due date: 12 week on-campus and online classes</td>
</tr>
<tr>
<td>September 23</td>
<td>Monday</td>
<td>Classes begin: 12 week on-campus and online classes</td>
</tr>
<tr>
<td>September 23 - 26</td>
<td>Monday - Thursday</td>
<td>Add/drop: 12 week on-campus and online classes</td>
</tr>
<tr>
<td>September 26</td>
<td>Thursday</td>
<td>Last day to drop with a refund of fees or change to audit status: 12 week on-campus and online classes</td>
</tr>
<tr>
<td>October 24</td>
<td>Thursday</td>
<td>Last day to apply for December graduation</td>
</tr>
<tr>
<td>November 11</td>
<td>Monday</td>
<td>Veterans Day holiday; all college campuses closed</td>
</tr>
<tr>
<td>November 12</td>
<td>Tuesday</td>
<td>Last day to withdraw with grade “W”: 12 week on-campus and online classes</td>
</tr>
</tbody>
</table>
| Nov 27 – Dec 1 | Wednesday - Sunday | Thanksgiving holidays; all college campuses closed |}

**December 13 | Friday | Final day of term for students: 12 week on-campus and online classes |}

**December 16 | Monday | Final grades due at noon; faculty 1/2 work day |}

**December 19 | Thursday | Commencement ceremonies |}

**Dec 20, 2013 - Jan 5, 2014 | Friday – Sunday | Winter break; all college campuses closed (re-open Monday, January 6, 2014)**

**Minimester B (October 16 - December 13, 2013)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 3</td>
<td>Thursday</td>
<td>Fee due date: Minimester B classes</td>
</tr>
<tr>
<td>October 16</td>
<td>Wednesday</td>
<td>Classes begin: Minimester B</td>
</tr>
<tr>
<td>October 16 - 17</td>
<td>Wednesday - Thursday</td>
<td>Add/drop: Minimester B classes</td>
</tr>
<tr>
<td>October 17</td>
<td>Thursday</td>
<td>Last day to drop with a refund of fees or change to audit status: Minimester B</td>
</tr>
<tr>
<td>October 24</td>
<td>Thursday</td>
<td>Last day to apply for December graduation</td>
</tr>
<tr>
<td>November 11</td>
<td>Monday</td>
<td>Veterans Day holiday; all college campuses closed</td>
</tr>
<tr>
<td>November 21</td>
<td>Thursday</td>
<td>Last day to withdraw with grade of “W”: Minimester B classes</td>
</tr>
</tbody>
</table>
| Nov 27 – Dec 1 | Wednesday - Sunday | Thanksgiving holidays; all college campuses closed |}

**December 13 | Friday | Final day of term for students: Minimester B classes |}

**December 16 | Monday | Final grades due at noon; faculty 1/2 work day |}

**December 19 | Thursday | Commencement ceremonies |}

**Dec 20, 2013 - Jan 5, 2014 | Friday – Sunday | Winter break; all college campuses closed (re-open Monday, January 6, 2014)**
# Academic Calendar 2013–14

(e-Learning key dates included)

Schedule of Classes for each term lists registration dates and times. Calendar dates are subject to change; please check online academic calendar.

## Spring Term 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Web registration for spring term 2014 begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 21</td>
<td>Monday</td>
<td>Walk-in registration for spring term 2014 begins</td>
</tr>
</tbody>
</table>

### Full Term (January 13 - May 9, 2014)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6</td>
<td>Monday</td>
<td>College reopens; staff return</td>
</tr>
<tr>
<td>January 6 - 10</td>
<td>Monday - Friday</td>
<td>Five day work week for staff</td>
</tr>
<tr>
<td>January 9</td>
<td>Thursday</td>
<td>Faculty work day</td>
</tr>
<tr>
<td>January 10</td>
<td>Friday</td>
<td>Faculty work day</td>
</tr>
<tr>
<td>January 13</td>
<td>Monday</td>
<td>Classes begin: full term on-campus and online classes</td>
</tr>
<tr>
<td>January 13 - 17</td>
<td>Monday - Friday</td>
<td>Five day work week for faculty and staff</td>
</tr>
<tr>
<td>January 13 - 17</td>
<td>Monday - Friday</td>
<td>Add/drop week: full term on-campus and online classes</td>
</tr>
<tr>
<td>January 17</td>
<td>Friday</td>
<td>Last day to drop with a refund of fees or change to audit status; full term on-campus and online classes</td>
</tr>
<tr>
<td>January 20</td>
<td>Monday</td>
<td>Dr. Martin Luther King, Jr. Birthday observance. College closed.</td>
</tr>
<tr>
<td>March 20</td>
<td>Thursday</td>
<td>Last day to apply for May graduation</td>
</tr>
<tr>
<td>March 24</td>
<td>Monday</td>
<td>Last day to withdraw with grade &quot;W&quot; from 16-week campus and online classes</td>
</tr>
<tr>
<td>March 24-30</td>
<td>Monday - Sunday</td>
<td>Spring break; college closed</td>
</tr>
<tr>
<td>May 3 – 9</td>
<td>Saturday - Friday</td>
<td>Final Exam Week</td>
</tr>
<tr>
<td>May 9</td>
<td>Friday</td>
<td>Final day of term for students: on-campus and online classes</td>
</tr>
<tr>
<td>May 12</td>
<td>Monday</td>
<td>Final grades due at noon; faculty 1/2 work day</td>
</tr>
<tr>
<td>May 15</td>
<td>Thursday</td>
<td>Commencement ceremonies</td>
</tr>
</tbody>
</table>

### Minimester A (January 13 - March 10, 2014)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6</td>
<td>Monday</td>
<td>Fee due date: Minimester A classes</td>
</tr>
<tr>
<td>January 13</td>
<td>Monday</td>
<td>Classes begin: Minimester A</td>
</tr>
<tr>
<td>January 13 - 17</td>
<td>Monday - Friday</td>
<td>Add/drop week: Minimester A classes</td>
</tr>
<tr>
<td>January 17</td>
<td>Friday</td>
<td>Last day to drop with a refund of fees or change to audit status: Minimester A</td>
</tr>
<tr>
<td>January 20</td>
<td>Monday</td>
<td>Dr. Martin Luther King, Jr. Birthday observance. College closed.</td>
</tr>
<tr>
<td>February 17</td>
<td>Monday</td>
<td>Last day to withdraw with grade &quot;W&quot;: Minimester A classes</td>
</tr>
<tr>
<td>March 10</td>
<td>Monday</td>
<td>Final day for students: Minimester A classes</td>
</tr>
<tr>
<td>March 11</td>
<td>Tuesday</td>
<td>Minimester A: final grades due at noon</td>
</tr>
</tbody>
</table>

### 12 Week Term (February 3 - May 9, 2014)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 30</td>
<td>Thursday</td>
<td>Fee due date: 12 week on-campus and online classes</td>
</tr>
<tr>
<td>February 10</td>
<td>Monday</td>
<td>Classes begin: 12 week on-campus and online</td>
</tr>
<tr>
<td>February 10 - 13</td>
<td>Monday - Thursday</td>
<td>Add/drop: 12 week on-campus and online classes</td>
</tr>
<tr>
<td>February 13</td>
<td>Thursday</td>
<td>Last day to drop with a refund of fees or change to audit status: 12 week on-campus and online classes</td>
</tr>
<tr>
<td>March 20</td>
<td>Thursday</td>
<td>Last day to apply for May graduation</td>
</tr>
<tr>
<td>March 24-30</td>
<td>Monday - Sunday</td>
<td>Spring break; college closed</td>
</tr>
<tr>
<td>April 17</td>
<td>Thursday</td>
<td>Last day to withdraw with grade &quot;W&quot;: 12 week on-campus and online classes</td>
</tr>
<tr>
<td>May 3 – 9</td>
<td>Saturday - Friday</td>
<td>Final Exam Week</td>
</tr>
<tr>
<td>May 9</td>
<td>Friday</td>
<td>Final day of term for students: 12 week on-campus and online classes</td>
</tr>
<tr>
<td>May 12</td>
<td>Monday</td>
<td>Final grades due at noon; faculty 1/2 work day</td>
</tr>
<tr>
<td>May 15</td>
<td>Thursday</td>
<td>Commencement ceremonies</td>
</tr>
</tbody>
</table>

### Minimester B (March 12 - May 9, 2014)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 27</td>
<td>Thursday</td>
<td>Fee due date: Minimester B classes</td>
</tr>
<tr>
<td>March 12</td>
<td>Wednesday</td>
<td>Classes begin: Minimester B</td>
</tr>
<tr>
<td>March 12 - 13</td>
<td>Wednesday - Thursday</td>
<td>Add/drop: Minimester B classes</td>
</tr>
<tr>
<td>March 13</td>
<td>Thursday</td>
<td>Last day to drop with a refund of fees or change to audit status: Minimester B</td>
</tr>
<tr>
<td>March 20</td>
<td>Thursday</td>
<td>Last day to apply for May graduation</td>
</tr>
<tr>
<td>March 24-30</td>
<td>Monday - Sunday</td>
<td>Spring break; college closed</td>
</tr>
<tr>
<td>April 24</td>
<td>Thursday</td>
<td>Last day to withdraw with grade &quot;W&quot;: Minimester B classes</td>
</tr>
<tr>
<td>May 9</td>
<td>Friday</td>
<td>Final day of term for students: Minimester B classes</td>
</tr>
<tr>
<td>May 12</td>
<td>Monday</td>
<td>Final grades due at noon; faculty 1/2 work day</td>
</tr>
<tr>
<td>May 15</td>
<td>Thursday</td>
<td>Commencement ceremonies</td>
</tr>
</tbody>
</table>
### Academic Calendar 2013–14

**Schedule of Classes for each term lists registration dates and times. Calendar dates are subject to change; please check online academic calendar.**

#### SUMMER TERM 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 14</td>
<td>Monday</td>
<td>Web registration for summer term 2014 begins</td>
</tr>
<tr>
<td>April 21</td>
<td>Monday</td>
<td>Walk-in registration for summer term 2014 begins</td>
</tr>
</tbody>
</table>

**Twelve Week Summer Term A (May 19 - August 7, 2014)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15</td>
<td>Thursday</td>
<td>Fee due date: 12 week summer term A on-campus and online classes</td>
</tr>
<tr>
<td>May 19</td>
<td>Monday</td>
<td>Classes begin: 12 week summer term A on-campus and online</td>
</tr>
<tr>
<td>May 19-22</td>
<td>Monday - Thursday</td>
<td>Add/drop: 12 week summer term A on-campus and online classes</td>
</tr>
<tr>
<td>May 22</td>
<td>Thursday</td>
<td>Last day to drop with a refund of fees or change to audit status: 12 week summer term A on-campus and online classes</td>
</tr>
<tr>
<td>May 26</td>
<td>Monday</td>
<td>Memorial Day holiday; College closed (Weekend classes meet as scheduled)</td>
</tr>
<tr>
<td>July 4</td>
<td>Friday</td>
<td>Independence Day holiday; College closed</td>
</tr>
<tr>
<td>July 7</td>
<td>Monday</td>
<td>Last day to withdraw with grade &quot;W&quot;: 12 week summer term A on-campus and online classes</td>
</tr>
<tr>
<td>July 10</td>
<td>Thursday</td>
<td>Last day to apply for August graduation</td>
</tr>
<tr>
<td>August 7</td>
<td>Thursday</td>
<td>Summer Term Ends; last day of class for students</td>
</tr>
<tr>
<td>August 11</td>
<td>Monday</td>
<td>Final grades due at noon</td>
</tr>
<tr>
<td>August 14</td>
<td>Thursday</td>
<td>Summer Graduation</td>
</tr>
</tbody>
</table>

**Six Week Summer Term B (May 19 - June 26, 2014)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15</td>
<td>Thursday</td>
<td>Fee due date: six week summer term B classes</td>
</tr>
<tr>
<td>May 19</td>
<td>Monday</td>
<td>Classes begin: six week summer term B</td>
</tr>
<tr>
<td>May 19-22</td>
<td>Monday - Thursday</td>
<td>Add/drop: six week summer term B classes</td>
</tr>
<tr>
<td>May 22</td>
<td>Thursday</td>
<td>Last day to drop with a refund of fees or change to audit status: six week summer term B classes</td>
</tr>
<tr>
<td>May 26</td>
<td>Monday</td>
<td>Memorial Day holiday; College closed (Weekend classes meet as scheduled)</td>
</tr>
<tr>
<td>June 12</td>
<td>Thursday</td>
<td>Last day to withdraw with grade &quot;W&quot;: six week summer term B classes</td>
</tr>
<tr>
<td>June 26</td>
<td>Thursday</td>
<td>Final day for students: six week summer term B</td>
</tr>
<tr>
<td>June 30</td>
<td>Monday</td>
<td>Final grades due at noon</td>
</tr>
<tr>
<td>August 14</td>
<td>Thursday</td>
<td>Summer Graduation</td>
</tr>
</tbody>
</table>

**Eight Week Summer Term C (June 16 - August 7, 2014)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 12</td>
<td>Thursday</td>
<td>Fee due date: eight week summer term C classes</td>
</tr>
<tr>
<td>June 16</td>
<td>Monday</td>
<td>Classes begin: eight week summer term C</td>
</tr>
<tr>
<td>June 16-19</td>
<td>Monday - Thursday</td>
<td>Add/drop: eight week summer term C classes</td>
</tr>
<tr>
<td>June 19</td>
<td>Thursday</td>
<td>Last day to drop with a refund of fees or change to audit status: eight week summer term C classes</td>
</tr>
<tr>
<td>July 4</td>
<td>Friday</td>
<td>Independence Day holiday; College closed</td>
</tr>
<tr>
<td>July 10</td>
<td>Thursday</td>
<td>Last day to apply for August graduation</td>
</tr>
<tr>
<td>July 21</td>
<td>Monday</td>
<td>Last day to withdraw with grade &quot;W&quot;: eight week summer term C classes</td>
</tr>
<tr>
<td>August 7</td>
<td>Thursday</td>
<td>Summer Term Ends; last day of class for students</td>
</tr>
<tr>
<td>August 11</td>
<td>Monday</td>
<td>Final grades due at noon</td>
</tr>
<tr>
<td>August 14</td>
<td>Thursday</td>
<td>Summer Graduation</td>
</tr>
</tbody>
</table>

**Six Week Summer Term D (June 30 - August 7, 2014)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 26</td>
<td>Thursday</td>
<td>Fee due date: eight week summer term D classes</td>
</tr>
<tr>
<td>June 30</td>
<td>Monday</td>
<td>Classes begin: eight week summer term D</td>
</tr>
<tr>
<td>June 30-3</td>
<td>Monday - Thursday</td>
<td>Add/drop: eight week summer term D classes</td>
</tr>
<tr>
<td>July 3</td>
<td>Thursday</td>
<td>Last day to drop with a refund of fees or change to audit status: six week summer term D classes</td>
</tr>
<tr>
<td>July 4</td>
<td>Friday</td>
<td>Independence Day holiday; College closed</td>
</tr>
<tr>
<td>July 10</td>
<td>Thursday</td>
<td>Last day to apply for August graduation</td>
</tr>
<tr>
<td>July 24</td>
<td>Thursday</td>
<td>Last day to withdraw with grade &quot;W&quot;: six week summer term D classes</td>
</tr>
<tr>
<td>August 7</td>
<td>Thursday</td>
<td>Summer Term Ends; last day of class for students</td>
</tr>
<tr>
<td>August 11</td>
<td>Monday</td>
<td>Final grades due at noon</td>
</tr>
<tr>
<td>August 14</td>
<td>Thursday</td>
<td>Summer Graduation</td>
</tr>
</tbody>
</table>
SIGN IN TO OUTLOOK WEB EMAIL
- Click Outlook Web
- Enter Outlook Web email address
- Enter Outlook Web Email password
  *Initial password is your date of birth MMDDYY*

CHECK HOMES
- Click TITAN WEB SERVICES
- Click Student Services
- Click Student Records
- Click View Home
- Note: To find a resolution for a hold from our homepage: Click Admissions>Registrar’s Office>Registration Information/Registration Hold

FINDING PROGRAM PREREQUISITES
- Go to www.FVLC.org
- Click Student Services
- Select Common Prerequisite Manual
- Click most recent Catalog Year
- Click Program Listing by Alphabetical Order
- Click Program Name to see Prerequisites

REGISTER FOR CLASSES
- Click TITAN WEB SERVICES
- Click Student Services
- Click Registration
- Click Add/Deep Classes
- Select Term and Click Submit
- Enter CRN(s) and Click Submit Changes

VIEW & PRINT CLASS SCHEDULE
- Click TITAN WEB SERVICES
- Click Student Services
- Click Registration
- Click Student Detail Schedule or Student Schedule by Day & Time

CHECK FINANCIAL AID STATUS
- Click TITAN WEB SERVICES
- Click Financial Aid Services
- Check your Overall Status, Eligibility and Award Information, by clicking on the appropriate link & following instructions
- Note: For answers to many of your questions, click Admissions/Financial aid & Scholarships>Financial Aid Information> Frequently Asked Questions.

PAY BCCILLS ONLINE
- Click TITAN WEB SERVICES
- Click Student Services
- Click Student Records
- Click Account Summary/Pay Student Account
- Follow the instructions

SIGN-UP FOR DIRECT DEPOSIT
- Follow the steps to Update Address & Phone to ensure your Higher One® EFSC Disbursement Card will be mailed to the correct address.

BEGIN BY LOGGING INTO MyEFSC IN THE UPPER RIGHT CORNER OF OUR HOME PAGE.

OBTAIN A PARKING PERMIT
- Click TITAN WEB SERVICES
- Click on Student Services
- Click on Parking Permits
- Click on Request a Permit
- Either select a vehicle already registered or add a new vehicle
- Click Submit
  *Once the student clicks Submit, $21.90 will be charged to the student’s account.*

REQUEST AN OFFICIAL TRANSCRIPT
- Click TITAN WEB SERVICES
- Click Student Services
- Click Student Records
- Click Request Official Transcript
- Follow the instructions for requesting your transcript
- Follow the directions to pay the $5.95 fee
- Review information and click Submit Request
  *You will be prompted if you have a hold on your account. To find a resolution for a hold, from our homepage: Click Admissions>Registrar’s Office>Registration Information/Registration Hold

REQUEST AN UNOFFICIAL TRANSCRIPT
- Go to www.FVLC.org
- Click My Records
- Under College & University Students, Select Unofficial Transcript
- You must log-in with a FLVC Login ID
- Enter FLVC Login ID and FLVC password
- Click Continue
- Select Brevard Community College from the drop-down box.
- Enter your Student ID and PIN
- Click Continue

ENROLLMENT/DEGREE VERIFICATION
- Click TITAN WEB SERVICES
- Click Student Services
- Click Student Enrollment Verification & follow instructions

The College has authorized the National Student Clearinghouse to provide enrollment and degree verification services. This service is available to you online.
- Print enrollment verification certificates to send to health insurers and housing providers
- Obtain a list of student loan lenders and links to their real-time loan information.
- For insurance companies requiring a current GPA, students must include a copy of their unofficial transcript from FLVC.org

Note: Term enrollment and verification will not be available until after the Add/Drop period.

UPDATE ADDRESS & PHONE
- Click TITAN WEB SERVICES
- Click Personal Information
- Click View & Update Addresses & Phone
- Select Update Address(es) & Phone
- Select Type of Address to Update
- Click Submit
  *Note: You can also update your financial aid and human resources addresses. You must update each address separately.*

VIEW GRADES
- Click TITAN WEB SERVICES
- Click Student Services
- Click Student Records
- Click Final Grades
- Select Term
- Click Submit

RUN A DEGREE AUDIT
- Click TITAN WEB SERVICES
- Click Student Services
- Click Degree Evaluation
- Select Term and Click Submit
- Click Generate New Evaluation*
- Select Program & Click Generate Request

If you are seeking an A.A. Degree:
- Select General Requirements & Click Submit

If you are seeking an A.S. Degree, C.C.C. or P.S.A.V.:
- Select Detail Requirements & Click Submit

Note: If your program information is incorrect, go to the Admissions and Records Office and submit a Major Change Form.
*You can run an audit for another program by clicking What if Analysis.

WITHDRAW FROM A CLASS
- Please see the Admissions and Records Office on your campus.

DROP A CLASS
- Click TITAN WEB SERVICES
- Click Student Services
- Click Registration
- Click Add/Drop Classes
- Under Action, select Withdraw
- Click Submit
- Click Add/Drop Changes
- Print a confirmation page
Eastern Florida State College, located on Florida’s Space Coast, is a four-year, co-educational, publicly supported postsecondary institution. It was established in 1960 as Brevard Junior College. Also established in 1960 was Carver Junior College to provide educational opportunities to the African-American residents of Brevard County. In 1963, the two schools merged to become Brevard Junior College. It was renamed Brevard Community College in 1970 and became Eastern Florida State College on July 1, 2013, when it started offering four-year Bachelor Degrees.

Cocoa Campus
1519 Clearlake Road
Cocoa, FL 32922
(321) 433-7300
www.easternflorida.edu
Cocoa Campus, located on beautiful Clearlake, is the oldest and largest campus. The Collegewide District Administration, Health Sciences Institute (HSI), Institute of Nursing, and the following technologically advanced facilities are located on this campus: Astronaut Memorial Planetarium, EFSC/UCF Joint Use Library, Florida Solar Energy Center, and the new STEM building designed to house classrooms, labs and workforce facilities targeting subjects of science, technology, engineering, and mathematics. Together, these facilities comprise the main components for the Florida Circle of Science and Technology. The Clark Maxwell, Jr. Lifelong Learning Center, a cooperative effort of EFSC and the University of Central Florida (UCF), is also located on the campus. This unique instructional facility houses programs for EFSC and UCF, and enables students to complete bachelors and masters degrees without leaving the county.

Melbourne Campus
3865 North Wickham Road
Melbourne, FL 32935
(321) 433-5550
www.easternflorida.edu
Located on a spacious 120-acre site, the Melbourne Campus provides state-of-the-art classrooms and laboratory facilities that allow students to achieve two-year Associate degrees, Technical and Vocational certificates, or prepare students for transfer to four-year colleges and universities. Melbourne is also home of the Institute for Public Safety, which includes the Law Enforcement, Corrections, and Fire Science Academies. The renowned King Center for the Performing Arts is on the Melbourne campus and provides a wonderful venue for art and music courses.

Palm Bay Campus
250 Community College Parkway
Palm Bay, FL 32909
(321) 433-5200
www.easternflorida.edu
Conveniently located just off the Malabar Road exit of I-95, Palm Bay campus has three main buildings that stretch along the shores of Lake Titan. The campus provides the full complement of general education classes required for transfer to Florida state universities, as well as technical and vocational courses in areas of study such as computer programming, engineering technology, air conditioning, and business administration.

Additionally, the campus offers courses in Health Sciences including medical assisting, emergency medical services, and nursing. Apprenticeship sponsors offer courses in electrical and sheet metal. The Lady Titan softball team has its home field on campus, a walking trail winds around Lake Titan, and Brevard County operates the Palm Bay Aquatic Center just south of the main campus. Palm Bay Campus provides baccalaureate and graduate education by housing a University of Central Florida regional campus.

Titusville Campus
1311 North U.S. 1
Titusville, FL 32796
(321) 433-5100
www.easternflorida.edu
The Titusville Campus offers small classes and many student support opportunities. It also has a vibrant Student Government Association and a robust club presence. The smaller campus is a community of learners where student success is everyone’s goal. The personal service that students receive is complemented by state-of-the-art classrooms and laboratories on a beautiful 120-acre campus that is located on the Indian River Lagoon waterfront, part of the Intracoastal Waterway. The campus specializes in information technology, health sciences, and environmental, natural and life sciences, which are supported by its location near the Kennedy Space Center and the Canaveral National Seashore. Titusville shares a campus setting with the Parrish Medical Center and is developing joint programs in the health sciences, including a new dedicated phlebotomy classroom and lab. The Titusville Campus is dedicated to ensuring that students will achieve their dreams while reaching their academic and technology goals in a caring, student-centered familial environment.
The Health Sciences Institute offers course work district wide, on the Cocoa, Melbourne, Palm Bay, and Titusville campuses, as well as through eLearning@EFSC online offerings. The Health Sciences Institute, headquartered on the Cocoa Campus, provides state-of-the-art classrooms and clinical laboratory facilities where students learn to apply their specialized skills. Course work within the Health Sciences Institute can lead to a Bachelor’s degree, Associate in Science degree, Applied Technology Diploma, College Credit Certificate, or Postsecondary Adult Vocational Certificate. Many of the traditional face-to-face courses are available in hybrid and online format. Applications to the Health Sciences Institute programs are accepted online. For program information, including program application deadlines, contact our Health Sciences Advisors and Admissions Specialists at (321) 433-7575.

Institute of Nursing
www.easternflorida.edu/academics/institute-of-nursing
Central Location 1519 Clearlake Rd
Cocoa, FL 32922 • 321-433-7575
Northern Location 1311 North U.S. 1
Titusville, FL 32796 • 321-433-7575
Southern Location 250 Community College Parkway
Palm Bay, FL 32909 • 321-433-7118

The Institute of Nursing offers course work district wide on the Cocoa, Palm Bay, and Titusville campuses as well as through eLearning@EFSC courses. The Institute is headquartered on the Cocoa Campus. The Institute provides state-of-the-art classrooms and clinical laboratory facilities where students learn to apply their specialized skills in nursing, practical nursing, medical assisting, surgical technology, or patient care assistant. Course work within the Nursing Programs can lead to either an Associate in Science degree or Postsecondary Vocational certificate. The Institute of Nursing also manages the human patient simulation labs and various emergency response non-credit coursework through the American Heart Association.

eLearning@EFSC
3865 North Wickham Road
Melbourne, FL 32935
(321) 433-7100
www.easternflorida.edu/academics/online-learning-
eLearning@EFSC
EFSC’s nationally recognized online curriculum includes complete A.A. and A.S. degree programs. eLearning@EFSC courses are specifically designed for students with busy schedules who are up for the challenge of online learning. eLearning@EFSC provides for students to learn beyond the boundaries of a physical classroom. Our dedicated faculty and staff are committed to creating an environment that is academically challenging and flexible through online classes!

Workforce Development
1519 Clearlake Road
Cocoa, FL 32922
(321) 433-5075
www.easternflorida.edu/workforce

Workforce programs at Eastern Florida State College include credit and non-credit education and training opportunities leading to in-demand careers. Career and Technical Programs can lead to A.S., C.C.C. and P.S.A.V. degrees and certificates, as well as the opportunity to obtain industry credentials. Technical and Professional Training offers short-term, non-credit courses including industry certification preparation for both employers seeking customized or contract training for their employees and individuals who wish to upgrade their skills.

The Institute of Public Safety
3865 North Wickham Road
Melbourne, FL 32935
(321) 433-5075

www.easternflorida.edu/academics/institute-public-safety

The Institute of Public Safety’s main facility and administrative offices are centrally located on the Melbourne Campus. The Institute offers basic recruit academy certificate programs in Law Enforcement, Corrections, and Fire Fighter in addition to programs of study in Public Safety Telecommunications (911 dispatch), and continuing education courses for our community’s emergency service professionals. The basic Firefighter II Academy training is conducted at the Port Canaveral satellite location. The Cocoa Campus is the primary location for the Institute of Public Safety’s Emergency Medical Services (EMS) programs as well as their associated administrative offices. The EMS programs include the Emergency Medical Technician (EMT) and Paramedic diploma and certificate programs. The EMT program may also be held on the Titusville and Palm Bay Campuses during various semesters.

The Associate in Science (A.S.) degree is offered in Criminal Justice Technology, Crime Scene Technology, Fire Science Technology, Emergency Medical Services, and Paralegal Studies. In addition, continuing education licensure courses are offered in Security Guard (Class D license) and Equivalency of Training for previously certified Florida officers and out of state certified law enforcement and correctional officers seeking certification in the state of Florida.

The Brevard Police Testing Center is housed in the Institute of Public Safety’s Melbourne Campus and is the primary point-of-contact for applicants wishing to attend the law enforcement academy, receive Equivalency of Training evaluation, or apply for inclusion in the county-wide law enforcement employment pool. The Sheriff of Brevard County or any Brevard Chief of Police may also direct their respective agencies’ applicants to BPTC for screening.
located on the Cocoa Campus of Eastern Florida State College, the EFSC Planetarium and Observatory is a beacon in the community and is recognized as one of the finest planetariums in the country with an innovative history of ground-breaking technological advances. Since 1975, we have been serving the students of EFSC and Brevard County Schools, Community Groups, and the general public with informal educational experiences designed to stimulate students’ minds and imaginations, ultimately inspiring further education and pursuit of careers in science.

Our 70-foot diameter star theater houses the world’s first combined Digital and Optical-Mechanical projection system featuring both Digistar II, and Minolta Alpha-Infinium star projectors. The two projectors work together to provide amazing 3D graphical representations of the Cosmos and stunningly realistic views of the starry night sky as seen from Brevard County.

The Discovery Movie Theater features a 3-story tall movie screen and a 70mm large-format movie projector. Our film library consists of science documentaries from National Geographic, IMAX and many others. Shot on location at some of the most exotic places on the planet, the colorful, larger-than-life imagery truly “takes you there”.

For more information on our shows and operating hours, visit our website at www.easternflorida.edu/planet.

WEFS-TV
1519 Clearlake Road
Roger W. Dobson Building • Building 13
Cocoa, FL 32922
www.wbcctv.org
WEFS-TV operates four broadcast channels which offer cultural, educational and general interest programs to approximately 1.5 million households in central Florida.

EFSC/UCF Joint-Use Library
1519 Clearlake Road • Building 12
Cocoa, FL 32922
(321) 433-7255
www.easternflorida.edu/library
The Eastern Florida State College Cocoa Campus Library is a joint use facility with the University of Central Florida Brevard Campus and the Florida Solar Energy Center. It is located in a three-story, 121,000 square-foot building facing Clearlake on the Cocoa Campus.

EFSC libraries offer a combined print collection of more than 180,000 volumes. Electronic resources include over 100 databases, 60,000+ electronic books, e-audio books, a growing collection of digitally streamed video and music content, and over 60 research guides or LibGuides. Ask-a-Librarian services (www.askalibrarian.org) include email or “real time” chat research help. Online library resources are easy access when you log-on to myEFSC (www.my.easternflorida.edu), or the library web site, www.easternflorida.edu/library. Professional research help and instruction, books and online resources, combined with wireless internet access, computers and printing are available.

Clark Maxwell, Jr., Lifelong Learning Center
1519 Clearlake Road • Building 3
Cocoa, FL 32922
The center, a cooperative partnership between Eastern Florida State College and the University of Central Florida, is the first joint-use facility of its kind for two higher education institutions in the state of Florida. This unique instructional and service facility offers area residents the opportunity to obtain their career goals while remaining in Brevard County.

Maxwell C. King Center for the Performing Arts of Eastern Florida State College
3865 North Wickham Road • Building 9
Melbourne, FL 32935
(321) 242-2219
www.kingcenter.com
The $12.5 million cultural center, located on the Melbourne campus, opened in April 1988. The architecturally and technically unique six-story center features a 2,016-seat performing arts theatre with a 6,000 square-foot main stage and a 226-seat Studio Theatre. The King Center plays an important educational and cultural role in the College and on the Space Coast. The center is a versatile multi-use facility. Students of musical theatre, drama, ballet, dance and symphonic music have opportunities to enjoy these genres performed on the King Center stage. Occasionally, the theatre offers chat back opportunities with production casts for EFSC students. In addition, the center showcases the finest in popular recording artists, classical musicians, comedy, jazz country and rock music entertainment.

A limited number of $10 tickets are available to selected performances for EFSC students, faculty, staff and alumni. When offered, these tickets are available through the day before the show. Half price day-of-show discounts are also available for many shows. Student memberships are available to EFSC students for $20 per year. The King Center also offers a Theatre for Youth and Outreach Program. Designed for young audiences and their educators and endorsed by the Brevard County Public School District, this expanding program features major theatrical touring productions, outreach and professional art development programs for educators. Art exhibits, changing monthly, are showcased in the Harris Gallery and Lobby and are available for viewing during performances. In addition, EFSC offers art exhibitions, choral and instrumental music performances, and theatre presentations featuring student, staff and community performers at locations throughout the county. Visit www.kingcenter.com or call the King Center ticket office (321) 242-2219 for more information on shows and availability of discounted tickets at the theatre.
Moore Center
1519 Clearlake Road
Cocoa, FL 32922
(321) 433-7670

The Harry T. and Harriette V. Moore Center commemorates the lives and work of the Moores, African-American educators, community leaders, and activists who were assassinated in Mims, Florida, in 1951. Harry T. Moore’s life and work exemplified the “courage to challenge” an oppressive system and served as a model for Civil Rights leaders who followed. Since its inauguration in August 1996 on EFSC’s Cocoa Campus, the mission of the Moore Center has been to improve race relations and human relations. The center fosters a greater awareness and appreciation for the contributions of all races, cultures, and religions represented in American society. For more information, call (321) 433-7670.

EFSC Alumni Association
1519 Clearlake Road • Building 19
Astronaut Memorial Planetarium and Observatory
Cocoa, FL 32922
(321) 433-7743

The Eastern Florida State College Alumni Association strives to reconnect graduates and former students with EFSC’s current initiatives. The Alumni Association provides an opportunity for alumni members to maintain a lifelong connection with Eastern Florida State College and access to great benefits and member-only special offerings. Membership is open to all EFSC graduates, and your membership supports much needed scholarship assistance for our students, enhances the support of EFSC programs and provides the perfect place to network with community leaders while enjoying exclusive benefits. Join today!

For additional membership information and details about the EFSC Alumni Association, visit www.easternflorida.edu and click on the Foundation and Alumni link at the top of the page.

Eastern Florida State College Foundation, Inc.
1519 Clearlake Rd. • Building 19
Cocoa, FL 32922
(321) 433-7055

Established in 1971, the Eastern Florida State College Foundation, Inc., is a 501(c)(3) not-for-profit organization and a direct support organization of Eastern Florida State College. As the fundraising arm of EFSC, the Foundation exists to support the College and advance its commitment to be our community’s center for quality teaching and lifelong learning while also providing financial resources for student scholarships. The EFSC Foundation relies on donations from individuals, corporations, and other supporters that contribute to the overall mission.

For more information about the EFSC Foundation and available giving options, or for information about scholarship opportunities, call (321) 433-7055 or visit the Foundation’s website at www.easternflorida.edu/foundation.
Special Programs

College Reach-Out Program
CROP is a program funded through a grant from the Florida Department of Education. It is an educational and motivation program that is designed to help students prepare for a successful college education. CROP participants are in grades six through twelve who may not realize the value of a postsecondary education.

Program Goals:
- Motivate students to pursue a postsecondary education
- Enhance student’s basic learning skills and performance
- Strengthen student's and parents' understanding of the benefits of a postsecondary education
- Foster academic, personal and career development through supplemental instruction

Eligibility:
Students eligible for participation are those in grade six through twelve who meet economic and academic criteria and reside in Brevard County.

Academic programs offer:
- Academic advising and counseling
- Tutoring and mentoring
- Career exploration workshops
- Time-management, college preparation and study skills workshops
- College tours
- Extra curriculum field trips
- Cultural enrichment activities
- Summer residency program at the University of Florida

For more information, visit the CROP office on the Cocoa Campus in Building 9, Room 106F or call (321) 433-7773.

TRiO- Student Support Services
www.easternflorida.edu ➢ Academics ➢ Academic support ➢ TRIO
The TRiO-Student Support Services is a federally funded grant program implemented to help increase the retention, graduation, and transfer rates among first generation college students (i.e. students whose natural or adoptive parents do not have a four-year college degree) and economically disadvantaged students. Students must have a strong academic need, be U.S. citizens or permanent residents, completers of a regular high school diploma or GED, and be first-time degree or certificate seeking. Services include academic advisement, schedule planning, registration, tutoring, mentoring, career assessment, degree/graduation audits, scholarship searches, cultural and social activities, and university campus tours. Services are of no cost to students however, students must meet program criteria to be considered for program admission. An official application and mandatory orientation must be completed to be an active program participant. For further information, please contact the TRiO Student Support Services Office on any of the following campuses:
Cocoa (321) 433-7349; Melbourne (321) 433-5280; Palm Bay (321) 433-5268 or Titusville (321) 433-5029

EFSC Lab Schools for Parent Education
www.easternflorida.edu ➢ Community resources ➢ Continuing education ➢ Lab school parent education
EFSC Lab School is an integrated program providing different styles of engaging, up to date education and training to support families. Lab School’s Parent/Child Cooperative program offers an opportunity for families with children from six weeks to five years of age to build strong foundations. Parents and children learn through playing together in creative, activity filled daytime classes guided by trained, caring faculty. Classes develop a child’s social, cognitive and emotional skills while parents learn and practice the skills that promote confident, cooperative children. Parents learn through discussion, observation, and interaction with faculty, other parents and children. VPK (free pre-school paid for by the State regardless of a family’s income or situation) is provided in some locations, and Summer Camps are held in June and July. Seminars and workshops for parents of children of all ages and abilities are part of Lab School’s ongoing commitment. Lab School classes are held in various sites throughout the county. To learn more, please call the Lab School office (321) 433-7668 or email labschools@easternflorida.edu

Small Business Development
Small Business Development Center offers specialized training and education for new and existing small businesses, entrepreneurs, and defense dependent firms. The SBDC’s mission is to provide resources and expertise to new business start-ups as well as help existing small businesses grow and prosper. Contact (321) 433-5570 or visit www.easternflorida.edu/go/sbdc for more information.

International Education Language and Cultural Studies
www.easternflorida.edu ➢ Academics ➢ Academic support ➢ English-language-studies
(English Studies and International Support)
The department of Language and Cultural Studies provides academic English courses for students whose native language is not English as well as assistance and support to all international students attending EFSC.

English for Academic Purposes. The English for Academic Purposes (EAP) curriculum targets the specific needs of the bilingual student, helping students grow from English acquisition to attainment of academic and life goals. This program is currently offered on the Palm Bay Campus.
Center for Service-Learning (CSL)
www.easternflorida.edu ➞ Student life ➞ Center for Service Learning
The CSL involves and supports students in educational and reciprocally beneficial community service-learning experiences. The CSL is recognized as a model and leader in service-learning. Service-learning is integrated with 135 courses and 350 course sections each semester under the guidance of 132 faculty members. Over 1,000 students enroll annually in stand-alone community service-learning courses. Approximately 5,000 students volunteer through service-learning each year. Since the inception of the CSL in 1988, over 67,898 students have provided over 2.26 million hours of community service. The CSL offers students a wide array of service-learning experiences, incentives and opportunities.

Mission – The Center for Service-Learning strives to make community service an integral part of students’ education to prepare them to be lifelong learners, responsible community members, and productive citizens.

Goals
• Recruit and place students in educational and meaningful service-learning positions and projects
• Provide opportunities for students, faculty and staff to partner with community organizations
• Support students in service-learning activities or projects
• Integrate and link community service and academic study
• Involve and support faculty in using the service-learning teaching methods
• Support community organizations and projects in service learning programming

4th Credit Option
The 4th Credit Option is a one hour elective course tied to over 35 disciplines. Students opt to earn the extra credit hour through practical applications of classroom learning. Only students enrolled in a participating instructor’s core course can enroll in 4th Credit Option. The Center for Service-Learning publishes a list of course listings each term; they are not listed in the regular Schedule of Classes. Requirements: 20 hours of community service-learning, final reflection seminar, service-learning contract, journal/essay or other reflection tools. Students may earn up to three credits using the 4th Credit Option; however, credits are not repeatable within the same prefix.

For further information, please call:
Melbourne 321-433-5610
Cocoa 321-433-7610
Titusville 321-433-5016
Palm Bay 321-433-5253
Admission, Assessment & Registration

In keeping with its mission to provide equal access to its educational programs, Eastern Florida State College maintains an open door admission policy. The College is dedicated to providing a nondiscriminatory environment which promotes equal access, equal educational opportunity, and equal employment opportunity to all persons regardless of race, ethnicity, color, genetics, religion, national origin, age, gender, gender preference, physical or mental disability, marital status, veteran status, ancestry, or political affiliation. In addition, EFSC conforms to the regulations of the Family Educational Rights and Privacy Act (FERPA) for maintaining and protecting student records.

Eastern Florida State College has determined that the presence on campus of students officially designated as Sexual Predators/Sexual Offenders will be disruptive to the orderly process of the College’s programs and/or would interfere with the rights and privileges of other students. In accordance with 1001.64 (8)(a)F.S., the College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the College.

Students seeking admission to Eastern Florida State College will be required to self-disclose on the EFSC admissions application if they have been convicted as a sexual predator/offender. Accordingly, the College denies admission to applicants who are officially designated as Sexual Predators/Sexual Offenders. No refund of the admissions application fee will be granted.

Admission Criteria

Students seeking admission to take courses, other than continuing workforce education noncredit courses, must have one of the following:

- Standard high school diploma from a regionally accredited high school

Note: In compliance with the United States Department of Education regulation addressing the validity of high school diplomas for students seeking federal financial aid under Title IV of the Higher Education Act (HEA) (34 CFR 668.16 (p)), the College will evaluate the validity of a student’s high school completion if the institution has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

As such, diplomas issued by correspondence or non-traditional high schools will not usually be accepted unless the school is accredited by an organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). These schools will be considered on an individual basis. Acceptance will be based upon submission of sufficient documentation by the school to indicate that the school meets the minimum standards outlined by the Florida Department of Education and F.S. 1002.42 – Private Schools. Florida Home Education graduation, in accordance with F.S. 1003.43 and 1003.26. Contact the Admissions and Records Office for necessary documentation.

- Florida “Special Option” Graduation (W8A): Florida public high school students who have met all standard high school diploma requirements except the Florida Comprehensive Assessment Test (FCAT) will also be granted admission; however, they are not eligible to apply for Limited Access programs (that require high school graduation), to be eligible athletes, or to receive financial aid.

- High school equivalency diploma (GED), affords the same rights and privileges as students with standard high school diploma. The GED must be issued by a state Department of Education.
- Approval for Accelerated Education enrollment
- Demonstrated competency in college credit postsecondary coursework, in accordance with F.S. 1007.263

International student admission information is provided later in this catalog section and on EFSC’s website at www.easternflorida.edu/admissions/international

Non-standard and non-high school graduates and students who do not fall into one of the categories previously listed, including students who receive a regular Certificate of Completion or a Special Diploma, may not take college credit or college developmental courses. These students may register for vocational/career courses and programs that do not require a standard high school diploma for admission or graduation purposes. Refer to the Programs of Instruction section in this catalog.

Follow the EFSC Success Checklist to apply and register.

✔ Apply
- Complete and submit an Application for Admission. Apply online at www.easternflorida.edu, APPLY and REGISTER TODAY!
- Pay the EFSC application fee online or in person.
- Complete the Florida Residency for Tuition Purposes Affidavit and submit with supporting documentation.
- Have your official transcripts from all other institutions attended sent to EFSC.

Admission Types

EFSC admits students in the following categories. A list of admissions requirements needed in addition to the Application for Admission, non-refundable application fee, and Florida Residency for Tuition Purposes Affidavit is indicated below.

First Time in College

Student has never attended college.
- Official, final high school transcript indicating receipt of standard high school diploma or equivalent and date of graduation is required
- Placement test scores (ACT/SAT/PERT/CPT/FELPT) less than two years old from term of enrollment
- New Student Orientation

Transfer Student

Student is transferring credits from another college but has no degree. All previous colleges must be reported.
- Official, final high school transcript indicating receipt of standard high school diploma or equivalent and date of graduation
- Placement test scores (ACT/SAT/PERT/CPT/FELPT) less than two years old or proof of applicable college-level math and English passed with a “C” or better from a United States regionally accredited college
• Official, final college transcripts from all postsecondary schools attended must be received before registration will be permitted. Transcripts must be issued within one year of submission to the College. Credit for courses from other schools will be evaluated in accordance with college transfer procedures.
• New Student Orientation

Hold a Previous Degree
Student earned an associate degree or higher from a United States regionally accredited college and is now seeking a degree or certificate from EFSC.
• Official, final college transcripts from all postsecondary schools attended must be received before registration will be permitted. Transcripts must be issued within one year of submission to the College.
• Credit for courses will be evaluated in accordance with college transfer procedures.

Transient Student
Student is currently enrolled in a college degree program at another school and will transfer courses taken at EFSC back to his or her primary institution. Students may have only one “home” institution.
• Transient letter or letter of good standing from “home” institution
• Students attending Florida state schools may apply for transient status via www.flvc.org.

Readmit Student
Student has not taken credit classes at EFSC within the last two years.
• EFSC Application for Admission. There is no reapplication fee.
• Florida Residency for Tuition Purposes Affidavit and supporting documentation.
• Submit high school and/or college transcripts not previously submitted
• Placement test may be required.
• Must meet program/admission requirements in effect at time of readmission.
• New Student Orientation is required for all students who have not earned an associate degree or higher.

Bachelor’s Degree Seeking Student
Student earned an A.S. or A.A. degree or higher from a regionally accredited institution.
• Online application and pay the one-time fee. (International students, please visit the website for more information)
• Florida Residency for Tuition Purposes Affidavit and supporting documentation
• All final, official college transcripts
• Orientation with the B.A.S. Development Specialist

Non-Degree Seeking Student
Applicant is not seeking a degree or certificate and is taking courses for personal enrichment or job skill upgrading only.
• Must be a high school graduate. Proof of high school graduation required (unofficial final transcript).
• New Student Orientation is required for all students who have not earned an associate degree or higher.
• Official transcripts are not required for admission as a non-degree seeking student; however, if student decides later to switch to a degree program, transcripts and other admissions documents will be required at that time.

• Non-degree seeking students are limited to a total of 12 credits, after which they must declare a major and meet all applicable admission requirements. Students may enroll in an audit status before the end of the Add/Drop period each term they take classes. Audited courses do not count in credit totals.
• Non-degree seeking students will not normally be permitted to take general education courses. Students must meet all of the same pre- and co- requisite standards for course enrollment as degree-seeking students, which may create a need for transcripts.

Non-degree students are not eligible for financial aid.

High School Students
Eastern Florida State College’s Dual Enrollment Program enables qualified public and private high school students in the 10th, 11th or 12th grade to enroll in selected college courses while earning a high school diploma. Students should begin the process by contacting their high school guidance counselor to determine eligibility. This program includes Dual Enrollment and Early Admission.

New students must then complete the EFSC admissions process and receive a letter of acceptance from the College prior to registering for the first time. The application process requires that students:
1. Attend a dual enrollment orientation.
2. Submit the EFSC Application for Admission and official high school transcript.
3. Present scores from a state-approved college placement test, such as the ACT, CPT, PERT, or SAT if registering for a college credit class.

See Dual Enrollment Programs for more detailed information.

Final Acceptance to the College
Although a student may receive conditional acceptance, final acceptance is contingent upon receipt of all required documents prior to registration, including an official high school transcript and transcripts of all previous college work attempted, assessment and all other requirements.

International Students
International student applicants must provide the following for admission to EFSC:
1. High school transcript equivalent to a U.S. standard high school diploma. Students who graduated from an international secondary school (high school) must submit an original transcript with a document-by-document evaluation completed by a member organization of the National Association of Credential Evaluation Services (NACES). The following companies are recommended: World Education Services- www.wes.org and Josef Silny & Associates- www.jsilny.com. Student must provide official, original documents.
2. Postsecondary transcripts must have a course-by-course commercial evaluation completed from current National Association of Credential Evaluation Services, Inc. (NACES) members. World Education Services, Inc. and Josef Silny & Associates, Inc. International Education Consultants are recommended.
3. If English is NOT the native language, student must meet one of the following conditions:
   • An official TOEFL computer score of 173 or higher, or TOEFL Internet score of 61 (IELTS bandwidth of 5.5 or higher is accepted in place of TOEFL)
   • Students from Japan may substitute the STEP Grade 2A or higher for TOEFL.
   • Graduation from a U.S. high school or transfer from a U.S. college/university
4. Certification of financial support for 11 months of study
5. A $60 non-refundable application fee along with the Application for Admission. This may be paid by check, but must be in U.S. dollars.
6. Purchase medical insurance coverage before registering for classes.
7. All students entering college in the state of Florida are required to take a placement test for English and mathematics, regardless of the TOEFL score. Placement in English and mathematics classes will be determined by test results.

Prospective students may download the application and related forms from the EFSC website at www.easternflorida.edu/admissions/international.

Applications may be requested by email at internationaled@easternflorida.edu, or surface mail to: Eastern Florida State College • 1519 Clearlake Road • Cocoa, FL 32922

English Language Studies
Any student wishing to attend EFSC whose first language is not English and who does not meet the minimum English requirements should apply to the English Language Studies program (ELS). Contact ELS by telephone (321) 433-7516 or in person: Eastern Florida State College • 250 Community College Parkway, Building 1 • Palm Bay, Florida 32909.

Submit your Transcripts
Provide Documentation of Educational Background
All final, official transcripts should be received by EFSC prior to orientation and registration. Degree-seeking students will not be permitted to register for any college credit courses until a final, official high school transcript and all final, official college transcripts have been provided.

Students must satisfy all EFSC admissions requirements before they will be awarded a degree from the College. This includes submission of official transcripts from high school and all postsecondary institutions attended, as described below. Financial aid will not be awarded until all transcripts are received by EFSC.

Documentation of High School Graduation
All students must provide their final, official high school transcript prior to getting registered into college credit courses and vocational courses that require a standard high school diploma. Official high school transcripts are required for all programs that require a standard high school diploma and for all students requesting financial aid.

International (Non-U.S.) High School Transcripts
Students who graduated from an international secondary school (high school) must submit an original transcript with a document-by-document evaluation completed by a member organization of the national Association of Credential evaluation Services (NACES.) The following companies are recommended: World Education Services – www.wes.org or Josef Silny & Associates – www.jsilny.com Student must provide official, original documents.

Documentation of Previous Colleges
All students must provide all final, official college transcripts prior to getting registered into college credit courses. Student must provide official, original documents.
   • College transcripts must have been issued within one year of submission to the college
   • Students who apply and do not enroll within one year of their admission term must update their records. This may include submission of new college transcripts and other admissions requirements.
   • Students who hold an associate degree or higher from a regionally accredited U.S. college must provide all college transcripts. Upon receipt of the official college transcript from the degree-granting institution, the high school transcript requirement will be waived.
   • All college transcripts are required for college credit programs and all vocational programs that require a standard high school diploma and are financial aid eligible.
   • Non-degree seeking students are not required to submit official college transcripts unless they are required for proof of successful prerequisite course completion or student is changing to a degree seeking status.
   • Transient students (students enrolled in another college who wish to take courses at EFSC for one term, and then transfer those credits back to their home institution) are not required to submit official transcripts. However, students must provide a transient form or letter of good standing approving transient status and listing courses in which they are eligible to enroll. Without the transient form, student must provide proof of pre-requisite coursework. Transient forms can be processed online through www.flvc.org for Florida state institutions.
   • If student is unable to obtain a transcript because the school has closed, contact the state’s Department of Education to request a letter verifying that the school closed.

International (Non-U.S.) College Transcripts
To have credit evaluated for transfer from an international postsecondary institution, students must submit an original transcript with a course-by-course evaluation completed by a member organization of the national Association of Credential evaluation Services (NACES.) The following companies are recommended: World Education Services – www.wes.org or Josef Silny & Associates – www.jsilny.com Student must provide official, original documents.
Transfer Credit for International Coursework
Students who have completed college level coursework in other countries are not required to submit international transcripts. However, to have the transcript considered for transfer or placement purposes, the student is responsible for securing the evaluation services of a recognized agency. Eastern Florida State College will accept an evaluation from current National Association of Credential Evaluation Services, Inc. (NACES) members. World Education Services, Inc. and Josef Silny & Associates, Inc. International Education Consultants are recommended.

Recommendations made by the evaluation agency will be considered. Coursework may be accepted provided the courses are offered and are applicable to the student’s program at EFSC. General education courses are normally not accepted.

Florida Residency For Tuition Purposes
Initial Classification
A student’s residency classification is determined at the time of admission to EFSC, in accordance with Florida Statute 1009.21. A minimum of two pieces of acceptable documentation must be submitted with a completed Florida Residency for Tuition Purposes Affidavit. The affidavit and all documentary evidence must be submitted by the last day of Add/Drop for the term in which the student is seeking in-state tuition.

Reclassification
Students may petition to reclassify their status after having their legal domicile in the state of Florida for 12 months; however, any residency classification changes would be in effect for the next term. The student must submit an Appeal for Residency Reclassification along with a minimum of three current documentary evidence, one of which must be from the First Tier, to the Campus Admissions and Records Office by the last day of Add/Drop for the term in which reclassification is requested. The Collegewide Residency Committee will render the final decision.

Residency for Tuition Purposes
Statute allows U.S. citizens and lawful permanent residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant’s parent/legal guardian has been a legal resident of the State for at least 12 months preceding the first day of classes of the term for which Florida residency is sought.

Physical Presence vs. Legal Residence
It is important to understand that living or attending school in Florida is not tantamount to establishing a legal residence for tuition purposes. Maintaining a legal residence in Florida requires substantial physical presence as a condition. Eligibility depends on the extent to which the Florida resident maintains Florida legal ties and does not establish ties with another state. Statute provides clarification on or protections for certain family situations as related to legal residency. This information is available in the campus Admissions and Records Office and on the EFSC website.

Requisite Intent
As provided by F.S., § 1009.21(2)(a)2, it is imperative that the required 12 month qualifying period be for the purpose of maintaining a bonafide domicile rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education. The student who comes to Florida to enroll full-time in a Florida higher education institution as an out-of-state resident and continuously enrolls in a Florida institution will not normally meet the Florida residency requirement for in-state tuition regardless of the length of time enrolled.

In-State Residency
A student is considered to be a resident for tuition purposes when he/she (or, if a dependent, his parent(s) or legal guardian) has been a permanent resident of the state of Florida for at least 12 consecutive months preceding enrollment at EFSC. Legal papers proving guardianship and other documentation must accompany the application, when applicable. Final residency determination will be based on state guidelines and will be determined by Collegewide Residency Committee.

Exceptions
Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions. (Documentation appropriate to the particular exception will be required.) Other exceptions exist; these are the most common.

- A qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program per §.1009.988(2)
- A dependent person who has resided for five (5) years with an adult relative other than a parent or legal guardian and relative has maintained legal residency in Florida for at least the past 12 consecutive months
- A Florida public college/university declared me a resident for tuition purposes
- Previously enrolled at a Florida public institution and classified as a Florida resident for tuition purposes.
- I abandoned my Florida domicile less than 12 consecutive months ago, and I am now re-establishing Florida legal residence.
- Active duty members of the Armed Services of the United States residing or stationed in Florida (and spouse/dependent children); active duty members of the Florida National Guard (and spouse/dependent children) who qualify under 250.10(7) and (8); or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida and spouse/dependent children
- Full-time instructional and administrative personnel employed by the state public schools and institutions of higher education and spouse/dependent children
- Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training
- Full-time student participating in an international linkage institute (§.288.8175,FS)
- Part of the Latin American/Caribbean scholarship program

Determination of Dependent or Independent Status
The determination of dependent or independent status is important because it is the basis for whether the student has to submit his/her own documentation of residency (as an independent) or his/her parent’s or guardian’s documentation of residency (as a dependent).
Independent Student
A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:
- The student is 24 years of age or older by the first day of classes of the term for which residency status is requested at a Florida institution.
- The student is married.
- The student has children or other dependents that live with and receive more than half of their support from the student.
- A veteran of the United States Armed Forces or serving on active duty
- Both of the student’s parents are deceased or the student is, or was until age 18, a ward/dependent of the court or in foster care.
- The student is determined an unaccompanied homeless by the school district homeless liaison, emergency shelter, or transitional housing program.
- Proof of purchase of permanent Florida home that is occupied as a primary residence of the claimant.

Dependent Student
All other students who do not meet the above definition of an independent student shall be classified as dependent students for the determination of residency for tuition purposes.

Documentary Evidence
If an applicant qualifies for a statutory residency exception or qualification, then appropriate documentation must be submitted to evidence entitlement to that exception or qualification. Such evidence is generally specific to the type of residency exception or qualification being claimed by the applicant.

If an applicant does not qualify for a statutory residency exception or qualification they will have to submit documentation that they (or a parent or legal guardian, if a dependent) have been a Florida resident for at least 12 months prior to the first day of classes for which the student is enrolling. At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two may be requested. **No single piece of documentation will be considered conclusive.** Additionally, there must be an absence of information that contradicts the applicant’s claim of residency.

Examples of Unacceptable Documents

<table>
<thead>
<tr>
<th>Passport</th>
<th>Hunting/Fishing Licenses</th>
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<tbody>
<tr>
<td>Library Card</td>
<td>Shopping/Rental Club Card</td>
</tr>
<tr>
<td>Social Security Card</td>
<td>Invalid/Expired Documentation</td>
</tr>
<tr>
<td>Bank Statements</td>
<td>Concealed Weapon/Gun Permit</td>
</tr>
<tr>
<td>Tax Returns</td>
<td>Birth Certificate</td>
</tr>
<tr>
<td>Insurance Cards</td>
<td></td>
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</tbody>
</table>

First Tier
(At least one of the two documents submitted must be from this list)
- Florida driver license or Florida identification card (ID card can be used only if there is no evidence of ties to another state; i.e., the claimant cannot possess a valid driver’s license from another state)
- Florida vehicle registration
- Florida voter registration card
- Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months, **Example:** A dependent student who attended a Florida high school for a minimum of two (2) academic years immediately preceding his/her initial enrollment in an institution of higher education and graduated from a Florida high school or earned a Florida GED within the last twelve (12) months may use their high school transcript or a GED transcript as evidence of Florida residency.
- Proof of purchase of a permanent Florida home that is occupied as a primary residence of the claimant
- Proof of permanent full-time employment in Florida for at least 30 hours per week documenting that claimant has been employed for the past 12 consecutive months

Second Tier
(May be used in conjunction with one document from First Tier)
- Florida incorporation (Proof of Florida corporation must be printed from www.sunbiz.org and status must be active for the past 12 consecutive months.)
- Utility bill and proof of past 12 consecutive months of payments (Cell/mobile phones cannot be used; service must be current. Letter from service provider or copies of billing statements covering the past 12 consecutive months is required.)
- Copy of lease agreement or notarized letter from leasing agent/landlord and proof of past 12 consecutive months of payments (Lease must be current; copies of prior leases may be used to establish 12 consecutive months. Copies of rent payment receipts as proof of payment are required.)
- A Florida professional or occupational license (Must be current and issued for the past 12 consecutive months; copy of license is required.)
- Documents evidencing family ties in Florida
- Proof of membership in Florida-based charitable or professional organizations **NOTE:** membership in a church does not constitute membership in a Florida based charitable organization; membership must be current for the past 12 consecutive months. Copy of membership card or letter from charitable organization is required.
- Declaration of Domicile in Florida (Copy is required; must be certified by a Clerk of the Court and dated at least 12 consecutive months prior to the first day of the term in which residency is being requested.)
- Any other document that supports the student’s request for resident status, including, but not limited to an official state, federal, or court document evidencing legal ties to Florida. (For example: benefit histories from Florida agencies, public assistance programs or Department of Juvenile Justice Address Verification form. Letter from agency/program or statement/summary of benefits showing past 12 consecutive months is required.)
**Student ID Numbers**

Social Security Numbers are not used as student ID numbers. All students are issued a randomly generated nine-digit identification number upon admission to the College. This number must be used to access all online records and to register for classes online. ID numbers will not be released via email or phone. To request your student ID number, go to the EFSC website and click on myEFSC icon and then click Look Up Your Student ID. Or, you may go to any campus Student Services office and provide photo ID or download and fax or mail the form Permission to Release Student ID Number from the EFSC website with a legible copy of your driver license.

**Collection of Social Security Numbers**

Florida Statute 119.071(5)(a), and sections 483 and 484 of the Higher Education Act of 1965 authorizes the collection, usage and release of your social security number by Eastern Florida State College.

EFSC collects, uses, and releases your SSN only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the College will secure your SSN from unauthorized access, and strictly prohibits the release of your SSN to unauthorized parties contrary to state and federal law, and assigns you a unique student/employee identification number. This unique ID number will then be used for all associated employment and educational purposes at EFSC.

**Admissions**. Section 6050S of the Internal Revenue Code requires that all eligible educational institutions report the name, address, and TIN of any individual who is enrolled by the institution for coursework leading toward a postsecondary degree, certificate or other recognized postsecondary educational credential. This IRS requirement makes it necessary for colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the College, but the IRS is then authorized to fine the student $50.

In addition to the federal reporting requirements, the public school system in Florida uses social security numbers as a student identifier (§.229.559, Florida Statutes-new school code U.S.C. §.1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All SSNs are protected by Federal regulations (FERPA) and are never released to unauthorized parties.

Eastern Florida State College’s complete notification of Social Security Number collection, usage, and release policy can be found on the EFSC website.

**Assess**

- Have your official SAT/ACT score reports sent to EFSC or
- Register to take the Postsecondary Education Readiness Test (PERT) and/or other program-required testing
- Register for other appropriate tests such as TABE

As part of the admissions process, all associate degree-seeking (A.A., A.S.) students will be assessed for the need for developmental education. Other programs may also require placement testing before enrollment. Specific testing requirements can be found in the EFSC Programs and Admissions Requirements chart.

**First-time in college students** will be assessed for the need for developmental education. Cut scores for placement into specific college credit classes are defined by SBE Rule 6A-10.0315.

Placement of transfer students will be based on the official evaluation of credit earned at previous colleges. Placement testing may be required.

Degree-holding students will not be required to undergo placement assessment upon submission of an official transcript from a U.S. regionally accredited college.

**PERT Test**

The College administers the Postsecondary Education Readiness Test (PERT) at no additional charge to the student. Students must submit an application and pay the application fee before testing can be administered. Students are encouraged to review reading, English and algebra skills prior to taking the placement test, as retesting is permitted under very limited circumstances. Review materials are located in the Learning Labs. Tests may be scheduled by contacting the Testing office, the Admissions and Records office, or the Call Center.

**Placement Test Scores**

Scores used for placement purposes for the first-time-in-college student may be from the same test, or placement may be determined by mixing subtests of different tests providing all scores are within the two-year time limit. EFSC will use the scores that offer the best placement for the student.

Students will be assessed for the need for developmental courses. Cut scores for placement into specific college credit classes are defined by SBE Rule 6A-10.0315. Please refer to the College Credit Placement Testing webpage under Admissions and then Placement Testing on the College website for the most current scores.

**Developmental Education Courses**

Developmental courses are designed to assist students in acquiring the skills necessary for succeeding in college level courses. While the courses do not carry credit toward graduation, students must attend class regularly, earn passing grades, and pass an exit exam to complete the developmental coursework.

Some forms of financial aid, including Bright Futures Scholarships, do not cover tuition for developmental courses. Students should check with the Financial Aid Office.

Developmental courses are graded with “S” for satisfactory or “U” for unsatisfactory.; These grades are not calculated into the grade point average. Developmental courses may not be audited.
Alternative Methods of Developmental Instruction

Students can seek methods other than the College’s developmental courses for improvement of skills. Alternative methods of instruction include, but are not limited to, the Brevard County School Board, private providers, and online instruction. Once instruction is complete, the student should present a certificate of completion to a campus testing specialist for a referral to retest on the appropriate placement subtest.

Test of Adult Basic Education (TABE)

Students enrolling in state-designated Postsecondary Adult Vocational Certificate (PSAV) programs are required to submit scores, no more than two years old, from the Test of Adult Basic Education (TABE). Students must complete the TABE within six weeks of the beginning of their first term of classes. Students who have not completed the TABE by the end of the first semester will not be allowed to enroll in any program courses until the TABE is completed. Students who do not meet the required TABE score in any area can begin coursework in the certificate program, but must complete remediation of skills prior to graduation from the program. Remediation is available in all learning labs through the Vocational Preparatory Instruction (VPI) program.

Limited Access Program Placement Tests

Certain limited access programs require additional tests for admission. These include:

Test of Essential Academic Skills (TEAS) scores may be included in admissions requirements of some Health Sciences programs. Contact the College’s Health Sciences Institute for specific program requirements, application deadlines, testing schedules and fee information.

Basic Abilities Tests (BAT). Some law enforcement and criminal justice programs require successful completion of a Basic Abilities Test (BAT) prior to admission into the program. The state of Florida has approved two Basic Abilities Tests: the Criminal Justice Basic Abilities Test (CJ-BAT) and the Florida Basic Abilities Test (F-BAT). Contact the College’s Criminal Justice Department for specific program test requirements, testing schedules and fee information.
## COLLEGE DEVELOPMENTAL COURSES

<table>
<thead>
<tr>
<th>Test Used for Placement:</th>
<th>PERT</th>
<th>CPT or FELPT</th>
<th>SAT</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WRITING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENCV 0015 – Prep Writing 1</td>
<td>Writing 50 – 89</td>
<td>Sentence Skills 20 – 60</td>
<td>Critical Reading 200 – 370</td>
<td>English 1 - 13</td>
</tr>
<tr>
<td>ENCV 0025 – Prep Writing 2</td>
<td>Writing 90 – 98</td>
<td>Sentence Skills 61 – 82</td>
<td>Critical Reading 380 – 430</td>
<td>English 14 - 16</td>
</tr>
<tr>
<td><strong>READING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REAV 0007 – Prep Reading 1</td>
<td>Reading 50 – 83</td>
<td>Reading 20 – 50</td>
<td>Critical Reading 200 – 370</td>
<td>Reading 1 – 13</td>
</tr>
<tr>
<td>REAV 0017 – Prep Reading 2</td>
<td>Reading 84 – 103</td>
<td>Reading 51 – 82</td>
<td>Critical Reading 380 – 430</td>
<td>Reading 14 – 17</td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## COLLEGE CREDIT COURSES

<table>
<thead>
<tr>
<th>Test Used for Placement:</th>
<th>PERT</th>
<th>CPT or FELPT</th>
<th>SAT</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH/COMMUNICATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENC 1101 – Communications 1 (and other Gordon Rule writing courses)</td>
<td>Reading 104+ and Writing 99+</td>
<td>Reading 83+ and Writing 83+</td>
<td>Critical Reading 440+</td>
<td>Reading 18+ and English 17+</td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 1033 – Intermediate Algebra or MGF 1106 – Liberal Arts Math 1 or MGF 1107 – Liberal Arts Math 2</td>
<td>Math 113 – 122</td>
<td>Elem Algebra 72+</td>
<td>Math 440+</td>
<td>Math 19+</td>
</tr>
<tr>
<td>MAC 1105 – College Algebra</td>
<td>Math 123 – 150</td>
<td>Elem Algebra 95+</td>
<td>Math 520+</td>
<td>Math 20+</td>
</tr>
</tbody>
</table>

### Additional Testing Services
In addition to placement testing, various testing programs are administered on each campus. Some national and state exams for students such as secure proctor testing services for distance learning students; CLEP and DSST exams are provided. Application and information for these and other tests are available in the Testing Center on each campus. Fees are assessed for each service. A list of fees is available in the Testing Center and on the EFSC website.

**Note:** Prior to any test administration, all test candidates must present a primary ID, which is a currently valid government issued identification card that includes a photo and signature. Acceptable forms of the Primary ID are: Military ID, Driver’s License, or State Department of Motor Vehicles issued ID. Although most test publishers do not consider a student ID as government issued, the College will accept a EFSC student ID as a Primary ID when testing at a EFSC testing site. Some tests, such as CLEP, require presentation of an additional second ID that must have either a photo or a signature.

### Advise
- Register for an orientation session
- Review your placement scores with an advisor

### Student Orientation
Orientation is mandatory for all first time in college students, transfer students, readmit students, non-degree seeking students, and dual enrolled students, and is recommended for all students. It is an introduction to life at EFSC. Participation in its many activities will help students get off to a good start. EFSC encourages students to engage fully in every facet of the college; and the orientation helps to ensure success by providing the following:
- Information about available resources
- Information about academic policies and procedures
- Instruction on how to use EFSC’s online resources, such as web registration and communication with students via Titan email

An admissions application must be submitted before attending an orientation session. To obtain credit for orientation, an active student status is required. Preregistration is not required. Bring a photo ID to orientation. New Student Orientation dates can be found by going to the EFSC website, click on Admissions, ➢ Student Orientation.
Visit an Advisor
Student advisors will assist students in developing an educational plan, scheduling classes, and addressing other academic concerns. All first-time degree-seeking students must see an advisor prior to registering for classes. Students are encouraged to meet with an advisor every term to monitor progress.

Academic advising is available on all campuses on a walk-in basis or by appointment. Advisors are located in the Student Services Center at each campus. Students and advisors will have more time to interact during non-peak registration times.

Register for Classes
Registration is the process of identifying, selecting and requesting courses each term. There are usually several choices for the same course, so a student may select the days, times, campus and method of delivery according to personal preference and schedule. The quickest and easiest way to register is via the web. See the Schedule of Classes for registration instructions.

- Students must have completed the admissions process and be an active student before they can register for classes
- Students who are required to take college developmental courses or have registration holds must register in person
- Students who are receiving financial aid or veterans benefits must report to the Financial Aid or VA office after registering to ensure fees are paid

Prior to registering, students should check the current Schedule of Classes to determine registration dates and procedures and check the website for registration updates. Students should also visit an advisor during non-registration periods to discuss academic progress and map out an education plan. With this information, students can register online when the web is open to avoid standing in line.

Registration Holds
Students' records may have a hold that prevents them from registering for classes. Typical reasons for a hold including outstanding debt, incomplete admission record, lack of preparatory course completion, or missing placement test results. Check with the appropriate department to clear the hold.

✓ Account
- Check the Schedule of Classes or online Important Term Dates to find the important dates, including fee due dates
- Complete the FAFSA online at www.fafsa.ed.gov
- Check out EFSC Scholarships online at www.easternflorida.edu ➤ Admissions ➤ Financial Aid and Scholarships
- Check the Florida Bright Futures Scholarship program website at www.Floridastudentfinancialaid.org if receiving this award
- Stop by a campus cashier’s office or pay online to pay your fees or set-up a Tuition Payment Plan
- Consider an on campus student assistant position or federal work-study job if eligible. Visit a campus Provost office for more information

Apply for Financial Aid
Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible. Complete the FAFSA online at www.fafsa.ed.gov. Allow 4-6 weeks for processing. The priority deadline for receipt of student's FAFSA is April 15. Turn in all requested forms and documents for verification if selected by the Federal Government. Eastern Florida State College’s school code is 001470.

Pay your Fees
Fees will be assessed to the student upon registration for classes. The student's portion of fees must be paid by the deadline established in the Schedule of Classes. Students may be dropped from course(s) for nonpayment of fees; however students are responsible for dropping classes they do not plan to take. All fees must be received by the dates and times noted or the student may be dropped from classes and assessed a $30 re-registration fee when registering during late Add/Drop.

How to Pay
Students may pay their fees in several easy ways, including
- In person: cash, check, money order, cashier’s check, VISA, MasterCard, American Express, Discover
- By Mail: check, money order, cashier’s check, VISA, MasterCard, American Express, Discover
- Online: VISA, MasterCard, American Express, Discover credit card payments or payments from your bank account

Tuition payment plan
Students can pay for their EFSC education in affordable, interest-free installments using a tuition payment plan. See the Schedule of Classes, visit the website or call the campus cashier’s office for more information.

✓ Achieve
- Get your Student ID card, parking decal, and books
- Go to class and aim for perfect attendance

Student Photo ID Card
Students must obtain a Photo Identification Card at the campus library. The photo ID card is designed to be carried in the wallet, and also serves as the student's library card. There is no charge for the card. However, replacements for lost cards are $10. To obtain a Student Photo ID Card, take a copy of your class registration, along with a photo ID, to the campus library. Make sure that the name and address on the registration and photo ID are the same.

Obtain a Parking Decal
Students may park in the student parking lots only (designated by signs and/or white lines. Restricted areas are: Disabled (blue), Faculty/Staff (yellow), and Fire Lanes (red). Students are required to have a parking permit that can be obtained for a fee. Please contact the campus Security Office for more information on how and where to obtain the permit. Fines are assessed for failure to display a valid parking permit. Students must obey all parking and traffic regulations. A 15 mile-per-hour speed limit applies to all EFSC campuses and is strictly enforced. Student records may be placed on hold for unpaid fines.

Change to Student Records
Students may request a change to their record in writing or by presenting photo identification. Typical changes include name, address, telephone number, social security number and program code (major). Most changes require the student to present appropriate documentation. Students who receive financial aid should check with that office prior to changing their major. Address and phone changes can be made online or in person, and should be verified and updated each term.
Admissions and Registration Terminology

Auditing a Class Students who have been admitted to EFSC and who wish to take courses without receiving credit may request to audit a course. The following guidelines apply:

- Student must be a high school graduate
- Students must make the choice to audit when they register for the class, and must submit a Request to Audit form to the Admissions and Records Office
- Student may change from audit to credit or credit to audit only during the Add/Drop period
- Fees for audited courses are the same as graded courses.
- Students should confirm their audit status with the instructor at the first class meeting
- Courses taken on an audit basis may not be counted when calculating eligibility for Veterans benefits, financial assistance or certification of enrollment by outside agencies
- Students auditing classes must meet all course prerequisites including appropriate test scores
- Students may not audit college developmental courses (SBE Rule 6A-14.0301). Other limited access courses also may not be available for audit.
- Student will receive a grade of “AU” for audited courses. Audit courses will not affect the grade point average or academic standing and will not award credits
- Audited courses count as “attempts” toward full cost tuition.
- Class tests or examinations are not required of the student auditing a course. However, class attendance is expected.

College Credit (CC) Courses that typically lead to an associate in arts or associate in science degree and may transfer to other regionally accredited institutions.

Developmental Education Courses Designed to help students achieve a specific skill level. Credits earned in developmental courses will not transfer.

Dropping a Class If a student must drop a class, the same methods as registration can be used, and must be done by the established Last Date to Drop a Class. See the Schedule of Classes for dates each semester. Any tuition paid for a course dropped by the deadline will be refunded. The course will not appear on the student’s transcript. After the drop deadline, a student must withdraw from the class following required procedures and will not receive a refund.

Enrollment Certification Eastern Florida State College has authorized the National Student Clearinghouse to provide enrollment and degree verifications. Current term enrollment will not be certified until after the Add/Drop period. Courses that are dropped, withdrawn, audited or non-credit classes do not count in credit hours toward enrollment verification.

Students may obtain an enrollment certificate through Titan Web Services on myEFSC, or they must submit a request in writing to the Admissions and Records Office. The College certifies student enrollment according to the following:

- FT (full time) 12 credit hours
- QT (3/4 time) 9 credit hours
- HT (half time) 6 credit hours
- LT (less than half time) under 6 credit hours

Semester Hours (Also called credit hours) The number of credits assigned to a specific course. One semester hour equals one hour of classroom work.

Titan Email The official means of communication for college business for CURRENTLY REGISTERED students is Titan email. This includes communication from instructors regarding class work, accounting and financial aid. Students can access their email through myEFSC.

Vocational Credit (VC) Courses that typically lead to a certificate of completion and typically do not transfer to other postsecondary institutions.

Military-Friendly College Servicemembers Opportunity College (SOC) Eastern Florida State College is a designated SOC school. Individuals on active duty and their spouses and dependents may choose Eastern Florida State College as the institution from which to receive a degree. As a SOC institution, EFSC meets all of the criteria outlined in the SOC agreement, including the provision of processes to determine credit awards and learning acquired for specialized military training and occupational experience when applicable to a service member’s degree program. Contact the SOC advisor (321) 433-5766.

Reserve Officers’ Training Corps Eastern Florida State College offers an Army ROTC program through a cross-enrollment agreement with Florida Tech and an Air Force ROTC (AFROTC) program through the University of Central Florida. The ROTC programs provide general military science curriculum with instruction covering military fundamentals. One, two, three, and four-year scholarships are available. Students who complete ROTC and graduate with a 4-year degree will be commissioned as officers.

ROTC Admission Requirements A student must be at least 17 years of age, be able to complete the Senior ROTC Course and all degree requirements prior to reaching age 31, pass the medical examination and be accepted by the college or university. For further information about scholarships, enrollment and class structure, contact the Army ROTC Department at Florida Tech, (321) 674-8000, ext. 8094 www.armyrotc.com and www.fit.edu/rotc, or the Air Force ROTC at the University of Central Florida-Orlando, (407) 823-1247.
Grading Policies

EFSC uses a 4.00 grading scale. Students are awarded letter grades for coursework attempted.

Used in GPA computation are:

A  Excellent ........................................ 4 points
B  Good ........................................ 3 points
C  Satisfactory ................................. 2 points
D* Poor ........................................ 1 point
F  Failure ......................................... 0 points

* A grade of “D” earned in English, math, humanities, or social or behavioral science course work will not satisfy general education requirements for the B.A.S., A.A. and some A.S. degree programs and will be counted only as elective credit.

Not used in GPA computation are:

AU..........................................................Audit
I...............................................................Incomplete
N...........................................................Progressed but did not achieve course objectives – student must re-enroll
S.................................................................Satisfactory
U............................................................Unsatisfactory
W............................................................ Withdrawal
W6...............................................Withdrawal, called to active military duty
W7..........................................................Withdrawn due to non-attendance

The following letter grades have special requirements:

AU: Awarded to a student who enrolls in a credit class for enrichment but not for credit and requests the audit status in writing. Student must pay the regular fees and meet appropriate course prerequisites. No credit is earned. Student may change from audit to credit or credit to audit only during the Add/Drop period. Students may not audit college developmental courses (SBE Rule 6A-14.0301). Other limited access courses also may not be available for audit.

Note: Financial Aid and Veteran students will not receive benefits for audit classes.

I: At the instructor’s discretion, a grade of “I – Incomplete” may be given when a student is unable to complete the required coursework because of clearly documented extenuating circumstances; however, the student must have demonstrated through successful completion of at least 75% of the coursework that they have a reasonable chance of making a passing grade.

Instructors who award a grade of “I” must submit an Incomplete Grade Form (IGF) and provide a copy of the form to the student and department chair. The instructor must document on the IGF the work already completed during the term, as well as outstanding requirements, file the IGF with the department chair, and provide a copy to the student.

• A grade of “I” cannot be assigned to a course if the student drops or withdraws from the course.
• A grade of “I” does not satisfy the prerequisite need of subsequent courses.

Students must make arrangements with the instructor to complete coursework for the removal of the grade of “I”. The coursework must be completed prior to the last class day in the next major term immediately following the initial course attempt.

To process the grade change, the instructor will submit a Grade Change Form through appropriate channels prior to the last class day of the next major term (spring and fall).

The “I” grade will convert to a grade of “F” on the permanent record if not removed by the last class day of the next major term (summer term is excluded.)

Instructors may not submit a Grade Change Form to change the converted “F” grade for work submitted after the deadline for the completion of coursework.

Students may not re-enroll in a course in which they have an outstanding grade of “I”. Once the “I” has changed to a grade of “F” students MUST re-enroll in the course and use the grade forgiveness procedure.

An “I” grade received in the term of graduation will be calculated as an “F” for purposes of computing the student’s GPA for graduation if the course is not required for graduation.

If the course is required for graduation, students who receive an “I” grade in the term they apply to graduate have three weeks from the beginning of the next term to have the grade changed. After that time, students must reapply for graduation and pay the reapplication fee in the term they complete the work.

N: “N” grades are awarded only in college developmental courses when the student has made satisfactory progression in work attempted but has not achieved all course objectives. To pass the class, re-enrollment is required.

W: Assigned if a student officially withdraws by the established deadline in the Schedule of Classes or the college administratively withdraws the student for reasons such as non-compliance of rules or extenuating circumstances. Refer to the section on Maximum Attempts for more information.

W6: “Assigned to students who are called to active military duty. Student must submit a copy of his/her military orders to the Associate Provost. The student and Associate Provost will determine whether a tuition refund or grade of “I – Incomplete” is appropriate. A “W6” is non-punitive and does not count in course attempts.

W7: Assigned to students who are reported by the instructor as not attending a course. The “W7” will appear as a final grade and will count in course attempts.
Grade Point Average (GPA) Computation

A student may determine the grade points for each course by multiplying the number of quality points the grade is worth times the number of credit hours the course carries. For example, a grade of “B” in a three (3) credit course is worth nine (9) points and a grade of “A” in the same course is worth twelve (12) points.

The grade point computation is found by adding the total point values for all courses and dividing by the total number of credit hours attempted during the same period of time.

Quality Points: A=4 B=3 C=2 D=1 F=0

Example: Calculate Term GPA

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Grade Pts</th>
<th>Multiply</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>3 x 4</td>
<td>12</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>3</td>
<td>F</td>
<td>0</td>
<td>3 x 0</td>
<td>0</td>
</tr>
<tr>
<td>HUM 2210</td>
<td>3</td>
<td>C</td>
<td>2</td>
<td>3 x 2</td>
<td>6</td>
</tr>
<tr>
<td>PEM 1131</td>
<td>1</td>
<td>B</td>
<td>3</td>
<td>1 x 3</td>
<td>3</td>
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<tr>
<td>TOTAL</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td>21</td>
</tr>
</tbody>
</table>

Divide 21 points by 10 credits = 2.10 term GPA.

A cumulative GPA of 2.0 or higher is required to receive a degree at EFSC. While a student may earn a cumulative average of 2.0 which includes grades of “D” or “F”, grades below a “C” may not be acceptable in some programs and at some colleges and universities.

Scholastic Achievement

Based on the term grade point average, EFSC recognizes students with high academic achievement during the fall and spring terms only.

Dean’s List: (fall and spring) lists all students who have earned six or more credits during the term with a grade point average of 3.25 - 3.74.

Honors List: (fall and spring) lists all students who have earned at least six credit hours during the term with a grade point average of 3.75 - 3.99.

President’s List: (fall and spring) lists all students who have earned at least six credit hours during the term with a grade point average of 4.00.

Note: A grade of “F” or “I” in any course precludes a student from being listed on the Dean’s, Honors, or President’s list during that term.

Citizen Scholar

A student may graduate as a Citizen Scholar with at least a 3.0 cumulative grade point average, 300 or more community service hours, and completed requisite service-learning course work. Request for this honor must be processed through the Center for Service Learning.

Viewing Your Grades

EFSC does not mail grades to students. Students may view their grades online beginning the day after the deadline date for faculty final grade input. Follow these steps:

- Go to the EFSC website at www.easternflorida.edu
- Click ➢ myEFSC
- Enter Username (your ID number)
- Enter Password (your 6 digit PIN)
- Click Student Records
- Click Final Grades

Grade Changes

All grade changes must be initiated by the Instructor and approved by the appropriate Department Chair and Provost. If the Instructor is no longer a member of the faculty, the Department Chair may initiate the grade change. Changes must be submitted on a Grade Change Form.

- Grade changes are processed on the campus where the course was taken.
- An instructor’s change of grade for a course taught in the fall term should be completed before the end of the following spring term. Any grade changes for classes taught in the spring term or any of the summer sessions should be completed before the end of the following fall term.
- Grade changes or alterations to the student’s academic record cannot be made after a student has graduated.
- Students who do not agree with an Instructor’s final grade decision must file an academic appeal through the appropriate Associate Provost.
- Each faculty member shall communicate in clear, detailed written form his/her grading policy in the course syllabus.
- Appeals for grade changes will only be accepted within two years from when the student took the course.

Official and Unofficial EFSC Transcripts

Current students can obtain unofficial transcripts at no charge via the myEFSC portal found on the EFSC homepage or through www.flvc.org.

There is a $5 fee for each official transcript requested. Payment must be received in full before requests will be processed. EFSC cannot process requests via email or telephone.

An official transcript request must be submitted in writing or online. Online requests are processed the most quickly. Requests may be submitted manually via mail, fax (321) 433-7172 or walk-in. The transcript request form is available on the EFSC website and must be filled out completely to include the following information:

- Name, including all previous names
- Student ID or social security number or last four (4) digits, date of birth
- Current address and daytime telephone number
- Approximate dates of attendance at EFSC
- Student’s original signature
- Number of transcripts requested
- Complete name and address of recipient(s)
- Any special instructions, e.g., hold for end-of-term grades or degree

U.S. mail is the preferred delivery method; however, students may designate the transcript for pick up in the Office of the Registrar on the Cocoa Campus. Photo ID is required for transcript pick up. The College does not fax or e-mail official transcripts, and cannot provide an official transcript if there is a hold on the student account. Allow 3 - 5 business days for processing the request.

Transcripts can be sent within the 48 continental United States via Federal Express for a $25 fee per destination. Federal Express will not accept or ship to P.O. Boxes. Contact (321) 433-7284 for information.

Additional Information

- Official transcripts will not be provided “on demand.”
- Email requests cannot be honored.
- Students with active transcript holds cannot receive an official transcript until the obligations are met and the holds are removed.
Course Waiver/Substitution
Upon recommendation of the appropriate department chair or program manager and approval from the provost, a course may be waived or substituted for graduation purposes. A Petition for Course Waiver or Petition for Course Substitution form must be filed with the Office of the Registrar for the waiver or substitution to be processed.

Courses are waived or substituted for specific degree completion only. A course that is waived or substituted does not appear on the student’s transcript. Requests for course waivers or substitutions must be submitted for each degree.

Early Alert
“Early Alert” is a mid-term warning letter generated during the fall and spring terms. Students determined to be in academic jeopardy in a specific course are encouraged to take the steps necessary to successfully complete their course(s).

Maximum Attempts per Course
Students may withdraw without academic penalty from any course by the established deadline as follows:

1. A student may have only three attempts per course including the original grade, repeat grades and all withdrawals. The most recent grade is included in the computation of the cumulative grade point average.
2. Courses taken at institutions other than EFSC will not be counted in determining repeat charges.
3. Some types of financial aid do not cover repeat course attempts. Students should check with the Financial Aid Office to determine status.
4. A course may be counted only once toward meeting graduation requirements, except where permitted by a course description.
5. Attempts “counted” begin with courses taken fall of 1997.
6. A student may appeal the maximum attempt rule only if there are documented extenuating circumstances through the office of the Associate Provost. Forms and instructions will be available in that office.

Note for A.A. degree students: Some senior institutions count all hours attempted and all quality points earned. Note for VA students: VA benefits may be received for repeat courses assigned a grade of “D” if a grade of “C” or higher is required by SBE Rule 6A-10.30 (Gordon Rule).

Repeating Courses (Grade Forgiveness)
State Rule 6A-14.0301 addresses repeated courses and grade forgiveness. A course in which a grade of “D” or “F” has been earned may be repeated for grade point purposes. A course in which a satisfactory grade (“A,” “B,” or “C”) has been earned may not be repeated for grade point purposes. Only the most recent grade is included in the computation of the cumulative grade average at EFSC. (Exception: if student repeats a course in which he earned a grade of “A,” “B,” or “C,” the first passing grade will be included.)

- Students who repeat a course for which they have received a grade of “D” or “F” should email registrar@easternflorida.edu to request the grade change, or visit the campus Admissions and Records Office. The Office of the Registrar will complete any unprocessed grade forgiveness for repeated courses during the graduation checkout process or when the conditions for grade forgiveness are satisfied.

- No course may be repeated for grade forgiveness purposes after graduation. Some colleges and universities count all hours attempted and all quality points earned regardless of EFSC’s grade forgiveness policy.

- Credit for courses passed through credit by exam, for example Advanced Placement (AP), College Level Examination Program (CLEP), DANTES, or International Baccalaureate (IB) credit, will not be awarded if student has already successfully completed the course at EFSC.

- A course may be counted only once toward graduation requirements, except where permitted by a course description.

- Note: Students are advised that there may be a potential impact of repeated courses when transferring to other institutions, and should consider the impact of retaking a course on their specific financial aid package and toward excessive hours.

Academic Second Chance
Academic Second Chance allows students to petition for up to two semesters of coursework to be excluded from the student's cumulative GPA. All quality points from the courses within the Academic Second Chance semester will be removed from the academic record and any passing grades will not be used for degree completion. Coursework eligible for Academic Second Chance must be at least five years old and student must have complete a minimum of 12 credits with a “C” or better since re-enrollment. Students inquiring about Academic Second Chance petition procedures and qualifications should meet with an academic advisor.

Withdrawal from a Course
State Board Rule 6A-14.0301

- Students who withdraw from a course will receive a grade of “W” on their transcript. A Course Withdrawal form must be submitted to the Admissions and Records office by the published withdrawal deadline. The dates are published in the Schedule of Classes each term. There is no refund for withdrawals.

- Students may not withdraw from a course taken for the third time; they must receive a grade for the third attempt. Students considering withdrawing from any course are strongly encouraged to speak with a student advisor and Financial Aid to discuss any impact that a withdrawal may have financially or academically.

- The “third attempt” rule went into effect in the fall of 1997.

- Exceptions to these guidelines and exemptions from full-cost tuition must be petitioned through the campus Associate Provost.

It is the student’s responsibility to complete and submit a Course Withdrawal form to initiate the withdrawal process. Students who withdraw from a course are still responsible for tuition and fees for the course.

Graduation
Students who are ready to graduate must submit the Intent to Graduate Application by the prescribed application deadline during the term in which they plan to graduate. The application form must be completed and signed by the student and a student advisor, who will verify that the student has or will have completed all degree requirements within the term applying. Degrees are not conferred until all grades have been posted and a final verification of the student’s record is completed by the Office of the Registrar.

ACADEMIC POLICIES
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The College holds two commencement ceremonies for graduating students: a spring ceremony in May and a summer/fall ceremony in December. Students who complete their requirements for graduation during the summer will be officially graduated in the summer and the degree or certificate awarded and mailed. Summer graduates are invited to "walk" in the summer/fall ceremony.

Students must complete a minimum of 25% of the degree/program requirements through traditional coursework taken at EFSC. See specific degree graduation requirements in the programs section of this catalog.

**Graduation Fees**
A graduation fee of $20 per degree must accompany the application. The application deadline date is published each term in the Schedule of Classes, the Academic Calendar and on the EFSC website: www.easternflorida.edu/go/graduate

**Late Fee**
A late fee of $20 per student will be assessed for applications submitted after the published deadline. There is no guarantee the student’s name will appear in the printed commencement program if the application is submitted late.

**Re-Application Fee**
Students who do not complete all graduation requirements in the term of initial application must submit a new Intent to Graduate Application and pay another $20 graduation processing fee in the term they complete their requirements.

**Duplicate or Replacement Diploma**
Duplicate or replacement diploma(s) may be requested at the cost of $20 per diploma.

To request a duplicate or replacement diploma, student must submit the "Duplicate or Replacement Diploma Request" form to the Office of the Registrar. Form may be found on the EFSC website: www.easternflorida.edu/go/registrar/forms, and pay the applicable fees.

**NOTE:** Duplicate and replacement diplomas contain verbiage indicating they are not originals.

**Financial Obligations**
EFSC will not release diplomas or official transcripts to students who have outstanding financial obligations to the College.

**Graduation with Honors**
A student completing degree or certificate requirements with a cumulative grade point average of 3.50 or higher will graduate with honors.

**Graduation with Multiple Degrees**
Students may earn more than one degree or certificate from EFSC. Students may earn only one Associate in Arts degree in the state of Florida, however, they may earn unlimited Associate in Science or Associate in Applied Science degrees upon completion of all degree requirements. Students who have an A.A.S. degree may receive an A.S. degree in the same area upon completion of additional coursework. Students with an A.S. degree are not eligible to receive an A.A.S. in the same program area. While some Associate in Science degrees and College Credit Certificates have multiple options, students may receive the respective degree/certificate only once. The transcript and diploma will be posted with the degree name, not the option.

**Governing Catalog**
The governing catalog is the EFSC catalog in effect at the time of the student's initial enrollment in credit courses at EFSC. Students will follow the policies and graduation requirements in the governing catalog except when changed by law or by the Board of Trustees, providing student has continuous enrollment in accordance with the following guidelines.

- Continuous enrollment is defined as enrollment in at least one credit course in both the fall and spring terms each academic year.
- A EFSC catalog is valid for five academic years. The governing catalog for students whose catalog has expired will be the one in effect in the next term of enrollment.
- A student may officially declare any subsequent catalog as his/her governing catalog and follow its requirements –providing he/she has continuous enrollment and the catalog is not more than 5 years old.
- If a student changes his/her degree or certificate program, he/she is required to choose from the current program offerings and follow the graduation requirements of the current catalog.
- If a student has a break in enrollment, he/she must follow the catalog in effect at the time he/she re-enrolls in credit courses.
- The governing catalog for students pursuing limited access programs will be the catalog in effect when they are accepted into the program.

The official version of the catalog is the online version on the EFSC website. Should the Board of Trustees approve changes in program requirements to be effective within an academic year, the revised requirements will be available in the online catalog.

**Transcripts and Other Requirements**
Students must satisfy all EFSC admissions requirements before they will be awarded a degree from the College. In addition to an official high school transcript, this includes submission of official transcripts from all postsecondary institutions attended prior to their graduation with a degree or certificate from the College. If the outstanding transcripts are not received, the degree will not be awarded.

**General Attendance Policy**
The College recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Class attendance is required beginning with the first class meeting, and students are expected to attend all class sessions for which they are registered. It is the responsibility of the student to arrange to make up all course work missed because of legitimate class absences and to notify the instructor when an absence will occur. The instructor determines the effect of absences on grades. Students who are reported as never attending a course may be withdrawn from the class by the College. Funds may be adjusted or rescinded for students who are receiving financial aid or veterans' benefits.

In order to obtain credit for a course a student must attend at least 85% of the contact hours for a particular course. However, instructors are given the option of allowing a student to complete the course based on the student’s documented circumstances and his or her progress in the course.
In online courses, instructors define expected interaction between themselves, students and the class learning management system (and/or media). Inconsistent interaction and/or inconsistent use of the learning management system or course materials, regardless of cause, reduce the opportunity for learning.

The instructor may withdraw any student from the course if the student misses more than 15% of the scheduled class sessions and activities. In the case of online courses, any student who is not interactive or responsive in a timely manner, as specified by the instructor, may be withdrawn. Students must be enrolled before they can attend class.

Note: Veterans should refer to the online college catalog for more information about attendance.

Instructor-Specific Attendance Policy
Instructors are required to monitor their attendance and report students who are not attending class during designated reporting periods, normally on a monthly basis, each term. Faculty members shall publish and distribute a class syllabus no later than the end of the second week of class in a given academic term. The syllabus should include the instructor’s attendance policy and may include special circumstances under which students’ absences may be excused and stipulations for making up work and exams missed during instructor-excused absences. Instructors may require a more rigorous attendance policy due to program requirements or state mandates of 100% attendance. Specific course requirements will be noted in their syllabi.

eLearning@EFSC Attendance Policy
The eLearning@EFSC Department at Eastern Florida State College has a very strict attendance policy that must be adhered to by all online students.

- **3-Day Initial Attendance Policy:** You must complete one or more required Initial Attendance activities in your online course within the first 3 days of the semester. Be sure to check with your instructor regarding your required 3-day Initial Attendance activities.

- **Regular Attendance Policy:** You must maintain acceptable attendance in your online course. Just logging into your online course does not constitute attendance. You must complete a required activity each week to maintain attendance. If for any reason you believe you will miss any assignment in your course, you must obtain prior approval from your instructor. Do not assume that you can ask for forgiveness or an extension after the fact. Documentation may be required by your instructor.

Religious Observances
When the observance of a student’s religious holiday(s) interferes with attendance in class, class work assignments, examinations, or class activities, the student must notify the instructor in writing within the first week of class. Students are held responsible for material covered during their absence. The instructor should provide alternative arrangements for students to complete the work for the missed session. Students excused for religious observances will be expected to meet the class requirements for those days without undue delay. Students who believe they have been unreasonably denied educational benefits due to their religious beliefs or practices may seek redress through the student appeal procedure. [F.S. 1001.64, 1002.21, 1006.53]

Transient Student from EFSC
A transient student from Eastern Florida State College is someone who is currently enrolled at EFSC and desires to take courses at another institution. To request transient status at another Florida state school, go to www.flvc.org. Click on “Student Services,” then click on “Transient Student Admissions Application.” Select EFSC as your Home Institution and the school you want to attend as the Transient Institution and submit your request. You can check the status of your request online. (The Office of the Registrar provides a paper Request for Transient Status form if the transient institution is not in flvc.org.)

Transient student status will only be approved if each of these requirements has been met:

- Student is in good standing at EFSC with a minimum GPA of 2.0
- Student has completed all required developmental courses
- Student has completed a minimum of 15 college credits at EFSC

Students will be approved to take only those courses that they would be eligible to take at Eastern Florida State College (e.g., student who has not completed prep algebra will not be approved to take MAC 1105 at EFSC or another institution).

Students will be approved as transient for one semester only. Final, official transcripts from the transient institution must be submitted to EFSC before subsequent terms will be processed.

Assessment of Prior Learning
Eastern Florida State College awards equivalency credit to students in a variety of methods and for the purpose of affording students additional opportunities to accelerate their education. More information can be found on the EFSC website: www.easternflorida.edu/go/registrar > Transfer Credit Guidelines

Acceleration mechanisms may include:

- Credit by Exam Equivalencies. Credit for Advanced Placement (AP), Advanced International Certificate of Education Program (Cambridge AICE), International Baccalaureate (IB), College-Level Examination Program (CLEP), Dantes Subject Standardized Tests (DSST), and Excelsior College exams is awarded in accordance with the State of Florida Articulation Coordinating Committee (ACC) credit by exam equivalency guidelines.
- Credit-by-Institutional Exam
- Credit for Prior Military Training or Educational Experience
- Credit for prior experiential learning awarded through Credit for Adult Experiential Learning (CAEL)
- Credit for Work, Certifications or Formal Training: Non-college training includes training that is provided by organizations other than a college or university, including industry-sponsored training and industry-recognized certifications. Credit for such educational experiences may be granted in accordance with the recommendations of the American Council on Education (ACE) when applicable to the student’s program of study.
- Prescribed Florida Department of Education (FLDOE) statewide articulations such as “industry certifications to credit” and “vocational to college credit”.
- External agreements with area employers or organizations to recognize employer-training as equivalent to EFSC courses where a Memorandum of Understanding (MOU) has been established.
- High school courses articulated to college credit established in Advanced Standing Credit (ASC) Agreements with Brevard Public Schools.
Transfer of credit awarded through any means of assessment of prior learning, credit by institutional exam or credit by exam equivalency is dependent upon the policies of the other colleges and universities; even if the credit appears on a transcript from EFSC. This decision is made by the institution subsequently considering the possibility of accepting such credits.

**Credit by Exam Equivalencies**

Students may earn a maximum of 45 credits through the following Credit by Examination mechanisms. Duplicate credit cannot be awarded. Credit is awarded in accordance with guidelines established by the statewide Articulation Coordinating Committee. Section 1007.27(2) Florida Statute requires the Articulation Coordinating Committee (ACC) to establish passing scores, course and credit equivalents for the following:

- Advanced Placement Program (AP)
- Cambridge AICE (AICE)
- International Baccalaureate (IB)
- College-Level Examination Program (CLEP)
- Dantes Subject Standardized Tests (DSST)
- Excelsior College Examinations

**Advanced Placement (AP)**

Advanced Placement exams are taken after students complete the corresponding Advanced Placement course in high school. Credit toward a EFSC degree is offered to those high school students who earn advanced placement test scores of 3 or higher. The amount of credit awarded depends on the score received. More information about Advanced Placement, including descriptions of courses and sample questions, is available at [http://apcentral.collegeboard.com/apc/Controller.jsp](http://apcentral.collegeboard.com/apc/Controller.jsp)

Student must provide an official transcript of the Advanced Placement test scores. Transcripts can be requested from the above web site.

**Cambridge AICE**

The AICE program is an international, advanced secondary curriculum and assessment program equivalent to the British system of “A-Levels.” Credit is awarded based on passing scores as recommended by the statewide ACC. Information about the program, including course syllabi, can be found on-line at [http://www.cie.org.uk/countries/usa](http://www.cie.org.uk/countries/usa)

Student must submit an official transcript from the above website, or an official AICE summary report, including the grade and course level, from the high school. Report must be signed and dated by the high school counselor.

**International Baccalaureate (IB)**

The International Baccalaureate program is a challenging curriculum offered in high schools around the world that is designed to prepare students for advanced work in many countries’ postsecondary systems. Because it is international, the curriculum is not always as closely aligned with courses in American colleges and universities as Advanced Placement courses. EFSC will award IB diploma students college credit based upon IB exam scores. Students must request that official IB exam scores and high school transcripts be sent to EFSC for evaluation and the awarding of credit per State Board Rule 6A - 10.024(8).

More information about the IB program is available at [http://www.ibo.org](http://www.ibo.org)

Student must provide an official transcript of the IB test scores. Transcripts can be requested from the above web site.

**College-Level Examination Program (CLEP)**

The College-Level Examination Program is designed to test students’ knowledge on a variety of college-level subjects, regardless of where they may have learned the material. Courses earned through CLEP will be recorded with an “S” grade. No duplicate credit may be earned. More information about CLEP, including recent test information guides, can be found online at [http://www.collegeboard.com/student/testing/clep/about.html](http://www.collegeboard.com/student/testing/clep/about.html)

Student must provide an official transcript of the CLEP test scores. Transcripts can be requested from the above web site.

**DSST Examination Program**

The DSST Examination Program (formerly DANTES Subject Standardized Tests) measure earned achievement in specific college courses and in calculated credit hours. No duplicate credit can be earned, nor will Prometric assign grades to credits earned. More information about DSST exams, including descriptions of test content and sample examination questions, is available at [http://www.getcollegecredit.com/](http://www.getcollegecredit.com/)

Student must provide an official transcript of the DSST test scores. Transcripts can be requested from the above web site.

**Excelsior College Examinations**

Excelsior College Examinations (formerly known as Regents College Exams or the Proficiency Examination Program), are approved by the American Council on Education and Excelsior College itself is accredited by the Middle States Association of Colleges and Schools (MSACS). More detailed information about Excelsior College Examinations can be found online at [https://www.excelsior.edu/Excelsior_College/Excelsior_College_Examinations](https://www.excelsior.edu/Excelsior_College/Excelsior_College_Examinations)

Student must provide an official copy of the Excelsior College Examination test scores. Transcripts can be requested from the above web site.
Credit by Institutional Exam
Eligible students may earn college credit at Eastern Florida State College through successful completion of a Credit by Institutional Exam. This exam is not available for credit in courses for which CLEP or other exam mechanisms exist, or for a course that has been identified as “no acceleration mechanism available” as found in the official course plan.

Credits received through Credit by Institutional Exam do not apply toward the 25% residency requirement for EFSC degrees and/or certificates. Credit by Institutional Exam will be noted as the designated acceleration mechanism on the Course Objectives and Plan Summary for applicable courses.

Eligibility for students to take a Credit by Institutional Exam:
1. Student may only request an exam based upon the bank of exams that are currently available
2. Student must be currently enrolled and in good academic standing at EFSC
3. Student must have completed the residency requirement of 25% of credits for the applicable EFSC degree/certificate
4. Student must be otherwise eligible for enrollment in the course (i.e., has met placement and prerequisite standards, be within the allowable number of course attempts)
5. Student must not be currently enrolled in the course
6. Student must not previously have received a grade of "C" or higher in the course
7. Student must not previously have attempted Credit by Institutional Exam for the course
8. Student must have completed the appropriate request form, obtained the appropriate approvals, and paid the appropriate fee

Procedure for student to request Credit by Institutional Exam:
1. Student will contact the office of the Coordinator of College-wide Testing to obtain the form to petition for Credit by Institutional Exam (See Appendix D)
2. Complete the Credit by Institutional Exam form
3. Take request form to any cashier on any campus to pay the current exam fee (per the College Fee schedule)
4. Return the form to the office of the Coordinator of College-wide Testing to schedule the exam

Procedure for posting grades and credits:
1. Testing Specialist will notify the Office of the Registrar of the score and corresponding grade student received on the exam by sending a copy of the completed Credit by Institutional Exam form.
2. Testing Specialist will annotate the unsuccessful attempt (grade of “D” or “F”) in Banner (SPACMNT screen) and keep copy of exam and form.
3. Office of the Registrar will post credits and grade to student transcript if the student passes the examination with a grade of “A,” “B” or “C.”

Credit for Military Training and Education Courses
EFSC enables students who are or were eligible members of the United States Armed Forces to be awarded credit for training and education acquired in the military through training, experience, or coursework that is recognized by the American Council on Education (ACE.) Credit awarded is subject to the same treatment as any other institution transfer practices or limitations on amount, level, etc. of transfer credit. Credits granted for all tests and/or service schools shall be limited to one-half the total number of semester hours needed for the certificate or degree from Eastern Florida State College. EFSC will award up to 30 hours of undergraduate work based on the provided documentation; credits will appear on the student’s transcript as earned credit with an “S” grade only. No duplicate credit may be earned.

Required Documentation
Students who wish to receive transfer credit for military service must provide a transcript from their respective military branch(es). Certificates, awards, etc. will not be used for evaluation. Instructions for requesting transcripts are available on the EFSC website.

Credit for Adult Experiential Learning (CAEL)
EFSC has adopted the Credit for Adult Experiential Learning (CAEL) process for recognition of prior learning. Students with sufficient learning experience may be recognized through CAEL by documenting their learning activities via an Experiential Portfolio. Faculty recommendation will determine if credit can be awarded. Up to 25% of college credit can be granted for a degree or certificate for specific EFSC courses.

Credit is awarded on a course-by-course basis only. The recorded grade of the course(s) will be an “S” and will not affect the GPA of the students. The CAEL course (SLS 1371) is graded and the grade earned will be calculated in the GPA. For more information, call (321) 433-5515.

American Council on Education (ACE) Credit
The ACE National Guide to College Credit for Workforce Training contains ACE transfer credit recommendations for formal courses or examinations offered by various organizations, from businesses and unions to the government and military. If EFSC teaches the ACE recommended course(s), transfer credit will be awarded. Credits for Certified Professional Secretary Exam will be awarded through this mechanism. Student must provide an official transcript from ACE. Transcripts may be requested through the following website: http://www2.acenet.edu/credit/?page=transcripts
Competency-Based Credit from National or State Credentials
Credit may be awarded when a credential or a license is broadly recognized in the industry or in the career area and the student has demonstrated experience in the field. Competency-based credit pertains to specific national or state credentials or licenses as reviewed and agreed upon by college faculty and administration. For information on approved Competency-Based Credit agreements go to www.easternflorida.edu/go/careertech

Credit for Third Party Training or Licensure
EFSC may award credit for industry training or licensure provided by external agencies for designated programs. Go to www.easternflorida.edu/go/careertech to view agreements EFSC has in this area. Credits received through Third Party Industry Agreements and Exams do not apply toward the 25% residency requirement for EFSC degrees and/or certificates.

Evaluation of Transcripts from Other Postsecondary Institutions
It is the student’s responsibility to ensure that all transcripts from other colleges are sent directly to the Admissions and Records Office to complete the admissions requirement. Transcripts must be sent directly from the institution to EFSC and must be official, final transcripts. Students will not be permitted to register for courses until all official transcripts from all postsecondary institutions attended have been submitted to the college. Additionally, financial aid will not be awarded until all transcripts are on file. EFSC will consider each transcript and analyze credit for transfer in terms of level, content, quality, comparability, and degree program relevance. Credit accepted must represent collegiate coursework relevant to the degree, with content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in EFSC’s degree programs. Details regarding EFSC’s transfer practices may be found on the website at: www.easternflorida.edu > Admissions > Registrar’s Office > Transfer Credit Guidelines

Tech Prep/Advanced Standing Credit
www.easternflorida.edu/go/careertech or www.cteLearning@EFSC.com
Students who have recently completed approved Career and Technical Education (CTE) programs at Brevard Public Schools may be eligible to receive Eastern Florida State College credit at no cost. Agreements exist in areas such as Drafting, Graphic Design, Criminal Justice, and TV Production. Students who are working toward the related Career and Technical Associate in Science degree, a College Credit Certificate or a Postsecondary Adult Vocational Certificate can save time and money by following this career pathway and receive college credit at no cost.

Programs of study have been created for specific technical program areas which includes how to receive articulated high school credit. Call (321) 433-5771 or to view this information go to www.easternflorida.edu/go/careertech or www.cteLearning@EFSC.com
**Student Services**

**Mission and Goal Statement**
Eastern Florida State College, by virtue of its institutional purpose and mission, has a responsibility to provide appropriate student services based upon the individual needs of all students. The EFSC Student Services is charged with meeting those student needs not traditionally associated with classroom activity. Specifically, the mission of Enrollment Management is to provide assistance with academic assessment, advisement, course placement, class registration, class scheduling, career planning, referrals to external agencies for support services, and development of student leadership and social skills. As an integral part of the “learning-centered college,” Student Services strives to increase students’ social and academic integration, students' development of education and career plans, and students' acquisition of study and life skills.

**Academic Advising**
Advisors provide information about graduation requirements, interpretation of placement tests, course selection consultation and referral for career direction and referrals to outside agencies for students’ personal concerns. Services are available by appointment or on a walk-in basis in the Student Services office on each campus. All first time, degree-seeking students must see an advisor prior to registering.

**Academic Freedom**
The concept of academic freedom provides students and faculty the right to pursue knowledge, to conduct research, to publish, to seek truth, to probe, to examine, to question, to disagree and to state opinions without fear of condemnation or reprisal.

**Academic Responsibility**
The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility which properly includes activities both within the classroom and outside the education environment. As a representative of an educational institution and a person of learning, a faculty member, staff member or student representative occupies a special place in the community, yet such community status imposes special obligations. Faculty (and other employees and representatives of an educational institution) must realize that the public may judge the institution based on their interactions within the community.

**Athletics**
www.easternflorida.edu/go/titans
Eastern Florida State College is a member of the National Junior College Athletic Association, Florida Community College Athletic Association, and NJCAA Region VIII Southern Conference. EFSC offers four men’s and five women’s sports at the intercollegiate level. The men’s sports offered as NJCAA sanctioned sports are baseball, basketball, golf, and soccer. The women’s sports are basketball, soccer, softball, tennis, and volleyball. Available to athletes is an Athletic Academic Advisor and an Athletic Trainer. All athletes must be full-time students and be registered for 12 or more semester hours of credit in order to be eligible. Some scholarships are available.

**EFSC Bookstore**
www.whywaitforbooks.com
The EFSC Bookstore is the one stop shop for new, used, rental and e-textbooks, as well as, college supplies, clothing, gifts and sundry items. Students should bring their course schedule to the Bookstore as it contains course numbers which are needed to find the correct books. Students may also purchase their books 24/7 at www.whywaitforbooks.com. Bookstore hours vary from one campus to another, so be sure to visit the website or call Cocoa (321) 433-7290; Melbourne (321) 433-5677; Palm Bay (321) 433-5195 or Titusville (321) 433-5055.

**Cash for Books.** Campus Bookstores buy back used books every day. The best time to sell back used books is when finals start. The Bookstores will pay up to 50% of the book’s selling price if professors have assigned it for the next term and the Bookstore is not overstocked. If the book does not meet these criteria, prices are determined by the current national demand. Study guides and workbooks must be “like new,” without any writing on their pages. All books must be in good condition. Some books have little or no monetary value. One-time use, out-of-print books, and old editions are not in national demand, and will not be purchased. For students’ protection, current student identification is required for all buyback transactions.

**Refund Policy Textbooks:**
Full refund will be given in the original form of payment if textbooks are returned during the first week of classes with original receipt. With a proof of schedule change and original receipt, a full refund will be given in the original form of payment during the first 30 days of classes.

- No refunds on unwrapped loose-leaf books or activated eBooks
- Textbooks must be in original condition
- No refunds or exchanges without original receipt

**General Reading Books, Software, Audio, Video and Small Electronics:**
- A full refund will be given in the original form of payment if merchandise is returned within 14 days of purchase with original receipt.
- Opened software, audio books, DVDs, CDs, music and small electronics may not be returned. They can be exchanged for the same item if defective.
- Merchandise must be in original condition.
- No refunds or exchanges without original receipt

**All other merchandise:**
- A full refund will be given in the original form of payment with original receipt. Without a receipt, a store credit will be issued at the current selling price.
- Cash back on merchandise credits or gift cards will not exceed $1.
- No refunds on gift cards, prepaid cards, phone cards, newspapers, or magazines.
- Merchandise must be in the original condition.

**Fair Pricing Policy.** Barnes and Noble College Booksellers comply with the local weights and measures requirements. If the price on the receipt is above the advertised or posted price, please alert a bookseller and they will gladly refund the difference.
Campus Security
The EFSC Security Department operates 24 hours a day, 7 days a week, including holidays. The campus Security office can be reached at the following numbers; however, if there is an injury or extreme emergency – call 911 first, then the Campus Security department.

Cocoa, Building 26 (321) 433-7086 (321) 403-5907
Melbourne, Building 5 (321) 433-5586 (321) 403-5909
Titusville, Building 1 (321) 433-5086 (321) 403-4200
Palm Bay, Building 1 (321) 433-5286 (321) 403-5911

In the event of an emergency, call 911 immediately. The Florida Department of Law Enforcement has established a toll-free number (1-888-FL-PREDATOR) and a website (http://www3.fdle.state.fl.us/sexual_predators/) that allows the public to request information about sexual predators and sex offenders living in their communities and around the state. Eastern Florida State College takes pride in providing safe and secure campuses for its students, faculty, and staff.

Campus Safety
Eastern Florida State College makes every effort to ensure the health and safety of its students, faculty, and staff on campus. The Crime Awareness and Campus Security Act requires EFSC to report all campus crime statistics. The following crime statistics indicate collegewide criminal activity that was reported to the EFSC Security Department:

**EFSC Crime Statistics 2011 – On-campus**

<table>
<thead>
<tr>
<th>Crime Type</th>
<th>Occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses - forcible</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses - non-forcible</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
</tr>
<tr>
<td>Weapons</td>
<td>1</td>
</tr>
<tr>
<td>Liquor Law</td>
<td>1</td>
</tr>
<tr>
<td>Drugs</td>
<td>0</td>
</tr>
</tbody>
</table>

Child Development Centers
Students, faculty and staff have access to high-quality child care programs for their children through the EFSC Child Development Centers. The centers are nationally accredited by the National Association of Education for Young Children (NAEYC). In addition, the centers participate in the state funded Voluntary Pre-K program, which focuses on preparing 4-year old children for entry into kindergarten. Staffed with professional personnel assisted by student aides, the centers boast an unusually favorable ratio of children to adults. As a training environment for EFSC students preparing for careers in early childhood education, the centers host students and professionals that enrich the Child Development Centers. The early childhood curriculum includes High/Scope, Creative Curriculum and a Montessori school on the Melbourne Campus. The centers are self-supported and offer competitive tuition rates for an exceptional program. EFSC student/parent scholarships are also available. Parents are invited to visit a center to learn more about the programs or visit www.easternflorida.edu under the individual campus links, or call Cocoa (321) 433-7623; Melbourne Montessori (321) 433-5567; Palm Bay (321) 433-5231 or Titusville (321) 433-5111.

Clubs and Organizations
www.easternflorida.edu/go/studentlife

Honorary, service-oriented, special interest and professional clubs and organizations are available on each campus for EFSC students. To learn more, or to join a club or organization, check with the campus Student Government Association (SGA) Office.

Cooperative Education
The terms “co-op” and “internship” are often used interchangeably because both mean “a practical educational work experience.” Eastern Florida State College offers students an opportunity to enhance their educational experiences through co-op/ internship programs that will augment and supplement their degree or career and technical programs. Students must obtain instructor approval prior to enrolling in the appropriate co-op/ internship course. For more information, contact a program instructor and/or the program department chair.

DirectConnect – UCF Consortium Students
A partnership has been established with the University of Central Florida which guarantees admission to UCF if a student graduates from EFSC with an A.A. degree. Students are strongly encouraged to declare a major in their first 24 credit hours at EFSC if they plan to transfer to UCF. See an advisor for more information.

Foreign Language Labs
The Foreign Language Labs, located on each campus, provide academic support and cultural resources to students studying foreign languages and American Sign Language. Students may develop individualized learning programs to enhance classroom lectures and communication skills by using various technologies available in the lab. They can explore a variety of cultures through learning communities and practice foreign language skills to improve their abilities to communicate in the new language.
Learning Labs
The Learning Lab is an academic resource center on each campus and provides tutoring in various disciplines. The Learning Labs have:

- Computer-assisted instruction (reading, writing, mathematics)
- Vocational preparatory instruction (VPI) – remedial instruction and exit testing for ready to work and certificate programs
- Testing services for faculty make-up exams and online testing

Phone numbers and locations for each campus lab:
Titusville (321) 433-5034 N. Earl Jones Building (1) Room 115
Cocoa (321) 433-7330 EFSC/UCF Joint Use Library Building 12 Room 303
Melbourne (321) 433-5520 Philip L. Nohrr Learning Resource Center Building 2 Room 103
Palm Bay (321) 433-5251 General Titus C. Hall Center Building 1 Rooms 227, 228, 229 and 234

Libraries
www.easternflorida.edu/library
The College libraries provide information and services to support the curriculum and meet the needs of Eastern Florida State College students, staff, and faculty. EFSC has libraries on the Cocoa, Melbourne, Palm Bay, and Titusville campuses, each with its own unique book, audiovisual, and periodical collection. The libraries offer a combined print collection of more than 180,000 volumes. Electronic resources include over 160 databases; a collection of over 60,000 e-books; digitally streamed video and music content; over 60 research guides and; Ask-A-Librarian research assistance by e-mail or real-time “chat.”

The EFSC Mobile Library is available anytime, anywhere, by scanning the QR code on the library home page, or using a mobile device to follow the link: http://libguides.easternflorida.edu/mobile/3492.

Electronic resources are conveniently available by logging on to the EFSC Titan Portal using your Student ID Number and PIN, or from the library website (www.easternflorida.edu/library). Enrolled EFSC students can check out or use materials at any campus library and are eligible for borrowing privileges at all Florida community college and state university libraries. Through the LINCC database, students have online access to the collections of Florida’s other 28 colleges. Librarians are available at all libraries to assist with research and course assignments, and to provide library instruction sessions. The Brevard Information Literacy Tutorial (BILT) is an online tutorial for research skills available on the library website. Kindle Touch e-readers are offered for EFSC student check-out at all campus libraries. Each Kindle is equipped with WiFi access, and is pre-loaded with e-books from EFSC faculty reading lists and popular fiction titles. All campus libraries provide computers with internet access, laptops for in-library use, wireless services, and a variety of software applications (i.e., Microsoft Office). Register for wireless access online or at your campus. All library computer users must comply with EFSC’s Technology and Internet Ethics and Acceptable Use Policy.

Office for Students with DisABILITIES
After a student self-identifies, Eastern Florida State College assists students with disabilities by providing reasonable accommodations on a case-by-case basis. In order to receive the most appropriate assistance, students are encouraged to register with the Office for Students with DisABILITIES on their campus and provide appropriate documentation. Adaptive furniture, equipment, and devices are available. Further, sign language interpreters, specialized computer software, academic advisement, placement testing and classroom test administration are considered. The services of a learning disabilities specialist, advocacy, and other services to help students attain their educational goals are available. All services are free and information is kept confidential. Reasonable substitutions for and/or modifications of requirements for admission to programs, graduation, and TABE waivers for students with documented disabilities will be considered on an individual basis in accordance with sections 1007.263, 1007.264, and 1007.265 F.S. and State Board of Education Rules 6A-10.040 and 6A-10.041. For information regarding procedures for waivers and/or substitutions, students should contact the Office for Students with DisABILITIES on their respective campuses: Titusville (321) 433-5017; Cocoa (321) 433-7295; Melbourne (321) 433-5650; Palm Bay (321) 433-5172

Parking Regulations
Parking and traffic regulations must be maintained for the protection of all. Students must park in student parking lots designated by signs and white lines. Restricted areas are: Disabled (blue), Faculty/Staff (yellow), and Fire Lanes (red).

A 15 mile-per-hour speed limit applies to all EFSC campuses. Fines are assessed for failure to display a decal for parking or moving violations. Student records may be placed on hold for unpaid fines.

Students are required to have a parking decal that can be obtained at the following locations:

Cocoa Campus Security Building 26 Room 100
Melbourne Campus Security Building 5 Room 137
Palm Bay Campus Security Building 1 Room 101B
Titusville Campus Security Building 1 Room 101A

Parking permits are non-refundable and required for all students registered for credit or non-credit courses, including continuing education and leisure courses, who wish to park a vehicle on campus.

The deadline for having a parking permit is by the end of the first week of classes each term. Students who do not have a parking permit after this date will be issued $10 parking citations by EFSC Campus Security for each occurrence.
To request and purchase a 2013-14 annual parking permit, students must follow these steps:

1. Request a parking permit electronically by logging onto Titan Web Services using your Student ID Number and password. After you log in, click on Student Services ➢ Parking Permits ➢ Request a Permit. Students either must select a vehicle that is already registered at EFSC or add a new vehicle to the EFSC registry. Click Submit once the parking permit request is complete. Once a student clicks the submit button, his or her account will be charged $20 plus tax per vehicle and his or her request for a permanent parking permit will be processed. A printable temporary parking permit will be provided in Titan Web Services, which students can print and use immediately.

2. Prior to the expiration date listed on the temporary parking permit, students must turn in the temporary parking permit for an annual parking permit to avoid parking citations on campus. Students must turn in their temporary permit for annual permit at campus security offices.

3. Once students receive their parking permit, students must adhere the permit to the left side of their vehicle’s rear bumper or lower left side of their vehicle’s rear glass window. Parking permits must be adhered to motorcycles in a visible location.

The 2013-14 student parking permits are now available through Titan Web Service’s parking permit request system. Students registered for fall 2013 classes who wish to park a vehicle on any of EFSC’s four campuses, are encouraged to request your parking permit today.

Student Government Association
www.easternflorida.edu/go/studentlife

The student organizations and clubs on each campus make up the Student Government Association (SGA). They offer a wide range of activities that provide personal enjoyment such as concerts, art and craft fairs, dances, and intramurals. Contact a campus Student Government Association Office for information on starting or joining a club. Each EFSC campus has its own Student Government Association (SGA). The purpose of the SGA is to ensure broad student involvement in college committees, campus activities and college/campus/community activities. Students will be represented by the elected Executive Board. Election of SGA Executive Board members will be held by open elections. All registered students may vote for SGA Officers. The representatives are elected from the student body at large. All activities of student government are conducted in accordance with the established procedures manuals.

Student Insurance

Insurance coverage with respect to injuries or accidents while enrolled at EFSC is effected by private contract between an insurance company of choice and the student or parent and is not a requirement of general admission. Students enrolled in certain programs, career technical students, intercollegiate athletes and those enrolled in “high risk” activities, are examples of those who will need such insurance. Students should check with their campus Admissions and Records office for availability of insurance application forms provided by carriers specializing in college-student insurance. Health Sciences students should contact Health Sciences with questions regarding insurance requirements for health sciences programs.
**Student Health**

**Hepatitis B**
Hepatitis B is a virus that infects the liver. With this disease, signs and symptoms occur in about 30 to 50% of patients infected. Only 30% have jaundice (yellowing of the skin and whites of the eyes). Children under the age of five rarely have symptoms of hepatitis. When and if symptoms occur, patients may show signs of jaundice, fatigue, abdominal pain, loss of appetite, nausea, vomiting, and joint pain. Some patients will become chronically infected with Hepatitis B. This will occur in up to 90% of children born to mothers who are infected, 30% of children infected at one to five years, and six percent of persons infected after age five. Death from chronic liver disease occurs in 15-25% of chronically infected persons – 1.2 million individuals are chronic carriers of Hepatitis B in the United States. The World Health Organization (WHO) estimates that approximately 5% of the world’s populations are chronically infected with Hepatitis B. One million die from Hepatitis B worldwide each year. In the United States approximately 80 thousand become infected and approximately 3,000 die annually from Hepatitis B. Risk factors for Hepatitis B are individuals whom have multiple sex partners or diagnosis of sexually transmitted diseases, men who have sex with men, sex contacts of infected persons, injection drug users, household contacts of chronically infected persons, infants born to infected mothers, infants/children of immigrants from areas with high rates of Hepatitis B, some health care workers, and hemodialysis patients. You should not be vaccinated with this vaccine if: • you have ever had a life threatening allergic reaction to baker’s yeast (used to make bread), • you have ever had a severe allergic reaction to previous dose of Hepatitis vaccine or, • you are moderately or severely ill at the time of a scheduled vaccine with Hepatitis B (you should wait until you recover from the condition). Individuals who take these vaccines should have few if any side effects. These diseases are always much more severe than the vaccine. A few individuals may experience: • Soreness and/or redness where the shot was administered, lasting a day or two, • Mild to moderate fever, again lasting a day or two. Severe reaction is extremely rare!

**Reference:** CDC, *General Recommendations on Immunization Recommendations of the Advisory Committee on Immunization Practices (ACIP) and the American Academy of Family Physicians (AAFP)-MMWR February 8, 2002 / 51(RR02);1-36.*

**Meningococcal Disease**
An acute bacterial disease, characterized by sudden symptoms of fever, intense headache, nausea and often vomiting, stiff neck and frequently a petechial (small purplish red spots) rash which may appear pink in color. Symptoms may mimic Influenza; however Influenza rarely has vomiting or other gastrointestinal symptoms. Approximately 2,500 to 3,000 individuals are diagnosed with Meningococcal disease in the United States annually. Most cases seem to occur in the late winter to early spring. Although Meningococcal disease is primarily seen among very small children, this disease occurs commonly in children and young adults. College students particularly whom reside in dormitories may be at increased risk for Meningococcal disease. The general population may have an incidence of 1.1 per 100,000 while those students in dormitories have a rate of three to five cases per 100,000. Transmission occurs by direct contact, including droplets from the nose and throat of infected persons. The exchange of saliva by kissing, sharing of food utensils, and sharing cigarettes is the most common mode of transmission among college students. Before early diagnosis, modern therapy and supportive measures the death rate exceeded 50%. The vaccine is administered with one dose for individuals two years of age. The vaccine may be given to pregnant females. You should not be vaccinated with this vaccine if you have had a serious allergic reaction to a previous dose of this vaccine or are mildly ill at the time of scheduled Meningococcal vaccine.

**HIV, AIDS and Other Life-Threatening Diseases**
When an employee or student becomes aware that he/she has a serious medical condition, such as HIV, AIDS or another life-threatening communicable disease, the student or employee is encouraged to seek assistance from the college. Specific information relating to HIV or AIDS can be obtained by calling 1-800-FLA-AIDS.

The College conforms to the American College Health Association’s recommended standards for confidentiality of information pertaining to the medical situation of employees and students as presented in the *Recommended Standards for a College Health Program*, 4th edition, 1984. These standards include: “. . . no specific detailed information concerning complaints or diagnosis to be provided to faculty, administrators, or even parents without the expressed written permission of the patient in each case. This position with respect to health records is supported by amendment to the
Student Tuition, Fees and Refunds

Application for Admissions Fee
All new applicants for admission must pay a one-time non-refundable application fee:
- US Citizen: $30
- International: $60 (non-resident alien)
Fee must be submitted with the completed Application for Admission. International students must apply through the International Student Office.

Tuition and Registration Fees
Academic and Vocational Credit
Please consult the online catalog for current rates.
Florida Resident
Please consult the online catalog for current rates.
Non-Florida Resident
Please consult the online catalog for current rates.

Eastern Florida State College must receive the total amount due on or before the payment due date. Students who are delinquent may be prohibited from registering and/or changing programs, or from receiving a diploma, transcript or enrollment certification. Eastern Florida State College may utilize the services of an attorney and/or collection agency to collect any amount past due and the student will be charged an additional amount equal to the cost of collection including reasonable attorney’s fees and expenses incurred by Eastern Florida State College.

Payment can be made with cash, MasterCard, VISA, American Express, Discover, personal check, bank check, or money order. Any check payment should be issued to Eastern Florida State College.

Fees:
- Distance Learning Fees
- Program Fees
- Testing Fees
- Learning Lab Fee
Refer to current Fee Schedule which can be found online at www.easternflorida.edu Under Admissions ➢ Click TUITION & FEES ➢ FEE SCHEDULE

Re-registration Fee
The college assesses a non-refundable re-registration fee of $30 to any student who is dropped for nonpayment and wishes to re-register.

Full Cost of Instruction
In accordance with Florida law, the college charges students the full cost of instruction for repeat enrollments in certain courses.

Non-Credit Courses
Non-credit classes vary in cost according to length, materials and instructor costs. Fees are advertised with class announcements. Check with the Technical and Professional Training at (321) 433-7505 for information on available classes.

Lab Fees
To partially offset the high cost of consumable materials and supplies, laboratory fees are assessed in some courses.
Refer to current Fee Schedule which can be found online at www.easternflorida.edu Under Admissions ➢ Click TUITION & FEES ➢ FEE SCHEDULE

Outside Proctor Fee
Online students utilizing a non-EFSC proctor may incur additional testing fees.
Access Fee

A $10.00 fee will be assessed for all students upon their first enrollment in any credit class to provide access to the student network Wi-Fi at many locations around the college. Part of the fee also pays for a new print management system. At the beginning of each semester, each registered student will receive a credit of $4.00 in their print manager account for college-wide printing.

Return Check Policy
Refer to current Fee Schedule which can be found online at www.easternflorida.edu Under Admissions ➢ Click TUITION & FEES ➢ FEE SCHEDULE

Fee Reductions and Waivers
State of Florida Employee Fee Waiver
Per F.S. §1009.265: EFSC will waive tuition for state employees to enroll for up to 6 credit hours of courses per term on a space-available basis. For purposes of this waiver, employees of the State include employees of the executive, legislative and judicial branches of state government, except for persons employed by a state university.

Guidelines.
- State employees are responsible for paying admissions application fees.
- State employees must complete all admissions requirements, including the application for admission, placement testing, transcripts, proof of prerequisites, etc.
- State employees must register in person during the last 3 days of Add/Drop. Registration is on a space available basis only. Exceptions may be made for late registration into online classes by calling (321) 433-5014.
- The state waiver does not cover any associated lab fees. Student is responsible for payment of lab fees at the time of registration.

Refund Policy
College and Vocational Credit Courses
Automatic refunds for college credit or vocational credit course fees will not be processed until after the last day to drop a course. To be eligible for a refund, the student must drop the course(s) on or before the last day of the Add/Drop period, as listed in the Schedule of Classes. Matriculation, tuition, and lab fees paid during scheduled registration periods are automatically refundable based on the following:

Fall, Spring and Summer Terms
All fees, except the non-refundable $30 re-registration fee, are refunded at 100% if the drop procedure is completed by the established deadline in the Schedule of Classes. There will be no automatic refunds after that period.

Non-Credit Courses
To receive a refund for a noncredit course, a student must submit a refund request in writing at least three business days prior to the start of the class. No refunds will be issued after that period.
EFSC Card – Higher One
Eastern Florida State College has partnered with Higher One®, a financial services company focused solely on higher education, to provide a method of refund disbursements to students. EFSC will be issuing the EFSC Card from Higher One® as a way for students to receive refunds from the college. The EFSC Card is designed to provide students with increased choice when it comes to receiving their financial aid or school refunds—including the preferred Easy Refunds® method. Easy Refund is by far the fastest and easiest way to gain access to refund money—literally the same day EFSC releases it.

EFSC Cards will be mailed to the current address on file with the college. Therefore, it is critical that a student has their correct mailing address on file.

Students can visit EFSCard.com to learn more about all the great benefits that accompany the EFSC Card.

Delinquent Accounts
Collection Cost: If student fees are not paid in full upon notification by the College, these debts may be referred to an outside collection agency and the appropriate credit bureaus. Resulting collection costs will be added to the original debt and the student must pay these costs, as well as attorney's fees, if applicable. Furthermore, all unpaid obligations will result in a hold on student records, diplomas, transcripts, and future registration activity.
The following certificate programs are also eligible for financial aid:

- Accounting Operations P.S.A.V.
- Accounting Technology Management C.C.C.
- Accounting Technology Operations C.C.C.
- Alternative Energy Systems Specialist C.C.C.
- Applied Technology Specialist C.C.C.
- Air Conditioning, Refrigeration and Heating Technology P.S.A.V.
- Automotive Service Technology P.S.A.V.
- Broadcast Production C.C.C.
- Business C.C.C.
- Child Development Early Intervention C.C.C.
- Composite Fabrication and Testing C.C.C.
- Computer Programming C.C.C.
- Computer Specialist C.C.C.
- Cosmetology P.S.A.V.
- Culinary Operations P.S.A.V.
- Dental Assisting Technology and Management A.T.D.
- Drafting C.C.C.
- Engineering Technology Support Specialist C.C.C.
- Entrepreneurship Operations C.C.C.
- Florida CMS Law Enforcement P.S.A.V.
- Graphic Design Production C.C.C.
- Help Desk Specialist C.C.C.
- Human Resources Administrator C.C.C.
- Information Technology Technician C.C.C.
- Interactive Media Production C.C.C.
- Kitchen and Bath Specialization C.C.C.
- Medical Assistant P.S.A.V.
- Medical Information Coder/Biller C.C.C.
- Medical Administrative Specialist P.S.A.V.
- Office Specialist C.C.C.
- Paramedic C.C.C.
- Photography C.C.C.
- Practical Nursing P.S.A.V.
- Scientific Workplace Preparation C.C.C.
- Surgical Technology P.S.A.V.
- Web Development Specialist C.C.C.
- Welding Technology (Applied Welding Technologies) P.S.A.V.

Postsecondary Adult Vocational Programs (P.S.A.V.):
P.S.A.V. program students will only be funded for their designated program. For example, if a student's program intent is welding, a mixture of welding, auto mechanics, and electrical engineering will not be permitted. Eligibility resides within a designated program. Financial Aid will fund only the course work directly related to the program certificate. Online classes will not be funded for P.S.A.V. programs. Interested students should contact the Financial Aid Office on the campus they plan to attend for financial aid.

What criteria must transfer students meet in order to qualify for financial aid?
Transfer students must have all credits from previously attended colleges submitted to the college registrar for evaluation.
What is the application procedure for financial aid?
1. Complete a Free Application for Federal Student Aid (FAFSA). Students can file electronically via the Internet at www.fafsa.ed.gov. The financial aid process is lengthy, early application is highly encouraged.

2. While the student awaits the Student Aid Report (SAR) that generates as a result of the filing of the FAFSA, he/she should contact the Admissions and Records Office at EFSC to make sure records are complete, including high school transcript, college transcript(s), appropriate testing, and declaration of a major.

3. Once the student receives the SAR, he/she should contact the Financial Aid Office to see if additional information is needed to complete his/her financial aid file.

4. The SAR is not a financial award. Each student will receive an Award Notice that informs the student of the aid for which he/she is eligible.

5. Once the student receives the Award Notice, he/she should access www.easternflorida.edu and login to myEFSC using their secure Student ID# and PIN#. Click ➢ Student Services & Financial Aid icon ➢ Financial Aid & My Award Information ➢ Accept Award by Aid Year and accept only those awards that the student wishes to accept.

What academic standards must students meet to remain eligible to receive financial aid?
Federal and state regulations require that students must meet minimum standards in order to be eligible to receive Financial Aid funds. The following minimum standards at Eastern Florida State College are applied uniformly to all Title IV financial aid programs administered by the College, except those programs whose eligibility requirements are restricted to institutional funds or outside donor restrictions:

1. Students must meet an academic performance requirement of at least a 2.00 cumulative GPA at the end of each term.

2. Students must make progress toward their degree. Minimum progress toward a degree requires first year financial aid applicants who have previously attended the college to have earned 67% of registration attempted at the college.

3. Minimum progress toward a degree requires continuing financial aid recipients to earn 67% of credit hours attempted. The percentage calculation includes all hours attempted (college credit and vocational credit).

4. Students must complete their educational objective within a given time frame:
   a. All A.A., A.S. and A.A.S. degree-seeking students have a maximum 90 attempted credit hours.
   b. All certificate-seeking students are limited to no more than 150% of the published length of the educational program.

   All transfer credits that are accepted by the college will be included as attempted credit hours as well as all Eastern Florida State College attempted coursework regardless of whether the courses are applicable toward the student’s degree.

What attendance standards must students meet to remain eligible to receive financial aid?
Students who are receiving financial aid or veteran’s benefits, who are reported as never attending a course, will be withdrawn from the class and benefits and awards adjusted, canceled, or rescinded. Distance-learning students who do not meet the attendance requirements applicable to online courses and are reported as never attending will be dropped.

How do incomplete grades, withdrawals, remedial course work and repeating courses impact a student’s financial aid?
A student who did not complete any credit hours in a term and has incompletes in that term has 20 college days in a full semester (10 in a mini-term) from the first day of classes of the following term to make up incomplete grades in order to continue receiving funds. Reinstatement of awards is contingent on a funds-available basis, and it is the student’s responsibility to notify the Financial Aid Office within the time frame provided. If grade changes or incomplete grades made up after the time frame should affect subsequent terms or academic year eligibility, students must provide transcripts reflecting such changes and petition for resolution through the Financial Aid Appeals Committee. Withdrawals from any course(s) shall be counted in the total hours attempted and can result in failure to meet the standards of progress. Students must follow the official withdrawal procedures established by the college. Funding for students assigned for remedial course work (college developmental courses) will be limited to 30 credits. Course repeats always count in the total attempted credits, but the GPA configuration will only consider the final attempt in the cumulative GPA. Also, prerequisites for courses not on your planning sheet may not be covered by federal aid.

Do I have to repay federal funds if I withdraw from a course?
Return of unearned funds refers to the return of federal financial aid dollars that the student did not earn as a result of totally withdrawing from all classes. Students who receive federal financial aid funds and subsequently withdraw from all classes will have a federal formula applied based on the date of withdrawal, percentage of the payment, and period attended by the student. If the formula indicates an amount “unearned,” a repayment of aid is required. The institution will notify the student in writing of any amount to be returned to the Federal Title IV accounts. Student must repay the amount within 45 days. Student will not qualify for further federal aid until the repayment is satisfied.
The EFSC Foundation is a not-for-profit, 501(c) (3) organization.

What is the procedure for establishing financial aid eligibility for a student whose eligibility has been suspended because of failure to meet the standards of satisfactory progress?

If a student is suspended from financial aid, the student may attend a semester without Title IV federal aid, take at least 6 or more hours and complete them all with at least “C’s”, and be re-evaluated at the end of that term for satisfactory progress. The student must file an appeal for reinstatement.

What is the procedure for financial aid appeal?

Students whose eligibility has been suspended (because of failure to meet the standards of satisfactory progress) can request a formal review of the decision to suspend financial aid eligibility through the student appeal process. Some of the circumstances that can be considered for this special review (appeal) include: a death in the student’s immediate family, medical emergencies, accidents, divorce or separation, personal tragedy, or other documented circumstances beyond the student’s control that prevented him or her from meeting the minimum standards. The procedure and required forms are available at any campus financial aid office or through the office of the Associate Provost.

Warning/Suspension (Financial Aid)

Students are monitored for a cumulative 2.00 GPA, completion of 67% of credits/hours attempted at the end of every semester. Failure to maintain a cumulative 2.00 GPA results in a Warning status until a subsequent semester review occurs. If the subsequent semester review calculates a continued lack of progress the student is suspended. Students reaching or exceeding the maximum time frame of 90 attempted hours will be automatically suspended.

Students Receiving Social Security Benefits

Eligible students may receive Social Security benefits while attending Eastern Florida State College. Benefits are subject to Social Security policy. Verification of the course load can be made only after the established Add/Drop deadline for each term. Full-time status is determined to be 12 or more semester hours.

Financial Aid and Withdrawal

Students reported as stopping attendance in one or more classes will be subject to a cancellation or reduction of aid. In order to retain eligibility for financial aid awards, students must attend the classes for which funds were received. A recipient of Federal Title IV financial aid who withdraws from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds he/she did not earn calculated according to federal regulations. This calculation will be based on the student’s last date of attendance.

Scholarships

EFSC offers scholarships in a number of areas. Students should apply directly to the EFSC department that has the responsibility for awarding the scholarship.

EFSC Foundation Scholarship Opportunities

The EFSC Foundation is a not-for-profit, 501(c)(3) organization chartered to provide for the financial needs of the college that cannot be met through state aid. The Eastern Florida State College Foundation enhances access and quality of education for students by attracting and managing private contributions from individuals, corporations, and private foundations. The EFSC Foundation exists to support the college and advance its commitment to be our community’s center for quality teaching and lifelong learning.

The EFSC Foundation offers many types of scholarship opportunities to students year-round, which are independent from aid opportunities offered through the Financial Aid Office. Foundation donors have set up generous scholarship funds for all disciplines and backgrounds. The amount and number of scholarships awarded vary from year to year, based on available funding.

The Foundation uses a completely online scholarship application program for all Foundation scholarships. This streamlined system helps determine student eligibility and recommends appropriate scholarships for each applicant. Students who are interested in learning more about Foundation scholarships or applying online should visit the Foundation’s website at www.easternflorida.edu/foundation.

Other Scholarships

Information regarding outside scholarships are available at the local campus financial aid office. Students are encouraged to apply for external scholarships. Many local and national clubs and organizations offer scholarships to students who meet certain criteria.

EFSC High School Academic Scholarship Principal’s Scholarship

• Student must be Valedictorian or Salutatorian or one of the top ten graduates in the senior class. Selection is based solely on merit and scholastic ability. Two awards are provided for each Brevard County high school. Selection of award is determined by high school principal.

Academic Excellence Award for High School Graduates

• Student must be a Brevard County resident and have graduated from a Brevard County high school. Must have cumulative GPA of 3.80 or better, must register full-time, and must be pursuing degree or certificate program. Selection of award is determined by high school.

EFSC Academic Scholarship

• The EFSC Academic Excellence Award is offered to EFSC students who demonstrate extraordinary academic potential. The award is full-tuition/fees at the current in-state rate. Students must have an all college cumulative grade point average of 3.80 or better, have completed 15 hours at EFSC, must enroll for at least 6 hours in the term for which the award will apply, and must be degree or certificate seeking.

Florida Bright Futures Scholarships

Florida Bright Futures Scholarships provide financial awards through three different programs to eligible Florida high school graduates on the basis of high academic achievement and enrollment in an eligible Florida postsecondary institution within three years of high school graduation. This scholarship does not pay the cost of preparatory course work. Florida Bright Futures Scholarships are renewable for up to five or seven subsequent school years from high school depending on when you graduated, provided that the recipient meets all renewal criteria. For further information contact the high school guidance office, the financial aid office of Eastern Florida State College, or the Florida Department of Education at 1-888-827-2004 or www.floridastudentfinancialaid.org. All Florida Bright Futures students must complete the Free Application for Federal Student Aid (FAFSA). A copy must be on file with the Florida Department of Education before funds are paid by the school.

The Florida Department of Education will provide the most recent changes on Bright Futures regarding withdrawals and tuition cost.

Outside Scholarship Resources

www.college-scholarships.com
www.fastaid.com
www.fastweb.com
Veterans Affairs

U.S. Veterans and Eligible Dependents Applying for Veterans Education Benefits

Eastern Florida State College is fully accredited and approved for veterans training. Veterans and other eligible dependents planning on using their veteran’s education benefits should contact the Veteran’s Affairs Office, Ralph M. Williams Student Center, (Building 11), Room 209, Cocoa Campus or the Student Services Center (Building 1), Room 140, Melbourne Campus at the earliest opportunity. Applications and instructions for completing a VA Education Benefit package will be provided during the initial visit. All new students must also file an admission application and meet all of the admission requirements. Once this is completed and you have registered for classes, bring any paperwork the VA office told you to return to the VA office and request to be certified for your education benefits. Each term thereafter you are required to notify the VA office that you are registered and request to be certified. The VA office will not certify you automatically.

Standards of Academic Progress

Under federal regulations, students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.00 each term. A VA student, whose CGPA falls below a 2.00 at the end of any term, will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA students’ cumulative GPA is still below a 2.00 at the end of the second consecutive term of probation, the students VA educational benefits will be terminated. If there are mitigating circumstances for not meeting the standards of academic progress, veterans can submit an appeal to the Associate Provost office requesting continuance of VA education benefits. Once a student has been terminated for unsatisfactory progress, they will be required to attend at least one term on their own and attain a cumulative GPA of 2.00 before they will be able to apply for reinstatement of their VA education benefits. VA students in these situations should contact the campus VA office immediately for assistance in applying for reinstatement of their VA educational benefits.

Attendance Standards

Regular class attendance is required beginning with the first class meeting. “EXCESSIVE ABSENCES” is defined as being absent more than 15% of class meetings. However, instructors can establish a more rigorous attendance standard for their individual classes. If a veteran student exceeds the maximum authorized absences after the last date for withdrawal, the instructor must promptly notify the campus VA office by memorandum of the last date of attendance and assign the grade of “F” to those students. It is the policy of the Department of Veterans’ Affairs that veteran students who withdraw from a class after the established drop deadline or are administratively withdrawn will be required to repay all benefits received for those classes unless mitigating circumstances are determined as excusable by the Department of Veterans’ Affairs. The only exception to this policy is that the VA will allow students to withdraw one time for a maximum of six credit hours without having to furnish mitigating circumstances and/or repay benefits. Students receiving veteran’s benefits, who are reported as never attending a course, will be withdrawn from the class and benefits adjusted or rescinded.

Enrollment Policies/Procedures

Enrollment - Students are entitled to receive educational benefits only if pursuing an approved program of courses leading to a degree or vocational objective. Random selection of classes for VA payment is prohibited. Course work must be part of an approved program of study as reported to the VA. Deficiency/Developmental Classes. Deficiency/Developmental classes can be certified for VA benefits if it is documented by a college program advisor that the college accepted testing method reveals that secondary level training is needed for the student to reach a certain mastery level necessary for pursuit of a postsecondary program of education. The Deficiency/Developmental class must be taught in a classroom setting in order to be certified for it. The Veterans Affairs office cannot certify for a veteran to take an online or hybrid Deficiency/Developmental course. VA students who complete a developmental class before the end of the term will have their benefits reduced accordingly. The instructor will notify the VA Office by memorandum of the date course was completed.

Graduation Electives. During the graduation term when a student is taking the last course or courses required to graduate, a student may be permitted to select any number of non-related elective courses needed to maintain educational benefit allowances at the desired level of payment. This is the only time VA will pay for a course not required by a student’s program objective.

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<th>VA RATE</th>
<th>16 WK TERM CREDIT HRS</th>
<th>6 WK TERM CREDIT HRS</th>
<th>8 WK TERM CREDIT HRS</th>
<th>11/12 WK TERM CREDIT HRS</th>
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<tr>
<td>Full</td>
<td>12</td>
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<td>3 / 4</td>
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<td>Tuition</td>
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The Dual Enrollment Program enables qualified public and private school students in the 10th, 11th, and 12th grades to enroll in selected college and vocational credit courses offered by EFSC. Home education students may also participate provided that they are at least 15 years of age and no more than 18 years of age by the first day of the college term and in the equivalent of the 10th, 11th, or 12th grade. The postsecondary credits that dual enrollment students earn count toward both a college degree or certificate and a high school diploma.

Students may enroll in up to three postsecondary courses each in the fall and spring terms and two courses during the summer. Qualified 12th grade students who meet dual enrollment eligibility may be considered for full-time dual enrollment at EFSC in the spring term if recommended by the high school. Participants in full-time dual enrollment must take all coursework at EFSC and enroll in at least four courses totaling 12 or more credits.

New students must complete the EFSC admissions process and receive a letter of acceptance from the College prior to registering for the first time. The application process requires that students:

1. Attend a dual enrollment orientation
2. Submit the EFSC Application for Admission and an official high school transcript
3. Present scores from a state-approved college placement test, such as the ACT, CPT, PERT, or SAT if registering for a college credit class

Home school students must also provide verification annually that their home school program is in compliance with Florida Statute 1002.41. Private schools must have an articulation agreement in place with the College in order for their students to participate in the program.

At the time of registration students must provide to the college advisor the EFSC Dual Enrollment Registration Form completed by the high school documenting that the student meets the GPA requirement for the selected program of study. Minimum state cumulative unweighted high school GPA requirements include:

- 3.00 for the Associate in Arts Degree
- 2.50 for the Associate in Science Degree
- 2.50 for a College Credit Certificate
- 2.00 for a Postsecondary Adult Vocational Certificate

In accordance with Florida Statute 1007.271(2) EFSC exempts dual enrollment students from paying registration, tuition, and laboratory fees. The Brevard County School Board loans public school students required instructional material, but may not provide one-time use items such as workbooks and lab manuals. Private school and home education students pay for required textbooks and all other instructional materials.

To remain eligible in good standing for dual enrollment, students must meet the overall high school GPA requirement for the selected program of study and earn a term GPA of at least 2.0 in college coursework. In addition, students must exhibit responsible and appropriate behavior while at the College and comply with high school and College policies.

Unacceptable behavior may result in administrative action by the College including but not limited to withdrawal from a EFSC course or removal from the Dual Enrollment Program.

Early Admission
Early Admission is a form of dual enrollment that enables qualified public, private and home education students to enroll at EFSC instead of enrolling at their high school in the fall term of the 12th grade. Students accepted for Early Admission must register for at least 4 courses equaling a total of 12 credit hours or more each term and earn sufficient credits at the College to meet high school graduation requirements. They are expected to take all coursework at the College. Students whose term GPA falls below a 2.00 shall be withdrawn from Early Admission for academic reasons and returned to the high school program. Early admission participants are also expected to comply with all EFSC policies.

In addition to having completed the EFSC admissions process, Early Admission candidates must:

1. Present college-level scores on all sections of a state-approved college placement test
2. Meet the minimum state cumulative unweighted high school GPA requirement of 3.0
3. Submit the Early Admission Application and an official 11th grade transcript by the published application deadline
4. Have completed all subject area graduation requirements with the exception of:
   a) 1 credit each in English, math, science and social studies
   b) .5 credit in performing fine arts

In accordance with Florida Statute 1007.271(2) EFSC exempts dual enrollment students from paying registration, tuition and laboratory fees. The Brevard County School Board loans public school students required instructional material, but may not provide one-time use items such as workbooks and lab manuals. Private school and home education students pay for required textbooks and all other instructional materials.

To remain eligible in good standing for dual enrollment, students must meet the overall high school GPA requirement for the selected program of study and earn a term GPA of at least 2.0 in college coursework. In addition, students must exhibit responsible and appropriate behavior while at the College and comply with high school and College policies.

Unacceptable behavior may result in administrative action by the College including but not limited to withdrawal from a EFSC course or removal from the Dual Enrollment Program.
Honors Program

The Eastern Florida State College Honors Program offers students an opportunity to participate in an academic experience that will challenge them beyond the rigors of traditional classes. Honors Program students enjoy an environment of scholarly challenge, creative interaction, and intellectual stimulation through special sections of general education and elective courses. Students are actively involved in courses structured to provide an innovative approach to learning.

Honors Program Benefits
As a part of the Honors Programs, students enjoy a number of benefits:

- Small classes
- An environment promoting scholarly research as well as independent and critical thinking
- Honors Study/Resource Center (Melbourne and Titusville Campuses)
- Honors Travel Opportunities
- Special library privileges
- Recognition at graduation for Honors Diploma graduates and Honors Program Affiliates who have completed 9 or more hours of honors courses
- Convocation Dinner Reception for honors diploma and honors affiliate graduates

Admissions Requirements
To qualify for the Honors Program, students may submit an Honors Program application (available online) or students may ask a EFSC advisor to enroll them in honors courses. Applications are available online at the EFSC website. Click on “Student Life” and look for Honors Program on the dropdown menu. Interested students may also get an application from a student services specialist or from the Honors Program office on the Melbourne Campus Bldg. 1, Room 126. Advisors will verify qualifications before enrolling any student in honors courses. Applicants must meet and then keep one of the following requirements:

For students with no college experience or less than 12 hours of college credit:
- Have a high school GPA of 3.5 or above on a 4.0, unweighted scale or
- Have an SAT combined score of 1100 or above, or an ACT composite score of 26 or above or
- Have CPT or FELPT score of 100 or above on Sentence Skills and 97 or above in Reading or
- Have a PERT score of 116 or above in Sentence Skills and 100 or above in Reading

For students with 12 hours or more of college credit:
- Have a 3.5 cumulative GPA from at least 12 credit hours of college-level work (for students currently enrolled at EFSC; no more than 6 credit hours will be accepted for transfer from another accredited postsecondary school).

Additionally, students may not be enrolled in Honors classes and College Prep classes at the same time.

Program Options
Students may participate in the Honors Program as an Honors Student (seeking an Honors Diploma) or as an Honors Affiliate (simply seeking access to the Honors classes and program benefits). Both levels require that students meet the aforementioned qualifications for admission to the program.

Honors Students have the goal of completing a minimum of 18 credit hours of Honors classes and service-learning and leadership requirements while maintaining an overall GPA of at least 3.5 to receive an Honors Diploma. Honors Affiliates do not intend to complete 18 credit hours of courses, but would simply like the opportunity to take Honors classes. Admission requirements are the same, but Honors Affiliates are not required to complete 18 hours of Honors courses or perform the 20 hours of service. Transcripts, of course, will note the Honors classes. Maintenance of a 3.5 GPA is required.

Honors Diploma Graduation Requirements
- 3.5 or higher GPA
- 18 credit hours in Honors courses
- 20 hours of community service (through the Center for Service-Learning)

Completion of leadership requirements (may be met through completion of SLS 2261/SLS2261H or 48 hours of leadership experience approved through the Honors office.)
Honors Affiliates who have completed 9 or more hours of honors courses wear a blue/black honors tassel.

For more information or an application, call the Honors Program Associate Director (321) 433-5140.

Honors EFSC/UCF 2+2 Program at Cocoa
Students interested in completing their baccalaureate degree with UCF “University Honors” distinction may now do so through an agreement EFSC has with the Burnett Honors College. Upon completion of the A.A. degree and admission into UCF’s Burnett Honors College, EFSC students can transfer to University Honors at UCF when they submit the following information to the Burnett Honors College:
- A completed University Honors Application
- A transcript showing
  - 18 credit hours of Honors course work
  - 3.5 overall GPA
- A copy of the student’s EFSC Honors diploma.

Honors AA students who are admitted to University Honors under the articulation agreement are responsible for completing the University Honors upper division requirements as described under Program Requirements in the UCF catalogue. All lower division requirements must be met by the articulation agreement.

Phi Theta Kappa
Phi Theta Kappa’s mission is to both recognize and encourage the academic achievement of two-year college students and also provide opportunities for individual growth and development through participation in honors, leadership, service, and fellowship projects. To be eligible for membership, students must complete 12 or more college credits with a cumulative grade-point average of 3.5 or higher. Each of the four geographic campuses has a chapter of Phi Theta Kappa. Phi Theta Kappa Honor Society graduates wear gold colored stolex and tassels in recognition of their academic achievement.
Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Eastern Florida State College receives a request for access. A student should submit to the Registrar or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 responsibilities for the College.

Upon request, the school may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

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 20202-5901

See the list below of the disclosures that postsecondary institutions may make without consent. FERPA permits the disclosure of personally identifiable information (PII) from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the College’s state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an auditor evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3)) and §99.35

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
What Does This Mean?
When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records. Only the student may request access to his or her education records. Only the student may register for classes. The student may grant permission for a third party to do this only by signing a release form which specifies exactly who, what and when the designated person may access the student's information.

Non-directory Information
Non-directory information is personally identifiable information such as grades, transcripts, GPA and academic standing. The College does not release this information without written authorization from the student. If a student wishes to have any personally identifiable information regarding their educational record released, a “Permission to Release Educational Record Information” form must be completed by the student. The forms are available in the educational records office on either campus.

Possible Federal and State Data Collection and Use
As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expanded the circumstances under which student’s education records and PII contained in such records — including Social Security Number, grades, or other private information — may be accessed without consent. First, the U.S. comptroller general, the U.S. attorney general, the U.S. secretary of education, or state and local education authorities (Federal and State Authorities) may allow access to records and PII without consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student’s education records and PII without consent to researchers performing certain types of studies, in certain cases even when the College objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student’s PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without consent PII from a student’s education records, and they may track a student’s participation in education and other programs by linking such PII to other personal information about students that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Directory Information
Directory information means information contained in a student’s educational record that generally would not be considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, the College has established the following as directory information.

- Student name
- Degree of study
- Participation in officially recognized college activities
- Weight and height of members of athletic teams
- Terms of attendance
- Degrees and awards received

Although the above directory information may be available for release, the College does not routinely release such information to third parties. Information may appear in EFSC-generated documents such as the graduation commencement programs, EFSC publications, student IDs, and news releases of awards. EFSC e-mail addresses may be made available to students in distance learning environments where electronic communication between students is required. In addition, students’ names and addresses will be given to selected institutions of higher education for recruiting purposes and military branches in accordance with federal guidelines. Military branches also will be given phone numbers.

What is the procedure for limiting the release of directory information?
The College will honor the student’s request to restrict the release of directory information as stated previously. To withhold directory information, the student must complete a non-disclosure form in person at the Admission and Records office on any campus. The status of disclosure is binding and all records will be noted “confidential” until the status is changed by the student. No information will be released without prior written consent of the student.
Student Bill of Rights and Responsibilities

Eastern Florida State College students are both citizens and members of the academic community. As citizens, students enjoy freedom of speech, peaceful assembly, and the right to petition. As a member of the academic community, they are subject to the obligations which are theirs by virtue of this membership.

When students attend the College, they become subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all Board of Trustees' Policies and Procedures.

Student Code of Conduct
This code of conduct relates to all actions disruptive to the educational process and includes both physical and virtual educational communities and communications. Violation of the standard of conduct herein stated will be considered as a disciplinary matter and treated in accordance with procedures of due process and with respect of the right and welfare of all members of the college community. Standards of conduct for which students are subject to disciplinary action, such as suspension or expulsion from EFSC, include, but are not limited to, those described below:

1. Academic Dishonesty – Cheating, plagiarism and any other misrepresentation of work are prohibited. Students who are found to be in violation of this standard may receive severe sanctions including a failing grade in their respective course and, depending on the circumstances, possible expulsion from Eastern Florida State College.

2. Alcoholic Beverages (See #25 also) – Possession of alcoholic beverages is prohibited on the campuses of Eastern Florida State College and at any college-sponsored activity or event unless officially approved for a specific function by the President.

3. Animals – Animals are not permitted in any of the college facilities unless they are service dogs or animals that are part of an approved course or presentation. The college procedure for animal use on campus must be followed.

4. Arson – No student shall commit or aid in the intentional commission of an act which results in fire being ignited that causes damage or is intended to cause damage, to the property of the college or to the property of any other person.

5. Assault and/or Battery – No student shall threaten or inflict bodily harm or discomfort on another.

6. Breach of Peace – Conduct or expression on College owned or controlled property which disrupts the orderly functioning of the College or the delivery/reception of instruction which is lewd, indecent or obscene is prohibited. Cellular telephones and audible pagers should only be used outside of classrooms.

7. Children on Campus – Because of potential disruptiveness to the learning environment, non-enrolled children are not permitted to visit a class in session or a lab. Children will not be permitted to remain in the common areas of College buildings without adult supervision. No individual, adult or children are allowed to sit in a class for which they are not a registered student.

8. College-sponsored Activities and Events – Use of College facilities must have prior approval by the proper college authority. All College-sponsored activities and events are subject to any limitations and provisions established by the appropriate college official (i.e., outdoor concerts, student rallies, outside speakers).

9. Complicity – A student present during the commission of an act by another student which constitutes a violation of College policy may also be charged if the former student’s subsequent behavior constitutes support of the violation. Students witnessing any act(s) which constitute(s) a violation of College policy are required to report such incidents to the proper authorities. Confidentiality of the identity of students reporting violations will be maintained as it is not the intent of the college to burden innocent witnesses.

10. Conduct – Conduct or expression that is considered lewd, indecent or obscene is prohibited.

11. Contracting or Representation in the Name of the College – Students are prohibited from contracting in the name of Eastern Florida State College and may not claim to be official representatives of the College. Students will not endorse a product in a manner which implies an official endorsement by the College.

12. Cosmetology Prohibited Act – Student cosmetology services shall be performed only in the lab under the supervision of an instructor. All services must be approved in advance by the instructor. Services shall not be performed in restrooms, hallways, or other areas. Students are expected to adhere to the professional standards associated with licensure expectations. Florida Statute 477.0263 – Cosmetology services shall be performed only by licensed cosmetologists in licensed salons. Florida Statute 477.0265. Prohibited acts.

It is unlawful for any person to:

a. Engage in the practice of cosmetology or a specialty without an active license as a cosmetologist or registration as a specialist issued by the department pursuant to the provisions of this chapter.

b. Any person who violates any provision of this section commits a misdemeanor of the second degree, punishable as provided in §.775.082 or §.775.083.

13. Damage or Destruction of Property – Accidental damage, vandalism or malicious damage to property belonging to Eastern Florida State College or others may require restitution from the person responsible for such damage and/or disciplinary action.

14. Defamation, Threats and Extortion – Verbal or written communication that is considered threatening, defamatory or that could amount to extortion is prohibited.

15. Disruption – In accordance with F.S. 1006.61 (1): “Any person who accepts the privilege extended by the laws of this state of attendance at any public postsecondary educational institution shall, by attending such institution, be deemed to have given his or her consent to the policies of that institution, the State Board of Education, and the laws of this state. Such policies shall include prohibition against disruptive activities at public postsecondary educational institutions.”

Students who intentionally act to impair, interfere with or obstruct the orderly conduct, process and functions of the college, either on or off campus, shall be subject to appropriate disciplinary action by college authorities.

Disruptive conduct shall include, but not be limited to, the following:
a. Violence against or endangerment of any member or guest of the College community.
b. Deliberate interference with academic freedom and freedom of speech (including not only disruption of a class but also interference with the freedom of any speaker invited by any section of the College community to express his/her views).
c. Theft or willful destruction of college property.
d. Forcible interference with the freedom of movement of any member or guest of the college.
e. Obstruction of the normal process and activities essential to the College community. Orderly demonstrations of points of view by signs, etc., which are neither vulgar nor profane are not considered disorders.

16. Distribution or Sale of Literature or Goods – Distribution or sale of literature or goods on the campuses must be approved by the Associate Provost or Provost.

17. Dress and Appearance – Students are expected to maintain standards of personal appearance and dress which are conducive and appropriate to the maintenance of health, welfare and safety for themselves and for their associates in the community. Dress worn by students must be of sufficient quality and quantity to properly cover and protect the body, including shirt and shoes.

18. Duplication of Keys – Duplication of College keys is prohibited.

19. Failure to Pay Financial Obligations – The College may initiate disciplinary proceedings against a student who has allegedly refused to pay or failed to pay a debt he/she owes to the College. If a student fails to pay the College an amount due, disciplinary action may be initiated. College transcripts will not be issued to any student who has not satisfied all financial obligations to the College.

20. Falsification of Records – Falsification of College records, including, but not limited to, admission, registration, disciplinary and health records, by forgery or other means of deception, is prohibited.

21. Firearms, Weapons, Fireworks, Explosives – Students may not possess weapons while on College property. (Law enforcement officers who are identified as law enforcement officers are excluded). Weapons are defined as firearms, knives, explosives, flammable materials or any other items that may cause bodily injury or damage to property.

22. Gambling – Gambling is prohibited on the campuses of Eastern Florida State College.

23. Hazing – Hazing in any form on campus or at any College sponsored activity is prohibited.

24. Identification of Students – Students are required to present proper identification when requested by authorized College officials. Any misrepresentation, alteration or misuse of identification is prohibited.

25. Illegal Drugs and Controlled Substances – The College cannot protect students from state and federal drug abuse laws and will cooperate fully with law enforcement agencies. In accordance with Eastern Florida State College Policy: An applicant for admission to the college will be asked to sign a document to certify that he or she:

• Will not possess, sell, purchase, deliver, use, manufacture, distribute or be under the influence of illegal drugs, alcohol or other controlled substances while present on any Eastern Florida State College campus or in attendance at any college-sponsored event on or off campus.
• Will notify the College within five (5) days of any conviction for any offense relating to the possession, sale, purchase, delivery, use, manufacture or distribution of illegal drugs or controlled substances.

26. Intellectual Property Rights – The College promotes an academic environment that encourages and rewards the creative efforts and innovative spirit of its students. The College, therefore, does not claim ownership rights to the intellectual property created by students in the scope of their attendance except where the student has utilized substantial resources of the College in the development of the work that goes beyond resources commonly provided to students for production of publications or class projects. Intellectual property is meant to include both traditional forms of intellectual property such as student publications, class projects and student papers, as well as non-traditional intellectual property such as CD-ROMS, computer programs, TV courseware or other electronically recorded materials. All such intellectual property remains the property of the authoring student. However, the College retains an interest in said property by virtue of the College’s assistance and support for its development, production and dissemination and, therefore, shall have reasonable access to and use of the intellectual property for such purposes as student evaluation and reproduction in exercising their administrative duties.

27. Interference with College Guests – The College may initiate disciplinary actions for any interference with the freedom of movement of any guest of the college.

28. Misuse of Emergency Equipment – Fire escapes, designated ground-level doors, fire hoses, extinguishers and alarm equipment are to be used only in emergencies. Tampering with or misuse of these emergency devices, as well as blocking fire exits or impeding traffic in any way, is prohibited.

29. Obeying Reasonable Orders of College Officials – Students are required to comply with reasonable requests or orders by authorized College officials or representatives acting on the part of the College. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings.

30. Outside Speakers – Speakers may be invited to address a campus audience by a recognized student organization and the Student Government Association. These invitations must be approved by the Associate Provost or Provost.
31. **Public Laws** – Any act by a student which constitutes a charge of a violation of public law, occurring either on or off campus, may establish cause of legal and/or disciplinary action by the college.

32. **Providing False Information** – No student shall knowingly give false or perjured testimony in any college investigation or proceeding. No student shall knowingly give false information to a college official or show reckless disregard for truth.

33. **Recognition of Student Groups** – In order to be classified as a student organization, established, recognized procedures must be met and approved by the Associate Provost and Provost.

34. **Search and Seizure** – College officials may request the right to search lockers or personal property for suspicious cause. If necessary, local law enforcement may be contacted for follow up.

35. **Smoking** – Smoking is prohibited in all enclosed facilities of the College. Smoking is ONLY allowed in designated/posted areas on any campus.

36. **Theft or Other Abuse of Computer Time, including but not limited to:**
   a. Unauthorized entry into a file to use, read, change contents or for any other use.
   b. Unauthorized transfer of a file or unauthorized copying of licensed products.
   c. Unauthorized use of another individual’s identification and password.
   d. Use of computer facilities including laptop and wireless access to interfere with the work of another student, faculty member or college official.
   e. Use of computing facilities including laptop and wireless access to send obscene or abusive messages.
   f. Use of computer facilities including laptop and wireless access to interfere with the normal operations of the college computing system.
   g. Use of computing facilities including laptop and wireless access to download obscene materials.
   h. Violation of other established computer lab policies or laptop computer loan agreements.

37. **Theft, Unauthorized Possession and/or Sale of Property** – Students involved in theft, unauthorized possession and/or sale of property not belonging to them are subject to college disciplinary action as well as to arrest and prosecution by legal authorities. Students are required to make full restitution. Students in possession of property owned or controlled by the College (i.e., the bookstore, library, audio-visual department, athletic department) or by another person, without authorization or payment for such property, will be subject to College disciplinary action.

38. **Threat to any College Guest** – The active threat of violence against any guest of the College is strictly forbidden.

39. **Unauthorized Use of College Facilities** – The unauthorized use of, or entry into, any College facilities (i.e., classrooms, labs, athletic fields), whether by force or not, is prohibited.

40. **Use of College Mail Services** – Use of College mail services is limited to official business of the College or College-sponsored or approved College-related organizations. Students must receive approval from the campus Associate Provost Office in order to use College mail services.

41. **Use of Vehicles** – Riding bicycles in hallways, in buildings, or on walkways is prohibited. Motorized vehicles are prohibited in areas other than designated roadways and parking lots. Mopeds are classified as bicycles. Roller skating or skateboarding is prohibited on the campuses of Eastern Florida State College in any location or at times which, at the discretion of campus officials, constitute a pedestrian or motor traffic hazard or which imperil the health or safety of persons and property on the campus.

**EXCEPTION:** Motorized vehicles for handicapped persons may be used on walkways and in buildings.

42. **Violation of Probationary Status** – A student who is alleged to have violated the Code of Conduct, while being subject to disciplinary or final disciplinary probation, may be charged with the separate offense of violating disciplinary probation.

43. **Violations of Law** – Federal and state law, respective county and city ordinances, and all College and Board of Trustees rules and regulations will be strictly enforced.

### Student Appeal Procedures

**In-Class/Academic Issues Student Code of Conduct**

Alleged violations of the Student Code of Conduct are referred to the Associate Provost/Dean. Academic dishonesty includes conduct aimed at making false representation with respect to a student’s academic performance. Academic dishonesty includes but is not limited to: cheating; plagiarism or falsifying records; unauthorized collaboration in work to be presented; unauthorized access to the learning management system or allowing another individual to access one’s learning management system; stealing examinations or course materials, or knowingly and intentionally assisting another student to commit academic dishonesty. Please relay any questions about this policy to your professor and/or the Associate Provost / Dean’s office.

**Procedure for Academic Appeals**

Prior to submitting the formal appeal form, students must do the following, and in this order:

1. The academic student concern must be addressed as soon as possible in a non-confrontational manner with the appropriate faculty member.
2. If not resolved at this level, the student must contact the Department Chair or Program Coordinator/Manager to address the concern.
3. If not resolved through steps 1 and 2, the student may submit a formal appeal form with attached documentation to the Campus Associate Provost’s/Dean’s office for processing and resolution. Appeal forms, as well as additional information regarding the appeal process, are available through the campus Associate Provost’s/Dean’s office. **Appeals will only be accepted within two years from the date of the incident or issue on which the appeal is based.**
4. If not satisfied with the resolution at step 3, the student may request in writing, through the Associate Provost’s/Dean’s office, a review by the Provost. The request must be received within ten days of student notification of the resolution and must contain additional documentation that is pertinent to the appeal. The decision of the Provost is final.
5. If the student feels that the established procedures were violated, the student may request an administrative review by the Vice President of Academic Affairs/CLO. This is NOT a re-trial of the incident, but a procedural review. The request for administrative review must be made in writing through the Provost’s Office within five days of receiving notification of the resolution. The decision of the Vice President is final.
Administrative Appeal
Administrative issues include issues with administration, registration, late withdrawals due to medical problems or other extenuating circumstances.

Procedure for Administrative Appeals
1. Administrative student issues should be addressed as soon as possible with the appropriate staff member.

2. If not resolved through step 1, the student may submit a formal appeal form with attached documentation to the Campus Associate Provost's/Dean's office for processing and resolution. Appeal forms, as well as additional information regarding the appeal process, are available through the campus Associate Provost/Dean's office. Appeals will only be accepted within two years from the date of the incident or issue on which the appeal is based.

3. If not resolved at step 2, the student may request in writing, through the Associate Provost's/Dean's office, a review by the Provost. The request must be received within ten days of student notification of the resolution and must contain additional documentation that is pertinent to the appeal.

4. If not resolved at this level, the student may request, with additional documentation that is pertinent to the appeal, a review by a campus based appeal committee. This request must be in writing and received in the Associate Provost's/Dean's office no later than five days following the student's receipt of written notification in follow up to the appeal. This committee will make recommendations to the Provost. The decision of the Provost is final.

5. If the student feels that the established procedures were violated, the student may request an administrative review by Vice President. This is NOT a re-trial of the incident, but a procedural review. The request for administrative review must be made in writing through the Provost's Office within five days of receiving the written report stipulating the findings and sanctions. The decision of the Vice President is final.

Campus Appeal Committee for Administrative Appeals
A Campus Appeal Committee will be formed whenever there is a case to be heard. The Appeal Committee shall be composed of students, faculty and staff as appropriate. The Provost shall appoint the committee and establish the hearing date, time and place and communicate the same to the student, and committee. Committee members may not have direct knowledge or involvement in the incident leading to the appeal. Actions of the committee are decided by majority vote.

Disciplinary Sanctions
A list of disciplinary sanctions (F.S. 1006.62) that may be imposed in cases of violation of the Student Code of Conduct follows:

1. Expulsion. Mandatory separation from the College with no promise of future re-admission. A student who has been expelled is barred from enrolling at or visiting any of the campuses or centers of Eastern Florida State College. The Provost will present recommendations for expulsion to the President. Only the President may authorize an expulsion.

2. Suspension. Mandatory separation from the College for a period of time as specified in the order of suspension. A student who has been suspended is barred from enrolling at or visiting any of the campuses or centers of Eastern Florida State College during the suspension. The student may re-enroll at the College when the suspension order has elapsed. The Provost will present recommendations for suspension to the President. Only the President may authorize a suspension.

3. Temporary Suspension. The Associate Provost or Provost may temporarily suspend any student when: (1) the student is ordered by an administrator, officer or faculty member to cease or desist any activity which disrupts the orderly operation of the College and (2) the student persists in activity which is disruptive after receiving the warning and order. The Associate Provost or Provost shall determine whether or not the suspension shall continue until a hearing is held on the merits of the respective case. A student on temporary suspension is barred from visiting privileges and class attendance at any of the campuses or centers of Eastern Florida State College.

4. Final Disciplinary Probation. A disciplinary sanction serving notice to a student that the behavior is in flagrant violation of college standards and that the following conditions exist:
   a. The sanction is for the remainder of the student's attendance at the College.
   b. Another conviction of a violation of the College Code of Conduct will result in the imposition of the minimum sanction of suspension.

5. Disciplinary Probation. A disciplinary sanction serving notice to a student that the student's behavior is in serious violation of college standards and that continued enrollment depends upon the maintenance of satisfactory citizenship during the period of probation.

6. Disciplinary Censure. A disciplinary sanction serving notice to a student that the student's behavior has not met college standards. This sanction remains in effect for the duration of one complete semester. Future violations of the College Code of Conduct, if occurring while disciplinary censure is in effect, could result in more serious disciplinary sanctions.

7. Restitution. Reimbursement for damage to, or misappropriate use of, property of the College or other persons. Reimbursement may take the form of rendering repair or compensating for damages.

8. Restriction or Revocation of Privileges. Temporary or permanent loss of privileges, including, but not limited to, the use of a particular college facility or parking privileges.

Eastern Florida State College is committed to a policy of equal opportunity and equal access in all areas of the College, including the enrollment of students, and the employment of faculty and staff.
In accordance with Federal and State laws as well as Board Governance Policy [400.1], the College pledges nondiscrimination, equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, color, sex, sexual orientation, religion, national origin, race, ethnicity, political affiliation, marital status, veteran status, or physical or mental disability. Our pledge covers recruitment, admission, registration, financial help, counseling, advising, course offerings, extracurricular programs, facilities, health services, athletics, employment and its privileges and benefits. Responsibility for compliance to this policy is assigned to the Equity Coordinator.

Inquiries regarding the College’s Equal Opportunity Policies, including The Florida Educational Equity Act (s.1000.05), Title IX (sex discrimination), Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vocational Guidelines, and The Age Discrimination Act of 1975 may be directed to the Associate Vice President of Human Resources/Equity Officer, Cocoa Campus, Carver Administration, Building 2, Room103, 1519 Clearlake Road, Cocoa, Florida 32922; (321) 433-7080. Inquiries regarding veterans’ programs may be directed to the Office of Veterans Affairs, Student Services Center/Administration/Classroom, Building 1, Room 140, 3865 North Wickham Road, Melbourne, Florida 32935; (321) 433-5532 or the Office of Veterans Affairs, Ralph M. Williams Student Center, Building 11, Room 209, 1519 Clearlake Road, Cocoa, Florida 32922; (321) 433-7333.

The College has instituted procedures to provide a channel for the resolution of various types of problems or complaints by students and applicants for admission concerning College policies or College employees. Retaliatory action of any kind taken by an employee of the College against any student involved in any aspect of the grievance procedure is prohibited and shall be regarded as a separate and distinct grievous matter per College policy.

Students who feel that they have been injured in some fashion by unfair treatment (on the part of a College employee, or under any of the College policies, procedures, programs or activities) or by discrimination or harassment (on the basis of age, color, sex/sexual orientation, religion, national origin, race, political affiliation, marital status, veteran status, or physical or mental disability) have the right to initiate informal and (optionally) formal grievance procedures.

The informal procedure is intended to encourage a satisfactory resolution of the student’s complaint at the earliest possible point in time. Whereas such informal resolution is not attainable, the formal grievance provides a secondary route for the student to take.

Equal Access/Equal Opportunity

INFORMAL PROCESS. Students who believe that they have been injured in some fashion by discrimination or harassment should first seek to clarify the incident or resolve the issue through direct contact with either the alleged discriminating party (respondent) or the immediate supervisor of that party.

60 calendar days
The College allows a student who believes he/she has been discriminated or harassed a time limit of sixty (60) calendar days from the date of the alleged incident to file a complaint with the Associate Vice President/Equity and Diversity Officer. This will require that the student complete a grievance input form, identifying himself/herself, the respondent (alleged discriminating party), identifying the date and place of the alleged discriminatory action, describing the alleged incident and identifying the resolution sought.

10 business days
The Equity Officer or his/her alternate will contact the immediate supervisor and arrange for the immediate supervisor to attempt to resolve the differences between the two parties within ten (10) business days. The Equity Officer will monitor the progress of the grievance resolution and, if no satisfactory resolution is achieved, will escalate the matter to the Campus Associate Provost.

10 business days
The Campus Associate Provost has ten (10) business days to attempt to resolve the differences between the aggrieved student and the respondent. The campus Associate Provost may also consult the immediate supervisor of the respondent. The Campus Associate Provost and the Equity Officer will document the case, including the allegation, the settlement attempts, and any resolution reached and provide copies of this memorandum to the immediate supervisor of the alleged discriminating party, to the Campus Provost, and to the Campus Associate Provost.

FORMAL PROCESS. If the informal process does not resolve the issue, the aggrieved student may request that his/her grievance be forwarded to the Campus Provost as a formal written complaint.

10 business days
The Equity Officer will forward the complaint/grievance information to the Campus Provost. He/she has ten (10) business days to resolve this matter.

15 business days
The Equity Officer or his/her alternate will convene a three-member Hearing Panel consisting of one person each from complainant peer group, respondent peer group, and College administration. Appointed members of the Hearing Panel shall be limited to full-time employees and full-time students. The Hearing Panel shall convene the hearing, calling together the interested parties, witnesses and other parties deemed necessary as advisors. Only the appointed members of the Panel will vote on the recommendation to be made. They have a total of fifteen (15) business days from the time the Campus Provost acted upon the complaint to develop a recommendation.
5 business days
After the close of the hearing, the Equity Officer will prepare a report outlining each issue the panel considered; summaries of important evidence brought to bear on the issue; conclusions, and recommendations as to action, and present it to the College President within five (5) business days.

5 business days
Within five (5) business days, the President will make a final decision in the case, and forward a copy of the final decision to the Equity Officer who will contact the student and all involved parties including the supervisor of the alleged discriminator, the Campus Associate Provost and the Campus Provost.

APPEAL PROCESS. If the student is not satisfied with the decision of the Hearing Panel, he/she must contact the Equity Officer in writing to request an appeal within five (5) business days of student’s receipt of reported findings.

The Equity Officer will forward the appeal request and case file to the President within five (5) business days of receipt of student's appeal.

The President will make the final determination within five (5) business days of receipt of the appeal from the Equity Officer. Within five (5) business days of receiving the President’s decision The Equity Officer will inform the student and respondent of the President’s decision in writing.

CONFIDENTIALITY. Due to the nature of the allegation and information received, all information regarding harassment will be kept in confidence to the greatest extent practicable and appropriate under the circumstances. The Equity Officer or his/her alternate, who will conduct the investigation, may require the cooperation of other students or employees at the College. Only those individuals necessary for the investigation and resolution of the complaint shall be given information regarding the situation in question. The College cannot, however, guarantee that the identity of the complainant will be concealed from the accused harasser. When reasonable, the College will consider requests for separation of the primary parties during the investigation.

In order to ensure that a complete investigation of harassment claims can be conducted, it may be necessary for the College to disclose to others portions of the information provided by the complainant. The College will make every effort to honor any complainant’s or respondent’s request that the College not disclose certain information provided, consistent with the College’s obligation to identify and to correct instances of harassment, including sexual harassment. All parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

OTHER PROCEDURES. In accordance with Federal and State laws as well as College Policy, Eastern Florida State College has established grievance/complaint procedures for College Faculty and Staff to follow as well as these student procedures. Grievance procedures for Faculty and Staff can be found on the Eastern Florida State College Intranet Web site or by contacting the Associate Vice President/Equity Officer, Cocoa Campus, Carver Administration, Building 2, Room 103, 1519 Clearlake Road, Cocoa, Florida 32922.
Our services include:

- Career Exploration/Coaching
- Professional Development Workshops
- Internships
- On-Campus Job Recruitment

- Job Search/College Central Network
- Job Fairs
- Career Shadowing

For further information on our services:

**Cocoa Campus**
1519 Clearlake Road
EFSC/UCF Joint Use Library (Bldg. 12) Room 307
321.433.7744

**Palm Bay Campus**
250 Community College Parkway
Library/Science Building (Bldg. 2) Room 163A
321.433.7503

**Melbourne Campus**
3665 North Wickham Road
Betty B. Parrish Student Center (Bldg. 10) Room 112
321.433.5571

**Titusville Campus**
1311 North US Highway #1
Student Center (Bldg. 3) Room 121
321.433.7513

www.easternflorida.edu • (321) 632-1111
EFSC Programs and Admission Requirements
Following is a list of degree and certificate programs offered during the 2013-2014 academic year.

<table>
<thead>
<tr>
<th>Major Code</th>
<th>Program Description</th>
<th>Standard HS Diploma or Equivalent</th>
<th>Limited Access Program**</th>
<th>Eligible for Financial Aid</th>
</tr>
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<tbody>
<tr>
<td>OMBS</td>
<td>Organizational Management</td>
<td>Associate*</td>
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Associate in Arts (A.A.)

<table>
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<tr>
<th>Major Code</th>
<th>Program Description</th>
<th>Standard HS Diploma or Equivalent</th>
<th>Limited Access Program**</th>
<th>Eligible for Financial Aid</th>
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<tbody>
<tr>
<td>GENR</td>
<td>General A.A. Degree</td>
<td>Yes</td>
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Associate in Science Degree Programs (A.S.)

<table>
<thead>
<tr>
<th>Major Code</th>
<th>Program Description</th>
<th>Standard HS Diploma or Equivalent</th>
<th>Limited Access Program**</th>
<th>Eligible for Financial Aid</th>
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</thead>
<tbody>
<tr>
<td>ATAS</td>
<td>Aerospace Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
</tr>
<tr>
<td>BUAS</td>
<td>Business Administration</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
</tr>
<tr>
<td>CIAS</td>
<td>Computer Information Technology (Computer Information Admin)</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
</tr>
<tr>
<td>CPAS</td>
<td>Computer Programming and Analysis</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
</tr>
<tr>
<td>CRAS</td>
<td>Crime Scene Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
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<tr>
<td>CIAS</td>
<td>Criminal Justice Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
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<tr>
<td>DMAS</td>
<td>Dental Assisting Technology and Management</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
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<tr>
<td>DHAS</td>
<td>Dental Hygiene</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
</tr>
<tr>
<td>DTAS</td>
<td>Digital Television/Digital Media Production</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
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<tr>
<td>DRAS</td>
<td>Drafting and Design Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
</tr>
<tr>
<td>CCAS</td>
<td>Early Childhood Education</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
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<tr>
<td>EMAS</td>
<td>Emergency Medical Services</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
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<tr>
<td>ETAS</td>
<td>Engineering Technology</td>
<td>Yes</td>
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<tr>
<td>FRAS</td>
<td>Fire Science Technology</td>
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<tr>
<td>GDAS</td>
<td>Graphics Technology</td>
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<tr>
<td>HIAS</td>
<td>Health Information Technology</td>
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<tr>
<td>INAS</td>
<td>Interior Design Technology</td>
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<tr>
<td>MLAS</td>
<td>Medical Laboratory Technology</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
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<tr>
<td>CNAS</td>
<td>Networking Services Technology (Network Administrator)</td>
<td>Yes</td>
<td>CPT</td>
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<tr>
<td>NUAS</td>
<td>Nursing RN</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
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<tr>
<td>OFAS</td>
<td>Office Administration</td>
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<td>CPT</td>
<td>Yes</td>
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<tr>
<td>LGAS</td>
<td>Paralegal Studies (Legal Assisting)</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
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<tr>
<td>RDAS</td>
<td>Radiography</td>
<td>Yes</td>
<td>CPT</td>
<td>Yes</td>
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<tr>
<td>VTAS</td>
<td>Veterinary Technology</td>
<td>Yes</td>
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Applied Technology Diploma Programs (A.T.D.)

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<tr>
<th>Major Code</th>
<th>Program Description</th>
<th>Standard HS Diploma or Equivalent</th>
<th>Limited Access Program**</th>
<th>Eligible for Financial Aid</th>
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<tr>
<td>DATD</td>
<td>Dental Assisting</td>
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<td>CPT</td>
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<td>EMTD</td>
<td>Emergency Medical Technician - Basic</td>
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<td>TABE</td>
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College Credit Certificates (C.C.C.)

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<tr>
<th>Major Code</th>
<th>Program Description</th>
<th>Standard HS Diploma or Equivalent</th>
<th>Limited Access Program**</th>
<th>Eligible for Financial Aid</th>
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<tr>
<td>AACC</td>
<td>Accounting Technology Management</td>
<td>Yes</td>
<td>CPT/M</td>
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<tr>
<td>AOCC</td>
<td>Accounting Technology Operations</td>
<td>Yes</td>
<td>CPT/M</td>
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<tr>
<td>ASCC</td>
<td>Accounting Technology Specialist</td>
<td>Yes</td>
<td>CPT/M</td>
<td>No</td>
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<tr>
<td>AECC</td>
<td>Alternative Energy Systems Specialist</td>
<td>Yes</td>
<td></td>
<td></td>
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<td>ATCC</td>
<td>Applied Technology Specialist</td>
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<tr>
<td>AFCC</td>
<td>AutoCAD Foundations</td>
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<td>BDCC</td>
<td>Broadcast Production</td>
<td>Yes</td>
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<tr>
<td>BMCC</td>
<td>Business</td>
<td>Yes</td>
<td>CPT/M</td>
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<td>CMCC</td>
<td>Child Care Center Management</td>
<td>Yes</td>
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<td>CHDI</td>
<td>Child Development Early Intervention</td>
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<td>Composite Fabrication and Testing</td>
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<td>Computer Programming</td>
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<td>Computer Specialist</td>
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<td>Drafting</td>
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<td>EDCC</td>
<td>Educational Assisting</td>
<td>Yes</td>
<td>CPT/WR</td>
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<td>ESSC</td>
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<td>ENCC</td>
<td>Entrepreneurship</td>
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</table>

B-Palm Bay C-Cocoa M-Melbourne T-Titusville

EASTERN FLORIDA STATE COLLEGE

56
EFSC Programs and Admission Requirements - continued

<table>
<thead>
<tr>
<th>Major Code</th>
<th>Program Description</th>
<th>Standard HS Diploma or Equivalent</th>
<th>Limited Access Program**</th>
<th>Eligible for Financial Aid</th>
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<tbody>
<tr>
<td>EOCC</td>
<td>Entrepreneurship Operations</td>
<td>Yes</td>
<td>Yes</td>
<td>CPT/R</td>
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<td>DPCC</td>
<td>Graphic Design Production</td>
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<td>Yes</td>
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<td>DSCC</td>
<td>Graphic Design Support</td>
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<td>HDCC</td>
<td>Help Desk Specialist (Information Technology Support Specialist)</td>
<td>Yes</td>
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<td>HSCC</td>
<td>Home Staging Specialist</td>
<td>Yes</td>
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<td>HRCC</td>
<td>Human Resources Administrator</td>
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<td>INCC</td>
<td>Infant/Toddler Specialization</td>
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<td>No</td>
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<td>ITCC</td>
<td>Information Technology Technician</td>
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<td>Yes</td>
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<td>MPCC</td>
<td>Interactive Media Production</td>
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<td>MSCC</td>
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<td>KBCC</td>
<td>Kitchen and Bath Specialization</td>
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<td>Yes</td>
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<td>CDCC</td>
<td>Medical InformationCoder/Biller</td>
<td>Yes</td>
<td>Yes</td>
<td>CPT/R</td>
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<td>OSCC</td>
<td>Office Specialist</td>
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<td>OACC</td>
<td>Oracle Certified Database Administrator</td>
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<td>PARA</td>
<td>Paramedic</td>
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<td>Photography</td>
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<td>PSCC</td>
<td>Preschool Specialization</td>
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<td>SWCC</td>
<td>Scientific Workplace Preparation</td>
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<td>CPT</td>
<td>Yes</td>
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<td>TVCC</td>
<td>Television Studio Production</td>
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<td>WDCC</td>
<td>Web Development Specialist</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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</tbody>
</table>

**Limited Access or special application process required - contact the department for more specific information.

**Selected courses for these programs may be offered online or on the designated campus(es).

This supplement supercedes all others. Effective date: July 2013

Eastern Florida State College

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Eastern Florida State College
# Bachelor of Applied Science Degree

## Organizational Management – Code: OMBS

**BAS Specialization in General Business – Code: OMBSBUMG**

**BAS Specialization in Healthcare Management – Code: OMBSHCMG**

This program is designed to provide the skills and knowledge necessary to enter the workforce in a management level position in a wide variety of fields. Students who have completed or who are in the last semester of coursework needed to complete an Associate in Science or an Associate in Arts degree may apply. Students may select one of two specializations. All BAS degrees require completion of Florida's standard baccalaureate degree requirements (36 hours of General Education and demonstration of foreign language competence). Contact the BAS Program Specialist at BAS@easternflorida.edu for more information.

For **A.S. degree students**: Most A.S. degrees include 15 credits in general education. Therefore once admitted to the BAS program, A.S. students who have not completed required general education requirements will need to continue to take general education credit hours. These credits will be considered part of the remaining general education, upper division portion of the 60 credits required for the BAS degree. Work with the BAS Program Specialist to review the general education requirements.

For **A.A. degree students**: Once admitted to the BAS program, A.A. students will need to take 21 credit hours of appropriate technical concentration courses. Students must work with the BAS Program Specialist for proper technical course selection. Technical concentration courses will be considered part of the technical concentration, upper division portion of the 60 credits required for the BAS degree.

## Planning Guide

<table>
<thead>
<tr>
<th>Credits Needed</th>
<th>Associate Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>60</strong></td>
<td>BAS Upper Division Credit Requirements</td>
</tr>
<tr>
<td><strong>60</strong></td>
<td>Technical Concentration (for A.A. degree students)</td>
</tr>
<tr>
<td><strong>21</strong></td>
<td>Or General Education (for A.S. students)</td>
</tr>
<tr>
<td><strong>24</strong></td>
<td>BAS Organizational Management – Required Core</td>
</tr>
<tr>
<td><strong>15</strong></td>
<td>Select the Specialization that best fits your career goals</td>
</tr>
<tr>
<td><strong>60</strong></td>
<td>Total BAS Upper Division Credits</td>
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<table>
<thead>
<tr>
<th>Credits Needed</th>
<th>Specialization in General Business</th>
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<tbody>
<tr>
<td><strong>3</strong></td>
<td>MAN 4162 Customer Relations for Managers</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>MAN 4504 Operational Decision Making</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>MAN 4583 Project Management</td>
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<tr>
<td><strong>3</strong></td>
<td>MAN 4891 Strategic Management and Decision Making</td>
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<td>MAN 4900 Capstone – Management and Leadership</td>
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**OR**

<table>
<thead>
<tr>
<th>Credits Needed</th>
<th>Specialization in Healthcare Management</th>
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<tbody>
<tr>
<td><strong>3</strong></td>
<td>HSA 3111 US Healthcare Systems</td>
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<tr>
<td><strong>3</strong></td>
<td>HSA 3180 Healthcare Administrative Management</td>
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<tr>
<td><strong>3</strong></td>
<td>HSA 3191 Healthcare Automation and Technology</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>HSA 4383 Quality Improvement in Healthcare</td>
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<td><strong>3</strong></td>
<td>HSA 4850 Capstone Healthcare Management</td>
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</table>

<table>
<thead>
<tr>
<th>Credits Needed</th>
<th>Total BAS Upper Division Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>60</strong></td>
<td>Associate Degree (Lower Division) Credits</td>
</tr>
<tr>
<td><strong>60</strong></td>
<td>Total BAS Credits Required</td>
</tr>
<tr>
<td><strong>120</strong></td>
<td>Total BAS Credits Required</td>
</tr>
</tbody>
</table>

**Foreign Language is a graduation requirement**: Successfully complete the Florida foreign language requirement: two years high school or one year of college (at least eight credits) in a single foreign language. American Sign Language is acceptable. Foreign language taken at the college level does not satisfy the General Education or Technical Concentration upper division credits.
ASSOCIATE IN ARTS DEGREE

Associate in Arts Degree - University Parallel Program -
The Associate in Arts Degree (A.A.) is a university parallel degree designed for students who intend to earn a bachelor's degree from a four-year college or university. The A.A. degree is comparable to the freshman and sophomore years (lower division) of a university program and requires a total of 60 college-level credit hours for completion.

Within the 60 credit hours, students must successfully complete 36 credit hours of general education courses from within the subject areas of communications, mathematics, humanities, behavioral/social sciences, and natural sciences.

The remaining 24 credit hours are electives. It is essential that students work closely with an academic advisor to choose electives required for their intended major at the university or college baccalaureate degree program. To transfer into junior level work in a specific major, students must have completed the common program prerequisites for their selected degree.

Foreign Language
EFSC does not have a foreign language requirement for the A.A. degree. However, the state university system and the Bachelor of Applied Science degree does have a foreign language requirement for admission. Successfully completing two consecutive courses in the same language at the high school or at the community college will satisfy that requirement.

Transfer Student Bill of Rights
Students who graduate from Florida colleges (previously known as community colleges) with an AA degree are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. Admission to one of the 11 state universities, except to limited access programs;
2. Acceptance of at least 60 semester hours by the state universities;
3. Adherence to the university requirements, based on the catalog in effect at the time the student first enters a Florida college, provided the student maintains continuous enrollment;
4. Transfer of equivalent courses under the Statewide Course Numbering System;
5. Acceptance by the state universities of credits earned in accelerated programs (e.g., CLEP, Dual Enrollment, AP, IB, and AICE);
6. No additional general education requirements;
7. Advance knowledge of selection criteria for limited access programs; and
8. Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right to appeal at the college level. If the denial is upheld at the college level and there is still a question of potential violation of the Statewide Articulation Agreement, the student may contact the Office of Articulation for assistance. The Office of Articulation, in consultation with the Articulation Coordinating Committee, will review and attempt to resolve all student transfer difficulties.

Graduation Requirements for the Associate in Arts Degree
Responsibility for meeting the requirements of graduation rests with the student. The Associate in Arts Degree is awarded to those students who have:

- Satisfactorily completed a prescribed course of study totaling 60 semester hours that include 36 semester hours of general education course work and 24 hours of elective credit;
- Completed at least 25% (15 hours) of the college credit hours through Eastern Florida State College;
- Achieved a "C" or higher in all courses used to fulfill communications, mathematics, humanities and social/behavioral sciences general education requirements;
- Achieved a cumulative GPA of 2.00 or higher in all college work attempted;
- An "I" received in term of graduation is calculated as an "F" grade for purposes of computing the student's GPA for graduation;
- Filed an Intent to Graduate Application and paid the graduation fee;
- Submitted all outstanding transcripts and removed all financial obligations to the college. Final transcript and diploma will not be released until student has removed all financial obligations to the college.

Grade Forgiveness
A course repeated after the conferral of the A.A. degree at EFSC may not be used to forgive the equivalent course taken prior to the award of the degree.

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

All students whose educational plan may include earning a bachelor’s degree should make every effort to enroll in and successfully complete those courses that are required for the intended major on their first attempt. Florida College System students intending to transfer to a state university 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. –Published by Florida College System, May 18, 2012
Diversity-Infused Courses
Eastern Florida State College recognizes that learning communities are comprised of and enriched by people of many ethnicities and cultures. Promoting awareness, acceptance, and tolerance by studying diversity issues are goals of the general education curriculum at Eastern Florida College. Designated in the course listings and descriptions are courses designed to explore the diverse backgrounds of individuals in one or more of the following areas: race/ethnicity, gender, social class/caste, religion, age, sexual orientation, and physical/mental ability. Students are encouraged to broaden their knowledge of diversity by including a wide range of these courses in their chosen programs of study. Specific requirements depend on intended major at the university – see an advisor.

College-Level Communication and Computation Skills
Implementation of Florida State Board of Education Administrative Rule 6A-10.030 – Other Assessment Procedures for College-Level Communication and Computation Skills
In compliance with Florida State Board of Education Administrative Rule 6A-10.030, the College has established Gordon Rule standards through designated courses in communications, the humanities, social sciences, and behavioral sciences. This strategy will continue the College’s tradition of using a writing-across-the-curriculum approach in its degree programs.

Successful placement scores and/or other prerequisites are required for enrollment in all Gordon Rule writing courses. A minimum grade of “C” is required in all Gordon Rule courses.

Gordon Rule & Writing across the Curriculum
Course Options
Students must complete six credits from the following courses with a grade of “C” or higher. Honors sections of these courses will also satisfy the requirements.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Communications 1</td>
</tr>
<tr>
<td>ENC 1101H</td>
<td>Honors Communications 1</td>
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<tr>
<td>ENC 1102</td>
<td>Communications 2</td>
</tr>
<tr>
<td>ENC 1102H</td>
<td>Honors Communications 2</td>
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Gordon Rule Courses
Students must complete six credits from the following courses with a grade of “C” or higher. **Check the degree requirements for credits required by area.**

<table>
<thead>
<tr>
<th>Course Number</th>
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<tbody>
<tr>
<td>AMH 2010</td>
<td>US History to 1877</td>
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<tr>
<td>AMH 2010H</td>
<td>Honors US History to 1877</td>
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<tr>
<td>AMH 2020</td>
<td>US History since 1877</td>
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<td>ARH 2050</td>
<td>Art History and Criticism Survey 1: Prehistory through Late Medieval</td>
</tr>
<tr>
<td>ARH 2051</td>
<td>Art History and Criticism Survey 2: Early Renaissance to 20th Century</td>
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<tr>
<td>CLP 1001</td>
<td>Human Adjustment 1</td>
</tr>
<tr>
<td>EUH 1000</td>
<td>Western Civilization to 1648</td>
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<tr>
<td>EUH 1001</td>
<td>Western Civilization Since 1648</td>
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<tr>
<td>HUM 1020</td>
<td>Introduction to the Humanities</td>
</tr>
<tr>
<td>HUM 2211</td>
<td>Humanities Survey: Ancient through Byzantine Culture</td>
</tr>
<tr>
<td>HUM 2211H</td>
<td>Honors Humanities Survey: Ancient through Byzantine Culture</td>
</tr>
<tr>
<td>HUM 2230</td>
<td>Humanities Survey: Byzantine through Enlightenment</td>
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<tr>
<td>HUM 2230H</td>
<td>Honors Humanities Survey: Byzantine through Enlightenment</td>
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<tr>
<td>HUM 2249</td>
<td>Humanities Survey: Enlightenment through the 21st Century</td>
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<td>HUM 2249H</td>
<td>Honors Humanities Survey: Enlightenment through the 21st Century</td>
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<td>HUM 2270</td>
<td>Humanities in Latin America, Africa, and the Eastern World</td>
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<td>HUM 2390</td>
<td>Themes in the Humanities</td>
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<td>HUM 2740</td>
<td>Humanities Study Abroad</td>
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<td>ISS 1011</td>
<td>Social Science Survey 1</td>
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<tr>
<td>ISS 1012</td>
<td>Social Science Survey 2</td>
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<tr>
<td>ISS 1200</td>
<td>Introduction to International Studies</td>
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<td>MUL 2010</td>
<td>Survey of Music Literature</td>
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<td>PHI 2010</td>
<td>Introduction to Philosophy</td>
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<td>PHI 2010H</td>
<td>Honors Problems of Philosophy</td>
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<td>POS 2041</td>
<td>American National Government</td>
</tr>
<tr>
<td>POS 2112</td>
<td>State and Local Government</td>
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<td>PSY 2012</td>
<td>General Psychology 1</td>
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<td>PSY 2012H</td>
<td>Honors General Psychology 1</td>
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<td>REL 2300</td>
<td>World Religions</td>
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<td>REL 2300H</td>
<td>Honors - World Religions</td>
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<td>SOW 2054</td>
<td>Community Involvement</td>
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<td>SOW 2054H</td>
<td>Honors Community Involvement</td>
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<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
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<tr>
<td>SPC 2608H</td>
<td>Honors Fundamentals of Speech Communication</td>
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<td>SYG 2000</td>
<td>Introduction to Sociology</td>
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<tr>
<td>SYG 2000H</td>
<td>Honors Introduction to Sociology</td>
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<tr>
<td>THE 1100</td>
<td>History of the Theatre 1</td>
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Students must complete a minimum of six credits from the following mathematics courses with a grade of “C” or higher. **Honors sections of these courses will also satisfy the requirements.**

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<th>Course Number</th>
<th>Course Title</th>
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<td>MAC 1105</td>
<td>College Algebra</td>
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<td>MAC 1114</td>
<td>College Trigonometry</td>
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<tr>
<td>MAC 1140</td>
<td>Precalculus Algebra</td>
</tr>
<tr>
<td>MAC 1147</td>
<td>Precalculus Algebra/Trigonometry</td>
</tr>
<tr>
<td>MAC 1233</td>
<td>Essentials of Calculus</td>
</tr>
<tr>
<td>MAC 1311</td>
<td>Calculus 1 with Analytic Geometry</td>
</tr>
<tr>
<td>MAC 1311H</td>
<td>Honors Calculus 1 with Analytic Geometry</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Calculus 2 with Analytical Geometry</td>
</tr>
<tr>
<td>MAC 2312H</td>
<td>Honors Calculus 2 with Analytical Geometry</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Calculus 3 with Analytic Geometry</td>
</tr>
<tr>
<td>MAD 2104</td>
<td>Discrete Mathematics</td>
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<tr>
<td>MAP 2302</td>
<td>Differential Equations</td>
</tr>
<tr>
<td>MAS 2103</td>
<td>Linear Algebra</td>
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<tr>
<td>MGF 1106</td>
<td>Math For Liberal Arts 1</td>
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<tr>
<td>MGF 1107</td>
<td>Math for Liberal Arts 2</td>
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<tr>
<td>STA 2023</td>
<td>Statistics</td>
</tr>
<tr>
<td>STA 2023H</td>
<td>Honors Statistics</td>
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</table>
General Education Courses

The College has identified the following courses as General Education Courses in compliance with Florida State Board of Education Administrative Rule 6A-10.024 (3)(a), which states the following:

"Each public postsecondary institution shall establish a general education core curriculum, which shall require thirty-six (36) semester hours of communication, mathematics, social sciences, humanities, and natural sciences for students working toward a baccalaureate degree."

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Discipline</th>
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</thead>
<tbody>
<tr>
<td>MAC 2312</td>
<td>Calculus 2 with Analytic Geometry</td>
<td>Mathematics</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Calculus 3 with Analytic Geometry</td>
<td>Mathematics</td>
</tr>
<tr>
<td>MAC 2312H</td>
<td>Honors Calculus 2 with Analytical Geometry</td>
<td>Mathematics</td>
</tr>
<tr>
<td>MAD 2104</td>
<td>Discrete Mathematics</td>
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<td>MAP 2302</td>
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<td>Mathematics</td>
</tr>
<tr>
<td>MAS 2103</td>
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<tr>
<td>STA 2023</td>
<td>Statistics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>STA 2023H</td>
<td>Honors Statistics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>AST 1002</td>
<td>Introduction to Astronomy</td>
<td>Natural Science</td>
</tr>
<tr>
<td>AST 1002H</td>
<td>Honors Introduction to Astronomy</td>
<td>Natural Science</td>
</tr>
<tr>
<td>BOTC 1010</td>
<td>Botany</td>
<td>Natural Science</td>
</tr>
<tr>
<td>BSCC 1005</td>
<td>Fundamentals of Biology</td>
<td>Natural Science</td>
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<td>General Biology</td>
<td>Natural Science</td>
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<td>Microbiology</td>
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<td>CHML 4060</td>
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<td>Western Civilization Since 1648</td>
<td>Social Science</td>
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<td>Health Analysis and Improvement</td>
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<td>CHML 4068</td>
<td>Social Science Survey 2</td>
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<tr>
<td>CHML 4069</td>
<td>Intro to International Studies</td>
<td>Social Science</td>
</tr>
<tr>
<td>CHML 4070</td>
<td>American National Government</td>
<td>Social Science</td>
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<tr>
<td>CHML 4071</td>
<td>State and Local Government</td>
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</tr>
<tr>
<td>CHML 4072</td>
<td>Community Involvement</td>
<td>Social Science</td>
</tr>
</tbody>
</table>
ASSOCIATE IN ARTS DEGREE

GENERAL EDUCATION REQUIREMENTS

ALL NEW (first time in college) STUDENTS must take an entry-level placement test prior to registration. Students who have scores from ACT or SAT within the last two years may use those scores for placement, and must provide an official copy of the test scores. Students who have been awarded an associate's degree or higher from a regionally accredited school are exempt from placement testing. Official transcripts must be presented for exemption.

- Completion of appropriate 60 semester hours with a GPA of 2.00 or higher. Included are the General Education requirements (36 credits) and elective courses (24 credits). Courses noted with a superscript “G” (i.e., ³) are Gordon Rule courses and a grade of “C” or higher is required to satisfy requirements.
- Specific requirements depend on area of concentration – see an advisor.
- Honors courses will satisfy requirements in their related areas.

REQUIRED PREP COURSES

I COMUNICATIONS (9 credit hours)

Students must complete all three (3) of the following:

- ENC 1101 G Communications 1 3
- ENC 1102 G Communications 2 3
- SPC 2608 G Fundamentals of Speech Communications 3

II MATHEMATICS A minimum of 6 credit hours from the following list, successfully completed with a grade of “C” or higher.

NOTE: All prerequisites must be observed.

Students should select courses with a thorough understanding of the mathematics requirements for their particular upper division major at the transfer university of choice. See an advisor.

- MAC 1105 G College Algebra 3
- MAC 1114 G College Trigonometry 3
- MAC 1140 G Precalculus Algebra 3
- MAC 1147 G Precalculus Algebra/Trigonometry 5
- MAC 1233 Essential Calculus 3
- MAC 2211 G Calculus 1 with Analytic Geometry 5
- MAC 2312 G Calculus 2 with Analytic Geometry 5
- MAC 2313 G Calculus 3 with Analytic Geometry 5
- MAD 2104 G Discrete Mathematics 3
- MAP 2302 G Differential Equations 3
- MAS 2103 G Linear Algebra 3
- MGF 1106 G Math for Liberal Arts 1 3
- MGF 1107 G Math for Liberal Arts 2 3
- STA 2023 G Statistics 3

MAT 1033 Intermediate Algebra may be required as a prerequisite. The course will satisfy elective credits only.

III NATURAL SCIENCE

PLAN A (7 credit hours)

Life/Biological Science: 4 credits and Physical Science: 3 credits

PLAN B: Complete 8 credit hours of sequential Chemistry or Physics courses with labs. Specifically, CHM 1045 and CHM 1046 and labs, or CHM 2210 and CHM 2211 and labs, or PHY 2048 and PHY 2049 and labs, or PHYC 2053 and PHYC 2054

LIFE/BIOLOGICAL SCIENCE

- BOTC 1010 Botany 4
- BSCC 1005 Fundamentals of Biology 4
- BSCC 1010 General Biology 4
- BSCC 1011 General Biology 2 4
- BSCC 1004 Survey of Human Anatomy & Physiology 4
- BSCC 2093 Human Anatomy & Physiology 1 4
- BSCC 2094 Human Anatomy & Physiology 2 4
- MCBC 2010 Microbiology 4
- OCBC 2010 Marine Biology 4
- ZOOC 1010 Zoology 4

PHYSICAL SCIENCE

- AST 1002 Astronomy 3
- CHM 1025 College Chemistry with Lab 3
- CHM 1045 General Chemistry 1 with Lab 4
- CHM 1046 General Chemistry 2 with Lab 4
- CHM 2210 Organic Chemistry 1 with Lab 4
- CHM 2211 Organic Chemistry 2 with Lab 4
- EVR 1001 Introduction to Environmental Science 3
- GLY 1000 Geology 3
- MET 2010 Meteorology 3
- OCE 1001 Oceanography 3
- PHY 2048 General Physics 1 with Lab 5
- PHY 2049 General Physics 2 with Lab 5
- PHYC 2053 College Physics 1 4
- PHYC 2054 College Physics 2 4
- PSC 1321 Physical Science Survey 1 3
- PSC 1331 Physical Science Survey 2 3

IV HUMANITIES (6 credit hours) The Humanities requirement may be satisfied by the completion of Plan A or Plan B.

PLAN A – Any two courses from the following:

- HUM 2211 G Humanities Survey: Ancient through Byzantine Cultures 3
- HUM 2230 G Humanities Survey: Byzantine through Enlightenment 3
- HUM 2249 G Humanities Survey: Enlightenment through 21st Century 3

PLAN B - Choose one course from Plan A AND one of the following:

- ARH 2050 G Art History & Criticism Survey 1: Prehistory through Late Medieval 3
- ARH 2051 G Art History & Criticism Survey 2: Early Renaissance to 20th Century 3
- HUM 1020 G Introduction to the Humanities 3
- HUM 2270 G Humanities in Latin America, the Eastern World 3
- HUM 2390 G Themes in the Humanities 3
- HUM 2740 G Humanities Study Abroad 3
- MUL 2010 G Survey of Music Literature 3
- PHI 2010 G Introduction to Philosophy 3
- REL 2300 G World Religions 3
- THE 1100 G History of Theatre 3

V SOCIAL/BEHAVIORAL SCIENCE (6 credit hours) The Social/Behavioral Science requirement can be satisfied by the completion of Plan A, B or C

* Minimum 3 credits from Behavioral Science and 3 credits from Social Science

PLAN A: 3 hours of Behavioral Science

- 3 hours of Social Science

--- CLP 1001 G Human Adjustment 1 3
--- PSY 2012 G General Psychology 1 3
--- SYG 2000 G Introduction to Sociology 3

PLAN B: 3 hours of Behavioral Science

- 6 hours of Social Science

--- CLP 1001 G Human Adjustment 1 3
--- PSY 2012 G General Psychology 1 3
--- SYG 2000 G Introduction to Sociology 3

PLAN C: 6 hours of Behavioral Science

- 3 hours of Social Science

--- CLP 1001 G Human Adjustment 1 3
--- PSY 2012 G General Psychology 1 3
--- SYG 2000 G Introduction to Sociology 3

3 hours of Behavioral Science courses must be selected from the following:

- AMH 1010 G U.S. History to 1877 3
- AMH 2012 G U.S. History since 1877 3
- EUH 1000 G Western Civilization to 1648 3
- EUH 1001 G Western Civilization since 1648 3
- ISS 1011 G Social Science Survey 1 3
- ISS 1022 G Social Science Survey 2 3
- ISS 1200 G Introduction to International Studies 3
- POS 2041 G American National Government 3
- POS 2112 G State & Local Government 3
- SOW 2054 G Community Involvement 3

VI ELECTIVES (24 credit hours) Students should select electives based on common program prerequisites for the intended upper division major.

- 15 credits

☐ Foreign Language Requirement Met for University Transfer (if applicable)

It is the student's responsibility to confirm fulfillment of major prerequisites with the transfer university.

A.A. Degree

ASSOCIATE IN ARTS DEGREE

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CAREER AND TECHNICAL PROGRAMS

www.easternflorida.edu/go/careertech

Career and Technical Programs are college credit programs designed to meet student career goals and workforce needs. The College offers over 80 innovative career and technical college credit programs. Each program is taught by experienced faculty from the career areas. Career and technical courses connect real-world application with theory and many courses involve hands-on learning. Associate in Science (A.S.) degrees can be completed in as short as two years.

College Credit Certificates (C.C.C.) can be completed in two to four semesters. Certificate courses are specific to the technical career and provide students with an opportunity to receive training and earn a college certificate. Postsecondary Adult Vocational (P.S.A.V.) Certificates provide students with a concentration of courses designed to focus on industry skills.

Program Specialists are available to provide students with assistance in course planning and career preparation. Day, evening and online classes are available. Financial Aid is available for most programs.

Associate in Science (A.S.) Degrees
The Associate in Science (A.S.) degree is the two-year career education degree offered by Florida colleges (previously known as community colleges) to prepare students for direct entry into the workforce. A.S. degrees will transfer to Florida colleges; making it possible for students to complete a Bachelor’s degree. View your options within the Florida College System at www.flvc.org.

A.S. programs require a minimum of two years of study. Programs contain a minimum of 15 credit hours of General Education and a minimum of 45 credit hours of career specific courses. The General Education courses are designed to provide students with the general knowledge and skills necessary to succeed in a technical work environment. More details on the General Education courses can be found in this section. The career-specific courses have been developed to provide students with the knowledge, skills, and competencies required for initial employment. These courses are divided into program specific groupings such as Major Courses, Core Courses and Support Courses. In addition, some programs allow students to select one or more courses from a list of approved Technical Electives.

It is very important that students meet with an academic advisor to carefully plan their schedule to target completion of the A.S. degree program. Certain programs require students to complete technical courses in a specific sequence to ensure learning is maximized. Also, courses in A.S. degree program may only be offered on certain campuses and/or may be offered only during a specific semester.

Both technical degree and vocational programs are developed and maintained with assistance from technical advisory committees. These committees are made up of experts from local companies or organizations. The committees are actively involved in reviewing the curriculum, equipment, and facilities, and preparing recommendations that assist the college in keeping programs state of the art.

General Education Requirements:
Depending on the program, the courses to be taken as the General Education portion of the degree may be exactly specified or may allow students to select from a set of preapproved courses. Equivalent honors-level courses may be used in any area. Refer to the Associates in Arts Degree General Education Requirements page in this catalog for specific course options.

WRITTEN COMMUNICATIONS: 3 credits required
ENC 1101 Communications 1

COMPUTATION: 3 credits required
Note: All A.S. students must achieve college level mathematics competency by completing all required developmental education courses, even if their program allows the use of a natural science course.

It is important to follow the program requirements. Some programs have specific math requirements which must be met for graduation.

MAT 1033 Intermediate Algebra or higher
Choose from courses listed under Section II: Mathematics in the Associate in Arts list
Or
COMPUTATION/NATURAL SCIENCE: 3 credits required
Choose from courses listed under Section II. Mathematics or Section III. Science in the Associate in Arts list and satisfy any required developmental education mathematics coursework

ORAL COMMUNICATIONS: 3 credits required
SPC 2608 Fundamentals of Speech Communications

HUMANITIES REQUIREMENT: 3 credits required
Unless otherwise specified, choose from courses listed under Section IV. HUMANITIES in the Associate in Arts list

SOCIAL/BEHAVIORAL SCIENCE: 3 credits required
Unless otherwise specified, choose from courses listed under Section V. SOCIAL/BEHAVIORAL SCIENCE in the Associate in Arts list. Exception: HLP 1081 may not be used to satisfy the A.S. Social/Behavioral Science requirement.
Graduation Requirements for the Associate in Science (A.S.) degree

Responsibility for meeting the requirements for graduation rests with the student. The Associate in Science degree is awarded to those students who have:

1. Satisfactorily completed a prescribed course of study that totals at least 60 hours and satisfactorily completed all courses within the student’s selected program.
2. Satisfy entry assessment requirements and/or complete with a grade of “S” or better all required developmental education in reading, writing, and mathematics.
3. Completed at least 25% of the program credit hours through coursework at Eastern Florida State College.
4. Achieved a cumulative GPA of 2.00 or higher in all college work attempted. An "I" received in term of graduation is calculated as an "F" grade for purposes of computing the student's GPA for graduation. If the course work is completed within three weeks of the beginning of the following term, resulting in a passing grade, the student's transcript will be amended and a final GPA calculated.
5. Filed an 'Intent to Graduate' Application on or before the published deadline. This includes an advisor's signature and the payment of graduation fee.
6. Submitted all outstanding transcripts and removed all financial obligations to the college. Final transcript and diploma will not be released until student has removed all financial obligations to the college.

Accident Insurance Requirements

Participation in selected program/courses requires insurance coverage. EFSC does not sell insurance; however, the college does use its purchasing capability to identify various student insurance plans to meet student needs. Information regarding various insurance plans is available in the campus Admissions and Records Office. Programs/courses that require insurance appear on the listing below:

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<thead>
<tr>
<th>Student Accident Insurance – Required</th>
<th>Student Accident Insurance – Required</th>
<th>Liability Insurance – Required</th>
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</thead>
<tbody>
<tr>
<td>Aerospace</td>
<td>Nursing RN (Associate Degree)</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>Air Conditioning, Refrigeration</td>
<td>Paramedic</td>
<td>Emergency Medical Services</td>
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<tr>
<td>&amp; Heating Technology Apprenticeship</td>
<td>Patient Care Assistant</td>
<td>Emergency Medical Technician</td>
</tr>
<tr>
<td>Automotive Service Technology</td>
<td>Phlebotomy</td>
<td>Fire Fighter 1</td>
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<tr>
<td>Continuing Education</td>
<td>Practical Nursing</td>
<td>Health Information Technology</td>
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<tr>
<td>Correctional Officer</td>
<td>Radiography</td>
<td>Medical Assisting</td>
</tr>
<tr>
<td>Correctional Probation Officer</td>
<td>Surgical Technology</td>
<td>Medical Information Coder/Biller</td>
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<tr>
<td>Cosmetology</td>
<td>Veterinary Technology</td>
<td>Medical Laboratory Technology</td>
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<tr>
<td>Culinary Operations</td>
<td>Welding Technology</td>
<td>Nursing RN (Associate Degree)</td>
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<tr>
<td>Facials Specialty</td>
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<td>Paramedic</td>
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<tr>
<td>Nails Specialty</td>
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<td>Patient Care Assistant</td>
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<td>Welding Technology</td>
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<td>Health Information Technology</td>
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<td>Law Enforcement Officer</td>
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<tr>
<td>Medical Assisting</td>
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<td>Medical Information Coder/Biller</td>
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<tr>
<td>Medical Laboratory Technology</td>
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| Liability Insurance – Required      | Automotive Service Technology        |
|                                      | Cosmetology                          |
|                                      | Culinary Operations                  |
|                                      | Facials Specialty                    |
|                                      | Nails Specialty                      |
|                                      | Dental Assisting                     |

| Liability Insurance – Recommended   | Fire Science Technology              |
|                                      | Healthcare Continuing Education      |
ASSOCIATE IN SCIENCE DEGREES

Aerospace Technology
Associate in Science – Code: ATAS

The purpose of this program is to prepare students for employment as aerospace technicians who assemble, service, test, operate, and repair systems associated with space launch vehicles, payloads, related laboratories and ground support equipment. This program also provides supplemental training for persons previously or currently employed in this industry. Instruction is designed to qualify students for examinations for certification as an aerospace technician in various skill areas. Graduates may also qualify for many applied-technology jobs such as testing, fabrication, assembly, production, repair and manufacturing.

All A.S. degree seeking students must satisfy entry assessment requirements and complete with a grade of "S" or better all required developmental education in reading, writing, and mathematics.

GENERAL EDUCATION COURSES Credits Needed: 24

ENC 1101 Communications 1 ................................................. 3
MAC 1105 College Algebra .................................................. 3
SPC 2608 Fundamentals of Speech Communication .......... 3
Humanities Requirement ....................................................... 3
Social/Behavioral Science Requirement .............................. 3

MAJOR COURSES Credits Needed: 43

AFR 1100 Introduction to the Aerospace Workplace ........... 3
EETC 2609 Electronic Fabrication and Fiber Optics ............ 3
ETIC 1830 Materials and Processes 1 ................................. 3
ETIC 1832 Materials and Processes 2 ................................. 3
ETIC 1850 Aerospace Systems ............................................ 3
ETIC 1852 Aerospace Tests and Measurements ................. 4
ETIC 1853 Aerospace Safety and Quality ............................ 3
ETIC 1855 Aerospace Structural Fabrication 1 .................. 3
ETIC 2411 Technical Task Analysis/Implementation .......... 3
ETIC 2851 Applied Mechanics ......................................... 4
ETIC 2856 Aerospace Structural Fabrication 2 ................. 3
ETMC 2318 Aerospace Fluid Systems ............................... 3

Support Courses Credits Needed: 6

CGS 2100 Microcomputer Applications ............................... 3
PSC 1341 Physical Science for Today’s World .................... 3

TOTAL CREDIT HOURS: 64

For application and program information contact:
Aerospace Programs at (321) 433-7754
email aerospace@easternflorida.edu

Business Administration
Associate in Science – Code: BUAS

This program is designed for students who seek immediate employment in the field of business administration and/or who decide to utilize this articulated A.S. to B.A.S. or B.A./B.S. career path to transfer to a Florida public college or university as a junior to complete a four-year bachelor’s degree. This program will help students develop managerial know-how and become valuable assets to any company. Instruction in this program provides a balanced curriculum of general education and business-related subjects. Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of "S" or better all required developmental education in reading, writing and mathematics.

GENERAL EDUCATION COURSES Credits Needed: 24

ENC 1101 Communications 1 ................................................. 3
ENC 1102 Communications 2 ............................................. 3
MAC 1105 College Algebra .................................................. 3
MAC 1233 Essentials of Calculus ....................................... 3
SPC 2608 Fundamentals of Speech Communication .......... 3
Humanities Requirement ....................................................... 3
Social Science Requirement ................................................ 3

BUSINESS ADMINISTRATION CORE Credits Needed: 18

ACG 2021 Financial Accounting ........................................... 3
ACG 2071 Managerial Accounting ...................................... 3
CGS 2100 Microcomputer Applications ........................... 3
ECO 2013 Principles of Economics 1 (Macroeconomics) .... 3
ECO 2023 Principles of Economics 2 (Microeconomics) .... 3
STA 2023 Statistics ........................................................... 3

TECHNICAL ELECTIVES Credits Needed: 22

ACG 2100 Intermediate Accounting 1 ................................. 3
ACG 2450 Accounting Information Systems ...................... 3
ADV 1000 Advertising ......................................................... 3
BUL 2241 Business Law 1 .................................................. 3
BUL 2242 Business Law 2 .................................................. 3
COP 2822 Webpage Authoring ......................................... 3
ENT 2000 Introduction to Entrepreneurship ...................... 3
ENT 2112 Business Plans ................................................... 3
ENT 2172 Opportunity Analysis and Franchising .............. 3
ENT 2302 Funding Acquisition and Legal Issues ................ 3
ENT 2411 Small Business Accounting and Finance .......... 4
FIN 1100 Personal Finance ................................................. 3
FIN 2000 Principles of Finance ......................................... 3
GEB 1011 Introduction to Business ................................... 3
GEB 1350 Introduction to International Business ............. 3
GEB 2940 Business Internship ........................................... 3
MAN 2021 Business Management Principles ................. 3
MAR 2011 Marketing Principles .......................................... 3
MAR 2640 Marketing Decisions .......................................... 3
MAR 2720 Marketing on the Internet ................................. 3
MAT 1033 Intermediate Algebra ....................................... 3
MKA 1021 Principles of Selling ........................................ 3
MKA 1302 Business Seminar/Practicum 1 ......................... 3
MKA 1312 Business Seminar/Practicum 2 ......................... 3
MNA 2300 Human Resources Management ...................... 3
MNA 2320 Human Resources Recruitment and Staffing .... 3
MNA 2325 Human Resources Compensation and Benefits ... 3
MNA 2821 Electronic Commerce Systems ....................... 3
OST 1582 Ethics at Work .................................................... 3
OST 2335 Business Communications ............................... 3
OST 2355 Records Management and Filing ...................... 3
REE 1040 Real Estate Principles and Law ......................... 4
SBM 2000 Small Business Management ........................... 3
SLS 2261 Leadership ......................................................... 3
TAX 2000 Federal Tax Accounting 1 ............................... 3

TOTAL CREDIT HOURS: 64

Note: College Credit Certificates that can be earned as you complete the Business Administration A.S. degree: Accounting Technology Management, Accounting Technology Operations, Accounting Technology Specialist, Business, Entrepreneurship, Entrepreneurship Operations, and Human Resources Administrator. See College Credit Certificates listed in the catalog.
Computer Information Technology  
(Computer Information Administrator)  
Associate in Science – Code: CIAS

This program is designed to prepare students for careers in the business application of computers. Students choose one of the three options: Help Desk, Management Information Systems (MIS), or Database Administrator. The core courses provide training in the basic concepts, which underlie computing technology, computer programming, database techniques, and analysis and design and common user applications. Technical electives provide students with the opportunity to further their knowledge in the specific area of choice.

The Help Desk option provides the student with experience to apply knowledge with companies that have a continuing need for trained customer support specialists, to staff the help desk answering customer problem calls and providing timely assistance in solving technical problems.

The Management Information Systems (MIS) option provides the student with the knowledge and experience to apply modern data processing techniques to the operation of businesses through the control and delivery of information. Typical entry-level positions for graduates of this program include junior programmer, programmer-analyst and software support specialist. Individuals who are currently employed can use courses within this option to upgrade their skills.

The Database Administrator Option provides the foundation for obtaining the industry recognized certification in Oracle. Typical entry-level positions for graduates include positions working under Database Administrators in large corporations, state and federal government agencies and Internet-based companies.

All A.S. degree – seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required developmental education in reading, writing, and mathematics.

GENERAL EDUCATION COURSES  Credits Needed: 15

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Communications I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Computer Requirement ..............................................................3  
Humanities Requirement ...................................................................3  
Social/Behavioral Science Requirement ........................................3  

COMPUTER PROGRAMS-CORE COURSES  Credits Needed: 24

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CETC 1172</td>
<td>Beginning PC Repair</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>COP 2700</td>
<td>Database Techniques</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1300</td>
<td>Windows Client Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1142</td>
<td>Information Technology Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CTSC 1134</td>
<td>Network+</td>
<td>3</td>
</tr>
</tbody>
</table>

HELP DESK OPTION  Credits Needed: 24

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<th>Course Title</th>
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<tr>
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<td>Help Desk Technical Support</td>
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<td>CTS 1155</td>
<td>Help Desk Customer Support</td>
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<tr>
<td>COP 1000</td>
<td>Principles of Programming</td>
<td>3</td>
</tr>
<tr>
<td>CTSC 1328</td>
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MANAGEMENT INFORMATION SYSTEMS (MIS) OPTION  Credits Needed: 24

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<td>Introduction to Business</td>
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<td>MAN 2021</td>
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DATABASE ADMINISTRATOR OPTION  Credits Needed: 24

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<td>COP 1000</td>
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<td>CTS 2440</td>
<td>Introduction to Oracle SQL and PL/SQL</td>
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<td>CTS 2441</td>
<td>Oracle Database Fundamentals 1</td>
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<td>COP 2812</td>
<td>Introduction to XML</td>
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<tr>
<td>CTS 1321</td>
<td>Linux Networking and System Administration</td>
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<tr>
<td>CTSC 1328</td>
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Technical Electives .............................................................. 6

TECHNICAL ELECTIVES

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<td>CGS 2941</td>
<td>Internship</td>
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<td>CIS 2321</td>
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<td>OST 1100</td>
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TOTAL CREDIT HOURS: 63

Note: College Credit Certificates that can be earned as you complete the Computer Information Technology A.S. degree: ORACLE Certified Database Administrator and Help Desk Specialist. See College Credit Certificates listed in the catalog.
Computer Programming and Analysis
Associate in Science – Code: CPAS

This program is designed to prepare students for entry-level program development and analysis positions in the software development environment. Students choose one of two options: Desktop Applications Programming or Web Applications Programming. The “COMPUTER PROGRAMS – CORE COURSES” provide training in basic concepts, which underlie computing technology, computer programming, database techniques, analysis and design, and common user applications. These courses are common to all the computer A.S. degrees. The computer languages are introduced gradually, starting with structured programming (sequential, iteration, and decision making) used in procedural languages and then progressing to object oriented languages and visual languages. Students currently employed in the field can supplement and upgrade their skills through a variety of offerings in programming languages and applications. Technical electives provide students with the opportunity to further their knowledge in the specific area of choice.

The “Desktop Applications Programming” option is designed to prepare students for developing stand-alone applications that are primarily run on single-user platforms (e.g., desktop or laptop computers). Students will learn to develop client-server applications that utilize a three-tier architecture that consists of a graphical user interface (GUI) front-end tier, business logic middle-tier, and a database back-end tier.

The “Web Applications Programming” is designed to prepare students for developing Web applications. Many Web applications use similar three-tier architecture as described for the “Desktop Applications Programming” option. The primary differences are that the front-end tier is a Web browser and the middle-tier is a Web server. Students will learn to program both client side and server side applications for both proprietary as well as Open Source environments. Typical entry-level positions for graduates of the program include Junior Web Developer.

All A.S. degree - seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required developmental education in reading, writing, and mathematics.

GENERAL EDUCATION COURSES

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<tr>
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COMPUTER PROGRAMS–CORE COURSES

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<td>CGS 2100</td>
<td>Microcomputer Applications</td>
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<tr>
<td>COP 2700</td>
<td>Database Techniques</td>
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<tr>
<td>COP 2822</td>
<td>Web Page Authoring</td>
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<td>CTS 1300</td>
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<td>Network+</td>
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MAJOR COURSES

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OPTION 1

DESKTOP APPLICATIONS PROGRAMMING

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<tr>
<td>COP 2334</td>
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OPTION 2

WEB APPLICATIONS PROGRAMMING

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<td>Introduction to XML</td>
<td>3</td>
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<tr>
<td>COP 2830</td>
<td>Client Side Web Scripting</td>
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<tr>
<td>COP 2831</td>
<td>Server Side Web Scripting</td>
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Crime Scene Technology
Associate in Science – Code: CRAS

Crime scene technologists are employed by local, state, and federal law enforcement agencies, the State Attorney Offices, public defender offices, medical examiners, law firms, and private industry. This program is designed to prepare an entry-level crime scene specialist who will be able to locate, identify, process, and preserve the crime scene as well as testify in court proceedings. This program is also appropriate for practicing law enforcement professionals who desire the opportunity to specialize and advance in the field of crime scene technology. Potential employment opportunities may be found as a crime scene technologist, crime scene photographer, fingerprint examiner and classification specialist, crime lab assistant, or crime scene unit supervisor.

Individuals considering enrollment must have excellent written and oral communication skills and reading and critical thinking skills. Basic computer skills, including keyboarding, are strongly recommended prior to enrollment.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required developmental education in reading, writing, and mathematics.

GENERAL EDUCATION COURSES
Credits Needed: 15

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MAJOR COURSES
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TECHNICAL ELECTIVES
Credits Needed: 14

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TOTAL CREDIT HOURS: 60

Criminal Justice Technology
Associate in Science – Code: CJAS

This program is designed for students interested in broadening their knowledge of criminal justice and for field professionals seeking incentive benefits, career enhancement, or to increase their on-the-job competence.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete, with a grade of “S” or better, all required developmental education in reading, writing, and mathematics.

GENERAL EDUCATION COURSES
Credits Needed: 15

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MAJOR COURSES
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SUPPORT COURSES
Credits Needed: 4

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TECHNICAL ELECTIVES
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TOTAL CREDIT HOURS: 64

Special Note: Law Enforcement and Corrections students who graduate from EFSC or another Florida academy, and who have successfully completed the Florida Department of Law Enforcement (FDLE) Officer Competency Exam, will be awarded college credit based upon the following:

- Must enroll in the A.S. Criminal Justice Technology degree program and complete all admission requirements for the program
- Must complete all major courses in the program
- Upon completion of major courses, must apply to the Dean, Institute of Public Safety for verification of successful pass rate on state exam and submittal of a request for credit by experiential learning.

Completion of the Correctional Officer program - 12 college credits:
CJL 2401, HSC 2400, CJC 2000, CJE 2330

Completion of the Law Enforcement program – 15 college credits:
CJL 2401, HSC 2400, CJE 1000, CJE 2330, CJE 2600

ASSOCIATE IN SCIENCE DEGREE

69
Dental Assisting Technology and Management

Associate in Science – Code: DMAS

Current dental assistants who have graduated from American Dental Association (ADA) accredited programs may continue their education with the Dental Assisting Technology and Management A.S. degree. Graduates of ADA accredited Dental Assisting ATD programs will be awarded up to 50 college credits toward the A.S. degree. Graduates of ADA accredited Dental Assisting PSAV programs will be awarded up to 37 college credits toward the A.S. degree.

Three specialty options are available: Educational Methodologies and Strategies, Marketing and Sales of Dental Products, or Dental Practice Setup and Management. Courses for the three A.S. degree options are available online.

Interested students should call (321) 433-7575 or visit the Health Sciences website www.easternflorida.edu for more information.

All A.S. degree – seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required developmental education in reading, writing, and mathematics.

GENERAL EDUCATION COURSES

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**Social/Behavioral Science Requirement** 3

MAJOR COURSES

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<td>DES 1502</td>
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<td>Office Emergencies</td>
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SUPPORT COURSES

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EDUCATIONAL METHODOLOGIES AND STRATEGIES OPTION

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</tr>
</thead>
<tbody>
<tr>
<td>EDF 1005</td>
<td>Introduction to the Teaching Profession</td>
<td>3</td>
</tr>
<tr>
<td>EDF 2085</td>
<td>Introduction to Diversity for Educators</td>
<td>3</td>
</tr>
<tr>
<td>EDP 2002</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EME 2040</td>
<td>Introduction to Technology for Educators</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology 1</td>
<td></td>
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</tbody>
</table>

MARKETING AND SALES OF DENTAL PRODUCTS OPTION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>MKA 1021</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKA 1302</td>
<td>Business Seminar/Practicum</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Ethics at Work</td>
<td></td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td></td>
</tr>
</tbody>
</table>

DENTAL PRACTICE SET UP AND MANAGEMENT OPTION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Business Management Principles</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>**Introduction to Sociology</td>
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</tr>
</tbody>
</table>

TECHNICAL ELECTIVES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLS 1101</td>
<td>Success Strategies for College and Life</td>
<td>3</td>
</tr>
<tr>
<td>SOW 1051</td>
<td>Human Service Experience 1</td>
<td>1</td>
</tr>
<tr>
<td>SOW 1052</td>
<td>Human Service Experience 2</td>
<td>1</td>
</tr>
<tr>
<td>SOW 1053</td>
<td>Human Service Experience 3</td>
<td>1</td>
</tr>
<tr>
<td>Open Elective</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 70

*These courses are to be completed in the one-year ATD program.

**The specific Social/Behavioral Science course required for each option is listed under the option but is not counted in the required option total. The 3 credits per option for the Social/Behavioral Science course is applied to the General Education requirement for this degree.

Note: A grade of “C” or higher is necessary in each major course for progression and graduation.
Dental Hygiene
Associate in Science Degree – Code: DHAS

This program prepares students for careers as dental hygienists. Dental hygienists focus on preventing and treating oral diseases - both to protect teeth and gums and also to protect patients’ total health. The primary career setting is private dental practice; however, careers in public health sales, management and education are available. Graduates are prepared for national, state, or regional board exams required for a license to practice. Graduates are eligible to receive certification in expanded functions recognized by the Florida Board of Dentistry.

The dental hygienist is a licensed preventive oral health professional who provides education, clinical, and therapeutic services to the public. In order to become prepared to perform these services, the dental hygienist requires an extensive educational background. Dental hygiene courses include oral health education and preventive counseling, patient management, clinical dental hygiene, community dental health, ethical aspects of dental hygiene practice and the dental sciences.

Students have extensive supervised instruction in pre-clinical and clinical practice providing services to patients. Services include evaluation of patients’ dental health, removal of deposits from above and below the gum line, application of preventative agents such as chlorhexidine and antibiotics, instruction of patients on oral health matters including nutrition counseling, exposure and development of dental radiographs.

Admission to the Dental Hygiene program is limited. Interested students should call (321) 433-7575 or visit the Health Sciences website at www.easternflorida.edu for more information.

All A.S. degree seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required developmental education in reading, writing, and mathematics.

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 1025</td>
<td>College Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHML 1025</td>
<td>College Chemistry Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Communications 1</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology 1</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

MAJOR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEH 1130</td>
<td>Oral Histology and Embryology</td>
<td>2</td>
</tr>
<tr>
<td>DEH 1800</td>
<td>Dental Hygiene 1</td>
<td>2</td>
</tr>
<tr>
<td>DEH 1802</td>
<td>Dental Hygiene 2</td>
<td>2</td>
</tr>
<tr>
<td>DEH 2300</td>
<td>Pharmacology and Pain Control</td>
<td>2</td>
</tr>
<tr>
<td>DEH 2400</td>
<td>General and Oral Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2701</td>
<td>Community Dental Health 1</td>
<td>2</td>
</tr>
<tr>
<td>DEH 2804</td>
<td>Dental Hygiene 3</td>
<td>2</td>
</tr>
<tr>
<td>DEH 2806</td>
<td>Dental Hygiene 4</td>
<td>2</td>
</tr>
<tr>
<td>DEHC 1003</td>
<td>Pre-Clinical Dental Hygiene</td>
<td>3</td>
</tr>
<tr>
<td>DEHC 2602</td>
<td>Periodontology</td>
<td>3</td>
</tr>
<tr>
<td>DEHL 1800</td>
<td>Dental Hygiene Clinic 1</td>
<td>3</td>
</tr>
<tr>
<td>DEHL 1802</td>
<td>Dental Hygiene Clinic 2</td>
<td>2</td>
</tr>
<tr>
<td>DEHL 2300</td>
<td>Pharmacology and Pain Control Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>DEHL 2702</td>
<td>Community Dental Health 2</td>
<td>1</td>
</tr>
<tr>
<td>DEHL 2804</td>
<td>Dental Hygiene Clinic 3</td>
<td>4</td>
</tr>
<tr>
<td>DEHL 2806</td>
<td>Dental Hygiene Clinic 4</td>
<td>5</td>
</tr>
<tr>
<td>DES 1020</td>
<td>Head, Neck and Dental Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DES 1200</td>
<td>Dental Radiography</td>
<td>2</td>
</tr>
<tr>
<td>DES 1502</td>
<td>Dental Office Management</td>
<td>1</td>
</tr>
<tr>
<td>DES 1600</td>
<td>Office Emergencies</td>
<td>1</td>
</tr>
<tr>
<td>DES 1800</td>
<td>Introduction to Clinical Procedures</td>
<td>2</td>
</tr>
<tr>
<td>DES 1840</td>
<td>Preventive Dentistry</td>
<td>2</td>
</tr>
<tr>
<td>DES 2100</td>
<td>Dental Materials</td>
<td>2</td>
</tr>
<tr>
<td>DESC 2832</td>
<td>Expanded Functions for Dental Auxiliaries</td>
<td>2</td>
</tr>
<tr>
<td>DESL 1020</td>
<td>Head, Neck and Dental Anatomy Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>DESL 1200</td>
<td>Dental Radiology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>DESL 1800</td>
<td>Introduction to Clinical Procedures Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>DESL 1840</td>
<td>Preventive Dentistry Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>DESL 2100</td>
<td>Dental Materials Laboratory</td>
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</tr>
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</table>

SUPPORT COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCC 1084</td>
<td>Survey of Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HUN 1201</td>
<td>Essentials of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>MCBC 2010</td>
<td>Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 88

Note: A grade of “C” or higher is necessary in each major course for progression and graduation.
Digital Television/Digital Media Production
(Digital Television and Media Production)
Associate in Science – Code: DTAS

This hands-on, skills-based program enables students to develop
competencies in fields where television, computers and the Internet
converge. Students produce broadcast quality television in the studios
of WEFS TV and on location, using professional digital cameras and
editing facilities.

Digital Media combine the best practices from existing disciplines
(photography, video, audio recording and graphics) with an aggressive
approach to learning about new tools, techniques and concepts in
preparation for entry into the digital media workplace.

All A.S. degree-seeking students must satisfy entry assessment
requirements and complete with a grade of "S" or better all required
developmental education in reading, writing, and mathematics.

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed: 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Communications 1</td>
</tr>
<tr>
<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
</tr>
<tr>
<td>Computation Requirement</td>
<td></td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td></td>
</tr>
<tr>
<td>Social/Behavioral Science Requirement</td>
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</tr>
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</table>

MAJOR COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed: 37</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1871</td>
<td>Multimedia Presentations</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Web Page Authoring</td>
</tr>
<tr>
<td>FIL 1002</td>
<td>Appreciation of the Motion Picture 1</td>
</tr>
<tr>
<td>MUM 2600</td>
<td>Introduction to Sound Recording Techniques</td>
</tr>
<tr>
<td>MUML 2600</td>
<td>Introduction to Sound Recording Techniques</td>
</tr>
<tr>
<td>PGYC 2801</td>
<td>Digital Imaging 1</td>
</tr>
<tr>
<td>PGYC 2802</td>
<td>Digital Imaging 2</td>
</tr>
<tr>
<td>RTV 1000</td>
<td>Survey of Broadcasting</td>
</tr>
<tr>
<td>RTV 1241</td>
<td>Television Studio Production</td>
</tr>
<tr>
<td>RTV 1245</td>
<td>Video Field Production</td>
</tr>
<tr>
<td>RTV 2100</td>
<td>Writing for Electronic Media</td>
</tr>
<tr>
<td>RTV 2242</td>
<td>Advanced Studio Production</td>
</tr>
<tr>
<td>RTV 2246</td>
<td>Advanced Video Field Production</td>
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TECHNICAL ELECTIVES

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PGYC 2470</td>
<td>Portfolio Development</td>
</tr>
<tr>
<td>RTV 2230</td>
<td>Radio and TV Announcing</td>
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<tr>
<td>RTV 2940</td>
<td>WEFS-TV Practicum/Radio or TV</td>
</tr>
<tr>
<td>RTV 2941</td>
<td>Internship</td>
</tr>
<tr>
<td>GRAC 1143</td>
<td>Creative Computer Media</td>
</tr>
<tr>
<td>GRAC 2150</td>
<td>Raster Graphics</td>
</tr>
<tr>
<td>GRAC 2156</td>
<td>Vector Graphics</td>
</tr>
<tr>
<td>GRAC 2162</td>
<td>3D Animation</td>
</tr>
<tr>
<td>MUM 2604</td>
<td>Multi-Track Mixdown (Post Production)</td>
</tr>
<tr>
<td>MUMC 2623</td>
<td>MIDI Electronic Music 1</td>
</tr>
<tr>
<td>MUML 2604</td>
<td>Multi-Track Mixdown (Post Production)</td>
</tr>
</tbody>
</table>

PHOTOGRAPHY

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed: 3</th>
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<tbody>
<tr>
<td>PGYC 1401</td>
<td>Photography 1</td>
</tr>
<tr>
<td>PGYC 1600</td>
<td>Photojournalism</td>
</tr>
<tr>
<td>PGYC 1800</td>
<td>Photography with Digital Camera</td>
</tr>
<tr>
<td>PGYC 2210</td>
<td>Portraiture</td>
</tr>
<tr>
<td>PGYC 2806</td>
<td>Advanced Digital Photography</td>
</tr>
</tbody>
</table>

Upon request, departmental certificates of completion will be awarded
in the following areas upon successful completion of these
photography courses (see instructor).

PORTRAITURE

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed: 3</th>
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</thead>
<tbody>
<tr>
<td>PGYC 1800</td>
<td>Photography with Digital Camera</td>
</tr>
</tbody>
</table>

PHOTOJOURNALISM

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGYC 1800</td>
<td>Photography with Digital Camera</td>
</tr>
<tr>
<td>PGYC 2801</td>
<td>Digital Imaging 1</td>
</tr>
<tr>
<td>PGYC 2806</td>
<td>Advanced Digital Photography</td>
</tr>
</tbody>
</table>

Drafting and Design Technology

Associate in Science – Code: DRAS

This program provides competency in computer-aided drafting and
design technology for students who desire employment in the design
field upon graduation.

Technical drafters work in close association with engineers, designers,
scientists, technical writers, production personnel, and salespersons
to help design new products. Technical drafters translate ideas, sketches,
calculations, and specifications into complete, accurate working
drawings used by skilled crafts persons in the manufacture of products.

All A.S. degree-seeking students must satisfy entry assessment
requirements and complete with a grade of “S” or better all required
developmental education in reading, writing, and mathematics.

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed: 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Communications 1</td>
</tr>
<tr>
<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
</tr>
<tr>
<td>Computation Requirement</td>
<td></td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td></td>
</tr>
<tr>
<td>Social/Behavioral Science Requirement</td>
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</table>

MAJOR COURSES

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ETDC 1540</td>
<td>Civil Drafting</td>
</tr>
<tr>
<td>ETDC 2320</td>
<td>AutoCAD Fundamentals</td>
</tr>
<tr>
<td>ETDC 2340</td>
<td>Advanced AutoCAD</td>
</tr>
<tr>
<td>ETDC 2355</td>
<td>AutoCAD 3D</td>
</tr>
<tr>
<td>ETDC 2357</td>
<td>Parametric Modeling</td>
</tr>
<tr>
<td>ETDC 2545</td>
<td>Advanced Civil Drafting</td>
</tr>
<tr>
<td>TARC 1120</td>
<td>Architectural Drafting</td>
</tr>
<tr>
<td>TARC 2122</td>
<td>Advanced Architectural Drafting</td>
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</table>

SUPPORT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed: 6</th>
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<tbody>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Communications 2</td>
</tr>
<tr>
<td>OR</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>OR</td>
<td>Business Communications</td>
</tr>
<tr>
<td>SLS 1101</td>
<td>Success Strategies for College and Life</td>
</tr>
</tbody>
</table>

TECHNICAL ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed: 9</th>
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</thead>
<tbody>
<tr>
<td>CGS 1871</td>
<td>Multimedia Presentations</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Principles of Programming</td>
</tr>
<tr>
<td>EET 1084</td>
<td>Introduction to Electronics</td>
</tr>
<tr>
<td>ETDC 2941</td>
<td>Internship</td>
</tr>
<tr>
<td>ETDC 1801</td>
<td>Pictorial Drafting</td>
</tr>
<tr>
<td>ETDC 2322</td>
<td>Pro-E Fundamentals</td>
</tr>
<tr>
<td>ETMC 1010</td>
<td>Mechanical Measurement</td>
</tr>
<tr>
<td>GRAC 2156</td>
<td>Vector Graphics</td>
</tr>
<tr>
<td>IND 2150</td>
<td>Why Preservation</td>
</tr>
<tr>
<td>IND 2931</td>
<td>Survey of Green Design</td>
</tr>
<tr>
<td>IND 1020</td>
<td>Principles of Interior Design</td>
</tr>
<tr>
<td>IND 1935</td>
<td>Building and Barrier Free Codes</td>
</tr>
<tr>
<td>IND 2910</td>
<td>Kitchen and Bath Design 1</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 64
TOTAL CREDIT HOURS: 62
### Early Childhood Education

**Associate in Science – Code: CCAS**

This program prepares students to work as infant/toddler teachers, preschool teachers, child development curriculum coordinators, and child development center directors in both private and public child development programs.

This program includes the coursework to earn the state-approved **Florida Child Care Professional Credential** with the completion of EEC 1001 Introduction to Early Childhood Education, EEC 1200 Early Childhood Curriculum, EEC 2710 Conflict Resolution in Early Childhood Education and CHD 1200 Infant/Toddler Development. If pursuing this credential, students should enroll in these courses first. These courses require structured activities with young children in licensed child care centers or preschools in addition to the regular college course attendance requirements. Visit the Early Childhood Education page at [www.easternflorida.edu/go/careertech](http://www.easternflorida.edu/go/careertech).

Students who plan to pursue this career field should be able to pass local background security screening. Most criminal charges will prohibit a person from working in this field. Check with the Department of Children and Families [www.dcf.state.fl.us/programs/childcare](http://www.dcf.state.fl.us/programs/childcare) to identify all licensure screening requirements. Proper background clearance is also required in order to complete specific courses.

All A.S. degree-seeking students must satisfy entry placement requirements and complete with a grade of “S” or better all required developmental education in reading, writing, and mathematics.

**NOTE:** In addition to the required courses, it is suggested that participants have a current certificate in First Aid and Infant and Child CPR. This certification must be earned no earlier than one term prior to graduation.

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th>Credits Needed: 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 Communications 1</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SYG 2000 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2608 Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Credits Needed: 36</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARE 2000 Early Childhood Art and Creativity</td>
</tr>
<tr>
<td>CHD 1200 *Infant and Toddler Development</td>
</tr>
<tr>
<td>CHD 1220 Child Growth and Development</td>
</tr>
<tr>
<td>CHD 1800 Foundations of Child Care and Education Administration</td>
</tr>
<tr>
<td>CHD 2336 Science, Math and Literacy for the Young Child</td>
</tr>
<tr>
<td>EEC 1001 *Introduction to Early Childhood Education</td>
</tr>
<tr>
<td>EEC 1200 *Early Childhood Curriculum</td>
</tr>
<tr>
<td>EEC 1601 Assessment in Early Childhood Education</td>
</tr>
<tr>
<td>EEC 2710 *Conflict Resolution in Early Childhood</td>
</tr>
<tr>
<td>EEC 2734 Health, Safety and Nutrition for the Young Child</td>
</tr>
<tr>
<td>EEX 2010 Introduction to Special Education</td>
</tr>
<tr>
<td>MUE 2211 Early Childhood Music and Movement</td>
</tr>
</tbody>
</table>

*These courses meet the Florida Child Care Professional Credential (FCCPC) for the State of Florida. You must have a high school diploma and be 18 years of age to earn this credential.

**SUPPORT COURSES**

<table>
<thead>
<tr>
<th>Credits Needed: 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>EME 2040 Introduction to Technology for Educators</td>
</tr>
<tr>
<td>Elective (select any courses)</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 63**

**Note:** College Credit Certificates that can be earned as you complete the Early Childhood Education A.S. degree: Child Care Management, Child Development and Early Intervention, Infant/Toddler Specialization, and Preschool Specialization. See College Credit Certificates listed in the catalog.

### Emergency Medical Services

**Associate in Science – Code: EMAS**

This program includes credits earned in the EMT and Paramedic programs. Completers of this degree program are eligible for state licensing as an EMT and subsequently for state licensing as a paramedic. Graduates are qualified to work as basic or advanced providers in ambulances, hospital emergency rooms, intensive care units, and emergency helicopter transport agencies, and may also qualify for management positions.

Interested students should call (321) 433-7359 or visit the Institute of Public Safety website at [www.easternflorida.edu](http://www.easternflorida.edu) for more information.

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>Credits Needed: 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELC 1101 Communications 1</td>
</tr>
<tr>
<td>Humanities Requirement</td>
</tr>
</tbody>
</table>

**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Credits Needed: 53</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1119 Emergency Medical Technician</td>
</tr>
<tr>
<td>EMS 1431 EMT Clinical/Field Experience</td>
</tr>
<tr>
<td>EMS 2603 Paramedic 1</td>
</tr>
<tr>
<td>EMS 2604 Paramedic 2</td>
</tr>
<tr>
<td>EMS 2605 Paramedic 3</td>
</tr>
<tr>
<td>EMS 2659 Paramedic Internship</td>
</tr>
<tr>
<td>EMS 2664 Paramedic 1 Clinical</td>
</tr>
<tr>
<td>EMS 2665 Paramedic 2 Clinical</td>
</tr>
<tr>
<td>EMSL 1119 Emergency Medical Technician Laboratory</td>
</tr>
<tr>
<td>EMSL 2603 Paramedic 1 Laboratory</td>
</tr>
<tr>
<td>EMSL 2604 Paramedic 2 Laboratory</td>
</tr>
<tr>
<td>EMSL 2605 Paramedic 3 Laboratory</td>
</tr>
</tbody>
</table>

**TECHNICAL ELECTIVES**

<table>
<thead>
<tr>
<th>Credits Needed: 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCC 1084 Survey of Human Anatomy and Physiology*</td>
</tr>
<tr>
<td>EMS 1059 First Responder</td>
</tr>
<tr>
<td>EMS 1930 Special Topics in Leadership for EMS</td>
</tr>
<tr>
<td>EMSC 1810 Transition to Paramedic</td>
</tr>
<tr>
<td>HSC 1531 Medical Terminology</td>
</tr>
<tr>
<td>HSC 1641 Medical Law, Ethics and Bioethics</td>
</tr>
<tr>
<td>SLS 1101 Success Strategies for College and Life</td>
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</tbody>
</table>

**TOTAL CREDIT HOURS: 73**

**Note:** A grade of "C" or higher is necessary in each major course for progression and graduation.
### Engineering Technology

**Associate in Science – Code: ETAS**

The Engineering Technology A.S. Degree prepares students for an entry position in a wide range of manufacturing and electronics organizations by learning the fundamentals appropriate for all types of manufacturing. This program also provides supplemental training for individuals previously or currently employed in the manufacturing industry. After completing the first year of core courses, students are prepared to take the Manufacturing Skills Standards Council (MSSC) test. The options available in this degree allow the student to seek employment in different occupations in the high-growth manufacturing and advanced technology industries. All A.S. seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required developmental education in reading, writing, and mathematics.

#### GENERAL EDUCATION COURSES Credits Needed: 15

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Communications 1</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
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<tr>
<td>Humanitites Requirement</td>
<td></td>
<td></td>
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<tr>
<td>Social/Behavioral Science Requirement</td>
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#### CORE COURSES Credits Needed: 20

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EET 1084</td>
<td>Introduction to Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ETDC 2320</td>
<td>AutoCAD Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>ETI 1701</td>
<td>Industrial Safety</td>
<td>3</td>
</tr>
<tr>
<td>ETI 2110</td>
<td>Introduction to Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>ETIC 1830</td>
<td>Materials and Processes</td>
<td>3</td>
</tr>
<tr>
<td>ETIC 2851</td>
<td>Applied Mechanics</td>
<td>4</td>
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#### ADVANCED TECHNOLOGY OPTION Credits Needed: 25

<table>
<thead>
<tr>
<th>Code: ETAS</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EETC 1610</td>
<td>Through-Hole and Surface-Mount Soldering</td>
<td>3</td>
</tr>
<tr>
<td>EETC 2620</td>
<td>Adv. Surface-Mount Soldering Technology</td>
<td>3</td>
</tr>
<tr>
<td>ETIC 2121</td>
<td>Non-Destructive and Destructive Testing</td>
<td>3</td>
</tr>
<tr>
<td>ETIC 2460</td>
<td>Composites Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ETMC 1010</td>
<td>Mechanical Measurement</td>
<td>1</td>
</tr>
<tr>
<td>ETS 1520</td>
<td>Instrumentation Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ETSC 1240</td>
<td>Fiber Optic Technologies</td>
<td>3</td>
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#### ELECTRONICS OPTION Credits Needed: 25

<table>
<thead>
<tr>
<th>Code: ETAS EO</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CETC 1114</td>
<td>Digital Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>EETC 1025</td>
<td>Circuit Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>EETC 1141</td>
<td>Analog Devices</td>
<td>4</td>
</tr>
<tr>
<td>EETC 1142</td>
<td>Analog Circuits</td>
<td>4</td>
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#### ALTERNATIVE ENERGY SYSTEMS OPTION Credits Needed: 25

<table>
<thead>
<tr>
<th>Code: ETAS AESC</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ETP 1025</td>
<td>Circuit Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>ETP 1400</td>
<td>Dist. Electrical Power Generation and Storage</td>
<td>3</td>
</tr>
<tr>
<td>ETP 1401</td>
<td>Alternative/Renewable Energy Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ETP 1420</td>
<td>Solar Thermal Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ETPC 2410</td>
<td>Photovoltaic Technology</td>
<td>3</td>
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</table>

#### TECHNICAL ELECTIONS

Courses in the options above may be used as technical electives as long as they are not being used to fulfill an option requirement. The following electives are grouped by focus area. However, students may take any technical elective they choose.

**Advanced Technology or Electronics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CETC 1123</td>
<td>Microprocessor Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>EETC 2245</td>
<td>Instrumentation Systems</td>
<td>3</td>
</tr>
<tr>
<td>EETC 2325</td>
<td>Electronic Communication Systems</td>
<td>4</td>
</tr>
<tr>
<td>EETC 2724</td>
<td>Schematic Capture and Modeling</td>
<td>3</td>
</tr>
<tr>
<td>ETIC 2464</td>
<td>Advanced Composites</td>
<td>3</td>
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</table>

**Alternative Energy Systems**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETP 1550</td>
<td>Alt. Fuels and Efficient Vehicle Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ETS 1810</td>
<td>Energy Efficient Buildings</td>
<td>3</td>
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</table>

**General**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ETD 1931</td>
<td>Special Topics</td>
<td>1 - 4</td>
</tr>
<tr>
<td>ETD 2941</td>
<td>Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 60**

### Fire Science Technology

**Associate in Science – Code: FRAS**

This program prepares students for the occupation of firefighting. Students learn the theory of fire science as well as practical application. Courses are also utilized to qualify fire personnel for career advancement. Entrance recommendations: 1) High School graduate or academic equivalent; 2) Interest and aptitude in the firefighting field.

Qualified students who have received technical or vocational training from the Florida State Fire College may receive a course waiver for those courses identified through the Articulation Agreement. Credit may also be received for courses through credit by exam. Contact the Fire Science Office for additional information, qualifications, requirements and testing.

FFP 1000 Introduction to Fire Science is the required Fire Science Technology prerequisite course. Students who possess a State of Florida Firefighter Minimum Standards Certificate of Competency may request a course waiver or credit by exam for FFP 1000.

Interested students should call (321) 433-5707 or visit the Fire Science website at www.easternflorida.edu for more information. All A.S. degree seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required developmental education in reading, writing, and mathematics.

#### GENERAL EDUCATION COURSES Credits Needed: 15

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Communications 1</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computation/Natural Science Requirement</td>
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#### MAJOR COURSES Credits Needed: 18

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 1000</td>
<td>Introduction to Fire Science</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2705</td>
<td>Fundamentals of Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2720</td>
<td>Company Officer Leadership</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2770</td>
<td>Ethical and Legal Issues for the Fire Service</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2780</td>
<td>Fire Department Administration, Management and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2810</td>
<td>Fire Fighting Tactics and Strategy</td>
<td>1</td>
</tr>
</tbody>
</table>

#### TECHNICAL ELECTIVES Credits Needed: 27

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 1070</td>
<td>Marine Fire Fighting Land Based Firefighters</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1304</td>
<td>Aerial Operations</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1793</td>
<td>Fire and Life Safety Educator 1</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2111</td>
<td>Fire Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2120</td>
<td>Building Construction and Codes</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2301</td>
<td>Fire Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2302</td>
<td>Fire Apparatus Operator</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2510</td>
<td>Fire Protection Codes and Standards</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2521</td>
<td>Plans Examination and Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2540</td>
<td>Fire Protection Systems and Extinguishing Agents</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2610</td>
<td>Origin and Cause</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2740</td>
<td>Fire Service Instructor</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2741</td>
<td>Fire Service Course Design</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2811</td>
<td>Fire Fighting Tactics and Strategy</td>
<td>2</td>
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</tbody>
</table>

**TOTAL CREDIT HOURS: 60**

These courses satisfy the curriculum required by the Bureau of Fire Standards and Training for the Fire Officer 1 Certification Examination: FFP 2120, FFP 2505, FFP 2810, FFP 2540, FFP 2720, FFP 2740 and FFP 2811.

These courses are part of the curriculum required by the Bureau of Fire Standards and Training for Fire Officer 2 Option: FFP 2111, FFP 2780, FFP 2741 and FFP 2770.

These courses will satisfy the curriculum required by the Bureau of Fire Standards and Training for the Fire Inspector Certification Examination: FFP 2120, FFP 2505, FFP 2510, FFP 2521 and FFP 2540. Student must also satisfy Florida Statute 633.081.

Fire Officer 1 and Fire Officer 2 may have additional course and testing requirements. Contact the Fire Science Office at (321) 433-5707.

**Note:** A grade of “C” or higher is necessary in each major course for progression and graduation.
Graphics Technology
Associate in Science – Code: GDAS

This program meets the current and future needs of computer graphic artists and designers. The curriculum emphasizes design and communication skills. These skills are developed in a computer production environment using current industry standard software.

All A.S. degree - seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required developmental education in reading, writing, and mathematics.

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>1101 Communications 1</td>
</tr>
<tr>
<td>SPC</td>
<td>2608 Fundamentals of Speech Communication</td>
</tr>
<tr>
<td>Computation Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science Requirement</td>
<td>3</td>
</tr>
</tbody>
</table>

**MAJOR COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTE</td>
<td>1201 Two-Dimensional Design</td>
</tr>
<tr>
<td>ARTC</td>
<td>1300 Drawing</td>
</tr>
<tr>
<td>GRAC</td>
<td>1100 Principles of Graphic Design</td>
</tr>
<tr>
<td>GRAC</td>
<td>1160 2D Animation</td>
</tr>
<tr>
<td>GRAC</td>
<td>1710 Videography</td>
</tr>
<tr>
<td>GRAC</td>
<td>2110 Page Design and Layout</td>
</tr>
<tr>
<td>GRAC</td>
<td>2150 Raster Graphics</td>
</tr>
<tr>
<td>GRAC</td>
<td>2156 Vector Graphics</td>
</tr>
<tr>
<td>GRAC</td>
<td>2157 Integrated Design</td>
</tr>
<tr>
<td>GRAC</td>
<td>2162 3D Animation</td>
</tr>
<tr>
<td>GRAC</td>
<td>2180 Portfolio Development</td>
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<tr>
<td>GRAC</td>
<td>2201 Digital Prepress</td>
</tr>
<tr>
<td>GRAC</td>
<td>2582 eMedia</td>
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<tr>
<td>GRAC</td>
<td>2721 Website Design</td>
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**TECHNICAL ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed</th>
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</thead>
<tbody>
<tr>
<td>ARTE</td>
<td>1330 Drawing 2</td>
</tr>
<tr>
<td>GRAC</td>
<td>1143 Creative Computer Media</td>
</tr>
<tr>
<td>GRAC</td>
<td>1203 Digital Type and Color</td>
</tr>
<tr>
<td>GRAC</td>
<td>2168 3D Modeling</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 64**

Health Information Technology
Associate in Science – Code: HIAS

An A.S. degree from the Health Information Technology (HIT) program is designed to prepare students to take the AHIMA national certification examination to become a Registered Health Information Technician (RHIT). The HIT professional is trained to supervise many of the Health Information Management department’s daily functions. They play a critical role in the collection, processing, retrieval, analysis, communication, dissemination and maintenance of information necessary for research, planning and finance. An RHIT is a qualified specialist that evaluates the consistency, completeness and accuracy of documentation for health care services that doctors, nurses and other healthcare providers rely on to deliver quality healthcare. They are experts in managing and administering computerized patient health information systems and providing the diagnosis and procedure codes for healthcare services provided to patients. HIT professionals work in a multitude of settings throughout the healthcare industry including hospitals, physician offices and clinics, long-term care facilities, insurance companies, government agencies and home care providers.

To qualify for special entrance into the program, based on experience, students must be graduates of, or current employees in, the Medical Information Coding and Billing field and must meet the following requirements:

- Student must have graduated from an approved program (AHIMA/AAPC) within a minimum of 3 years prior to acceptance to the AS/HIT program, and/or
- Student must hold a current AHIMA/AAPC certification, and/or
- Student must currently be employed in the field for at least 3 years

Graduates of an approved Medical Information Coding and Billing program will be awarded 34 credit hours toward the A.S. degree.
# Interior Design Technology

**Associate in Science – Code: INAS**

This program prepares students for employment in an interior design, architectural or construction firm leading to state licensing and registration as an interior designer. Interior designers impact people’s daily lives by designing residential and commercial environments. The curriculum includes instruction in technical drafting skills, Computer Aided Drafting programs, building materials, furnishings and fixtures, and utilizing a studio environment where students develop creative problem-solving skills. These skills are necessary for developing and enhancing the spaces in which people live, work and play. Education in the interior design discipline, appropriate work experience, and passage of the state examination (NCIDQ), are the requirements to become a registered/licensed interior designer in Florida and in many other jurisdictions in the United States.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required developmental education in reading, writing, and mathematics.

**GENERAL EDUCATION COURSES**  
Credits Needed: 15

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Communications 1</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Computation Requirement</td>
<td>3</td>
<td></td>
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<tr>
<td>Humanities Requirement</td>
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<td></td>
</tr>
<tr>
<td>Social/Behavioral Science Requirement</td>
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**MAJOR COURSES**  
Credits Needed: 56

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ETDC 1801</td>
<td>Pictorial Drafting</td>
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</tr>
<tr>
<td>IND 1100</td>
<td>History of Design 1</td>
<td>3</td>
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<tr>
<td>IND 2130</td>
<td>History of Design 2</td>
<td>3</td>
</tr>
<tr>
<td>IND 2150</td>
<td>Why Preservation</td>
<td>3</td>
</tr>
<tr>
<td>IND 2420</td>
<td>Materials and Sources</td>
<td>3</td>
</tr>
<tr>
<td>IND 2931</td>
<td>Survey of Green Design</td>
<td>3</td>
</tr>
<tr>
<td>IND 1010</td>
<td>Residential Design 1</td>
<td>3</td>
</tr>
<tr>
<td>IND 1015</td>
<td>Residential Design 2</td>
<td>3</td>
</tr>
<tr>
<td>IND 1020</td>
<td>Principles of Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>IND 1429</td>
<td>Textiles for Interiors</td>
<td>3</td>
</tr>
<tr>
<td>IND 1935</td>
<td>Building and Barrier Free Codes</td>
<td>3</td>
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<td>IND 2016</td>
<td>Commercial Interior Design 1</td>
<td>3</td>
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<tr>
<td>IND 2019</td>
<td>Commercial Interior Design 2</td>
<td>3</td>
</tr>
<tr>
<td>IND 2432</td>
<td>Lighting</td>
<td>3</td>
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<tr>
<td>IND 2500</td>
<td>Interior Design Business Practices</td>
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<tr>
<td>IND 2910</td>
<td>Kitchen and Bath Design 1</td>
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</tr>
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<td>IND 2911</td>
<td>Kitchen and Bath Design 2</td>
<td>3</td>
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<tr>
<td>TARC 1120</td>
<td>Architectural Drafting</td>
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**TECHNICAL ELECTIVES**  
Credits Needed: 4

<table>
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<tr>
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<tbody>
<tr>
<td>ARTC 1300</td>
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<tr>
<td>ETDC 2320</td>
<td>AutoCAD Fundamentals</td>
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<tr>
<td>GRAC 2150</td>
<td>Raster Graphics</td>
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<tr>
<td>IND 1423</td>
<td>Survey of Materials and Resources</td>
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<tr>
<td>IND 1930</td>
<td>Special Topics</td>
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<tr>
<td>IND 2941</td>
<td>Interior Design Internship</td>
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</tr>
<tr>
<td>IND 2460</td>
<td>Computer Aided Drafting for Interior Design</td>
<td>3</td>
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</table>

**TOTAL CREDIT HOURS:** 75

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# Medical Laboratory Technology

**Associate in Science – Code: MLAS**

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018 - (773) 714-8880. Upon completion of the program, the student will be able to take the examination for national certification and is eligible for state license as required by the Florida Clinical Laboratory Law.

Admission to the Medical Laboratory Technology program is limited. Admission requirements for the program are available in the program application packet at the Cocoa Health Sciences Bldg. 20, Room 211. For more information, contact milteny@easternflorida.edu.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required developmental education in reading, writing, and mathematics.

**GENERAL EDUCATION COURSES**  
Credits Needed: 15

<table>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>Communications 1</td>
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<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
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<td>Social/Behavioral Science Requirement</td>
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**MAJOR COURSES**  
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<td>MLT 1040</td>
<td>Laboratory Specimens and Microscopy</td>
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<tr>
<td>MLT 1300</td>
<td>Hematology</td>
<td>3</td>
</tr>
<tr>
<td>MLT 1330</td>
<td>Hemostasis</td>
<td>2</td>
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<tr>
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<td>Parasitology and Mycology</td>
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<tr>
<td>MLT 1500</td>
<td>Immunology/Serology</td>
<td>3</td>
</tr>
<tr>
<td>MLT 1525</td>
<td>Immunohematology</td>
<td>3</td>
</tr>
<tr>
<td>MLT 1610</td>
<td>Clinical Chemistry</td>
<td>4</td>
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<tr>
<td>MLT 2401</td>
<td>Medical Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>MLT 2760</td>
<td>Clinical Instrumentation</td>
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<tr>
<td>MLT 2930</td>
<td>Pathology Seminar</td>
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<tr>
<td>MLTL 1046</td>
<td>Core Lab 1: Basic Skills Module</td>
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</tr>
<tr>
<td>MLTL 1230</td>
<td>Core Lab 3: Microscopy Module</td>
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<tr>
<td>MLT 1500</td>
<td>Immunology/Serology Laboratory</td>
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<tr>
<td>MLT 1525</td>
<td>Immunohematology Laboratory</td>
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<tr>
<td>MLT 2527</td>
<td>Advanced Immunohematology Laboratory</td>
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<tr>
<td>MLT 2760</td>
<td>Core Lab 2: Automation Module</td>
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<td>MLT 2806</td>
<td>Core Lab Clinical Rotation</td>
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<td>MLT 2807</td>
<td>Transfusion Medicine Clinical Rotation</td>
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<tr>
<td>MLT 2811</td>
<td>Microbiology and Molecular Clinical Rotation</td>
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**SUPPORT COURSES**  
Credits Needed: 16

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<tr>
<td>BSCC 1010</td>
<td>General Biology</td>
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<tr>
<td>BSCC 1426</td>
<td>Introduction to Biotechnology Methods</td>
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<tr>
<td>CHM 1045</td>
<td>General Chemistry 1</td>
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<tr>
<td>CHML 1045</td>
<td>General Chemistry 1 Laboratory</td>
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<td>CHM 1046</td>
<td>General Chemistry 2</td>
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<tr>
<td>CHML 1046</td>
<td>General Chemistry 2 Laboratory</td>
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</table>

**TOTAL CREDIT HOURS:** 76

Notes:

- Program Manager approval required prior to scheduling clinical rotations.
- General Biology and General Chemistry 1 and 2 must be completed prior to beginning MLT coursework.
- All MLT lecture courses must be successfully completed prior to scheduling clinical rotations.
- Summer term online courses will also be offered in fall term.
- A grade of “C” or higher is necessary in each major course for progression and graduation.
Networking Services Technology  
(Network Administrator)  
Associate in Science – Code: CNAS

This program provides students with the training necessary to install, secure, maintain, and troubleshoot computer networks. The curriculum includes both hands-on experience and theoretical knowledge. The student will gain general, as well as, specific network knowledge as it pertains to the “industry standard” network software. Both LAN and WAN technologies are addressed in the program. This is accomplished through both software and hardware related course offerings. The students will develop skills in multi-user/multi-process operating systems, troubleshooting (hardware component level), network protocols, network administration management, client-server application administration, and network security and defense. Graduates will be prepared to take certification exams in current networking operating systems and technologies. Typical positions for graduates of this program include entry level network or system administration.

All A.S. degree - seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required developmental education in reading, writing, and mathematics.

GENERAL EDUCATION COURSES

<table>
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<tr>
<th>Course</th>
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<th>Credits</th>
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<tr>
<td>ENC 1101</td>
<td>Communications 1</td>
<td>3</td>
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<tr>
<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>COP 2700</td>
<td>Database Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1142</td>
<td>Information Technology Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1300</td>
<td>Windows Client Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CTSC 1134</td>
<td>Network+</td>
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COMPUTER PROGRAMS – CORE COURSES

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<th>Title</th>
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<tbody>
<tr>
<td>CETC 1172</td>
<td>Beginning PC Repair</td>
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</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1142</td>
<td>Information Technology Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1300</td>
<td>Windows Client Operating System</td>
<td>3</td>
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<tr>
<td>CTSC 1134</td>
<td>Network+</td>
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NETWORKING SERVICES OPTION

<table>
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<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CETC 1174</td>
<td>Advanced PC Repair</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1321</td>
<td>Linux Networking and System Administration</td>
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</tr>
<tr>
<td>CTSC 1328</td>
<td>Windows Server Operating System</td>
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</tr>
<tr>
<td>CTSC 1651</td>
<td>Cisco Router Technology</td>
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<tr>
<td>CTSC 2120</td>
<td>Network Security Fundamentals</td>
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<td>CTSC 2325</td>
<td>Microsoft Windows 2003 Network Infrastructure Administration</td>
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<td>CTSC 2652</td>
<td>Cisco Advanced Router Technology</td>
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<td>CGS 2941</td>
<td>Internship</td>
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OR

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>COP 1000</td>
<td>Principles of Programming</td>
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NETWORKING SECURITY OPTION

<table>
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<th>Credits</th>
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<tbody>
<tr>
<td>CET 2890</td>
<td>Cybersecurity (Hacking and Ethics)</td>
<td>3</td>
</tr>
<tr>
<td>CET 2894</td>
<td>Capstone in Cybersecurity</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1321</td>
<td>Linux Networking and System Administration</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Principles of Programming</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2314</td>
<td>Hardening the Infrastructure (Defense and Countermeasures)</td>
<td>3</td>
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</table>

Note: College Credit Certificates that can be earned as you complete the Networking Services Technology A.S. degree: Cisco CCNA, Computer Specialist and Information Technology Technician. See College Credit Certificates listed in the catalog.
### Transition to Associate Degree Nursing

The Transition to Associate Degree Nursing Program is designed for qualified Florida-licensed practical nurses, paramedics, or registered/certified respiratory therapists who wish to be awarded advanced standing in the EFSC Associate in Science Degree in Nursing. The program is twelve months in length and is in a hybrid format. To be considered, the following must be met:

1. TEAS-V test score of 83% in Reading Comprehension and 78% Adjusted Individual Total Score
2. Completed college preparatory courses (if required)
3. Graduate of a regionally accredited postsecondary institution
4. Active Florida license/certificate
5. Minimum of two years of experience in field of licensure within the last 3 years
6. Current American Heart Association Healthcare Provider CPR Card
7. Completion of an online course
8. Completion of the following courses with a grade of “C” or higher:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSCC 2093</td>
<td>Human Anatomy and Physiology</td>
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<tr>
<td>BSCC 2094</td>
<td>Human Anatomy and Physiology</td>
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<tr>
<td>DEP 2004</td>
<td>Developmental Psychology</td>
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</tr>
<tr>
<td>ENC 1101</td>
<td>Communications 1</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>OR</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>OR</td>
</tr>
<tr>
<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits: 24**

In addition to the above, a point system is utilized by the Nursing Admissions Committee in the selection process. Please review the criteria on the Health Sciences website at www.easternflorida.edu.

Once admitted, the student will be awarded 10 credit hours for the degree following successful completion of the Transition Course and Transition Clinical Lab.

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<thead>
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<th>Credits</th>
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<tbody>
<tr>
<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
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</tbody>
</table>

**Total Credits: 10**

Admission to the Nursing program is limited. Interested students should call (321) 433-7575 or visit the Health Sciences website at www.easternflorida.edu for more information.

### GENERAL EDUCATION COURSES

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ENC 1101</td>
<td>Communications 1</td>
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</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
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<td>MAT 1033</td>
<td>Intermediate Algebra</td>
<td>OR</td>
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<td>OR</td>
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<tr>
<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
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**Total Credits: 6**

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<td>NUR 1213</td>
<td>Basic Medical-Surgical Nursing</td>
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<td>NUR 1241</td>
<td>Advanced Medical-Surgical Nursing</td>
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</tr>
<tr>
<td>NUR 2463</td>
<td>Nursing Care of the Childbearing Family</td>
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<tr>
<td>NUR 2522</td>
<td>Nursing Care of the Psychiatric Client</td>
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<tr>
<td>NUR 2801</td>
<td>Nursing Leadership and Management</td>
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<tr>
<td>NUR 2813</td>
<td>Nursing Issues and Trends</td>
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<td>NUR 2930</td>
<td>Nursing Elective</td>
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<tr>
<td>NURC 1141</td>
<td>Nursing Pharmacology 1</td>
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<td>NURC 1142</td>
<td>Nursing Pharmacology 2</td>
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<td>NURL 1021</td>
<td>Fundamentals Clinical Laboratory</td>
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<td>Basic Medical-Surgical Clinical Laboratory</td>
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<td>NURL 2241</td>
<td>Adv. Medical-Surgical Nursing Clinical</td>
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<td>NURL 2463</td>
<td>Childbearing Family Clinical Laboratory</td>
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<td>NURL 2522</td>
<td>Psychiatric Client Clinical Laboratory</td>
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<tr>
<td>NURL 2801</td>
<td>Leadership and Management Clinical</td>
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**Total Credit Hours: 72**

**Note:** A grade of “C” or higher is necessary in all courses for progression and graduation.
Office Administration
Associate in Science – Code: OFAS

This program prepares students for office employment. Upon completion of the first year of study, students will be prepared for an entry-level office job and may receive an Office Systems Technology Certificate. The second year of study offers further skill development as well as business and general education courses enabling the student to advance in an office career. Students with appropriate education in keyboarding and/or shorthand may substitute a higher level office technology course. The Office Administration program has three options from which to choose - General, Legal, and Medical. Students interested in pursuing a career in office technology should be aware that three options from which to choose - General, Legal, and Medical.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of "S" or better all required developmental education in reading, writing, and mathematics.

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed:</th>
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<tbody>
<tr>
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<tr>
<td>SPC 2608</td>
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</tr>
<tr>
<td>Computation/Natural Science Requirement</td>
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<td>Humanities Requirement</td>
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**CORE COURSES**

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<td>CGS 2100</td>
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<td>OST 1100</td>
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<td>OST 1791</td>
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**LEGAL OPTION**

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<td>OST 1601</td>
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<td>OST 2402</td>
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**MEDICAL OPTION**

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<td>OST 2135</td>
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**TECHNICAL ELECTIVES**

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<tr>
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TOTAL CREDIT HOURS: 63

Paralegal Studies
Legal Assisting
Associate in Science – Code: LGAS

This program provides graduates with the knowledge and skills that are necessary to assist attorneys in the practice of law. Paralegals may include legal research; drafting of memoranda, legal forms, and correspondence; client interviews, case investigation and witness interviews; case and practice management; as well as participation in trials. Paralegals work in traditional private law firms, agencies of the state and national government, offices for criminal prosecution and criminal defense, and the legal departments of corporations involved in banking, insurance, real estate, and technology.

The Paralegal Studies program is offered through traditional on-campus classes in the day and in the evening. Law classes are available through distance learning, and an internship affords the student an opportunity to gain practical experience in a real world setting.

Graduates are eligible to become certified through successful completion of the certification examination from the National Association of Legal Assistants.

All A.S. degree-seeking students must satisfy entry assessment requirements and complete with a grade of "S" or better all required developmental education in reading, writing, and mathematics.

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
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<td>Humanities Requirement</td>
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**MAJOR COURSES**

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<td>PLA 1003</td>
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<td>PLA 1104</td>
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<td>PLA 2762</td>
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<td>PLA 2940</td>
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</tbody>
</table>

**SUPPORT COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed:</th>
</tr>
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<tbody>
<tr>
<td>CGS 2100</td>
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**TECHNICAL ELECTIVES**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>OST 1435</td>
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<tr>
<td>OST 1582</td>
<td>3</td>
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<td>OST 1621</td>
<td>3</td>
</tr>
<tr>
<td>OST 2131</td>
<td>3</td>
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<tr>
<td>OST 2431</td>
<td>3</td>
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</tbody>
</table>

TOTAL CREDIT HOURS: 64

ASSOCIATE IN SCIENCE DEGREE
Radiography
Associate in Science – Code: RDAS
This program prepares the qualified student for employment as a technologist in diagnostic radiography. Graduates will be eligible to sit for the national certifying examination administered by the American Registry of Radiologic Technologists.

Admission to the Radiography program is limited. Interested students should call (321) 433-7575 or visit the Health Sciences website at www.easternflorida.edu for more information.

All A.S. degree - seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required developmental education in reading, writing, and mathematics.

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>ENC 1101</td>
<td>Communications 1</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
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<tr>
<td>Humanities Requirement</td>
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<tr>
<td>Social/Behavioral Science Requirement</td>
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MAJOR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSCC 1010</td>
<td>General Biology</td>
<td>4</td>
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<tr>
<td>BSCC 2093</td>
<td>Human Anatomy and Physiology 1</td>
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<td>BSCC 2094</td>
<td>Human Anatomy and Physiology 2</td>
<td>4</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computers</td>
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</tr>
<tr>
<td>HSCC 1000</td>
<td>Introduction to Health Care</td>
<td>3</td>
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<tr>
<td>RTE 1000</td>
<td>Clinical Seminar</td>
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<tr>
<td>RTE 1395</td>
<td>Radiobiology and Radiation Protection 2</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1418</td>
<td>Radiographic Exposure 1</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1457</td>
<td>Radiographic Exposure 2</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1503</td>
<td>Radiographic Procedures 1</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1513</td>
<td>Radiographic Procedures 2</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1613</td>
<td>Radiation Physics</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1804</td>
<td>Radiographic Clinical Education 1</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1814</td>
<td>Radiographic Clinical Education 2</td>
<td>2</td>
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<tr>
<td>RTE 1824</td>
<td>Radiographic Clinical Education 3</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2473</td>
<td>Radiographic Quality Assurance/Quality Control</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2563</td>
<td>Radiographic Procedures 3</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2762</td>
<td>Cross Sectional Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2782</td>
<td>Pathology for Radiographers</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2834</td>
<td>Radiographic Clinical Education 4</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2844</td>
<td>Radiographic Clinical Education 5</td>
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<td>RTE 2854</td>
<td>Radiographic Clinical Education 6</td>
<td>2</td>
</tr>
<tr>
<td>RTE 2931</td>
<td>Radiologic Science Seminar</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1418</td>
<td>Radiographic Exposure 1 Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>RTE 1503</td>
<td>Radiographic Procedures 1 Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>RTE 1513</td>
<td>Radiographic Procedures 2 Laboratory</td>
<td>1</td>
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<tr>
<td>TOTAL CREDIT HOURS: 77</td>
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</tr>
</tbody>
</table>

Note: A grade of “C” or higher is necessary in each major course for progression and graduation.

Veterinary Technology
Associate in Science – Code: VTAS
This program is a two-year associate in science degree program available in a full or part-time offering. The curriculum includes relevant general education courses, veterinary technology, and veterinary support courses. Students complete at least two years of academic study including clinical practice under the supervision of EFSC faculty in the college’s veterinary technology building and designated external clinical sites. General education courses and support courses may be completed prior to admission to the program or concurrently with program courses. However, completion of all general education courses prior to program application will result in bonus point award aiding selection to this program (details in program application packet).

After successful completion of the Veterinary Technology program, national and state boards, the graduate may apply for state certification in veterinary technology.

Admission to the Veterinary Technology program is limited. Admission requirements for the program are available in the program application packet at the Cocoa Health Sciences Building 20, Room 211. Interested students should call (321) 433-7575 or visit the Health Sciences website at www.easternflorida.edu for more information.

All A.S. Degree - seeking students must satisfy entry assessment requirements and complete with a grade of “S” or better all required developmental education in reading, writing, and mathematics.

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Communications 1</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social/Behavioral Science Requirement</td>
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</table>

MAJOR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ATE 1110</td>
<td>Animal Anatomy</td>
<td>3</td>
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<tr>
<td>ATE 1211</td>
<td>Animal Physiology</td>
<td>3</td>
</tr>
<tr>
<td>ATE 1635</td>
<td>Principles of Nutrition for the Veterinary Technician</td>
<td>3</td>
</tr>
<tr>
<td>ATE 1636</td>
<td>Large Animal Clinical and Nursing Skills</td>
<td>2</td>
</tr>
<tr>
<td>ATE 1742</td>
<td>Applied Veterinary Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>ATE 1943</td>
<td>Veterinary Work Experience 1</td>
<td>1</td>
</tr>
<tr>
<td>ATE 1944</td>
<td>Veterinary Work Experience 2</td>
<td>1</td>
</tr>
<tr>
<td>ATE 2613</td>
<td>Small Animal Diseases and Pharmacology 1</td>
<td>3</td>
</tr>
<tr>
<td>ATE 2614</td>
<td>Small Animal Diseases and Pharmacology 2</td>
<td>3</td>
</tr>
<tr>
<td>ATE 2632</td>
<td>Veterinary Surgical Nursing</td>
<td>3</td>
</tr>
<tr>
<td>ATE 2638</td>
<td>Animal Clinical Pathology</td>
<td>3</td>
</tr>
<tr>
<td>ATE 2639</td>
<td>Clinical Pathology 2</td>
<td>3</td>
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<tr>
<td>ATE 2654</td>
<td>Advanced Anesthesia, Surgery and Radiology</td>
<td>3</td>
</tr>
<tr>
<td>ATE 2661</td>
<td>Large Animal Diseases</td>
<td>1</td>
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<tr>
<td>ATE 2710</td>
<td>Emergency Medicine for Animals</td>
<td>2</td>
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<tr>
<td>ATE 2945</td>
<td>Veterinary Work Experience 3</td>
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<td>ATE 2946</td>
<td>Veterinary Work Experience 4</td>
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<td>ATEC 1671</td>
<td>Medicine of Laboratory</td>
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<tr>
<td>ATEC 2722</td>
<td>Avian and Exotic Animal Medicine</td>
<td>2</td>
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<td>ATEL 1110</td>
<td>Animal Anatomy Laboratory</td>
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<tr>
<td>ATEL 1311</td>
<td>Veterinary Office Procedures</td>
<td>4</td>
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<tr>
<td>ATEL 1650</td>
<td>Introduction to Exam Room and Clinical Procedures</td>
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<tr>
<td>ATEL 1652</td>
<td>Introduction to Anesthesia, Surgery and Radiology</td>
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<tr>
<td>ATEL 2501</td>
<td>Professional Development and Ethics Seminar</td>
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<tr>
<td>ATEL 2613</td>
<td>Small Animal Diseases and Pharmacology 1 Laboratory</td>
<td>1</td>
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<td>ATEL 2614</td>
<td>Small Animal Diseases and Pharmacology 2 Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ATEL 2632</td>
<td>Veterinary Surgical Nursing 2 Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>ATEL 2638</td>
<td>Animal Clinical Pathology 1 Laboratory</td>
<td>2</td>
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<td>ATEL 2639</td>
<td>Clinical Pathology 2 Laboratory</td>
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<tr>
<td>ATEL 2654</td>
<td>Advanced Anesthesia, Surgery and Radiology</td>
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<tr>
<td>ATEL 2656</td>
<td>Large Animal Clinical and Nursing Skills</td>
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<tr>
<td>TOTAL CREDIT HOURS: 73</td>
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TECHNICAL ELECTIVES (optional)
Elective courses are optional courses and cannot be substituted for any of the program major courses. However, students are encouraged to take technical electives to better prepare themselves for a career in Veterinary Technology.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ATE 1001</td>
<td>Introduction to Veterinary Technology</td>
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<tr>
<td>ATE 1633</td>
<td>Small Animal Nutrition</td>
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<tr>
<td>ATE 2050</td>
<td>Small Animal Behavior</td>
<td>2</td>
</tr>
<tr>
<td>ATE 2936</td>
<td>Special Topics Seminar</td>
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</table>

Note: A grade of “C” or higher is necessary in each major course for progression and graduation.
APPLIED TECHNOLOGY DIPLOMA

Applied Technology Diploma (A.T.D.)
The Applied Technology Diploma consists of a course of study that is part of an Associate in Science (A.S.) degree, is less than 60 credit hours, is approximately 50% technical components (non-general education), and leads to employment in a specific career field.

Graduation Requirements for the Applied Technology Diploma
Responsibility for meeting the requirements for graduation rests with the student. The Applied Technology Diploma is awarded to those students who have:
1. Satisfactorily completed courses within the selected program.
2. Met all admissions requirements, including submission of all high school and prior college transcripts
3. Completed at least 25% of the program credit hours through coursework at Eastern Florida State College.
4. Achieved a cumulative GPA of 2.00 or higher in the courses that comprise the program.
   - An "I" - Incomplete" received in term of graduation is calculated as an "F" grade for purposes of computing the student's GPA for graduation. If the course work is completed within three weeks of the beginning of the following term, resulting in a passing grade, the student's transcript will be amended and a final GPA calculated.
5. Filed an 'Intent to Graduate' Application on or before the published deadline. This includes the payment of graduation fee.
6. Removed all financial obligations to the college. Final transcript and diploma will not be released until student has removed all financial obligations to the college.

Financial Aid
Not all A.T.D. programs are eligible for financial aid. See the “EFSC Programs and Admissions Requirements” pages at the beginning of this section for eligible programs.

Dental Assisting
Applied Technology Diploma – Code: DATD
The dental assistant’s primary role is to assist the dentist with chair side procedures. The dental assistant also works independently performing delegated duties such as taking x-rays, impressions, placing sealants, and polishing the crowns of the teeth. This program provides preparation for all aspects of dental assisting including clinical, laboratory, and office responsibilities. Clinical skills assisting the dentist and performing expanded duties are mastered onsite at our newly remodeled dental clinic on the Cocoa campus and at local dental offices and clinics. Laboratory skills include pouring and trimming models of the teeth and fabrication of bleaching trays. Business office skills taught include scheduling patient appointments and filing insurance claims.

Emergency Medical Technician - Basic
Applied Technology Diploma – Code: EMTD
A one-semester college credit applied technology diploma program in pre-hospital emergency medical care designed for persons involved in rescue, ambulance attendants, and persons involved in emergency care of the sick or injured. Upon successful completion, the student is eligible to take the National Registry examination. CPR Certification is a prerequisite.

Admission to the Emergency Medical Technician program is limited. Interested students should call (321) 433-7359 or visit the Institute of Public Safety website at www.easternflorida.edu for more information.

MAJOR COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1119</td>
<td>Emergency Medical Technician</td>
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<tr>
<td>EMSL 1119</td>
<td>Emergency Medical Technician Laboratory</td>
</tr>
<tr>
<td>EMS 1431</td>
<td>EMT Clinical/Field Experience</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 11

Note: To receive a diploma, a student must meet college testing requirements and earn a grade of “C” or higher in each major course for progression.
COLLEGE CREDIT CERTIFICATES

College Credit Certificate (C.C.C.)
The College Credit Certificate is a series of college-credit courses that prepares students for entry-level employment in specific career fields or for career advancement. Upon completion of the Certificate program, students continuing their education in the related A.S. degree program may have the credit applied toward the A.S. degree as noted in specific catalog listings. A standard high school diploma (or GED) is a requirement for admission.

Graduation Requirements for the College Credit Certificate
Responsibility for meeting the requirements for graduation rests with the student. The College Credit Certificate is awarded to those students who have:
1. Satisfactorily completed courses within the selected program.
2. Met all admissions requirements, including submission of all high school and prior college transcripts
3. Completed at least 25% of the program credit hours through coursework at Eastern Florida State College.
4. Filed an "Intent to Graduate" Application on or before the published deadline. This includes payment of the graduation fee.
5. Achieved a cumulative GPA of 2.00 or higher in the courses that comprise the program.
   • An "I - Incomplete" received in term of graduation is calculated as an "F" grade for purposes of computing the student's GPA for graduation. If the course work is completed within three weeks of the beginning of the following term, resulting in a passing grade, the student's transcript will be amended and a final GPA calculated.
6. Removed all financial obligations to the college. Final transcript and diploma will not be released until student has removed all financial obligations to the college.

Financial Aid
Not all C.C.C. programs are eligible for financial aid. See the "EFSC Programs and Admissions Requirements" pages at the beginning of this section for eligible programs.

Accounting Technology Management
College Credit Certificate – Code: AACC
This certificate program prepares the students with job-entry employment skills for accounting positions in business, industry, and public service sectors. This program enables the student to receive a college credit certificate and to demonstrate job-entry proficiency.

Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Business Administration.

MAJOR COURSES Credits Needed: 27
ACG 2021 Financial Accounting ........................................... 3
ACG 2071 Managerial Accounting ....................................... 3
ACG 2100 Intermediate Accounting 1 .................................. 3
ACG 2450 Accounting Information Systems .......................... 3
BUL 2241 Business Law 1 .................................................. 3
CGS 2100 Microcomputer Applications ................................. 3
ECC 2013 Principles of Economics 1 (Macroeconomics) ....... 3
FIN 2000 Principles of Finance .......................................... 3
TAX 2000 Federal Tax Accounting 1 .................................... 3

TOTAL CREDIT HOURS: 27

Accounting Technology Operations
College Credit Certificate – Code: AOCC
The purpose of this program is to prepare students for entry-level employment or to provide supplemental training for persons previously or currently employed. The content prepares individuals in the principles, procedures and theories of organizing and maintaining financial records and preparing financial reports.

Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Business Administration.

MAJOR COURSES Credits Needed: 18
ACG 2021 Financial Accounting ........................................... 3
ACG 2071 Managerial Accounting ....................................... 3
ACG 2100 Intermediate Accounting 1 .................................. 3
ACG 2450 Accounting Information Systems .......................... 3
CGS 2100 Microcomputer Applications ................................. 3
ECO 2013 Principles of Economics 1 (Macroeconomics) ....... 3

TOTAL CREDIT HOURS: 18

Accounting Technology Specialist
College Credit Certificate – Code: ASCC
The purpose of this program is to prepare students for entry-level positions in accounting and business or to provide supplemental training for persons previously or currently employed. The content introduces individuals to the process of data entry into an accounting information system and includes the preparation, presentation and analysis of business reports.

Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Business Administration.

MAJOR COURSES Credits Needed: 12
ACG 2021 Financial Accounting ........................................... 3
ACG 2450 Accounting Information Systems .......................... 3
CGS 2100 Microcomputer Applications ................................. 3
ECO 2013 Principles of Economics 1 (Macroeconomics) ....... 3

TOTAL CREDIT HOURS: 12

Alternative Energy Systems Specialist
College Credit Certificate – Code: AECC
This certificate program will prepare students to meet the industry-specific skills needed for technicians in the new and emerging alternative and renewable energy fields, including occupational titles such as Electrical Technician, Industrial Engineering Technician, Solar Photovoltaic Installer and Solar Power Plant Technician, Solar Thermal Installer and Technician, Energy Auditor, and Smart Grid Technician. This program also provides supplemental training for persons previously or currently employed in occupations related to energy production, distribution and storage.

Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Business Administration.

MAJOR COURSES Credits Needed: 18
EET 1084 Introduction to Electronics .................................. 3
ETI 1701 Industrial Safety ................................................. 3
ETP 1400 Distributed Electrical Power Generation and Storage ..................................................... 3
ETP 1401 Alternative/Renewable Energy Technologies ....... 3
ETP 1420 Solar Thermal Technologies ................................... 3
ETPC 2410 Photovoltaic Technology .................................... 3

TOTAL CREDIT HOURS: 18

College Credit Certificate
Applied Technology Specialist
College Credit Certificate – Code: ATCC
This certificate program will prepare the student for entry-level employment in electronics assembly field, or to provide supplemental training for individuals previously or currently employed.

Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Engineering Technology.

MAJOR COURSES Credits Needed: 16
EET 1084 Introduction to Electronics ................................. 3
EETC 1610 Through-Hole and Surface-Mount Soldering ......... 3
EETC 2620 Advanced Surface-Mount Soldering Technology . 3
ETIC 2851 Applied Mechanics ............................................. 4
ETSC 1240 Fiber Optic Technologies .................................... 3
TOTAL CREDIT HOURS: 16

AutoCAD Foundations
College Credit Certificate – Code: AFCC
This certificate program teaches the skills needed to operate the hardware and software involving Computer Aided Drafting (CAD). Some of the topics covered include emphasis on the 3D environment, wire frame and solids modeling, and land development drawings utilizing CAD.

Credits earned in this certificate program also apply to the Associate in Science (A.S.) degree in Drafting and Design Technology.

Refer to course descriptions to determine prerequisites.

MAJOR COURSES Credits Needed: 15
ETDC 2320 AutoCAD Fundamentals ..................................... 4
ETDC 2340 Advanced AutoCAD ......................................... 4
ETDC 2355 AutoCAD 3D .................................................... 3
CGS 2100 Microcomputer Applications ............................... 3
ETDC 1540 Civil Drafting .................................................. 4
(*4 credit hour course)
TOTAL CREDIT HOURS: 15

Broadcast Production
College Credit Certificate – Code: BDCC
This certificate program develops the essential studio and location production skills (camera, sound, lighting, editing) adding an overview of historical and contemporary media development. Students develop informational and investigative writing and interviewing skills. Special emphasis is placed on producing and directing documentary and news style programs.

Credits earned in this certificate program also apply to the Associate in Science degree in Digital Television/Digital Media Production.

MAJOR COURSES Credits Needed: 24
FIL 1002 Appreciation of the Motion Picture 1 .................... 3
RTV 1000 Survey of Broadcasting ....................................... 3
RTV 1241 Television Studio Production ............................... 3
RTV 1245 Video Field Production ........................................ 3
RTV 2100 Writing for Electronic Media ................................ 3
RTV 2242 Advanced Studio Production ............................... 3
RTV 2246 Advanced Video Field Production ....................... 3
RTV 2940 WEFS-TV Practicum/Radio or TV ....................... 3
TOTAL CREDIT HOURS: 24

Business
College Credit Certificate – Code: BMCC
This certificate program qualifies graduates for positions in a wide range of organizations, offering specializations in Management and Marketing.

The Management specialization focuses on important fundamentals appropriate for all types of business, marketing, accounting, finance, law, management, and the application of modern technology are emphasized.

The Marketing specialization is an intensive study of selling, advertising, and marketing combined with basic business courses. Students will learn what sells and why, who buys and when and how to package your message for the most effective results. A few specific skills include planning media strategy, examining basic principles of marketing in an international environment, and corporation stock and bond issues. Graduates are prepared for entry-level positions in the areas of marketing, customer service, and sales. NOTE: Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

Credits earned in this certificate program also apply to the Associate in Science (A.S.) degree in Business Administration.

MANAGEMENT SPECIALIZATION Credits Needed: 24
ACG 2021 Financial Accounting ........................................... 3
ACG 2071 Managerial Accounting ....................................... 3
BUL 2241 Business Law 1 .................................................. 3
CGS 2100 Microcomputer Applications .............................. 3
ECO 2013 Principles of Economics 1 (Macroeconomics) .. 3
ECO 2023 Principles of Economics 2 (Microeconomics) ... 3
GEB 1011 Introduction to Business ................................... 3
MAR 2011 Marketing Principles ......................................... 3
MAN 2021 Business Management Principles .................... 3
TOTAL CREDIT HOURS: 24

MARKETING SPECIALIZATION Credits Needed: 24
ACG 2021 Financial Accounting ........................................... 3
ADV 1000 Advertising ....................................................... 3
GEB 1011 Introduction to Business ................................... 3
MAR 2011 Marketing Principles ......................................... 3
MKA 1302 Business Seminar/Practicum 1 .......................... 3
CGS 2100 Microcomputer Applications .............................. 3
OST 1582 Ethics at Work .................................................. 3
MAN 2021 Business Management Principles .................... 3
MAR 2640 Marketing Decisions ......................................... 3
SLS 2261 Leadership ....................................................... 3
TOTAL CREDIT HOURS: 24

College Credit Certificate

83
Child Care Center Management
College Credit Certificate – Code: CMCC

The certificate program consists of coursework in leadership, administration, educational programming and financial issues associated with managing a quality child care program. These courses may be applied toward the Child Development Early Intervention Certificate and the A.S. degree in Early Childhood Education. View background screening and licensure requirements at www.dcf.state.fl.us/programs/childcare.

MAJOR COURSES
Credits Needed: 12
CHD 1800 Foundations of Child Care and Education Administration ........................ 3
ECH 1001 Introduction to Early Childhood Education ........................................... 3
ECC 1200 Early Childhood Curriculum .............................................................. 3
ECC 2710 Conflict Resolution in Early Childhood Education ............................. 3
TOTAL CREDIT HOURS: 12

Child Development Early Intervention
College Credit Certificate – Code: CHDI

The certificate program offers a planned sequence of courses leading to the Child Development Early Intervention Certificate. This certificate is for persons interested in becoming paraprofessionals in the school system working with infants and pre-kindergarten children with disabilities and their families. Additionally, this program of study will prepare staff in early care and education centers to provide a developmentally appropriate program for infants, toddlers, and children with special needs. These courses may be applied toward the A.S. degree in Early Childhood Education.

This program includes the coursework to earn the state-approved Florida Child Care Professional Credential (FCCPC) with the completion of CHD 1200 Infant and Toddler Development, EEC 1001 Introduction to Early Childhood Education, EEC 1200 Early Childhood Curriculum, and ECC 2710 Conflict Resolution in Early Childhood. If pursuing this credential, students should enroll in these courses first. View background screening and licensure requirements at www.dcf.state.fl.us/programs/childcare.

MAJOR COURSES
Credits Needed: 36
CHD 1200 *Infant and Toddler Development .............................................. 3
CHD 1220 Child Growth and Development ................................................... 3
CHD 1800 Foundations of Child Care and Education Administration ............. 3
CHD 2336 Science, Math and Literacy for the Young Child .............................. 3
ECH 1001 *Introduction to Early Childhood Education .................................. 3
ECC 1200 *Early Childhood Curriculum ......................................................... 3
ECC 1601 Assessment in Early Childhood Education ....................................... 3
ECC 2710 *Conflict Resolution in Early Childhood ........................................ 3
ECC 2734 Health, Safety and Nutrition for the Young Child ............................ 3
EEX 2010 Introduction to Special Education .................................................... 3
MUE 2211 Early Childhood Music and Movement ........................................... 3
TOTAL CREDIT HOURS: 36

*These courses meet the Florida Child Care Professional Credential (FCCPC) for the State of Florida.

Cisco CCNA
College Credit Certificate – Code: COCC

This certificate is designed to prepare students to apply and understand the advanced principles, applications, and implementation of networking hardware. These four courses prepare students for the Cisco Certified Networking Associate examination. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Networking Services Technology.

MAJOR COURSES
Credits Needed: 12
CTS 1300 Windows Client Operating System ................................................. 3
CTSC 1134 Network+ ......................................................................................... 3
CTSC 1651 Cisco Router Technology ................................................................. 3
CTSC 2652 Cisco Advanced Router Technology ............................................. 3
TOTAL CREDIT HOURS: 12

Composite Fabrication and Testing
College Credit Certificate (CFCC)

This certificate program will prepare the student for entry-level employment in composite material fabrication, composite production of fiberglass lamination and fabrication, or to provide supplemental training for individuals previously or currently employed. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Engineering Technology.

MAJOR COURSES
Credits Needed: 19
ETI 1701 Industrial Safety .................................................................................. 3
ETI 1830 Materials and Processes 1 ................................................................. 3
ETIC 2121 Non-Destructive and Destructive Testing ..................................... 3
ETIC 2460 Composite Fundamentals ................................................................. 3
ETIC 2464 Advanced Composites .................................................................... 3
ETIC 2851 Applied Mechanics ......................................................................... 4
TOTAL CREDIT HOURS: 19

Computer Programming
College Credit Certificate – Code: CPCC

This certificate program is designed to prepare students for entry-level program development and analysis in the computer environment. The core courses provide introduction to the computer, applications used on the microcomputer, and training in programming language, procedural logic and design. The computer languages are introduced in a progressive delivery starting with structured programming (sequential, iteration, and decision making) used in procedural language, and then progressing to object oriented language and visual language. Students currently employed in the field can supplement and upgrade their skills through a variety of offerings in programming languages, system analysis and applications. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Computer Programming.

Refer to course descriptions to determine prerequisites.

MAJOR COURSES
Credits Needed: 33
CGS 1000 Introduction to Computers ................................................................. 3
CGS 2100 Microcomputer Applications ......................................................... 3
CIS 2321 Systems Analysis and Design ........................................................... 3
COP 1000 Principles of Programming ............................................................. 3
COP 1332 Visual Basic Programming .............................................................. 3
COP 2333 Visual Basic Programming Advanced .......................................... 3
COP 2334 C++ Programming .......................................................................... 3
COP 2335 C++ Programming Advanced ...................................................... 3
COP 2700 Database Techniques ..................................................................... 3
COP 2800 Introduction to Java Programming ................................................ 3
COP 2805 Advanced Java Programming ........................................................ 3
TOTAL CREDIT HOURS: 33
Computer Specialist
College Credit Certificate – Code: CSCC

This certificate program is designed to prepare students to install, administer, configure, customize, optimize, and troubleshoot the Windows operating system in a network environment. These courses prepare students for the Microsoft Certification examinations and the Cisco Certification examinations. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Networking Services Technology.

Refer to course descriptions to determine prerequisites.

MAJOR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 1300</td>
<td>Windows Client Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1321</td>
<td>Linux Networking and System Administration</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1142</td>
<td>Information Technology Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CTSC 1235</td>
<td>Network Field Production</td>
<td>3</td>
</tr>
<tr>
<td>CTSC 1328</td>
<td>Windows Server Operating System</td>
<td>3</td>
</tr>
<tr>
<td>CTSC 1651</td>
<td>Cisco Router Technology</td>
<td></td>
</tr>
<tr>
<td>CTSC 2325</td>
<td>Microsoft Windows 2003 Network Infrastructure Administration</td>
<td>3</td>
</tr>
<tr>
<td>CTSC 2652</td>
<td>Cisco Advanced Router Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 27

Digital Video Fundamentals and Production
College Credit Certificate – Code: DVCC

This certificate program develops camera, lighting and non-linear editing skills necessary for producing professional digital video. Special emphasis is placed on advanced digital post-production techniques using software such as Photoshop and After Effects. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Digital Television/Digital Media Production.

MAJOR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGYC 2801</td>
<td>Digital Imaging 1</td>
<td>3</td>
</tr>
<tr>
<td>PGYC 2802</td>
<td>Digital Imaging 2</td>
<td>3</td>
</tr>
<tr>
<td>RTV 2246</td>
<td>Advanced Video Field Production</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 12

Drafting
College Credit Certificate – Code: DACC

This certificate program prepares students for employment as a designer/ draftsman. The program is designed to give the student a broad base of drafting instruction and its application into various design professions. The curriculum uses the latest technological information methodology and standards relating to drafting design and construction. Previous drafting experience or permission from an instructor is needed to pursue courses for this certificate. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Drafting and Design Technology.

Refer to course descriptions to determine prerequisites.

MAJOR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETDC 1540</td>
<td>Civil Drafting</td>
<td>4</td>
</tr>
<tr>
<td>ETDC 2320</td>
<td>AutoCAD Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>ETDC 2340</td>
<td>Advanced AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>ETDC 2355</td>
<td>AutoCAD 3D</td>
<td>4</td>
</tr>
<tr>
<td>TARC 1120</td>
<td>Architectural Drafting</td>
<td>4</td>
</tr>
<tr>
<td>TARC 2122</td>
<td>Advanced Architectural Drafting</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 24

Educational Assisting
College Credit Certificate – Code: EDCC

This certificate program for educators is recommended for para-professionals and substitute teachers; the certificate program for childcare is recommended for individuals, workers, teachers or administrators who have no plans to enter the education system. This certificate does not translate to a teaching certificate.

This content includes, but is not limited to, general education and philosophy; child growth and development theories; psychological and sociological aspects of teaching the disadvantaged and handicapped; concepts and values of diversity in the classroom; behavior analysis; education processes and theories of learning; school psychology; school resources; education clerical processes; test construction; interpretation, evaluation and grading; instructional delivery utilizing updated technology resources; leadership and human relations skills; and health and safety.

MAJOR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 1005</td>
<td>Introduction to the Teaching Profession</td>
<td></td>
</tr>
<tr>
<td>EME 2040</td>
<td>Introduction to Technology for Educators</td>
<td></td>
</tr>
<tr>
<td>EDF 2030</td>
<td>Effective Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>EDF 2085</td>
<td>Introduction to Diversity for Educators</td>
<td>3</td>
</tr>
<tr>
<td>EDP 2002</td>
<td>Educational Psychology</td>
<td></td>
</tr>
<tr>
<td>EEC 1001</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1200</td>
<td>Early Childhood Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2710</td>
<td>Conflict Resolution in Early Childhood</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 15

Engineering Technology Support Specialist
College Credit Certificate – Code: ESCC

This certificate prepares students for initial employment with an occupational title such as Engineering Support Specialist or Engineering Specialist to support engineering design, manufacturing, processes and production, test and/or maintain product quality, or to provide supplemental training for persons previously or currently employed in these occupational areas.

This certificate aligns with the Manufacturing Skill Standards Council (MSSC) skills standards. MSSC skill standards define the knowledge, skills and performance needed by today’s frontline manufacturing workers. After completing this core and the General Education requirements in the A.S. degree, it is anticipated that students will be prepared to pass the MSSC Production Technician Certification. These courses are also part of the 60 credit Engineering Technology A.S. Degree.

MAJOR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1084</td>
<td>Introduction to Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ETDC 2320</td>
<td>AutoCAD Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>ETI 1701</td>
<td>Industrial Safety</td>
<td>3</td>
</tr>
<tr>
<td>ETI 2110</td>
<td>Introduction to Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>ETIC 1830</td>
<td>Materials and Processes 1</td>
<td>3</td>
</tr>
<tr>
<td>ETIC 2851</td>
<td>Applied Mechanics</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 20
Entrepreneurship
College Credit Certificate – Code: ENCC
This certificate program builds a foundation for the student interested in becoming an entrepreneur by learning and practicing specific skills and processes necessary to start and operate an enterprise, with the knowledge and skills to perform required short term functions. It is intended to be open end – open exit with regard to all 8 (non-prerequisite) courses so that the student can take all or parts of this certificate to concentrate specifically in the academic areas needed, avoiding duplication of previous life-long experiential learning. The overall objective of the program is job creation. You may take whatever courses you need. However, completion of the full certificate is encouraged. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Business Administration.

MAJOR COURSES Credits Needed: 25
ENT 2000 Introduction to Entrepreneurship .......................... 3
MAR 2011 Marketing Principles ........................................... 3
MKA 1021 Principles of Selling ......................................... 3
SBM 2000 Small Business Management .............................. 3

TOTAL CREDIT HOURS: 25

Entrepreneurship Operations
College Credit Certificate – Code: EOCC
This 25 credit hour certificate program prepares individuals who are seeking to own, operate, or manage an entrepreneurial business enterprise, with the knowledge and skills to perform required short term functions. The certificate is made up of eight courses within the Associate in Science (A.S.) degree in Business Administration.

MAJOR COURSES Credits Needed: 25
ENT 2000 Introduction to Entrepreneurship .......................... 3
ENT 2302 Funding Acquisition and Legal Issues .................. 3
ENT 2112 Business Plans ................................................... 3
ENT 2172 Opportunity Analysis and Franchising .................. 3
ENT 2411 Small Business Accounting and Finance .............. 4
MAR 2011 Marketing Principles .......................................... 3
MKA 1021 Principles of Selling ......................................... 3
SBM 2000 Small Business Management .............................. 3

TOTAL CREDIT HOURS: 25

Graphic Design Production
College Credit Certificate – Code: DPPC
This certificate program is made up of eight courses within the Graphics Technology A.S. degree. These courses build on the Graphic Design Support Certificate. Within this certificate there is specific instruction about designing with type, creating page layouts and illustrations using multiple graphic applications. Products from this certificate are primarily for print. Illustrations, Composite Compositions and Digital Mechanicals. Although still images for print are created, the principles and application skills are interchangeable with web development. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Graphics Technology.

MAJOR COURSES Credits Needed: 24
ARTC 1300 Drawing ......................................................... 3
GRAC 1100 Principles of Graphic Design .............................. 3
GRAC 1203 Digital Type and Color ..................................... 3
GRAC 2120 Page Design and Layout .................................. 3
GRAC 2150 Raster Graphics .............................................. 3
GRAC 2156 Vector Graphics ............................................. 3
GRAC 2157 Integrated Design ........................................... 3
GRAC 2201 Digital Prepress ............................................. 3

TOTAL CREDIT HOURS: 24

Graphic Design Support
College Credit Certificate – Code: DSCC
This certificate program is made up of five courses that begin the Graphics Technology A.S. degree. These core courses hold essential information and build vital skills that are necessary to all related certificates. Included in the Graphic Design Support Certificate is Digital Prepress, a class specifically for preparing files for print. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Graphics Technology.

MAJOR COURSES Credits Needed: 15
ARTC 1300 Drawing ......................................................... 3
GRAC 1100 Principles of Graphic Design .............................. 3
GRAC 2150 Raster Graphics .............................................. 3
GRAC 2156 Vector Graphics ............................................. 3
GRAC 2201 Digital Prepress ............................................. 3

TOTAL CREDIT HOURS: 15

Help Desk Specialist
(Information Technology Support Specialist)
College Credit Certificate – Code: HDCC
This certificate program prepares the student to become a support technician who will provide hands-on technical assistance such as computer repair and software installation. This certificate also prepares the student for industry certification. High tech companies have a continuing need for trained customer support specialists to staff the help desk, answering customer calls and providing timely assistance in solving technical problems. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Computer Information Technology.

MAJOR COURSES Credits Needed: 18
CETC 1172 Beginning PC Repair ........................................ 3
CETC 1174 Advanced PC Repair ....................................... 3
CTS 1154 Help Desk Technical Support .............................. 3
CTS 1155 Help Desk Customer Support .............................. 3
CTS 1300 Windows Client Operating System ..................... 3
CTSC 1328 Windows Server Operating System ................... 3

TOTAL CREDIT HOURS: 18

Home Staging Specialist
College Credit Certificate – Major Code HSCC
The Home Staging Specialist certificate is designed to prepare students for entry-level positions in the Staging Industry. This program includes concepts and skills necessary for working in this specialized area of interior design, and will also prepare the student with knowledge needed to assist real estate sales and staging simple models. Students are required to create and maintain a portfolio throughout this program. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Interior Design Technology.

MAJOR COURSES Credits Needed: 12
IND 1930 Special Topics .................................................. 3
IND 2420 Materials and Sources ........................................ 3
INDC 1020 Principles of Interior Design .............................. 3
INDC 1429 Textiles for Interiors ....................................... 3

TOTAL CREDIT HOURS: 12
Human Resources Administrator
College Credit Certificate – Major Code HRCC

This certificate program prepares students for entry-level positions in a human resource management department. Students will become acquainted with basic business operations, records management, the major functions of human resource management, and key legislation affecting the management of human resources. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Business Administration.

The student will be required to complete an approved internship. The internship assignment must provide experience in a human resource department.

<table>
<thead>
<tr>
<th>MAJOR COURSES</th>
<th>Credits Needed: 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business .......... 3</td>
</tr>
<tr>
<td>GEB 2940</td>
<td>Business Internship ............... 3</td>
</tr>
<tr>
<td>MNA 2300</td>
<td>Human Resources Management ........ 3</td>
</tr>
<tr>
<td>MNA 2320</td>
<td>Human Resources Recruitment and Staffing .......... 3</td>
</tr>
<tr>
<td>MNA 2325</td>
<td>Human Resource Compensation and Benefits ........ 3</td>
</tr>
<tr>
<td>OST 2335</td>
<td>Business Communications ........... 3</td>
</tr>
<tr>
<td>OST 2355</td>
<td>Records Management and Filing .... 3</td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS:</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

Infant/Toddler Specialization
College Credit Certificate – Code: INCC

The certificate program consists of coursework in curriculum, environments and areas of child development associated with infants, toddlers, and preschool children. These courses may be applied toward the Child Development Early Intervention Certificate and the A.S. degree in Early Childhood Education.

This program includes the coursework to earn the state-approved Florida Child Care Professional Credential (FCCPC) with the completion of CHD 1200 Infant and Toddler Development, EEC 1001 Introduction to Early Childhood Education, EEC 1200 Early Childhood Curriculum, and EEC 2710 Conflict Resolution in Early Childhood Education. If pursuing this credential, students should enroll in these courses first. View background screening and licensure requirements at [www.dcf.state.fl.us/programs/childcare](http://www.dcf.state.fl.us/programs/childcare).

<table>
<thead>
<tr>
<th>MAJOR COURSES</th>
<th>Credits Needed: 12</th>
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</thead>
<tbody>
<tr>
<td>*CHD 1200</td>
<td>Infant and Toddler Development .......... 3</td>
</tr>
<tr>
<td>*EEC 1001</td>
<td>Introduction to Early Childhood Education .......... 3</td>
</tr>
<tr>
<td>*EEC 1200</td>
<td>Early Childhood Curriculum ............... 3</td>
</tr>
<tr>
<td>*EEC 2710</td>
<td>Conflict Resolution in Early Childhood .......... 3</td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS:</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

*These courses meet the Florida Child Care Professional Credential (FCCPC) requirement for the State of Florida.

Information Technology Technician
College Credit Certificate – Code: ITCC

This certificate is designed to prepare students for employment as information technology specialists, network control operators, data communications analysts, help desk specialists, network technicians, network systems technicians, network support specialist or microcomputer technicians. The courses are designed to provide supplemental training for persons previously or currently employed in these occupations. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Networking Services Technology.

Refer to course descriptions to determine prerequisites.

<table>
<thead>
<tr>
<th>MAJOR COURSES</th>
<th>Credits Needed: 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>CETC 1172</td>
<td>Beginning PC Repair ............... 3</td>
</tr>
<tr>
<td>CETC 1174</td>
<td>Advanced PC Repair ............... 3</td>
</tr>
<tr>
<td>CTS 1300</td>
<td>Windows Client Operating System .......... 3</td>
</tr>
<tr>
<td>CTSC 1134</td>
<td>Network* .................................. 3</td>
</tr>
<tr>
<td>CTSC 1328</td>
<td>Windows Server Operating System ........ 3</td>
</tr>
<tr>
<td>CTSC 1651</td>
<td>Cisco Router Technology ............. 3</td>
</tr>
<tr>
<td>CTSC 2652</td>
<td>Cisco Advanced Router Technology ........ 3</td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS:</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

Interactive Media Productions
College Credit Certificate – Code: MPCC

This certificate program is made up of eight courses within the Graphics Technology A.S. Degree. These courses build on the Graphics Technology A.S. Degree. These core courses hold essential information and build vital skills that are necessary to all related certificates. Included in the Interactive Media Support Certificate is Website Design, a class specifically for creating websites. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Graphics Technology.

Refer to course descriptions to determine prerequisites.

<table>
<thead>
<tr>
<th>MAJOR COURSES</th>
<th>Credits Needed: 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTC 1300</td>
<td>Drawing ......................... 3</td>
</tr>
<tr>
<td>GRAC 1100</td>
<td>Principles of Graphic Design ............... 3</td>
</tr>
<tr>
<td>GRAC 1160</td>
<td>2D Animation ..................... 3</td>
</tr>
<tr>
<td>GRAC 1710</td>
<td>Video Graphics .................... 3</td>
</tr>
<tr>
<td>GRAC 2150</td>
<td>Raster Graphics ................. 3</td>
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<tr>
<td>GRAC 2156</td>
<td>Vector Graphics .................. 3</td>
</tr>
<tr>
<td>GRAC 2582</td>
<td>eMedia ................................ 3</td>
</tr>
<tr>
<td>GRAC 2721</td>
<td>Website Design ................... 3</td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS:</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

Kitchen and Bath Specialization
College Credit Certificate – Code: KBCC

The Kitchen and Bath Specialization certificate is designed to prepare students for entry-level positions in the kitchen and bath industry. This program includes concepts and skills necessary for working in this specialized area of interior design, and will also prepare the student with knowledge needed to pass the Associate Kitchen & Bath Designer (AKBD) exam. Students are required to create and maintain a portfolio throughout this program. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Interior Design Technology.

Refer to course descriptions to determine prerequisites.

<table>
<thead>
<tr>
<th>MAJOR COURSES</th>
<th>Credits Needed: 39</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETDC 1801</td>
<td>Pictorial Drafting ............... 4</td>
</tr>
<tr>
<td>ETDC 2320</td>
<td>AutoCAD Fundamentals ............ 4</td>
</tr>
<tr>
<td>OR</td>
<td>Computer Aided Drafting for Interior Design .......... 4</td>
</tr>
<tr>
<td>IND 2460</td>
<td>Materials and Sources ............ 3</td>
</tr>
<tr>
<td>INDC 2420</td>
<td>Residential Design 1 ............. 3</td>
</tr>
<tr>
<td>INDC 1010</td>
<td>Residential Design 2 ............. 3</td>
</tr>
<tr>
<td>INDC 1015</td>
<td>Principles of Interior Design ........ 3</td>
</tr>
<tr>
<td>INDC 1935</td>
<td>Building and Barrier Free Codes ........ 3</td>
</tr>
<tr>
<td>INDC 2432</td>
<td>Lighting ......................... 3</td>
</tr>
<tr>
<td>INDC 2500</td>
<td>Interior Design Business Practices .......... 3</td>
</tr>
<tr>
<td>INDC 2910</td>
<td>Kitchen and Bath Design 1 ........ 3</td>
</tr>
<tr>
<td>INDC 2911</td>
<td>Kitchen and Bath Design 2 ........ 3</td>
</tr>
<tr>
<td>TARC 1120</td>
<td>Architectural Drafting ............ 4</td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS:</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>
### Medical Information Coder/Biller
**College Credit Certificate – Code: CDCC**

This college credit certificate program prepares the student for entry level employment as a medical coder and/or biller in ambulatory/physician office/hospital outpatient settings. Medical Information/Medical Record Coding is the transformation of verbal descriptions of disease, injury and procedures into numerical designations. Universally recognized coding systems provide information for reimbursement of healthcare claims, medical statistics and research.

The Medical Coder/Biller is an integral member of the professional healthcare team and this program offers individuals the opportunity to pursue a business-related career that is an essential part of the health care industry. Medical Coders/Billers are detail-oriented, analytical and have exemplary organizational skills. If a career combining medicine and information technology appeals to you, our program is a proven training ground for success.

Typical responsibilities include:
- Analyzing medical records and assigning codes to diagnoses and procedures.
- Organizing records to be used for patient billing, insurance claims and account management.
- Tabulating information for health surveys, research studies and improved patient care.
- Communicating with other healthcare personnel to clarify diagnoses or obtain additional information.

Graduates are prepared and eligible to sit for three national certifications:
- Certified Coding Associate (CCA) exam - American Health Information Management Association www.ahima.org
- Certified Professional Coder-Apprentice (CPC-A) and/or Certified Professional Coder-Hospital-Apprentice (CPC-H-A) exams
- American Academy of Professional Coders www.aapc.com

A total of 34 credit hours from the Medical Information Coder/Biller CCC program transfer into the Health Information Technology AS degree.

Admission to the Medical Information Coder/Biller program is limited. Interested students should call (321) 433-7575 or visit the Health Sciences website at www.easternflorida.edu for more information.

<table>
<thead>
<tr>
<th>MAJOR COURSES</th>
<th>Credits Needed: 34</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSCC 1064</td>
<td>Survey of Human Anatomy and Physiology ..........4</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications ........................3</td>
</tr>
<tr>
<td>HIM 1800</td>
<td>Professional Practice Experience ..................6</td>
</tr>
<tr>
<td>HIMC 1000</td>
<td>Introduction to HIM ................................3</td>
</tr>
<tr>
<td>HIMC 1222</td>
<td>Introduction to ICD Coding Principles ............3</td>
</tr>
<tr>
<td>HIMC 1253</td>
<td>CPT Coding Principles and Practice ..............3</td>
</tr>
<tr>
<td>HIMC 1255</td>
<td>Advanced Coding ..................................3</td>
</tr>
<tr>
<td>HIMC 1273</td>
<td>Computerized Physician Office/Billing ............2</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology ................................2</td>
</tr>
<tr>
<td>HSC 1554</td>
<td>Pathophysiology and Pharmacology ...............2</td>
</tr>
<tr>
<td>HSCC 1000</td>
<td>Introduction to Health Care ......................3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 34**

Note: A grade of “C” or higher is necessary in each major course for progression and to receive certificate.

### Office Specialist
**College Credit Certificate – Code: OSCC**

This certificate program is comprised of selected courses offered as a part of the Office Administration Program. It is designed to provide the student with the fundamentals in computer keyboarding, word processing, and computer applications that will be valuable to the student working in an office environment. An additional purpose of this program is to provide supplemental training for persons requiring training or retraining. Students may earn only one certificate. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Office Administration.

**GENERAL OFFICE SPECIALIST OPTION**

<table>
<thead>
<tr>
<th>Credits Needed: 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100</td>
</tr>
<tr>
<td>OST 1100</td>
</tr>
<tr>
<td>OST 1711</td>
</tr>
<tr>
<td>OST 2335</td>
</tr>
<tr>
<td>OST 2355</td>
</tr>
<tr>
<td>OST 2402</td>
</tr>
</tbody>
</table>

**LEGAL OFFICE SPECIALIST OPTION**

<table>
<thead>
<tr>
<th>Credits Needed: 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100</td>
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<tr>
<td>OST 1100</td>
</tr>
<tr>
<td>OST 1435</td>
</tr>
<tr>
<td>OST 1711</td>
</tr>
<tr>
<td>OST 2131</td>
</tr>
<tr>
<td>OST 2431</td>
</tr>
</tbody>
</table>

**MEDICAL OFFICE SPECIALIST OPTION**

<table>
<thead>
<tr>
<th>Credits Needed: 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100</td>
</tr>
<tr>
<td>HSC 1532</td>
</tr>
<tr>
<td>OST 1100</td>
</tr>
<tr>
<td>OST 1711</td>
</tr>
<tr>
<td>OST 2135</td>
</tr>
<tr>
<td>OST 2461</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 18**

### Oracle Certified Database Administrator
**College Credit Certificate – Code: OACC**

This certificate program provides students with the training necessary to maintain an Oracle database, and prepares students for the Oracle Database Administrations Certification. Oracle databases are among the most sophisticated databases currently available and are used by large corporations to store corporate-wide information. An Oracle database allows for multiple-user access, control of the level of user access, and the development of specific procedures for accessing information. Opportunities for employment of students with experience in Oracle databases include state and federal government agencies, medium-to-large corporations, and Internet-based companies. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Computer Information Technology.

Refer to course descriptions to determine prerequisites.

<table>
<thead>
<tr>
<th>MAJOR COURSES</th>
<th>Credits Needed: 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 2812</td>
<td>Introduction to XML ................................3</td>
</tr>
<tr>
<td>CTS 1321</td>
<td>Linux Networking and System Administration .......3</td>
</tr>
<tr>
<td>CTS 2440</td>
<td>Introduction to Oracle SQL and PL/SQL .............3</td>
</tr>
<tr>
<td>CTS 2441</td>
<td>Oracle Database Fundamentals 1 .....................3</td>
</tr>
<tr>
<td>CTSC 1328</td>
<td>Windows Server Operating System ...................3</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS: 15**
Paramedic
College Credit Certificate – Code: PARA
This certificate program in pre-hospital advanced life support is specifically designed for current Florida Certified Emergency Medical Technicians who demonstrate proficiency in their current field work. Upon successful completion, the student is eligible to take the Florida Paramedic certification examination and/or National Registry Examinations. Admission to the Paramedic program is limited. Interested students should call (321) 433-5707 or visit the Institute of Public Safety website at www.easternflorida.edu for more information.

MAJOR COURSES
Credits Needed: 42
EMS 2603 Paramedic 1 .............................. 9
EMS 2604 Paramedic 2 .............................. 9
EMS 2605 Paramedic 3 .............................. 9
EMS 2659 Paramedic Internship .................. 3
EMS 2664 Paramedic 1 Clinical ................. 1
EMS 2665 Paramedic 2 Clinical .................. 2
EMSL 2603 Paramedic 1 Laboratory .......... 4
EMSL 2604 Paramedic 2 Laboratory .......... 3
EMSL 2605 Paramedic 3 Laboratory .......... 3
TOTAL CREDIT HOURS: 42

Note: A grade of “C” or higher is necessary in each course for progression and to receive certificate.

Photography
College Credit Certificate – Code: PHCC
This certificate program is designed to provide basic course work that will prepare students to work in the photographic field. Recipients of this certificate will be better prepared to seek positions in industry, business or private enterprise, or to enhance an active amateur career. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Digital Television/Digital Media Production.

MAJOR COURSES
Credits Needed: 22
PGYC 1401 Photography 1 ......................... 3
PGYC 1600 Photojournalism ..................... 3
PGYC 1800 Photography with Digital Camera 3
PGYC 2210 Portraiture ......................... 3
PGYC 2470 Portfolio Project ..................... 4
PGYC 2801 Digital Imaging 1 .................. 3
PGYC 2806 Advanced Digital Photography 3
TOTAL CREDIT HOURS: 22

Preschool Specialization
College Credit Certificate – Code: PSCC
The certificate program consists of coursework in curriculum, environments and areas of child development associated with preschool aged children. These courses may be applied toward the Child Development Early Intervention Certificate and the A.S. degree in Early Childhood Education. View background screening and licensure requirements at www.dcf.state.fl.us/programs/childcare.

MAJOR COURSES
Credits Needed: 12
EEC 1001 Introduction to Early Childhood Education .......... 3
EEC 1200 Early Childhood Curriculum ................ 3
EEC 1601 Assessment in Early Childhood Education .......... 3
EEC 2710 Conflict Resolution in Early Childhood .......... 3
TOTAL CREDIT HOURS: 12

Scientific Workplace Preparation
College Credit Certificate – Code: SWCC
This program prepares students for entry-level employment in a science or health-related industry. This program meets prerequisite requirements for several health science Associate in Science (A.S.) degrees.

GENERAL EDUCATION COURSES
Credits Needed: 9
ENC 1101 Communications 1 ..................... 3
MAT 1033 Intermediate Algebra .................. 3
OR
MAC 1105 College Algebra .......................... 3
Social/Behavioral Science Requirement .................

CORE COURSES
Credits Needed: 16
BSCC 1010 General Biology ....................... 4
BSCC 2093 Human Anatomy and Physiology 1........ 4
BSCC 2094 Human Anatomy and Physiology 2........ 4
MCBC 2010 Microbiology ......................... 4

TECHNICAL ELECTIVES
Credits Needed: 1
Humanities Requirement
SPC 2608 Fundamentals of Speech Communication 3
Any course with a HSC, CHM, or BSCC Prefix
TOTAL CREDIT HOURS: 26

Television Studio Production
College Credit Certificate – Code: TVCC
This certificate program is designed to provide students with the basic skills required to produce broadcast quality television in the studio and professional video on location. Students learn studio and location lighting, multi-camera directing, audio recording and mixing, and digital video shooting and editing skills. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Digital Television/Digital Media Production.

MAJOR COURSES
Credits Needed: 12
RTV 1241 Television Studio Production .............. 3
RTV 1245 Video Field Production .................. 3
RTV 2242 Advanced Studio Production .......... 3
RTV 2246 Advanced Video Field Production ........ 3
TOTAL CREDIT HOURS: 12

Web Development Specialist
College Credit Certificate – Code: WDCC
This certificate program provides the student with the knowledge and hands-on experience to perform system administration tasks for both popular industry databases and operating systems. This program also prepares the students to work with Open Source operating systems and databases. In addition, students will learn to develop Web applications incorporating both client side and server side Web programming technologies. Typical entry-level positions for graduates of the program include Junior DBA, Junior Web Master, Junior System Administrator and Junior Web Developer. Credits earned in this certificate also apply to the Associate in Science (A.S.) degree in Computer Programming.

Refer to course descriptions to determine prerequisites.

MAJOR COURSES
Credits Needed: 35
CGS 1000 Introduction to Computers ................ 3
CGS 2100 Microcomputer Applications ............ 3
CGS 2932 Special Topics in Computer Technology ...... 2
OR
CGS 2941 Internship
COP 1332 Visual Basic Programming ............... 3
COP 2333 Visual Basic Programming Advanced ....... 3
COP 2700 Database Techniques .................... 3
COP 2812 Introduction to XML ..................... 3
COP 2822 Web Page Authoring .................... 3
COP 2830 Client Side Web Scripting ............... 3
COP 2831 Server Side Web Scripting ............... 3
CTS 1321 Linux Networking and System Administration 3
CTS 2440 Introduction to Oracle PL/SQL ............ 3
TOTAL CREDIT HOURS: 35

College Credit Certificate
89
VOCATIONAL CERTIFICATE PROGRAMS

Postsecondary Adult Vocational Certificate (P.S.A.V.)
A Postsecondary Adult Vocational Certificate program consists of a series of courses that prepare students for entry level employment in specific career fields. Upon completion of the certificate program, students continuing their education in a related A.S. degree program may be awarded credit in selected A.S. degree courses as noted in the institution’s catalog listings.

Some programs require the student to take the TABE (Test of Adult Basic Education) and meet minimum cutoff scores in reading, language, and mathematics prior to graduation with the certificate.

Graduation Requirements for the Postsecondary Adult Vocational Certificate
Responsibility for meeting the requirements for graduation rests with the student. The P.S.A.V. is awarded to those students who have:
1. Satisfactorily completed courses within the program.
2. Met all admissions requirements, including submission of all required high school and prior college transcripts.
3. Completed at least 25% of the program credit hours through coursework at Eastern Florida State College.
4. Filed an 'Intent to Graduate' Application on or before the published deadline. This includes payment of the graduation fee.
5. Achieved a cumulative GPA of 2.00 or higher in the courses that comprise the program.
   - An "I - Incomplete" received in term of graduation is calculated as an "F" for purposes of computing the student's GPA for graduation. If the course work is completed within three weeks of the beginning of the following term, resulting in a passing grade, the student's transcript will be amended.
6. Removed all financial obligations to the college. Final transcripts or diploma will not be released until student has removed all financial obligations to the college.

Veterans
Veterans enrolled in Postsecondary Adult Vocational Certificate programs may be eligible to receive benefits. Please contact the Veterans Affairs office to determine eligible programs. Veterans certified under a Postsecondary Adult Vocational Certificate program will be certified to the VA in clock hours per week instead of credit hours per term. The following chart shows how many clock hours per week are required to be full time, ¾ time, or ½ time:

<table>
<thead>
<tr>
<th></th>
<th>Classroom : Predominating (Clock Hours)</th>
<th>Shop : Predominating (Clock Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL TIME</td>
<td>18</td>
<td>22 (including not more than 2½ hour rest period per week)</td>
</tr>
<tr>
<td>¾ TIME</td>
<td>13 thru 17</td>
<td>16 thru 21 (including not more than 2 hours rest periods per week)</td>
</tr>
<tr>
<td>½ TIME</td>
<td>9 thru 12</td>
<td>11 thru 15 (including not more than ¾ hours rest periods per week)</td>
</tr>
<tr>
<td>&lt; 1/2 TIME, &gt; 1/4 TIME</td>
<td>5 thru 8</td>
<td>6 thru 10 (including not more than ¾ hours rest periods per week)</td>
</tr>
<tr>
<td>QUARTER TIME</td>
<td>1 thru 4</td>
<td>1 thru 5 (no allowance for rest periods)</td>
</tr>
</tbody>
</table>

Financial Aid
Students enrolled in Vocational Certificate programs, who earned a standard high school diploma or equivalent, may be eligible for financial aid including: PELL Grants, work study, scholarships, guaranteed bank loans, Work Force Development, veterans benefits. Not all programs are eligible for financial aid. See the “EFSC Programs and Admissions Requirements” pages at the beginning of this section for eligible programs.

Course Certificates
Course certificates of completion are awarded at the discretion of the instructor and the appropriate department chair for satisfactory achievement in selected courses or groups of courses. Students must file an application with the instructor. These certificates document completion of coursework only, not graduation from the program.

Admissions
Students must complete an application for admission to Eastern Florida State College. See the “EFSC Programs and Admissions Requirements” pages at the beginning of this section for specific admission requirements such as testing and high school graduation.

Note: Eastern Florida State College Vocational Certificate programs prepare the student for an entry-level job in a career field. Selected courses may supplement the theoretical knowledge and skills of employed workers.
Accounting Operations
Postsecondary Adult Vocational Certificate – Code: FINC

This certificate program prepares students with job-entry employment skills for accounting positions in business, industry, and public service sectors. Most courses are individualized and students progress at their own pace. This open-lab program enables the student to receive a vocational certificate and to demonstrate job-entry proficiency using state-of-the-art equipment.

Entrance Recommendations:
1. Basic skill in math
2. Finger dexterity
3. General aptitude for office work
4. High school reading ability

MAJOR COURSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Hours:</th>
<th>Clock Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCA</td>
<td>0002 Accounting 1/10-Key</td>
<td>90</td>
<td>3</td>
</tr>
<tr>
<td>APA</td>
<td>0122 Accounting 2</td>
<td>90</td>
<td>3</td>
</tr>
<tr>
<td>ENC</td>
<td>0030 Business English and Communications</td>
<td>90</td>
<td>3</td>
</tr>
<tr>
<td>MTB</td>
<td>0102 Mathematics for Business</td>
<td>60</td>
<td>2</td>
</tr>
<tr>
<td>OCA</td>
<td>0311 Introduction to Word Processing and Laboratory</td>
<td>90</td>
<td>3</td>
</tr>
<tr>
<td>OCA</td>
<td>0401 Introduction to Spreadsheets</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>OCA</td>
<td>0701 Introduction to Windows</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>OCA</td>
<td>0802 Introduction to Basic Internet/Email</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>OTA</td>
<td>0013 Customer Relations</td>
<td>60</td>
<td>2</td>
</tr>
<tr>
<td>OTA</td>
<td>0103 Keyboarding and Document Processing 1</td>
<td>90</td>
<td>3</td>
</tr>
<tr>
<td>OTA</td>
<td>0421 Business Office Procedures</td>
<td>60</td>
<td>2</td>
</tr>
<tr>
<td>OTA</td>
<td>0511 Computerized Accounting</td>
<td>90</td>
<td>3</td>
</tr>
<tr>
<td>OTA</td>
<td>0942 Vocational Internship</td>
<td>90</td>
<td>1</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTA</td>
<td>0949 Co-op Work Experience</td>
<td></td>
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</table>

ADDITIONAL RECOMMENDED COURSES:

These courses are not required but may be beneficial toward job placement.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Hours:</th>
<th>Clock Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA</td>
<td>0131 Accounting 3</td>
<td>90</td>
<td>3</td>
</tr>
<tr>
<td>OCA</td>
<td>0461 Introduction to Databases</td>
<td>30</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 28
TOTAL CLOCK HOURS: 900

Air Conditioning, Refrigeration and Heating Technology
Postsecondary Adult Vocational Certificate – Code: AIRM

This certificate program gives completers employment opportunities as paraprofessionals in installation, service and repair by mechanical and refrigeration contractors, dealers and related commercial businesses. Students will study basic refrigeration, electrical circuitry, load calculations and residential systems.

Admission requirements for the program are available in the program application packet at the Palm Bay Campus, Building 1, Room 153. Interested students should call (321) 433-5294 or visit the Career & Technical Programs website at www.easternflorida.edu for more information.

Students may meet attendance requirements of a course by creating their own schedule during the following hours: Monday through Thursday, 8:30 a.m. to 3:45 p.m.

MAJOR COURSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Hours:</th>
<th>Clock Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR</td>
<td>0060 Residential Load Calculations</td>
<td>96</td>
<td>3</td>
</tr>
<tr>
<td>ACR</td>
<td>0061 Psychometrics Calculations</td>
<td>96</td>
<td>3</td>
</tr>
<tr>
<td>ACR</td>
<td>0106 Electricity for HVAC Single Phase</td>
<td>96</td>
<td>3</td>
</tr>
<tr>
<td>ACR</td>
<td>0107 Electrical Circuitry for HVAC – Single Phase</td>
<td>96</td>
<td>3</td>
</tr>
<tr>
<td>ACR</td>
<td>0122 Refrigeration and Air Conditioning Components</td>
<td>96</td>
<td>3</td>
</tr>
<tr>
<td>ACR</td>
<td>0602 Heat Pump Technology</td>
<td>96</td>
<td>3</td>
</tr>
<tr>
<td>ACR</td>
<td>0608 Residential Heating Systems</td>
<td>96</td>
<td>3</td>
</tr>
<tr>
<td>ACR</td>
<td>0701 HVAC Trouble-shooting and Repair</td>
<td>96</td>
<td>3</td>
</tr>
<tr>
<td>ACR</td>
<td>0704 Introduction to Refrigeration/</td>
<td>96</td>
<td>3</td>
</tr>
<tr>
<td>ACR</td>
<td>0705 Mechanical Systems</td>
<td>96</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 60
TOTAL CLOCK HOURS: 1800

Automotive Service Technology
Postsecondary Adult Vocational Certificate – Code: AUTM

Graduates of this 2-year ASE certified training program will be qualified for entry-level employment with automobile dealerships, fleet operators, automotive specialty shops, mass merchandisers, and independent retailers. Using state-of-the-art diagnostic and test equipment, students will learn operational theory, diagnostic procedures, and industry accepted methods of service and repair of current automotive systems. All courses contain periods of classroom lecture, practical demonstration, and "hands-on" laboratory experience to provide a comprehensive and thorough learning experience for the student.

The EFSC Automotive Technology program is recognized by the National Institute for Automotive Service Excellence (ASE) as having met the requirements for master certification in all eight areas of automotive service specialization.

Students are admitted to the Automotive Service Technology program in the fall term. Admission requirements for the program are available in the program application packet at the Cocoa Campus, Building 16, Room 214. Interested students should call (321)433-7499 or visit the Career & Technical Programs website at www.easternflorida.edu for more information.

MAJOR COURSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Hours:</th>
<th>Clock Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERC</td>
<td>0006 Automotive Assistor 1</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>AERC</td>
<td>0007 Automotive Assistor 2</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>AERC</td>
<td>0199 Engine Repair</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>AERC</td>
<td>0299 Automatic Transmissions &amp; Transaxles</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>AERC</td>
<td>0399 Manual Drivetrain</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>AERC</td>
<td>0400 Ford Maintenance &amp; Light Repair 3</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>AERC</td>
<td>0499 Suspension and Steering Systems</td>
<td>120</td>
<td>4</td>
</tr>
<tr>
<td>AERC</td>
<td>0507 Ford Maintenance &amp; Light Repair 2</td>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>AERC</td>
<td>0599 Brake Systems</td>
<td>120</td>
<td>4</td>
</tr>
<tr>
<td>AERC</td>
<td>0600 Ford Maintenance &amp; Light Repair 1</td>
<td>60</td>
<td>2</td>
</tr>
<tr>
<td>AERC</td>
<td>0691 Automotive Electrical 1</td>
<td>90</td>
<td>3</td>
</tr>
<tr>
<td>AERC</td>
<td>0692 Automotive Electrical 2</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>AERC</td>
<td>0797 Air Conditioning and Heating Systems</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>AERC</td>
<td>0885 Engine Performance 1</td>
<td>150</td>
<td>5</td>
</tr>
<tr>
<td>AERC</td>
<td>0886 Engine Performance 2</td>
<td>150</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS: 60
TOTAL CLOCK HOURS: 1350

POSTSECONDARY ADULT VOCATIONAL CERTIFICATE
CMS Law Enforcement Auxiliary Officer
Postsecondary Adult Vocational Certificate – Code: LAWA

This certificate program provides the student with minimum standards training to become a Law Enforcement Auxiliary Officer. Auxiliary officers work with police or sheriff agencies and provide assistance to certified officers and law enforcement agency staff. Applicants must successfully complete the basic abilities test (BAT) for Law Enforcement.

For testing information (BAT) contact Brevard Police Testing Center at (321) 433-5638. For applications and program inquiries contact the program coordinator at (321) 433-5075. Training is conducted at the Melbourne Campus, Institute of Public Safety, Criminal Justice Center, Building 8.

Entrance Recommendations:
1. High school graduate or equivalent
2. At least 19 years of age
4. Must not have been convicted of any felony offenses or any misdemeanor offenses involving perjury, false statements, or domestic violence
5. Pass a physical examination and drug screening
6. Be of good moral character
7. Satisfy the requirements of a criminal history background check
8. Never have received a dishonorable discharge from the U.S. Armed Forces

MAJOR COURSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Clock Hours</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0240</td>
<td>Law Enforcement Auxiliary Introduction..................</td>
<td>27</td>
<td>1</td>
</tr>
<tr>
<td>CJK 0241</td>
<td>Law Enforcement Auxiliary Patrol &amp; Traffic .............</td>
<td>19</td>
<td>1</td>
</tr>
<tr>
<td>CJK 0242</td>
<td>Law Enforcement Auxiliary Investigations ............</td>
<td>17</td>
<td>1</td>
</tr>
<tr>
<td>CJKC 0020</td>
<td>CMS Law Enforcement Vehicle Operations ..................</td>
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<td>CJKC 0031</td>
<td>CMS First Aid for Criminal Justice Officers ..........</td>
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<td>CJKC 0040</td>
<td>CMS Criminal Justice Firearms .........................</td>
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<td>CJKC 0051</td>
<td>CMS Criminal Justice Defensive Tactics ...............</td>
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<tr>
<td>CJKC 0422</td>
<td>Dart-Firing Stun Gun Use ................................</td>
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</tbody>
</table>

TOTAL CREDIT HOURS: 13
TOTAL CLOCK HOURS: 319

Florida CMS Correctional Officer
Postsecondary Adult Vocational Certificate – Code: CORS

This certificate program meets minimum education standards for correctional officers as required by the Florida Department of Law Enforcement (FDLE), Criminal Justice Standards and Training Commission (CJSTC). Correctional Officers are employed by state correctional institutions, city or county jails, and other correctional facilities that provide secure inmate supervision. Correctional Officers are responsible for providing care, custody, and control of inmates housed in these facilities. The Florida CMS Correctional Officer program provides the student with an overview of the correctional system as well as basic correctional skills and procedures. This program will prepare the student to sit for the State Examination administered by FDLE. Individuals must be at least 19 years of age to sit for the State Exam.

Admission to the Correctional Officer program is limited by special application and testing. For information on how to apply for this program, contact the Institute of Public Safety (321) 433-5695. For testing information Basic Abilities Test (BAT), contact the Brevard Police Testing and Selection Center at (321) 433-5638. This program is offered at the Melbourne Campus, Institute of Public Safety.

Entrance Requirements:

- Applicants must have a High School diploma or equivalent
- Must be a citizen of the United States
- Applicant cannot have a dishonorable discharge from the Armed Forces of the United States
- Applicant cannot have been convicted of any felony, or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
- Applicant must take the Basic Abilities Test (BAT) and achieve required scores.
- Applicant must have a physical examination prior to program entry. These forms are part of the application packet available at the Institute of Public Safety.

MAJOR COURSES

<table>
<thead>
<tr>
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<td>CJK 0315</td>
<td>Facility and Equipment..................................</td>
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<td>CJK 0320</td>
<td>Intake and Release......................................</td>
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<td>CJK 0335</td>
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<td>Officer Wellness and Physical Abilities.............</td>
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TOTAL CREDIT HOURS: 17
TOTAL CLOCK HOURS: 420
CORRECTIONS CROSS-OVER PROGRAMS

The Criminal Justice Standards and Training Commission have established basic recruit cross-over training programs to provide lateral movement of Florida officers between criminal justice disciplines. If currently Florida certified as a corrections officer, correctional probation officer or law enforcement officer, the cross-over program courses can lead to additional/dual certifications.

Applicants must successfully pass the basic abilities test (BAT) for entry into the cross-over program. Permission to participate in the Cross-Over program must be obtained from the Dean of the Institute of Public Safety, Melbourne Campus.

For Basic Abilities Testing information, contact Brevard Police Testing (321) 433-5855 or 5640. For all other inquiries, contact the Institute of Public Safety (321) 433-5695.

CORRECTIONAL PROBATION OFFICER CROSS-OVER TO FLORIDA CMS CORRECTIONAL

Postsecondary Adult Vocational Certificate – Code: CRCP

This program provides minimum standards training for Certified Correctional Probation Officers who wish to become certified as a Correctional Officer. Applicants must pass the Basic Abilities Test (BAT) for Correctional for entrance into this program.

MAJOR COURSES

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<td></td>
<td>Correctional Officer Wellness</td>
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<td>CJK 0393</td>
<td>Cross-Over Program Updates</td>
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TOTAL CREDIT HOURS: 12
TOTAL CLOCK HOURS: 250

LAW ENFORCEMENT OFFICER CROSS-OVER TO FLORIDA CMS CORRECTIONAL

Postsecondary Adult Vocational Certificate – Code: CRLE

This program provides minimum standards training for Certified Law Enforcement Officers who wish to become certified as a Correctional Officer. Applicants must pass the Basic Abilities Test (BAT) for Correctional for entrance into this program.

MAJOR COURSES

<table>
<thead>
<tr>
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<td>Correctional Introduction and Legal</td>
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<td>Safety</td>
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<td>Correctional Officer</td>
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<td>Cross-Over Program Updates</td>
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TOTAL CREDIT HOURS: 9
TOTAL CLOCK HOURS: 156

Cosmetology

Postsecondary Adult Vocational Certificate – Code: COSM

This certificate program prepares the student for successful completion of the State Board Licensing Examination which is required for the practice of cosmetology. Students learn creative hair styling, hair design, and application of cosmetics to the skin, hair, and scalp.

Admission to the Cosmetology program is limited. Admission requirements for the program are available in the program application packet at the Cocoa Campus, HCVAS Health Sciences Center, Building 20, Room 124. Interested students should call (321) 433-7549 or visit the Health Sciences website at www.easternflorida.edu for more information.

MAJOR COURSES

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<td>Beginning Cosmetology</td>
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<td>Intermediate Cosmetology</td>
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<td>COS 0872</td>
<td>Advanced Salon Practice 1</td>
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<td>COS 0873</td>
<td>Advanced Salon Practice 2</td>
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<tr>
<td>COSL 0001</td>
<td>Beginning Salon Skills Laboratory</td>
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<td>COSL 0080</td>
<td>Intermediate Salon Skills Laboratory</td>
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<td>COSL 0872</td>
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<td>COSL 0873</td>
<td>Advanced Salon Skills 2 Laboratory</td>
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TOTAL CLOCK HOURS: 40

Note: A grade of “C” or higher is necessary in each major course for progression and graduation.

Culinary Operations

(Commercial Foods and Culinary Arts)

Postsecondary Adult Vocational Certificate – Code: CULN

This certificate program is designed to prepare students for employment as food and dessert preparers, kitchen and dining room helpers, and baker and cook’s assistants. This program is for the serious minded culinary student covering kitchen safety, garde manger (cold food manager), purchasing and preparing most food items used in the kitchen.

MAJOR COURSES

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Hours:</th>
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<td>Introduction to Culinary Arts/Menu</td>
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<tr>
<td>FSS 0062</td>
<td>Baking</td>
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<tr>
<td>FSS 0064</td>
<td>Pastries and Desserts</td>
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<td>FSS 0208</td>
<td>Food Production 1 (Stocks and Sauces)</td>
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<td>FSS 0228</td>
<td>Food Production 2 (Preparation and Service)</td>
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<td>FSS 0245</td>
<td>Just Desserts—a Contemporary Approach</td>
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<td>FSS 0273</td>
<td>Wine for Food</td>
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<td>FSS 0288</td>
<td>Pantry and Fast Foods</td>
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<td>FSS 0740</td>
<td>Regional Cuisine - American and International</td>
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<td>FSS 0942</td>
<td>Food Service Internship 1</td>
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<td>FSS 0943</td>
<td>Food Service Internship 2</td>
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<td>- External Placement</td>
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<td>FSSC 0022</td>
<td>Competitive Culinary Artistry</td>
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<td>FSSC 0283</td>
<td>On and Off Premise Catering</td>
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<td>FSSC 0297</td>
<td>Intensive Culinary Artistry</td>
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<td>HMV 0125</td>
<td>Food/Beverage Control and Purchasing</td>
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TOTAL CREDIT HOURS: 32
TOTAL CLOCK HOURS: 1200
Facials Specialty
Postsecondary Adult Vocational Certificate – Code: FACE

This certificate program is designed to prepare students for employment as a facial specialist. They may work in beauty salons, day spas, major cosmetic companies, as well as theme parks as make-up specialists. Classroom and clinical instruction prepares the student to function as an esthetician in varied settings and roles.

Admission to the Facials Specialty program is limited. Interested students should call (321) 433-7549 for more information.

Hours:

**MAJOR COURSES**

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<tr>
<th>Course Code</th>
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<td>CSPL 0265</td>
<td>Applied Techniques - Facial Specialty</td>
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**TOTAL CREDIT HOURS:** 9

**TOTAL CLOCK HOURS:** 260

Note: A grade of "C" or higher is necessary in each major course for progression and graduation.

Fire Fighter
Postsecondary Adult Vocational Certificate – Code: FRII

This certificate program prepares students for safe, dependable, and prompt performance of a fire fighter’s tasks during emergencies and in the fire station. Students learn the tasks, duties, and responsibilities of firefighting. Those who successfully complete the course and meet all Bureau of Fire Standards and Training (BFST) requirements and testing receive state certification. Florida Statutes require this certification for employment in the fire service. High School diploma or GED required.

The first module (Part 1) concerns those subjects addressed in the NFPA 1001 Professional Qualifications Standard for Fire Fighter 1 and meets the BFST requirement for volunteer fire fighter. The second module (Part 2) addresses those subject areas in NFPA 1001 for Fire Fighter 2 and meets the BFST requirement for career fire fighter. To be eligible for enrollment, students must meet all state and EFSC requirements which include but are not limited to:

- State medical exam
- Clear record of misdemeanors and felonies
- Be of good moral character
- EFSC physical agility test

Admission to the Fire Training Academy program is limited. Interested students should call (321) 433-5707 or visit the Institute of Public Safety website at www.easternflorida.edu for more information.

Hours:

**MAJOR COURSES**

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<td>FFP 0020</td>
<td>Fire Fighter 2</td>
<td>192</td>
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</table>

**TOTAL CREDIT HOURS:** 13

**TOTAL CLOCK HOURS:** 398

Note: A grade of "C" or higher is necessary in each major course for progression and graduation.
Florida CMS Law Enforcement
Postsecondary Adult Vocational Certificate – Code: LAWB

This certificate program meets minimum education standards for law enforcement officers as regulated by Florida Statutes. The Law Enforcement Officer program is a highly structured and disciplined program with specific standards, procedures, and regulations. Law Enforcement Officers provide for the protection and safety of the community through prevention and control of crime, enforcing the laws, maintaining civil order, regulating traffic, and providing emergency services. The program curriculum prepares the student to sit for the State Examination administered by the Florida Department of Law Enforcement. For applications, testing information and program inquiries; contact the Brevard Police Testing Center (321) 433-5638. Training is conducted at the Melbourne Campus. Day and Evening program are available.

Entrance Requirements:
- Applicants must take and pass the Basic Abilities Test for Law Enforcement officers prior to program entrance.
- Applicant must be at least 19 years old to sit for the State Exam.
- Applicant must be a citizen of the United States.
- Applicant must have a high school diploma or equivalent.
- Applicant must not have been dishonorably discharged from the Armed Forces of the United States.
- Applicant must not have been convicted of any felony offenses or a misdemeanor offense involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony or misdemeanor involving perjury or false statement shall not be eligible for employment for appointment as an officer.
- Satisfy the requirements of a criminal history background check.
- Be of good moral character.
- Applicant must have a physical exam prior to program entry and pass a drug screening.
- Applicant must possess a valid Driver’s License.

MAJOR COURSES

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TOTAL CREDIT HOURS: 27
TOTAL CLOCK HOURS: 770

For Basic Abilities Testing information, contact Brevard Police Testing (321) 433-5855 or 5640. For all other inquiries, contact the Institute of Public Safety (321) 433-5695.

CORRECTIONAL OFFICER CROSS-OVER TO FLORIDA CMS LAW ENFORCEMENT
Postsecondary Adult Vocational Certificate – Code: LECR

This program provides minimum standards training for Certified Corrections Officers who wish to become certified or hold dual certification as a Law Enforcement Officer. Applicants must pass the Basic Abilities Test (BAT) for Law Enforcement for entrance into this program.

MAJOR COURSES

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TOTAL CREDIT HOURS: 18
TOTAL CLOCK HOURS: 489

CORRECTIONAL PROBATION OFFICER CROSS-OVER TO FLORIDA CMS LAW ENFORCEMENT
Postsecondary Adult Vocational Certificate – Code: LECP

This program provides minimum standards training for Certified Correctional Probation Officers who wish to become certified or hold dual certification as a Law Enforcement Officer. Applicants must pass the Basic Abilities Test (BAT) for Law Enforcement for entrance into this program.

MAJOR COURSES

<table>
<thead>
<tr>
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TOTAL CREDIT HOURS: 21
TOTAL CLOCK HOURS: 579

LAW ENFORCEMENT CROSS-OVER PROGRAMS

The Criminal Justice Standards and Training Commission have established basic recruit cross-over training programs to provide lateral movement of Florida officers between criminal justice disciplines. If currently Florida certified as a corrections officer, correctional probation officer or law enforcement officer, the cross-over program courses can lead to additional/dual certifications.

Applicants must successfully pass the basic abilities test (BAT) for entry into the cross-over program. Permission to participate in the Cross-over program must be obtained from the Dean of the Institute of Public Safety, Melbourne Campus.
Medical Assistant
(Medical Assisting)
Postsecondary Adult Vocational Certificate – Code: MEDA

A Medical Assistant works under the direct supervision of a licensed physician and is a highly skilled, unique, and versatile part of the health care delivery team. This certificate program prepares students as significant members of the health care team with the specific roles of physical management and maintenance of the office, to treatment and examination of patients, and assisting the physician. Classroom theory and clinical practice prepares the student for capabilities that range from general front office transcription, managerial and supervisory functions. Clinical performance includes non-intravenous injections, phlebotomy, diagnostic testing, surgical technique and assisting, pharmaceutical principles, and administration of medication. Specially areas are medical law and ethics, coding and billing, radiology, and EKG.

Upon completion of the program, students receive a certificate in Introduction to Electrocardiography, CPR, AIDS, Phlebotomy, Injections, and the Postsecondary Adult Vocational Certificate in Medical Assisting.

During the course work students are prepared to apply and sit for the Medical Assisting.:

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Note: A grade of “C” or higher is necessary in each major course for progression and graduation.

Medical Administrative Specialist
Postsecondary Adult Vocational Certificate – Code: MSEC

This certificate program prepares students for the medical environment. Students who complete the program will receive a vocational certificate and will be proficient in the skills normally used in medical offices or hospitals. Secretarial courses, medical terminology, medical transcription, and medical office procedures should qualify an individual for an entry level position. This is an open-lab program, and most courses are individualized so students can progress at their own pace.

Entrance Recommendations:
1. Basic skill in math
2. Finger dexterity
3. General aptitude for office work
4. High school reading ability

MAJOR COURSES

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Additional Recommended Courses
These courses are not required but may be beneficial towards job placement.

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Nails Specialty
Postsecondary Adult Vocational Certificate – Code: NAIL

This program prepares the student for successful completion of the manicuring/pedicuring/nail extension requirements set by the State Board of Cosmetology to obtain a Nails Specialty certification.

Admission requirements for the program are available in the application packet at the Cocoa Health Sciences Building 20, Room 124. Interested students should call (321) 433-7549. EFSC offers this program in January, May, and August of each year.

MAJOR COURSES

<table>
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Note: A grade of “C” or higher is necessary in each major course for progression and graduation.
Patient Care Assistant
Postsecondary Adult Vocational Certificate - Code: PTCS

This certificate program is designed to prepare students for employment as Patient Care Assistants, Nursing Assistants, and Home Health Aides. It also offers supplemental training for persons previously or currently employed in any of these occupations who have the prerequisite course work. Classroom, laboratory, and clinical instruction prepare the student to function as a member of the health care team in varied settings and roles. Upon completion of the program, the student will receive a Postsecondary Adult Vocational Certificate in Patient Care Assistant. Certificates for Articulated Nursing Assistant, Advanced Home Health Aide, HIV/AIDS, First Aid, Domestic Violence, and BLS/CPR will be given upon completion of these modules. During course work, the student is prepared for the Florida Nursing Assistant Certification Exam.

Admission to the Patient Care Assistant program is limited. Interested students should call (321) 433-7575 or visit the Health Sciences website at www.easternflorida.edu for more information.

MAJOR COURSES

Clock Credit
HCP 0020 Patient Care Assistant ......................... 75 3
HCP 0121 Articulated Nursing Assistant ................ 75 3
HCP 0332 Advanced Home Health Aide ............... 50 2
HSC 0003 Basic Healthcare Worker ..................... 90 3

TOTAL CREDIT HOURS: 11
TOTAL CLOCK HOURS: 290

Phlebotomy
Postsecondary Adult Vocational Certificate – Code: PHLB

This certificate is designed to prepare students for employment as a phlebotomist in lab and hospital settings in 16 weeks. The program consists of a 6-week minimester course with lab, followed by a 10-week supervised hospital experience consisting of 105 hours. Upon completion of the program, students are eligible to take a national certification exam.

Admission to the Phlebotomy program is limited. Interested students should call (321) 433-7575 or visit the Health Sciences website at www.easternflorida.edu for more information.

MAJOR COURSES

Clock Credit
MLT 0047 Phlebotomy .................................. 30 1
MLTL 0047 Phlebotomy Laboratory .................... 30 1
MLTL 0048 Phlebotomy Clinical Rotation .......... 105 3

TOTAL CREDIT HOURS: 5
TOTAL CLOCK HOURS: 165

Practical Nursing
Postsecondary Adult Vocational Certificate – Code: LPNS

This certificate program prepares the student to become eligible for licensure as a practical nurse. Employment opportunities are available in long-term care facilities, hospitals, doctors’ offices, and health maintenance organizations. Upon completion of the basic fundamentals of nursing course, the student is eligible to seek certification as a nursing assistant. Upon successful completion of the program, the student may make application to take the State Board of Nursing Examination for Practical Nurses NCLEX-PN.

Admission to the Practical Nursing program is limited. Interested students should call (321) 433-7575 or visit the Institute of Nursing website at www.easternflorida.edu for more information.

MAJOR COURSES

Clock Credit
PRN 0030 Pharmacology for Practical Nursing ....... 60 2
PRN 0070 Principles of Nutrition ...................... 30 1
PRN 0110 Maternal and Newborn Nursing .......... 60 2
PRN 0110 Pediatric Nursing ......................... 30 1

TOTAL CREDIT HOURS: 1350
TOTAL CLOCK HOURS: 45

Transition to Practical Nursing:
Florida Certified Nursing Assistants from a State of Florida approved program who hold a valid credential and wish to become a practical nurse may submit an application for the Transition to Practical Nursing program which provides the opportunity to receive advanced standing in the LPN program.

To qualify, the following admission criteria must be met:
1. Active Florida Certified Nursing Assistant Certificate
2. One year or more of work experience in the field of certification
3. Health history and immunization records
4. Satisfactory performance on TABE and TEAS tests. A fee will be charged for the TEAS test
5. Completion of EFSC Institute of Nursing Application Packet for the Transition Program, including documentation for the meeting of any coursework requirements
6. Nursing committee approval

Upon successful completion of the above, the student is admitted into the Transition for Practical Nursing course. Upon successful completion of the Transition course with a grade of “C” or higher, the student will be awarded 4 credit hours for Fundamentals of Nursing and will be admitted to the LPN program. Admission to the program is limited. Interested students should call (321) 433-7575 or visit the Institute of Nursing website at www.easternflorida.edu for more information.

Public Safety Telecommunication
Postsecondary Adult Vocational Certificate – Code: PSTC

This certificate program meets minimum education standards for Florida police, fire, and emergency medical dispatchers. The program prepares the student to sit for the certification examination administered by the Florida Department of Health. The course content includes, but is not limited to, ethics, role of the telecommunicator, operating procedures, command levels, message centers, performance aids, emergency agencies, terminology, telecommunication equipment, malfunctions and maintenance agreements, telephone and dispatching procedures and techniques, emergency situations, emergency medical dispatch procedures, employability skills, leadership, human relations skills, health and safety, HAZMAT, and CPR.

Students must complete a special program application and be approved by the Dean of the Institute of Public Safety. All applicants must submit to a fingerprint check verifying the applicant has no criminal convictions. Call the Melbourne Campus, (321) 433-5695 for an application and further program information and requirements.

MAJOR COURSES

Clock Credit
EMS 0000 Public Safety Telecommunication ........ 232 8

TOTAL CREDIT HOURS: 8
TOTAL CLOCK HOURS: 232
**Surgical Technology**

*Postsecondary Adult Vocational Certificate – Code: SURG*

The Surgical Technologist works with the surgeon, anesthesiologist or anesthetist, and professional registered nurse as a member of the direct patient care team during surgery. The surgical technologist assists by preparing and handling supplies and equipment to maintain a safe and therapeutic environment for the patient through specific techniques and practices, designed to exclude all pathogenic microorganisms from the operative wound. High School diploma or GED required.

Upon successful completion of the Surgical Technology program, the student is qualified to make application to the National Certification Examination for Surgical Technologists.

Admission to the Surgical Technology program is limited. Interested students should call (321)433-7575 or visit the Health Sciences website at [www.easternflorida.edu](http://www.easternflorida.edu) for more information.

**MAJOR COURSES**

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**TOTAL CREDIT HOURS: 45**

**TOTAL CLOCK HOURS: 1330**

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**Welding Technology**

*(Applied Welding Technologies)*

*Postsecondary Adult Vocational Certificate – Code: WELD*

This certificate program provides the theory and practical experience necessary in developing a basic foundation in the skill of welding. The successful completion of this program enables the student to enter the welding trade at the entry-level.

Job opportunities are unlimited for persons willing to apply themselves and learn the welding trade. Welding is a highly skilled and high paying trade that requires training and determination. The EFSC Welding program is designed to train students to become certified welders.

Admission to the Welding Technology program is limited. Interested students should call (321)433-7499 or visit the Career & Technical Programs website at [www.easternflorida.edu](http://www.easternflorida.edu) for more information.

**MAJOR COURSES**

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<td>PMT 0121 Shielded Metal-Arc Welding Principles</td>
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<td>PMTC 0111 Oxygen/Fuel Gas Principles</td>
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**TOTAL CREDIT HOURS: 39**

**TOTAL CLOCK HOURS: 1170**
Follow-up Report 2011-2012
For 2010-2011 Career Technical Completers

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AA program placement figures only include those students who are continuing their education.

Rev. 05/06/13
## COURSE DESCRIPTIONS

Courses and their descriptions are listed alphabetically by prefix. Following is the Directory of Course Number Prefixes. To locate courses in a given subject, consult the prefix directory below.

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<td>English Composition</td>
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<tr>
<td>CCJ</td>
<td>ENL</td>
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<tr>
<td>Criminology and Criminal Justice</td>
<td>English Literature</td>
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<tr>
<td>CDA</td>
<td>ENT</td>
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<tr>
<td>Computer Design/Architect</td>
<td>Entrepreneurship</td>
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<tr>
<td>CET</td>
<td>ETD</td>
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<tr>
<td>Computer Engineering Technology</td>
<td>Engineering Technology: Drafting</td>
</tr>
<tr>
<td>CGS</td>
<td>ETI</td>
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<tr>
<td>Computers General Studies</td>
<td>Engineering Technology: Industrial</td>
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<tr>
<td>CHD</td>
<td>ETM</td>
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<tr>
<td>Child Development</td>
<td>Engineering Technology: Mechanical</td>
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<tr>
<td>CHI</td>
<td>ETP</td>
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<tr>
<td>Chinese</td>
<td>Engineering Technology: Power</td>
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<tr>
<td>CHM</td>
<td>ETS</td>
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<tr>
<td>Chemistry</td>
<td>Engineering Technology: Specialty</td>
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<tr>
<td>CIS</td>
<td>EUH</td>
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<tr>
<td>Computer Science and Information Systems</td>
<td>European History</td>
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<td>CJC</td>
<td>EVR</td>
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<td>Corrections</td>
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<td>CJE</td>
<td>FIL</td>
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<td>Law Enforcement</td>
<td>Film</td>
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<td>CJJ</td>
<td>FIN</td>
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<td>Juvenile Justice</td>
<td>Finance</td>
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<tr>
<td>CJK</td>
<td>FOS</td>
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<tr>
<td>Criminal Justice Basic Training</td>
<td>Food Service</td>
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<tr>
<td>CJL</td>
<td>FRE</td>
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<tr>
<td>Law and Process</td>
<td>French Language</td>
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<tr>
<td>CLP</td>
<td>FRW</td>
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<tr>
<td>Clinical Psychology</td>
<td>French Literature - Writings</td>
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<td>COA</td>
<td>FSS</td>
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<td>Consumer Affairs</td>
<td>Food Service Systems</td>
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<td>COM</td>
<td>GEB</td>
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<td>Communications</td>
<td>General Business</td>
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<td>COP</td>
<td>GEO</td>
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<tr>
<td>Computer Programming</td>
<td>Geography: Systematic</td>
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<tr>
<td>COS</td>
<td>GER</td>
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<tr>
<td>Cosmetology</td>
<td>German</td>
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<tr>
<td>CRW</td>
<td>GEY</td>
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<tr>
<td>Creative Writing</td>
<td>Gerontology</td>
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<tr>
<td>CSP</td>
<td>GIS</td>
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<tr>
<td>Cosmetology - Specialized</td>
<td>Geography: Information Science</td>
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<td>CTS</td>
<td>GLY</td>
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<td>Computer Technology Skills</td>
<td>Geology</td>
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<td>PREFIX TITLE</td>
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<tr>
<td>GRA</td>
<td>Graphic Arts</td>
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<tr>
<td>HCP</td>
<td>Health Care Providers (Assistance)</td>
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<tr>
<td>HIM</td>
<td>Health Information Management</td>
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<tr>
<td>HLP</td>
<td>Health, Leisure and Physical Education</td>
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<tr>
<td>HMV</td>
<td>Hospitality Management – Vocational</td>
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<td>HSA</td>
<td>Health Services Administration</td>
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<td>HSC</td>
<td>Health Sciences</td>
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<td>HUM</td>
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<td>IDH</td>
<td>Interdisciplinary Honors</td>
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<td>Interior Design</td>
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<td>Interdisciplinary Sciences</td>
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<td>Interdisciplinary Social Sciences</td>
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<td>Japanese Language</td>
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<td>Literature</td>
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<td>MAC</td>
<td>Mathematics: Calculus and Precalculus</td>
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<td>MAD</td>
<td>Mathematics - Discrete</td>
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<td>MAP</td>
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<td>MAR</td>
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<td>Microbiology</td>
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<td>MGF</td>
<td>Mathematics: General and Finite</td>
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<td>Marketing Applications</td>
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<td>Medical Laboratory Technology</td>
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<td>Mass Media Communication</td>
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<td>Management: Applied</td>
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<td>MTB</td>
<td>Mathematics: Technical and Business</td>
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<td>Mathematics: Topology and Geometry</td>
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<td>MUC</td>
<td>Music Composition</td>
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<td>Music Education</td>
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<td>MUG</td>
<td>Music: Conducting</td>
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<td>Music Literature</td>
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<td>Music: Commercial/Management/Administration</td>
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<td>Music Ensembles</td>
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<td>Music: Theory</td>
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<td>MKV</td>
<td>Applied Music: Keyboard</td>
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<td>MVP</td>
<td>Applied Music: Percussion</td>
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<td>MVS</td>
<td>Applied Music: Strings</td>
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<td>MVV</td>
<td>Applied Music: Voice</td>
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<tr>
<td>MVW</td>
<td>Applied Music: Woodwinds</td>
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<td>NUR</td>
<td>Nursing, Generic Undergraduate</td>
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<td>OCA</td>
<td>Office Computer Applications</td>
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<td>OCB</td>
<td>Biological Oceanography</td>
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<td>OCE</td>
<td>General Oceanography</td>
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<td>OST</td>
<td>Office Systems Technology</td>
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<td>OTA</td>
<td>Office Technology Applications</td>
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<tr>
<td>PEL</td>
<td>Physical Education Activities</td>
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<tr>
<td>PEL</td>
<td>(General) Object Centered, Land</td>
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<tr>
<td>PEL</td>
<td>(General) Performance Centered, Land</td>
</tr>
<tr>
<td>PEO</td>
<td>Physical Education Activities</td>
</tr>
<tr>
<td>PEO</td>
<td>(Professional) Object Centered, Land</td>
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<td>PET</td>
<td>Physical Education Theory</td>
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<td>PGY</td>
<td>Photography</td>
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<td>PHI</td>
<td>Philosophy</td>
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<td>PHY</td>
<td>Physics</td>
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<tr>
<td>PLA</td>
<td>Paralegal/Legal Assistant/Legal Administration</td>
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<tr>
<td>PMT</td>
<td>Precision Metal Technology</td>
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<tr>
<td>POS</td>
<td>Political Science</td>
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<td>PRN</td>
<td>Practical Nursing</td>
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<td>PSC</td>
<td>Physical Science</td>
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<td>PSY</td>
<td>Psychology</td>
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<td>PUR</td>
<td>Public Relations</td>
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<tr>
<td>QMB</td>
<td>Quantitative Methods in Business</td>
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<tr>
<td>REA</td>
<td>Reading</td>
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<td>REE</td>
<td>Real Estate</td>
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<td>REL</td>
<td>Religion</td>
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<td>RTE</td>
<td>Radiologic Technology</td>
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<td>RTV</td>
<td>Radio – Television</td>
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<td>RUS</td>
<td>Russian Language</td>
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<td>SBM</td>
<td>Small Business Management</td>
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<td>SCC</td>
<td>Security</td>
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<td>SLS</td>
<td>Student Life Skills - Learning</td>
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<td>SOW</td>
<td>Social Work</td>
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<td>SPC</td>
<td>Speech Communication</td>
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<td>SPM</td>
<td>Sports Management</td>
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<tr>
<td>SPN</td>
<td>Spanish Language</td>
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<tr>
<td>SPW</td>
<td>Spanish Literature (Writings)</td>
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<tr>
<td>STA</td>
<td>Statistics</td>
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<td>STS</td>
<td>Surgical Technology Studies</td>
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<td>SYG</td>
<td>Sociology, General</td>
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<td>TAR</td>
<td>Technical Architecture</td>
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<td>TAX</td>
<td>Taxation</td>
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<td>THE</td>
<td>Theatre Studies and General Resources</td>
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<tr>
<td>TPA</td>
<td>Theatre Production and Administration</td>
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<tr>
<td>TPP</td>
<td>Theatre Performance and Performance Timing</td>
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<tr>
<td>ZOO, ZOOC</td>
<td>Zoology</td>
</tr>
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</table>
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 25 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles." Example of Course Identifier

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code</th>
<th>Century Digit</th>
<th>Decade Digit</th>
<th>Unit Digit</th>
<th>Lab Code</th>
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<tbody>
<tr>
<td>ENC</td>
<td></td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>No</td>
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</tbody>
</table>

English Composition (Lower Freshman Level at this institution)
Freshman Composition
Freshman Composition Skills
Freshman Composition Skills I

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 Exception to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 56 different 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 the community college 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 subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

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 accepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

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

Courses at Nonregionally Accredited Institutions

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

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the EFSC Office of the Registrar (321) 433-7284 or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

FLORIDA’S STATEWIDE COURSE NUMBERING SYSTEM

EASTERN FLORIDA STATE COLLEGE

103
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
</table>
| ACG 2021    | 3       | Financial Accounting  
Prerequisite: MAT 1033 with a grade of "C" or higher. Introduction to the accounting cycle and financial statements including accounting for cash, receivables, inventories, plant assets, stocks and bonds. |
| ACG 2071    | 3       | Managerial Accounting  
Prerequisite: ACG 2021 with a grade of "C" or higher. Accounting as it applies to managerial theory and practice; cost accounting concepts and relationships; forecasting and budgeting; business information requirements. |
| ACG 2100    | 3       | Intermediate Accounting 1  
Prerequisite: ACG 2021 with a grade of "C" or higher. A review of the Accounting Cycle and advanced work in the areas of temporary investments, receivables, inventories, plant assets, and investments in stocks and bonds. |
| ACG 2450    | 3       | Accounting Information Systems  
Prerequisites: ACG 2021 and CGS 2100-both courses with a grade of "C" or higher. The accounting applications of electronic data processing, including the preparation, interpretation, and use of computer information in financial decision making. |
| ACG 3024    | 3       | Accounting for Managers  
This course addresses the use of accounting information by non-financial managers. Emphasis is placed on the interpretation of accounting information in order for a manager to participate effectively in decision making. Concepts introduced include the accounting cycle, accounting for merchandisers, cash and internal control, receivables and inventory control, long-term assets and depreciation, ratio analysis, breakeven and cost-volume profit, budgeting, cost planning and control, and capital budgeting. |
| ACO 0002    | 3       | Accounting 1/10-Key  
Introduction to accrual accounting system emphasizing balance sheet approach and accounting cycle, including journals, ledgers, worksheets, payroll and reports of a service business, and merchandising enterprise. |
| ACR 0060    | 3       | Residential Load Calculations  
The study of heat and heat flow; calculate the gain and loss, duct fabrication and sizing, register selection and installation for residential application. Lab Fee. |
| ACR 0061    | 3       | Psychometrics Calculations  
Element of air and related properties necessary to solve airflow and air mixture problems, to include the basic formulas for calculations of heat and gain computations static flow. Lab Fee. |
| ACR 0106    | 3       | Electricity for HVAC Single Phase  
Introduction to electron theory, Ohm’s law and its application, how electricity is produced, transmitted to load services and HVAC industry applications. Lab Fee. |
| ACR 0107    | 3       | Electrical Circuitry for HVAC - Single Phase  
Introduces HVAC wiring diagrams and schematics on air conditioning systems, refrigeration and heating devices, to include the use of electrical test equipment. Lab Fee. |
| ACR 0122    | 3       | Refrigeration and Air Conditioning Components  
Introduction to the major components of air conditioning and refrigeration, to include compressors, compression cycle accessories, the component functions and operational performance. Lab Fee. |
| ACR 0602    | 3       | Heat Pump Technology  
Introduces heat pump concepts and fundamentals of operation, service and startup procedures, to include heat pump theory and operation from inception to present technology. Lab Fee. |
ADV 2948 Credits 1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

AERC 0006 Credits 5
Automotive Assistor 1
This course introduces the student to the procedures for automotive shop safety, tool and equipment orientation, hazardous waste handling and disposal, the use of service information, mathematical computations commonly used in the automotive industry, employability and communication skills, and entrepreneurship. Lab Fee.

AERC 0007 Credits 5
Automotive Assistor 2
This course presents the theory and application of preventative maintenance and minor repair of automobiles. Including: safety inspections, preventative maintenance, cooling system repair and maintenance, transmission servicing, wheel and tire service, and electrical system diagnosis and repair procedures. Lab Fee.

AERC 0199 Credits 5
Engine Repair
A theoretical and practical application course of engine operation, engine components, construction and materials, problem diagnosis to include engine removal and replacement, disassembly, inspection and reassembly to manufacturers' specifications. Successful completion of this course satisfies the current NATEF tasks and hours requirement for "Engine Repair" (A1). Lab Fee.

AERC 0299 Credits 5
Automatic Transmissions and Transaxles
A theoretical and practical application course of the operation, inspection, testing, diagnosis, in-vehicle servicing, and overhaul of automatic transmissions and transaxles. Successful completion of this course satisfies the current NATEF tasks and hours requirement for "Automatic Transmission, Transaxle" (A2). Lab Fee.

AERC 0399 Credits 5
Manual Drivetrain
A theoretical and practical application course that includes the diagnosis, service and repair of four and five-speed manual transmissions and transaxles, mechanical and hydraulic clutch systems; front and rear-wheel drive axles, all-wheel drive systems (AWD) and 4x4 transfer cases and drive systems. Successful completion of this course satisfies the current NATEF tasks and hours requirement for "Manual Drivetrain and Axles" (A3). Lab Fee.

AERC 0400 Credits 1
Ford Maintenance and Light Repair 3
This course introduces the student to steering and suspension systems and tire inspection used on Ford and Lincoln/Mercury vehicles. The student will learn about different noise, vibration, and harshness (NVH) symptoms, characteristics and causes, tools and tests that will successfully diagnose and repair these concerns. Successful completion of this course and AERC 0499 satisfies the current NATEF tasks and hours requirement for Suspension and Steering (A4).

AERC 0499 Credits 4
Suspension and Steering Systems
Student technicians will learn the design, components, theory of operation, inspection, diagnosis, and service of suspension and steering systems, including front and rear suspensions, steering linkages, steering gears, steering columns, wheels, tires, and alignment angle measurement and adjustment. Successful completion of this course satisfies the current NATEF tasks and hours requirement for Suspension and Steering (A4). Lab Fee.

AERC 0507 Credits 1
Ford Maintenance and Light Repair 2
This course prepares technicians to perform accurate, timely, cost-effective diagnosis and repair of brake systems, heating systems, and refrigeration systems on Ford Motor Company vehicles, including Global Fundamentals Brake System Web-based training, Vehicle Brake Systems Web-based training, and Brake Service Procedures Web-based training. Successful completion of this course and AERC 0599 satisfies the current NATEF tasks and hours requirement for Brakes (A5).

AERC 0599 Credits 4
Brake Systems
Student technicians will learn the theory of operation, testing, diagnosis, and service of brake systems, including drum and disc brakes, hydraulic controls, power assist units, parking brakes, brake electrical circuits and antilock brake systems. Successful completion of this course satisfies the current NATEF tasks and hours requirement for Brakes (A5). Lab Fee.

AERC 0600 Credits 2
Ford Maintenance and Light Repair 1
This course provides the student with manufacture specific training from Ford Motor Company using online service publications, basic electrical theory, basic electrical diagnosis and repair, battery, starting and charging system diagnosis and repair, and automotive electrical tools and testing. Successful completion of this course, AERC 0691, and AERC 0692, satisfies the current NATEF tasks and hours requirement for "Electrical/Electronic Systems" (A6). Lab Fee.

AERC 0691 Credits 3
Automotive Electrical 1
This course provides an in-depth study of: electrical and electronic theory, wiring diagrams, test equipment, theory of operation, testing, diagnosis; and service of: batteries, starting systems, charging systems, lighting systems, gauges, and power accessories (windows, door locks, windshield wipers, etc.). Lab Fee.

AERC 0692 Credits 4
Automotive Electrical 2
This course provides an in-depth study of: electrical and electronic theory, wiring diagrams, test equipment, automotive computers and microprocessors, electrical and electronic test equipment, theory of operation, testing, diagnosis and service of cruise control, supplemental restraint systems, anti-theft systems, and body electronic controls. Successful completion of this course, AERC 0600, and AERC 0691 satisfies the current NATEF tasks and hours requirement for "Electrical/Electronic Systems" (A6). Lab Fee.
AERC 0797  Credits  5
Heating and Air Conditioning Systems
A theoretical and practical application course of air conditioning and heating system operation including Title IV of the Clean Air Act. Students will receive "hands-on" instruction in industry-accepted practices for recovery and recycling of refrigerant, service, repair, testing, and diagnosis of automotive air conditioning systems using state-of-the-art tools and equipment. Successful completion of this course satisfies the current NATEF tasks and hours requirement for "Heating and Air Conditioning" (A7). Lab Fee.

AERC 0885  Credits  5
Engine Performance 1
A theoretical and practical application course of study that focuses on the automotive fuel, ignition and emission control systems. Major topics to include engine operation, solid state ignition, electronic fuel injection and the use of comprehensive engine system tests to isolate and repair common engine performance and emission system malfunctions. Lab Fee.

AERC 0886  Credits  5
Engine Performance 2
An advanced course in the diagnosis of electronic engine control malfunctions and diagnostic methods for the service and repair of engine performance problems. Students will acquire hands-on experience in the use of modern diagnostic tools including advanced scan tools, exhaust gas analyzers, smoke machines, EVAP, advanced EGR systems, fuel trim, and digital storage oscilloscopes. Successful completion of this course plus AERC 0885 satisfies the current NATEF tasks and hours requirement for "Engine Performance" (A8). Lab Fee.

AFR 1100  Credits  3
Introduction to the Aerospace Workplace
This course covers aerospace industry terminology and acronyms as well as hands-on activities related to tools, procedures, and standard practices. Emphasis on inspection procedures, workplace rules and regulations, safety procedures, good housekeeping practices and lessons learned.

AMH 1092  Credits  3
History of the African-American to 1877
This course deals with the study of the African-American, free and slave, up to 1877. Emphasis is on the Black experience and the impact of the African-American on the institutions, and culture of North America.

AMH 1093  Credits  3
History of the African-American since 1877
This course is designed as a telecourse and deals with the efforts and problems of African-Americans as they struggled to acquire and exercise the rights and prerogatives of freedom and analyzes the measures of success enjoyed up to the present time.

AMH 2010  Credits  3
US History to 1877
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. This is a survey of the social, political, economic, geographic, and cultural development of the American people through Reconstruction. Emphasis is placed on enabling students to understand and appreciate the United States' diverse cultural heritage. This is a designated diversity-infused course.

AMH 2095  Credits  3
American Indian History
American Indian History from European contact to present. Topics include European colonial policy and the Indian, selected Indian cultures, Indian resistance, United States government policies and the Indian and the present concerns of Native Americans.

AMH 2948  Credits  1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

AML 2010  Credits  3
Survey of American Literature 1
Prerequisite: Appropriate test scores in reading and writing. A critical survey and study of American literature from the early period to 1865. Study will include examination and analysis of various aspects, such as theme, motif, genre, literary periods, and the evolution of American Literature.

AML 2020  Credits  3
Survey of American Literature 2
A continuation of AML 2010. A critical survey and study of American literature from 1865 to the present.
AML 2020H Credits 3
Honors Survey of American Literature 2
Prerequisites: ENC 1101 with a grade of "C" or higher and admission into the EFSC Honors Program. A continuation of AML 10. A critical survey and study of American literature from 1865 to the present with a focus on diversity in America. The course encourages engaging scholarly study, activities, and writing designed to foster independent learners. Open to students enrolled in the EFSC Honors Program.

AML 2650 Credits 3
Issues in Multicultural American Literature
A reading of multicultural American authors focusing on issues that define our multicultural society. Students will study, critically discuss, and write about social and historical issues by examining selections by committed writers who use the written word to record, interpret, and change the social and cultural reality in which we live.

ANT 2410 Credits 3
Cultural Anthropology
Introduction to the varieties of customs and patterns of social and cultural life of humankind. The study of behavior that is learned rather than genetically transmitted. Major divisions include anthropology and culture, sociocultural adaptations, ethnography.

APA 0122 Credits 3
Accounting 2
Prerequisite: ACO 0002 with a grade of "C" or higher. Accounting concepts as they apply to partnerships and corporations with special emphasis on notes and interest, merchandise inventory, accruals and deferrals, plant assets, partnerships, corporate accounting, bad debts, and long-term liabilities and investments.

APA 0131 Credits 3
Accounting 3
Prerequisite: APA 0122 with a grade of "C" or higher. More advanced accounting concepts as they apply to corporations with special emphasis on cash flow, comparative financial statements, departmental accounting, manufacturing accounting, job processing and cost accounting, budgeting, governmental and not-for-profit accounting.

APA 2001 Credits 3
Career Accounting
Prerequisite: GEB 1011 and MTB 1103—both courses with a grade of "C" or higher. Accounting fundamentals with emphasis on application within the total framework of business operations. May be used for AS degree in Office Technology or to provide a foundation for Accounting 1.

ARE 2000 Credits 3
Early Childhood Art and Creativity
An examination of the role of art and creativity in the lives of young children.

ARH 2050 Credits 3
Art History and Criticism Survey 1: Prehistory through Late Medieval
Prerequisite: ENC 1101 or ENC 1101H with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. A survey of Western art from Prehistory through Late Medieval.

ARH 2051 Credits 3
Art History and Criticism Survey 2: Early Renaissance to 20th Century
Prerequisite: ENC 1101 or ENC 1101H with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. A survey of Western art from Early Renaissance to the 20th Century.

ART 2948 Credits 1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

ARTC 1201 Credits 3
Two-Dimensional Design
Fundamentals of the basic elements and principles of design on two-dimensional planes. Investigates the vocabulary, theory, materials, and techniques involved in creating two-dimensional design forms. May be taken for maximum credits of 12.

ARTC 1203 Credits 3
Three-Dimensional Design
Fundamentals of the basic elements and principles of design on three-dimensionally related planes. The course investigates the vocabulary, theory, materials, and techniques involved in creating semi-three-dimensional and purely three-dimensional design forms. This course may be taken for maximum credits of 12. The student will be expected to purchase additional supplies.

ARTC 1300 Credits 3
Drawing
An introduction to the fundamentals of drawing and composition, using a variety of media. This course may be taken for maximum credits of 12. The student will be expected to purchase supplies above and beyond the lab fee cost. Lab Fee.

ARTC 1330 Credits 3
Drawing 2
Prerequisite: ARTC 1300 with a grade of "C" or higher or consent of instructor. An introduction to the fundamentals of drawing the human figure. This course may be taken for maximum credits of 12.

ARTC 1500 Credits 3
Painting 1
Prerequisite: ARTC 1300 with a grade of "C" or higher or consent of instructor. Investigation of materials and techniques in oil and/or water based painting. Course may be taken for maximum credits of 12.

ARTC 1501 Credits 3
Advanced Painting
Prerequisite: Consent of instructor. Emphasis on exploratory work in oil and/or water based medium, achieved by means of research, evaluation of traditional and contemporary compositions. This course may be taken for maximum credits of 12.

ARTC 1540 Credits 3
Watercolor
Prerequisite: ARTC 1300 with a grade of "C" or higher or consent of the instructor. Fundamentals of watercolor painting techniques. Investigates the vocabulary, procedures, tools, and materials necessary to create a watercolor painting. May be taken for maximum credits of 12.
ARTC 1750  Credits  3
Ceramics
Introduction/ongoing course working with clay. Emphasis on pinch, slab, coil, and wheel building techniques in order to develop skills in clay design, construction, surface enrichment, glazing, and kiln firing. Course may be taken for maximum credits of 12. Lab Fee.

ARTC 2400  Credits  3
Printmaking
A course in graphic arts design investigating the relief, silkscreen, papermaking, and etching printmaking techniques and processes. Emphasis is placed upon the student’s individual visual response to the printmaking process and technique. May be taken for maximum credits of 12. Lab Fee.

ARTC 2553  Credits  3
Acrylic Painting
Prerequisite: Consent of the instructor. A painting course working with the acrylic or plastic based paints. May be taken for maximum credits of 12.

ARTC 2701  Credits  3
Sculpture
Prerequisite: ARTC 1201 or ARTC 1300 with a grade of "C" or higher. Emphasis placed on arrangement and understanding of the relationship of three dimensional forms. May be taken for maximum credits of 12. Lab Fee.

ASL 1140  Credits  4
American Sign Language 1
A basic course in signs and signing principles using the Direct Experience method. Signs and principles are linked directly to concepts. The study of cultural references enables students to understand the deaf.

ASL 1150  Credits  4
American Sign Language 2
Prerequisite: ASL 1140 with a grade of "C" or higher. An intermediate signing course emphasizing application of receptive and expressive skills.

ASL 2160  Credits  4
American Sign Language 3
Prerequisite: SPA 1613 or ASL 1150 with a grade of "C" or higher. Students will develop the skills to recognize and produce different varieties of ASL discourse. Concepts to be introduced include: how to start and finish a narrative, how to describe and include details, and how to shift focus or change topics. You will learn to express yourself in "friendly" arguments, incorporating persuasive techniques and more sophisticated ways to share feelings and personal experiences.

ASL 2200  Credits  4
American Sign Language 4
Prerequisite: SPA 2614 or ASL 2160 with a grade of "C" or higher. This course will focus on refining and building on discourse skills such as making your point, handling culturally loaded topics and expanding the use of ASL in informal and formal settings.

AST 1002  Credits  3
Introduction to Astronomy
Meets General Education requirement. A study of the solar system, stars, galaxies, and cosmology. An elementary survey of astronomy as both a human activity and a physical science. Primarily for non-science majors.

AST 1002H  Credits  3
Honors Introduction to Astronomy
Prerequisite: High School Algebra/equivalent and admission into the EFSC Honors Program. Meets General Education requirement. Topics include the solar system, stars, and galaxies. Primarily for Honors students who are non-science majors, the course addresses astronomy as both a human activity and a physical science. Observatory telescopes will be available for class projects.

AST 2948  Credits  1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

ATE 1001  Credits  1
Introduction to Veterinary Technology
An introductory course for students accepted in the Veterinary Technology Program providing the legal and ethical standards for veterinary technicians, workplace professional conduct, resources for current issues, work environment safety, zoonotic disease risks, and career opportunities.

ATE 1110  Credits  3
Animal Anatomy
Corequisite: ATEL 1110. This course covers the basic fundamentals of anatomy of domestic animals, especially the canine and feline, with emphasis on locating and identifying anatomical regions and landmarks. It includes introduction to descriptive and topographical terms and basic histology.

ATE 1211  Credits  3
Animal Physiology
Prerequisites: ATE 1110 and ATEL 1110 both courses with a grade of "C" or higher. This course is designed to acquaint the student with physiology of domestic animals. Emphasis is placed on the functions of organ systems relevant to veterinary technology. Aspects of physiology relating to the pathogenesis of certain diseases will be discussed.

ATE 1633  Credits  2
Small Animal Nutrition
This course is an elective introductory course for students accepted in the Veterinary Technology Program that provides identification and function of nutrients, understanding of pet food labels, and applications for wellness, life stage, and therapeutic nutrition (prescription foods) for dogs and cats.

ATE 1635  Credits  1
Principles of Nutrition for Veterinary Technicians
Prerequisites: ATE 1110 and ATEL 1110-both courses with a grade of "C" or higher. Corequisites: ATE 1110 and ATEL 1110. This course will provide information required to understand life energy requirements of well animals, common grains, forages and feeds, nutritional factors in disease conditions and nutritional treatments of these diseases, nutritional supplements and potential toxicities of supplements and additives, toxic reactions to various poisonous plants and other ingested substances and communication of hospital nutrition protocols.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ATE 1636</td>
<td>Large Animal Clinical and Nursing Skills</td>
<td>2</td>
</tr>
<tr>
<td>ATE 1742</td>
<td>Applied Veterinary Medical Terminology</td>
<td>2</td>
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<tr>
<td>ATE 1943</td>
<td>Veterinary Work Experience 1</td>
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<tr>
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<td>ATE 2050</td>
<td>Small Animal Behavior</td>
<td>2</td>
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<tr>
<td>ATE 2138</td>
<td>Animal Clinical Pathology 1</td>
<td>3</td>
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<tr>
<td>ATE 2389</td>
<td>Clinical Pathology 2</td>
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<tr>
<td>ATE 2454</td>
<td>Advanced Anesthesia, Surgery and Radiology</td>
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<tr>
<td>ATE 2561</td>
<td>Large Animal Diseases</td>
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<tr>
<td>ATE 2610</td>
<td>Emergency Medicine for Animals</td>
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**Large Animal Clinical and Nursing Skills**
This course is designed to acquaint the student with the fundamentals of large animal breed identification, restraint, reproductive and lactation physiology and nutrition, and the technician’s role in veterinary care.

**Applied Veterinary Medical Terminology**
This course is designed to acquaint and familiarize the student with the language of medical terminology with emphasis on veterinary nomenclature and documentation.

**Veterinary Work Experience 1**
Corequisites: ATEL1650, ATEL1311, and ATE 1001. A course consisting of supervised clinical experience in a workplace approved and monitored by the instructor and in class time. Skills emphasized in Introduction to Exam Room and Clinic Procedures Lab (ATEL 1650) and Veterinary Office Procedures (ATEL 1311) and Introduction to Veterinary Technology (ATE 1001) will be reinforced.

**Veterinary Work Experience 2**
Prerequisite: ATE 1943 with a grade of "C" or higher. Corequisites: ATEL 1654, ATE 2638, and ATEL 2638. A course consisting of supervised clinical experience in a work place approved and monitored by the instructor and in class time. Skills emphasized in Introduction to Anesthesia, Surgery, and Radiology (ATEL 1654) and Animal Clinical Pathology (ATE 2638 and ATEL 2638) will be enforced.

**Small Animal Behavior**
This is an elective course for students accepted in the Veterinary Technology Program that provides knowledge of normal canine and feline behavior, learning theory, behavior modification techniques and causes of behavioral problems in dogs and cats.

**Animal Clinical Pathology 1**
Prerequisites: ATE 1110 and ATEL 1110-both courses with a grade of "C" or higher. Corequisite: ATEL 2638. This course is designed to introduce the student to common parasites and their life cycles. Hematology and the kinetics of the hematopoietic system are discussed with emphasis on normal animal blood smears and common changes seen during disease states. Urinalysis is discussed with emphasis on specific gravity, chemistry and microscopic analysis in the normal and abnormal animal.

**Veterinary Surgical Nursing**
Prerequisites: ATE 1110, ATEL 1650 and ATEL 2638-all courses with a grade of "C" or higher. Corequisite: ATEL 2632. This course will provide information on basic animal nursing skills, principles of aseptic technique, anesthesia, pain management, surgical instrumentation for a variety of procedures, and basic principles of patient preparation and monitoring. A study of technical skills of medicating animals and surgical instrumentation.

**Emergency Medicine for Animals**
Prerequisite: ATE 1110 and ATEL 1110-both courses with a grade of "C" or higher. This is a course designed to acquaint the student with fundamentals of emergency veterinary medicine including office and record systems, veterinary emergency first aid, toxicology and assisting in specialized radiological, medical and surgical techniques.
ATE 2936  Credits  1  
**Special Topics Seminar**

Topics of special interest to students in the Veterinary Technology A.S. degree program. A portion of the course hours may be eligible for community service if the topic is deemed appropriate. This course may be repeated for maximum credits of 3.

ATE 2945  Credits  1  
**Veterinary Work Experience 3**

Prerequisite: ATE 1944 with a grade of "C" or higher. A course consisting of supervised clinical experiences in a workplace approved by the instructor. Experience may include exotic laboratory animal or specialty practice experience.

ATE 2946  Credits  1  
**Veterinary Work Experience 4**

Prerequisite: ATE 2945 with a grade of "C" or higher. A course consisting of supervised clinical experiences in a workplace approved by the instructor, with emphasis placed on emergency medical and surgical technical assistance and clinical pathology techniques.

ATEC 1671  Credits  2  
**Medicine of Laboratory Animals**

Prerequisites: ATE 2613, ATEL 2614, and ATEL 2615-all courses with a grade of "C" or higher. This course will provide information on the technical clinical aspects of laboratory animal care, including restraint and handling, common diseases and nutrition. The animals studied include rabbits, mice, rats, guinea pigs, hamsters, and primates. Also discussed are institutional animal care and use in research facilities, basic physiologic characteristics, reproduction and common diseases of laboratory animals and regulations and organizations for animal care. Lab Fee.

ATEC 2722  Credits  2  
**Avian and Exotic Animal Medicine**

Prerequisite: ATE 2638 with a grade of "C" or higher. This course is designed to acquaint the student with the fundamentals of avian and exotic pet husbandry, physiology, management and medicine. Includes the following vertebrate groups as lecture topics: reptiles, birds and exotic mammals. Lab Fee.

ATEL 1100  Credits  2  
**Animal Anatomy Laboratory**

Corequisite: ATE 1110. This course is designed to acquaint the student with the structures and systems that make up an animal through the use of anatomic dissection. This laboratory will correlate with ATE 1110 lecture material and will help visualize concepts. Lab Fee.

ATEL 1311  Credits  4  
**Veterinary Office Procedures**

This course is designed to acquaint the student with office procedures, client education, mathematics and veterinary computer applications. Lab Fee.

ATEL 1650  Credits  1  
**Introduction to Exam Room and Clinical Procedures**

This course is designed to acquaint the student with basic laboratory and nursing skills, including restraint, history taking, exam room techniques, administration of medication, basic parasitology, and basic clinical pathology procedures. Lab Fee.

ATEL 1652  Credits  1  
**Introduction to Anesthesia, Surgery and Radiology**

Prerequisites: ATEL 1650, ATEL 1311, and ATEL 1652-all courses with a grade of "C" or higher. Corequisite: ATE 1944. An introductory course providing the basic knowledge of skills used in veterinary practice for induction and monitoring of anesthesia, preparation of the patient for surgery, surgical assisting, and basic radiographic technique. Lab Fee.

ATEL 2501  Credits  1  
**Professional Development and Ethics Seminar**

Acquaints the student with the standards of ethical and humane veterinary practice, including laws and agencies governing the care, use and movement of animals. Includes effective job seeking techniques and resume writing.

ATEL 2613  Credits  1  
**Small Animal Diseases and Pharmacology 1 Laboratory**

Prerequisites: ATE 1110 and ATEL 1652-both courses with a grade of "C" or higher. Corequisite: ATE 2613. The student will apply and perform skills learned in lecture on basic pharmacology and procedures, routine procedures for diagnosis, and treatments of common small animal infectious diseases and common disease states of the ophthalmic, aural, gastrointestinal, and urinary systems. Lab Fee.

ATEL 2614  Credits  1  
**Small Animal Diseases and Pharmacology 2 Laboratory**

Prerequisites: ATE 2613 and ATEL 2613-both courses with a grade of "C" or higher. Corequisites: ATE 2614, ATE 2654, and ATEL 2654. This course is designed to provide the student with competence in performing procedures related to the following subjects: Dermatology, Neurology, Cardiology, Respiratory, Reproduction, Pediatrics, Geriatrics, Behavior and Blood Transfusion Medicine, and to expand upon skills learned in ATE 2613 and ATEL 2613. Lab Fee.

ATEL 2632  Credits  1  
**Veterinary Surgical Nursing 2 Laboratory**

Prerequisites: ATE 1110, ATEL 1650, and ATEL 1652-all courses with a grade of "C" or higher. Corequisite: ATE 2632. This course will provide information on basic animal nursing skills, principles of aseptic technique, anesthesia, pain management, surgical instrumentation for a variety of procedures, and basic principles of patient preparation and monitoring. Lab Fee.

ATEL 2638  Credits  2  
**Animal Clinical Pathology 1 Laboratory**

Prerequisites: ATE 1110 and ATEL 1110-both courses with a grade of "C" or higher. Corequisite: ATE 2638. This course is designed to introduce the student to common parasites and their life cycles. Hematology and the kinetics of the hematopoietic system are discussed with emphasis on normal animal blood smears and common changes seen during disease states. Urinalysis and fecal analysis are also discussed. Lab Fee.
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<th>Course Code</th>
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<tr>
<td>BSCC 1101</td>
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<td>General Biology 2</td>
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<tr>
<td>BSCC 1062</td>
<td>4</td>
<td>Tropical Ecology</td>
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<tr>
<td>BSCC 1005</td>
<td>4</td>
<td>Fundamentals of Biology</td>
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<td>BSCC 1010</td>
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<td>Honors Biology</td>
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<td>BOTC 1010</td>
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**Clinical Pathology 2 Laboratory**

Prerequisites: ATE 2638 and ATEL 2638—both courses with a grade of "C" or higher. Corequisite: ATE 2639. Provides experience in the clinical techniques of comparative hematology, serology, cytology, and bacterial and fungal cultures. Lab Fee.

**ATEL 2654**

Advanced Anesthesia, Surgery and Radiology

Prerequisites: ATEL 1652, ATE 2632, ATEL 1311, ATE 2613 and ATEL 2613—all courses with a grade of "C" or higher. Corequisites: ATE 2614, ATEL 2614, and ATE 2654. This course will continue principles in surgical assisting and anesthesia, dental procedures in animals, and basic radiography safety and techniques. Lab Fee.

**ATEL 2666**

Large Animal Clinical Nursing Skills

Prerequisite: ATE 1636 with a grade of "C" or higher. This course is designed to acquaint the student with the common clinical procedures in large animal species. The role of the veterinary technician will be emphasized. Lab Fee.

**Courses**

### BSCC 1101

**General Biology 2**

Prerequisite: BSCC 1010 or BSCC 1010H with a grade of "C" or higher. Meets General Education requirement. A continuation of BSCC 1010 General Biology 1. An analysis of biological systems at the organism and supraorganism levels: unity and diversity of life, organism structure and function, and ecology. Three hours of lecture and three hours of lab per week. Lab Fee.

### BSCC 1084

**Survey of Human Anatomy and Physiology**

Prerequisite: Appropriate test score in reading. Meets General Education requirements. One semester course of human anatomy and physiology. Includes terminology; chemistry; cell biology and cellular respiration; tissues; survey of all organ systems. May be used for some Health Science programs and to meet the Biological Science requirement for graduation. This course is recommended for non-science majors and does not substitute for BSCC1010 as the prerequisite for advanced science courses. Lab Fee.

### BSCC 1362

**Tropical Ecology**

Prerequisite: BSCC 1005 or higher with a grade of "C" or higher and consent of instructor. Meets General Education requirement. An introduction to principles of biology to include a study of: cell structure, function and reproduction; inheritance; development; metabolism; photosynthesis; evolution; and DNA technology. Three hours of lecture and two hours of lab per week. Lab Fee.

### BSCC 1010H

**Honors Biology**

Prerequisite: Appropriate test score in reading and admission into the EFSC Honors Program. Meets General Education requirements. An introduction to principles of biology to include a study of: cell structure, function and reproduction; inheritance; development, metabolism, photosynthesis, evolution, and ecology of populations. The program is open to students admitted to the EFSC Honors Program. In addition to the regular BSCC1010 course content, students will be expected to complete a research project. Two hours of lecture and two hours of lab per week.
Introduction to Biotechnology Methods
Prerequisite: BSCC1010 or BSCC1005 with a grade of "C" or higher.
Corequisite: BSCC1010. The course provides an introduction to biotechnology, includes the scientific basis of technologies with an emphasis on current applications in medicine, agriculture, forensics and the environment. Ethical, legal and social issues raised by biotechnology, as well as bioprocessing and quality management issues, will be discussed. This course also teaches basic concepts and techniques necessary to work effectively in a biotechnology laboratory. The nature of recombinant DNA science, lab work, and the role of the biotechnician will be discussed. Basic skills learned will include: following procedures and keeping records; laboratory safety procedures for biological, chemical, and radiological hazards; laboratory mathematics and measuring; preparing solutions; basic techniques used for the separation/manipulation of biomolecules; vector construction/ transformation; and bacterial culture in its relation to the production of transgenics. Students will develop confidence in their ability to work safely with proficiency in the use of basic biotech lab instruments. Lab Fee.

Human Anatomy and Physiology 1
Prerequisite: BSCC 1010 or BSCC 1010H with a grade of "C" or higher. Meets General Education requirement. First of a two-semester human anatomy and physiology sequence emphasizing terminology; chemistry; cell biology; tissues; and the integumentary; skeletal, muscular, respiratory, and reproductive systems. Six hours of combined lecture and lab per week. Lab Fee.

Human Anatomy and Physiology 2
Prerequisite: BSCC 2093 with a grade of "C" or higher or Permission of Instructor. Meets General Education requirement. Second of a two-semester human anatomy and physiology sequence emphasizing terminology; nervous, sensory, cardiovascular, endocrine, lymphatic, digestive, and urinary systems. Three hours of lecture and three hours of lab per week. Lab Fee.

Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

Business Law 1
A study of fundamental principles of law applicable to business transactions. The course specifically relates to the areas of legal environment of business, contracts, and sales contracts as set forth in the Uniform Commercial Code (UCC).

Business Law 2
A study of fundamental principles of law applicable to government regulation, commercial paper, property, bailments, agency, and business organizations.

Legal, Ethical, and Social Aspects of Business
This course explores the nature of legal, ethical, and societal environments of business. Emphasis is placed on business, social, legal, political, and ethical responsibilities to both external and internal groups. Topics include corporate social responsibility, legal, political, and ethical aspects of business, state and federal laws, contracts, intellectual property, employment law, product liability, safety issues, and environmental regulation.

American Criminal Justice
The philosophical and historical background of criminal justice; to evaluate their purpose, functions, administration, and related programs.

Criminology
In-depth examination of crime and criminality in our society. Criminology examines the causes and types of crime and means by which our society copes with it. Domestic violence, murder, and several other areas of criminology are highlighted.

American Criminal Justice
The philosophical and historical background of criminal justice; to evaluate their purpose, functions, administration, and related programs.

Critical Issues in Criminal Justice
Prerequisite: CCJ 1010 or CCJ 1020 with a grade of "C" or higher. In-depth examination of selected topics related to the study of crime and the American Criminal Justice System. Students will critically analyze a number of contemporary issues affecting enforcement, administration, law and corrections within the American social structural framework.

Criminal Justice Practitioners (Human Behavior)
Course concentrates on factors associated with human behavior of clients and practitioners of the criminal justice system. Emphasis is placed on understanding basic behavior patterns encountered by the criminal justice practitioner and how to react to them.

Drugs, Alcohol and Crime
Examination of use and abuse of alcohol and drugs, emphasizing physiological effects and social aspects relating to control measures and public safety.
CCJ 2948 Credits 1  
Service-Learning Field Studies 1  
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

CET 2890 Credits 3  
Cybersecurity  
This course focuses on one of the most important and urgent concepts in protecting computers and networks: Intrusion detection. The course includes information about the basic workings of firewalls, with a predominant slant toward open-source, Linux-based firewalls such as iptables and Firewall Snort. The course will also cover information and practical knowledge on commercial enterprise firewalls such as Cisco Pix and smaller appliance firewalls such as Linksys firewall, and personal firewalls such as Windows firewall. While vendor firewall products vary greatly, the fundamental underlying principles which are consistent among all products will constitute the focal point of the course.

CET 2894 Credits 3  
Capstone in Cybersecurity  
Prerequisite: CETC 1114. This course will allow students to develop their self-analysis and decision-making skills, as well as apply what has been learned in previous courses. Students will engage in hands-on experience with troubleshooting, repair, and maintenance. This course will cover computer hardware, operating systems, networking and security. Students will receive hands-on experience with troubleshooting, repair, and maintenance. A computer will be disassembled/reassembled, an operating system installed and diagnostic software will be used to analyze the hardware and peripheral devices. This course will also cover lab safety, environmental issues, face-to-face and online communication skills, principles of laptop and portable devices, and removable storage devices. Lab Fee.

CETC 2179 Credits 3  
A+ Test Preparation  
Prerequisite: CETC 1174 with a grade of "C" or higher. This course prepares students for the CompTIA A+ certification exam. The topics covered will be processors and memory, bus architecture, chip sets, support circuitry, mass storage, and external peripherals. Lab Fee.

CETC 2948 Credits 1  
Service Learning Field Studies  
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and written reflection of the experience.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1949</td>
<td>Co-op Work Experience 1</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2571</td>
<td>Microcomputer Applications-Advanced</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2941</td>
<td>Internship</td>
<td>1-3</td>
</tr>
<tr>
<td>CGS 2948</td>
<td>Service-Learning Field Studies 1</td>
<td>1</td>
</tr>
<tr>
<td>CHD 1200</td>
<td>Infant and Toddler Development</td>
<td>3</td>
</tr>
<tr>
<td>CHD 1220</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1025</td>
<td>College Chemistry</td>
<td>3</td>
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<tr>
<td>CHM 1045</td>
<td>General Chemistry 1</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1045H</td>
<td>Honors General Chemistry 1</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1046</td>
<td>General Chemistry 2</td>
<td>3</td>
</tr>
</tbody>
</table>

**Prerequisites: Completion of two courses in major field. Provides students with an introductory work-based experience. Develops appropriate attitudes and skills required for occupational specialty and establishes an effective partnership between students and their employers. This course may be taken for maximum credits of 12.**

**CGS 2100 Microcomputer Applications**

Introduction to Application Software commercially available for computers. Topics include word processing, electronic spreadsheets, database management, presentation graphics, electronic mail, Internet access. Lab Fee.

**CGS 2571 Microcomputer Applications-Advanced**

Prerequisite: CGS 2100 with a grade of "C" or higher. This course is a continuation of CGS 2100 covering advanced topics in word processing, spreadsheets, databases, and presentation software. Lab Fee.

**CGS 2941 Internship**

Prerequisite: Complete two courses in major field. Introduce basic principles of their field of study to provide an opportunity for students to develop appropriate attitudes and skills needed for successful employment and to establish an effective partnership between the student and cooperating employer. May be taken up to two times for credit and included as part of any vocational program.

**CGS 2948 Service-Learning Field Studies 1**

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

**CHD 1220 Child Growth and Development**

Student will gain knowledge of the growth and development of the total child - physically, emotionally, socially and intellectually through biological, family, social, economic, and cultural contexts. This course will include children from birth to eight years old.

**CHD 1800 Foundations of Child Care and Education Administration**

This course meets the educational requirement for the Foundational Level Child Care and Education Administration Credential as defined by the State of Florida. This course includes organizational leadership, personnel issues, financial and legal issues, and child care and education programming.

**CHD 2336 Science, Math, and Literacy for the Young Child**

This course covers the cognitive development of young children through science, math, and language arts. Students plan, guide, implement, and evaluate developmentally appropriate language, literacy, math, and science activities.

**CHI 1120 Chinese 1**

Chinese 1 is a course that provides basic communication skills for students who have limited or no prior knowledge of the Chinese language, but are interested in its functional use in everyday solutions. Through in-class instructional activities and language lab work, students will learn basic grammar, sentence patterns, vocabulary, composition, and culture. The course is suitable in AA programs requiring essential skills as preparation for university-parallel programs.

**CHM 1015 Introduction to Chemistry**

Prerequisite: High school algebra 1 (if completed within the last three years) or high school algebra 1 and 2. Introductory course for students with inadequate backgrounds to develop and build mathematical skills and learn concepts required for entry into more rigorous chemistry courses. Will not meet general education requirement.

**Course Descriptions**

114
CHM 1046H  Credits  3  
Honors General Chemistry 2  
Prerequisites: CHM 1045 or CHM 1045H and CHML 1045 or CHML 1045H--both courses with a grade of "C" or higher and admission into the EFSC Honors Program. Meets General Education requirement. A continuation of General Chemistry 1 to include a study of equilibrium, reaction rate, electrochemistry, nuclear chemistry, basic organic chemistry and colligative properties of solutions. Students will also conduct an analysis on energy sources and resources. This course is designed to provide a unique environment based on collaborative and active learning.

CHM 1200  Credits  3  
Introduction to Organic Chemistry  
Prerequisites: CHM 1045 and CHML 1045 both courses with a grade of "C" or higher. A course designed to introduce students to the terminology and major concepts of organic chemistry in order to prepare for the Organic Chemistry sequence of classes. Organic chemistry is the study of molecules that contain both carbon and hydrogen, from natural gas to DNA. Will not meet general education requirement.

CHM 2210  Credits  3  
Organic Chemistry 1  
Prerequisites: CHM 1046 and CHML 1046 both courses with a grade of "C" or higher. Corequisite: CHML 2210. Meets General Education requirements. The first of a rigorous two-course sequence in the study of the organization of carbon compounds and the unifying principles of their chemistry.

CHM 2211  Credits  3  
Organic Chemistry 2  
Prerequisites: CHM 2210 and CHML 2210 both courses with a grade of "C" or higher. Corequisite: CHML 2211. Meets General Education requirements. The second of a rigorous two-course sequence in the study of the organization of carbon compounds and the unifying principles of their chemistry.

CHM 2941  Credits  1-3  
Internship  
Prerequisite: Complete two courses in major field. Introduce to students the basic principles in their fields of study and to provide an opportunity for students to develop appropriate attitudes and skills needed for successful employment and to establish an effective partnership between the student and the cooperating employer. This course may be taken for maximum credits of 6.

CHM 2948  Credits  1  
Service-Learning Field Studies 1  
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

CHML 1025  Credits  1  
College Chemistry Laboratory  
Corequisite: CHM 1025. Meets General Education requirements. Laboratory practices designed to help the student acquire basic chemical laboratory skills and to illustrate theoretical concepts studied in CHM 1025. Lab Fee.

CHML 1045  Credits  1  
General Chemistry 1 Laboratory  
Corequisite: CHM 1045. Meets General Education requirements. Laboratory experience in which basic manipulatory skills are presented and practiced. Some applications of basic chemical principles are explored. Lab Fee.

CHML 1045H  Credits  1  
Honors General Chemistry 1 Laboratory  
Prerequisites: MAT 1033 with a grade of "C" or higher and admission into the EFSC Honors Program. Corequisite: CHM 1045H or CHM 1045. Meets General Education requirement. The course is the laboratory portion of the first part of a two-course sequence in general chemistry intended for science majors. The course is designed to provide a unique environment based on collaborative learning and modern day applications of chemistry. Experiments will illustrate the chemical concepts taught in the lecture part of the course and will provide students with the experience required to work in a modern chemistry laboratory. Lab Fee.

CHML 1046  Credits  1  
General Chemistry 2 Laboratory  
Prerequisites: CHM 1045 and CHML 1045-both courses with a grade of "C" or higher. Corequisite: CHM 1046. Meets General Education requirements. A continuation of CHML 1045 with greater emphasis on analytical techniques and analysis and interpretation of data. Lab Fee.

CHML 1046H  Credits  1  
Honors General Chemistry 2 Laboratory  
Prerequisite: CHM 1045 or CHML 1045H-either course with a grade of "C" or higher. Corequisite: CHM 1046H or CHML 1046. Meets General Education requirement. A continuation of CHML 1045 or CHML 1045H with greater emphasis on analytical techniques and analysis and interpretation of data. The course is designed to provide a unique environment based on collaborative learning and modern day applications of chemistry. Lab Fee.

CHML 2210  Credits  1  
Organic Chemistry 1 Laboratory  
Prerequisites: CHM 1046 and CHML 1046-both courses with a grade of "C" or higher. Corequisite: CHML 2210. Meets General Education requirements. A first course in fundamental techniques used in carrying out organic synthesis. Emphasis placed on basic procedural steps and lab reports. Lab Fee.

CHML 2211  Credits  1  
Organic Chemistry 2 Laboratory  
Prerequisites: CHM 2210 and CHML 2210-both courses with a grade of "C" or higher. Corequisite: CHML 2211. Meets General Education requirements. A continuation of CHML 2210, with emphasis on application of techniques and multi-step synthesis. Lab Fee.

CIS 0948  Credits  3  
Co-op Work Experience  
Prerequisite: Completion of two courses in major field. Introduce to students the basic principles in their fields of study and to provide an opportunity for students to develop appropriate attitudes and skills needed for successful employment. To establish an effective partnership between the student and employer. This course may be taken up to two times for credit. This may be included as a part of any vocational program.
<table>
<thead>
<tr>
<th>Course Description</th>
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<tbody>
<tr>
<td><strong>CIS 2321</strong> Systems Analysis and Design</td>
<td>3</td>
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<tr>
<td>Prerequisite: COP 1000 or COP 1332 with a grade of &quot;C&quot; or higher. An introduction to the analysis of business data processing: feasibility studies, systems flow charts, and collection of relevant information. Lab Fee.</td>
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<tr>
<td><strong>CJC 0292</strong> Corrections Auxiliary Prerequisite Course</td>
<td>2</td>
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<tr>
<td>This course is designed to provide specific knowledge on corrections for persons desiring to work in the field as a Corrections Auxiliary Officer. The course includes topics in Corrections Legal, Communications, Operations and Interpersonal Skills.</td>
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<tr>
<td><strong>CJC 2000</strong> American Corrections</td>
<td>3</td>
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<tr>
<td>Overview of American Correctional System examining its historical and philosophical origins; State and Federal System and its problems, treatment approaches, future trends and related facilities and agencies.</td>
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<tr>
<td><strong>CJC 2162</strong> Community Corrections</td>
<td>3</td>
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<tr>
<td>Emphasis on community programs as alternatives to institutionalization. Programs include: halfway houses, work-release, study release. Probation and parole and community resources in the corrections process, welfare and use of volunteers, as part of the process.</td>
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<tr>
<td><strong>CJE 1000</strong> Introduction to Law Enforcement</td>
<td>3</td>
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<tr>
<td>Introductory survey of the historical and philosophical development of Law Enforcement in a democratic society. The purpose, functions, organization, and issues such as brutality, corruption and diversity are discussed. Various policing styles, including community policing will be examined.</td>
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<tr>
<td><strong>CJE 1440</strong> Crime Prevention</td>
<td>3</td>
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<tr>
<td>An overview and analysis of crime prevention strategies used in the private and public sectors.</td>
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<tr>
<td><strong>CJE 1640</strong> Introduction to Forensic Science</td>
<td>3</td>
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<tr>
<td>This course exposes the student to the capabilities and functions of a full-service crime laboratory. Also covered is evidence selection and submission to a crime lab in accordance with established standards and legal requirements.</td>
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<tr>
<td><strong>CJE 1642</strong> Introduction to Crime Scene Technology</td>
<td>3</td>
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<tr>
<td>This course is an introduction to crime scene investigation techniques. Emphasis is placed upon recording the crime scene, collecting and preserving physical evidence, and examination of evidence. Employment of those techniques available to crime scene investigator also will be demonstrated.</td>
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<tr>
<td><strong>CJE 1643</strong> Advanced Crime Scene Technology</td>
<td>4</td>
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<tr>
<td>This course covers advanced principles, theories, and applications in crime scene technology. Specialized collection procedures of weapons, traffic crash evidence, arson, gun shot residue, blood spatter and recovery of buried bodies and surface skeletons are also included. Data analysis, reporting and plan of action development is emphasized. Lab Fee.</td>
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<tr>
<td><strong>CJE 1644</strong> Crime Scene Safety</td>
<td>3</td>
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<tr>
<td>This course covers potential health and safety hazards encountered at a crime scene. The course will introduce proper protective techniques to minimize risk to self and others. Emergency procedures and state and federal regulations are included.</td>
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<tr>
<td><strong>CJE 1671</strong> Latent Fingerprint Development</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisite: CJE 1642 with a grade of &quot;C&quot; or higher. This course emphasizes the techniques involved in detection, enhancement and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods and surfaces will be analyzed and evaluated for proper application in both theory and practice. Lab Fee.</td>
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<tr>
<td><strong>CJE 1672</strong> Fingerprint Classification</td>
<td>3</td>
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<tr>
<td>This course teaches the Henry modified system of fingerprint classification and prepares the student for a position as an inked fingerprint examiner.</td>
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<tr>
<td><strong>CJE 1770</strong> Crime Scene Photography 1</td>
<td>3</td>
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<tr>
<td>Prerequisite: CJE 1642 with a grade of &quot;C&quot; or higher. This course includes basic crime scene photography skills including camera operation and exposure control, proficiency in relational photos and flash control for crime scene and evidentiary documentation. This course includes videography.</td>
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<tr>
<td><strong>CJE 1772</strong> Crime Scene Photography 2</td>
<td>3</td>
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<tr>
<td>Prerequisite: CJE 1770 with a grade of &quot;C&quot; or higher. This course expands upon concepts, knowledge and skills taught in Crime Scene Photography 1 to include specialty light sources, darkroom techniques and procedures, filters and specialized equipment including black and white and color enlargers.</td>
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<tr>
<td><strong>CJE 2330</strong> Ethics in Criminal Justice</td>
<td>3</td>
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<tr>
<td>A detailed exploration of ethical issues in criminal justice. This course will examine the relationship between ethics and justice from a historical viewpoint to contemporary diverse ethical issues. Morality and the law, human behavior, and ethical decision making will be addressed.</td>
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<tr>
<td><strong>CJE 2600</strong> Investigations</td>
<td>3</td>
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<tr>
<td>To provide educational theory in the fundamentals of investigation, including procedures dealing with part one felony crimes; techniques of collection, preservation and transportation of evidence. Also examined are the rules of evidence.</td>
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<tr>
<td><strong>CJJ 1540</strong> Juvenile Delinquency</td>
<td>3</td>
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<tr>
<td>This course examines some of the causes and impacts in our society as well as the juvenile justice system developed to deal with it.</td>
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<tr>
<td><strong>CJK 0007</strong> Introduction to Law Enforcement</td>
<td>1</td>
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<tr>
<td>This course is designed to provide the student with an overview of the law enforcement officer basic training program to include topics in sexual harassment training and Florida Statute requirements for students to become sworn officers.</td>
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</tr>
</tbody>
</table>
Crisis intervention is a major aspect of a law enforcement officer’s job. Officers must know the different types of crisis situations that they could encounter when responding to a call. The correct response to a crisis may be providing appropriate management intervention, and referral for individuals.

Human Issues
Crisis intervention is a major aspect of a law enforcement officer’s job. Officers must know the different types of crisis situations that they could encounter when responding to a call. The correct response to a crisis may be providing appropriate management intervention, and referral for individuals.

Communications
Officers use various forms of communication: radios, telephones, computers, writing, and face to face conversation. Miscommunication often occurs and creates problems. This happens for different reasons: unclear expression, communication barriers, or dissimilar backgrounds. This course will introduce the officer to effective communication skills.

Patrol 1
Most law enforcement officers will spend the majority of their time patrolling an assigned area. This course provides an overview of the law enforcement techniques and tactics officers use while on patrol.

Criminal Investigations
This course will introduce the student to the steps involved in investigating any crime against a person.

Crime Scene Investigations
This course is designed to provide the student with specific knowledge on processing a crime scene. An officer’s first priority is to protect and preserve the scene to avoid contaminating evidence. An officer then must identify, protect, collect, preserve and maintain the physical evidence, or the prosecution of the suspect may be in jeopardy.

Traffic Stops
This course is intended to introduce the student to Florida traffic law and procedures for conducting safe and legal traffic stops.

DUI Traffic Stops
Law enforcement officers make numerous traffic stops daily. All too often drivers are impaired by the use of alcohol or drugs, making them a hazard to themselves and other motorists. This course will train the student to detect impaired driving, administer field sobriety tests, make arrests when appropriate, and record the evidence of a DUI violation.

Traffic Crash Investigations
This course is designed to provide the student with a foundation on how to conduct a traffic crash investigation using a step-by-step approach which encompasses the initial response through documenting the crash.

Law Enforcement Auxiliary Introduction
This course introduces the student to the standards of criminal justice values and ethics, the criminal justice system and its components, legal issues, radio procedures of communication, handling a crisis, interpersonal skills, and report writing.

Law Enforcement Auxiliary Patrol and Traffic
This course introduces the student to the aspects of officer safety while patrolling an area, techniques used when patrolling, and procedures when directing traffic, making traffic stops, and responding to a traffic crash.

Law Enforcement Auxiliary Investigations
This course introduces the student to effective procedures when responding to a crime scene and when conducting a criminal investigation.

Correctional Probation Cross-Over to Correctional Legal and Communications
This course covers topics in ethics and professionalism, the history and philosophies of corrections, legal issues involving correctional officers and inmates rights, use of force, elements of various crimes most frequently committed in a correctional environment, and basic procedures for taking statements, reporting incidents, and use of radio and communications equipment.

Correctional Probation Cross-Over to Correctional Interpersonal Skills 1
This course covers topics in human behavior and needs, supervising juvenile and youthful offenders, mentally retarded persons, the physically handicapped, how to effectively handle a crisis situation, reduce stress, and provide intervention and prevention for inmates with thoughts of suicidal behavior.

Correctional Probation Cross-Over to Correctional Interpersonal Skills 2
This course covers topics in how inmates adjust to being imprisoned, the inmate societies that exist in a correctional setting, identification of the types of institutional criminals, supervising female inmates, and comprehend how homosexuality affects the security, physical, and mental health of inmates and what responsibilities an officer has to protect and advise inmates.

Correctional Probation Cross-Over to Correctional Radio Communications and Searches
This course covers telecommunications and officer safety procedures to include searching for contraband in a jail/prison environment and the components and proper use of a handheld raido.
Courses

Correctional Cross-Over to Law Enforcement Introduction and Legal Overview
This course is designed to provide the student with an overview of the training program and basic values and ethics; defining sexual harassment and ways to avoid compromising interactions with others. In addition, focus is placed upon understanding federal, state, and local laws and the responsibility of the officers when patrolling, determining violations, making arrests, using force and conducting investigations which require a foundational knowledge of the law and the ability to apply the law to specific incidents.

Correctional Cross-Over to Law Enforcement Human Interaction and Communications
Officers use various forms of communications and at times, miscommunication may occur and creates problems. This course will cover the effective principles of telecommunication, communications, interpersonal skills, human interaction issues, interviewing ideology, report writing principles and mechanics.

Correctional Cross-Over to Law Enforcement Response to Human Issues
Crisis intervention is a primary aspect of a law enforcement officer's job. This course will identify the issues specific to individuals in various situations involving a crisis in their life and the officer's legal obligations when providing intervention, referral information, and transport during a crisis situation.

Correctional Cross-Over to Law Enforcement Patrol 2
This course provides an overview of law enforcement techniques and tactics, focusing on ICS training, crowd control situations, gangs and extremist groups, HAZMAT situations, and bombs and explosives.

Introduction to Corrections
This course provides an overview of the correctional officer training program and the requirements for becoming a certified officer in Florida. The course details basic criminal justice values, ethics, and ways to demonstrate professionalism when interacting with others. The command structure within a criminal justice agency will be discussed and the student will have a working knowledge of federal and state laws affecting correctional officers as they carry out a variety of responsibilities requiring a foundational knowledge of the law and the ability to apply law to specific incidents.

Communications
Correctional officers use various forms of communication when managing inmates and interacting with others as part of their duties. Communication in a correctional setting includes verbal and nonverbal expression, written documentation, radio, telephone, and computer usage. This course provides practical communication skills that will assist new correctional officers in managing and supervising inmates, giving directions, answering questions, and interacting with others in a professional and safe manner. Topics include interpersonal communication, telecommunications, interviewing, note taking, and report writing.

Officer Safety
Being a correctional officer is inherently stressful, dangerous, and possibly life threatening. Correctional officers are the first line of defense against violence, security breaches, and other safety hazards. It is the responsibility of correctional officers to provide this line of defense for themselves, but also to the public, facility staff, and inmates. This course provides an overview of safety and security concerns, identification, manipulation and deception, contraband, and searches. In order to mitigate these problems within a facility, correctional officers must be mentally present, persistent, and proactive in their duties.

Introduction to Corrections
Facility and Equipment
Correctional officers are responsible for equipment and materials used to keep correctional facilities clean, safe, and secure. It is important for a correctional officer to have a basic knowledge of standard equipment used, including weapons, hazardous materials, and sensitive supplies. Officers must be very familiar with common problems found when managing equipment. This will help them complete their duty to support the safe and efficient operation of equipment and to provide a safe environment for inmates, staff and visitors.

Intake and Release
The intake, classification, and release processes used by county and state facilities differ in many ways. Each facility establishes guidelines and procedures based on Florida State Statutes, Florida Model Jail Standards (FMJS), or Chapter 33 of the Florida Administrative Code (FAC). In the performance of their duties, correctional officers may be assigned to conduct the intake, classification, or release of inmates. An officer must have knowledge of facility policies and procedures, state laws, and legal guidelines as they pertain to each part of the process. Intake, classification, and release processes include verification of identity, required documentation, person and property searches, property inventory, issuing hygiene items, fingerprinting, photographing, assessing custody levels, assigning housing, and releasing.

Supervising in a Correctional Facility
The primary activity of a correctional officer is the care, custody, and control of inmates. Correctional officers require keen supervisory and observational skills to ensure officer safety, and the safe operation of the correctional facility. This course will introduce students to the observation and monitoring of inmates in various locations within and outside of the correctional facility.
CJK 0330 Credits 1  
Supervising Special Populations  
On a daily basis, a correctional officer interacts with a variety of individuals who have been grouped together or group themselves together by personal choice. Special populations are part of this larger group. The officer may need to make considerations when supervising each of these groups of inmates. These special population groups have individual characteristics. The most common groups the officer will encounter are youthful offender, elderly inmates, mentally ill inmates, security threat groups/gangs, death row inmates, and inmates with medical needs.

CJK 0335 Credits 1  
Responding to Incidents and Emergencies  
One of the most important duties of a correctional officer is to apply knowledge, training, and reasonable judgment to ensure the safety and security of all persons at the facility during an emergency. Any incident can develop into an emergency. The officer is expected to be effective in the use of equipment, crime scene control, chain of custody procedures, and documentation of involvement in any incident or emergency.

CJK 0340 Credits 1  
Officer Wellness and Physical Abilities  
This course is designed to give the student the tools to begin a fitness and wellness program to promote optimal health and stamina. Student's physical fitness levels will be evaluated at various stages of the program. Evaluation will consist of performance in the vertical jump, one-minute sit-ups, 300 meter run, maximum push-ups, and a 1.5 mile run.

CJK 0350 Credits 1  
Law Enforcement Cross-Over to Correctional Introduction and Legal  
This course is designed to provide the student with an overview of the training program, basic values and ethics, professionalism and chain of command. The legal topics include review of inmate rights, legal issues with contraband, and use of force in a correctional setting.

CJK 0351 Credits 1  
Law Enforcement Cross-Over to Correctional Procedures  
This course reviews the management tool of classification, used by correctional facilities to assign custody grades or security risk levels to inmates and discusses the procedures used when an officer responds to incidents and emergencies, which threaten the safety and security of the correctional environment.

CJK 0352 Credits 1  
Law Enforcement Cross-Over to Correctional Officer Safety  
This course reviews methods of verifying the identification of all persons entering and exiting a correctional facility, inmate manipulation and deception, the identification and collection of contraband, and methods of searching persons and property in the correctional environment.

CJK 0353 Credits 1  
Law Enforcement Cross-Over to Correctional Supervising Special Populations  
This course reviews the skills an officer needs to interact with groups of individuals who share individual characteristics such as youthful offenders, inmates societies, gangs, security threat groups, and other groups who may have special needs.

CJK 0354 Credits 1  
Law Enforcement Cross-Over to Correctional Officer Wellness  
This course is designed to give the criminal justice academy student the tools to begin a fitness program to promote optimal health and stamina. Students physical fitness will be evaluated at various stages throughout the program.

CJK 0391 Credits 1  
Correctional Probation Cross-Over to Correctional Officer Wellness  
This course is designed to give the criminal justice academy student the tools to begin a fitness program to promote optimal health and stamina. Students physical fitness will be evaluated at various stages throughout the program.

CJK 0393 Credits 1  
Cross-Over Program Updates  
This course is designed to expand or update curriculum topics in the law enforcement program, highlight new techniques in a high liability area or provide for application of relevant case law.

CJKC 0020 Credits 1  
CMS Law Enforcement Vehicle Operations  
To better prepare prospective officers to apply all applicable vehicle operations knowledge and techniques. Lab Fee.

CJKC 0031 Credits 2  
CMS First Aid for Criminal Justice Officers  
This course includes an overview of CPR and first aid skills necessary for professionals working as correctional or law enforcement officers who serve as the first person on the scene of an emergency until EMS arrives. Lab Fee.

CJKC 0040 Credits 3  
CMS Criminal Justice Firearms  
This course is designed to give the student basic skills and knowledge needed to safely operate a firearm. Lab Fee.

CJKC 0051 Credits 3  
CMS Criminal Justice Defensive Tactics  
This course is designed to prepare prospective officers with the knowledge and skills to control subjects and defend themselves using appropriate defensive tactics use of force guidelines, subject resistance, situational factors, officer's response, and justification according to constitutional considerations and case law. Lab Fee.

CJKC 0096 Credits 2  
Criminal Justice Officer Physical Fitness Training  
This course is designed to give the criminal justice basic recruit academy student the tools to begin a fitness program to promote optimal health and stamina. Student's physical fitness level will be evaluated at various stages throughout the basic recruit officer program. Lab Fee.

COURSE DESCRIPTIONS 119
CJKC 0227 Credits 1
Correctional Probation Cross-Over to Law Enforcement Officer Wellness
This course is designed to give the criminal justice academy student the tools to begin a fitness program to promote optimal health and stamina. Students physical fitness will be evaluated at various stages throughout the program. Lab Fee.

CJKC 0295 Credits 1
Correctional Cross-Over to Law Enforcement Officer Wellness
This course is designed to give the criminal justice academy student the tools to begin a fitness program to promote optimal health and stamina. Students physical fitness will be evaluated at various stages throughout the program. Lab Fee.

CJKC 0392 Credits 1
Cross-Over Handgun Transition Course
This course is designed to review students with basic firearms safety procedures when using a handgun to include use of force decisions and ammunition use. Student will be required to qualify with a handgun in daylight and nighttime conditions. Lab Fee.

CJL 1400 Credits 3
Criminal Procedures
Thorough study of rules governing admissibility of evidence focusing on the law of arrest, search and seizure and other due process requirements. Constitutional law is also examined as it relates to courtroom procedure.

CJL 1610 Credits 3
Courtroom Presentation of Evidence
Prerequisite: CJE 1642 with a grade of "C" or higher. This course covers dress, grooming, speaking, listening and stress control during courtroom proceedings. Visual aid preparation and presentations of all evidence (commonly referred to as "scientific evidence") collected at the crime scene are also included. Mock trial exercises will be used.

CJL 2401 Credits 3
Criminal Law
The theory and purpose of criminal law procedures with emphasis on role of the US Supreme Court and the US Constitution. The F index crimes and legal defenses are also examined.

CLP 1001 Credits 3
Human Adjustment
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. This course explores the adjustment process of individuals as well as the importance of personal growth. The use of critical thinking skills to make appropriate decisions is a main focus with an emphasis on how individuals and groups cope with major life adjustments with regard to historical, economic, social, and cultural factors that influence mental processes and behaviors.

CLP 2140 Credits 3
Abnormal Psychology
Prerequisite: PSY 2012 or PSY 2012H or equivalent with a grade of "C" or higher. This course explores major types of psychological disturbances and maladaptive behaviors as well as various diagnostic categories, causation, terminology and therapeutic approaches.

CLP 2140H Credits 3
Honors Abnormal Psychology
Prerequisites: PSY 2012 or equivalent with a grade of "C" or higher and admission into the EFSC Honors Program. The course explores major types of psychological disturbances and maladaptive behaviors as well as various diagnostic categories, causation, terminology, and therapeutic approaches to the treatment and epidemiology of mental health disorders. The Honors class will emphasize student leadership skills with student-led teaching.

CLP 2948 Credits 1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

COM 3120 Credits 3
Organizational Communication
Analysis of communication within organizations concentrating on interpersonal communication, nonverbal communication, and workplace group interaction.

COP 1000 Credits 3
Principles of Programming
Prerequisite: CGS 1000 with a grade of "C" or higher. This course introduces the essential concepts that provide a foundation for computer programming. Topics include problem solving and algorithm development with pseudocode; control structures such as selection, repetition and sequence; numbering systems and memory representation; data types; sorting and searching; and documentation procedures with programming paradigms using C++ as the language platform. Other topics are array processing; modularization with object-oriented design with polymorphism and encapsulations. Lab Fee.

COP 1332 Credits 3
Visual Basic Programming
Prerequisite: Completion of a procedural language or consent of instructor. Introduction to the creation of Microsoft Windows programs using Microsoft Visual BASIC programming language. Topics include properties and controls, mouse and keyboard operations, menus and dialog boxes, graphics methods, file and data operations, debugging, arrays, and multiple document interface. Lab Fee.
COP 2070 Credits 3
Visual Basic for Applications
Prerequisites: CGS 2100 and COP 1332-both courses with a grade of "C" or higher. This course uses the programming languages Visual Basic for Applications (VBA) to customize applications in the Microsoft Office suite of products. VBA offers a sophisticated set of programming tools developers can use to harness the power of Word, Excel, PowerPoint, and Access. Lab Fee.

COP 2333 Credits 3
Visual Basic Programming Advanced
Prerequisite: COP 1332 with a grade of "C" or higher. Continuation of previous course. Advanced features of Microsoft Visual BASIC Programming language. Topics include database tools, DDE and OLE, random access files, drag and drop and multi-form applications. Lab Fee.

COP 2334 Credits 3
C++ Programming
Prerequisite: COP 1000 with a grade of "C" or higher or consent of instructor. Introduction to the C++ Programming language syntax. Topics include implementation of loops, decision structures, functions, input/output and file operations, arrays, pointers, structures, and overloading. Introduction to object-oriented paradigms of classes, data abstraction, encapsulation, inheritance and polymorphism. Lab Fee.

COP 2335 Credits 3
C++ Programming Advanced
Prerequisite: COP 2334 with a grade of "C" or higher or consent of instructor. Continuation of the C++ language. Topics include operator and function overloading, information hiding, inheritance, virtual functions (polymorphism) and traditional and object-oriented programming. Study of standard data structures, arrays, stacks, queues, sets, linked lists, trees, hash tables, and their implementations. Lab Fee.

COP 2360 Credits 3
C# Programming
Prerequisite: COP 2334 with a grade of "C" or higher. C# (Sharp) is an evolution of the C and C++ programming languages. It uses many of the features found in those languages. It also includes enhancements to type safety, versioning, events, and garbage collection. Language includes access to common API styles. Lab Fee.

COP 2700 Credits 3
Database Techniques
Prerequisite: CGS 2100 with a grade of "C" or higher. Current trends in database theory and techniques with hands-on experience with candid microcomputer database packages provided. Lab Fee.

COP 2800 Credits 3
Introduction to Java Programming
Prerequisite: COP 1000 or COP 1332 with a grade of "C" or higher. Topics include loops, decision structures, I/O operations. Introduction to Java's object-oriented features including arrays, references, classes, objects, inheritance, and data encapsulation. Introduction to GUI design using Java's AWT package, and Java's predefined packages. Lab Fee.

COP 2805 Credits 3
Advanced Java Programming
Prerequisite: COP 2800 with a grade of "C" or higher. Advanced Java programming concepts. Includes applets, interfaces, packages, properties, exception handling, native methods, multimedia mechanisms, multithreading, and networking capabilities. Continuation of Java's object-oriented features with major emphasis on class implementation. Advanced GUI design using Java's AWT Package with major emphasis on event handling. Lab Fee.

COP 2812 Credits 3
Introduction to XML
Prerequisite: CGS 2100 and COP 2822-both courses with a grade of "C" or higher. Introduction and overview of XML, including writing well-formed and valid XML, the use of DTD's, XML schema, CSS and XSL for formatting. XML provides a uniform method for describing and exchanging structured data that is independent of applications or vendors. Lab Fee.

COP 2822 Credits 3
Web Page Authoring
Prerequisite: CGS 1000 or CGS 2100 with a grade of "C" or higher or consent of instructor. This course is designed to introduce a computer user to acquire the skills necessary to create a web site. Students will be exposed to the protocol and vocabularies of web pages and use HTML to develop a Web site. Students will be introduced to a variety of site features including GIF and JPEG files, audio, video, animation, and interactivity. Topics include using tables and forms, creating on-line forms with HTML, using Cascading Style Sheets (CSS) to design Web pages, Dynamic HTML and an introduction to the use and role of Java Script in creating interactive Web pages. Lab Fee.

COP 2830 Credits 3
Client Side Web Scripting
Prerequisite: COP 2822 with a grade of "C" or higher. The Client Side Web Scripting course focuses on the skills a student requires for web application development with the focus in this course being on the client side scripting. Cascading Style Sheets and JavaScript are covered. Students will be introduced to Adobe Dreamweaver as a web application development tool. Lab Fee.

COP 2831 Credits 3
Server Side Web Scripting
Prerequisite: COP 2830 with a grade of "C" or higher. This course focuses on web design and development with an emphasis on server-side scripting. Topics include MySQL, PHP, and the Apache Web Server. Skills required for interactive web programming are provided in this course with the management and administration of Internet databases with web application tools and server-side scripting. Lab Fee.

COS 0001 Credits 4
Beginning Cosmetology
Prerequisite: Application to Health Sciences. Corequisite: COSL0001. Focus on theoretical principals of cosmetology skills and knowledge as required by the Florida State Board of Cosmetology including proper sanitation procedures, universal precautions, bacteriology, anatomy, physiology, diseases and disorders of the scalp, hair and nails, chemistry of water and its effects with shampoo and conditioners, and basic knowledge in electricity as it pertains to salon appliances. Introduction to product knowledge for proper usage and prevention of waste.
COS 0080  Credits  4
Intermediate Cosmetology
Prerequisites: COS 0001 and COSL 0001-both courses with a grade of "C" or higher. Corequisite: COS 0080. Focus on theoretical principals in product costs, knowledge of waste, and setting service charges, application, proper mixing techniques and correct product selection for permanent waving and in-depth study of color theory and chemistry in permanent color, semi-permanent color, temporary color, decolorizing products, high-lift colors and toners.

COS 0872  Credits  2
Advanced Salon Practice 1
Prerequisites: COS 0080 and COSL 0080-both courses with a grade of "C" or higher. Corequisite: COS 0872. Focus is on the business side of cosmetology. Students will research and develop business and marketing components to be implemented in a mock salon presentation as they apply previous knowledge to salon ownership including sales, management, budgets, advertising, public relations, staff development, community awareness and involvement. Additionally, students will be presented with written mock state board testing and applicable remediation in preparation for the Florida State Board Exam.

COS 0873  Credits  1
Advanced Salon Practice 2
Prerequisites: COS 0872 and COSL 0872-both courses with a grade of "C" or higher. Corequisite: COS 0873. Focus is on the business side of cosmetology. Students will research and develop business and marketing components to be implemented in a mock salon presentation as they apply previous knowledge to salon ownership including sales, management, budgets, advertising, public relations, staff development, community awareness and involvement. Additionally, students will be presented with written mock state board testing and applicable remediation in preparation for the Florida State Board Exam.

COS 0920  Credits  1-8
Cosmetology Review for State Board
Prerequisite: Instructor's approval. A review to evaluate students with 1000 contact hours who need to earn the additional hours to meet state requirements. Lab Fee.

COSL 0001  Credits  11
Beginning Salon Skills Laboratory
Prerequisite: Application to Health Sciences. Corequisite: COS 0001. Student develops beginning dispensary awareness, inventory protocols, product rotation, and reception desk skills to include phone etiquette, proper appointment setting procedures, and maintenance of client files. Application and technical skills as applied to proper draping, handling of shears (scissors), thinning shears, razors, combs, brushes, clips, clippers, shampooing, conditioning, scalp manipulations, up-do hair arranging, braiding, wet setting, blow dry styling, hair cutting, clipper cutting, creating styles to suit client's facial structures, client consultations, inventory and emphasis on keeping accurate client service records, basic manicuring and pedicuring services. Lab Fee.

COSL 0080  Credits  11
Intermediate Salon Skills Laboratory
Prerequisites: COS 0001 and COSL 0001-both courses with a grade of "C" or higher. Corequisite: COS 0080. Develops application techniques and proper procedures for mixing in sanitation, draping, permanent waving, permanent color, highlighting, low lighting, decolorizing, toning and artificial nail enhancements. Dispensary duties will be assigned to all students in preparation for the salon environment. Lab Fee.

COSL 0872  Credits  3
Advanced Salon Skills 1 Laboratory
Prerequisites: COS 0080 and COSL 0080-both courses with a grade of "C" or higher. Corequisite: COS 0872. Develop advanced techniques in wigs, hair extensions, both glued and sewn in, advanced color and foil placements, and continued practice of all previously learned concepts with attention to detail, quality, and timeliness. Students will be required to take a mock practical exam and complete applicable remediation in preparation for the Florida State Board exam. Lab Fee.

COSL 0873  Credits  4
Advanced Salon Skills 2 Laboratory
Prerequisites: COS 0872 and COSL 0872-both courses with a grade of "C" or higher. Corequisite: COS 0873. Develop advanced techniques in dimensional color and foil placements, specialty perm wraps and continued practice of all previously learned concepts with attention to detail, quality and timeliness. Students will be required to take a mock practical exam and complete applicable remediation in preparation for the Florida State Board exam. Lab Fee.

CRW 2001  Credits  3
Creative Writing 1
Designed to help guide the student in developing original written work with emphasis on contemporary writing techniques. Planned to accommodate the needs of the individual.

CRW 2001H  Credits  3
Honors Creative Writing 1
Prerequisite: Admission into the EFSC Honors Program. This course is designed to help guide students in developing original written work, with an emphasis on contemporary writing techniques. The course is open to students enrolled in the EFSC Honors Program.

CRW 2002  Credits  3
Creative Writing 2
A continuation of CRW 2001 but either course may be taken first. Designed to guide the student in developing original work with emphasis on contemporary writing techniques.

CRW 2002H  Credits  3
Honors Creative Writing 2
Prerequisite: Admission into the EFSC Honors Program. A continuation of CRW 2001 and CRW 2001H, but courses need not be taken in sequence. Designed to guide the Honors student in developing a heightened appreciation of the methodology of producing original work, with emphasis on contemporary writing techniques.
Service-Learning Field Studies 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

Cosmetology Specialist - Nails

Theory of safe and efficient work practices and related chemistry, bacteriology, basic anatomy, physiology, and state laws which pertain to nail technology.

Applied Cosmetology Specialist - Nails

Lab provides the development of skills in performing the manipulative techniques required in the practice of nail specialties. Lab Fee.

Applied Techniques - Facial Specialty

Corequisite: CSP 0265. Lab provides salon experience in all areas of skin care. Diagnostic and consultation techniques are used. Practiced and assessed facial lab techniques enable students to achieve licensing as a facial/skincare specialist in the state of Florida. Lab Fee.

Introduction to Windows

Introductory hands-on course teaching the essentials of using the Windows Operating System. Emphasis on use and management of the explorer, taskbar, desktop and menus, online help and included disk tools and accessories.

Information Technology Project Management

Prerequisite: CGS 2100 with a grade of "C" or higher. An introduction to the techniques, skills and tools required to ensure the success of information technology projects. Lab Fee.

Help Desk Technical Support

Prerequisite: CGS 2100 with a grade of "C" or higher or consent of instructor. This course is designed to provide students with a broad-based knowledge of Help Desk technologies, tools, and techniques that will prepare students to implement and support an enterprise help desk operation. Lab Fee.

Help Desk Customer Support

Prerequisite: CGS 2100 with a grade of "C" or higher or consent of instructor. This course is designed to provide students with a broad-based knowledge of Help Desk customer support skills that will prepare students to implement and support an enterprise Help Desk operation. Lab Fee.

Windows Client Operating System

This course will introduce the student to the current Microsoft windows client operating system. Course topics include client deployment techniques, support of user accounts and data, as well as troubleshooting methodologies. Lab Fee.

Linux Networking and System Administration

Prerequisite: CGS 2100 with a grade of "C" or higher. An introductory hands-on class teaching the essentials of Linux Networking and System Administration. Topics include the command line, text processing utilities, managing file systems, administering users/groups and assigning permission, configuring and running Web, NFS, and Print Network Servers, scheduling task automation, installing new OS Kernals and working with Linux Modules. Lab Fee.

Network Defense and Countermeasures

This course emphasizes intrusion detection and industry standard best practices such as developing security policies. Implementation strategies include performing network address translation, setting up packet filtering, and installing proxy servers, firewalls, and virtual private networks. The course focuses on network security fundamentals through case studies and hands-on exercises. Students should have familiarity with the internet and basic networking concepts.

Microsoft Exchange Server 2003

Prerequisite: CTS 1328 with a grade of "C" or higher. This course is designed to teach students to install, configure, and administer a Windows Exchange Server. This class is aligned with the objectives stated by Microsoft. Lab Fee.

Microsoft SQL Server 2000

This course is designed to prepare a student to install, administer, configure, customize, optimize, and troubleshoot the Windows 2000 SQL Server database system in a network environment, and to take the Microsoft Certification Exam 70-228.

Introduction to Oracle SQL and PL/SQL

Prerequisites: COP 1000 and COP 2700-both courses with a grade of "C" or higher or consent of instructor. This course provides students with an introduction to database technology using the Oracle database. The course covers relational database concepts and Oracle Developer application builder tools, including Forms Builder and Reports Builder. A strong SQL focus is emphasized. The student will use the SQL Plus environment for executing individual SQL statements and SQL scripts. The student will be introduced to many Oracle specific SQL statements. The student will be introduced to PL/SQL programming language fundamentals. The course prepares students for the Oracle Application Developer and Oracle Database Administrator exams. Students with SQL experience may co-register for CTS 2440 and CTS 2441 with consent of instructor. Lab Fee.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Course Title</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 2441</td>
<td>3</td>
<td>Oracle Database Fundamentals</td>
<td>Prerequisite: CTS 2440 with a grade of &quot;C&quot; or higher or consent of instructor. This course provides the basic knowledge required to perform the most common database administration tasks. These tasks include managing user accounts, managing database instances, managing all database resources, configuring networking features, developing database backup and recovery strategies and policies, and basic performance tuning. The student will learn to perform backup and recovery using two strategies (user-managed backup and recovery, and Recovery Manager [RMAN]). The student will learn to use the Oracle Net Services and other networking utilities to maintain connectivity in an Oracle database environment. The course prepares students for the Oracle Database Administrator exam. Students with SQL experience may co-register for CTS 2440 and CTS 2441 with consent of instructor. Lab Fee.</td>
</tr>
<tr>
<td>CTSC 1134</td>
<td>3</td>
<td>Network+</td>
<td>This course is designed to teach the skills and knowledge measured by the CompTIA Network+ certification exam. The course provides networking information and skills in the area of media and topologies, protocols and standards, network implementation and network support. Lab Fee.</td>
</tr>
<tr>
<td>CTSC 1328</td>
<td>3</td>
<td>Windows Server Operating System</td>
<td>Prerequisite: CTS 1171 or CTS 1300 with a grade of &quot;C&quot; or higher. This course provides an introduction to the core concepts of the current Microsoft server operating system and lays the foundation for more advanced concepts and courses. Topics covered include installation, user and group accounts, authentication, an introduction to Active Directory, Server Manager Console, server software, security and policy management using Network Access Protection, automated and remote administration, basic network connectivity, and backup and recovery. Lab Fee.</td>
</tr>
<tr>
<td>CTSC 1651</td>
<td>3</td>
<td>Cisco Router Technology</td>
<td>Prerequisite: CGS 2263 or CTSC 1134-either course with a grade of &quot;C&quot; or higher. This course is designed to prepare a student to apply and understand the basics of networking hardware. The course covers beginning router configurations, routed and routing protocols, and an introduction to LAN switching. This course covers the first and second parts of a four-part series that is designed to prepare students for the Cisco Certified Networking Associate Examination (CCNA), and to prepare the student for the Cisco Certified Entry Network Technician Examination (CCENT). Lab Fee.</td>
</tr>
<tr>
<td>CTSC 2120</td>
<td>3</td>
<td>Network Security Fundamentals</td>
<td>Prerequisite: CTSC1328 or CTSC1134 with a grade of &quot;C&quot; or higher or consent of instructor. This course is designed to provide a student with a broad-based knowledge of network security, and to prepare students for further study in specialized security fields. This course will also prepare the student to take the CompTIA Security+ certification exam. Lab Fee.</td>
</tr>
<tr>
<td>CTSC 2235</td>
<td>3</td>
<td>Microsoft Windows 2003 Network Infrastructure Administration</td>
<td>Prerequisite: CEN 1301 or CTSC1328 with a grade of &quot;C&quot; or higher or consent of instructor. This course is designed to prepare a student to design, plan, implement, and support Microsoft Windows 2003 on enterprise networks, and to take the related Microsoft Certification Exam 70-291. Lab Fee.</td>
</tr>
<tr>
<td>CTSC 2652</td>
<td>3</td>
<td>Cisco Advanced Router Technology</td>
<td>Prerequisite: CTSC 1651 with a grade of &quot;C&quot; or higher. This course is designed to prepare a student to apply and understand the advanced principles and applications of networking hardware. The course covers advanced router configurations; LAN switching; network management; and advanced network design. This course will help prepare students for the Cisco Certified Networking Associate (CCNA) examination. Lab Fee.</td>
</tr>
<tr>
<td>DAA 1100</td>
<td>3</td>
<td>Beginning Modern Dance</td>
<td>Elementary modern dance exercises and combinations based on recognized technical modern dance styles to promote an understanding of modern dance theory. This course is designed for the student without prior dance training. Improvisational exercises will also be incorporated. This course may be taken for maximum credits of 12.</td>
</tr>
<tr>
<td>DAA 1201</td>
<td>3</td>
<td>Beginning Ballet</td>
<td>This course is for students that are familiar with basic ballet movement and are ready to develop and complete the basic movement vocabulary requirements. This course may be taken for maximum credits of 12.</td>
</tr>
<tr>
<td>DAA 1500</td>
<td>3</td>
<td>Beginning Jazz Dance</td>
<td>Introduces the student to the many elements of jazz dance at the basic level. Jazz as an art form will be analyzed by technique, style and performance in the dance technique class environment. This course may be taken for maximum credits of 12.</td>
</tr>
<tr>
<td>DAA 2101</td>
<td>3</td>
<td>Intermediate Modern Dance</td>
<td>Prerequisite: DAA 1100 with a grade of &quot;C&quot; or higher or other equivalent experience or accepted by audition or approval of faculty. This course is designed for students with prior modern dance training and a desire to further develop their modern dance technique. Improvisational exercises will also be incorporated. This course may be taken for maximum credits of 12.</td>
</tr>
<tr>
<td>DAA 2202</td>
<td>3</td>
<td>Intermediate Ballet</td>
<td>Prerequisite: DAA 1201 with a grade of &quot;C&quot; or higher or other equivalent experience or accepted by audition or approval of faculty. This course is for students with a complete knowledge and mastery of the basic movement vocabulary requirements and are ready for intermediate ballet dance technique. Student will be able to demonstrate a clean single pirouette. This course may be taken for maximum credits of 12.</td>
</tr>
</tbody>
</table>
DAA 2203  Credits  3
Advanced Ballet
Prerequisite: DAA 2202 with a grade of "C" or higher or other equivalent experience or accepted by audition or approval of faculty. This course is for students with a complete knowledge and mastery of the intermediate movement vocabulary requirements and are ready for advanced ballet dance technique. Student must successfully complete two clean pirouettes and be practicing petite and grand allegro combinations with batterie. Pointe work is practiced at the end of each class. This course may be taken for maximum credits of 12.

DAA 2501  Credits  3
Intermediate Jazz Dance
Prerequisite: DAA 1500 with a grade of "C" or higher or other equivalent experience, or accepted by audition or approval of faculty. Intermediate jazz for dancers with a background in fundamental placement and technique. Emphasis is placed on correct body positions and correct execution of advanced basic technique. Student must be able to complete a single clean jazz turn. This course may be taken for maximum credit of 12.

DAN 1740  Credits  1
Dance Conditioning
To increase technical skills through conditioning exercises appropriate for dancers. Dance conditioning is an excellent course to improve fundamentals for the beginning/intermediate and advanced dance student or athlete. This course may be taken for maximum credit of 12.

DEA 1136  Credits  2
Allied Dental Theory
This course provides a scientific base in pharmacology, embryology/histology, oral pathology, microbiology, and nutrition. Monitoring nitrous oxide and oxygen conscious sedation is included.

DEA 1152  Credits  1
Dental Psychology
This course is designed to introduce students to the basic theories of psychology in order to better understand behavioral patterns as they relate to dentistry and dental patients.

DEA 1805  Credits  2
Clinical Practice 1
Prerequisites: DES 1200, DESL 1200, DES 1800, DESL 1800, DES 2100, DESL 2100 and DESC 2832 all courses with a grade of "C" or higher. Corequisite: DEAL 1805. A course designed to introduce students to the basic theories and procedures involved in general and specialty dental practices including restorative/cosmetic dentistry, endodontics, periodontics, pediatric dentistry, oral/maxillofacial surgery and implants, orthodontics, and fixed and removable prosthetics.

DEA 1936  Credits  1
Dental Seminar
Students gain an understanding of ethics, jurisprudence, and risk management in the dental office. Students review for the Dental Assisting National Board exam and gain skills for seeking employment.

DEAL 1805  Credits  5
Clinical Practice 1 Laboratory
Prerequisites: DES 1200, DESL 1200, DES 1800, DESL 1800, DES 2100, DESL 2100 and DESC 2832 all courses with a grade of "C" or higher. Corequisite: DEA 1805. Initial patient contact involving the application and practice of general chairsides and specialty dental assisting functions in a clinical setting. Students gain additional patient experiences in the areas of expanded functions and radiographic techniques.

DEAL 1855  Credits  5
Clinical Practice 2 Laboratory
Prerequisites: DESL 2100, DES 2100, DES 1800, DESL 1800, DESC 2832, DES 1200 and DESL 1200 all courses with a grade of "C" or higher. Continued practice in all the skill areas of the dental assisting curriculum. Supervised externships will be used in private dental offices and clinical settings. The student will apply all skills and competencies developed and increase her/his capabilities and proficiencies in dental assisting.

DEH 1800  Credits  2
Dental Hygiene 1
Prerequisites: DEHC 1003, DES 1020, DES 1200, and DES 1800-all classes with a grade of "C" or higher. Corequisite: DEHL 1800 and DESL 1840. This course provides the student theoretical knowledge behind the process of oral risk assessment, dental hygiene diagnosis, treatment planning, and implementation in individualized patient care. The student is introduced to advanced periodontal assessment and charting, basic root planing, instrument sharpening and the interpretation of radiographic findings. Identification and special management techniques for the anxious, mentally challenged, child, pregnant and victims of abuse are introduced.

DEH 1802  Credits  2
Dental Hygiene 2
Prerequisites: DEH 1800 and DEHL 1800-both courses with a grade of "C" or higher. Corequisite: DEHL 1802. The course introduces the dental management and therapeutic needs of gerodontic, sensory impaired, homebound and disabled patients as well as the rationale and method for dietary assessment, analysis and counseling with the dental patient. Knowledge and indications regarding powered debridement instrumentation and air-powder polishing are introduced. Lab Fee.

DEH 2300  Credits  2
Pharmacology and Pain Control
Prerequisites: BSCC1084, CHM 1025, and CHML 1025-all courses with a grade of "C" or higher. Corequisite: DEHL 2300. This course is a study of the administration, indications, contraindications, adverse reactions, and precautions of pharmaceutical preparations. Emphasis is on relationship to the dental clinical context. The student is familiarized with various gents used in dentistry for local anesthesia and pain control. Nitrous oxide/oxygen sedation and its use are covered.

DEH 2400  Credits  3
General and Oral Pathology
Prerequisite: DEH 1130 with a grade of "C" or higher. Corequisite: DEHL 1802. Study of general pathology and human physiological response to disease and injury. Emphasis is given to the study and recognition of pathological conditions of the structures of oral cavity.
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DEH 2701</td>
<td>Community Dental Health 1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: SYG 2000, DES 1840, and DESL 1840-all courses with a grade of &quot;C&quot; or higher. This course is the first in a two part series. Students are introduced to dental public health and the role of dental professionals. This includes dental public health delivery in the United States and abroad, governmental structures, workforce issues, and financing of dental care. Oral epidemiology, dental hygiene research methods, biostatical concepts and evaluation of scientific literature are taught with application exercises. Dental public health program planning and evaluation are presented as students prepare for field experience as program developers and researchers in the subsequent Community Dental Health 2 course.</td>
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</tr>
<tr>
<td>DEH 2804</td>
<td>Dental Hygiene 3</td>
<td>2</td>
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<tr>
<td></td>
<td>Prerequisites: DEH 1802 and DEHL 1802-both courses with a grade of &quot;C&quot; or higher. Corequisites: DEH 2804 and DEH 2602. Course prepares student for developing and administering alterations in the treatment of medically, physically and/or mentally compromised patients or those who have special needs. The student researches and learns a variety of complex medical conditions and the relationship to dental hygiene therapeutic care. The process of development, treatment planning and implementation of care on clinical patients is reinforced with emphasis on medically and periodontally involved patients.</td>
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<tr>
<td>DEH 2806</td>
<td>Dental Hygiene 4</td>
<td>2</td>
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<td>Prerequisite: DEH 2804 with a grade of &quot;C&quot; or higher. Corequisite: DEH 2806. This last clinical lecture course focuses on the understanding of ethics, professional codes, the law and risk management as applied to the dental hygiene practice setting. Students prepare to seek employment as dental hygienists. Other topics include current and future directions of the career field. The last course in the clinical lecture course series includes the introduction of advanced techniques and new technologies in patient care; the study of ethics and jurisprudence; and review of national and state board examination requirements to aid in student employment preparation. Lab Fee.</td>
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<tr>
<td>DEHC 1003</td>
<td>Pre-Clinical Dental Hygiene</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: DEH 1130 with a grade of &quot;C&quot; or higher. Corequisites: DES 1800 and DESL 1800. This pre-clinical instrumentation course is foundational for all subsequent clinical courses. Psychomotor skills develop with extensive practice sessions using all basic categories of dental hygiene instruments. Students are introduced to the profession, professional conduct and decision-making. At completion of this pre-clinical course, the student moves into patient treatment on relatively non-complex patients in a closely supervised clinical environment. Lab Fee.</td>
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<tr>
<td>DEHC 2602</td>
<td>Periodontology</td>
<td>3</td>
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<tr>
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<td>Prerequisite: DES 1840 with a grade of &quot;C&quot; or higher. Corequisites: DEH 2804 and DEH 2604. This course is the last of a series of courses that prepare the student for the role of periodontal hygienist. Study of the etiology, classification and treatment of periodontal disease is more in-depth. Emphasis is on recognition of clinical disease states of the periodontium. The laboratory compliments and expands the lecture material to include clinical and computerized patient care and case planning. Advanced therapeutics and instrumentation skills are introduced specific to the periodontally involved patient. Lab Fee.</td>
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<tr>
<td>DEHL 1800</td>
<td>Dental Hygiene Clinic 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: DEHC 1003, DESL 1200, DES 1800, and DESL 1800-all courses with a grade of &quot;C&quot; or higher. Corequisites: DEH 1800 and DESL 1840. This is the first of four clinical dental hygiene courses. Students begin patient care on relatively non-complex patients in a closely monitored clinical environment. They apply clinic policies, safety practices, assessment procedures, radiographic techniques, instrumentation, stain removal and the application of fluorides learned in pre-clinical courses to create individualized care plans. New skills or more advanced techniques are attained in patient education, treatment planning, root detoxification, periodontal assessment and recording, instrument sharpening, debridement techniques inclusive of cleaning dental prosthesis, stain removal and application of preventive adjunctive products. Lab Fee.</td>
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<tr>
<td>DEHL 1802</td>
<td>Dental Hygiene Clinic 2</td>
<td>2</td>
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<td>Prerequisites: DEHL 1800 and DEH 1800-both courses with a grade of &quot;C&quot; or higher. Corequisite: DEH 1802. This course provides continuing clinical practice and mastery of basic patient assessment and education, instrumentation, radiographic techniques, and customized treatment specific to individual patient care. Students are introduced to adjunctive techniques utilizing ultrasonic scaling devices and air-powder polishers. Lab Fee.</td>
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<tr>
<td>DEH 2300</td>
<td>Pharmacology and Pain Control Laboratory</td>
<td>1</td>
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<td>Prerequisite: BSCC 1084, CHM 1025 and CHML 1025-all courses with a grade of &quot;C&quot; or higher. Corequisite: DEH 2300. This lab expands and lends application of the knowledge learned in DEH 2300. Critical thinking and care planning are developed with consideration for pharmacologic aspects of patient treatment. Safe dental hygiene practice is emphasized. This course provides student opportunities to practice pharmacology procedures and pain control practices in a laboratory and pre-clinical setting. Lab Fee.</td>
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<tr>
<td>DEH 2702</td>
<td>Community Dental Health 2</td>
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<td>Prerequisite: DEH 2701 with a grade of &quot;C&quot; or higher. This course is designed to give the dental hygiene student a opportunity to apply concepts and methods learned in DEH 2701 to realistic community settings. Student project and dental research will be designed and implemented inclusive of evaluation tools. Lab Fee.</td>
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<tr>
<td>DEHL 2804</td>
<td>Dental Hygiene Clinic 3</td>
<td>4</td>
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<td>Prerequisites: DEH 1802 and DEHL 1800-both courses with a grade of &quot;C&quot; or higher. Corequisites: DEH 2804 and DEH 2602. This course emphasizes individualized evidence-based care planning for the periodontally and medically complex patient. The student demonstrates 'competency' in oral prophylaxis, root surface debridement and detoxification. Appropriate integration of newly introduced advanced techniques and technology such as nitrous oxide conscious sedation, intraoral photography, phase contrast microscopy, chemotherapeutics and nutritional counseling may be used. Comprehensive patient case reporting is required. Lab Fee.</td>
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</tbody>
</table>
Course Descriptions

DEHL 2806  Credits  5
Dental Hygiene Clinic 4
Prerequisites: DEH 2804 and DEHL 2804-both courses with a grade of "C" or higher. Corequisite: DEH 2806. This course emphasizes increased efficiency in the provision of oral prophylaxis, root surface detoxification, comprehensive treatment planning and use of ultrasonics and air polishers. Critical thinking skill is emphasized during patient care to include evidence-based sequential treatment planning. Self-assessment and application of professional ethical judgment is expected in all areas of clinical practices. In addition, students prepare for state licensure and entry level employment. Lab Fee.

DEP 2004  Credits  3
Developmental Psychology
Prerequisite: PSY 2012 or PSY 2012H or equivalent with a grade of "C" or higher. This course analyzes the physical, psychological, social, and environmental factors in human growth and development.

DEP 2004H  Credits  3
Honors Developmental Psychology
Prerequisite: PSY 2012 or PSY 2012H with a grade of "C" or higher and admission into the EFSC Honors Program. This course analyzes the physical, psychological, social, and environmental factors in human growth and development.

DEP 2948  Credits  1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

DES 1020  Credits  2
Head, Neck and Dental Anatomy
Corequisite: DESL 1020. This course studies the anatomy of head and neck with emphasis on the maxilla, mandible, and related oral structures. The permanent and deciduous dentitions are discussed including morphology, function, occlusion, eruption, and numbering systems. The bones of the cranium, muscles, blood supply, nerves, lymphatic system, salivary glands, and tongue are identified and described.

DES 1200  Credits  2
Dental Radiography
Prerequisites: DES 1800, DESL 1800, DES 1020 and DESL 1020-all courses with a grade of "C" or higher. Corequisite: DES 1200. This course provides the student with the fundamental knowledge of the nature, physics, and biological effects of radiation to maximize understanding of proper control and safety precautions to be used in exposing, processing, mounting, and evaluating diagnostically acceptable dental radiographs.

DES 1502  Credits  1
Dental Office Management
This course introduces the student to skills needed for the daily operation of the dental business office. The course includes communication and telephone techniques, appointment control, inventory control, ordering, recall systems, accounts receivable and payable, dental insurance, and an introduction to a dental software program.

DES 1600  Credits  1
Office Emergencies
Theory and practice in basic emergency procedures to manage medical emergencies occurring in the dental setting.

DES 1800  Credits  2
Introduction to Clinical Procedures
Corequisite: DESL 1800. Topics in this introductory dental course include infection control techniques, the proper use of personal protective equipment, equipment maintenance and disinfection, methods of sterilization, patient/operator positioning, medical/dental history, intra-extra oral examination, dental charting, four-handed dentistry, coronal polishing, topical fluoride application, cleaning removable appliances, dental team members, licensure, and professional organization.

DES 1840  Credits  2
Preventive Dentistry
Students are introduced to the philosophy and principles of preventive dentistry. The dental auxiliary's role in patient care utilizing proper methods for biofilm control in the treatment and prevention of periodontal disease and dental caries is emphasized. Levels of prevention, dental biofilm development, biofilm diseases, the gingiva and periodontal infections, calculus, stains, caries assessment and development, plaque indices, toothbrushing, auxiliary biofilm control techniques, fluorides, smoking cessation, and patient education are also discussed.

DES 2100  Credits  2
Dental Materials
Corequisite: DESL 2100. This course provides theoretical knowledge of the composition, preparation, and application of materials commonly used in dentistry.

DESC 2832  Credits  2
Expanded Functions for Dental Auxiliaries
This course is designed to provide the basic knowledge and clinical practice necessary for the dental auxiliary to perform expanded functions permitted by the rules and regulations of the Florida State Board of Dentistry. Lab Fee.

DES 1020  Credits  1
Head, Neck and Dental Anatomy Laboratory
Corequisite: DES 1020. This laboratory course provides the student with an opportunity to use models, skulls and typodont teeth to identify head, neck, and dental anatomical structures. Lab Fee.

DES 1200  Credits  1
Dental Radiography Laboratory
Corequisite: DES 1200. This course provides the student with laboratory experience in exposing, processing, mounting, and critiquing diagnostically acceptable intraoral and extraoral radiographs. Lab Fee.
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<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>DESL 1800</td>
<td>1</td>
<td>Introduction to Clinical Procedures Laboratory</td>
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<tr>
<td>DSC 1032</td>
<td>3</td>
<td>Preparation and Response for Terrorism</td>
</tr>
<tr>
<td>DSC 1035</td>
<td>3</td>
<td>Recognition and Investigation of Terrorism</td>
</tr>
<tr>
<td>DESL 1840</td>
<td>1</td>
<td>Preventive Dentistry Laboratory</td>
</tr>
<tr>
<td>DESL 2100</td>
<td>1</td>
<td>Dental Materials Laboratory</td>
</tr>
<tr>
<td>DSC 1003</td>
<td>3</td>
<td>Foundation of Homeland Security</td>
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<tr>
<td>DSC 1005</td>
<td>3</td>
<td>Terrorism in Today's World</td>
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<tr>
<td>EAP 0100</td>
<td>3</td>
<td>Speaking Listening 1</td>
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<tr>
<td>EAP 0120</td>
<td>3</td>
<td>Reading 1</td>
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<tr>
<td>EAP 0185</td>
<td>6</td>
<td>Grammar Writing 1</td>
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</table>

**DESL 1800 - Introduction to Clinical Procedures Laboratory**
Corequisite: DES 1800. This core course is designed for the practical application of dental clinical procedures and professionalism. Introductory skills are developed through practice in the dental clinical setting. Topics include: infection control techniques, equipment maintenance, disinfection, sterilization; patient, operator/assistant positioning; instrument transfer, oral evacuation; obtaining medical/dental histories; intra/extra oral exams; dental charting; coronal polishing and fluoride application. Lab Fee.

**DSC 1032 - Preparation and Response for Terrorism**
This course focuses on the increased awareness of terrorism. The instituting of meaningful preventive measures while significantly increasing preparedness levels is studied. As well, the aspects of response techniques and recovery plans are explored.

**DSC 1035 - Recognition and Investigation of Terrorism**
This course focuses on the identification of terrorist groups. The gathering of intelligence information and the analysis of the material is studied. The unique aspects of terrorism investigations versus the traditional investigation is also explored.

**DESL 1840 - Preventive Dentistry Laboratory**
Prerequisite: DES 1840 with a grade of "C" or higher. Corequisites: DEHL1800, DEH 1800. This course is a continuation of DES 1840. Students apply knowledge to clinical and case settings; critical thinking is developed specific to preventive patient care/educational plans. Topics and areas for skill development include: risk assessment, early disease detection, interceptive and preventive strategies, preventive care plans, application of medicaments and use of advanced assessment technology and intraoral photography. Lab Fee.

**DESL 2100 - Dental Materials Laboratory**
Corequisite: DES 2100. This course enables students to transfer theory into technique by providing hands-on experience with dental equipment and materials covered in the Dental Materials lecture course. Lab Fee.

**DSC 1003 - Foundation of Homeland Security**
Provides an introspective review of the history of U.S. Homeland defense initiative. Explores the evolution of homeland security and the agencies involved.

**DSC 1005 - Terrorism in Today's World**
An examination of ideologies of a variety of social and political conflicts (international and domestic) that bring about Terrorism. The implications that these issues bring upon the criminal justice system will be examined as part of this course.
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<th>Course Code</th>
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<tr>
<td>EAP 0200</td>
<td>3</td>
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<tr>
<td><strong>Speaking Listening 2</strong></td>
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<tr>
<td>Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the second level of a six-course sequence focusing on reading skills for speakers of other languages. Students will learn systematic skills for vocabulary expansion and reading comprehension. Upon successful completion of this course, the students will be able to read and comprehend short texts. Students must complete thirteen hours of lab work and earn a passing grade to proceed to EAP 0320.</td>
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<tr>
<td>EAP 0220</td>
<td>3</td>
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<tr>
<td><strong>Reading 2</strong></td>
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<tr>
<td>Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the second level of a six-course sequence focusing on reading skills for speakers of other languages. Students will learn systematic skills for vocabulary expansion and reading comprehension. Upon successful completion of this course, the students will be able to read and comprehend short texts. Students must complete thirteen hours of lab work and earn a passing grade to proceed to EAP 0320.</td>
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<td>EAP 0285</td>
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<tr>
<td><strong>Grammar Writing 2</strong></td>
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<tr>
<td>Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the second level of a six-course sequence focusing on combined grammar and composition skills for speakers of other languages. Students will develop essential knowledge of grammar and writing as applied to academic English. Students will practice sentence composition in the context of guided discourse on personal topics, with an emphasis on logical thought and mechanics. Students must complete thirteen hours of lab work and earn a passing grade to proceed to EAP 0385.</td>
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<tr>
<td>EAP 0300</td>
<td>3</td>
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<tr>
<td><strong>Speaking Listening 3</strong></td>
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<tr>
<td>Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the third level of a six-course sequence focusing on listening and speaking skills. Students will develop the ability to consistently produce consonant and vowel sounds, along with the stress, intonation, and rhythm patterns of American English as encountered in everyday communication. They will also demonstrate marked improvement in basic speaking and listening skills. Students must complete thirteen lab hours and obtain a passing grade to advance to EAP 0400.</td>
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<tr>
<td>EAP 0320</td>
<td>3</td>
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<tr>
<td><strong>Reading 3</strong></td>
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<tr>
<td>Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the third level of a six-course sequence focusing on reading skills for speakers of other languages. Students will build on existing vocabulary and comprehension skills by applying critical reading methods. Upon successful completion of this course, the students will be able to read and comprehend basic text focused on familiar and academic topics. Students must complete thirteen hours of lab work and earn a passing grade to proceed to EAP 0420.</td>
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<tr>
<td>EAP 0385</td>
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<tr>
<td><strong>Grammar Writing 3</strong></td>
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<tr>
<td>Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the third level of a six-course sequence focusing on combined grammar and composition skills for speakers of other languages. Students will build upon and reinforce skills learned in EAP 0285. Upon successful completion of this course, students will be able to write paragraphs on academic topics with simple, compound, and complex sentences using all basic verb tenses. Students must complete thirteen hours of lab work and earn a passing grade to proceed to EAP 0485.</td>
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<tr>
<td>EAP 0400</td>
<td>3</td>
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<tr>
<td><strong>Speaking Listening 4</strong></td>
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<tr>
<td>Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the fourth level of a six-course sequence focusing on listening and speaking skills. Students will apply pronunciation, phrasing, and intonation patterns of American English in academic and social settings and will further develop listening skills. Upon successful completion of this course, students will be able to converse freely on a broad spectrum of topics, use a variety of conversational techniques, and communicate a specific point of view. Students must complete thirteen lab hours and obtain a passing grade to advance to EAP 1500.</td>
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<tr>
<td>EAP 0420</td>
<td>3</td>
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<tr>
<td><strong>Reading 4</strong></td>
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<tr>
<td>Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the fourth level of a six-course sequence focusing on reading skills for speakers of other languages. Students will build on existing vocabulary and comprehension skills by applying critical reading methods. Upon successful completion of this course, the students will be able to read text on familiar and basic academic topics. Students must complete thirteen hours of lab work and earn a passing grade to proceed to EAP 1520.</td>
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<tr>
<td>EAP 0485</td>
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<tr>
<td><strong>Grammar Writing 4</strong></td>
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<tr>
<td>Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the fourth level of a six-course sequence focusing on the composition of academic paragraphs along with complex grammar and sentence skills for speakers of other languages. Upon successful completion of this course, students will be able to write grammatical sentences with all the verb tenses in active and passive voices. Students must complete thirteen hours of lab work and earn a passing grade to proceed to EAP 1540 and EAP 1560.</td>
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**Course Descriptions**

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<tr>
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<tr>
<td>EAP 1500</td>
<td>3</td>
<td>Speaking Listening 5</td>
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<td>Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the fifth course in a five-course series focusing on listening and speaking skills for speakers of other languages. Students will develop communication, organization, and pronunciation skills necessary for effective academic presentation and discussion with an introduction to lecture note taking. Group discussions and presentations are an integral part of the course. Students must complete thirteen lab hours and obtain a grade of &quot;C&quot; or higher to advance to EAP 1620 and EAP 1640.</td>
</tr>
</tbody>
</table>

| EAP 1520    | 3       | Reading 5                                        |
|             |         | Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the fifth level of a six-course sequence focusing on reading skills for speakers of other languages. Students will build vocabulary and comprehension skills through critical reading methods. Upon successful completion of this course, the students will be able to choose appropriate strategies to read and interpret academic texts. Students must complete thirteen hours of lab work and earn a grade of "C" or higher to proceed to EAP 1620. |

| EAP 1540    | 3       | Writing 5                                        |
|             |         | Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the fifth level of a six-course sequence focusing on academic composition, including complex grammar and sentence skills for speakers of other languages. Students will develop and write short essays in a variety of styles and practice using correct grammatical structures, punctuation and spelling. Students must complete thirteen hours of lab work and earn a grade of "C" or higher to proceed to EAP 1640. |

| EAP 1560    | 3       | Structure 5                                      |
|             |         | Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the fifth level of a six-course sequence focusing on further development of English grammar skills for speakers of other languages. Upon successful completion of this course, students will be able to use standard English grammar in basic patterns involving interrogative, declarative, and exclamatory sentences. There is particular emphasis on usage of correct verb tense and common irregular patterns in parts of speech and other areas of grammar. Students must complete thirteen hours of lab work and earn a grade of "C" or higher to proceed to EAP 1640. |

| EAP 1620    | 3       | Reading 6                                        |
|             |         | Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the sixth level of a six-course sequence focusing on reading skills for speakers of other languages. Students will read materials to increase their vocabulary, develop critical thinking skills, improve understanding of American culture and prepare for entrance into mainstream courses. Students will also learn to use College library resources. Upon successful completion of this course, the students will comprehend and interpret authentic college-level texts in content areas by applying appropriate reading strategies. Students must complete thirteen hours of lab work and earn a grade of "C" or higher to proceed to ENC 1101. |

| EAP 1640    | 3       | Advanced Composition                             |
|             |         | Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the sixth course of a six-course sequence focusing on academic composition skills, along with complex grammar and sentence skills for speakers of other languages. Students will apply advanced grammar skills and precise vocabulary usage to writing multi-paragraph essays in various modes. Emphasis is given to clear and logical development of ideas. Students must complete thirteen hours of lab work and earn a grade of "C" or higher to proceed to ENC 1101. |

| EAPL 0980   | 3       | Reading Skills and TOEFL Preparation            |
|             |         | A course designed to improve ESL student reading skills and academic vocabulary, with special focus on TOEFL preparation. Extensive language lab facilities and individualized student-teacher conferencing available. |

| ECO 2013    | 3       | Principles of Economics 1 (Macroeconomics)      |
|             |         | Introduction to the general theories of economics with practical applications. Topics include determination of price, national income accounting, economic stabilization, growth, money and banking, and monetary policy. |

| ECO 2013H   | 3       | Honors Principles of Economics 1 (Macroeconomics) |
|             |         | Prerequisite: Admission into the EFSC Honors Program. Macroeconomics: introduction to the general theories of economics with practical applications. Topics include determination of prices, national income computation, economic stabilization growth, money and banking, and monetary policy. The course is open to students enrolled in the EFSC Honors Program. |

| ECO 2023    | 3       | Principles of Economics 2 (Microeconomics)      |
|             |         | Microeconomics: introduction covering theory and practical applications. Topics include economic growth, resource allocation, economics of the firm and international economics. |

<p>| ECO 2023H   | 3       | Honors Principles of Economics 2 (Microeconomics) |
|             |         | Prerequisite: Admission into the EFSC Honors Program. Microeconomics: introduction covering theory and practical applications. Topics include economic growth, resource allocation, economics of the firm and international economics. The course is open to students enrolled in the EFSC Honors Program. |</p>
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<tr>
<th>Course Code</th>
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<th>Course Title</th>
<th>Prerequisite</th>
<th>Course Description</th>
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</thead>
</table>
| ECO 2948    | 1       | Service-Learning Field Studies 1 | | This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.
| ECP 3703    | 3       | Managerial Economics | ENC 1101 | This course integrates microeconomic theory with practical quantitative and qualitative applications that managers must apply when considering various important decisions for the business enterprise.
| EDF 1005    | 3       | Introduction to the Teaching Profession | ENC 1101 | Prerequisite: ENC 1101 with a grade of "C" or higher. 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. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator competencies. Students are required to complete a minimum of 15 hours of field-based experience working with diverse populations of children and youth in school or similar settings and not via virtual modes of film or Internet. Students must obtain security clearance before starting hours in public schools.
| EDF 2030    | 3       | Effective Classroom Management | | This course is designed to assist future and current teachers and support personnel in establishing a positive learning environment in the classroom. This course transfers to the upper division as elective credit only. It does not satisfy any prerequisite requirement.
| EDF 2085    | 3       | Introduction to Diversity for Educators | ENC 1101 | Prerequisite: ENC 1101 with grade of "C" or higher. 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, socioeconomic status, religion, language of origin, ethnicity, and age upon the educational experience. A minimum of 15 hours of field-based experience working with diverse populations of children and youth in schools or similar settings is required. Students must obtain security clearance before starting hours in public schools.
| EDF 2130    | 3       | Child and Adolescent Development for Educators | ENC 1101 | Prerequisite: ENC 1101 with a grade of "C" or higher. The goal of this course is for students to gain knowledge, to gain understanding, and to analyze the developmental stages and characteristics of individuals from infancy through adolescence, with application to learners in educational settings. The objectives in this course correlate to the Florida Educator Accomplished Practices and include a mandated 15-hour field experience requirement.
| EDF 2720    | 3       | Children in Schools: Legal, Ethical, and Safety Concerns | PSY 2012 | This course provides an analysis of the legal, ethical, and safety concerns in educational settings. This course is correlated to the Florida Educator Preprofessional and Accomplished Practices and contains a mandated 15-hour direct field experience/service learning component. Students desiring to complete the direct field experience must undergo a district approved level two security clearance.
| EDF 2905    | 3       | Directed Study in Education | | Course involves a direct study in a specified topic for participants. Check with the instructor for the approved specific content for a particular semester. This course transfers to the upper division as elective credit only. It does not satisfy any prerequisite requirement.
| EDF 2948    | 1       | Service-Learning Field Studies 1 | ENC 1101 | This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.
| EDP 2002    | 3       | Educational Psychology | PSY 2012 | Prerequisite: PSY 2012 with a grade of "C" or higher. Introduction to the various psychological aspects that impact student learning from pre-school to college settings. Includes analyses of cognitive development as well as intelligence, memory, motivation, and self concept. Overviews of classroom strategies and assessment procedures are also integrated.
| EEC 1001    | 3       | Introduction to Early Childhood Education | | This course provides an intensive investigation of the various theories, philosophies, programs and methods in Early Childhood Education. This course is one of three courses that combined meets the Florida Child Care Professional Credential (FCCPC—formerly CDAE) requirements for the State of Florida.
| EEC 1200    | 3       | Early Childhood Curriculum | | This course is designed to instruct students in the preparation of learning centers, in the choosing and constructing of learning materials, and in the methods of presentation to children in the curriculum areas of music, art, math, science, literacy, and fine and gross motor. One of three courses that combined meets the Florida Child Care Professional Credential (FCCPC) requirements for the State of Florida. Lab Fee.
Assessment in Early Childhood Education
This course is designed to provide the early childhood professional with an overview of the importance of observation and assessment in planning developmentally appropriate programs for young children. The course covers the use of a variety of observation methods and developmentally appropriate assessment practices and instruments.

Child Care and Education Organizational Leadership Management
This course is an approved course for the renewal of the Florida Director's Credential. Focus is on the responsibilities of the director in creating and sustaining an effective organizational structure in a child care and education setting. Topics include organizational structure, ethics and professionalism; personnel policies and procedures; leadership; staff development; evaluation; and retention.

Conflict Resolution in Early Childhood
Students will learn how to create safe, caring, and respectful environments for young children and their families, using techniques such as reflective listening, trust-building, and problem solving, to foster empathy, impulse control, and anger management in young children. One of three courses that combined meets the Florida Child Care Professional Credential (FCCPC) requirements for the State of Florida.

Health, Safety and Nutrition for the Young Child
This course provides an overview of the fields of health, safety, and nutrition as they relate to the young child birth to eight. Emphasis is placed on learning to incorporate concepts in health, safety, and nutrition into a quality early childhood learning environment.

Introduction to Electronics
This course provides an introduction to the basic fundamentals, terminology and applications used in the electronics industry. Topics include circuit theory principles, electronic component, transistor usage, amplifiers, power supplies and digital logic techniques.

Basic Electricity/Electronics
A comprehensive introduction using a broad based approach covering principles upon which modern electronic/electrical systems operate. Introduction to basics of electronics, measuring devices, basic units, resistance, conductors, measurement, sources, series/parallel circuits, common DC/AC circuits, and safety will be covered. Lab Fee.

Circuit Fundamentals
This course covers direct current (DC) circuit components, resistance (R) and symbols, Ohm's Law, series DC circuits, and parallel DC circuits. Circuit analysis methods are also covered in this class. Alternating current (AC) generation, inductance (L), capacitance (C) and circuit time constants are discussed. Series resistance inductance (RL), resistance capacitance (RC), and resistance capacitance inductance (RLC) circuits are analyzed. Parallel resistance inductance (RL) inductance capacitance (RC) and resistance inductance (RLC) circuits are analyzed. Phasors, decibels, passive frequency filters and RLC resonant circuits are also covered. Lab Fee.

Analog Devices
Prerequisite: EETC 1025 with a grade of "C" or higher. This is the first course in a sequence in analog electronics. The topics covered in this course are the history of electronics, semiconductors diodes, diode rectifier circuits, zener, varactor, light emitting diodes (LED) and special diodes, bipolar transistors, small signal transistor amplifiers, power transistor amplifiers, and amplifier frequency response. After finishing this course, the student will be able to design unregulated power supplies, transistor audio amplifiers, audio power amplifiers, audio oscillators, limiters, clamps, and several other important circuits. Lab Fee.

Electronic Communication Systems
Prerequisite: EETC 1142 with a grade of "C" or higher. This course covers single sideband AM and FM transceivers, digital communication techniques, frequency allocation, microwave technology, lasers and fiber optics, wave propagation, antennas, and transmission lines. Lab Fee.

Electronic Fabrication and Fiber Optics
Prerequisites: EETC 1005 and ETIC 2851-both courses with a grade of "C" or higher. This course takes a hands-on approach to the soldering, wire wrapping, potting, crimping and cable lacing of electronic components and the basics of fiber optics and the fabrication of fiber optic cable assemblies, using a variety of connectors and splicing techniques. Printed circuit construction and repair are also covered as well as cable installation and troubleshooting. Lab Fee.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Course Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>EETC 2620</td>
<td>3</td>
<td>Advanced Surface-Mount Soldering Technology</td>
<td>Prerequisite: EETC 1610 with a grade of &quot;C&quot; or higher. An advanced hands-on surface mount soldering course focused on rework and repair techniques for electronic technicians. Lab Fee.</td>
</tr>
<tr>
<td>EETC 2724</td>
<td>3</td>
<td>Schematic Capture and Modeling</td>
<td>This course affords the student with knowledge and skill in the use of schematic capture and printed circuit board layout software. Lab Fee.</td>
</tr>
<tr>
<td>EEX 2010</td>
<td>3</td>
<td>Introduction to Special Education</td>
<td>An overview of legislation (PL 94-142, IDEA, and ADA) impacting special education and a survey of the classifications, characteristics, and current issues regarding exceptional education students. This course has a required 15 hour direct field experience component.</td>
</tr>
<tr>
<td>EEX 2758</td>
<td>2</td>
<td>Enhancing Family Involvement in Education</td>
<td>Prerequisite: EEX 2010 with a grade of &quot;C&quot; or higher. This course is intended to help special education educators in working with families, other educators, and other professionals work in collaborative relationships. This course is required for students transferring to UCF College of Education, Exceptional Education.</td>
</tr>
<tr>
<td>EEX 2947</td>
<td>1</td>
<td>Service-Learning Field Studies 1</td>
<td>Prerequisite: Instructor approval. This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, necessary oral and written reflection methods.</td>
</tr>
<tr>
<td>EEX 2948</td>
<td>1</td>
<td>Service-Learning Field Studies 1</td>
<td>This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.</td>
</tr>
<tr>
<td>EGS 1006</td>
<td>1</td>
<td>Introduction to the Engineering Profession</td>
<td>A course that allows students to explore various Engineering professions. This course also provides an overview of the academic and professional requirements for various engineering disciplines. The course contains an Online portion that students must complete.</td>
</tr>
<tr>
<td>EGS 1007</td>
<td>1</td>
<td>Engineering Concepts and Methodologies</td>
<td>This course introduces students to the use of computer and application software for solving engineering problems. Students also explore engineering professionalism and ethics as well as work in teams to solve and present solution to engineering problems. Lab Fee.</td>
</tr>
<tr>
<td>EGS 2310</td>
<td>3</td>
<td>Engineering Analysis - Statics</td>
<td>This course covers the fundamental concepts of mechanics, including resultants of force systems, free-body diagrams, equilibrium of rigid bodies, analysis of structures, centroids, moments of area and inertia.</td>
</tr>
<tr>
<td>EGS 2321</td>
<td>3</td>
<td>Engineering Analysis - Dynamics</td>
<td>Prerequisite: EGS 2310 with a grade of &quot;C&quot; or higher. This course covers calculations that involve particle and rigid bodies in motion. Topics covered include mass and acceleration, work and energy, impulse and momentum.</td>
</tr>
<tr>
<td>EME 2040</td>
<td>3</td>
<td>Introduction to Technology for Educators</td>
<td>This course is intended for Education majors and deals with 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, hardware, software, and peripherals for the personal computer as well as data-driven decision-making processes. Focus is on identification of appropriate software for classroom application, 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 with an overview of the Florida Educator Accomplished Practices, Sunshine State Standards, the Professional Educator Competencies, and the National Educational Technology Standards.</td>
</tr>
<tr>
<td>EME 2948</td>
<td>1</td>
<td>Service-Learning Field Studies 1</td>
<td>This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.</td>
</tr>
</tbody>
</table>
Public Safety Telecommunication
The purpose of this course is to prepare students for employment as a dispatcher: police, fire, ambulance. The content includes, but is not limited to, ethics and the role of the telecommunicator; standard telecommunication operating procedures; relationship to field personnel; understanding of command levels; typical layouts of message centers; use of performance aids; overview of emergency agencies; functions and terminology; use of correct words and grammar; communications equipment, functions and terminology; types of telecommunication equipment; malfunctions and maintenance agreements; proper and correct telephone and dispatching procedures and techniques; cooperation and reciprocal agreements with other agencies; federal, state, and local communication rules; emergency situations and operating procedures; emergency medical dispatch procedures; employability skills; leadership and human relations skills; and health and safety including CPR. Lab Fee.

First Responder: Emergency Care
The term first responder has been applied to the first individual who arrives at the scene regardless of credential held by that individual. This course provides students with the core knowledge, skills and attitudes to function in the capacity of a first responder as an integral part of the emergency medical services (EMS) system. On successful completion of this course, students are qualified to take the National Registry of EMT First Responder certifying examination. Lab Fee.

Anatomy and Physiology for the Paramedic
Basic information regarding the structure and function of the human body is presented in this course. The general concepts of anatomy and physiology to assist in the assessment and management of emergency patients by the paramedic in the pre-hospital field area are emphasized. Nervous, cardiovascular and respiratory systems are covered along with United States Department of Transportation (USDOT) National Standard Paramedic Curriculum Anatomy and Physiology objectives.

Introduction to Electrocardiography
Course designed to help students with no prior experience or course work in ECG or cardiac physiology. It can be used as recourse and review for EMT, Paramedic, LPN, RN, Respiratory Technician, Medical Assistants, and other health care professionals. It is premised that the course content and progression of material assumes no previous training in ECG interpretation or cardiac physiology. Student will become proficient in fundamentals of cardiac anatomy and physiology integrated with the EKG tracing and wave form interpretation lead placement, and a systematic approach to ECG interpretation. Certificate awarded upon successful completion. Lab Fee.

Special Topics in Leadership for EMS
Prerequisite: Completion of Leadership for Paramedic Program. This course is designed to provide the paramedic student an awareness of the challenges and issues confronting EMS leadership and management.

Paramedic 1
Prerequisites: EMS 1119, EMSL 1119, and EMS 1431—all courses with a grade of "C" or higher. Corequisites: EMSL 2603 and EMS 2664. This is the first course in the sequence necessary for completion of the Paramedic Certificate curriculum. The course is designed to reinforce concepts and clinical skills learned at the EMT level and to integrate this knowledge with beginning advanced life support concepts and skills. Emphasis is placed on EMS Systems, illness and injury prevention, medical-legal issues, patient assessment, airway management and ventilation, pathophysiology, pharmacology, shock, and decision making regarding appropriate interventions for identified problems. This course includes Modules 1, 2, and 3 of the DOT National Standard Curriculum for Paramedic Program.

Paramedic 2
Prerequisites: EMS 2603, EMSL 2603, and EMS 2664—all courses with a grade of "C" or higher. Corequisites: EMSL 2604 and EMS 2665. This is the second course in the sequence necessary for completion of the Paramedic Certificate curriculum. Emphasis is placed on patient assessment and recognition of significant findings, pre-hospital diagnosis and differential diagnosis, treatment strategies, anatomy and physiology, pathophysiology, trauma and the management of respiratory emergencies, cardiac emergencies, endocrine and metabolic emergencies, neurological emergencies, gastrointestinal/genitourinary emergencies, toxicological emergencies, environmental conditions, pre-hospital differential diagnosis and treatment strategies, gynecologic emergencies, obstetrical emergencies, neonatal emergencies, pediatric emergencies, patients with special challenges, and assessment based management. This course includes Modules 4, 5, 6, and 7 of the DOT National Standard Curriculum for Paramedic Program. Must be passed with a grade of "C" or higher.
[Text content as per the image]
**EMSL 2605  Credits 3**

**Paramedic 3 Laboratory**
Prerequisites: EMS 2604, EMSL 2604, and EMS 2665-all courses with a grade of "C" or higher. Corequisites: EMS 2605 and EMS 2659. This laboratory is designed to focus on more advanced procedures such as surgical cricothyrotomy, needle cricothyrotomy, and femoral venipuncture. This laboratory is also designed to show the paramedic special procedures and patients such as: infusion port access, PICC line access, central line access, and dialysis shunt access in the emergent setting. International Trauma Life Support certification (or equivalent) will also be obtained. MCI and Bio-Terrorism training will also be held. Lab Fee.

**ENC 0030  Credits 3**

**Business English and Communications**
A course designed to provide fundamentals in English skills, effective business writing, and oral communications. Emphasis on grammar, spelling, punctuation, business writing, speaking, listening skills, and employability skills.

**ENC 1101  Credits 3**

**Communications 1**
Prerequisite: Students must demonstrate college level proficiency in both writing and reading by: achieving appropriate test scores or successfully completing ENCV 0025 or EAP 1640 for writing and REAV 0017 or EAP 1620 for reading. Successful completion is with a grade of "S" or "C" or higher. Meets Gordon Rule and General Education requirements. This course concentrates on helping students to develop skills in composing college-level expository essays. Learning activities are also included to help students develop competency in information literacy, research and documentation, critical thinking, and critical reading. Multiple written assignments and a minimum grade of "C" are required to satisfy Gordon Rule requirements.

**ENC 1102  Credits 3**

**Communications 2**
Prerequisite: ENC 1101 or ENC 1101H with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. Continuation of ENC 1101 with emphasis on writing about literature using various rhetorical strategies. Selections from various genres, which may include fiction, poetry, drama, and creative nonfiction, provide the basis for essay writing, research, and practice in literary analysis.

**ENC 1102H  Credits 3**

**Honors Communications 2**
Prerequisites: ENC 1101 or ENC 1101H with a grade of "C" or higher and admission into the EFSC Honors Program. Meets Gordon Rule and General Education requirements. Continuation of ENC 1101 or ENC 1101H with emphasis on writing about literature. Selections from the areas of the short story, essay, novel, poetry, or drama provide the basis for advanced essay writing, research, and practice in literary analysis. The course is open to students admitted to the Honors Program.

**ENC 2210  Credits 3**

**Technical Writing**
Prerequisite: ENC 1101 with a grade of "C" or higher. Organization, correctness, and use of technical documents important to industry and business. The entire report is studied, from its initial concept to the completed work. Sentence structure, punctuation, and spelling are stressed to reflect the writer's ideas and ability to present those ideas correctly and acceptably.

**ENC 2948  Credits 1**

**Service-Learning Field Studies 1**
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

**ENCV 0025  Credits 4**

**College Prep Writing 1**
Prerequisite: ENC 0025 with a grade of "S" or appropriate placement test score in writing. Students will learn college entry-level writing skills, including content development and organization for short essays, grammar, punctuation, and mechanics. Critical thinking and collaborative learning are emphasized. Classroom activities, computer labs, and other appropriate technology tools will be used to practice these skills. A collegewide final exam is required and is weighted into the total course grade. The final exam includes an in-class essay with a weight of 25% and an objective grammar exam with a weight of 10%.

**ENCV 0025  Credits 4**

**College Prep Writing 2**
Prerequisite: ENC 0025 with a grade of "S" or appropriate placement test score in writing. Students will learn college entry-level writing skills, including content development and organization for short essays, grammar, punctuation, and mechanics. Critical thinking and collaborative learning are emphasized. Classroom activities, computer labs, and other appropriate technology tools will be used to practice these skills. A collegewide final exam is required and is weighted into the total course grade. The final exam includes an in-class essay with a weight of 25% and an objective grammar exam with a weight of 10%.

**ENL 2012  Credits 3**

**Survey of British Literature 1**
An introduction to the first ten centuries of British literature from the early Anglo-Saxon period through the eighteenth century Age of Reason. Major works such as Beowulf and authors such as Chaucer, Milton, Shakespeare and Swift are emphasized.

**ENL 2022  Credits 3**

**Survey of British Literature 2**
A continuation of ENL 2012. A critical study of selected pieces of British literature from the Romantic period to the present.

**ENL 2330  Credits 3**

**Introduction to Shakespeare**
Prerequisite: Appropriate test scores in reading and writing. Introduction to the pleasure and wisdom of Shakespeare's plays. Various approaches are used: movie version of the plays, staging of scenes from the plays, lecture and classroom discussion.
ENT 2000  Credits  3  
Introduction to Entrepreneurship  
This course provides an overview and practical applications of the various activities involved in owning and operating a small business enterprise.

ENT 2112  Credits  3  
Business Plans  
This course is specifically designed for students seeking a certificate in Entrepreneurship, or elective toward an AAS degree in Business. It is the capstone course to obtain the Certificate in Entrepreneurship Operations. Competencies and Learning outcomes are intended to provide basic functional knowledge and initial application of instructional strategies based on learning styles, collaborative grouping activities, accommodations for exceptional students, and the infusion of technology into lesson plans.

ENT 2172  Credits  3  
Opportunity Analysis and Franchising  
This course is designed as a "how to" specifically for students seeking a certificate in Entrepreneurship, or elective toward an AAS degree in Business. Competencies and learning outcomes are intended to provide basic functional knowledge in identifying, evaluating, and matching business concepts, with personal goals and skills, as well as opportunities that are created in the natural business cycles of social change, demography, and technology. Franchising is explored in depth from the perspective of the franchisor and franchisee.

ENT 2302  Credits  3  
Funding Acquisition and Legal Issues  
This course is designed specifically for students seeking a certificate in Entrepreneurship, or elective toward an AAS degree in Business. Competencies and learning outcomes are intended to provide a basic functional knowledge of the law, and the application required in the process of obtaining funds from various sources to start up and operate a small business.

ENT 2411  Credits  4  
Small Business Accounting and Finance  
This course is designed specifically for students seeking a Certificate in Entrepreneurship, or elective toward an AAS degree in Business. It does not fulfill the complete accounting requirements for the AAS degree in Business. Competencies and Learning outcomes are intended to provide basic functional knowledge and initial application capabilities in accounting and finance procedures to individuals seeking to own and operate a small business enterprise.

EPI 0001  Credits  3  
Classroom Management  
Prerequisite: Enrollment in the EPI. This course prepares students to set up a classroom, establish classroom policies and procedures, create objective-based lesson plans integrating Sunshine State Standards, and utilize various teaching delivery methods. Students will develop and administer various forms of assessment, learn to develop and maintain cooperative relations with parents, and understand the ethical and legal obligations of the teaching profession.

EPI 0002  Credits  3  
Instructional Strategies  
Prerequisite: Enrollment in the EPI. This course provides substantive knowledge of language structure and function and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. Additionally, the course provides knowledge of the integration of the reading components into the curriculum, using scientifically-based reading research.

EPI 0003  Credits  3  
Technology  
Prerequisite: Enrollment in the EPI. This course prepares students to employ technology as an integral part of the teaching and learning process. Instruction is provided in commonly used software suites and in Internet usage. Topics include copyright and fair use guidelines, record keeping, and the use of technology to increase student engagement.

EPI 0004  Credits  3  
The Teaching and Learning Process  
Prerequisite: Enrollment in the EPI. This course provides students with a foundation in various learning theories as applied in the instructional process. Standardized testing, test interpretation, and use of results is stressed. Student characteristics such as exceptionalities, multiple intelligences, motivation, persistence, and second language acquisition will be addressed.

EPI 0010  Credits  3  
Foundations of Research-Based Practices in Reading  
Prerequisite: Enrollment in the EPI. This course provides substantive knowledge of language structure and function and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. Additionally, the course provides knowledge of the integration of the reading components into the curriculum, using scientifically-based reading research.

EPI 0020  Credits  2  
The Teaching Profession  
Prerequisite: Enrollment in the EPI. Corequisite: EPI 0940. This course provides the foundation for becoming a productive member of the teaching profession. The students will gain understanding of the organization and administration of the public schools, the laws governing teachers, the code of ethics, and the purpose of schools. This course develops a professional perspective and creates a sense of grounding in the teaching profession.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Description</th>
</tr>
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<tbody>
<tr>
<td>EPI 0030</td>
<td>2</td>
<td>Diversity</td>
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<tr>
<td></td>
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<td>Prerequisite: Enrollment in the EPI. Corequisite: EPI 0945. This course provides students with an understanding of the variety of backgrounds and cultures that may be found in a typical classroom. Students will be given a broader perspective and creates a sense of grounding in the teaching profession.</td>
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<tr>
<td>EPI 0940</td>
<td>1</td>
<td>The Teaching Profession Field Experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prerequisite: Enrollment in the EPI. Corequisite: EPI 0020. This course provides the foundation for becoming a productive member of the teaching profession. The students will gain understanding of the organization and administration of the public schools, the laws governing teachers, the code of ethics, and the purpose of schools. This course develops a professional perspective and creates a sense of grounding in the teaching profession.</td>
</tr>
<tr>
<td>EPI 0945</td>
<td>1</td>
<td>Diversity Field Experience</td>
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<tr>
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<td>Prerequisite: Enrollment in the EPI. Corequisite: EPI 0030. This course provides students with an understanding of the variety of backgrounds and cultures that may be found in a typical classroom. Field experience gives students a broader view of the social aspects of diversity and causes the student to reevaluate personal beliefs and prejudices that may adversely affect the learning process.</td>
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<tr>
<td>ETD 2941</td>
<td>3</td>
<td>Internship</td>
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<td>This course is designed to enhance the students’ learning in their field of study and to provide an opportunity for students to develop appropriate attitudes and skills needed for successful employment. The individual competencies will vary depending on employer and the specific area within the industry. Minimum of 90 hours will be worked in a long-term internship. This course may be taken for a maximum of 6 credit.</td>
</tr>
<tr>
<td>ETDC 1540</td>
<td>4</td>
<td>Civil Drafting</td>
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<td>Drafting course involving maps, drainage, plan and profile views, roadway cross-sections, earthwork, and land development drawings utilizing CAD software. Lab Fee.</td>
</tr>
<tr>
<td>ETDC 1801</td>
<td>4</td>
<td>Pictorial Drafting</td>
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<td>A course in technical illustrations involving Axonometric (isometric, diametric, and trimetric) projections, Oblique (cavalier and cabinet) projections, and Perspective projections for architectural and engineering drawings. This course is a manual drafting course, and requires a portable drafting board and drafting tools.</td>
</tr>
<tr>
<td>ETDC 2320</td>
<td>4</td>
<td>AutoCAD Fundamentals</td>
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<tr>
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<td>A course designed to teach the skills needed to operate the hardware and software involving CAD. Lab Fee.</td>
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<tr>
<td>ETDC 2322</td>
<td>4</td>
<td>Pro-E Fundamentals</td>
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<td>An advanced CAD course utilizing the parametric modeling CAD program PRO E.</td>
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<tr>
<td>ETDC 2340</td>
<td>4</td>
<td>Advanced AutoCAD</td>
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<td></td>
<td>Prerequisite: ETDC 2320 with a grade of &quot;C&quot; or higher. Advanced AutoCAD software applications to provide 2D and 3D enhancements. Topics to include paper space, tool bar customizing, plotting and internet, assembly, attributes and X reference, Raster vs. Vector. Lab Fee.</td>
</tr>
<tr>
<td>ETDC 2355</td>
<td>4</td>
<td>AutoCAD 3D</td>
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<td>Prerequisite: ETDC 2320 with a grade of &quot;C&quot; or higher. An advanced course in AutoCAD using both 2D and 3D commands. Emphasis on the 3D environment, wire frame and solids modeling and Mechanical Desktop. Lab Fee.</td>
</tr>
<tr>
<td>ETDC 2357</td>
<td>4</td>
<td>Parametric Modeling</td>
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<td>This is a course designed to introduce students to feature-based parametric modeling through a project-oriented approach. Lab Fee.</td>
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<tr>
<td>ETDC 2545</td>
<td>4</td>
<td>Advanced Civil Drafting</td>
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<tr>
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<td></td>
<td>Prerequisite: ETDC 1540 with a grade of &quot;C&quot; or higher. An advanced CAD course utilizing software specializing in Civil 3D Model Based Design. Lab Fee.</td>
</tr>
<tr>
<td>ETI 1701</td>
<td>3</td>
<td>Industrial Safety</td>
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<td>This course focuses on the theories and principles of occupational safety and health in a practical and useful real world job-related setting. The major topics include Occupational Safety and Health Administration (OSHA) compliance, safety standards, code enforcement, ergonomic hazards, mechanical hazards, falling, lifting, electrical hazards, fire hazards, industrial hygiene, radiation, noise, emergencies, and environmental safety.</td>
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<tr>
<td>ETI 2110</td>
<td>3</td>
<td>Introduction to Quality Assurance</td>
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<td>Familiarization and training in application and effective utilization of the tools for Total Quality Management (TQM) including process development, evaluation, improvement, and project leadership with special emphasis on statistical theory and methods that have proven effective in manufacturing and service organizations.</td>
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<tr>
<td>ETIC 1830</td>
<td>3</td>
<td>Materials and Processes 1</td>
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<tr>
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<td>Prerequisite: Physical Science and MTB 1321 (or higher)-both with a grade of &quot;C&quot; or higher. This course covers the physical properties and characteristics of common materials and commodities used in the aerospace industry. Materials compatibility, basic metallurgy, and treatment processes are also covered. Lab Fee.</td>
</tr>
<tr>
<td>ETIC 1832</td>
<td>3</td>
<td>Materials and Processes 2</td>
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<td>This course provides information in aerospace applications of non-metallic materials. The use of adhesives, coatings, sealing, and issues with delaminations, and faulty bonds are covered. Lab Fee.</td>
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<tr>
<td>ETIC 1850</td>
<td>4</td>
<td>Aerospace Systems</td>
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<td>Prerequisite: MAC 1105 with a grade of &quot;C&quot; or higher. This course provides an introduction to expendable and reusable spacecraft systems including hydraulic, pneumatic, electrical, propulsion, mechanical, HVAC, and ECLSS (Environmental Control and Life Support Systems). How systems interact with computer and data acquisition systems is also covered.</td>
</tr>
</tbody>
</table>
ETIC 1852  Credits 4  
Aerospace Tests and Measurements  
Prerequisites: MTB 1321, EETC 1005, and ETIC 2851—all courses with a grade of "C" or higher. This course covers electrical and mechanical testing procedures (primarily non-destructive testing), equipment, measurements, and instrumentation involved in aerospace systems. Verification of tool and equipment calibration is also covered.

ETIC 1853  Credits 3  
Aerospace Safety and Quality  
This course covers identification of hazards, personal protective equipment, safe practices, and protection of personnel, property, and equipment in the aerospace environment. Safety procedures, including OSHA regulations and hazardous materials handling, are also covered. Basic principles of quality assurance engineering relating to work processes will be discussed. The use of computer based tools for analysis and reporting will be covered.

ETIC 1855  Credits 3  
Aerospace Structural Fabrication 1  
Prerequisites: ETIC 1830 and ETIC 2851—both courses with a grade of "C" or higher. This course provides an introduction to basic machining and fabrication skills, including mathematical computations and measurements as they apply to metal fabrication. Lab Fee.

ETIC 2121  Credits 3  
Non-Destructive and Destructive Testing  
Prerequisite: EET 1084 with a grade of "C" or higher or permission of instructor. This course covers the history, the advantages and disadvantages of non-destructive testing (NDT), the applications of NDT, and the new developments in nondestructive evaluation (NDE). Topics include detecting discontinuities in components during material processing, introduction to destructive testing, and the use of equipment, such as hardness testers and other testing equipment to perform the methods used in NDT. Lab Fee.

ETIC 2411  Credits 3  
Technical Task Analysis/Implementation  
A capstone course in the Aerospace Technology Program, this course applies the knowledge and skills acquired in previous classes through project completion. Tools, equipment, supplies, processes, and materials are selected and used as required for a given task. Instructor permission required.

ETIC 2460  Credits 3  
Composites Fundamentals  
Prerequisite: ETIC 2851 with a grade of "C" or higher. This course introduces the student to the theory, materials, and basic manufacturing processes of composites. This course focuses on basic composite theory, including fiber reinforcements, matrix systems, fabrication techniques, and safety. Lab Fee.

ETIC 2464  Credits 3  
Advanced Composites  
Prerequisite: ETIC 2460 with a grade of "C" or higher. This course introduces the student to common core materials that are used in composites manufacturing, and to the inspection and repair of composites structures. This course focuses on basic inspection and repair theory, including damage detections and repair instructions. Lab Fee.

ETIC 2851  Credits 4  
Applied Mechanics  
This course takes a hands-on approach to the identification, uses and care of tools and equipment used in aerospace systems. Blueprint reading, geometric dimensioning, and tolerancing and English and metric measuring systems are included. Lab Fee.

ETIC 2856  Credits 3  
Aerospace Structural Fabrication 2  
Prerequisite: ETIC 1832 with a grade of "C" or higher. This course is a continuation of ETIC 1855 Aerospace Structural Fabrication 1. Knowledge, techniques, and skills are refined and enhanced. Projects are completed using composite materials common to industry. Lab Fee.

ETMC 1010  Credits 1  
Mechanical Measurement  
This course provides the basic foundation for mechanical measurement techniques used in manufacturing environments. The course will integrate the concepts, principles, and techniques of mechanical measurement with the use of various types of instruments including micrometers, verniers, calipers, gauges, and other types of measuring equipment.

ETMC 2318  Credits 3  
Aerospace Fluid Systems  
Prerequisite: ETIC 2851 with a grade of "C" or higher. This course includes a familiarization of fluid system components, characteristics, and applications. Cryogenic and hypergolic materials and high-pressure systems are also covered. Lab Fee.

ETP 1400  Credits 3  
Distributed Electric Power Generation and Storage  
An introduction to the background, essential theory, principles and future of "Distributed Electric Power Generation and Storage". Topics include: photovoltaic system components and configurations, panel assembly, introduction to micro-turbines, theory of operation, installation, operation, checkout, maintenance, troubleshooting, and repair.

ETP 1401  Credits 3  
Alternative/Renewable Energy Technologies  
An introduction to the background, essential theory, principles and future of power generation and storage. Topics include photovoltaic system components and configurations, panel assembly, introduction to micro turbines, theory of operation, installation, checkout, maintenance, troubleshooting and repair. Solar water and pool heating systems will also be covered.

ETP 1420  Credits 3  
Solar Thermal Technologies  
An introduction to the background, essential theory, principles and future of "Solar Thermal Technologies". Topics include: solar fundamentals, solar water heating systems and components, systems installation, check-out and start-up procedures, solar water heating troubleshooting, solar pool heating, and code and safety issues.
ETP 1550 Credits 3
Alternative Fuels and Electric Vehicle Technologies
An introduction to the background, essential theory, principles and future of "Alternative Fuels and Electric Technologies". Topics include: history of the automobile, world energy supply and demand for transportation, bi-fuel vehicles, liquid gas, bio-diesel, electric technology, vehicle electric components, fuel cell safety, and other sources of energy.

ETPC 2410 Credits 3
Photovoltaic Technology
Prerequisite: EET 1084 with a grade of "C" or higher. A study of photovoltaic (PV) electricity systems including theory of operation, site selection/survey, system components, system sizing, mechanical installation, and electrical hookup of grid tied/utility interactive and stand-alone systems.

ETS 1520 Credits 3
Instrumentation Fundamentals
Prerequisite: EET 1084 with a grade of "C" or higher or instructor permission. Provides the student with a basic knowledge of instrumentation, and how sensors are used in industry. Topics include principles of temperature, pressure, flow and level, and the relationship of devices used to measure these principles for control.

ETS 1810 Credits 3
Energy Efficient Buildings
This is the foundation course for understanding the engineering principles in Energy Efficient Buildings. Topics include: energy efficient site selection, masonry, plumbing, materials, appliances, electrical and diagnostic testing.

ETSC 1240 Credits 3
Fiber Optic Technologies
A hands-on fiber optic course focused on the fabrication of fiber optic cable assembles, using a variety of connectorization and splicing techniques. Cable installation and system troubleshooting techniques will also be presented. Lab Fee.

EUH 1000 Credits 3
Western Civilization to 1648
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. A survey of the political, economic, social and cultural beginnings of civilization and the diffusion and accumulation of culture through 1648; ancient Near East, Greece, Rome, Medieval Age, Renaissance, and the Reformation. The student will be required to write extensively on historical topics.

EUH 1001 Credits 3
Western Civilization Since 1648
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. Modern civilization from 1648 including the political, economic, and social factors embodied in Absolutism, the Enlightenment, The Age of Revolutions, Nationalism, Imperialism, effects of World War I, Totalitarianism, impact of World War II, and the struggle for peace in the modern world.

EVR 1001 Credits 3
Introduction to Environmental Science
Meets General Education requirement. A survey of basic chemical, biological, and physical principles of environmental science and ecology from scientific, sociological, political, economic and cultural perspectives designed to provide students with a basic understanding of the sociological, political, economic and cultural aspects of environmental science and the environmental problems humans currently face. Students will also examine the social impact of these issues on diverse groups within a given community. This is a designated diversity-infused course.

EVR 2948 Credits 1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

FFP 0010 Credits 7
Fire Fighter 1
Prerequisite: EMS 1059 with a grade of "C" or higher (or equivalent First Responder, EMT or Paramedic certification which exceeds this requirement). This is a special session program that prepares the student for safe, dependable, and prompt performance of a fire fighter's tasks during emergencies and in the fire station. Students learn the tasks, duties, and responsibilities of fire fighting. Those who complete the course receive a State Competency Certificate as a volunteer fire fighter upon successful completion of all Florida Bureau of Fire Standards and Training requirements. This course is the prerequisite to FFP 0020. Lab Fee.

FFP 0020 Credits 6
Fire Fighter 2
Prerequisite: FFP 0010 with a grade of "C" or higher (equivalent course completion certificate issued by the Bureau of Fire Standards and Training may be substituted; other conditions may apply). This is a special session program that prepares the student for safe, dependable, and prompt performance of a fire fighter's tasks during emergencies and in the fire station. Students learn the tasks, duties, and responsibilities of fire fighting. Those who complete the course receive state certification as a career fire fighter upon successful completion of the Florida Bureau of Fire Standards and Training requirements and state exam. Lab Fee.

FFP 1000 Credits 3
Introduction to Fire Science
Study of chemistry and physics of fire; detailed study of effects of fire on national economy, as well as review of fire experience in the United States; detailed examination of basic fire classifications, fire causes, and leading fire problems; survey of agencies involved in fire safety, fire protection, and hazardous materials; familiarization of the fire service.
Course Descriptions

Aerial Operations

3 Credits

Classroom lectures and practices are conducted in the principles and uses of aerial and pumper (quint) apparatus, including the recognition of hazards which may be present during aerial operations. Classroom lectures and exercises will also identify the tactical and safe placement of aerial apparatus. Maintenance issues related to the safe operation of the vehicle and long-term care of the equipment will also be identified. Safe driving operations and maneuvering of the vehicle will be discussed. Student must have working knowledge of fire apparatus and provide their own Personal Protective Equipment as required.

Fire Protection Systems and Extinguishing Agents

3 Credits

Prerequisite: FFP 1000 with a grade of "C" or higher. Functions and general design principles of suppression systems. Review of standards and principles of installation of detection, signaling and communication systems. Review of the characteristics and limitations of extinguishing agents.

Fire Apparatus Operator

3 Credits

Prerequisite: FFP 2301 with a grade of "C" or higher. This course is designed to prepare the fire service employee for safe operations of fire department pumping apparatus and basic troubleshooting procedures for fire service pumps. This course meets NFPA 1002, Standard for Fire Department Apparatus Operators.

Fire Protection Codes and Standards

3 Credits

Study of the origin and current use of codes and standards as they apply to fire and life safety. Course includes the use and application of the Life Safety Code with regard to occupancy, occupant load, and exiting requirements. (Course outline is derived from the Bureau of Fire Standards).

Plans Examination and Blueprint Reading

3 Credits

Reading and interpreting residential and commercial plans and blue prints are emphasized. Plats, plots, floor plans, elevations and architecture are examined. Basic mathematics and terminology used in surveying and construction are reviewed.

Origin and Cause

3 Credits

This course is the study of the fire department's purpose and responsibilities in fire investigation, including emphasis upon proper procedures and practices for arson and other types of fire investigation. Fire causes, inspections, sources of ignition, origin, spread, speed and directional flow are stressed. A study of applicable laws and pertinent evidence as they relate to illegal fires is overviewed.

Fire Service Instructor

3 Credits

Study of chemistry and physics of fire; detailed study of effects of fire on national economy, as well as review of fire experience in the United States; detailed examination of basic fire classifications, fire causes, and leading fire problems; survey of agencies involved in fire safety, fire protection, and hazardous materials; familiarization of the fire service.

Fire Service Course Design

3 Credits

Emphasizes techniques that will assist the Fire Service Instructor develop skills in curriculum development including the importance of an Active Training program.
FFP 2770 Credits 3
Ethical and Legal Issues for the Fire Service
This course deals with the entire spectrum of issues facing today's fire service leaders. Topics include: labor relations, human rights and diversity, conflicts of interest, and frameworks for ethical decision-making are used.

FFP 2780 Credits 3
Fire Department Administration, Management and Supervision
The course is designed to present the principles of management theory, and its application in the fire service. The course is intended for officers whose area of responsibility encompasses long and short range planning, budgeting and administration.

FFP 2810 Credits 3
Fire Fighting Tactics and Strategy 1
This course develops evaluation skills for various types of fire situations. Examination and assessment of the life hazards associated with building construction, occupancy, weather conditions and location of the fire are presented. Skills are taught in rescue and conservation of property through effective planning and tactical firefighting.

FFP 2811 Credits 3
Fire Fighting Tactics and Strategy 2
Prerequisite: FFP 2810 with a grade of "C" or higher. This course will include a study of action plans, command and control, safety, building dynamics, sprinkler operations, fire company operations, and various types of fire. This is an advanced study intended for higher ranking officers using state and local provided scenarios.

FIL 1002 Credits 3
Appreciation of the Motion Picture 1
Prerequisite: ENC 1101 with a grade of "C" or higher. A study of the art of film, with topics including the history of film, film genres, independent films, cinematography, screenwriting and criticism.

FIL 1003 Credits 3
Appreciation of the Motion Picture 2
Prerequisite: ENC 1101 with a grade of "C" or higher. Continuation of FIL 1002, but either course may be taken first. Significant films by American and foreign film makers are viewed and discussed; includes written and oral critique and reviews.

FIN 1100 Credits 3
Personal Finance
The student will develop capabilities for managing income and expenditures with emphasis on saving and investment plans, buying/selling a house, acquiring health, auto and life insurance coverage, borrowing money and entering into various contracts.

FIN 2000 Credits 3
Principles of Finance
Prerequisite: ACG 2021 with a grade of "C" or higher. An introductory course in Managerial Finance. Main topics include understanding financial statements, budgeting, schools, bonds, debt versus equity, the time value of money and managing current assets and current liabilities of the firm.

FIN 2948 Credits 1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

FOS 0208 Credits 1
Sanitation and Safety
The students will explore the scientific rationale for sanitation and safety practices which are mandated for use in food service facilities. The student will identify causative agents of food-borne illnesses and how to prevent these agents from contaminated food and food/facilities equipment. Methods of accident and fire prevention. Prepares student for the State-required Food Handlers Certification.

FRE 1120 Credits 4
French 1
Beginning course, first half, provides basic communication skills for student interested in the functional use of the language in everyday situations and/or students in AA and AS programs requiring essential skills as preparation for university parallel programs. The use of the Language Lab, tutorial and individualized instruction are integral elements of the course.

FRE 1121 Credits 4
French 2
Prerequisite: FRE 1120 with a grade of "C" or higher or one year of high school French or instructor permission. French 2 provides basic communication for students interested in functional use of language in everyday situations and/or for students in AA and AS programs requiring essential skills in language as preparation for university parallel programs. Use of Language Lab, tutorial and individualized instruction are integral elements of the course.

FRE 2000 Credits 3
Intensive Conversational French
Course in second language acquisition offered for an intensive period of time, stressing conversational skills to help students acquire skills to meet general social demands and to further develop competency for language requirements within academic, business, professional, or career fields. Course does not replace, but may serve as a supplement or complement for basic introductory or intermediate level courses.

FRE 2220 Credits 4
French 3
Prerequisites: FRE 1121 with a grade of "C" or higher or two years high school French or instructor permission. Intermediate course review of essential skills in the language in combination with social and cultural aspects of contemporary society, with integrated use of language laboratory, tutorial, and individualized instruction as essential elements.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRE 2221</td>
<td>4</td>
<td>French 4</td>
<td>Prerequisites: FRE 2220 with a grade of &quot;C&quot; or higher or three years high school French or instructor permission. Intermediate course review of essential skills in the language in combination with literature and lectures presenting historical and contemporary authors, with integrated use of language lab, tutorial and individualized instruction as essential elements.</td>
</tr>
<tr>
<td>FRE 2932</td>
<td>1-3</td>
<td>Special Topics in Conversational French</td>
<td>Conversational French covering basic vocabulary and expression relating to topics for special interest groups.</td>
</tr>
<tr>
<td>FRW 2905</td>
<td>3</td>
<td>Independent Study in French</td>
<td>Prerequisite: Consent of instructor, 12 credit hours, or 4 years high school. Variable in subject matter and designed to meet the needs of the individual student. May be repeated for credit.</td>
</tr>
<tr>
<td>FSS 0009</td>
<td>3</td>
<td>Introduction to Culinary Arts/Menu Design/Food Merchandising</td>
<td>The students will examine the hospitality industry, entrepreneurship and career opportunities. Students will become acquainted with the organization and functions of the kitchen and perform basic functions of food service math, convert recipes and learn culinary terms. The student will acquire knowledge and demonstrate skills in menu planning, cost and pricing menu items, and designing menu format. The course will utilize effective merchandising methods in food display. Lab Fee.</td>
</tr>
<tr>
<td>FSS 0062</td>
<td>3</td>
<td>Baking</td>
<td>This course provides the student with occupational preparation in the area of composition and career. The student will utilize the proper equipment, tools and standardized recipes to prepare yeast breads, rolls, pastries and cakes in the food service laboratory. The instructor will evaluate the products prepared by using established food service standards. Lab Fee.</td>
</tr>
<tr>
<td>FSS 0064</td>
<td>3</td>
<td>Pastries and Desserts</td>
<td>This course will illustrate the fundamentals of pastry science, equipment, technology, ingredients, formula conversions, and costing. Product preparations will include cakes, icings, fillings, puff pastries, classical pastries and petit fours. Lab Fee.</td>
</tr>
<tr>
<td>FSS 0208</td>
<td>3</td>
<td>Food Production 1 (Stocks and Sauces)</td>
<td>Students will acquire knowledge and skill in the preparation of food. Included are basic principles and techniques of food production, use of recipes, use and care of equipment. Lab Fee.</td>
</tr>
<tr>
<td>FSS 0228</td>
<td>3</td>
<td>Food Production 2 (Presentation and Service)</td>
<td>The student will acquire the knowledge, principles, and skills necessary for service and quantity food preparation used by cafeterias, restaurants, and institutions. Lab Fee.</td>
</tr>
<tr>
<td>FSS 0245</td>
<td>1</td>
<td>Just Desserts - a Contemporary Approach</td>
<td>Explore the &quot;after the meal&quot; experience. In addition to pastries and baking typical for many desserts, you will be introduced to recipes for sorbets, chocolates, and fruits. Decoration and presentation will be stressed as well as the nutritional values of many recipes and fitting the tastes encountered to the rest of the meal. Examine the assembly and use for cakes, desserts with a modern approach. Focus will be on smaller, lighter cakes, and items that can be used for cakes, desserts, individual pastries, and mignardises. You'll learn to utilize new technologies while focusing on fresh products, simplicity of style, and ease of production. Lab Fee.</td>
</tr>
<tr>
<td>FSS 0273</td>
<td>1</td>
<td>Wine for Food</td>
<td>The goal of this course is to teach you the roles wines play in professional food service as complements to food and the dining experience, and as building blocks of sales and profits. You will develop an appreciation of the different types of wine and learn the criteria by which to evaluate them. In addition, you'll learn the principles of purchasing, storing, issuing, pricing and merchandising, and the service of wines. The course includes a field trip to a local winery for a facilities tour where a tasting may be offered. Lab Fee.</td>
</tr>
<tr>
<td>FSS 0288</td>
<td>3</td>
<td>Pantry and Fast Foods</td>
<td>Development and practice of skills for knife usage, basic salad/dressing and sandwich preparation, and portion control as well as fast food service functions including grilling, deep fat frying, breakfast production, beverage preparation and control. Lab Fee.</td>
</tr>
<tr>
<td>FSS 0740</td>
<td>3</td>
<td>Regional Cuisine - American and International</td>
<td>Designed to develop the student's understanding and skills appropriate to a variety of cooking techniques typical of various regions throughout the world. Diversity of menu, available foods, ingredients, and cultures will be studied. Students will have the opportunity to prepare complete meals typical of several cultures during the term. You'll research and prepare representative regional menu items from the European, American, Asian, and African continents. Timing, organization, mise en place, and plate presentation are stressed. Contemporary trends will be included. Lab Fee.</td>
</tr>
<tr>
<td>FSS 0942</td>
<td>1-3</td>
<td>Food Service Internship 1</td>
<td>Prerequisite: Instructor approval. The student will participate in work related experience in the food service industry with placement to include the college food services or area businesses. The student intern will demonstrate occupational preparation skills and work habits prescribed from course theories and labs.</td>
</tr>
</tbody>
</table>
Courses

FSS 0943  Credits  1-3
Food Service Internship 2 - External Placement
Prerequisite: Instructor Approval. The student will participate in work related experience in the food service industry with placement to include the college food services or area businesses. The student intern will demonstrate occupational preparation skills and work habits as prescribed from course theories and labs.

FSSC 0022  Credits  1
Competitive Culinary Artistry
This class is designed to develop the student's Culinary Artistry and to prepare the student to successfully compete in culinary cookery competitions including but not limited to Hot Food Presentation, Cold Food Buffet Presentation, Hot and Cold Food Contemporary Recipe Development. Competition students will be shown how to build on their basic skills; and by developing recipes and techniques, participate successfully in the competitions of today. They will learn how a competition is judged. Throughout the semester, the educational and practical application of what is learned in competition will be directly related to the performance on the job. Participation in actual competitions during the semester will be encouraged. Lab Fee.

FSSC 0283  Credits  1
On and Off Premise Catering
The study of the catering of food and beverages on-site, such as banquets and receptions, but also off-premises. Lectures involving the business concepts, including banquet sales and contract preparation, together with some hands-on preparation of hors d'oeuvres, canapes and banquet food. Lectures and demonstrations in banquet layouts, menus, sales and supervision. The operation of a typical catering business is detailed from conception through layout and design, which includes the latest in food handling technology. Lab Fee.

GEB 1011  Credits  3
Introduction to Business
An introductory course in Business activities and operations. Major topics include the evolution of business organizations, ethics and social responsibilities of organizations, entrepreneurship, leadership and management theories, marketing, accounting, finance, as well as current issues in business enterprise.

GEB 1350  Credits  3
Introduction to International Business
This course covers the analysis of socio-cultural and political conflicts affecting regulation of international trade: covers systems of payments, balance of trade and management operations of multinational companies and the effects contrasting political systems on international business relationships.

GEB 2940  Credits  3
Business Internship
This course consists of a supervised work experience in an approved training environment. The internship provides an opportunity for students to develop the appropriate attitudes and skills necessary for success in the business world.

GEB 2948  Credits  1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

GEO 2000  Credits  3
World Geography
An introductory course dealing with our relationship to the natural environment in the various climatic, regional, and economic areas of the world and the interrelationships and problems of conservation of natural resources.

GER 1120  Credits  4
German 1
Course provides basic communication skills for student interested in functional use of the language in everyday situations and/or for students in AA and AS programs requiring essential skills as preparation for university parallel programs. The use of the language lab, tutorial and individualized instruction are integral elements of the course.

GER 1121  Credits  4
German 2
Prerequisite: GER 1120 with a grade of "C" or higher or one year of high school German or instructor permission. Continuation of GER 1120 provides basic communication for students interested in functional use of the language in everyday situations and/or for students in AA and AS programs requiring essential skills in the language as preparation for university parallel programs. The use of the language lab, tutorial and individualized instruction are integral elements of the course.

GER 2000  Credits  3
Intensive Conversational German
Prerequisites: GER 1121 with a grade of "C" or higher or one year of high school German or instructor permission. A course in second language acquisition offered for an intensive period of time stressing conversational skills, to help students acquire skills to meet general social demands and to further develop competency for language requirements within academic, business, professional, or career fields. This course does not replace, but may serve as a supplement or complement for basic introductory or intermediate level courses.

GER 2220  Credits  4
German 3
Prerequisite: GER 1121 with a grade of "C" or higher or two years high school German or instructor permission. Intermediate course review of essential skills in the language in combination with social and cultural aspects of contemporary society, with integrated use of language laboratory, tutorial, and individualized instruction as essential elements.
Psychology of Aging
This course examines the psychological, physical, and social aspects of the aging process. In addition to introducing students to aging, this course also fosters personal reflection on values and attitudes towards aging and the elderly. This is a designated diversity-dedicated course.

GEY 2621 Credits 3
Introduction to Physical Geology
Meets General Education requirement. Study of the earth, its materials, surface features, the processes that formed and changed it, structure of the continents, earth's interior, and geologic time.

GRAC 1100 Credits 3
Principles of Graphic Design
Learn design solutions that will turn your ideas into well-arranged compositions. Receive a comprehensive foundation in design. Use elements of design and principles of design to give form to your creative ideas. Lab Fee.

GRAC 1143 Credits 3
Creative Computer Media
Prerequisites: GRAC 1100, GRAC 2156 and GRAC 2150-all courses with a grade of "C" or higher. Students will learn traditional art principles while working within industry standard computer graphic applications. Experimentation with line, shape, value volume and color will build knowledge of computer software applications and graphic design. Lab Fee.

GRAC 1160 Credits 3
2D Animation
Prerequisites: GRAC 1100, GRAC 2156 and GRAC 2150-all courses with a grade of "C" or higher. Put graphics in motion while learning concepts similar to cartoon animation in the most popular web animation application. Cell Animation, Inbetweening and Morphing are topics within animation projects that you will create for multimedia and the web. Lab Fee.

GRAC 1203 Credits 3
Digital Type and Color
Prerequisites: GRAC 1100, GRAC 2150, and GRAC 2156-all courses with a grade of "C" or higher. This course shows the graphic designer how to incorporate good typography for each design. Traditional typesetting rules are combined with computer illustration and layout applications to create professional results. This course also instructs color trends and color perception. Lab Fee.

GRAC 1710 Credits 3
Videography
Prerequisites: GRAC 1100, GRAC 2156, and GRAC 2150-all courses with a grade of "C" or higher. Make movies for multimedia and electronic publications. Learn how to use non-linear video editing software. Combine still images with movie clips. Edit and compile digital clips to create movies with composites, blue screen, and special effects. Lab Fee.

GRAC 2120 Credits 3
Page Design and Layout
Prerequisites: GRAC 1100, GRAC 2156, and GRAC 2150-all courses with a grade of "C" or higher. Students will learn theories of design and layout using industry standard page layout computer applications. Student will build design and layout skills while creating flyers, brochures and advertisements. Creative projects will take concepts from initial design to final layout. Lab Fee.

GRAC 2150 Credits 3
Raster Graphics
In this course, students will use a Raster Image Application (currently Adobe Photoshop) to manipulate, enhance and combine scanned and stock images. Learn in-depth information about using an Image Application. Put together images or scans exactly as you imagine. Lab Fee.

GRAC 2156 Credits 3
Vector Graphics
Students will use Vector Illustration Applications to complete projects that are illustrative, technical and creative. This course contains projects that exercise vector draw tools to develop core skills that will be used in all courses and computer applications. Lab Fee.

GRAC 2157 Credits 3
Integrated Design
Prerequisites: GRAC 1100, GRAC 2156, and GRAC 2150-all courses with a grade of "C" or higher. Students will combine the files from vector and raster based graphic applications. Learn how to convert and integrate various file formats to create a single composition. Creative projects such as TV backgrounds, package designs and complex print illustrations will be assigned. Lab Fee.

GRAC 2162 Credits 3
3D Animation
Prerequisites: GRAC 1100, GRAC 2156, and GRAC 2150-all courses with a grade of "C" or higher. Create 3D animations with a state-of-the-art Broadcast Quality computer application. Learn how to create motion paths to animate objects and caricatures. Light the scene and be the cameraman, as you render your animation into a movie. Lab Fee.

GRAC 2168 Credits 3
3D Modeling
Prerequisite: GRAC 2162 with a grade of "C" or higher. Create 3D objects within virtual space. Learn Texture Mapping and the use of Weight Maps. Learn the many types of modeling techniques like Extrude, Lathe, Skin, Bevel, and Booleans. Make organic caricature models using Splines, MetaBalls, and Subpatch. Lab Fee.

GRAC 2180 Credits 1
Portfolio Development
Prerequisite: All required Graphic Design Courses. Prepare yourself for employment with a well-crafted presentation of your skills. Present your work at its best with a printed portfolio and a self-promotion web site. Lab Fee.

GRAC 2201 Credits 3
Digital Prepress
Prerequisites: GRAC 1100, GRAC 2156, and GRAC 2150-all courses with a grade of "C" or higher. Students learn the technical side of computer graphics in Digital Prepress. This course concentrates on color correction, color models, scanning techniques, resolution, color separations trapping and other press related topics. Insuring quality while creating and preparing computer art. Lab Fee.
GRAC 2582 Credits 3

**eMedia**

Prerequisites: GRAC 1160 and GRAC 2721—both courses with a grade of "C" or higher. Combine previous web presentation knowledge, graphic art skills and your design ability to create complete visual solutions to real world projects. The eMedia course introduces industry standard software, current software that creates graphic components compatible with your existing core web site applications. Lab Fee.

GRAC 2721 Credits 3

**Web Site Design**

Prerequisites: GRAC 1100, GRAC 2150, and GRAC 2156—all courses with a grade of "C" or higher. Create web pages with an industry standard WYSIWYG (what you see is what you get) web development application. Learn how to create web pages with graphics, hyperlinks, roll-overs, swap image, animation and sound. Upload your finished web sites to remote servers. Lab Fee.

HCP 0020 Credits 3

**Patient Care Assistant**

Prerequisites: HSC 0003, HCP 0121, and HCP 0332—all courses with a grade of "C" or higher or current FL CNA license and Advanced Home Health Aide certificate. This course is for students who have completed an articulated Nursing Assistant and Advanced Home Health Aide program and are adding skills to work in a health facility other than a nursing home. Clinical experiences will be in a local hospital and rehabilitation unit. Content includes, but is not limited to, care of patients with acute common health problems, pre and post-op patients, and special procedures. Lab Fee.

HCP 0121 Credits 3

**Articulated Nursing Assistant**

Corequisite: HSC 0003. This is a classroom, laboratory, and clinical course to prepare the student who has successfully completed the Basic Health Care Worker for employment as a Nursing Assistant. The focus is on basic patient care principles and the role of the nursing assistant in delivering resident care as a member of the health care team. Content includes, but is not limited to, communication, nutrition, physical comfort and safety functions, personal patient care, and infection control. Special emphasis is placed on care of the geriatric resident in the long-term care setting. Lab Fee.

HCP 0332 Credits 2

**Advanced Home Health Aide**

Prerequisites: HSC 0003 and HCP 0121—both courses with a grade of "C" or higher or current FL CNA License. This classroom and laboratory course is for the student who has completed a nursing assistant program. Content includes, but is not limited to, role of the home health aide, communication, legal and ethical responsibilities, comfort and safety functions, nutrition and infection control. This course meets the Florida requirements for Home Health Aide. Lab Fee.

HIM 1800 Credits 6

**Professional Practice Experience**

Prerequisites: BSCC 1084, CGS 2100, HSCC 1000, HSC 1531, HSC 1554, HIMC 1000, HIMC 1253, HIMC 1255, HIMC 1222, and HIMC 1273—all courses with a grade of "C" or higher. This capstone course provides students actual coding and/or billing experience in health care setting. The student will participate in a wide range of duties, giving the student opportunity to apply knowledge of coding/billing procedures. There is no remuneration to the student. A grade of "C" or higher is required in all other courses and signature of program coordinator is required for registration.

HIM 2211 Credits 2

**Health Information Technology**

Prerequisite: Acceptance into the program is required. Corequisites: HIM 2214 and HIM 2500. This course will review the evolution of information systems in healthcare, the major types of healthcare information system applications, the common hardware configuration, major types of databases, structured and unstructured data, decision support systems, confidentiality, privacy and security and emerging technologies. This course also covers terminologies and classification commonly used for administrative and statistical reporting other vocabulary, terminology and classification systems, data standards for healthcare and the application of vocabulary, terminology and classifications systems.

HIM 2214 Credits 3

**Healthcare Statistics**

Prerequisite: Acceptance into the program is required. Corequisites: HIM 2211 and HIM 2500. This course is designed to provide an introduction to the most frequently used health care statistics. Topics will include terminology, definitions, computations, data display, and the use of vital statistics. Students will learn how to compute in interpret health care statistics. Students will also review Institutional Review Board (IRB) processes and policies.
<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>HIM 2500</td>
<td>3</td>
<td>Continuous Quality Improvement and Related Basic Management and Supervision Principles</td>
</tr>
<tr>
<td>HIM 2652</td>
<td>3</td>
<td>Electronic Health Records and Technology</td>
</tr>
<tr>
<td>HIM 2934</td>
<td>1</td>
<td>HIM Certification Exam Preparation</td>
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<tr>
<td>HIMC 1000</td>
<td>3</td>
<td>Introduction to HIM</td>
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<tr>
<td>HIMC 1222</td>
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<td>Introduction to ICD Coding Principles</td>
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<tr>
<td>HIMC 1255</td>
<td>3</td>
<td>Advanced Coding</td>
</tr>
<tr>
<td>HIMC 1273</td>
<td>2</td>
<td>Computerized Physician Office/Billing</td>
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</tbody>
</table>

**HIM 2500: Continuous Quality Improvement and Related Basic Management and Supervision Principles**

Prerequisite: Acceptance into the program is required. Corequisites: HIM 2211 and HIM 2214. This course is designed to introduce the principles of the quality assessment process, a framework for gaining skills in collecting and analyzing data, benchmarking, the principles to develop effective skills in leadership, and motivation and team building techniques. Students will learn about the principles of total quality management, utilization management, risk management, medical staff credentialing, the accreditation process and effective communication.

**HIM 2652: Electronic Health Records and Technology**

Prerequisite: HIM 2211 with a grade of "C" or higher. This course will review the history of electronic health record, trends, healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the issues associated with the transition from a paper based health record to an electronic health record.

**HIM 2934: HIM Certification Exam Preparation**

Prerequisite: HIM 2211 with a grade of "C" or higher. This course is designed to assist students in preparing to take the National Certification Examination for Registered Health Information Technician (RHIT). During the course, there will be a review of the key components of the competencies outlined in the domains, subdomains and tasks. Instructor permission required.

**HIMC 1000: Introduction to HIM**

Prerequisite: Limited Access Program. Acceptance to program required. Corequisite: HIMC 1253. This course will introduce the student to health information technology both as a work-based, task-oriented function and as part of a larger profession of health information management. The course begins with a view of the healthcare industry delivery systems continuing to the basic elements of health information technology, and a study of record keeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filing, numbering and retention of patient records, quantitative analysis, release of patient information, forms control and design, indexes and registers, reimbursement, regulatory and accrediting agencies, and alternate healthcare delivery systems.

**HIMC 1222: Introduction to ICD Coding Principles**

Prerequisite: Limited Access Program. Acceptance to program required. Corequisites: HIMC 1273 and HIMC 1255. This hybrid course is designed to introduce the student to the mechanics of using International Classification of Diseases (ICD) and review of current and future ICD coding systems (ICD-10-CM). Topics include the purpose and use of the ICD-9-CM classification system, coding conventions, coding principles, and the CMS official guidelines (inpatient and outpatient). Students will be required to assign ICD-9-CM/ICD-10-CM codes to diagnosis/procedure statements and case abstracts.

**HIMC 1253: CPT Coding Principles and Practice**

Prerequisites: Limited Access Program. Acceptance to program required. Corequisite: HIMC 1000. This hybrid course provides a study and practice of the principles of Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) classification systems. This course provides a foundation using CPT/HCPCS coding conventions, rules, methodology and sequencing, data sets, documentation requirements, coding resources and ethics. Students will be required to assign CPT/HCPCS codes to procedural statements and case studies.

**HIMC 1273: Computerized Physician Office/Billing**

Prerequisite: Limited Access Program. Acceptance to program required. Corequisites: HIMC 1222 and HIMC 1255. This hybrid course introduces the student to common administrative procedures performed in both small and large medical practices. This course presents the use of an integrated medical practice management and electronic health record system (PM/EHR) in a medical office setting. Students first learn the conceptual framework both for medical billing and for the use of electronic health records in medical documentation and patient management. Then by working through exercises of increasing difficulty that simulate use of a PM/EHR, students develop transferable skills needed to manage the required software tasks across the total patient encounter. Students will learn to input patient information, bill insurance companies, and schedule appointments. The student will be able to run common reports associated with the medical practice: day sheets, patient ledgers, and other financial reports that are important to the day-by-day financial operations of the medical practice. Lab Fee.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HIM 2810</td>
<td>2</td>
<td>Health Information in Non-Acute Traditional Inpatient Settings</td>
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<td></td>
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<td>Prerequisite: HIM 2211 with a grade of &quot;C&quot; or higher. This course will review</td>
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<td>the history of electronic health record, trends, healthcare information</td>
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<td>applications such as clinical information systems, administrative information</td>
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<td>systems, and management support systems. Students will explore the</td>
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<td>issues associated with the transition from a paper based health record to an</td>
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<td>electronic health record.</td>
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<tr>
<td>HIM 2820</td>
<td>2</td>
<td>Professional Practice Experience Administrative and Technical</td>
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<td></td>
<td>Prerequisite: HIM 2211 with a grade of &quot;C&quot; or higher. This course is a</td>
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<td>combination of working in the HIM lab and off-site experiences. Students will</td>
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<td>practice their coding, research, analyze skills. Students will draft</td>
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<td>documentation including job descriptions, policies and procedures. They will</td>
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<td>also prepare CQI (Continuous Quality Improvement) projects, and present an</td>
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<td>in-service education. The students will have the opportunity to learn more</td>
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<td>about local healthcare facilities’ approaches to patient care committees,</td>
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<td>registries, and the electronic health record.</td>
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<tr>
<td>HLP 1081</td>
<td>2</td>
<td>Health Analysis and Improvement</td>
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<td>Meets General Education requirements. Information is provided to the students</td>
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<td>to develop an awareness of the benefits of quality health and lifetime fitness,</td>
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<td>along with the knowledge and means to make positive lifestyle changes for their</td>
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<td>future health.</td>
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<td>HMV 0125</td>
<td>3</td>
<td>Food/Beverage Control and Purchasing</td>
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<td>The student will develop the knowledge and skills necessary for purchasing</td>
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<td>of food and beverages in quantity. The course presents the basic principles</td>
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<td>and procedures of effective food and beverage cost control. Practical</td>
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<td>application will be made in the purchasing and selecting of food, beverages</td>
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<td>and will include purchase controls, receiving, issuing, setting standards and</td>
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<td>production control.</td>
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<tr>
<td>HSA 3111</td>
<td>3</td>
<td>US Healthcare Systems</td>
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<td>This course is designed to introduce the student to the organization,</td>
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<td>structure, and operation of the nation’s health care system. The student will</td>
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<td>be able to identify more effectively their present and future roles as</td>
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<td>consumer, provider, manager, decision maker and analyst. The course</td>
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<td>examines an overview of the health care system, causes and characteristics of</td>
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<td>health service utilization, nature of wellness and disease, individual</td>
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<td>provider settings, financial and nonfinancial resources used and needed,</td>
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<td>measurement of quality of care, and current issues in delivery.</td>
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<tr>
<td>HSA 3180</td>
<td>3</td>
<td>Healthcare Administrative Management</td>
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<td></td>
<td>An introductory healthcare management course that covers a wide variety of</td>
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<td>healthcare settings, from hospitals to nursing homes and clinics. Filled with</td>
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<td>examples to engage the student’s imagination, the important issues in</td>
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<td>healthcare management, such as ethics, cost management, strategic planning</td>
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<td>and marketing, information technology, and human resources are covered in this</td>
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<td>course.</td>
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<tr>
<td>HSA 3191</td>
<td>3</td>
<td>Healthcare Automation and Technology</td>
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<td>A study of health information systems with focus on analysis of applications</td>
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<td>for information systems in the health care delivery system. Emphasis will be</td>
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<td>placed upon skills necessary to employ the methods used to evaluate a variety</td>
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<td>of information systems applications in the health care setting.</td>
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<td>HSA 4383</td>
<td>3</td>
<td>Quality Improvement in Healthcare</td>
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<td>This course is designed to acquaint the student with quality management</td>
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<td>concepts, tools, and techniques used in the health services industry and</td>
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<td>application of quality management theory to healthcare product and service</td>
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<td>outcomes.</td>
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<td>HSA 4850</td>
<td>3</td>
<td>Capstone-Healthcare Management</td>
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<td>This course is designed to guide new and future practicing healthcare</td>
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<td>managers and introduce the student to the customary activities of manager</td>
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<td>planning, organizing, decision making, staffing, motivating, and budgeting</td>
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<td>from the vantage point of various healthcare settings. Students will learn</td>
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<td>proven management concepts, techniques, models, and tools for managing</td>
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<td>individuals or teams with skill and ease. The course will be comprised of</td>
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<td></td>
<td>real-world healthcare settings and covers many current topics such as the</td>
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<td>emerging implications of the Patient Protection and Affordable Care Act of</td>
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<td>HSC 0003</td>
<td>3</td>
<td>Basic Health Care Worker</td>
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<td>Corequisite: HCP 0121. This is the basic pre-clinical course of theory and</td>
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<td>student laboratory practice for students in the Patient Care Assistant</td>
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<td>program (including Articulated Nursing Assistant, Advanced Home Health Aide,</td>
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<td>and Patient Care Assistant). Instructional content includes, but is not</td>
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<td>limited to, basic anatomy and physiology, health care delivery systems,</td>
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<td>communication, legal and ethical issues, concepts of wellness and disease,</td>
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<td>infection control, safety, basic math and science, and computers in health</td>
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<td>care. Lab Fee.</td>
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<tr>
<td>HSC 0530</td>
<td>3</td>
<td>Medical Terminology for the Front Office</td>
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<td>This course covers the terminology used in the medical environment. Course</td>
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<td>focus is on spelling and pronunciation of medical terms and acquaintance with</td>
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<td>commonly used abbreviations.</td>
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<tr>
<td>HSC 1100</td>
<td>3</td>
<td>Health</td>
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<td>To help the student change health behaviors through presentation of material</td>
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<td>relating to family health, personal health, potentials and limitations of</td>
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<td>drugs, values of sound nutritional practices, human sexuality and</td>
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<td>reproduction, functioning of the human body, and trends and techniques</td>
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<td>relating to current medical practices.</td>
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</tbody>
</table>
HSC 1531  Credits 2
**Medical Terminology**

This course is an introduction to medical terminology and language used in the medical system. Emphasis is placed on building and analyzing medical terms with attention focused on prefixes, suffixes, and root words. Medical terms are correlated to specific human body systems as part of a basic overview of anatomy and physiology.

HSC 1532  Credits 3
**Advanced Medical Terminology**

Advanced review of medical language used throughout the healthcare delivery system. Emphasis is placed on anatomy, physiology and pharmaceutical terms. Emphasis will also be placed on the ability to infer understanding of medical subjects, communication utilizing medical terminology with proper pronunciation and spelling.

HSC 1554  Credits 2
**Pathophysiology and Pharmacology**

Prerequisites: HSC 1531 and BSCC 1084—both courses with a grade of "C" or higher. This course covers the nature, cause and treatment of human diseases including the diagnostic and therapeutic modalities used for each, including pharmacology.

HSC 1641  Credits 2
**Medical Law, Ethics and Bioethics**

This course will review the legal aspects of healthcare, in particular those released to health information management state and federal laws. Topics include legal terminology, confidential, access and release of information, HIPAA, tracking of disclosure information, liability, subpoena, dispositions, consents and authorization guidelines, privacy and healthcare liability.

HSC 2400  Credits 3
**First Aid and Safety**

General first aid for the "citizen responder", providing the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until professional medical help arrives.

HSCC 1000  Credits 3
**Introduction to Health Care**

The course focuses on core concepts common to all health care occupations. Content includes healthcare delivery systems with emphasis on health occupations, communication skills, legal and ethical responsibilities, wellness and disease concepts, infection control, CPR, introductory first aid and safety, medical terminology, employability and computer skills. Students will receive AHA CPR, oxygen therapy and tank transport skills. Lab Fee.

HUM 1020  Credits 3
**Introduction to the Humanities**

Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. A general introduction to the humanities and a primer course for understanding the process of creativity in the various arts disciplines. This integrated course is designed to assist students in exploring and analyzing their perception of creative expression. This course helps students increase their understanding and appreciation of the creative process through the study of representative examples in visual, literary, and performing arts disciplines from various cultures and historical periods.

HUM 2211  Credits 3
**Humanities Survey: Ancient through Byzantine Culture**

Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. An integrated course designed to increase the student's understanding and appreciation of the creative process in cultures through the study of representative artifacts in literature, music, philosophy, religion, social history, architecture, and visual arts from the late Byzantine era until the 18th century. This is a diversity-infused course.

HUM 2211H  Credits 3
**Honors Humanities Survey: Ancient through Byzantine Culture**

Prerequisite: Admission into the EFSC Honors Program. Meets Gordon Rule and General Education requirements. An integrated course designed to increase the student's understanding and appreciation of the creative process in cultures through the study of representative artifacts in literature, music, philosophy, religion, social history, architecture, and visual arts from prehistory into the Byzantine era. This is a diversity-infused course.
HUM 2249H  Credits  3
Honors Humanities Survey: Enlightenment through the 21st Century
Prerequisite: Admission into the EFSC Honors Program. Meets Gordon Rule and General Education requirements. An integrated course designed to increase the student's understanding and appreciation of the creative process in cultures through the study of representative artifacts in literature, music, philosophy, religion, social history, architecture, and visual arts from the Enlightenment through the 21st century. This is a diversity-infused course.

HUM 2270  Credits  3
Humanities in Latin America, Africa, and the Eastern World
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. An integrated course to increase awareness and knowledge of the creative voices in Africa, the Middle East, the Far East, and Latin America through representative music, literature, philosophy, and the visual arts from various historical periods.

HUM 2390  Credits  3
Themes in the Humanities
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. An interdisciplinary introduction to the humanities, representing one or more chosen themes, problems, or aspects of human existence. Course themes will be explored through the visual arts, performing arts, music, literature, philosophy, drama, and/or religion.

HUM 2740  Credits  3
Humanities Study Abroad
Prerequisite: Test score requirement same as ENC 1101. Meets Gordon Rule and General Education requirements. An integrated course designed to increase the student's understanding and appreciation of the creative process in cultures through the study of representative artifacts in literature, music, philosophy, religion, social history, architecture and visual arts from the pre-history through the 21st century.

HUM 2948  Credits  1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

HUN 1201  Credits  3
Essentials of Nutrition
This is an introductory course of the scientific principles of nutrition; covering the role of specific nutrients, their digestion, absorption, and metabolism, sources of the nutrients, and requirements of the various age groups.

IDH 2001H  Credits  1
Honors Seminar 1
Prerequisite: Admission into the EFSC Honors Program or Acceptance to Phi Theta Kappa. An Honors Seminar designed to allow students to explore issues important to self-discovery and academic growth and development. The seminar will bring together students, academic leaders, and guest lecturers to enrich the Honors experience. Topics are chosen to help students develop good listening, reasoning, and articulation skills. The course is open to students enrolled in the Honors Program or members of Phi Theta Kappa. This course may be taken for maximum credits of 2.

IDH 2002H  Credits  2
Honors Seminar 2
Prerequisite: Admission into the EFSC Honors Program or Acceptance to Phi Theta Kappa. An Honors Seminar designed to allow students to explore issues important to self-discovery and academic growth and development. The seminar will bring together students, academic leaders, and guest lecturers to enrich the Honors experience. Topics are chosen to help students develop good listening, reasoning, and articulation skills. The course is open to students enrolled in the Honors Program or members of Phi Theta Kappa. This course may be repeated for maximum credits of 4.

IDH 2003H  Credits  3
Honors Seminar 3
Prerequisite: Admission into the EFSC Honors Program or Acceptance to Phi Theta Kappa. An Honors Seminar designed to allow students to explore issues important to self-discovery and academic growth and development. The seminar will bring together students, academic leaders, and guest lecturers to enrich the Honors experience. Topics are chosen to help students develop good listening, reasoning, and articulation skills. The course is open to students enrolled in the Honors Program or members of Phi Theta Kappa. This course may be taken for maximum credits of 6.
IND 1100  Credits  3
History of Design 1
Students will acquire the ability to identify furniture styles, architectural details, and ornamental motifs from the time of our primitive beginnings through the Renaissance period. Research conducted by the students is an integral segment of the course. Both residential and contract furnishings and finishes are addressed.

IND 1423  Credits  1
Survey of Materials and Resources
This course illustrates current trends, future trends and market forecasts in the field of interior design. Areas to be addressed include environmental concerns affecting living environments as well as resources for design materials. Off-site visits are an integral part of the course.

IND 1930  Credits  3
Special Topics
This course addresses design principles, real estate staging, and the ability to convey a particular atmosphere. This course teaches strategies to make interior spaces appear larger, depersonalized and suggestions for improvement to sell properties. This course is not in the Interior Design core. This course is directed to interior designers and staging specialists.

IND 2130  Credits  3
History of Design 2
Prerequisite: IND 1100 with a grade of "C" or higher. Students will acquire the ability to identify furniture styles, architectural details, and ornamental motifs from the Renaissance period through the twentieth century. Research conducted by students is an integral segment of the course.

IND 2150  Credits  3
Why Preservation
This course is designed to make students aware of the growing efforts in this country to preserve, protect, and utilize our built environment. The course covers the history of the preservation movement, its social, economic, legal, and aesthetic ramifications, with an emphasis on preservation in our local area.

IND 2420  Credits  3
Materials and Sources
This course is a study of the materials of interior design and sources of each. Topics include textiles, floor and wall coverings, furniture, window treatments and accessories. This course includes estimation, installation, and specification guidelines of materials. Both residential and contract furnishings and finishes are addressed. Studio time is an important part of this course.

IND 2931  Credits  3
Survey of Green Design
This course will provide a wide range of design experiences through lectures and group discussions. Topics include economic and physiological factors, environmental organizations, principles and strategies, assessment tools, building systems and components. Architectural styles with an emphasis on preservation, renovation and sustainability will be stressed.

IND 2941  Credits  3
Interior Design Internship
This course is designed to enhance the student's learning in their field of study and to provide an opportunity for students to develop appropriate attitudes and skills needed for successful employment. The individual competencies will vary depending on employer and the specific area within the Interior Design industry. Minimum of 90 hours will be worked in a term-long internship. This course may be taken for maximum credit of 6.

INDC 1015  Credits  3
Residential Design 2
Prerequisite: IND 1010 with a grade of "C" or higher. This course presents intermediate projects in creative problem solving for residential design. An emphasis placed on graphic skills, working drawings, and presentation techniques including scale variation, design marker techniques and FF&E selection. In this course, floor plans will be analyzed for function and aesthetics. Drafting board and instruments will be used as well.

INDC 1020  Credits  3
Principles of Interior Design
The content of this studio course includes an in-depth study of the elements and principles of design. Students will develop proficiency in the knowledge and application of the elements including color, line, texture, ornament, shape, and space. The principles of scale, proportion, balance, rhythm, emphasis, and unity in designing interior spaces are also covered. The course will also explore employment opportunities. Lab Fee.

INDC 1429  Credits  3
Textiles for Interiors
This course will equip students to identify and analyze fiber, fabrics, finishes and determine their appropriate use in both residential and commercial interiors. Students will be exposed to consumer factors such as durability, care, and price of various fabrics and finishes. Course work combines lectures and field trips with in- and out-of-class hands-on activities and projects utilizing the Interior Design Swatch Kit associated with the material being presented during each lecture. Lab Fee.

INDC 1935  Credits  3
Building and Barrier Free Codes
This course addresses design principles, construction contracts, and building systems that apply to the interior environment. The content examines standards related to life safety, building codes, barrier free regulations, standards and testing.
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<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>INDC 2016</td>
<td>3</td>
<td>Commercial Interior Design 1</td>
</tr>
<tr>
<td>Prerequisites: INDC 1020 and ETDC 1801-both courses with a grade of &quot;C&quot; or higher. This project-oriented course presents the design process used in commercial interiors. Space planning, human factors, technical issues, furniture and material selection, budgets, code requirements, and presentation techniques are reviewed. Lab Fee.</td>
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| INDC 2019   | 3       | Commercial Interior Design 2                                                  |
| Prerequisite: INDC 2016 with a grade of "C" or higher. Advanced individual and team approach to nonresidential concerns will follow the beginning commercial course. Emphasis on programming, spacial analysis, code restrictions, complete furniture and finishes selections, budget limitations, and complete client presentation will be taught through a single complex commercial project with a series of team research and design studies on the specialized spaces within this project. Lab Fee. |

| INDC 2432   | 3       | Lighting                                                                      |
| Prerequisite: ETDC 1801 with a grade of "C" or higher. This course continues the study of interior design principles, specifically understanding, utilizing and planning electrical and lighting systems in residential and non-residential applications. Emphasis on lighting, electrical, and reflected ceiling plans, measurements and acoustics. Lab Fee. |

| INDC 2460   | 4       | Computer Aided Drafting for Interior Design                                  |
| This CAD program is for students entertaining careers in kitchen and bath or residential design. This course emphasizes the interiors of residential structures and the related finishes, furnishings, and equipment including cabinetry and its related nomenclature. Details using computer program rendering and presentation techniques are part of the instruction. Upon completion of the course, the student will have learned how to generate all the construction documents necessary to build out any specified interior design project. The student will be introduced to advanced features of CAD software. Various drafting techniques will be covered and a variety of drawings will be created which will be dimensioned, labeled and set to scale. Printing will also be covered in class. Lab Fee. |

| INDC 2500   | 3       | Interior Design Business Practices                                           |
| This course teaches specialized information on establishing and maintaining a successful interior design business, from the very first contact or introduction with the client to the follow up survey after the client has moved into the space. This class will go over all the procedures and written forms needed to run an interior design-based business. Lab Fee. |

| INDC 2910   | 3       | Kitchen and Bath Design 1                                                    |
| Prerequisites: INDC 1020 and ETDC 1801-both courses with a grade of "C" or higher. This course teaches basic kitchen and bath design. The National Kitchen and Bath Association design principles are presented. Students complete a kitchen design project including programming, space planning, mechanical systems and product selection. Drafting ability and computer skills are required for this course. Lab Fee. |

| INDC 2911   | 3       | Kitchen and Bath Design 2                                                    |
| Prerequisite: INDC2910 with a grade of "C" or higher. This course teaches advanced kitchen and bath design, including an in-depth study of the National Kitchen and Bath Association (NKBA) Planning Guidelines for Kitchens and Bathrooms and the NKBA Access Planning Guidelines used in universal design projects. Students will develop proficiency in the mastery of: problem solving, concept development, theme design, professional working, document production, idea presentation, and NKBA form processing. An industry standard Computer Aided Drafting (CAD) software is used, and drafting and computer skills are required for this course. Lab Fee. |

| ISS 1012    | 3       | Social Science Survey 2                                                       |
| Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. Continuation of ISS 1011, with emphasis on economic ideas, political ideologies, systems, international relations, and the impact of diverse cultures. This is a designated diversity-infused course. |

| ISS 1200    | 3       | Introduction to International Studies                                         |
| Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. An introduction to the concept and study of nations and cultures. An interdisciplinary class designed to promote an understanding and appreciation of diverse cultures and societies. This is a designated diversity-infused course. |

| ISS 2948    | 1       | Service-Learning Field Studies 1                                              |
| This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience. |
JPN 1120 Credits 4
Japanese 1
An introduction to appreciation of the culture of Japan. Basic functional vocabulary includes greetings, daily situations, schoolroom activities. Weather and time expressions will be introduced, along with reading and writing patterns of Hiragana and approximately 50 Kanji.

JPN 1121 Credits 4
Japanese 2
Prerequisite: JPN 1120 with a grade of "C" or higher. Intermediate study to Katakana, Hiragana, and approximately 125 Kanji forms; the verbal system and simple sentence structure will be introduced, along with intermediate vocabulary for business, leisure and family activities.

JPN 2220 Credits 4
Japanese 3
Prerequisite: JPN 1121 with a grade of "C" or higher. This intermediate course will introduce students to situations peculiar to society, enabling students to better communicate in the Japanese language. Idioms, as well as informal speech, will be taught and used resulting in more natural conversational techniques.

JPN 2221 Credits 4
Japanese 4
Prerequisite: JPN 2220 with a grade of "C" or higher or instructor permission. Japanese 4 is a continuation of Japanese language study at the intermediate level. Students will learn further vocabulary and grammar of the Japanese language. They will continue to increase their ability to read and write kanji, and to use and understand spoken and written Japanese. Continued practice of neutral polite language will be supplemented with study of casual speech, and both honorific and humble forms of the language. Knowledge of verb and adjective conjugations will be expanded from previously studied forms. Conjugations for expressing commands, requests, passive verbs and giving and

LIS 1023 Credits 2
Information Technology Literacy
Introduction to fundamental computer and information literacy skills. Topics include basic computer concepts, electronic communications, common user applications, effective search strategies, locating and using information in print and on the Internet, critical evaluation of information, and citation and copyright issues.

LIS 2004 Credits 1
Introduction to Internet Research
Course will focus on information resources available through the Internet. Designed to develop research skills with emphasis on improving the critical thinking involved in searching for information. Various search engines and methods of access will be explored.

LIT 2090 Credits 3
Contemporary Literature
Study of modern literature as a reflection of the philosophy of modern life and a mirror of the student's world. Familiarization of students with recent trends in contemporary fiction and analysis of selected contemporary works.

LIT 2100 Credits 3
Living Ideas in World Literature 1
Study of modern world literature and the human search for identity in its concepts, culture and philosophy.

LIT 2300 Credits 3
Special Themes in Literature
Prerequisite: College level reading and writing placement scores. Intensive readings in a particular concept or topic of popular literary appeal. Examples may include mystery fiction, black writers, Latin American fiction. Please check with the instructor for specific content for a particular semester.

LIT 2300H Credits 3
Honors - Special Themes in Literature
Prerequisite: Admission into the EFSC Honors Program. Students will be introduced to the normal, non-honors content but will gain a heightened understanding of that content through participation in extra learning experiences, including in-depth readings and comprehensive exploration of a particular topic, theme, or concept in literature. Examples might be Victorian Literature, Women's Literature, Ethnic Literature. Some sections may include a travel experience (at the student's expense). See the instructor or Honors Program Director for specific content for a particular semester. Open to students enrolled in the EFSC Honors Program.

LIT 2352 Credits 3
Ethnic Literature in the U.S.
Offers a rereading of American literature from a multi-cultural thematic perspective. Look at American history through the mirror of literature by examining some of the social concerns and forces that helped to shape the consciousness of the nation and some of its most eloquent and committed writers.

LIT 2948 Credits 1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.
MAC 1105 Credits 3
College Algebra
Prerequisite: MAT 1033 with a grade of "C" or higher or appropriate placement test scores. Meets Gordon Rule and General Education requirements. Prepares the student for precalculus, statistics, essentials of calculus, and other related disciplines. Includes functions and function notation; domain, range, and graphs of functions and relations; operations on functions; inverse functions; linear, quadratic, rational, radical, exponential and logarithmic equations and functions; piecewise and higher degree monomial functions; systems of equations and inequalities; applications.

MAC 1140 Credits 3
Precalculus Algebra
Prerequisite: MAC 1105 with a grade of "C" or higher or High School Trigonometry. Meets Gordon Rule and General Education requirements. Equivalent to MAC 1140 and MAC 1144 but more intensely paced. Topics include properties and graphs of polynomial, rational, and other algebraic functions; polynomial and rational inequalities; exponential and logarithmic functions, their properties and graphs; piecewise functions; conic sections; matrices and determinants; sequences and series; mathematical induction; the binomial theorem; properties and graphs of trigonometric functions; solutions of triangles; vector algebra; parametric equations; polar coordinates; applications.

MAC 1147 Credits 5
Precalculus Algebra/Trigonometry
Prerequisites: MAC 1105 with a grade of "C" or higher and High School Trigonometry. Meets Gordon Rule and General Education requirements. This course covers techniques of integration, transcendental functions, analytical geometry, polar coordinates, sequences and series, parametric equations, and indeterminate forms. The course is the second of a three course sequence.

MAC 1233 Credits 3
Essentials of Calculus
Prerequisite: MAC 1105 with a grade of "C" or higher. Meets Gordon Rule and General Education requirement. This course includes topics of limits, continuity, differentiation and integration of algebraic, exponential and logarithmic functions, and basic differential equations with applications to business, natural and social sciences.

MAC 1311 Credits 5
Calculus 1 with Analytic Geometry
Prerequisites: MAC 1147 with a grade of "C" or higher or MAC 1140 and MAC 1144 - both courses with a grade "C" or higher. Meets Gordon Rule and General Education requirements. This course includes a study of limits, continuity, differentiation of algebraic and trigonometric functions, and the applications of derivatives and integrals. The course is the first of a three course sequence.

MAC 1311H Credits 5
Honors Calculus 1 with Analytic Geometry
Prerequisites: MAC 1140 and MAC 1144 or MAC 1147 - both courses with a grade of "C" or higher and admission into the EFSC Honors Program. Meets Gordon Rule and General Education requirements. The course includes a study of limits, continuity, differentiation, and integration of algebraic and trigonometric functions, and the applications of derivatives and integrals. The course is open to those students admitted to the EFSC Honors Program.

MAC 2312 Credits 5
Calculus 2 with Analytic Geometry
Prerequisite: MAC 1311 or MAC 1311H with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. This course includes a study of techniques of integration, transcendental functions, selected topics in analytic geometry, polar coordinates, sequences and series, parametric equations, and indeterminate forms. The course is the second of a three course sequence.

MAC 2312H Credits 5
Honors Calculus 2 with Analytical Geometry
Prerequisites: MAC 1311 or MAC 1311H with a grade of "C" or higher and admission into the EFSC Honors Program. Meets Gordon Rule and General Education requirements. This course covers techniques of integration, transcendental functions, analytical geometry, polar coordinates, sequences and series, parametric equations and indeterminate forms. Proofs will be studied. Second of a three-course sequence. Open to students admitted to the EFSC Honors Program.

MAC 2313 Credits 5
Calculus 3 with Analytic Geometry
Prerequisite: MAC 2312 or MAC 2312H with a grade "C" or higher. Meets Gordon Rule and General Education requirements. This course covers techniques of integration, transcendental functions, analytical geometry, polar coordinates, sequences and series, parametric equations and indeterminate forms. This is the third of a three course sequence in calculus.

MAC 2948 Credits 1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

MAD 2104 Credits 3
Discrete Mathematics
Prerequisite: MAC 1105 with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. Topics include formal logic, set theory, combinatorics, mathematical induction, relation and function, recursion, and graph theory.
MAE 2801  Credits  4
Elementary School Mathematics
Prerequisite: MAC 1105 or MGF 1106 or MGF 1107 with a grade of "C" or higher. Mathematics appropriate for the elementary school teacher including the six basic sets of numbers, concepts, number systems and geometry.

MAN 2021  Credits  3
Business Management Principles
Principles of business administration, problems and practices related to our economy. Management functions of planning, organizing, directing, and controlling as applied to various facets of business are included.

MAN 2941  Credits  3
Management Internship
Prerequisite: Departmental Approval. Student works in selected business office a minimum of 15 hours per week. Attend seminars to answer questions, share experiences and give further knowledge of varying aspects of the business environment.

MAN 2948  Credits  1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

MAN 3240  Credits  3
Organizational Behavior
This course covers individual and group behaviors in organizations. Students develop an understanding of how organizations can be managed more effectively. Course content includes: organizations design and structure, culture and diversity, influence, power and politics; motivation, team and group dynamics, problem-solving and decision-making sciences, employee performance and commitment, conflict resolution and negotiation, stress management, business and personal ethics, and organizational change and development.

MAN 3303  Credits  3
Management and Leadership
This course presents concepts, principles, and techniques of business leadership. Emphasis will be on developing a solid leadership foundation while centering on the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate basic leadership skill development as it relates to the core aspects of the management practice.

MAN 4162  Credits  3
Customer Relations for Managers
This course teaches relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed.

MAN 4301  Credits  3
Human Resource Management
This course is a study of the functions of human resource management including job design, recruitment, selection, benefits, and compensation, performance evaluation, reward systems, development of employees and formulation of human resource procedures. The strategic role of human resources and current issues will be discussed.

MAN 4504  Credits  3
Operational Decision Making
This course teaches approaches to improve the processes and productivity in organizations with an emphasis on managing a project from identification of needs through to end. Students will learn how to identify needs and then define, assign, and track items. Included is the importance of quality and outcomes, efficiency, forecasting, work flow processes, inventory control, design of goods and services, waiting lines, and critical paths.

MAN 4583  Credits  3
Project Management
This course is designed to prepare students to apply project management concepts and techniques in the business environment utilizing case studies and Microsoft Office Project applications. Student should be computer literate, particularly in the use of the Windows operating system.

MAN 4891  Credits  3
Strategic Management and Decision Making
This course emphasizes strategic planning and strategy implementation in an organization. Students learn how to perform internal and external audits, identify problems, formulate goals and objectives, develop action plans, and evaluate the effectiveness of the outcome of the plan. Case studies are used to promote decision making abilities.

MAN 4900  Credits  3
Capstone - Management and Leadership
This course teaches the integration of knowledge, skills, and abilities learned in the Organizational Management Program through a capstone project.

MAP 2302  Credits  3
Differential Equations
Prerequisite: MAC 2312 or MAC 2312H with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. The course is an introduction to the basic concepts, theory, methods, and applications of ordinary differential equations. The course emphasizes the standard techniques of solving ordinary differential equations including series, operator and the (Laplace) Transform solutions.

MAR 2011  Credits  3
Marketing Principles
This course is a survey of various contemporary marketing practices that have evolved in conjunction with changes in consumer behavior and buying practices. Market research, planning, strategy, and tactics are explored with ethical considerations and entrepreneurship infused within the four functions of marketing: Product, Place, Price, and Promotion.

MAR 2640  Credits  3
Marketing Decisions
This is a ‘capstone’ course in Business for students with sufficient preparation in marketing, advertising, and sales skills that applies executive decision making to business operations. Major topics include: introduction to financial media and current business issues, management/marketing theory, leadership and teamwork, marketing planning and operations, ethics, competition, and analysis of changing situations.
MAR 2720  Credits  3  
Marketing on the Internet  
Prerequisite: MAR 2011 with a grade of "C" or higher. Study of the Internet, its culture, and procedures from a marketing perspective and examining the application of marketing theories to Internet businesses.

MAR 2948  Credits  1  
Service-Learning Field Studies 1  
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

MAS 2103  Credits  3  
Linear Algebra  
Prerequisite: MAC 1311 or MAC 1311H with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. This is the first course in linear algebra. The topics covered includes, but not limited to, matrices and system of linear equations, determinants, linear transformations, vector spaces and subspaces, linear independence, bases, orthogonality, eigenvalues, eigenvectors, and some application problems.

MAT 1033  Credits  3  
Intermediate Algebra  
Prerequisite: MATV 0022 or MATV 0028 with a grade of "S" or appropriate placement score. Prepares students for MAC 1105. Includes vocabulary, symbolism, basic operations with algebraic expressions, polynomials, linear equations and inequalities in two variables and their graphs, exponents, radicals and radical equations, quadratic equations and complex numbers, introduction to functions.

MAT 0022  Credits  5  
Developmental Mathematics Combined  
Prerequisite: Appropriate placement scores. This course contains the mathematical competencies of both MATV 0018 and MATV 0028. This course provides an accelerated approach which combines arithmetic and basic algebra concepts needed for success in college level courses. Topics include: real numbers, percents, geometry, scientific notation, ratios and proportions, exponents, solving linear equations and inequalities, factoring, and solving quadratic equations. Upon completion of this course, students are required to take and pass the collegewide exit exam in order to complete the Preparatory Program. The use of calculators is not allowed in this course.

MATV 0028  Credits  4  
Introductory Algebra Prep  
Prerequisite: MATV 0012 or MATV 0018 with a grade of "S" or appropriate placement score. An approach to mathematics through the elementary development of the rational number system and an introduction to algebraic concepts including the study of quadratic equations, integer exponents and their properties, radicals, rational expressions, factoring, graphing linear functions and interpreting graphs, solving linear equations and inequalities. This course includes tools to improve math study skills, lower test taking and math anxiety, and understand the fundamental test taking skills. Upon completion of this course, students are required to take and pass the collegewide exit exam in order to complete the Preparatory Program. The use of calculators is not allowed.

MCBC 2010  Credits  4  
Microbiology  
Prerequisite: BSCC 1010 or BSCC 1010H with a grade of "C" or higher. Meets General Education requirements. A study of the morphology, culturing, metabolism, nutrition, and physiology of microorganisms; methods of media preparation and sterilization/disinfection techniques; control of selected pathogens; dairy and industrial applications; and bacterial genetics. Three hours lecture and three hours lab per week. Lab Fee.

MEAC 0204  Credits  8  
Clinical Competencies  
This course is designed to help students acquire the knowledge and skills required for employment in the clinical ambulatory care setting. Theory and lab is incorporated to enable the student to function effectively, professionally, and competently as a member of the physician's health care team. Vitals, EKG, diagnostic procedures, assisting in surgery, parenteral and non-parenteral drug administration, principles of IV therapy, pediatrics, geriatrics, patients with special needs and emergency protocol will enable the learner to be an efficient part of the healthcare team. Lab Fee.

MEAC 0254  Credits  4  
Medical Office Laboratory Procedures  
A combination lecture and lab course designed for Medical Assistants to introduce the clinical laboratory, the safety associated with, and those entry-level skills associated with the role of the medical assistant. The learner will explore the microscope, basic knowledge of the Clinical Laboratory Independent Agency (CLIA), and how to perform rapid testing in the areas of microbiology, urinalysis, clinical chemistry, hematology, serology, immunohematology, and phlebotomy. Learners will engage in personal and community emergency preparedness. Students will receive and become proficient from hands-on both in the classroom and laboratory. Lab Fee.
MEAC 0334  Credits  8
Administrative Competencies/Coding
This course provides both theory and lab practice introductions associated with a thorough range of the administrative skills a medical assistant should possess. Topics include medical law and ethics, communication, appointments, scheduling, filing, insurance, coding/billing, managerial skills, accounts payable and receivable, quality improvement, and risk management. The course also introduces the student to the total patient encounter utilizing practice management and electronic health record software simulation as an integral part of the curriculum. Lab Fee.

MET 2010  Credits  3
Meteorology
Meets General Education requirements. Emphasis on the study of weather elements, weather instruments, atmospheric motion, types of storms, forecasting, and world climates. Time devoted to analyzing weather maps.

MGF 1106  Credits  3
Math for Liberal Arts 1
Prerequisite: MAT 1033 with a grade of "C" or higher or suitable placement score. Meets Gordon Rule and General Education requirements. This course prepares students for Geometry for Educators and for Liberal Arts programs of study. Major topics include, but are not limited to, sets, logical reasoning, geometry and measurement, counting methods, probability, and statistics.

MGF 1107  Credits  3
Math for Liberal Arts 2
Prerequisite: MAT 1033 with a grade of "C" or higher, or appropriate placement test scores. Meets Gordon Rule and General Education requirements. This is a general education mathematics course which includes the following topics: numeration systems, elementary number theory, financial mathematics, graph theory, and voting methods.

MKA 1021  Credits  3
Principles of Selling
Survey of technique utilized in process of determining, activating and satisfying needs or wants of a buyer to mutual continuous benefit of both buyer and seller.

MKA 1302  Credits  3
Business Seminar/Practicum 1
Theory of marketing principles; course work observed through the use of various plans such as on-the-job training with local business, marketing project papers including surveys, trainer-observer tours of local business and employability skills.

MKA 1312  Credits  3
Business Seminar/Practicum 2
Second term sequence for on-the-job training or approved study leading to a career in the marketing field.

MLT 0047  Credits  1
Phlebotomy
Prerequisite: 18 years of age. Corequisite: MLTL0047. A course designed to explore the principles for collecting blood specimens for the purpose of laboratory analysis. Principles of basic cardiovascular anatomy and physiology, blood drawing equipment, safety procedures, standard precautions, specimen processing and medical terminology will be stressed.

MLT 1040  Credits  3
Laboratory Specimens and Microscopy
Prerequisite: Admission into the MLT Program. A course designed to explore basic procedures for obtaining laboratory specimens. Laboratory safety, quality control, laboratory math and basic lab testing and microscopy of urine and body fluid specimens will be emphasized.

MLT 1300  Credits  3
Hematology
Prerequisite: Admission into the MLT Program. A course designed to introduce the student to blood components and laboratory tests for normal hematology, followed by a study of pathological hematology. Emphasis will be placed on anemias, leukemias, and abnormal hemoglobins.

MLT 1330  Credits  2
Hemostasis
Prerequisite: Admission into the MLT Program. This course is designed to introduce the student to the basics of laboratory test in hemostasis and to provide the student with simulated testing procedures for coagulation problems.

MLT 1440  Credits  2
Parasitology and Mycology
Prerequisite: Admission into the MLT Program. A course designed to explore the life cycles, mode of transmission and pathophysiology of clinically significant parasites and to explore the clinical importance of medically related fungi.

MLT 1500  Credits  3
Immunology/Serology
Prerequisite: Admission into the MLT Program. Corequisite: MLTL 1500. This course is designed to instruct in theory on principles of immunology and serological procedures including the action of antigens, formation of antibodies, types of immunity, and the methods of immunization involved in the prevention of disease.

MLT 1525  Credits  3
Immunohematology
Prerequisite: Admission into the MLT Program. Corequisite: MLTL 1525. A course designed to explore the immune response of the body as it relates to the area of immunohematology. Procedures and principles of blood banking will be examined.

MLT 1610  Credits  4
Clinical Chemistry
Prerequisite: MLT 2760 with a grade of "C" or higher. Corequisites: MLT 1300, MLTL 1230, and MLTL 2760. This course explores principles of biochemical reactions used for diagnostic evaluation of human physiology and organ systems. Procedures for quantification of electrolytes, blood gases, proteins, carbohydrates, hormones, lipids, enzymes and drugs and their medical implications in health and disease will be explored. Case-based instructional activities will be incorporated into the lecture sessions.

MLT 2401  Credits  3
Medical Microbiology
Prerequisite: Admission into the MLT Program. Corequisite: MLTL 2401. A course designed to introduce the procedures for culturing pathogenic microorganisms from human specimens and to introduce the methods of bacterial identification that are used in a clinical setting. The relation of microorganisms to disease will be studied.
Courses

MLT 2760  Credits 3
Clinical Instrumentation
Prerequisite: Admission into the MLT Program. A course designed to explore principles of operation and maintenance of the instruments used in the clinical laboratory. Safety, OSHA regulations, and quality control will be emphasized.

MLT 2930  Credits 2
Pathology Seminar
Prerequisites: MLT 1040, MLT 1300, MLT 1330, MLT 1440, MLT 1500, MLT 1525, MLT 1610, MLT 2401, and MLT 2760 - all courses with a grade of "C" or higher. Capstone course designed to guide MLT students in preparing for national certification examinations. Course consists of case-based learning, which students are required to complete PRIOR to coming to class, and review of pertinent areas of content, both of which are intended to prepare students in each of the five major disciplines, along with general laboratory practice of the clinical laboratory. Students will participate in field trips and symposiums as available in order to transition into the professional world.

MLTL 0047  Credits 1
Phlebotomy Laboratory
Prerequisite: 18 years of age. Corequisite: MLT 0047. A course designed to give the student practical experience in collecting blood specimens for the purpose of laboratory analysis. Capillary and venipuncture techniques will be performed with emphasis on safety and standard precautions. Lab Fee.

MLTL 0048  Credits 3
Phlebotomy Clinical Rotation
Prerequisite: 18 years of age, MLTL 0047, and MLTL 0047-both courses with a grade of "C" or higher. Actual hospital experience in which students gain proficiency in collecting, transporting, handling and processing blood specimens for analysis.

MLT 1046  Credits 1
Core Lab 1: Basic Skills Module
Prerequisite: Admission into the MLT Program. This course is designed to introduce specific skills necessary in the performance of achieving manual dexterity and proficiency in laboratory procedures. Lab Fee.

MLT 1230  Credits 1
Core Lab 3: Microscopy Module
Prerequisite: Admission into the MLT Program. Corequisite: MLT 1300. This is an intensive microscopy course designed to allow the MLT student to gain proficiency in identifying both normal and abnormal cells and conditions by use of the microscope and computer software in blood, urine, and body fluids. Lab Fee.

MLT 1500  Credits 1
Immunology/Serology Laboratory
Prerequisite: Admission into the MLT Program. Corequisite: MLT 1500. This course is designed to instruct in hands-on principles of immunology and serological procedures including the action of antigens, formation of antibodies, types of immunity, and the methods of immunization involved in the prevention of disease. Lab Fee.

MLT 1525  Credits 1
Immunohematology Laboratory
Prerequisite: Admission into the MLT Program. Corequisite: MLT 1525. A course designed to give the student some laboratory experience in the principles and techniques used in hospital blood bank departments. Lab Fee.

MLT 2401  Credits 2
Medical Microbiology Laboratory
Corequisite: MLT 2401. A course designed to give the student practical experience in the isolation and identification of pathogenic organisms. Students will learn to differentiate between normal flora and pathogens. Lab Fee.

MLT 2527  Credits 1
Advanced Immunohematology Laboratory
Prerequisites: Admission into the MLT Program; MLT 1525 and MLT 1525-both courses with a grade of "C" or higher. This course is designed to instruct the MLT student to gain proficiency in advanced immunohematology techniques not performed at all transfusion facilities. Lab Fee.

MLT 2760  Credits 1
Core Lab 2: Automation Module
Prerequisite: Admission into the MLT Program. Corequisites: MLT 1300 and MLT 1610. This course is designed to introduce the MLT student to automated methods within the clinical laboratory through the use of available instrumentation in the student lab, supplemented with visits to prospective clinical laboratory sites for observation. Lab Fee.

MLTL 2806  Credits 5
Core Laboratory Clinical Rotation
Prerequisites: Admission into the MLT Program; MLT 1300, MLT 1610, MLT 1040, MLT 1330, MLT 1046, MLTL 1525, MLTL 2401, MLTL 2760, MLTL 2760, CHM 1045 and CHM 1046—all courses with a grade of "C" or higher. Corequisite: All of the courses listed under prerequisites may be taken as corequisites as well. This course consists of supervised laboratory rotation in a clinical core laboratory facility.

MLTL 2807  Credits 1
Transfusion Medicine Clinical Rotation
Prerequisites: Admission into the MLT Program; MLT 1525, MLTL 1525 and CHM 1045-all courses with a grade of "C" or higher. This course consists of supervised laboratory rotation in a clinical immunohematology, transfusion lab facility.

MLTL 2811  Credits 3
Microbiology and Molecular Clinical Rotation
Prerequisites: Admission into the MLT Program; MLT 1440, MLT 2401, MLTL 2401, MLTL 1500, MLTL 1500, CHM 1045 and CHM 1046-all courses with a grade of "C" or higher. This course consists of supervised laboratory rotation in a clinical microbiology/molecular laboratory facility.

MMC 1000  Credits 3
Introduction to Mass Communications
Survey of all mass communication media, the effects of mass communication, the development of and new trends in the mass media, requirements and opportunities of journalism and democracy, concepts of freedom of the press, and principles of understanding media audiences.
MMC 1100  Credits  3  Writing for Mass Communications
Prerequisite: ENC 1101 with a grade of "C" or higher. Introduction to the various media of mass communication with emphasis on the gathering and writing of news, stories, and features. The value of editorials, cartooning, and photojournalism included. Guest speakers from the media.

MNA 2300  Credits  3  Human Resources Management
The purpose of this course is to explore the theories and practices relating to the management of human resources. The role of the human resources department will be discussed in regards to its role in the corporate organization as well as meeting corporate personnel goals and objectives. The course will also explore HR’s relationship with functional departments, departmental supervisors, as well as middle and executive management. The principles of job analysis, job description, job skills, recruitment and selection techniques, motivation and performance evaluation will be explored in depth.

MNA 2320  Credits  3  Human Resource Recruitment and Staffing
This course examines the functions of recruitment, selection, staffing and training. Students will explore analysis of positions, recruitment of qualified applicants, the interview process, orientation, and training.

MNA 2325  Credits  3  Human Resource Compensation and Benefits Administration
This course explores various compensation and benefits plans, related legal issues, the administration of compensation and benefit plans, and the business concepts utilized in the compensation and benefits area.

MNA 2821  Credits  3  Electronic Commerce Systems
Prerequisite: CGS 2100 with a grade of "C" or higher. Corequisite: COP 2822. This course is designed to provide exposure to the technologies that underlie the Internet and the e-commerce environment, and to provide experience in applying Web technologies to design and build e-commerce sites.

MTB 0102  Credits  2  Mathematics for Business
Course designed to present the basic principles used to solve everyday business problems. Acquaints the student with terminology of business and ways one can benefit as a consumer by increasing awareness of business transactions. Course includes basic arithmetic transactions, percents, discounts, banking services, credit card transactions, bank statement reconciliation, account services, markup and markdown procedures, simple and compound interest.

MTB 1103  Credits  3  Business Mathematics
To develop the ability to apply the fundamentals of mathematics to inventory, depreciation, turnover, overhead, taxes, insurance, and other business operations.

MTB 1321  Credits  3  Technical Mathematics
This course will provide the mathematics skills technicians will need. It will focus on practical and applied skills. Students will work with real-world concepts, systems, and problems. Subject areas are concepts of arithmetic, measurement systems, algebra, graphing, analytic geometry, basic geometric concepts and vectors and basic trigonometry.

MTG 2204  Credits  3  Geometry for Educators
Prerequisite: MAC 1105 with a grade of "C" or higher or equivalent. A course in Euclidean and non-Euclidean geometry, including history and development, proofs, and measurement and properties of angles, plane and solid figures. Credit will not be given for this course and MGF 1111.

MUC 1211  Credits  2  Music Composition 1
Prerequisite: MUT 1111 with a grade of "C" or higher or permission of the instructor. This course addresses composition techniques through reading, listening, and writing. From solo instrument to chamber ensemble compositions, student assignments are given to explore the use of styles and devices of contemporary art music (written within the last 30 years). A music composition is an evolving work of art and is not fully realized until it is presented in concert. The culmination of composition lessons is a performance of one or more student works during one of the music department's weekly seminars. This course may be taken for maximum credits of 6. Lab Fee.

MUC 2221  Credits  2  Music Composition 2
Prerequisite: MUC 1211 with a grade of "C" or higher or permission of instructor. This course is a continuation of MUC 1211 and addresses composition techniques through reading, listening, and writing. From solo instrument to chamber ensemble composition, student assignments are given to explore the use of styles and devices of contemporary art music (written within the last 30 years). A music composition is an evolving work of art and is not fully realized until it is presented in concert. The culmination of composition lessons is a performance of one or more student works during one of the music department's weekly seminars. This course may be taken for maximum credits of 6. Lab Fee.

MUE 2211  Credits  3  Early Childhood Music and Movement
An examination of the role of music and creative movement in the lives of young children.

MUG 2101  Credits  3  Introduction to Conducting
Prerequisite: MUT 1111 with a grade of "C" or higher. This course is an introduction to the skill and art of musical conducting.
MUL 2010  Credits  3
Survey of Music Literature
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirement. An integrated course designed to increase the student's understanding and appreciation of music in Western Civilization through the study of representative music examples from the Middle Ages through the 21st century.

MUM 2600  Credits  3
Introduction to Sound Recording Techniques
Corequisite: MUML 2600. An introduction to basic audio engineering and studio practices. Listening exercises, psychoacoustics, microphone characteristics, studio etiquette, techniques, practices and procedures of multi-track recording, acoustical balancing, editing, and over dubbing will be studied.

MUM 2604  Credits  3
Multi-Track Mixdown (Post Production)
Prerequisites: MUM 2600 and MUML 2600-both courses with a grade of "C" or higher. This course explores the application of signal processing gear as it relates to multi-track master mixdowns. In addition, software and hardware application of mixdown is applied to post-production practices.

MUMC 2606  Credits  3
Principles of Digital Audio
Prerequisites: MUM 2600 and MUML 2600-both courses with a grade of "C" or higher. A study of digital audio production techniques, which includes sampling, editing and mixing using a digital audio workstation. The student will complete audio recording projects using a variety of digital production techniques. Lab Fee.

MUMC 2623  Credits  3
MIDI Electronic Music 1
An introduction to electronic musical application through lecture and studio instruction with an emphasis on the MIDI system, in conjunction with computers and digital audio. A basic knowledge of musical keyboard and notation is recommended but not required. Lab Fee.

MUML 2600  Credits  1
Introduction to Sound Recording Techniques Laboratory
Prerequisite: MUM 2600 with a grade of "C" or higher required for repeated course attempts. Corequisite: MUM 2600 (first attempt). This course is designed to provide students with "hands on" experience in conjunction with live performance activities. This course is a corequisite for MUM 2600 but may be taken alone after successful completion of MUM 2600. This course may be taken for maximum credit of 6. Lab Fee.

MUML 2604  Credits  1
Multi-Track Mixdown (Post Production) Laboratory
Prerequisites: MUM 2600 and MUML 2600-both courses with a grade of "C" or higher. MUM 2604 with a grade of "C" or higher required for repeated course attempts. Corequisite: MUM 2604 (first attempt). This course allows for "hands on" application of signal processing gear as it relates to multi-track master mixdowns to stereo mastering machines. This course is a corequisite of MUM 2604 but may be taken alone after successful completion of MUM 2604. This course may be taken for maximum credit of 3. Lab Fee.

MUN 1120  Credits  2
College Concert Band
Prerequisite: Audition required. A performing wind and percussion ensemble. This course will provide a comprehensive study of music representing all musical periods and styles. Course may be taken for maximum credits of 12.

MUN 1180  Credits  1
Community Band
A community concert band open to all residents throughout Brevard County ages senior high school through senior citizen. Previous playing experience on a wind or percussion instrument necessary. No audition required. May be taken for maximum credit of 12.

MUN 1210  Credits  1
College Concert Orchestra
A performing string ensemble. A comprehensive study of music with emphasis on style and form of orchestral literature from the 1700's to the present. This course is open to all students with previous experience on a strong instrument. This course may be taken for maximum credit of 12.

MUN 1280  Credits  1
Brevard Community Orchestra
Prerequisite: Audition required. The Brevard Community Orchestra provides instrumentalists in the college and community an opportunity to perform works representative of all historical periods of orchestral literature, to refine techniques of ensemble playing, and to present concerts each semester. Membership is by permission of the conductor and/or audition. String majors must participate. This course may be taken for maximum credits of 12.

MUN 1340  Credits  1
Chamber Ensemble
Prerequisite: Audition required. Corequisite: MUN 2340. A select performing choral organization which emphasizes small ensemble singing utilizing choral literature from all musical styles. Auditions required. May be taken for maximum credit of 12.

MUN 1380  Credits  1
Community Chorus
A community chorus open to all students, faculty and their families, and residents throughout the county from senior high age through senior citizen. Auditions may be required. This course may be taken for maximum credits of 12.

MUN 1430  Credits  1
Instrumental Ensemble
Prerequisite: Audition required. This is a performing ensemble with emphasis placed on literature of all historic periods for the small ensemble. Audition required. This course may be taken for maximum credits of 12.

MUN 1710  Credits  1
Jazz Band
Prerequisite: Instrument proficiency. An instrumental ensemble specializing in the music of the dance and jazz band idiom beginning with the big band era of the 40's and progressing to present day. This course may be taken for maximum credit of 12.

MUN 2340  Credits  1
Concert Choir
Prerequisite: High School Choir or equivalent. A choral organization open to all students with previous choral experience performing a varied selection of choral literature from all musical styles. Auditions may be required. This course may be taken for maximum credit of 12.
MUO 1002  Credits  3
Musical Theatre 1 Laboratory
The study, analysis, organization, casting, production and performance of a musical theatre work. This class may be taken for maximum credit of 12.

MUO 1003  Credits  3
Musical Theatre 2 Laboratory
Prerequisite: MUO 1002 with a grade of "C" or higher. Continuation of MUO 1002. Study, analysis, organization, casting, production and performance of a musical theatre/opera work. This class may be taken for maximum credits of 12.

MUO 1004  Credits  3
Musical Theatre 3 Laboratory
Prerequisite: MUO 1003 with a grade of "C" or higher. The study, analysis, organization, casting, production and performance of a musical theatre work. This class may be taken for maximum credits of 12.

MUO 1005  Credits  3
Musical Theatre 4 Laboratory
Prerequisite: MUO 1004 with a grade of "C" or higher. The study, analysis, organization, casting, production and performance of a musical theatre work. This class may be taken for maximum credits of 12.

MUS 1010  Credits  0
Student Seminar and Recital
Corequisite: Applied Music. This course requires attendance and participation in student seminars and recitals of the Applied Music courses. This course can be taken for a maximum of 6.

MUT 1111  Credits  3
Music Theory 1
Prerequisite: Appropriate test score in reading or equivalent. Corequisite: MUT 1241. A basic course for music majors to include the study of rhythms, intervals, phrases, chords, and chord progressions through listening, analyzing and writing music from the common practice period.

MUT 1112  Credits  3
Music Theory 2
Prerequisite: MUT 1111 with a grade of "C" or higher. Corequisite: MUT 1242. A continuation of Music Theory 1 which provides further study of rhythms, intervals, phrases, chords, and chord progressions through listening, analyzing, and writing music from the common practice period.

MUT 1241  Credits  1
Sight-Singing and Aural Skills 1
Corequisite: MUT 1111. A basic course for music majors to develop skills in sight-singing, dictation, and aural discrimination.

MUT 1242  Credits  1
Sight-Singing and Aural Skills 2
Prerequisite: MUT 1241 with a grade of "C" or higher. Corequisite: MUT 1112. A continuation of Sight-Singing and Aural Skills 1 and to develop a greater skill in sight-singing, dictation, and aural discrimination.

MUT 2116  Credits  3
Music Theory 3
Prerequisite: MUT 1112 with a grade of "C" or higher. Corequisite: MUT 2246. An advanced course of the theoretical aspects of music including chords, chord progressions, modulations, and form.

MUT 2117  Credits  3
Music Theory 4
Prerequisite: MUT 2116 with a grade of "C" or higher. Corequisite: MUT 2247. A continuation of the advanced study of the theoretical aspects of music including chords, chord progressions, and form.

MUT 2246  Credits  1
Sight-Singing and Aural Skills 3
Prerequisite: MUT 1242 with a grade of "C" or higher. Corequisite: MUT 2116. An advanced course for music majors to develop skills in sight singing, dictation, and aural discrimination.

MUT 2247  Credits  1
Sight-Singing and Aural Skills 4
Prerequisite: MUT 2246 with a grade of "C" or higher. Corequisite: MUT 2117. An advanced course for music majors to develop skills in sight singing, dictation, and aural discrimination.

MUT 2948  Credits  1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

MUTC 1001  Credits  2
Fundamentals of Music
To teach incoming students fundamental music theory and ear training in order to prepare them for the standard sequence of Music Theory and Ear Training for the music major. Additionally, the class will be constructed so as to teach adults the rudiments of music and music reading.

MVB 1211  Credits  1
Trumpet Lessons
Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience.

MVB 1212  Credits  1
French Horn Lessons
Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credits of 12. Lab Fee.

MVB 1213  Credits  1
Trombone Lessons
Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience.

Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credits of 12. Lab Fee.
MVB 1215  Credits  1
Tuba Lessons
Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credits of 6. Lab Fee.

MVB 1311  Credits  2
Applied Trumpet
Prerequisite: Department Chair approval, audition required.
Corequisite: MUT 1111 or MUT 1112. Private instruction offered to music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credits of 6. Lab Fee.

MVB 1312  Credits  2
Applied French Horn
Prerequisite: Department Chair approval, audition required.
Corequisite: MUT 1111 or MUT 1112. Private instruction offered to music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credits of 6. Lab Fee.

MVB 1313  Credits  2
Applied Trombone
Prerequisite: Department Chair approval, audition required.
Corequisite: MUT 1111 or MUT 1112. Private instruction offered to music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credits of 6. Lab Fee.

MVB 1315  Credits  2
Applied Tuba
Prerequisite: Department Chair approval, audition required.
Corequisite: MUT 1111 or MUT 1112. Private instruction offered to music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credits of 6. Lab Fee.

MVB 2321  Credits  2
Applied Trumpet
Prerequisite: MVB 1311 with a grade of "C" or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVB 1311 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVB 2322  Credits  2
Applied French Horn
Prerequisite: MVB 1312 with a grade of "C" or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVB 1312 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVB 2323  Credits  2
Applied Trombone
Prerequisite: MVB 1313 with a grade of "C" or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVB 1313 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVB 2325  Credits  2
Applied Tuba
Prerequisite: MVB 1315 with a grade of "C" or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVB 1315 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVK 1111  Credits  1
Keyboard Harmony 1
Class in keyboard harmony designed primarily for the music major as a secondary instrument. Student should be familiar with the names of the keys, understand time and meter, notation, and clef symbols. This course may be taken for a maximum credit of 4. Lab Fee.

MVK 1112  Credits  1
Keyboard Harmony 2
Prerequisite: MKV 1111 with a grade of "C" or higher or equivalent. Class in keyboard harmony designed primarily for the music major as a secondary instrument. This course is a continuation of MKV 1111 with the emphasis on passing the freshman piano proficiency. May be taken for a maximum number of 4 credits. Lab Fee.

MVK 1211  Credits  1
Piano Lessons
Prerequisite: Approval by instructor or audition required. Private instruction offered to non-music majors with previous vocal, instrument or music reading experience. Approval by instructor or audition required. This course may be taken for a maximum credit of 12. Lab Fee.

MVK 1311  Credits  2
Applied Piano
Prerequisite: Department Chair approval, audition required.
Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>MVP 1811</td>
<td>1</td>
<td>Class Piano</td>
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<tr>
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<td>Class in piano instruction designed primarily for the beginner or the intermediate player who does not read music. May be taken for a maximum credit of 12. Lab Fee.</td>
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<tr>
<td>MVP 2121</td>
<td>1</td>
<td>Keyboard Harmony 3</td>
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<td>Prerequisite: MVP 1112 with a grade of &quot;C&quot; or higher or equivalent. This course is a continuation of MVP 1112 and is primarily for the music major. Student should be familiar with the basics of piano keyboard harmony. May be taken for a maximum credit of 4. Lab Fee.</td>
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<tr>
<td>MVP 2122</td>
<td>1</td>
<td>Keyboard Harmony 4</td>
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<td>Prerequisite: MVP 2121 with a grade of &quot;C&quot; or higher or equivalent. Class in keyboard harmony designed primarily for the music major as a secondary instrument. This course is a continuation of MVP 2121 with the emphasis on passing the Sophomore Piano proficiency. May be taken for a maximum number of 4 credits. Lab Fee.</td>
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<tr>
<td>MVP 2321</td>
<td>2</td>
<td>Applied Piano</td>
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<td></td>
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<td>Prerequisite: MVB 1311 with a grade of &quot;C&quot; or higher or equivalent. This course is a continuation of MVP 1311 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for a maximum credit of 6. Lab Fee.</td>
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<tr>
<td>MVS 1811</td>
<td>1</td>
<td>Percussion Lessons</td>
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<td>Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.</td>
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<td>MVS 1211</td>
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<td>MVS 1116</td>
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<td>Applied Percussion</td>
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<td>Prerequisite: MVP 1311 with a grade of &quot;C&quot; or higher or equivalent. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for a maximum credit of 6. Lab Fee.</td>
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<td>MVS 1212</td>
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<td>Applied Violin</td>
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<td>Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for a maximum credit of 12. Lab Fee.</td>
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<tr>
<td>MVS 1213</td>
<td>1</td>
<td>Cello Lessons</td>
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<td>Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.</td>
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<td>MVS 1214</td>
<td>1</td>
<td>String Bass Lessons</td>
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<td>Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.</td>
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<tr>
<td>MVS 1216</td>
<td>1</td>
<td>Guitar Lessons</td>
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<td>Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.</td>
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<td>MVS 1311</td>
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<td>Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for a maximum credit of 6. Lab Fee.</td>
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<td>MVS 1312</td>
<td>2</td>
<td><strong>Applied Violin</strong>&lt;br&gt;Prerequisite: Audition required, Department Chair approval.&lt;br&gt;Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.</td>
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<tr>
<td>MVS 2222</td>
<td>2</td>
<td><strong>Applied Violin</strong>&lt;br&gt;Prerequisite: MVS 1312 with a grade of &quot;C&quot; or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVS 1312 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.</td>
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<tr>
<td>MVS 2326</td>
<td>2</td>
<td><strong>Applied Violin</strong>&lt;br&gt;Prerequisite: MVS 1316 with a grade of &quot;C&quot; or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This is a continuation of MVS 1316 for Music majors with progression geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.</td>
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<tr>
<td>MVS 1313</td>
<td>2</td>
<td><strong>Applied Cello</strong>&lt;br&gt;Prerequisite: Department Chair approval, audition required.&lt;br&gt;Corequisite: MUT 1111 or MUT 1112.&lt;br&gt;Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.</td>
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<td>MVS 2321</td>
<td>2</td>
<td><strong>Applied Cello</strong>&lt;br&gt;Prerequisite: MVS 1311 with a grade of &quot;C&quot; or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVS 1311 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.</td>
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<td>MVS 1314</td>
<td>2</td>
<td><strong>Applied String Bass</strong>&lt;br&gt;Prerequisite: Department Chair approval, audition required.&lt;br&gt;Corequisite: MUT 1111 or 1112.&lt;br&gt;Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.</td>
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<tr>
<td>MVS 2323</td>
<td>2</td>
<td><strong>Applied String Bass</strong>&lt;br&gt;Prerequisite: MVS 1313 with a grade of &quot;C&quot; or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVS 1313 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.</td>
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<tr>
<td>MVS 2324</td>
<td>2</td>
<td><strong>Applied String Bass</strong>&lt;br&gt;Prerequisite: MVS 1314 with a grade of &quot;C&quot; or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This is a continuation of MVS 1314 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.</td>
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<tr>
<td>MVS 1316</td>
<td>2</td>
<td><strong>Applied Violin</strong>&lt;br&gt;Prerequisite: Department Chair approval, audition required.&lt;br&gt;Corequisite: MUT 1111 or 1112.&lt;br&gt;Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.</td>
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<td>MVV 1211</td>
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<td><strong>Voice Lessons</strong>&lt;br&gt;Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.</td>
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<td>MVV 1311</td>
<td>2</td>
<td><strong>Applied Voice</strong>&lt;br&gt;Prerequisite: Department Chair approval, audition required.&lt;br&gt;Corequisite: MUT 1111 or MUT 1112.&lt;br&gt;Private instruction offered to Music majors with progression geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.</td>
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<td>MVV 2321</td>
<td>2</td>
<td><strong>Applied Voice</strong>&lt;br&gt;Prerequisite: MVV 1311 with a grade of &quot;C&quot; or higher-4 credits. Corequisite: MUT 2116 or 2117. This course is a continuation of MVV 1311 for Music majors with progression geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.</td>
</tr>
</tbody>
</table>
### MVW 1211 Credits 1
**Flute Lessons**
Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

### MVW 1212 Credits 1
**Oboe Lessons**
Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

### MVW 1213 Credits 1
**Clarinet Lessons**
Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

### MVW 1214 Credits 1
**Bassoon Lessons**
Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

### MVW 1215 Credits 1
**Saxophone Lessons**
Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

### MVW 1311 Credits 2
**Applied Flute**
Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

### MVW 1312 Credits 2
**Applied Oboe**
Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

### MVW 1313 Credits 2
**Applied Clarinet**
Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

### MVW 1314 Credits 2
**Applied Bassoon**
Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

### MVW 1315 Credits 2
**Applied Saxophone**
Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

### MVW 2321 Credits 2
**Applied Flute**
Prerequisite: MVW 1311 with a grade of "C" or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVW 1311 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

### MVW 2322 Credits 2
**Applied Oboe**
Prerequisite: MVW 1312 with a grade of "C" or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVW 1312 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

### MVW 2323 Credits 2
**Applied Clarinet**
Prerequisite: MVW 1313 with a grade of "C" or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVW 1313 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.
MVW 2324  Credits  2
Applied Bassoon
Prerequisite: MVW 1314 with a grade of "C" or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVW 1314 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 2325  Credits  2
Applied Saxophone
Prerequisite: MVW 1315 with a grade of "C" or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVW 1315 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

NUR 1021  Credits  5
Fundamentals of Nursing
Prerequisites: Admission to ADN Program; BSCC 2093 and BSCC 2094-both courses with a grade of "C" or higher. Corequisites: MCBC 2010, NURL 1021, PSY 2012. The theory course presents content in the fundamental knowledge and skills essential for delivering holistic care to clients across the life span, including end-of-life care. Principles of care, professional development, critical thinking and therapeutic communication skills are emphasized. Focus is on the nursing process utilizing Patterns of Health and Maslow's Hierarchy of Needs as a conceptual framework. Lab Fee.

NUR 1213  Credits  5
Basic Medical-Surgical Nursing
Prerequisites: NUR 1021, NURL 1021, BSCC 2093, BSCC 2094, PSY 2012, and NURC 1141-all courses with a grade of "C" or higher. Corequisite: NUR 1213. Focus is on the theoretical application of the nursing process to clients across the life span. Pathophysiological and psychosocial concepts, principles of pharmacology, nutrition, and communication are incorporated in the process. Content includes growth and development, health promotion and maintenance, the surgical client, and common recurring medical-surgical conditions across the life span. Lab Fee.

NUR 2241  Credits  5
Advanced Medical-Surgical Nursing
Prerequisites: NUR 1213 and NURL 1213-both courses with a grade of "C" or higher. Corequisite: NUR 2241. The focus of the theory course is on the theoretical application of the nursing process to selected complex medical-surgical conditions as they occur across the life span. Related pathophysiological and psychosocial concepts, principles of nutrition, communication, pharmacology, and critical care aspects are included as they apply to the selected conditions. Lab Fee.

NUR 2463  Credits  2
Nursing Care of the Childbearing Family
Prerequisites: NUR 1021 and NURL 2021-both courses with a grade of "C" or higher. Corequisite: NURL 2463. Focus is on the theoretical application of the nursing process to the childbearing family. Related pathophysiological and psychosocial concepts, critical care aspects, principles of pharmacology, nutrition and communication are incorporated as they apply to the childbearing family. Lab Fee.

NUR 2522  Credits  1
Nursing Care of the Psychiatric Client
Prerequisites: NUR 1021 and NURL 2021-both courses with a grade of "C" or higher. Corequisite: NURL 2522. Focus is on the theoretical and clinical application of the nursing process in the care of clients with psychiatric/mental health disorders. Physiological, pathophysiological, and psychosocial concepts, principles of nutrition, communication, and pharmacology are included as they apply to selected situations. Lab Fee.

NUR 2801  Credits  1
Nursing Leadership and Management
Prerequisites: NUR 2241 and NURL 2241-both courses with a grade of "C" or higher. Corequisite: NURL 2801. Presents theoretical application of the nursing process to the management of the client in a variety of situations. Addresses leadership and management principles as related to the role of the nurse in the hospital and community. Lab Fee.

NUR 2813  Credits  2
Nursing Issues and Trends
Corequisite: NUR 2801. Review of legal and ethical issues, cultural diversity, oncology and pain management, sepsis and infections as they relate to critically ill clients, lab - data/nutrition, bioterrorism and disaster preparedness and continued preparation for the NCLEX examination.

NUR 2930  Credits  1
Nursing Elective
The course is designed to provide students the opportunity to enhance their knowledge in areas identified by employers as professional expectations, and explore other issues related to professional nursing/delivery of care.
**NURC 1003**  Credits  5  
**Transition Course**
Prerequisites: Admission into the ADN Program; BSCC 2093, 2094, MAC 1105 or SYG 2000, PSY 2012, MCBC 2010-all courses with a grade of "C" or higher. Corequisite: NURL 2701. Designed to assist the student to transition into the professional nursing role. Emphasis is placed on the use of critical thinking skills in applying the nursing process to meet the needs of clients across the lifespan with alterations in health. Lab Fee.

**NURC 1141**  Credits  1  
**Nursing Pharmacology 1**
Prerequisite: Admission into the ADN Program. This course combines theory and laboratory experiences to promote mastery of basic principles of pharmacotherapeutics and safe administration of medications. Emphasis is placed on dosage calculations and the relationship between drug therapy, life span, legal/ethical and cultural considerations in the application of the nursing process. Prevention and response to medication errors, client education regarding drug therapy are also considered. The course includes a medication administration lab. Continuous practice of dosage calculations is provided throughout the course. Lab Fee.

**NURC 1142**  Credits  2  
**Nursing Pharmacology 2**
Prerequisite: NURC 1141 with a grade of "C" or higher. The course combines theory and laboratory experiences to promote mastery of pharmacological theory and application of the nursing process. Medications are presented according to functional classes. Students apply the nursing process to the preparation, administration, monitoring of side effects, and patient teaching required for safe administration of medications in each drug class.

**NURL 1021**  Credits  4  
**Fundamentals Clinical Laboratory**
Prerequisite: Admission into the ADN Program. Corequisites: MCBC 2010, NUR 1021, PSY 2012, and NURC 1141. Focus is on the application of the nursing process in the care of clients at different ages with an emphasis on the elderly. Provides opportunities in the campus lab and community settings for the student to apply theory, perform nursing skills, establish therapeutic relationships and begin to develop professional behaviors. Lab Fee.

**NURL 1213**  Credits  4  
**Basic Medical-Surgical Clinical Laboratory**
Prerequisites: NUR 1021, NURL 1021, PSY 2012, BSCC 2093, BSCC 2094 and NURC 1141-all courses with a grade of "C" or higher. Corequisites: NUR 1213, DEP 2004, and NURC 1142. Focus is on the clinical application of the nursing process to the preparation, administration, monitoring of side effects, and patient education regarding drug therapy. Emphasis is placed on dosage calculations and the relationship between drug therapy, life span, legal/ethical and cultural considerations in the application of the nursing process. Prevention and response to medication errors, client education regarding drug therapy are also considered. The course includes a medication administration lab. Lab Fee.

**NURL 2241**  Credits  4  
**Advanced Medical-Surgical Nursing Clinical Laboratory**
Prerequisites: NUR 2463, NURL 2463, NUR 2522, and NURL 2522-all courses with a grade of "C" or higher. Corequisite: NUR 2241. Clinical application of the nursing process to selected complex medical-surgical conditions as they occur across the lifespan. Related pathophysiological and psychosocial concepts, principles of pharmacology, nutrition, communication techniques and critical care aspects are utilized in the process. Lab Fee.

**NURL 2463**  Credits  1  
**Childbearing Family Clinical Laboratory**
Prerequisites: NUR 1213, NURL 1213, DEP 2004, and NURC 1142-all courses with a grade of "C" or higher. Corequisite: NUR 2463. Clinical application of the nursing process in the care of the geriatric client, medical-surgical client, and child with alterations in health. Experiences will be in acute care and long-term care facilities. Lab Fee.

**NURL 2522**  Credits  1  
**Psychiatric Client Clinical Laboratory**
Prerequisites: NUR 1213, NURL 1213, DEP 2004, and NURC 1142-all courses with a grade of "C" or higher. Corequisite: NUR 2522. Focus is on the clinical application of the nursing process in the care of clients with psychiatric/mental health disorders. Physiological, pathophysiological and psychosocial concepts, principles of nutrition and communication as well as pharmacology are included as they apply to selected situations.

**NURL 2701**  Credits  3  
**Transitional Clinical Laboratory**
Prerequisite: Admission into the ADN Program. Corequisite: NUR 1003. Clinical application of the nursing process in the care of the geriatric client, medical-surgical client, and child with alterations in health. Experiences will be in acute care and long-term care facilities. Lab Fee.

**NURL 2801**  Credits  3  
**Leadership and Management Clinical Laboratory**
Prerequisites: NUR 2241 and NURL 2241-both courses with a grade of "C" or higher. Corequisite: NUR 2801. Clinical application of leadership and management skills in delivering care for clients across the lifespan in a variety of situations. Experiences will include community and hospital based assignments and a preceptorship in the acute care facility.
OCA 0311 Credits 3
Introduction to Word Processing and Laboratory
This course prepares the student with an introduction to word processing concepts and theory. It also provides hands-on experience with word processing equipment and skill building. Lab Fee.

OCA 0315 Credits 3
Advanced Word Processing
Prerequisite: OCA 0311 with a grade of "C" or higher. This course teaches advanced word processing techniques with a strong emphasis on graphics and desktop publishing.

OCA 0401 Credits 1
Introduction to Spreadsheets
Prerequisite: OCA 0311 with a grade of "C" or higher. An introductory course in the application of commercially available spreadsheet software. Topics include formatting and enhancing worksheets, using formulas, and creating charts. Lab Fee.

OCA 0461 Credits 1
Introduction to Databases
Prerequisite: OCA 0311 with a grade of "C" or higher. An introductory course in the application of commercially available database software. Topics include creating a database, forms, reports, labels and charts, and performing queries. Lab Fee.

OCA 0631 Credits 2
Advanced Business Graphics
Prerequisite: OCA 0311 with a grade of "C" or higher. This course provides thorough knowledge of the design elements used to enhance publications through the use of business graphics software.

OCA 0701 Credits 1
Introduction to Windows
This course provides basic knowledge of Windows in order to make the migration into other Windows applications easier and more straightforward.

OCA 0802 Credits 1
Introduction to Basic Internet/E-mail
Students will learn the elements of Windows to facilitate a successful migration in the basics of Internet, E-mail and an integrated desktop information program system. Students will learn better communication skills and to organize business information.

OCBC 2010 Credits 4
Marine Biology
Prerequisite: BSCC 1010 or BSCC 1010H with a grade of "C" or higher. This course is for students wishing to learn about becoming faster and more accurate with keyboarding and formatting memos, letters, reports, and tables in a business setting using a popular word processing software.

OCBC 2948 Credits 1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

OCE 1001 Credits 3
Oceanography
Meets General Education requirements. Introduction to oceanography including the study of the seafloor, of seawater, currents, waves and tides, and life in the sea.

OCE 2948 Credits 1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

OST 1055 Credits 3
Career Planning
This course is designed to guide students through office career exploration job preparation to provide the strategies and skills necessary for a lifetime of career-related decision making. By exploring personal interests, values, and abilities through various assessment and reflection techniques, students will be able to define and clarify their own educational and career plans using several methods of career opportunity research.

OST 1100 Credits 3
Beginning Computer Keyboarding
This course is for students wishing to learn about becoming faster and more accurate with keyboarding and formatting memos, letters, reports, and tables in a business setting using a popular word processing software.

OST 1110 Credits 3
Intermediate Computer Keyboarding
Prerequisite: OST 1100 with a grade of "C" or higher or consent of instructor. Continued emphasis on basic keyboarding techniques, knowledge, and skills; application problems include business letters, memorandums, tables, and reports. Three hours of instruction plus individual lab time each week. May be used for AS or AA degrees.

OST 1141 Credits 1
Keyboarding
Touch operation of the alphabetic and numeric keyboard. The student acquires a basic keyboarding skill which is the foundation of personal and business applications and also useful for computer data entry and retrieval.

OST 1384 Credits 3
Customer Service
Students will learn the skills, attitudes, and thinking patterns needed to earn stakeholder satisfaction and loyalty, thus raising their own levels of excellence as employees and as individuals.

OST 1435 Credits 3
Legal Terminology
Common legal vocabulary drawn from general principles of law.
Developing and monitoring an effective ethics program. How ethical issues vary between countries and their effects on the global economy. Creating a personal code of ethics and a personal work ethic.

**Medical Office Accounts**

Prerequisites: HSC 1532 and OST 1100-both courses with a grade of "C" or higher. This course introduces the student to patient billing and CPT and ICD-9-CM, the major coding system for procedures and services performed by physicians for diagnoses used in hospitals and other health care settings.

**Ethics at Work**


**Machine Transcription 1**

Prerequisite: 35 wpm or OST 1100 with a grade of "C" or higher. Use of transcribing equipment reinforces keyboarding skills, reviews language skills, and develops skills in proofreading, editing and composing.

**Machine Transcription 2**

Prerequisite: OST 1601 with a grade of "C" or higher. Advanced machine transcription of dictated documents using more difficult terminology and software applications packages.

**Medical Machine Transcription 1**

Prerequisites: OST 1141 and HSC 1532-both courses with a grade of "C" or higher. Designed to provide training in the use of transcribing equipment, to reinforce typewriting skills, legal language and skills, and to develop skills in proofreading, editing and composing. Focus is on medical terms used in document preparation.

**Medical Machine Transcription 2**

Prerequisite: OST 1611 with a grade of "C" or higher. Advanced medical machine transcription of dictated documents using advanced terminology and software applications packages.

**Legal Machine Transcription 1**

Prerequisite: OST 1100 with a grade of "C" or higher. Training in use of transcribing equipment, to reinforce typewriting skills, legal language and skills, and to develop skills in proofreading, editing and composing.

**Legal Machine Transcription 2**

Prerequisite: OST 1621 with a grade of "C" or higher. Advanced legal machine transcription of dictated documents using advanced terminology and software applications packages.

**Word Processing 1**

Prerequisite: OST 1100 with a grade of "C" or higher. Provides opportunity for the student to acquire knowledge in word processing concepts and to acquire knowledge in the keyboarding of WP equipment. Emphasis is also placed on the application of proofreading and grammar skills.

**Digital Information Management**

This course will provide students with the electronic communication process as it is used in the automated, electronic office environment. Specific emphasis will be given to the integration of a popular solution for managing time and information. This course will cover electronic mail, contacts, tasks, calendar, meetings, organization, and managing an efficient office/workplace and integration with other software in the suite. Lab Fee.

**Co-op Work Experience 1**

Prerequisite: Completion of two courses in major field. Basic principles in student's field of study. Students develop appropriate attitudes and skills needed for successful employment to establish an effective partnership between students and their employer. May be taken up to four times for credit.

**Legal Keyboarding**

Prerequisite: Basic keyboarding and word processing skills. Familiarizes the student with various fields of law and the proper preparation of legal documents utilized in each. Preparation techniques, the efficient processing of the document using the computer and software program, and a clarification of the required language and clauses explored.

**Medical Keyboarding**

Prerequisite: Basic keyboarding and word processing skills. Continued emphasis on keyboarding techniques and application skills using the computer and software programs. Application programs include medical consultation letters, operative reports, history and physical exam reports, chart notes, and other applicable medical documents. Emphasis on formatting and productivity. Three hours of instruction plus individual lab time each week.

**Electronic Calculator**

Theory and practice in use of calculators and other office machines. Involves solving arithmetic problems. One hour of class plus laboratory time. Useful for accounting and management students.

**Business Communications**

Develop ability to write effective business letters, memorandums, and reports; and develop effective techniques for oral communications with emphasis on promoting and maintaining good human relations in business.

**Records Management and Filing**

Principles, procedures, and systems of filing are presented. Records management cover the creation, storage, protection, control, use and disposition of records. Basic considerations for selection of equipment and supplies is studied.
Courses

**OST 2402**  
**Credits 3**  
**Office Procedures**  
Prerequisite: Typewriting and shorthand or machine transcription. Refinement of typing and other office skills. Employability skills, development of decision-making skills relating to the office, work habits and working with others are covered. Application of skills demonstrated through use of specialized simulated office situations.

**OST 2431**  
**Credits 3**  
**Legal Office Procedures**  
Prerequisite: Typewriting and shorthand or legal machine transcription. Refine typing and other office skills. Employability skills, development of decision-making skills relating to legal office, work habits, and working with others are covered. Application of skills demonstrated through use of legal simulated office situations.

**OST 2461**  
**Credits 3**  
**Medical Office Procedures**  
Prerequisite: Basic keyboarding or medical machine transcription skills. Refine keyboarding and other medical office skills. Employability skills, development of decision-making skills relating to the medical office, work habits, and ability to work with others are included in the course. Application of skills demonstrated through use of medical simulated office situations.

**OST 2491**  
**Credits 3**  
**Office Systems Technology Internship 1**  
Prerequisite: Departmental approval. Work in selected business office a minimum of 15 hours per week. Attend seminars, answer questions, allow sharing of experiences, and provide further knowledge of varying aspects of secretarial work.

**OST 2492**  
**Credits 3**  
**Office Systems Technology Internship 2**  
Prerequisite: Departmental approval. Work in a selected business office a minimum of 15 hours per week. Attend seminars, answer questions, allow sharing of experiences, and provide further knowledge of varying aspects of secretarial work.

**OST 2760**  
**Credits 3**  
**Word Processing 2**  
Prerequisite: OST 1711 with a grade of "C" or higher or consent of instructor. Continued acquisition of knowledge in word processing concepts and application of keyboarding and formatting skills in the operation of word processing software equipment. Emphasis is placed on editing and revising skills in the creation of office documents.

**OST 2949**  
**Credits 3**  
**Co-op Work Experience 2**  
Prerequisite: Completion of two courses in major field. Introduces students to the basic principles in their fields of study and provides an opportunity for students to develop appropriate attitudes and skills needed for successful employment and establishes an effective partnership between the student and the employer. May be taken up to four times for credit. This may be included as a part of any vocational program.

**OTA 0013**  
**Credits 2**  
**Customer Relations**  
The student is introduced to the concepts central to successful customer relations. Within the context of laboratory exercises, the student will experience multiple scenarios dealing with customer service.

**OTA 0103**  
**Credits 3**  
**Keyboarding and Document Processing 1**  
Introduction to the keyboard, manipulation of the keyboard, business correspondence, reports, tables, and skill improvement. Minimum of 30 wpm for a grade of C. Lab Fee.

**OTA 0105**  
**Credits 3**  
**Keyboarding and Document Processing 2**  
Prerequisite: OTA 0103 with a grade of "C" or higher. To improve basic keyboarding skills and knowledge, manipulation of the keyboard, business correspondence, reports, tables, skill improvement, and use materials efficiently. Minimum of 45 wpm for a grade of C. Lab Fee.

**OTA 0421**  
**Credits 2**  
**Business Office Procedures**  
General office procedures and application of skills in keyboarding, alphabetic, subject, numeric, and geographic filing and office machines, including photocopier, fax, electronic mail and telephones.

**OTA 0484**  
**Credits 3**  
**Medical Office Procedures**  
Prerequisite: Medical terminology and OTA 0612 with a grade of "C" or higher. Focus on medical secretarial procedures, both traditional and computer related.

**OTA 0511**  
**Credits 3**  
**Computerized Accounting**  
Prerequisite: ACO 0002 with a grade of "C" or higher. Application of principles covered in Accounting 1 to learn computer accounting. General ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory and payroll systems are covered.

**OTA 0602**  
**Credits 3**  
**Medical Insurance**  
Prerequisite: HSC 0530 with a grade of "C" or higher. Introduction to, and manipulation of, common systems used for patient records, billing, and collections. Insurance processing and medical coding are emphasized. Includes CPT and ICD-9 coding functions as well as preparation of HCFA and other related insurance forms.

**OTA 0612**  
**Credits 3**  
**Medical Transcription**  
Prerequisites: OTA 0103 and HSC 0530--both courses with a grade of "C" or higher. Familiarization with basic medical terms through transcription of realistic medical cases. Lab Fee.

**OTA 0942**  
**Credits 1**  
**Vocational Internship**  
Prerequisite: Instructor approval. The student receives on-the-job training in his/her field of study. The student will perform relevant tasks for staff members.

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**Course Descriptions**  
170
OTA 0949                Credits  1  
Co-op Work Experience 1  
Prerequisite: Completion of two courses in major field and instructor approval. Introduce to students the basic principles in their fields of study and to provide an opportunity for students to develop appropriate attitudes and skills needed for successful employment and to establish an effective partnership between the student and employer.

PEL 2121                Credits  1  
Golf  
Instruction in skills and rules in golf. This course may be taken for maximum credits of 99.

PEL 2341                Credits  1  
Tennis  
Instruction in skills, rules, and strategy of tennis. Time for supervised practice and game experience also provided. This course may be taken for maximum credits of 99.

PEM 1131                Credits  1  
Weight Training  
Instruction regarding values, techniques, and methods of weight training as a means of developing strength as one aspect of fitness. Focus on applying principles and techniques in a well-organized weight training program which will lead to increased muscular strength and endurance. This course may be taken for maximum credits of 99.

PEM 1141                Credits  1  
Aerobics  
Introduces the student to various forms of aerobic movement designed to improve cardiovascular endurance. This course may be taken for maximum credits of 99.

PEM 1441                Credits  1  
Karate  
Instruction in basic karate techniques consisting of self defense, physical/mental development, word terminology and skill. This course may be repeated for maximum credit of 99.

PEM 2461                Credits  1  
Fencing  
Instruction in foil fencing, introduction to the sabre and epee. This course is designed for beginning and intermediate students. This course may be repeated for maximum credit of 99.

PEO 2004                Credits  3  
Principles and Problems in Coaching  
Participants learn coaching techniques, and how to deal effectively with athletes, principles involved in training, conditioning, and motivation of athlete. Issues and problems which make coaching a demanding, challenging career are discussed. (Elective: cannot be used for required PE credits.)

PET 2081                Credits  1  
Wellness, Children, and Schools  
This course offers an exploration and promotion by educators of wellness for children and schools, which includes methods for integrating wellness knowledge in educational settings, and is required by some Florida universities for students majoring in Elementary Education.

PGY 1100                Credits  3  
Basic Photography for Non-Majors  
The basics of camera handling and the guidelines to better composition are stressed. A non-lab course using slide film for all assignments.

PGYC 1401               Credits  3  
Photography 1  
An introductory course in basic camera handling techniques and black and white film exposure and printing techniques. Emphasis is placed on the aesthetic, technical, conceptual, and emotional qualities of the student’s photographs. A 35 mm fully adjustable camera with manual capabilities is required. Lab Fee.

PGYC 1600               Credits  3  
Photojournalism  
Prerequisite: PGYC 1401 with a grade of "C" or higher. A basic course in the journalistic approach to photography. Topics covered include: photo essay, news portraits, picture story, wild art, illustration, push processing, on camera flash, layout, captioning, ethics, as well as: spot news, general news, weather, sports, feature, and public relations photography. Emphasis is placed on deadlines and critique of course assignments.
PGYC 1800 Credits 3
Photography with Digital Camera
An introductory course formulated to develop photographic skills with a digital camera. Emphasis is placed on aesthetic, technical, conceptual and emotional qualities of taking photographs. Access to a digital camera is required. Lab Fee.

PGYC 2210 Credits 3
Portraiture
Prerequisite: PGYC 1401 with a grade of "C" or higher. This course introduces the student to portraiture photography. Students will identify and demonstrate a variety of portrait lighting techniques: broad, short, glamour, high key, fill flash, window light, and more with both artificial and natural light sources. They will also identify and demonstrate various posing techniques for full length, infant, couple, and group portraits. Lab Fee.

PGYC 2470 Credits 4
Portfolio Development
Prerequisites: PGYC 1800 and PGYC 2806-both courses with a grade of "C" or higher. This course will focus on developing a professional multimedia portfolio and self-promotional materials for the purpose of further study or professional marketing. Professional critiques will be conducted on individual portfolios. Lab Fee.

PGYC 2801 Credits 3
Digital Imaging 1
Prerequisite: Consent of instructor. This course introduces the student to digital imaging with the application Photoshop. Students will identify and demonstrate a variety of digital imaging techniques; scanning, color spaces, color separation, color correction, retouching, and more. The course will survey the history and development of the media, and discuss hardware, image input and output, and software. Lab Fee.

PGYC 2802 Credits 3
Digital Imaging 2
Prerequisite: PGYC 2801 with a grade of "C" or higher. Study of Photoshop's advanced functions: duotones, transfer curves, text effects, CMYK separation, advanced scanning, film recorder output, preflighting, and more. Photoshop's use with other color separation, page layout, and graphic design applications are investigated. Lab Fee.

PGYC 2806 Credits 3
Advanced Digital Photography
Prerequisite: PGYC 1800 with a grade of "C" or higher. This course builds upon the skills introduced in PGYC 1800. Students will learn advanced techniques for image manipulation and explore the creation of their own photographic imagery using digital cameras, film recorders, scanners, printers and photo imaging software. Lab Fee.

PHI 2100 Credits 3
Creative and Critical Thinking
A study of effective thinking based on procedures of logic. To assist in the practical application of these procedures, there will be an appraisal of the evaluations of evidence, practice in the detection of fallacies and irrelevancies, and the testing of arguments for validity and reliability.

PHI 2100H Credits 3
Honors Problems of Philosophy
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirement. A survey of theories in aesthetics, epistemology, ethics, logic, metaphysics, politics, religion, and semantics. Learners will consider philosophical problems as they relate to individuals and culturally diverse groups.

PHI 2948 Credits 1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

PHY 2025 Credits 3
Introduction to Principles of Physics
Prerequisite: MAC 1105 with a grade of "C" or higher (MAC 1140 recommended). Introduction to physical principles applied to topics from optics, circuit analysis and mechanics. Introduction to physics for students who have had no high school physics.

PHY 2048 Credits 4
General Physics 1
Prerequisites: PHY 2025 or high school physics, and MAC 1311-both courses with a grade of "C" or higher. Corequisites: MAC 2312 and PHYL 2048. Meets General Education requirements. Quantitative and qualitative study of physical principles applied to mechanics and heat.

PHY 2948 Credits 1
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

PHYC 2053 Credits 4
College Physics 1
Prerequisite: MAC 1105 with a grade of "C" or higher. Corequisite: MAC 1114. Meets General Education requirements. A study of physical principals as applied to mechanics and heat. A course designed for students not taking calculus. Three hours of lecture, one hour problem solving, and two hours of laboratory per week. Lab Fee.
College Physics 2  
**Credits 4**
Prerequisites: PHYC 2053 and MAC 1144-both courses with a grade of "C" or higher. Meets General Education requirements. A study of physical principles as applied to wave motion, electricity and magnetism, optics, and selected topics in modern physics. Three hours of lecture, one hour problem session, and two hours of laboratory per week. Lab Fee.

General Physics 1 Laboratory  
**Credits 1**
Prerequisites: PHY 2025 or high school physics, and MAC 1311-both courses with a grade of "C" or higher.
Corequisites: MAC 2312 and PHY 2048. Meets General Education requirements. Laboratory applications of principles and techniques covered in PHY 2048. Two hours of laboratory per week. Lab Fee.

General Physics 2 Laboratory  
**Credits 1**
Prerequisites: PHY 2048 and PHYL 2046-both courses with a grade of "C" or higher. Prerequisites: PHY 2048. Meets General Education requirements. Laboratory applications of principles and techniques covered in PHY 2048. Two hours of laboratory per week. Lab Fee.

Introduction to the Legal System and Paralegalism  
**Credits 3**
This course provides knowledge of the legal system as well as methods for analyzing laws and briefing judicial opinions. The course examines paralegal responsibilities, ethics, law office dynamics, and job search strategies. Students learn to conduct effective interviews, investigations, and trial preparation.

Legal Research  
**Credits 3**
This course provides student with knowledge of the resources used in conducting legal research and with instruction and practice regarding legal research methodology. The student will use the law library and computer access to databases in order to complete projects designed to teach the student how to use the vast array of legal resources available to the legal professional. Lab Fee.

Legal Writing  
**Credits 3**
Prerequisites: Communications requirement and PLA 1104 with a grade of "C" or higher. Students use and apply research skills developed in Legal Research and receive basic instruction and practice in effective legal writing skills. Lab Fee.

Contracts  
**Credits 3**
This course introduces the student to laws involving contract formation and terminology, with emphasis on Florida Law.

Bankruptcy  
**Credits 3**
A survey of bankruptcy practice and consumer debtor/creditor law. Reviews the Federal Bankruptcy code with emphasis on Chapter 7 and Chapter 11 bankruptcy filings.

Property Law  
**Credits 3**
This course is a study of fundamental principles of property law including the nature of property, the scope of real property ownership, types of estates and forms of concurrent ownership, transfers of interest in real property, and limitations upon real property rights. The duties and rights of buyers, sellers, brokers, easement owners, life tenants, and other persons with an interest in real property will be discussed.

Civil Procedure  
**Credits 3**
This course is a study of the process of civil litigation including investigation, pleadings, discovery, motion practice, and trial preparation. Students will learn the fundamentals of the Florida Rules of Civil Procedure, and will have the opportunity to learn practical skills including the preparation of basic pleadings, motions, and discovery documents.

Advanced Litigation and Discovery  
**Credits 3**
Prerequisite: PLA 2203 with a grade of "C" or higher. A course on advanced litigation procedures. Students will learn practical skills which will enable the students to assist the lawyer in the commencement of a lawsuit, compiling documentary evidence, preparing and organizing court room materials, interviewing techniques, settlements, collection of judgments, appeals and post trial motions.

Evidence  
**Credits 3**
This course consists of a study of the law of evidence. The student will learn the law concerning admissibility of evidence and will be able to assist in the preparation of a case for trial.

Torts  
**Credits 3**
This course is a study of the liability that arises from causing harm to persons or property through intentional acts, negligence, and strict liability. The course addresses recognized defenses to tort claims, limitations on liability and damages. Students will learn general tort principles and will also focus upon Florida case law addressing major tort issues.
PLA 2433  Credits  3

Business Organizations
Prerequisite: PLA 1003 with a grade of "C" or higher. Course provides student with procedural information on such topics as corporations, partnerships, proprietorships and other business vehicles. A survey of the fundamental principles of the law applicable to each area.

PLA 2601  Credits  3

Wills and Trusts
Prerequisite: PLA 1003 with a grade of "C" or higher. This course covers testamentary arrangements for the disposition of income and property; estate and gift tax consequences; Medicaid and long-term care planning; preparation of wills and trusts.

PLA 2602  Credits  3

Probate, Trust and Guardianship Administration
Prerequisite: PLA 1003 with a grade of "C" or higher. This course covers the administration of probate and trust estates and guardianships under the Florida Statutes and the Rules of Procedure.

PLA 2612  Credits  3

Real Estate Transactions and Closings
Prerequisite: PLA 1611 with a grade of "C" or higher or instructor signature. Study of the procedures and instruments in a Real Estate transaction. Attention given to the contract, loan commitments, title work and closing instruments. An advanced Real Estate course.

PLA 2762  Credits  3

Law Office Procedures
This course prepares the student for a wide variety of tasks associated with a successful legal practice including client relationships; fees, costs, and billing practices; entrepreneurship; litigation practice; file management; office management; legal document preparation.

PLA 2763  Credits  3

Law Office Management
Prerequisite: PLA 1003 with a grade of "C" or higher. Course assists student in developing techniques for organization, management and operation of a law office, designed to examine the nature of managerial responsibility.

PLA 2800  Credits  3

Family Law
A study of the elements of a valid marriage. Covers such topics as divorce and annulments, separations, custody and child support, paternity suits, adoptions and guardianships.

PLA 2940  Credits  4

Internship
Prerequisites: PLA 1003 and PLA 1104- both courses with a grade of "C" or higher. A clinical setting for practical applications of knowledge acquired in the classroom. Students will actually take a position in the legal field to work in private law offices, government offices, and legal departments of corporations.

PMT 0101  Credits  3

Welding Symbols and Blueprint Reading
This course introduces the student to weld symbol interpretation in accordance with American Welding Society (AWS) standards. Welding details with symbols layout provide a systematic approach to blueprint reading. Fundamentals of drawing elements, scales, layouts, and title blocks are included.

PMT 0104  Credits  3

Fundamentals of Metallurgy
This course provides basic principles of metallurgy. Emphasis is placed on metallurgical terms for metal structures common to the science of materials. Understanding the distinctions between metallic properties of strength, hardness, and ductility provides insight for managing desirable material properties. Differences between ferrous and nonferrous metals are covered in simple definitions, diagrams, and charts highlighting standard industry terms and practices related to metal.

PMT 0111  Credits  1

Oxygen/Fuel Gas Processes
This course provides basic orientation for shop and construction site safety. Instruction includes oxyacetylene welding and cutting processes, safety and proper handling of compressed gas cylinders, fluent equipment set-up, operation, and storage. Emphasis is placed on proper adjustment of welding and cutting flames and material preparation. Use of personal protective equipment (PPE) and basics of shop safety are introduced. Lab Fee.

PMT 0134  Credits  3

Gas Metal Arc Welding Principles
This course introduces terminology and procedures related to Gas Metal Arc Welding (GMAW, "MIG"), including power source configurations, hardware, equipment set-up, and consumable gun components. Students are presented with practical applications related to shielding gas flow, weld bead characteristics, and weld bead geometry needed for certifications in fillet and groove weld fabrication. Lab Fee.

PMT 0153  Credits  1

Plasma Arc Cutting
This course introduces the student to the process of plasma arc cutting. The student will develop techniques of applying plasma arc cutting skills to nonferrous metals. Lab Fee.

PMT 0164  Credits  1

Welding Fabrication Fundamentals and Machine Elements
This course introduces general drawing fundamentals, drawing construction, sketching, and drawing view placement, along with fabrication techniques, fabrication setup, fixtures, jigs, and templates. Fabrication fundamentals, including tack and fillet technique, using squares, plumb-bobs, levels, rulers and machine elements, are also introduced. Lab Fee.
PMTL 0104  Credits  1  
**Fundamentals of Metallurgy Laboratory**

This course covers basic material identification, file hardness testing, and comparisons of hardness scales. Demonstrations are given utilizing a Rockwell Tester for material hardness, along with tests for heat affected zone (HAZ) hazards due to welding processes. Experiments in heat treatment operations are conducted with Rockwell and Tensile tests verifying grain structure changes. Calculations are conducted demonstrating strength and percent elongation. Lab Fee.

PMTL 0121  Credits  3  
**Shielded Metal Arc Welding 1 Laboratory**

This course introduces the student to basic arc manipulation, running beads, and cleaning the weld. Applications relating to starts/stops, bead geometry, and bead placement with advancement into vertical and overhead positions from flat and horizontal positions are addressed. General lab safety related to shielded metal arc welding is covered. Lab Fee.

PMTL 0122  Credits  3  
**Shielded Metal Arc Welding 2 Laboratory**

This course emphasizes advanced bead placement and weld bead profiles recognized by the American Welding Society (AWS) standard AWS D1.1. This advanced course stresses root, stringer, and weave bead patterns. Emphasis is placed on proper weld joint preparation, weld joint setup, and recognizing weld bead discontinuities. Lab Fee.

PMTL 0131  Credits  3  
**Gas Tungsten Arc Welding 1 Laboratory**

This course provides students with technical and practical skills needed to perform gas tungsten arc welding (GTAW) processes on ferrous and nonferrous base materials. Fundamentals of GTAW safety are addressed. Lab Fee.

PMTL 0138  Credits  3  
**Gas Tungsten Arc Welding 2 Laboratory**

This course provides students with advanced instruction in a lab setting for Gas Tungsten Arc Welding (GTAW) practical skills needed to obtain certifications on ferrous and nonferrous base materials. Emphasis is placed on developing consistency in weld bead geometry and weld bead placement, along with proper setup and finishing of GTAW welds. Lab Fee.

PMTL 0157  Credits  2  
**Specialized Welding Processes 1**

Emphasizes the acquisition of skills in areas of oxygen/acetylene gas welding and shielded metal-arc welding. Lab Fee.

PMTL 0158  Credits  2  
**Specialized Welding Processes 2**

Emphasizes the acquisition of skills in areas of gas metal-arc welding, gas tungsten-arc welding and plasma-arc welding. Lab Fee.

PMTL 0161  Credits  3  
**Pipe Welding Basics**

This course provides students with basic pipe joint fit-up and weld bead placement for grooved butt welds. Emphasis is placed on vertical E6010 root with E7018 hot, fill and cap to completion. This course provides students with basic pipe end prep and joint fit-up techniques, along with weld bead placement for grooved butt welds. Emphasis is placed on uphill E6010 root pass with E7018, hot, fill and cap on 6” SCH80 carbon steel. Lab Fee.

PMTL 0165  Credits  3  
**Pipe Welding - Advanced**

This course provides students with advanced filler material (F group) combinations needed to obtain advanced welding process certification. The use of Shielded Metal Arc Welding (SMAW, or “Stick”), Gas Metal Arc Welding (GMAW or “MIG”), and Gas Tungsten Arc Welding (GTAW, or “TIG”) combined processes on low carbon and corrosion-resistant steel (stainless steel) is emphasized. This course is geared toward 5G and 6G welding positions. Lab Fee.

PMTL 0168  Credits  2  
**Pipe Welding Certification**

This course is designed to provide instruction for students working toward certification in plate, pipe, and tubing for multiple combinations of filler materials, base materials, and positions in accordance with American Welding Society (AWS) standard D1.1, American Petroleum Institute (API) code 1104, and American Society of Mechanical Engineers (ASME) welding codes. Lab Fee.

POS 2041  Credits  3  
**American National Government**

Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. A study of the federal government of the United States with its diverse historical background; the constitutional principles involved in our federal form of government; and the powers and functions of Congress, the Executive Branch, and the Judiciary.

POS 2112  Credits  3  
**State and Local Government**

Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. This course is specifically designed to introduce the student to a wide variety of concepts and controversies associated with politics and public policy in our state and municipal government. A special emphasis is placed upon government and politics in the state of Florida; however, course content will review several states for comparative analysis. The course material provides student-centered opportunities for growth regarding critical thinking and problem-solving within the discipline of political science.

POS 2948  Credits  1  
**Service-Learning Field Studies 1**

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.
PRN 0030  Credits  2
Pharmacology for Practical Nursing
This course focuses on pharmacology and medication administration with an emphasis on the role of the practical nurse in safe administration of medications. Lab Fee.

PRN 0070  Credits  1
Principles of Nutrition
This course will examine nutrition as it impacts the process of achieving optimal health. This nursing perspective specifically focuses on disease entities, health promotion, and wellness nutrition. Essentials of nutrition, consumer alerts, and global issues of nutrition are also discussed.

PRN 0100  Credits  2
Maternal and Newborn Nursing
Prerequisites: PRN 0110, PRN 0202, and PRNL 0302-all courses with a grade of "C" or higher. Corequisites: PRN 0203 and PRNL 0303. Course focuses on concepts and principles applied to nursing care of the mother/baby during pregnancy, labor, and following delivery. Includes normal and complications of pregnancy, labor and delivery, puerperal and the newborn period.

PRN 0110  Credits  1
Pediatric Nursing
Corequisites: PRN 0202 and PRNL 0302-all courses with a grade of "C" or higher. Corequisites: PRN 0203 and PRNL 0303. Course focuses on concepts and principles applied to nursing care of the child from prenatal period to adolescence.

PRN 0200  Credits  1
Introduction to Medical Surgical Nursing
Prerequisite: PRNC 0061 with a grade of "C" or higher. Corequisites: PRN 0030 and PRN 0070. Introduces the student to the concept of understanding illness and disease as a deviation from

PRN 0201  Credits  2
Medical-Surgical Nursing 1
Prerequisite: PRNC 0062 with a grade of "C" or higher. Corequisite: PRNL 0302. This course provides theoretical principles for practical nursing students to utilize nursing knowledge to plan care for clients across the lifespan in acute/long-term care and community health care settings. Lab Fee.

PRN 0202  Credits  2
Medical-Surgical Nursing 2
Prerequisite: PRN 0201 with a grade of "C" or higher. Corequisite: PRNL 0302. This course provides opportunity for practical nursing students to gain knowledge in medical-surgical nursing. The nursing process will be applied for clients across the lifespan in acute/long-term care and community health care settings. Lab Fee.

PRN 0203  Credits  2
Medical-Surgical Nursing 3
Prerequisite: PRN 0202 with a grade of "C" or higher. Corequisite: PRNL 0303. This course provides opportunity for practical nursing students to gain knowledge in advanced nursing. The nursing process will be applied for clients across the lifespan in acute-care/long term and community health care settings. Lab Fee.

PRN 0610  Credits  1
Leadership and Management for Practical Nursing
This course is designed to prepare the student for the National Council Licensure Exam - Practical Nursing. Topics also covered include personal and professional development and the leadership and management roles in long term care.

PRNC 0061  Credits  5
Fundamentals of Nursing 1
Prerequisite: Admission to Practical Nursing program. This course provides opportunity for entry-level practical nursing students to perform basic nursing skills for geriatric clients in a lab setting. Lab Fee.

PRNC 0062  Credits  3
Fundamentals of Nursing 2
Prerequisite: PRNC 0061 with a grade of "C" or higher. This course incorporates the role of the practical nurse in the delivery of health care services. Advanced theory and communication techniques pertaining to the practical nurse are included. Lab

PRNC 0064  Credits  1
Transition to Practical Nursing
Prerequisites: Certified Nursing Assistant (CNA) certificate from a state approved program and meet admission criteria for Practical Nursing (PN) program. This combined theory and lab course is designed to recognize the prior learning and clinical experience of nursing assistants who hold current State of Florida Nursing Assistant Certification and have previously completed a state approved 165 hour Nursing Assistant Program. Emphasis will be given to the role of the practical nurse and how it incorporates the role of the nursing assistant and to ensuring that the student is ready to merge into the practical nurse program at an advanced level. Lab Fee.

PRNL 0003  Credits  6
Fundamentals of Nursing 1 and 2 Clinical
Prerequisite: PRNC 0061 with a grade of "C" or higher. Corequisite: PRNC 0062. This course provides opportunity for practical nursing students to perform basic nursing skills using the nursing process for geriatric clients in a clinical setting.

PRNL 0302  Credits  7
Medical-Surgical Nursing 1 and 2 Clinical
Prerequisite: PRNL 0003 with a grade of "C" or higher. Corequisites: PRN 0201 and PRN 0202. This course provides opportunity for practical nursing students to perform intermediate nursing skills using the nursing process for clients across the lifespan in an acute-care or community health care setting.

PRNL 0303  Credits  10
Medical-Surgical Nursing 3 Clinical
Prerequisite: PRNL 0302 with a grade of "C" or higher. Corequisite: PRN 0203. This course provides opportunity for practical nursing students to perform advanced nursing skills using the nursing process for clients across the lifespan in acute-care or community health care settings.
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<tr>
<th>Course Code</th>
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| PSC 1321    | 3       | Physical Science Survey 1  
Prerequisite: MAT 1033 or higher with a grade of "C" or higher. Meets General Education requirements. A survey of physics and astronomy including motion, forces, energy, electricity, waves, the metric system, and the application of science and technology to everyday living. |
| PSC 1331    | 3       | Physical Science Survey 2  
Prerequisite: MAT 1033 or MGF 1106 or MAC 1105 or MAC 1140 with a grade of "C" or higher. Meets General Education requirements. A survey of principal chemical and geologic aspects of man's natural environment including emphasis on atomic structure, chemical reactions, geology, meteorology and the application of science and technology to everyday living. |
| PSC 1341    | 3       | Physical Science for Today's World  
Prerequisite: MAT 1033 or higher with a grade of "C" or higher or consent of instructor. Meets General Education requirements. A survey of the principal physical and chemical aspects of our natural environment and how they are investigated. The topics covered include the metric system, motion, forces, energy, waves, properties of matter, atomic structure, and nuclear and chemical reactions. Although there is a math component to the course, the emphasis will be on scientific concepts and their application. |
| PSY 2012    | 3       | General Psychology 1  
Prerequisite: Appropriate test scores in reading and writing and admission to the Honors Program. Meets Gordon Rule and General Education requirements. This course explores the scientific field of psychology including research, learning, motivation, emotion, human development, personality, psychopathology, and therapeutic techniques. There is a special emphasis in the Honors class to include student leadership activities. |
| PSY 2012H   | 3       | Honors General Psychology 1  
Prerequisite: Appropriate test scores in reading and writing and admission to the Honors Program. Meets Gordon Rule and General Education requirements. This course explores the scientific field of psychology including research, learning, motivation, emotion, human development, personality, psychopathology, and therapeutic techniques. |
| PSY 2014    | 3       | General Psychology 2  
Prerequisite: PSY 2012 or PSY 2012H with a grade of "C" or higher. This course explores diverse topics related to the field of psychology and is a continuation of General Psychology 1. The course is designed to give students a solid foundation in a variety of topics/issues in psychology such as research topics, biological issues, human development, cognitive processes, social psychology, and mental health. |
| PSY 2014H   | 3       | Honors General Psychology 2  
Prerequisites: PSY 2012 or PSY 2012H with a grade of "C" or higher and admission into the EFSC Honors Program. This course explores diverse topics related to the field of psychology and is a continuation of General Psychology 1 or Honors General Psychology 1. The course is designed to give students a solid foundation in a variety of topics/issues in psychology such as research topics, biological issues, human development, cognitive processes, social psychology, and mental health. The Honors class will emphasize leadership as evidenced by student-led discussions and presentations. |
| PSY 2948    | 1       | Service-Learning Field Studies 1  
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience. |
| PUR 2003    | 3       | Introduction to Public Relations  
Comprehensive analysis of public relations writing and relationship to other forms of journalistic writing. Emphasis on frequent in-class and outside writing for public relations. Concept, role, and practice of public relations in American society are explored. |
Courses

- **Q** -

**QMB 2100**  
**Business Statistics**  
Credits 3  
Prerequisite: MAC 1105 with a grade of "C" or higher. An elementary statistics course with emphasis on mathematical concepts and suitable for students of business. Topics include measure of central tendency and spread, probability, binomial distributions, normal distributions, t distributions, statistical inference, linear regression, and correlation.

**QMB 3200**  
**Statistics for Business Applications**  
Credits 3  
This course presents quantitative approaches in business decision making. It provides students with a conceptual understanding of the role that management science plays in the decision making process. This course emphasizes the application of quantitative techniques to the solution of business and economic problems.

- **R** -

**REA 1105**  
**Speed and Critical Reading**  
Credits 3  
A college-level reading course providing students with a flexibility in reading needed both in the classroom and in life. Emphasis placed on textbook reading skills, speed, comprehension, vocabulary, concentration, study skills, and other individualized needs.

**REA 1505**  
**Advanced Vocabulary Development**  
Credits 1  
An intensive systematic approach to vocabulary development. This course will include dictionary usage as well as contextual and structural approaches to vocabulary enhancement. This course is strongly recommended for students preparing to take standardized tests.

**REA 0007**  
**College Preparatory Reading 1**  
Credits 4  
Prerequisite: Appropriate placement test score in reading. This course is designed to build basic reading skills including word analysis and vocabulary development. Emphasis is placed on literal comprehension skills including recognition of main idea, supporting details, contextual analysis and critical thinking. Lab Fee.

**REA 0017**  
**College Preparatory Reading 2**  
Credits 4  
Prerequisite: REA 0007 with a grade of "S" or appropriate placement test score in reading. This course is designed to give students a strong foundation in college-level reading skills including comprehension, reading rate, and critical thinking. Classroom activities, technology tools and labs, and other appropriate methods will be used to practice these skills. A collegewide final exam, with a weight of 25% of the course grade, is required. Lab Fee.

**REE 1040**  
**Real Estate Principles and Law**  
Credits 4  
Introductory real estate course, includes the study of contracts, mortgages, property rights, financing, appraising, planning and zoning, taxation and Florida license law. The course is required by the Florida Real Estate Commission for the student to be eligible to take the state salesman's examination.

**REL 2300**  
**World Religions**  
Credits 3  
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. A course designed to allow students to explore the theoretical and practical aspects of the religious experience; define the similarities and differences among the various religious systems; and develop a broadened perspective on religion. This is a designated diversity-dedicated course.

**REL 2300H**  
**Honors - World Religions**  
Credits 3  
Prerequisites: Appropriate test scores in reading and writing and admission to the Honors Program. Meets Gordon Rule and General Education requirements. A course designed to allow students to explore the religions of theoretical, and practical aspects of the religious experience; define the similarities and differences among the various religious systems; and develop a broadened perspective on religion. The course is open to students enrolled in the EFSC Honors Program.

**REL 2948**  
**Service-Learning Field Studies 1**  
Credits 1  
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

**RTE 0096**  
**Basic X-Ray Machine Operator**  
Credits 2  
Course is designed to help students with no prior experience or course work as a basic X-ray machine operator. This course will qualify the student to safely operate X-ray equipment under the direct supervision of a licensed practitioner as well as prepare for the state license required of basic X-ray machine operators. This course will assist the learner with an emphasis on positioning and safety. Lab Fee.

**RTE 1000**  
**Clinical Seminar**  
Credits 3  
Prerequisite: Admission into the Radiography Program. Overview of medical imaging and orientation to academic and clinical responsibilities. The course will also provide an overview of basic imaging equipment and primary radiation protection considerations.

Course Descriptions 178
RTE 1385  Credits  2
Radiobiology and Radiation Protection
Prerequisite: RTE 1000 with a grade of "C" or higher. This course is primarily concerned with the content specifications within the Radiation Protection category of the ARRT professional examination in Radiography.

RTE 1418  Credits  2
Radiographic Exposure 1
Prerequisite: Admission into the Radiography Program. Corequisite: RTE 1418. Introduction to x-ray generation and properties and the structure and function of radiographic imaging receptors. Photographic and geometric properties are related to radiographic principles.

RTE 1457  Credits  2
Radiographic Exposure 2
Prerequisite: RTE 1418 with a grade of "C" or higher. A continuation of RTE 1418. Technical factors affecting the finished radiograph. Radiographic processing will be discussed along with computer application and digital imaging in radiography.

RTE 1503  Credits  2
Radiographic Procedures 1
Corequisite: RTE 1503. Emphasis on radiographic anatomy, procedures and positioning of the chest and extremities in both routine and trauma situations.

RTE 1513  Credits  2
Radiographic Procedures 2
Prerequisites: RTE 1503 and RTE 1503. A continuation of radiographic positioning and procedures with emphasis on the vertebral column, facial bones, skull, gastrointestinal, biliary, urinary and bony thorax.

RTE 1613  Credits  2
Radiation Physics
Prerequisite: RTE 1000 with a grade of "C" or higher. This course is primarily concerned with the content specifications with the equipment operation and maintenance section of the ARRT professional examination in radiography.

RTE 1804  Credits  2
Radiographic Clinical Education 1
Prerequisite: Admission into the Radiography Program. An introduction to Radiography and orientation to the different major clinical affiliates. Lab Fee.

RTE 1814  Credits  2
Radiographic Clinical Education 2
Prerequisite: RTE 1804 with a grade of "C" or higher. Corequisite: RTE 1503. Clinical orientation to the functions of a radiographer. Clinical experience in radiographic positioning, exposure and film critique.

RTE 2473  Credits  2
Radiographic Quality Assurance/Quality Control
Quality assurance/quality control relating to the field of radiography.

RTE 2563  Credits  2
Radiographic Procedures 3
Prerequisites: RTE 1503 and RTE 1513. A continuation of the clinical orientation to the functions of a radiographer. Clinical experience in radiographic positioning, exposure and film critique.

RTE 2762  Credits  2
Cross-Sectional Anatomy
Prerequisites: RTE 1503 and RTE 1513. Introduction of cross-sectional anatomy for radiography students. Normal and abnormal anatomic structures of the brain, thorax, abdomen, pelvis and extremities will be studied in multiplanar sections by CT and MRI modalities.

RTE 2782  Credits  2
Pathology for Radiographers
Prerequisites: RTE 1503 and RTE 1513-both courses with a grade of "C" or higher. A study of medical pathology as related to the field of diagnostic imaging. Emphasis on those disease processes which impact the technical considerations of diagnostic imaging. Oral case study presentations are required.

RTE 2834  Credits  2
Radiographic Clinical Education 4
Prerequisite: RTE 1824 with a grade of "C" or higher. A continuation of the clinical orientation to the functions of a radiographer. Clinical experience in radiographic positioning, exposure and film critique.

RTE 2844  Credits  3
Radiographic Clinical Education 5
Prerequisite: RTE 2834 with a grade of "C" or higher. Increase knowledge of clinical education in radiography. The sessions cover a wide variety of clinical education activities in radiography at various clinical affiliates. A continuation of RTE 2834.

RTE 2854  Credits  3
Radiographic Clinical Education 6
Prerequisite: RTE 2844 with a grade of "C" or higher. Increase knowledge of clinical education in radiography. The sessions cover a wide variety of clinical education activities in radiography at various clinical affiliates. A continuation of RTE 2844.

RTE 2931  Credits  2
Radiologic Science Seminar
Prerequisites: RTE 1418, RTE 1457, RTE 1503, and RTE 1513-all courses with a grade of "C" or higher. Reinforcement of basic radiographic knowledge to prepare the student for the national registry boards. Computerized testing will be used. Lab Fee.

RTEL 1418  Credits  1
Radiographic Exposure 1 Laboratory
Prerequisite: Admission into the Radiography Program. Corequisite: RTE 1418. The student will gain an opportunity to demonstrate the principles of radiologic imaging through practical application. Lab Fee.
RTEL 1503  Credits  1
Radiographic Procedures 1 Laboratory
Corequisite: RTE 1503. Role playing and scenario practice in the radiographic positioning lab. Film identification and critique will also be analyzed. This course will include radiographic positioning and procedures of the chest, upper and lower extremities. Lab Fee.

RTEL 1513  Credits  1
Radiographic Procedures 2 Laboratory
Prerequisites: RTE 1503 and RTEL 1503-both courses with a grade of "C" or higher. Corequisite: RTE 1513. Role playing and scenario practice in the radiographic positioning lab. Film identification and critique will also be analyzed. This course will include radiographic positioning and procedures of the vertebral column, bony thorax, facial bones, cranium, contrast studies of the urinary, biliary, gastrointestinal tracks. Lab Fee.

RTV 1000  Credits  3
Survey of Broadcasting
An introduction to the historical, technological, legal, economic, programming and career aspects of radio and television broadcasting.

RTV 1241  Credits  3
Television Studio Production
A practical approach in learning the theory and techniques used in television studio production with emphasis on camera operation, lighting, audio mixing, producing and directing.

RTV 1245  Credits  3
Video Field Production
A practical approach to acquiring and applying fundamental professional skills to digital video camera work and non-linear editing through a variety of hands-on video production projects. This course provides an introduction to the tools, techniques, principles and concepts of producing, assembling, and mixing digital video and audio. Story development, creativity, planning, and organizational skills are featured as a part of the production process.

RTV 2100  Credits  3
Writing for Electronic Media
This course is designed to provide fundamental instruction and practice in writing for the electronic media, including radio/television news, commercials, program scripts, and industrial programming.

RTV 2230  Credits  3
Radio and TV Announcing
Develops broadcast announcing abilities through interpretation, ad-lib, on-camera performance, voice and diction, interview and talk programs, delivering commercials sports announcing, role of the disk jockey and the technical side.

RTV 2242  Credits  3
Advanced Studio Production
Prerequisite: RTV 1241 with a grade of "C" or higher. Practical experience in advanced television production skills and techniques involving program production.

RTV 2246  Credits  3
Advanced Video Field Production
Prerequisite: RTV 1245 with a grade of "C" or higher. Practical experience in advanced television field production skills and techniques involving the use of A/B roll editors and non-linear digital editing equipment.

RTV 2940  Credits  3
WEFS-TV Practicum/Radio or TV
Students will gain industry experience by working at WEFS-TV or another television or radio station.

RTV 2941  Credits  2
Internship
Prerequisite: Thirty AS degree hours. Students will gain experience working at a radio or TV facility.

RUS 1120  Credits  4
Russian 1
Basic communication skills for students interested in the functional use of language in everyday situations and/or for students in AA and AS programs requiring essential skills as preparation for university parallel programs. Language lab, tutorial and individualized instruction are integral elements.

RUS 1121  Credits  4
Russian 2
Prerequisite: RUS 1120 with a grade of "C" or higher or one year of high school Russian or permission of the instructor. Basic communication skills for students interested in functional use of language in everyday situations and/or for students in AA and AS programs requiring essential skills as preparation for university parallel programs. Language lab, tutorial and individualized instruction are integral elements.

RUS 2220  Credits  4
Russian 3
Prerequisite: RUS 1121 with a grade of "C" or higher, or two years high school Russian, or instructor permission. Intermediate course review of essential skills in the language in combination with social and cultural aspects of contemporary society, with integrated use of language laboratory, tutorial, and individualized instruction as essential elements.
- S -

**SM 2000 Credits 3**
Small Business Management
This course provides the student an opportunity to learn and practice hands-on technical execution of many of the key issues, necessities, opportunities, and challenges faced by small business entrepreneurs.

**SCC 1002 Credits 3**
Introduction to Private Security
An examination of the nature of private/industrial security including history and development, organization and management, legal issues and loss prevention techniques. Both personal and physical security issues are studied.

**SLS 0341 Credits 1**
Employability Skills and Entrepreneurship
This course covers the skills required to choose an occupation, locate and apply for a job, maintain a good relationship with supervisors and co-workers, develop good work habits and provides an overview of the foundation concepts related to entrepreneurship.

**SLS 1101 Credits 3**
Success Strategies for College and Life
This course helps students to be successful in school and life by empowering them to make wise choices. It assists students in developing greater confidence and motivation, focusing on self-esteem, self-awareness, self-management, interpersonal communication, and emotional intelligence. Students assess interests, learning styles, and career aspirations while learning college customs, reviewing study skills, and exploring their own definitions of a rich, fulfilling life.

**SLS 1211 Credits 3**
Introduction to Psychology; Special Emphasis
Using psychological concepts and their application, students learn to improve their personal performance in sports, the performing arts, academic endeavors and in work. Major topics include self-esteem, left-right brain functions, motivation, mental toughness, self-confidence, developing skills, and ethics.

**SLS 1301 Credits 3**
Career Exploration
A course that concentrates on career assessment, exploration, and experience through job shadowing. Students evaluate their own interests, abilities, values, and aptitudes. Opportunities will be provided for career decision-making and hands-on experience.

**SLS 1371 Credits 1**
Experiential Portfolio Development 1
Prerequisite: Recommendation of Assessment Counselor. This course is designed to assist persons with significant learning from prior experience to assemble portfolio(s) for evaluation. Portfolios may be submitted for up to 25% of the total credits a student must take to be awarded a degree. This course may be taken for maximum credit of 10.

**SLS 2261 Credits 3**
Leadership
This course is designed for students to learn the processes of leadership, which is the process of influencing human behavior so as to accomplish predetermined goals. Students will be given the opportunity to model leadership skills.

**SLS 2261H Credits 3**
Honors Leadership
This course is designed for students to learn the processes of leadership, which is the process of influencing human behavior so as to accomplish predetermined goals. Students will be given the opportunity to model leadership skills by producing a community event.

**SLS 2948 Credits 1**
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

**SOW 1051 Credits 1**
Human Service Experience 1
This course provides students with a service-learning experience in a public/social service organization. Students will complete twenty hours of volunteer work.

**SOW 1052 Credits 1**
Human Service Experience 2
This course provides students with a service-learning experience in a public/social service organization. Students will complete twenty hours of volunteer work.

**SOW 1053 Credits 1**
Human Service Experience 3
This course provides students with a service-learning experience in a public/social service organization. Students will complete twenty hours of volunteer work.

**SOW 2054 Credits 3**
Community Involvement
Prerequisite: Appropriate test scores in reading and writing. Meets Gordon Rule and General Education requirements. Community involvement provides the student with a unique opportunity to examine community service and citizenship in many different facets of our diverse community through both practice and critical reflection. This is a designated diversity-infused course.

**SOW 2054H Credits 3**
Honors Community Involvement
Prerequisites: Appropriate test scores in reading and writing and admission into the EFSC Honors Program. Meets Gordon Rule and General Education requirements. Honors Community Involvement provides the Honors Program student with a unique opportunity to examine community service, citizenship, and leadership through both practice and critical reflection. Completion of this course will satisfy the community service requirement for those seeking an Honors Program Diploma.

**SOW 2948 Credits 1**
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 2052</td>
<td>Voice and Speech Improvement</td>
<td>3</td>
<td>This course introduces students to the basics of voice and speech production: vocal quality and expressiveness, articulation, pronunciation, fluency. Students will be provided with the skills for self appraisal and enhancement of their personal speech and voice patterns thus helping them more effectively for future academic and career pursuits. This is not a General Education course. It is an elective to meet the requirements of an AA or AS degree.</td>
</tr>
<tr>
<td>SPC 2608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
<td>Meets Gordon Rule and General Education requirements. A basic course in effective oral communication concentrating on improvement of speaking and listening through individual and group speech activities.</td>
</tr>
<tr>
<td>SPC 2608H</td>
<td>Honors Fundamentals of Speech Communication</td>
<td>3</td>
<td>Prerequisite: Admission into the EFSC Honors Program. Meets Gordon Rule and General Education requirements. A basic course in effective oral communication concentrating on improvement of speaking and listening through individual and group speech activities. The course is open to students admitted to the EFSC Honors Program.</td>
</tr>
<tr>
<td>SPC 2948</td>
<td>Service-Learning Field Studies 1</td>
<td>1</td>
<td>This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.</td>
</tr>
<tr>
<td>SPM 1000</td>
<td>Introduction to Sports Management</td>
<td>3</td>
<td>A survey of business/sports management activities including principles, problems, and practices related to the sports enterprise. This course will be beneficial to students interested in pursuing careers in Sports Management, Recreation Management, or in expanding their business managerial background.</td>
</tr>
<tr>
<td>SPN 1120</td>
<td>Spanish 1</td>
<td>4</td>
<td>Introductory course which provides basic communication skills for students interested in the functional use of Spanish in everyday situations by integrating basic grammar, vocabulary, composition, and culture through a conversational approach to Spanish. Suitable for students in AA programs requiring essential skills as preparation for university parallel programs. The use of the language lab, tutorial, and individual instruction are integral course components.</td>
</tr>
<tr>
<td>SPN 1121</td>
<td>Spanish 2</td>
<td>4</td>
<td>Prerequisite: SPN 1120 with a grade of &quot;C&quot; or higher or one year of high school Spanish. Second half of beginning course designed to provide basic communication skills for students interested in the functional use of the language in everyday situations and/or for those students in AA and AS programs who require essential skills as preparation for their university parallel programs. The use of the Language Lab, tutorial and individualized instruction are integral elements of the course.</td>
</tr>
<tr>
<td>SPN 2000</td>
<td>Intensive Conversational Spanish</td>
<td>3</td>
<td>Prerequisite: SPN 1121 with a grade of &quot;C&quot; or higher or one year of high school Spanish or permission of the instructor. A course in second language acquisition offered for an intensive period of time, stressing conversational skills, to help students acquire skills to meet general social demands and further develop competency for language requirements within academic, business, professional, or career fields. This course does not replace, but may serve as a supplement or complement for basic introductory or intermediate level courses.</td>
</tr>
<tr>
<td>SPN 2220</td>
<td>Spanish 3</td>
<td>4</td>
<td>Prerequisite: SPN 1121 with a grade of &quot;C&quot; or higher or two years high school Spanish or instructor permission. Intermediate course review of essential skills in the language in combination with social and cultural aspects of contemporary society, with integrated use of language laboratory, tutorial, and individualized instruction as essential elements of the course.</td>
</tr>
<tr>
<td>SPN 2221</td>
<td>Spanish 4</td>
<td>4</td>
<td>Prerequisite: SPN 2220 or SPN 2000 with a grade of &quot;C&quot; or higher or three years high school Spanish or instructor permission. Intermediate course review of essential skills in the language in combination with literature and lectures presenting historical and contemporary authors, with integrated use of language lab, tutorial, and individualized instruction as essential elements.</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistics</td>
<td>3</td>
<td>Prerequisite: MAC 1105 with a grade of &quot;C&quot; or higher. Meets Gordon Rule and General Education requirements. An elementary statistics course with emphasis on mathematical concepts and suitable for students of business, mathematics, education and the sciences. Topics include: (i) measure of central tendency and spread; (ii) probability; (iii) binomial, normal, and t, and Chi-square distributions; (iv) statistical inference, and (v) linear regression and correlation.</td>
</tr>
<tr>
<td>STA 2023H</td>
<td>Honors Statistics</td>
<td>3</td>
<td>Prerequisite: MAC 1105 or higher with a grade of &quot;C&quot; or higher and admission into the EFSC Honors Program. Meets Gordon Rule and General Education requirements. An elementary statistics course with emphasis on mathematical concepts and suitable for students of business, mathematics, education, and the sciences. Topics include measure of central tendency and spread; probability, binomial, normal, and t distributions; statistical inference and linear regression and correlation. The course is open to students admitted to the EFSC Honors Program.</td>
</tr>
</tbody>
</table>
STSL 0257

Surgical Procedures Clinical
Prerequisites: HSC 1531, BSCC 1084, STS 0003, STS 0004, STSC 0155, STS 0120, and STSL 0255—all courses with a grade of "C" or higher. Corequisites: STSL 0255. This course is designed to concentrate on clinical experience by circulating and scrubbing on all phases of specialty surgery and assisting in the use of special instruments, procedures and equipment used in the surgery. In accordance with mandated changes made by the Accreditation Review Committee for Surgical Technologists and Surgical Assistants (ARC/STSA) in the 2013 “Core Curriculum for Surgical Technologists” 6th edition.

STSL 0256

Surgical Procedures Clinical 2
Prerequisites: HSC 1531, BSCC 1084, STS 0003, STS 0004, STSC 0155, STS 0120, and STSL 0255—all courses with a grade of "C" or higher. Corequisite: STSL 0256. The anatomy, physiology, patient care, special instruments, procedures and equipment used within the specialty areas of neurosurgery, thoracic, cardiovascular, transplantation and replantation surgery. In accordance with mandated changes made by the Accreditation Review Committee for Surgical Technologists and Surgical Assistants (ARC/STSA) in the 2013 “Core Curriculum for Surgical Technologists” 6th edition.

STSL 0255

Surgical Procedures Clinical 1
Prerequisites: HSC 1531, BSCC 1084, STS 0003, STS 0004, and STSC 0155—all courses with a grade of "C" or higher. Corequisite: STS 0120. Introduction to the clinical environment of surgery, implementation of principles of aseptic technique, identification and use of instruments, use of suture and needles, transportation and positioning of the patients and the development of skill in hand scrubbing, gowning, and gloving procedures. Students begin to concentrate on clinical experience by circulating and scrubbing on all phases of surgery. In accordance with mandated changes made by the Accreditation Review Committee for Surgical Technologists and Surgical Assistants (ARC/STSA) in the 2013 “Core Curriculum for Surgical Technologists” 6th edition.

STSL 0155

Surgical Techniques and Procedures Laboratory
Prerequisites: HSC 1531 and BSCC 1084-both courses with a grade of "C" or higher. Corequisites: STS 0003 and STS 0120. An introduction to the physical environment of surgery, implementation of principles of aseptic technique, identification and use of instruments, use of suture and needles, transportation and positioning of the patients and the development of skill in hand scrubbing, gowning, and gloving procedures. In accordance with mandated changes made by the Accreditation Review Committee for Surgical Technologists and Surgical Assistants (ARC/STSA) in the 2013 “Core Curriculum for Surgical Technologists” 6th edition. Lab Fee.

STS 0120

Surgical Technology 1
Prerequisites: HSC 1531, BSCC 1084, STS 0003, STS 0004, and STSC 0155—all courses with a grade of "C" or higher. Corequisite: STSL 0255. Specially surgery and the special instruments, procedures, and equipment used with the surgery. Also included are the anatomy, physiology, and the patient care related to the surgery and the conditions requiring surgery. In accordance with mandated changes made by the Accreditation Review Committee for Surgical Technologists and Surgical Assistants (ARC/STSA) in the 2013 “Core Curriculum for Surgical Technologists” 6th edition. Lab Fee.

STS 0121

Surgical Technology 2
Prerequisites: HSC 1531, BSCC 1084, STS 0003, STS 0004, STSC 0155, STS 0120, and STSL 0255—all courses with a grade of "C" or higher. Corequisite: STS 0256. The anatomy, physiology, patient care, special instruments, procedures and equipment used within the specialty areas of neurosurgery, thoracic, cardiovascular, transplantation and replantation surgery. In accordance with mandated changes made by the Accreditation Review Committee for Surgical Technologists and Surgical Assistants (ARC/STSA) in the 2013 “Core Curriculum for Surgical Technologists” 6th edition.

STS 0004

Technology in the Operating Room
Prerequisites: HSC 1531 and BSCC 1084-both courses with a grade of "C" or higher. Corequisites: STS 0003 and STSC 0155. This course is designed to address the basic technological science requirements for current and future surgical practice: computers, electricity, and robotics. In accordance with mandated changes made by the Accreditation Review Committee for Surgical Technologists and Surgical Assistants (ARC/STSA) in the 2013 “Core Curriculum for Surgical Technologists” 6th edition.

STS 0003

Introduction to Surgical Technology
Prerequisites: HSC 1531 and BSCC 1084-both courses with a grade of "C" or higher. Corequisites: STS 0155 and STS 0004. An introduction to the professional responsibilities of the surgical technologist in regard to medico-legal, ethical, and psychological aspects of health care during surgical intervention. Includes interpersonal and communications skills, principles of asepsis, preparation, sterilization, and disinfection of supplies used in surgery. In accordance with mandated changes made by the Accreditation Review Committee for Surgical Technologists and Surgical Assistants (ARC/STSA) in the 2013 “Core Curriculum for Surgical Technologists” 6th edition.
SYG 2000H  Credits  3  
Honors Introduction to Sociology
Prerequisite: Consent of Honors Coordinator. Meets Gordon Rule and General Education requirements. This Honors course is designed to maximize the experience of students who are interested in the pursuit of majors in the social sciences; however, it is open to all Honors students. This course is designed to be utilized in a standard semester, and may be hybridized at the discretion of the instructor. The course is intended to allow interested students to develop a deeper understanding of integral core concepts in the discipline of sociology. This is a designated diversity-infused course.

SYG 2010  Credits  3  
Social Problems
A general introduction to the sociological study of social problems. Major topics include: the nature of social problems, poverty, inequality, racism, sexism, drug and alcohol abuse, crime and violence, urban and environmental problems, global issues, health, education, science and technology.

SYG 2010H  Credits  3  
Honors Social Problems
Prerequisite: Appropriate test scores in reading and writing and admission into the EFSC Honors Program. This Honors course is designed for students interested in the pursuit of majors in the social sciences; however, it is open to all Honors students. The course is designed to encourage students interested in majoring in the social sciences to explore historical and contemporary social problems with an emphasis on current social problems in the United States.

SYG 2430  Credits  3  
Marriage and Family
Development, maintenance, and enrichment of personally satisfying marital relationships emphasizing the individual's values, needs, and expectations. Topics include: marital and family relationships, conflict resolutions, communication, reproduction, sexuality, and after-marriage relationships.

SYG 2948  Credits  1  
Service-Learning Field Studies 1
This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

TARC 1120  Credits  4  
Architectural Drafting
A course in the latest technological information methodology and standards relating to drafting design and construction. The development of architectural drawings for residential structures, including drawings of the site, floor plan, foundation, elevations, and details utilizing CAD. Lab Fee.

TARC 2122  Credits  4  
Advanced Architectural Drafting
Prerequisite: TARC 1120 with a grade of "C" or higher. An advanced CAD course utilizing software specializing in Architectural 3D Model Based Design. Lab Fee.

TAX 2000  Credits  3  
Federal Tax Accounting 1
Prerequisite: ACG 2021 with a grade of "C" or higher. This course covers the application of the Internal Revenue Code and tax preparation software to prepare personal tax returns. Concepts covered include: income inclusions and exclusions; business income and expenses; itemized deductions; credits and special taxes. Rules regarding capital gains/losses and depreciation are covered.

THE 1000  Credits  3  
Introduction to the Theatre
Emphasis on the main elements of theatrical production: acting, directing, lighting, playwriting. The plays are read and discussed, and class attends at least two productions.

THE 1100  Credits  3  
History of the Theatre 1
Prerequisite: Appropriate test scores in reading and writing. Meets Golden Rule and General Education requirements. This course presents an overview of theatre history and production from ancient Greece to the advent of theatrical realism.

THE 2051  Credits  3  
Children's Theater
A course designed to acquaint the student with the literature, techniques and production of children's theatre. This course can be taken for maximum credits of 12.
TPA 1210  Credits  3
Stagecraft 1
Stagecraft is a study of the various crafts/skills necessary for the production of a play. This course may be taken for maximum credits of 12.

TPA 1211  Credits  3
Stagecraft 2
Prerequisite: TPA 1210 with a grade of "C" or higher. Stagecraft is a study of the various crafts/skills necessary for the production of a play. This course may be taken for maximum credits of 12.

TPAL 1290  Credits  1
Theatre Workshop
A practicum course in which credit is given for satisfactory completion of work on college productions. This course can be taken for maximum credits of 12.

TPP 1110  Credits  3
Acting 1
A beginning scene study class (modern realism) for actors which acquaints students with the basic knowledge and skills concerning acting. This course may be taken for maximum credit of 6.

TPP 1111  Credits  3
Acting 2
Prerequisite: TPP 1110 with a grade of "C" or higher. A continuation of TPP 1110 with emphasis on period acting styles and classical (verse) acting. This course may be taken for maximum credit of 6.

TPP 2185  Credits  3
Orientation to Acting
This course is an overview of the process of stage acting. Through exercises and improvisational techniques, specific modern acting styles and techniques will be explored.

TPP 2220  Credits  3
Theatre Audition Workshop
Students will develop and present audition monologues in four styles: Realism (comic and serious), classical (Shakespeare), and musical. Students will develop and practice techniques for cold readings from scripts and develop personal acting resumes. This course may be taken for maximum credits of 6.

TPP 2282  Credits  3
Basic Acting: Voice and Movement
Designed to develop in the actor effective vocal and physical control and flexibility through exercise in relaxation, breathing, physicalization, and the integration of voice, body and imagination. This course may be taken for maximum credit of 6.

TPP 2300  Credits  3
Introduction to Directing
Lectures, demonstrations and discussions explain, analyze and evaluate the theories, techniques and principles of directing for the stage. Workshop projects help the student to develop their directing style.

TZ -

ZOOC 1010  Credits  4
Zoology
Prerequisite: College Level Biology (BSCC 1010) with a grade of "C" or higher or college credit in AP or IB Biology. Meets General Education requirements. Advanced course recommended for biology and related majors to gain knowledge of major aspects of animal science. A study of animal taxonomy, morphology, physiology, embryology, histology, ecology, life history, and economic importance. Three hours lecture, two hours lab per week. Lab Fee.
Get Certified – Get Licensed
Need an Industry Recognized Certificate or Professional Licensure?

Non-Credit/Professional Development
Short-term Test Preparation Courses Available In:

<table>
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<tr>
<th>Computers/Information Technology</th>
<th>Health Sciences</th>
</tr>
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<tbody>
<tr>
<td>CompTIA</td>
<td>CBCS (Billing and Coding Specialist)</td>
</tr>
<tr>
<td>Microsoft</td>
<td>CMAA (Medical Administrative Assistant)</td>
</tr>
<tr>
<td>Cisco</td>
<td>CCS (Certified Coding Specialist) ABO</td>
</tr>
<tr>
<td>EC-Council – Certified Ethical Hacker</td>
<td>(Optician Certification)</td>
</tr>
<tr>
<td></td>
<td>EFSC is an Approved Certification Testing Center</td>
</tr>
</tbody>
</table>

- **Business Administration/Management**
  - Society of Human Resource Management
  - MOS (Microsoft Office Specialist)
  - AutoCAD
  - PMP (Project Management Professional)
  - AIPB Certified Bookkeeper
  - Certified Global Business Professional
  - CDA (Child Development Associate)

- **Advanced Technologies**
  - IPC (High Reliability Soldering)
  - MSSC (Manufacturing)
  - NABCEP (Alternative Energy)

For more information go to www.easternflorida.edu/workforce or call (321) 433-7500
ADMINISTRATION, Full-Time Faculty

Richey, James
President
JD, The Ohio State University
BA, Michigan State University

ADMINISTRATION

Akers, Tony
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MA, Murray State University
BA, Murray State University

Babb, Kathinka
Associate Provost, Cocoa
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DHED, AT Still University of Health Sciences
BS, Virginia Tech

Boggs, Robin
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BA, Newberry College

Carr, Jeffrey
Special Asst. to VP Bus Affairs & General Council
MEd, Trevecca Nazarene College
MSEd, Baylor University
BA, Spring Arbor College

Cherry, Mark
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BS, Florida State University

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BA, Point Park College

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BA, University of Maryland College Park

Darby, LeRoy
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BA, University of Central Florida
AA, Brevard Community College

Dietrich, John
Vice President, Enrollment Management/Student Success
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MS, SUNY at Albany
BS, The Ohio State University
AA, SUNY College of Agriculture & Technology

Ferguson, Darla
Associate Vice President/Executive Director, Human Resources

Gisch, John
Associate Vice President, Communications
BA, Marquette University

Gorham, Jayne
Associate Vice President, Planning & Assessment
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BA, University of Central Florida

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BA, University of Central Florida
AA, Brevard Community College

Janicki, Steven
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Kennedy, Barbara
Academic Dean, Center for Teaching Excellence
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BA, Kentucky Wesleyan College

Laird, Richard
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AB, Heidelberg College

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BS, Colorado State University

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MSA, Madonna University
BSN, Northern Michigan University

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AA, Brevard Community College

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MAEd, George Washington University
BS, University of District of Columbia

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BSBA, U of South Carolina Columbia

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BA, Eastern Illinois University

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Slaughter, Beverly
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CAS, Brevard Community College

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MPA, University of Central Florida
BA, Geneva College

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AS, St Johns River State College
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BS, Olivet Nazarene University

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BS, University of Central Florida
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AS, Brevard Community College

Brannan, Nellie
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BSEd, University of Georgia

Braun, James
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MEd, University of Florida
BA, University of Florida

Broomfield, Christopher
Assistant Professor, Drafting
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BSEd, SUNY College at Buffalo

Brown, Billie
Associate Professor, Biology
MS, Florida Institute of Technology
BS, Florida Institute of Technology

Brown, Wayne
Instructor, Health Sciences
MS, Florida Institute of Technology
BS, SUNY College at Cortland
AAS, SUNY Upstate Medical University

Burger, Janice
Assistant Professor, Biology
MS, University of Saint Joseph
BSN, University of Florida

Burkhardt, Iris
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BS, University of West Florida

Cain, Belynda
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BS, Eastern Michigan University

Campbell, Robin
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BA, Rutgers State University

Campbell, Susan
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MHAE, University of Phoenix
BSHA, University of Phoenix
AS, Brevard Community College
PAV, Brevard Community College

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Associate Professor, Child Development
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BA, California State University-Chico

Administration, Full-Time Faculty & Staff
189
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Assistant Professor, Graphic Design
BFA, Miami University

Cardinale, Nelly
Associate Professor, Computer Science
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BA, University of South Florida

Carlson, Kathleen
Professor, Reading
MS, Nova Southeastern University
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Chabot, Ruth
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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Graduation Institutions</th>
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</thead>
<tbody>
<tr>
<td>Sainsbury, Lily</td>
<td>Professor, Mathematics</td>
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<td>Samani, Shekufeh</td>
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<td>Simmons, David</td>
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<td>Smith, Annie</td>
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<td>Spindler, Alan</td>
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