![Florida Keys Community College logo]

FLORIDA KEYS COMMUNITY COLLEGE
2017-2018 College Catalog

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A College for the Community

Since its establishment in 1965, the College has been proud to serve the diverse and changing educational and workforce needs in Monroe County. The College is the southernmost institution of higher education in the continental United States, with three locations throughout the Keys. The main campus, located in Key West, is surrounded by the Gulf of Mexico and the Atlantic Ocean. The College also maintains a Middle Keys Center located in Marathon and an Upper Keys Center located in Tavernier, as well as a Virtual Campus to facilitate access to learning throughout the Keys and beyond.

The College offers a variety of academic, career and technical training, and enrichment opportunities. The most popular of which is the Associate in Arts degree, which enables students to satisfy general studies coursework before transitioning to a baccalaureate degree program. An assortment of associate in science and certificate programs is available to prepare students for careers in a range of technical fields and professions. Additionally, the College offers non-credit courses, which include workforce training, lifelong learning, and recreational and leisure courses.

History

For 50 years, the College has proudly served the higher education, workforce, and continuing education needs of Monroe County and beyond.

The southernmost institution of the "Great 28" in the Florida College System, "Monroe County Junior College" was established in 1965. The first classes were held at the former Douglass High School. In 1968, the name was changed to "Florida Keys Junior College" upon the opening of the main campus on Stock Island.

The College experienced several key developments in its early years. The first 20 years brought programs such as Diving, Business, and Emergency Medical Services as well as the opening of the Upper Keys Center in Tavernier in 1980 and the Middle Keys Center in Marathon in 1982.

In the 1990s, the Charlie Toppino Welding Technology Lab was completed, as well as the Ron Saunders Student Center and the Public Safety Building. A new scuba diving complex was developed to provide space for the diving program. In 1997, the College unveiled a new $40 million campus named after Dr. William A. Seeker, the College President key to its funding.

In 2003, the College unveiled its new Public Safety Annex as well as a renovated photography lab. In 2009, the College's Education Foundation received $1 million from the estate of scuba diving pioneer James E. Lockwood, Jr. to improve and grow the program that is now named for its benefactor. In fall 2011, the College opened a 100-bed waterfront residence hall, Lagoon Landing.

The College's leadership history reflects a succession of presidents who shaped the College's progress. Under the leadership of the first president Dr. Merrill A. Symonds, the College opened its doors and expanded access to higher education and training opportunities to Monroe County residents. Dr. John Sylvester Smith served as president from 1967-1979. Dr. Seeker, the third president, served from 1979 until his retirement in 2007 after 28 years of service to the College. He was bestowed the honor of "President Emeritus" by the District Board of Trustees. Dr. Jill Landesberg-Boyle then took the helm as the College's first female president in 2007 and held the position through October of 2009. The College welcomed its fifth president Dr. Lawrence W. Tyree in November of 2009. Initially on an interim contract, Tyree agreed in March 2010 to serve as "permanent" president through June 2012, when he was also named "President Emeritus."

In 2012, Dr. Jonathan Gueverra became the sixth president and CEO of the College. In his inaugural address, he laid out his vision of building bridges between the College's past achievements and future efforts to meet the diverse educational needs of all constituents. Under Gueverra's leadership, the College has renewed and strengthened relationships with valuable partners, organizations, and the community at large.

With support from the largest Keys industry, the College launched a Hospitality and Tourism Management initiative in 2013. Opportunities expanded in 2016 to include two associate degrees, in Hospitality and Ecotourism and Culinary Management, as well as seven certificates.

In 2014, the College opened a new Marine Technology Building on the Key West Campus. The 30,000 square foot state-of-the-art facility, which overlooks the dive training lagoon, provides an enhanced learning environment, particularly for those training in the College's signature Marine Engineering, Management and Seamanship program.

The College launched its first bachelor's degree in January 2017. The much-anticipated Bachelor of Applied Science in Supervision and Management (BAS-SM) provides much needed access to public baccalaureate education to the local population while attracting more students from across the nation to study in the College's small and engaging learning community in paradise.

Accreditation

Florida Keys Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida Keys Community College.

Notice of Non-Discrimination

Florida Keys Community College does not discriminate on the basis of race, color, national origin, ethnicity, age, sex, marital status, military status, genetic information, sexual orientation, religion, pregnancy, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies:

Equity Officer: Kathleen Daniel, Director, Human Resources
(305) 809-3248 or kathleen.daniel@fkcc.edu
Title IX Coordinator: Naomi Walsh, Assistant to the Vice President of Advancement
(305) 809-3198 or naomi.walsh@fkcc.edu
Disability Services: John Rouge, Assistant Director of Student Success
(305) 809-3181 or john.rouge@fkcc.edu
Mailing Address: Florida Keys Community College, 5901 College Road, Key West, FL 33040

Civil Rights
For additional information related to civil rights complaints alleging discrimination based on race, ethnicity, national origin, color, gender, age, marital status, genetic information, or disability, please contact:

Alexander Jordan, Director of Student & Administrative Affairs, The Florida College System
Florida Department of Education
325 West Gaines Street, Suite 1544
Tallahassee, Florida 32399-0400
Telephone: 850-245-9488
E-mail: Alexander.Jordan@fldoe.org

Disability Services
For additional information relating to disability services, please contact: Alexander Jordan, Director of Student & Administrative Affairs, The Florida College System
Florida Department of Education
325 West Gaines Street, Suite 1544
Tallahassee, Florida 32399-0400
Telephone: 850-245-9488
E-mail: Alexander.Jordan@fldoe.org

Financial Aid
For complaints related to financial aid, please contact:
Office of Student Financial Assistance
Florida Department of Education
325 West Gaines Street, Suite 1314
Tallahassee, FL 32399-0400
Telephone: 1-800-366-3475
Website: http://www.floridastudentfinancialaid.org/
E-mail: OSFA@fldoe.org

OR

Federal Student Aid Ombudsman
U.S. Department of Education
830 NE First Street, Fourth Floor
Washington, DC 20202-5144
Telephone: 1-877-557-2575
Fax: 202-275-0549
Website: http://www.ombudsman.ed.gov/

Other Complaints
For all other Florida College System-based complaints, please contact:
ChancellorFCS@fldoe.org
The Florida College System
Florida Department of Education
325 West Gaines Street, Suite 1554
Tallahassee, Florida 32399-0400
Telephone: 850-245-0407

The College President

Jonathan Gueverra, Ed.D.
President

Dr. Jonathan Gueverra is the sixth President and CEO of the College. Prior to his arrival to the College, Gueverra was the founding CEO of the Community College of the District of Columbia. He was recruited from his former position as Provost of the Alexandria Campus at Northern Virginia Community College (NOVA) to lead the creation of the first community college in our nation's capital. In three years under his leadership, enrollment tripled, programs and locations expanded, and more than $10 million of outside funds were raised.

Before NOVA, Gueverra was the Dean for the School of Business and Public Service at SUNY Canton, where he directed activities that helped the two-year technical college become a baccalaureate degree-granting institution. He has also taught at the undergraduate and at the graduate level and continues to teach at the College.

His publications on planning, leadership and technology may be found in *The Review of Higher Education*, *The Journal of the Association of Higher Education, Technology Source,* and *On The Horizon.* Gueverra's article entitled *Repositioning for a Virtual Culture* published in *On The Horizon* was chosen as a "Highly Commended Award Winner" at the Literati Network Awards for Excellence 2008.

Gueverra received an Exemplary Leadership Award from the Chair Academy, an International Organization for Educational Leaders founded by the Maricopa Community Colleges and a Lifetime Service Award from Wentworth Institute of Technology for a commitment to service and to learning. He is a member of Phi Theta Kappa, Alpha Beta Gamma, "Who's Who Among Students" and "Who's Who Among America's Teachers."

Gueverra has served on numerous boards at local, regional, and national levels, including the American Association of Community Colleges (AACC) and is currently serving on the Board at Strayer University and the SACSCOC Board.

Gueverra has a Doctorate of Education and a Master's of Business Administration from the University of Massachusetts, as well as a bachelor's degree from Providence College and an associate degree from Newbury College.

Originally from Trinidad and Tobago, Gueverra and his wife of more than 30 years, Josephine, have three children: two grown daughters, Joy and Joanne, and a teenage son, Julius.
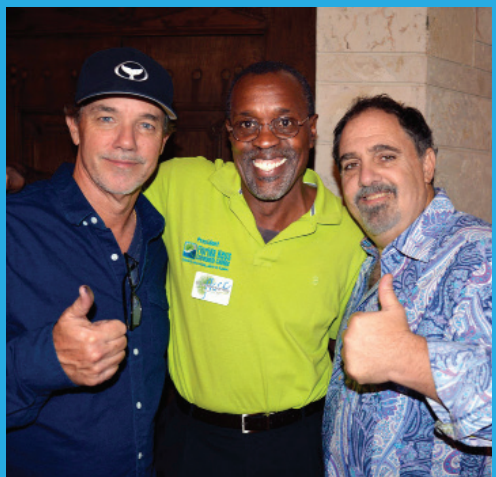
District Board of Trustees

As set forth by State of Florida mandate, the community college shall be governed by a District Board of Trustees. Board members are appointed by the Governor of Florida.

Stephanie Scuderi, *Chair -* Stephanie Scuderi is the Senior Vice President and Director of Business Development at Centennial Bank. Residing in Islamorada, Scuderi draws from 20 years of professional experience in banking, marketing, and consulting to further support the community in a variety of ways. She has served in leadership positions in the Islamorada Chamber of Commerce, the Upper Keys Rotary, the Monroe County Education Foundation, Keys Ahead, Take Stock in Children, the Morada Way Arts and Cultural District, and the Florida Keys Wastewater Assistance Foundation. Scuderi is a graduate of Leadership Monroe County and serves on the Florida Keys Tourist Development Council District Advisory Council IV.

Scuderi holds a bachelor's degree from Cornell, a Master of Science from Northwestern University, and a Master of Business Administration from the University of Virginia.

Kevin Madok, *Vice-Chair -* Kevin Madok is the Senior Director of Strategic Planning for Monroe County, responsible for the County's strategic plan as well as capital planning and financing. Prior to serving in this position, Mr. Madok was Assistant Finance Director for the Monroe County Clerk of the Court for eight years. He began his career as a CPA with the firm KPMG Peat Marwick in the Los Angeles office and subsequently spent the majority of his career in the investment field.

Mr. Madok moved to Miami in 1995 and to the City of Layton in 1999. Mr. Madok served on the Layton City Council from 2002 to 2006. He is active in the community, having served as Chairman of the Monroe County Fire & Ambulance District One Board of Governors, Treasurer and Chair of the Florida Keys Chapter of the FICPA, Board Member and Treasurer of the Key West Montessori Charter School, Board Member and Treasurer of the Southernmost Republic Club, member of the Rotary Club of Key West, and is a graduate of Leadership Monroe Class XXI.

Mr. Madok earned his BBA in Accounting from the University of San Diego and an MBA in Finance from the University of Southern California

Colonel John Domenech, *Trustee -* A native of Key West, John Domenech is a retired U.S. Army Colonel and business executive. Upon earning bachelor's and master's degrees from the University of Florida, Domenech received a commission into the United States Army in 1979 based on his nuclear engineering skills. Leaving active duty in 1982, he served in a variety of Army Reserve and Army National Guard assignments including staff and command positions over the next 30 years.

Between 1983 and 2016, he served in the private sector in numerous management and leadership roles including president, chief executive officer, and chief operating officer for firms ranging from technology, pharmaceuticals, engineering, computer software, and intelligence. He recently retired from Leidos, an innovative technologies company, as a senior project manager.

Domenech and his wife Lisa of 45 years, have two children and three grandchildren. He also has a master's degree in Strategic Studies from the U.S. Army War College and is currently completing his Ph.D in Systems Engineering at The George Washington University.

Mission and Vision

Mission Statement

Florida Keys Community College is an open-access, educational institution dedicated to serving the intellectual, diverse, cultural, and occupational needs of the Florida Keys as well as the global community. The college is committed to student-centric academic programs and services, workforce development, continuing education, diverse partnerships, electronically delivered instruction, and sustainable practices that prepare students for personal success and responsible citizenship.

Vision

FKCC will be a leader in quality education, innovative learning and a unifying force within the community.

College Facilities

William A. Seeker Campus/ Key West Campus

5901 College Rd.

Key West, FL

(305) 296-9081

The College's main campus is located on Stock Island in Key West and houses the following facilities:

Campus Cafe - The Campus Cafe is located in the central part of the campus and benefits the students, staff and public. The café menu offers a large variety of choices with daily specials. The Campus Cafe also offers catering service both on and off the campus.

College Testing - The testing center and passport office is located in building "B" in room 206. Testing is available for proctoring both workforce and academic testing for students and the general public.

Passport Services - Applications for passports are accepted at the Business Services counter located in the "A" building. Services are provided by appointment only.

Follett Bookstore - The Follett Bookstore is located in the Ron Saunders Student Center and sells textbooks, supplies and other items for students, faculty and staff.

Charlie Toppino Welding Lab - This is a welding and metal workings facility for advanced instruction on marine industry welding as well as creative welding design. Marine Technology Building - Overlooking the dive training lagoon, the 30,000 square foot, state-of-theater facility provides an enhanced learning environment for students, particularly those training in one of the College's signature programs: Marine Engineering, Management and Seamanship. The first floor—housing boats, engines and trailers—connects to the second floor via a hoisting system. Engines are easily transferred from the storage area to the diesel labs and engine testing room where students receive hands-on training with various marine engine systems. Above the labs on the third floor, are classrooms. One classroom, with the capability of being split into two, is specially-equipped with lecture capture technology that allows instructors to easily record lectures and post them online. The classroom adjacent is dedicated to maritime navigation instruction where students have ample space to study and work with nautical charts and maps. A shower and locker room, a conference room, and faculty offices are also on the third floor.

Clark Maxwell Jr. Marine Environmental Habitat and Observatory - This area features a scenic boardwalk over a mangrove-fringed lagoon that leads to a pavilion. This beautiful facility supports hands on instruction in the Marine Environmental Technology program, including facilities for marine aquaculture.

Debbie Horan Plaza & Amphitheater - Students and staff enjoy this beautiful ocean-side, outdoor venue during lectures, concerts and other cultural and educational activities.

James E. Lockwood, Jr., School of Diving & Underwater Technology - The James E. Lockwood Jr., School of Diving & Underwater Technology is dedicated to diving science and technology education. Because diving is a science, and not just a physical activity, the goal is to have students apply diving skills in other academic disciplines, such as marine biology, underwater archaeology, marine aquaculture, underwater photography and journalism, as well as other research areas.

Lagoon Landing Residence Hall - The College opened its first on-campus residence hall, Lagoon Landing, in August 2011. The 100-bed, waterfront facility offers suite-style living arrangements with fully-furnished four- and five-bedroom, two–bathroom units, including kitchenettes and common areas. Lagoon Landing residents enjoy breath-taking ocean views and close proximity to classrooms and academic support resources, as well as residential support from a full-time, on-site professional and four Resident Assistants. Residents also enjoy programs and activities on campus and within the residence hall, as well as an opportunity to be involved with the Lagoon Landing Residence Hall Association, giving them a voice in what activities are offered during their residential experience at the College. For more information about on-campus residency, contact **housing@fkcc. edu.**

Learning Resources Center
Library: The first stop for student academic support is the Library, located at the Key West Campus on the second floor of the administrative building. Library collections and resources are also available at our Middle Keys Center in Marathon, Upper Keys Center in Tavernier, and via our website: **http://libguides.fkcc.edu/lrc/library**, accessible 24 hours a day, 7 days a week.

Math Center: Students have access to tutors, faculty and online support for all their math needs. Current schedules for all centers are available on our website **http://libguides.fkcc.edu/lrc/studentsuccessd2l** . Math tutoring is also available 24/7 using SmarThinking on the front page of each student's D2L class.

Writing Center: Research papers, class assignments, scholarship applications, and resumes are among many projects that tutors in the writing center can help with for each step of the writing process. Current schedules are available on our website **http://libguides.fkcc.edu/lrc/studentsuccessd2l**. Writing help is also available 24/7 using SmarThinking on the front page of each student's D2L class.

Aquatic & Safety Center - This spacious facility offers a junior Olympic-size pool that is frequented by students, community members, and high school swim team members

Public Safety Building - This building is home to the James E. Lockwood Jr. School of Diving program, and classrooms.

Ron Saunders Student Center - This center houses the college cafe, a student lounge, passport office, testing facility and the campus bookstore.

Sheriff Richard D. Roth Marine Public Safety Annex for Hyperbaric Training - The Hyperbaric Chamber Building, houses two hyperbaric chambers used to teach diving rescue and hyperbaric medical technology.

Tennessee Williams Fine Arts Center - This center houses the community's largest theater, the Tennessee Williams Theater. It also has classrooms for the instruction of fine arts, ceramics, sculpture, mixed community chorus, and developmental math.

Middle and Upper Keys Centers - In addition to the main campus, the College has established a presence throughout the Keys with a Middle Keys Center in Marathon and an Upper Keys Center in Tavernier. These two centers are shared facilities with the Monroe County School District and are co-located in public high schools.

Middle Keys Center at
Marathon High School
900 Sombrero Rd.
Marathon, FL

The Middle Keys Center at Marathon High School is located strategically in the middle of the Keys. The College occupies over 7,000 square feet of dedicated space consisting of classrooms, video conference facilities, labs, offices, and other administrative space.

Upper Keys Center at
Coral Shores High School
89951 US Highway 1
Tavernier, FL

At the Upper Keys Center at Coral Shores High School, the closest location to Miami, the College occupies over 15,000 square feet of dedicated and shared space, consisting of classrooms, labs, video conferencing facilities, offices, and other administrative space.

Rules and Regulations

Student Records

In accordance with Public Law 93-380, Family Educational Rights and Privacy Act, student records at the College, with the exception of directory information, are confidential and cannot be released except with the written permission of the student. All student records are open for inspection and review by the student unless she/he waives this right.

Directory information, which may be made public, includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students not wishing the dissemination of "directory information" without prior consent must sign a statement at the Office of Enrollment Services within one week after the close of registration each term.

The College's Associate Dean of Enrollment Management is the official custodian of records and is responsible for transcript evaluation, student records, graduation certification, and the submission of necessary State and Federal reports on enrollment. Pertinent portions of the Family Educational Rights and Privacy Act are included in the Student Handbook.

Notice of Name and Address Change

Notifications regarding change of address and change of name should be filed promptly in the Office of Enrollment Services. Students can find the appropriate forms online at www.fkcc.edu.

Acceptable Use Policy (AUP)

Introduction

The College is at all times committed to complying with the laws and regulations governing use of the Internet, e-mail transmission and text messaging and preserving for all of its constituents the ability to use the College's network and the Internet without interference or harassment from other users. The College Acceptable Use Policy ("AUP") is designed to help achieve these goals.

By using IP Service(s), as defined below, Constituent(s) agrees to comply with this AUP and to remain responsible for its uses. The College reserves the right to change or modify the terms of the AUP at any time, effective when posted on the College's web site. Constituent's use of the IP Service(s) after changes to the AUP are posted shall constitute acceptance of any changed or additional terms.

Scope of the AUP

The AUP applies to the College services that provide (or include) access to the Internet, including hosting services (software applications and hardware), or are provided over the Internet or wireless data networks (collectively "IP Services").

Prohibited Activities

- General Prohibitions: the College prohibits use of the IP Services in any way that is unlawful, harmful to or interferes with use of the College's network or systems, or the network of any other provider, interferes with the use or enjoyment of services received by others, infringes intellectual property rights, results in the publication of threatening or offensive material, or constitutes Spam/E-mail/Usenet abuse, a security risk or a violation of privacy.

- Failure to adhere to the rules, guidelines or agreements applicable to search engines, subscription Web services, chat areas, bulletin boards, Web pages, USENET, applications, or other services that are accessed via a link from the the College-branded website or from a website that contains the College-branded content is a violation of this AUP.

- Unlawful Activities: IP Services shall not be used in connection with any criminal, civil or administrative violation of any applicable local, state, provincial, federal, national or international law, treaty, court order, ordinance, regulation, or administrative rule.

- Violation of Intellectual Property Rights: IP Service(s) shall not be used to publish, submit/receive upload/download, post, use, copy or otherwise reproduce, transmit, re-transmit, distribute or store any content/material or to engage in any activity that infringes, misappropriates or otherwise violates the intellectual property rights or privacy or publicity rights of the College or any individual, group or entity, including but not limited to any rights protected by any copyright, patent, trademark laws, trade secret, trade dress, right of privacy, right of publicity, moral rights or other intellectual property right now known or later recognized by statute, judicial decision or regulation.

- Threatening Material or Content: IP Services shall not be used to host, post, transmit, or re-transmit any content or material (or to create a domain name or operate from a domain name), that harasses, or threatens the health or safety of others. In addition, for those IP Services that utilize the College provided web hosting, the College reserves the right to decline to provide such services if the content is determined by the College to be obscene, indecent, hateful, malicious, racist, defamatory, fraudulent, libelous, treasonous, excessively violent or promoting the use of violence or otherwise harmful to others.

- Inappropriate Interaction with Minors: the College complies with all applicable laws pertaining to the protection of minors, including when appropriate, reporting cases of child exploitation to the National Center for Missing and Exploited Children. For more information about online safety, visit www.ncmec.org.

- Child Pornography: IP Services shall not be used to publish, submit/receive, upload/download, post, use, copy or otherwise produce, transmit, distribute or store child pornography. Suspected violations of this prohibition may be reported to the College at the following e-mail address helpdesk@fkcc.edu. The College will report any discovered violation of this prohibition to the National Center for Missing and Exploited Children and take steps to remove child pornography (or otherwise block access to the content determined to contain child pornography) from its servers.

- Spam/E-mail/Usenet Abuse: Violation of the CAN-SPAM Act of 2003, or any other applicable law regulating e-mail services, constitutes a violation of this AUP.

- Spam/E-mail or Usenet abuse is prohibited using IP Services. Examples of Spam/E-mail or Usenet abuse include but are not limited to the following activities:

  - sending multiple unsolicited electronic mail messages or "mail-bombing" - to one or more recipient;

  - sending unsolicited commercial e-mail, or unsolicited electronic messages directed primarily at the advertising or promotion of products or services;

  - sending unsolicited electronic messages with petitions for signatures or requests for charitable donations, or sending any chain mail related materials;

  - sending bulk electronic messages without identifying, within the message, a reasonable means of opting out from receiving additional messages from the sender;

  - sending electronic messages, files or other transmissions that exceed contracted for capacity or that create the potential for disruption of the College network or of the networks with which the College interconnects, by virtue of quantity, size or otherwise;

- using another site's mail server to relay mail without the express permission of that site;

- using another computer, without authorization, to send multiple e-mail messages or to retransmit e-mail messages for the purpose of misleading recipients as to the origin or to conduct any of the activities prohibited by this AUP;

- using IP addresses that the Constituent does not have a right to use;

- collecting the responses from unsolicited electronic messages;

- maintaining a site that is advertised via unsolicited electronic messages, regardless of the origin of the unsolicited electronic messages;

- sending messages that are harassing or malicious, or otherwise could reasonably be predicted to interfere with another party's quiet enjoyment of the IP Services or the Internet (e.g., through language, frequency, size or otherwise);

- using distribution lists containing addresses that include those who have opted out;

- sending electronic messages that do not accurately identify the sender, the sender's return address, the e-mail address of origin, or other information contained in the subject line or header;

- falsifying packet header, sender, or user information whether in whole or in part to mask the identity of the sender, originator or point of origin;

- using redirect links in unsolicited commercial e-mail to advertise a website or service;

- posting a message to more than ten (10) online forums or newsgroups, that could reasonably be expected to generate complaints;

- intercepting, redirecting or otherwise interfering or attempting to interfere with e-mail intended for third parties;

- knowingly deleting any author attributions, legal notices or proprietary designations or labels in a file that the user mails or sends;

- using, distributing, advertising, transmitting, or otherwise making available any software program, product, or service that is designed to violate this AUP or the AUP of any other Internet Service Provider, including, but not limited to, the facilitation of the means to spam.

Security Violations

Constituents are responsible for ensuring and maintaining security of their systems and the machines that connect to and use IP Service(s), including implementation of necessary patches and operating system updates.

IP Services may not be used to interfere with, gain unauthorized access to, or otherwise violate the security of the College's (or another party's) server, network, network access, personal computer or control devices, software or data, or other system, or to attempt to do any of the foregoing. Examples of system or network security violations include but are not limited to:

- unauthorized monitoring, scanning or probing of network or system or any other action aimed at the unauthorized interception of data or harvesting of e-mail addresses;

- hacking, attacking, gaining access to, breaching, circumventing or testing the vulnerability of the user authentication or security of any host, network, server, personal computer, network access and control devices, software or data without express authorization of the owner of the system or network;

- impersonating others or secretly or deceptively obtaining personal information of third parties (phishing, etc.);

- using any program, file, script, command or transmission of any message or content of any kind, designed to interfere with a terminal session, the access to or use of the Internet or any other means of communication;

- distributing or using tools designed to compromise security (including but not limited to SNMP tools), including cracking tools, password guessing programs, packet sniffers or network probing tools (except in the case of authorized legitimate network security operations);

- knowingly uploading or distributing files that contain viruses, spyware, Trojan horses, worms, time bombs, cancel bots, corrupted files, root kits or any other similar software or programs that may damage the operation of another's computer, network system or other property, or be used to engage in modem or system hi-jacking;

- engaging in the transmission of pirated software;

- with respect to dial-up accounts, using any software or device designed to defeat system time-out limits or to allow Constituent's account to stay logged on while Constituent is not actively using the IP Services or using such account for the purpose of operating a server of any type;

- using manual or automated means to avoid any use limitations placed on the IP Services;

- providing guidance, information or assistance with respect to causing damage or security breach to the College's network or systems, or to the network of any other IP Service provider;

- failure to take reasonable security precautions to help prevent violation(s) of this AUP.

Constituent Responsibilities

Constituents remain solely and fully responsible for the content of any material posted, hosted, downloaded/uploaded, created, accessed or transmitted using the IP Services. The College has no responsibility for any material created on the College's network or accessible using IP Services, including content provided on third-party websites linked to the College network. Such third-party website links are provided as Internet navigation tools for informational purposes only, and do not constitute in any way an endorsement by the College of the content(s) of such sites.

Constituents are responsible for taking prompt corrective action(s) to remedy a violation of AUP and to help prevent similar future violations.

AUP Enforcement and Notice

Constituent's failure to observe the guidelines set forth in this AUP may result in the College taking actions spanning a warning to a suspension or termination of Constituent's IP Services. When feasible, the College may provide Constituent with a notice of an AUP violation via e-mail or otherwise allowing the Constituent to promptly correct such violation.

The College reserves the right, however, to act immediately and without notice to suspend or terminate affected IP Services in response to a court order or government notice that certain conduct must be stopped or when the College reasonably determines, that the conduct may: (1) expose the College to sanctions, prosecution, civil action or any other liability, (2) cause harm to or interfere with the integrity or normal operations of the College's network or networks with which the College is interconnected, (3) interfere with another of the College Constituent's use of IP Services or the Internet (4) violate any applicable law, rule or regulation, or (5) otherwise present an imminent risk of harm to the College or the College Constituents.

The College has no obligation to monitor content of any materials distributed or accessed using the IP Services. However, the College may monitor content of any such materials as necessary to comply with applicable laws, regulations or other governmental or judicial requests; or to protect the College network and its constituents.

Computer Lab Usage

I. Acceptance of "Terms of Use

The College is providing computer usage free of charge to faculty and staff, and currently enrolled students (referred to as "user") under these "Terms of Use." By utilizing the College computing facilities and services, the user is indicating agreement to be bound by these "Terms of Use."

II. Modification of these "Terms of Use"

The College may modify these "Terms of Use" at any time at its sole discretion. The College will provide users with reasonable notice of any such changes and continued use of the College computer facilities will be conditioned upon each user's affirmative acceptance of any such changes.

III. Modification of FKCC Computing Services

The College may modify or discontinue computing services with or without notice to any user, without liability to any user or any third party.

IV. General Guidelines

- Only students enrolled in classes at the College for the current term are permitted to use the computer facilities.

- A current student identification card or class schedule is required for use of computer facility.

- Students are required to provide an encrypted media storage device while using the computer services. Permission will be denied to use the facility without the use of such device.

- No student work is to be saved or stored on the computer hard disk, even temporarily. Any work left on the hard disk can and will be deleted.

- No food, candy or drinks will be allowed in any computer facility or classroom. Absolutely NO exceptions will be permitted.

- The computer should not be turned on or off, unless directed by instructor or other College employee. Ask for assistance if needed.

V. Privacy

Although it is the College's policy to respect the privacy of users, use of the College computing facilities is not private, and may be reviewed by system administrators as part of normal operations. The College implies no privacy or secrecy for those using the College computing services. The College routinely monitors electronic data, software, and communications. There should be no expectation of privacy for any information stored, processed, or transmitted on College IT resources.

VI. Illegal Use

The College computer facility and network may be used only for lawful purposes. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitations, material protected by copyright, trademark, trade secret, or other intellectual property right used without proper authorization, and material that are obscene, defamatory, or constitutes an illegal threat or violates export control law.

VII. Time

Time limits for computer use can and will be set to accommodate the greatest number of students. Time limits will be posted and will be enforced when demand exceeds the available number of computers.

VIII. Printing

Aside from those areas that have access to pay-for-print solutions, the following apply:

- Use Print View to view your output and make changes prior to printing your work.

- Multiple copies cannot be printed. If needed, please use a copier.

- Do not print materials from the Internet. If a copy is needed, download material to an acceptable media storage device.

IX. Hardware and Software

- Downloading of any software program from these systems will be in violation of copyright laws.

- Installing any software onto these systems is not permitted.

- Please do not bang, hit, move, connect or disconnect any hardware items. For assistance, ask the person on duty.

- Computers are to be used for schoolwork only.

- Please use only the software needed for your class and on which you have had training. Do not explore other software on these systems or on the Local Area Network.

X. DO NOT:

- Delete any software programs, files or directories/folders on these systems.

- Reconfigure any software programs installed on these systems.

- Create your own directories or folders.

- Change any Windows desktop settings.

- Attempt to fix problems on your own. Ask for help from the lab assistant on duty.

XI. Virus Detection and Removal

All College computing facility computers have virus checking software. Please scan your disks before and after using any College computer. This will help detect and remove viruses before they can spread.

Internet Use

I. E-mail

1. Use of College e-mail

E-mail is the primary means for official communication within the College. The College has the right to expect that such communications will be received and read in a timely fashion. Official e-mail communications are intended to meet only the academic and administrative needs of the campus community, and will be used for College business (academic and administrative) only.

2. Expectations for Use of College E-mail:

The College encourages and supports open access to electronic communication for the purposes of academic endeavors and College business, provided certain guidelines are observed:

- will not be used for personal financial or commercial purposes,

- will not be used to impersonate another person or misrepresent authorization to act on behalf of the College or another person,

- will not be used to state or imply, without authorization, that a user speaks or acts on behalf of the College,

- will not be used as a conveyance of College trademarks or logos without authorization from the Director, College & Public Relations ,will not be used to harass another person,

- will not be used to invade the privacy of others or make unauthorized use of their work, will not be used to send or create junk mail, SPAM, chain letters, computer viruses or hoaxes, or any other disruptive forms of data, will not be used in violation of copyright laws,

- will not be used in violation of any state or federal laws.

Electronic forums, such as mail distribution lists, have expectations regarding subject area and appropriate etiquette for postings. Members of the College community should be considerate of the expectations and sensitivities of others on the Inter/intra net when posting material for electronic distribution.

3. Public Record

Any information, including e-mail messages or other data, produced, transmitted, or received by the College employees "pursuant to law or ordinance or in connection with the transaction of official business" is defined as a public record by Florida Law, and is subject to the provisions of Chapter 119, Florida Statutes. Public records must be retained according to specific retention schedules, are subject to inspection and copying upon request by any member of the public (except as specifically exempted by law), and may not be deleted or destroyed except as authorized by law. Responsibility for adhering to public records requirements is the responsibility of each employee. Subject to public records law(s), the College supports each individual's right to private communication, and will take reasonable steps to ensure security of the network; however, the College cannot guarantee absolute privacy of electronic communication.

4. Mass E-mailing

E-mail directed to large groups – 10 or more (student populations, employee populations, etc.) must be approved by the sender's supervisor or advisor. The supervisor must approve content and the distribution list.

5. Privacy and Confidentiality

E-mail is not appropriate for transmitting sensitive or confidential information unless suitable precautions are met. Users should use extreme caution when sending e-mail and should never transmit sensitive information such as Social Security numbers.

6. Student E-mail Policy:

E-mail is considered an official method for communicating with FKCC students. The College expects that e-mail communications will be received and read by students in a timely fashion. This policy establishes

the College's expectations that faculty and other staff may routinely communicate important information to students using the established College e-mail system (Office 365).

All students enrolled at the College are provided an official College student e-mail account. Students are expected to check their College e-mail account frequently in order to remain informed of academic-related communications. It is recommended that students check e-mail accounts daily. Students are responsible for the consequences of not reading course-related e-mail communications in a timely fashion.

All use of e-mail will be consistent with other College policies, as previously stated, and as stated in the College Student Handbook.

II. Chat Rooms

Chat room use is not permitted unless specifically indicated by an Instructor for classroom assignments.

III. Game Playing

Game playing from any Internet site, including MOOs, MUDs, etc., is not permitted.

IV. Downloading

Users are never permitted to download to the hard disk of any College computer.

V. Internet Browser Configurations

Configurations users are not permitted to change or alter any Internet browser configuration settings.

Computer Policy

I. Indemnification

User agrees to indemnify and hold each of the College, their parents, subsidiaries, affiliates, officers, and employees, harmless from any claim or demand, including reasonable attorney's fees, made by any third party due to or arising out of the user's use of the College computing facility the violation of these Terms of Use by User, or the infringement by user or any other user of user's account, of any intellectual property or other right of any persons or entity.

II. Violation of Policies

Violation of these Terms of Use may result in temporary or permanent loss of access to any or all College computing facilities and other disciplinary actions as appropriate.

III. Disclaimer of Warranties

The user expressly agrees that use of the College computing facilities is at the user's sole risk. The College computing facilities are provided on an "as is" and "as available" basis. The College makes no guarantee that the College computing facilities will meet user's requirements or that the College computing facilities services will be uninterrupted, timely, secure, or error free.

The user understands and agrees that any material and/or data downloaded or otherwise obtained through the use of the College computing facilities, is at the user's own discretion, and risk and that the user will be solely responsible for any damage to the user's computer system or loss of data that results from the download of such material and/or data.

The College makes no warranty regarding any goods or services purchased or obtained through the College computing facilities or any transaction entered into through the Internet.

No advice or information, whether oral or written, obtained by the user from the College or through the College computing facility shall create any guarantee not expressly made herein.

IV. Limitations of Liabilities

The College shall not be liable for any direct, indirect, incidental, special or consequential damages, resulting from the use or the inability to use the College computing facilities.

V. Applicable Law

These terms of use shall be governed by and construed in accordance with the laws of the State of Florida, without giving effect to its conflict of law provisions.

College Library Use Policies

Building Use Policy

We provide a pleasant environment conducive to study, research and the continuation of the education process for our students, faculty and staff, and community. Food and drinks (in covered containers) are only allowed during library events and in designated areas of the library. Personal items should not be left unattended. Unattended items will be removed from the premises. Disruptions to the study and research of our customers or the interruption of their educational process are prohibited. Destroying or damaging materials, equipment, software of the facility is also prohibited. Examples are listed below, but this is not an inclusive list:

- Creating excessive noise

- Harassment of others

- Sleeping

- Odor constituting a nuisance or health and safety concern

- Behavior that disturbs staff and interferes with the use of the facility

- The destruction, mutilation or defacement of any material

- The damaging of hardware of equipment

- Misuse of furniture of the facility

- Tampering with software

- Viewing inappropriate content on the Internet

- Downloading unauthorized programs

- Use of loud personal electronics

- Loitering and soliciting for donations or accosting customers for any purpose that disrupts their use of the library

- Customers who are unable to abide by this policy will be asked to leave the library. Those refusing to do so, will be subject to removal by College security.

COPYRIGHT

All students at the College are expected to have a basic understanding of copyright law and to adhere to all laws regarding Copyright, Fair Use, the Digital Millennium Copyright Act, and to act in good faith when

using copyrighted materials to support their educational and research activities. Copyrighted material cannot be copied or distributed without the express written approval from the authorized distributor or publisher. Unauthorized distribution (downloading or uploading) of copyrighted material over the Internet, including peer-to-peer file sharing, is considered copyright infringement. Copyrighted material that may not be shared without authorization includes print, recorded music (often in the form of MP3 or MP4 files), video games, video, television shows, software, electronic data (such as electronic books and magazines), performances, and computer software. Copyright infringement may subject a student to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

VIOLATION OF POLICY

Students in violation of established procedures and requirements may be subject to disciplinary action as outlined in the Student Handbook.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. Please see the web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

FKCC LIBRARY ACCEPTABLE INTERNET USE POLICY

I. Internet Use

The Learning Resources Center/Library's Internet access is intended primarily as an information resource to support the educational and research needs of our students, faculty, and staff. Access is granted to support the educational, cultural, social, and community service programs of the College. We extend the privilege of access to our community borrowers when they become a Library user according to our community borrower policy. College students, faculty, and staff retain first priority. College Library Internet use is not allowed for commercial or illegal purposes.

II. Internet Content Responsibilities

The Internet is a global network of multimedia information with no central authority or governing body. The library can and does recommend interesting and useful internet sites and resources for our customers to explore. The primary gateway to recommended sites is through the College Library website. However, providing a link does not in any way mean that we are responsible for the content of those sites. Because the internet has no governing body, there may be material that is offensive to some patrons. It is the patron's responsibility to monitor use. Sites containing nudity, obscenity, or graphic violence are not considered appropriate for public terminal display. Accessing such sites may result in the revocation of computer privileges and expulsion from the Library.

III. Time Limits

Time limits can and will be set to assure the greatest access for the greatest number of patrons. Time limits will be enforced when demand exceeds the supply of workstations available. We have the right to change these time limits to allow the greatest access to the greatest number of patrons.

IV. Printing

Printing from library computers is available via our WEPA Kiosks at 15 cents per sheet for black and white and 65 cents per sheet for color copies. Copy cards can be purchased for $5 each or credit cards/debit cards can be used to deposit funds to accounts via www.wepanow.com.

V. Downloading / Changing Configuration

Patrons are not permitted to download any files to the hard drive on any library computer. Patrons are not allowed to make permanent changes to browser configurations, or to add other software. If a customer does any of the above without permission from a library staff member, we have the right to deny further use of the computers. Downloading files to USB flash drives or other acceptable media storage is permitted. Users must supply flash drives or other acceptable media storage

VI. Wireless access

Wireless access is available in the library to those patrons with their own electronic devices. The College is not responsible for any lost files or damage done to non-college computer equipment.

Saving - Computer users are encouraged to save files to their USB flash drives. Files saved to the desktops will not be available for retrieval.

Printing – Customers will need to create a print account by going to www.wepanow.com and add funds with a credit or debit card. A print card can also be purchased for $5. Printing costs are 15 cents per page for black and white or 65 cents per page for color.

The College does not allow downloading of software, audio files, or video files. This is to ensure there is proper bandwidth available for College purposes.

Displaying images, videos, or web pages that may be deemed offensive is not permissible. The library computers are public, and all web pages that are accessed should be suitable for viewing by all members of the public.

Children under the age of 18 who are not registered students are not allowed to use the computers without the supervision of a parent or legal guardian and the permission of the library staff. Dual enrolled students from Monroe County High Schools or Charter Schools currently taking classes at the College can use the computers.

The College does not allow customers to conduct business on the College computers. These computers are state property and according to statute may not be used to advertise, sell, or conduct any type of business.

The College does not allow the disruption of study or research of others. Examples of disruptive behavior include, but are not limited to:

- excessive noise
- harassment of others
- behavior that disturbs other users or staff
- viewing inappropriate content
- loud use of cell phones or other electronic equipment

Not adhering to the above rules violates College procedure 92.10 and will result in the loss of computer privileges.

Directory of Departments

President's Office - Phone: **(305) 809-3203**

Vice President of Academic Affairs Office - Faculty issues, instructional issues, programs of study, workforce development, curriculum development, and assessment and accreditation. Phone: **(305) 809-3268**

Vice President of Business and Administrative Services - Facilities and auxiliary services, information technology, financial aid, and business office. Phone: **(305) 809-3141**

Vice President of Advancement - Student housing, marketing and public relations, foundation, enrollment services, and institutional research. Phone: **(305) 809-3287**

Dean, Arts and Hospitality - English, Arts, Social Sciences, Humanities, Culinary, and Hospitality and Ecotourism Management programs. Phone: **(305) 809-3280**

Dean, Business and Marine Science - Business, Computer Science, Marine Engineering, Diving Business and Technology, and Marine Science programs. Phone: **(305) 809-3195**

Marketing and Public Relations - News media relations, marketing, advertising, and college publications. Phone: **(305) 809-3230**

Business Office - Payment of tuition and fees. Phone: **(305) 809-3186**

Campus Cafe - Phone: **(305) 809-3272**

Community Education, Workforce and Testing - Continuing education, supplemental workforce training, English as a Second Language (non-credit); Workforce and Academic Testing: PERT, Accuplacer, TEAS, TOEFL, CJBAT, TABE, LOEP, ACT, PEARSONVUE, Promissor, PAN, FELE, FTCE, CLEP, DANTES and other test proctoring. Phone: **(305) 809-3185**

Distance Learning - Online Courses, Web-Based Learning, Distance Learning. Phone: **(305) 809-3177**

Disabled Student Services - Accommodations in academic settings such as classroom and lab, in testing, or in general campus access may be provided to disabled students to enhance their educational success. Phone: **(305) 809-3181**

Enrollment Services - Transcript requests, grade information, course registration, graduation applications, drop/add/withdraw courses, Veterans education information, name and address changes, enrollment verification, student records, applications for admissions, residency requirements. Phone: **(305) 809-3188**

Facilities and Maintenance Services - Phone: **(305) 809-3240**

Financial Aid - Applications for federal, state and institutional aid, financial aid counseling, student and parent federal educational loans, external scholarship listings, student employee programs, and RAVE program. Phone: **(305) 809-3523** Email: financialaid@fkcc.edu

Florida Keys Education Foundation, Development & Alumni Relations - Resource development, fundraising, scholarships, program support, alumni. Phone: **(305) 809-3153** Email: foundation@fkcc.edu

Human Resources - Employment, including college work study and student assistants, facility issues, ADA accommodations, religious observances, college employee related issues, discrimination/harassment, equity compliance, employee grievances, and employee benefits. Phone: **(305) 809-3118**

Lagoon Landing Residence Hall - Phone: **(305) 809-3261** Email: housing@fkcc.edu

Library - Check out books, inter-library loans, computer use, online resources, and research assistance. Phone: **(305) 809-3194** Email: library@fkcc.edu

Middle Keys Center - Academic advising, admissions, course and registration information, financial aid information, placement and other testing, general college information.
Phone: **(305) 809-3152**
Fax: (305) 743-8235
Located at Marathon High School
900 Sombrero Beach Road
Marathon, FL 33050

Passport Services - The Business Office is an approved U.S. Passport Acceptance Agency and accepts U.S. passport applications Monday through Thursday from 10:00 a.m. to 2:00 p.m. Passport services will not be available when the College is closed or during peak registration periods. All services are by appointment only. For more information on U.S. passport requirements and other travel information, visit www.travel.state.gov.
Phone: **(305) 809-3196**

Student Advisement and Engagement - Academic advising, career guidance, disabled student services, transfer information, new student information, orientation, student activities and clubs.
Phone: **(305) 809-3196** Email: advising.services@fkcc.edu

Upper Keys Center - Academic advising, admissions, course and registration information, financial aid information, placement and other testing, general college information.
Phone: **(305) 809-3154**
Fax: (305) 852-8082
Located at Coral Shores High School
89951 US Highway 1
Tavernier, FL 33070

Admission Requirements

The "Open Door Policy" at the College

The College adheres to an "Open Door" admissions policy, which means that students may enter the college regardless of race, color, religion, gender, age, national origin, marital status or disability.

General Admission Requirements

All correspondence concerning admission should be addressed to the Office of Enrollment Services, 5901 College Rd., Key West, FL 33040. Students may enter in the fall, spring or summer sessions. Prior to registering, a student must submit a completed application for admission and the non-refundable $30 application fee to the Office of Enrollment Services. Applications may be completed online, in person, or by mail.

Inactive Students

Students returning to the College after a one-year period of inactivity are required to submit an updated application for admission. Updated applications require residency information and related documentation.
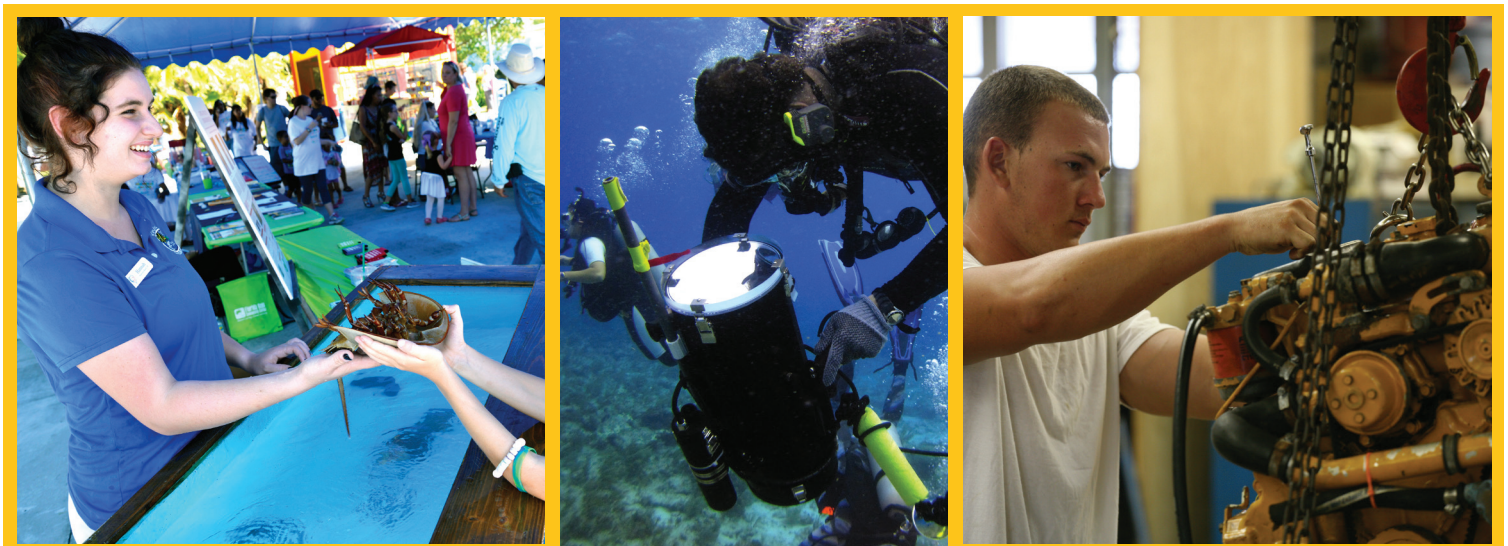
Requirements for Degree-Seeking Students

Associate degree and certificate-seeking students are required to satisfy college placement testing requirements, with the exception of students who meet the criteria outlined in 2013 Florida Statute s.1008.30(4)(a). See "entry assessment at the College" for further information.

First Time in College Students:

1. Standard High School Diploma

An official final high school transcript with graduation date must be received in the Office of Enrollment Services prior to enrollment.

If the student participated in Advanced Placement courses through a high school, the student must request the official score reports from the College Board be sent to the Office of Enrollment Services for evaluation.

2. High School Equivalency Diploma (GED)

An official transcript of the GED results must be received in the Office of Enrollment Services prior to enrollment.

3. Home Education Graduate

Students must provide a notarized letter signed by a parent or legal guardian attesting that they have completed a home education program pursuant to the requirements in 1002.41 F.S. The letter must state a graduation date. Notarized letters must be received in the Office of Enrollment Services prior to enrollment.

Transfer Students

A student who has attended another college or university prior to enrolling at the College is considered a transfer student. These students must submit official transcripts from all colleges previously attended prior to completion of the first term of registration. Quarter-hour credits will be converted to semester hours.

According to Section 1007.24(7), Florida Statutes, 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 College for courses satisfactorily completed by the student at the previous institutions. Generally, a course will be accepted if it parallels a course listed in this catalog. Credit will be allowed in courses with a grade of "D" or higher. However, a grade of "C" or higher must be earned in courses to be used to fulfill Gordon Rule requirements in Letters, Humanities, and Mathematics areas of the associate degrees. Transfer coursework may not meet the established course requirements for the student's program of study.

A request for course substitution for any coursework must be initiated by the student. Course substitutions are evaluated as to level, content, quality, comparability, and degree program relevance by the faculty in the appropriate academic unit. In establishing the eligibility for transfer credit, the faculty may ask students to provide additional information, such as the original college catalog, course descriptions, course syllabi, stated learning-outcomes, assessment measures, and sample student work.

Students may request an evaluation of credit from non-regionally accredited institutions they have attended. It is the student's responsibility to provide an official transcript from the nonregionally accredited institution, a copy of the course description and/or syllabus with faculty credentials for each class the student is requesting credit. The Chief Academic Officer or designee has the prerogative not to accept all or any part of the previously earned credit.

Students with college credit from colleges outside the U.S. must have their documents evaluated by an approved commercial evaluating company. The College accepts official evaluations from NACES (National Association of Credential Evaluation Services) members.

Baccalaureate Program Admission

The College offers a Bachelor of Applied Science (B.A.S) in Supervision and Management. An applicant for admission to the B.A.S program will be admitted upon completion of the following:

1. Completion of the College's baccalaureate application and required residency documents.

2. Submission of all college transcripts with documentation that the applicant has earned an associate in arts or an associate in science degree or earned credit in no less than 60 semester hours from regionally accredited institutions.

3. Completion of entry-level placement testing unless the applicant's transcript reflects grades of "C" or better in general education English or mathematics.

4. Adherence to the Foreign Language Requirement: The foreign language requirement may be met with two sequential credits of the same foreign language in high school, two semesters of the same foreign language in college, the second semester of a freshman-level foreign language course, or appropriate scores on an external test for a foreign language.

5. Payment of the non-refundable, non-transferrable application fee of $30.00. Previous students of the College are not required to pay the application fee.

Transient Students

Transient students are degree-seeking at another institution but plan to study at the College for one or more courses. They enroll at the College as non-degree seeking. If the student's home school is a Florida state college or university, they must go to www.floridashines.org and enter all transient data requested. No College application or application fee is required. This website was developed for Florida state institutions to streamline the transient data approval process. If the student is enrolled at a private or out-of-state institution, the student must submit an application and application fee. The student must work with the home school to obtain written permission to attend the College as a transient student, and then ensure that the paperwork is delivered to the Office of Enrollment Services at the College for final processing. If the student has financial aid or VA benefits, the student must work with the Financial Aid Office at both the home and host school to ensure a continuation of coverage.

The College's students that wish to take courses at another institution and have them transferred to the College to meet degree requirements must use the transient student application at www.floridashines.org if they are planning on taking the course at another Florida state college or university. If they are interested in taking a course at a private or out-of-state institution they must contact the Associate Dean of Enrollment Management to request approval of the course prior to their enrollment with that college. If the student has financial aid or VA benefits, the student must work with the Financial Aid Office at both the home and host school to ensure a continuation of coverage.

Non-High School Graduates

These students must successfully complete 12 hours of college credit courses (this does not include remedial, preparatory or developmental courses) with a "C" average (2.0 GPA). Prior to completion of the 12 college credit hours, the student will be considered a non-degree seeking student. If the student fails to obtain the required 2.0 GPA in his/her first 12 hours, the student may continue as a non-degree seeking student subject to the Academic Probation and Suspension Policy of the College.

International Student Admissions

The College is authorized under United States Federal Law, Immigration and Naturalization Act, Section 101(a)(1)(15)(f) (i) to enroll nonimmigrant alien students (F-1 Visa).

The College embraces a multicultural, diverse student environment and encourages applications from students all over the world. Students should apply to the college three to six months in advance of the anticipated semester of enrollment. The College application can be downloaded from the College website at www.FKCC.edu. The International Student Packet and the International Student Guide also are available on our website. Deadline dates are in the packet.

1. International Student Application

A. Completed College application with $30 application fee.

B. Additional $50 international student processing fee.

C. Payment may be made in check or money order drawn on a US bank. Other arrangements may be made through the Business Office at 305-809-3186.

2. Transcript Requirements

Official university and/or college transcripts must be sent from any and all colleges previously attended directly to the College. They must be course-by-course translated and evaluated by one of the approved providers listed at www.NACES.org/members.htm. We strongly recommend www.wes.org.

Official high school transcripts (if student has not attended college) must be document-to-document evaluated and translated by one of the approved providers listed above. We strongly recommend www.wes.org. Ensure that the provider sends the results directly to the College, not to the student.

All students must provide proof of high school graduation or evidence of completed post-secondary course work to be eligible for admission.

3. Proof of English Proficiency

Instruction at the College is conducted in English. Native English speakers are not required to show proof of English proficiency. All other students must arrange to take the TOEFL (Test of English as a Foreign Language) and arrange for the official scores to be sent directly from the ETS (Educational Testing Service) to Admissions. A minimum TOEFL of 61 (Internet-based), 500 (paper-based) or 173 (computer-based) is required for admission. Scores must be no more than two years old. For information on the TOEFL, visit their website at www.toefl.org. The College's TOEFL ETS code number is STN10870A.

A TOEFL score that meets the above requirements does not guarantee placement into college-level coursework. All new students, unless determined by Student Advisement as exempt, are required to take the placement test to determine course placement.

4. Evidence of Financial Support

The Statement of Financial Ability must be completed and signed by the sponsor (if applicable) and the student. International students are classified as non-Florida and are assessed out-of- state fees for the duration of enrollment. An F-1 visa is considered a temporary status. Each international student is expected to have sufficient funds to meet all personal and college expenses. Tuition payment will be due at the time of registration before the first day of class. The College requires students to have an equivalent yearly stipend of $25,589.00 for the academic school year.

5. Evidence of Medical Insurance

Medical insurance is a requirement for all international students. Proof of insurance will be required before students enter the US and must remain in effect from the time of arrival to the time of departure in the US. The policy must also include repatriation and medical evacuation.

The College does not have health service facilities and is not responsible for providing any medical care for a student, including care required as a result of injuries sustained on campus or while the student is participating in a college activity.

6. **Copies of valid passport, current I-20 and visa (if applicable).**

After Receipt of Application and Admission Documentation

The College notifies students via email once an application has been processed. Additional emails are sent to students after the international student packet has been processed.

Please be advised that acceptance to the College does not guarantee a student visa by the US Embassy in the home country. It also does not guarantee a change of status by the US Citizenship and Immigration Services (USCIS).

International students obtaining the student visa in the home country may not enter the US more than 30 days before the first day of classes. Once in the US, students must show proof of the student visa before the on-campus advisement and registration process can begin. International students are required to report to the International Student Advisor upon arrival on campus. Placement test scores will determine if the student should enroll in developmental courses in math, reading or English. These are credit courses that do not apply toward a degree.

Other Requirements

International students must make satisfactory progress towards their degree objective each term to comply with immigration regulations. Progress requires:

- Successfully completing at least twelve (12) semester hours during each fall and spring term.

- Maintaining an overall 2.0 grade point average.

- Maintaining lawful F-1 visa status with ths USCIS.

- Complying with all the College rules and regulations.

- Not enrolling beyond the expiration date of their I-20 form.

The summer term is considered the student's annual vacation unless it is their first term or if special arrangements have been made with the International Student Advisor.

NOTE:

Students receiving a withdrawing grade as a final course grade are considered to be less than the required 12 credits. If the final grade or enrollment status is correct, it is a violation of the Student Code of Conduct for students to ask faculty or any other college official to alter a grade to remain in compliance with Federal Immigration Regulations. Reported incidents of this behavior can result in expulsion.

Students who do not meet the above regulations will not be permitted to register for subsequent terms and may be reported to the USCIS for non-compliance of the immigration regulations.

Florida Residency

Students in F-1 status are considered temporary residents of the U.S. and may NOT be deemed Florida residents for tuition purposes.

Federal Income Tax

International students must file an income tax return each year. Form 8843 is required if the student has not worked and form 1040NREZ if the student has worked. International students should contact the local Internal Revenue Service (IRS) office for further information. Forms can be obtained online at www.irs.gov.

All non-residents are subject to US federal income tax, unless exempted. Federal income tax may be withheld from US source funds students receive from the college such as scholarships or employment. Certain countries have tax treaties with the US where some taxes may be reduced or exempted and recouped at year end from the IRS website at http://www.irs.gov/pub/irs-pdf/p901.pdf.

Employment

Students attending the College under the F-1 Visa International Student Program are not permitted to work either on or off-campus or participate in internships.

Housing

Students attending the College under the F-1 Visa International Student Program are required to reside in Lagoon Landing while enrolled at the College. Students with extenuating circumstances, which would prohibit them from residing in Lagoon Landing, may seek a policy exception by appealing to the Vice President of Advancement. Please access www.fkcc.edu for information on Lagoon Landing.

Financial Assistance

Non-U.S. citizens or non-eligible residents do not qualify for Federal or State student financial aid.

Social Security Number

If a student has a Social Security Number (SSN) or a Taxpayer Identification Number (TIN), federal law requires that it be furnished to the College so that it may be included with the IRS. Students who fail to furnish the College with the correct SSN or TIN may be subject to an IRS penalty of $50 unless the failure is due to reasonable cause and not to willful neglect.

Contact Information

Contact information for international student admission may be obtained from the College website.

Audit Students

Audit students are those students registered for a college course who are not seeking college credit. Fees are the same for both credit and audit students. Audit students should adhere to attendance and participation requirements as stated on the course syllabus. No tests or examinations are required for these students. A grade of "X", which carries no credit, will be entered on the college record. Audit students may not change to credit status once the last day to change courses for the term has passed (see the academic calendar for important dates). Students may not change to audit status beyond the last day to withdraw from class. Audit coursework is not eligible to receive state or federal student financial aid.

Students Still in High School

Qualified secondary students may attend the College prior to their high school graduation. There are three types of enrollment available for high school students: dual enrollment, dual enrollment/dual credit, and early admissions.

Dual enrollment students are those secondary students enrolled in both high school and in College campus-based courses. Credits earned at the College are applicable to a College degree but not towards high school graduation.

Dual enrollment/dual credit students are those secondary students enrolled in both high school and the College. Credits earned at the College are applicable to both a college degree and high school graduation.

Early admissions

Qualified high school students may attend the College in lieu of their junior and/or senior year in high school. Credits earned at the College are applicable to both a college degree and high school graduation. As in the case of Dual Enrollment/Dual Credit, students must have advanced approval from the high school principal to participate in the program and to have their college credits apply toward high school graduation.

Students who meet the Dual Enrollment eligibility requirements shall be allowed to enroll in courses on the Dual Enrollment -High School Subject Area Equivalency List, http://www.fldoe.org/articulation. Courses on this list are guaranteed to satisfy high school graduation subject area requirements. Students may also enroll in other approved courses offered by the College that are listed in the Statewide Course Numbering System. These courses will count as elective credit toward high school graduation unless otherwise listed below.

Courses of fewer than three (3) college credits with the exception of courses designated as lab courses shall not be eligible for Dual Enrollment. Courses with lab fees over $225 shall be excluded from eligibility for Dual Enrollment.

Approved courses shall be credit-bearing courses leading to the completion of an associate degree or vocational certificate and shall not include remedial or physical education skills courses.

Approval to enroll in a Dual Enrollment course does not guarantee applicability toward satisfaction of requirements for eligibility for Bright Futures Scholarship.

The applicant must have an approved Dual Enrollment Authorization form from his/her high school. If the student is a home school student, then they must have a Dual Enrollment Home School Approval form completed and on file for every semester in which they wish to participate in Dual Enrollment.

In addition, home school students must have a Dual Enrollment Home School Articulation Agreement on file to participate in Dual Enrollment at the College.

All dual enrollment students must take college placement exams and must meet the requirements below: Students must have tested out of REA 0017, ENC 0025, and MAT0028 on the CPT, PERT, SAT or ACT for Reading, English and Algebra.

An unweighted high school GPA of 3.0 and demonstrated readiness for college course work through scores on the College Placement Test (CPT), Postsecondary Educational Readiness Test (PERT), ACT, FCAT 2.0 and/or SAT.

For students who do not meet the GPA requirements, the high school principal may make a recommendation to the Vice President of Academic Affairs to grant an exception.

Recommendation from the guidance counselor, principal, assistant principal or home school equivalent.

Expressed intent by the student to pursue a postsecondary degree or vocational certificate.

In addition to prerequisites listed in the College Catalog, students must score at college level reading on the CPT, PERT, ACT, or SAT.

Students must satisfy the college preparatory testing requirements of Section 1008.30(4)(a), F.S. and Rule 6A- 10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in Rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college

credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the College provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the Monroe County School District of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.

In order to remain eligible for college credit coursework, students must maintain the high school grade point average required for initial enrollment. Students whose College GPA falls below a 2.0 will be placed on academic probation.

Nursing Program - Selective Admission Requirements

The Associate Degree in Nursing is a limited access program with an additional application process for admission based on selective criteria. Potential candidates must successfully complete the basic requirements as follows:

- Completion of Nursing Application Packet with application fee
- Copy of FKCC unofficial transcripts
- TEAS examination
- Acceptable GPA
- Required pre-requisites
- Medical clearance and up-to-date immunization record
- Fingerprints, criminal background check, and urine drug screen

Criteria for admission are subject to change. For further information and updates please view the website at www.fkcc.edu or contact the FKCC Nursing Program (305) 809-3128.

Institute for Public Safety – Admission Requirements for Basic Recruit Academies

The Institute for Public Safety has additional application requirements for admission into any Basic Law Enforcement Academy, Basic Corrections Academy or Cross-Over Academy. The requirements are:

- You must be at least 19 years of age.

- You must be a citizen of the United States.

- You must have earned a high school diploma or equivalent (GED)

- You 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 contender 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, not-withstanding suspension of the sentence or withholding of adjudication.

- You must not have received a dishonorable discharge from any service in the Armed Forces of the United States.

- You must submit to being fingerprinted by the Monroe County Sheriff's Office.

- You must pass a physical examination by a licensed physician, physician's assistant, or certified advanced registered nurse practitioner.

- You must have good moral character as determined by a background investigation under the procedure established by the Criminal Justice Standards and Training Commission

All Academy students are required to undergo a psychological exam and a polygraph exam prior to acceptance into the program.

Students interested in attending any of the Basic Recruit Academies must contact the Institute for Public Safety at (305)-809-3171. Applications to attend the Basic Recruit Training are available online through the college website www.fkcc.edu or maybe obtained by contacting one of the Criminal Justice Coordinators. It is recommended you speak with a coordinator prior to beginning the application process.

Requirements for Non-Degree Seeking Students

A student who does not desire to enroll as a degree-seeking student but would like to earn college credit may enroll as a non-degree seeking student. Non-degree seeking students are not eligible for financial aid or VA benefits unless they are approved transient students. Courses completed by non-degree seeking students will be entered on their transcripts as credit courses, unless the student registers as auditing the courses.

A student enrolled in continuing education and workforce courses is also considered to be a non-degree seeking student. Because continuing education and workforce courses are non-credit courses, students are not required to complete a College application or pay an application fee.

Entry Assessment at FKCC

All new degree-seeking students, and returning students who change to degree-seeking status, must take an approved placement exam before registering for classes. Non-degree students are subject to placement test requirements if they wish to enroll in communication, humanities or mathematics courses or any courses that require satisfactory placement test scores as a course prerequisite.

Students meeting the minimum scores required for each section of the test may enroll in college-level courses in those areas. Students must enroll in developmental courses in the areas in which the minimum scores aren't met.

Results of this assessment are used in the academic advising process to help place students into proper levels of English, reading, and mathematics courses. Contact the Community Education, Workforce and Testing Center to schedule a testing appointment (305) 809-3185. Students who can provide official ACT, SAT,PERT or CPT scores taken within the past two years, or students who have already completed English (developmental or higher) and math (developmental or higher) at another college or university and have had their transcript(s) sent to the College, are not required to take the placement test. Further information concerning the placement test is available from the Community Education, Workforce and Testing Center.

Exemptions to Placement Testing

Students who can provide official ACT, SAT,PERT or CPT scores taken within the past two years, or students who have already completed English (developmental or higher) and math (developmental or higher) at another college or university and have had their transcript(s) sent to the College, are not required to take the placement test. Further information concerning the placement test is available from the Community Education, Workforce and Testing Center.

Florida Statute s.1008.30 (4)(a) outlines the following exemptions to the College's placement requirements:

A student who entered ninth grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student's request.

Students are encouraged to meet with an academic advisor to discuss placement exemptions and options.

Advanced Placement Options

Acceleration of Degree Completion

Acceleration of degree completion can be achieved through national programs of credit by examinations, which include CLEP (College Level Examination Program), EXCELSIOR (formerly PEP and Regents) and DANTES (Defense Activity of Non-Traditional Education Support).

Credit is earned after the College's Associate Dean of Enrollment Management has evaluated the official score report and specifies the course for which credit is being offered. Students receive credit for courses, but not letter grades, and the earned credits are not computed in grade-point averages. Students may use CLEP, DANTES, and EXCELSIOR credit under the repeat course policy for "D" or "F" grades only; credit will not be awarded for courses in which you have earned a "C" or better. If you earn an acceptable score in a course in which you previously earned a "D" or "F", the credit will be recorded and the "D" or "F" no longer will be computed in your GPA; no letter grade or quality points will be assigned for the credit. Credits earned through CLEP, EXCELSIOR and DANTES do not satisfy the College's residency requirements for degree completion. For information regarding CLEP, please contact the Office of Community Education, Workforce, and Testing at (305) 809-3185.

CLEP Examinations

The College-Level Examination Program, unlike Advanced Placement, is not built around a curriculum, but rather is designed to test students' knowledge on a variety of college-level subjects, regardless of where they may have learned the material. CLEP exams are developed by committees of college faculty who design questions based on what is typically covered in lower-level college courses and who set passing standards for the exams (scores are no longer based on studies of student performance in college courses). With the new computer-

based tests, new questions are constantly being added, especially in rapidly changing fields such as Computer Science. The typical passing score on computer-based CLEP exams for general education purposes is fifty (50). More information about CLEP, including recent test information guides, can be found at www.collegeboard.com/student/testing/clep/prep.html.

CLEP Examination	Score Required	Equivalent FKCC Course	Credit Hours
American Government	50	POS 1041	3
American Literature	50	AML 1000*	3
Analyzing and Interpreting Literature	No direct equivalent	NA	NA
Calculus	50	MAC 2233	3
College Algebra	50	MAC 1105	3
College Composition	50	ENC 1101 and ENC 1102	6
College Composition Modular	50	ENC 1101 and ENC 1102 No guaranteed credit for College Composition Modular without essay portion	6
English Composition with Essay	50	ENC 1101	3
College Mathematics	50	MGF 1106	3
English Literature	50	ENL 1000*	3
Financial Accounting	50	ACG 1001*	3
French Language	50	FRE 1120C*	4
	59	FRE 1120C* and FRE 1121C*	8
General Biology	50	BSC 1005	3
General Chemistry	50	CHM 1020*	3
German Language	50	GER 1120C*	4
	60	GER 1120C* and GER 1121C*	8
History of the United States I: Early Colonizations to 1877	50	AMH 2010	3
History of the United States II: 1865 to Present	50	AMH 2020	3
Human Growth and Development	50	DEP 2004	3
Humanities	50	HUM 2250	3
Information Systems and Computer Applications	50	CGS 1077*	3
Introduction to Business Law	50	BUL 2241	3
Introduction to Educational Psychology	50	EDP 2002	3
Introductory Psychology	50	PSY 2012	3
Introductory Sociology	50	SYG 1000	3
Natural Science	No direct equivalent	NA	NA
Precalculus	50	MAC 1140*	3
Principles of Macroeconomics	50	ECO 2013	3
Principles of Management	50	MAN 2021	3
Principles of Marketing	50	MAR 2011	3

Principles of Microeconomics	50	ECO 2023	3
Social Science and History	No direct equivalent	NA	NA
Spanish Language	50	SPN 1120C	4
	63	SPN 1120C and SPN 1121C	8
Western Civilization I: Ancient Near East to 1648	50	EUH 1000*	3
Western Civilization II: 1648 to present	50	EUH 1001*	3

* Courses not offered by the College – see advisor for more information.

Advanced Placement Program

Advanced Placement exams are taken after students complete the corresponding Advanced Placement course in high school. Advanced Placement courses are challenging, college-level courses that are designed to parallel typical lower-level undergraduate courses. Exams are developed by committees of college and secondary faculty, and are given to test groups of students in actual college courses to determine appropriate passing scores. More information about Advanced Placement, including descriptions of courses and sample examination questions, is available at www.apcentral.collegeboard.com.

AP Examination	Score Required	Equivalent FKCC Course	Credit Hours
Art History	3	ARH 1000*	3
	4 or higher	ARH 1050 and ARH 1051	6
Biology	3	BSC 1005	4
	4	BSC 1010 and BSC 1010L	4
	5	BSC 1010 and BSC 1010L BSC 1011 and BSC 1011L	8
Calculus AB	3 or higher	MAC 2311	4
Calculus BC	3	MAC 2311	4
	4 or higher	MAC 2311 and MAC 2312	8
Chemistry	3	CHM 1020C*	4
	4	CHM 1045 and CHM 1045L	4
	5	CHM 1045 and CHM 1045L CHM 1046 and CHM 1046L	8
Chinese Language and Culture	3	Interm Level Language*	3
	4 or higher	Interm Level Language*	6
Computer Science A	3 or higher	CGS 1075*	3
Computer Science AB	3 or higher	CGS 1076*	3
Economics: Macro	3 or higher	ECO 2013	3
Economics: Micro	3 or higher	ECO 2023	3
English Language and Composition	3	ENC 1101	3
	4 or higher	ENC 1101 and ENC 1102	6
English Literature and Composition	3	ENC 1101	3
	4 or higher	ENC 1101 and ENC 1102	6

Environmental Science	3 or higher	ISC 1051*	3
European History	3	EUH 1009*	3
	4 or higher	EUH 1000* and EUH 1001*	6
French Language and Culture	3	FRE 1120C*	4
	4 or higher	FRE1120C* and FRE1121C*	8
French Literature	3	Introductory French Literature*	3
	4 or higher	Introductory French Literature*	6
German Language and Culture	3	GER 1120C*	4
	4 or higher	GER 1120C* and GER 1121C*	8
Government and Politics: Comparative	3 or higher	CPO 1001*	3
Government and Politics: United States	3 or higher	POS 1041	3
Human Geography	3 or higher	GEO 1400*	3
Italian Language and Culture	3	Interm Level Language*	3
	4 or higher	Interm Level Language*	6
Japanese Language and Culture	3	Interm Level Language*	3
	4 or higher	Interm Level Language*	6
Latin: Latin Literature	3 or higher	LNW 1700 *	3
Latin: Vergil	3 or higher	LNW 1321*	3
Latin	3 or higher	LWN 1700*	3
Music Theory	3 or higher	MUT 1001*	3
Physics 1	3 or higher	PHY 1053C	4
Physics 2	3 or higher	PHY 1054C	4
Physics B	3	PHY 1053C	4
	4 or higher	PHY 1053C and PHY 1054C	8
Physics C: Electricity/Magnetism	3	PHY 1054C	4
	4 or higher	PHY 2049C*	5
Physics C: Mechanics	3	PHY 1053C	4
	4 or higher	PHY 2048C*	5
Psychology	3 or higher	PSY 2012	3
Spanish Language	3	SPN 2200C*	4
	4 or higher	SPN 2200C* and SPN 2201C*	8
Spanish Literature	3	Introductory Spanish Literature *	3
	4 or higher	Introductory Spanish Literature *	6
Statistics	3 or higher	STA 2023	3
Studio Art: Drawing Portfolio	3 or higher	ART 1300C	3
Studio Art: 2-D Design Portfolio	3 or higher	ART 1201C*	3
Studio Art:3-D Design Portfolio	3 or higher	ART 1203C*	3
United States History	3	AMH 1000*	3
	4 or higher	AMH 2010 and AMH 2020	6
World History	3 or higher	WOH 1022	3

* Course not offered by the College — see advisor for more information.

International Baccalaureate (IB) Program

The International Baccalaureate (IB) 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, and students and teachers often choose topics within a fairly wide range. Students frequently conduct independent projects as part of the curriculum. Many subjects have both Standard Level and Higher Level versions, which typically require additional specialized research or independent work. International Baccalaureate assessments are conducted worldwide, so that an American student's work may be evaluated by a teacher in Singapore or vice-versa, and they often include substantial long-answer components or assessment of student research projects or portfolios. It may be helpful for institutions to talk with the student or to see the student's projects in order to assign appropriate credit.

Holders of IB Diplomas have been assessed in several subjects and have fulfilled certain other requirements, such as an extended essay. Students may also be assessed in individual subjects without trying for the diploma. The credit-granting recommendations below give some additional weight to the performance of diploma holders because of the interdisciplinary rigor of the entire program. More information about the IB program is available at www.ibo.org.

IB Examination	IB Score of 4	IB Score of 5 - 7		
	Course	Credit	Course	Credit Hours
Biology	BSC 1005	3	BSC 1005 & BSC 1010 & BSC 1010L	7
Business and Management	GEB 1011	3	GEB 1011 and Elective Credit	6
Chemistry	CHM 1020C*	3	CHM 1020C * & CHM 1045 & CHM 1045L	7
Computer Science	CGS 1100	3	COP 1000 & CGS 1100	6
Design Technology	ETI 1410*	3	ETI 1410* & Engineer Technology Elective	6
Economics	ECO 1000*	3	ECO 2013 & ECO 2023	6
Ecosystems and Societies	EVR 1017 *	3	EVR 1017 * & Environmental Studies Elective	6
English A1	ENC 1101	3	ENC 1101 & ENC 1102	6
Environmental Systems	ISC 1050*	3	ISC 1050* & Environmental Science Elective	6
Film Studies	FIL 1000*	3	FIL 1000* & FIL 1002*	6
French	FRE 1120C*	4	FRE 1120C* & FRE 1121C*	8
Further Mathematics (Advanced Mathematics)	MHF 1202*	3	MHF 1202* & MHF 1209*	6
Geography	GEA 1000*	3	GEA 1200* & GEO 1400*	6
German	GER 1120C*	4	GER 1120C* & GER 1121C*	8
History	WOH 1030*	3	WOH 1030* & History Elective	6
Information and Technology for a Global Society	Elective*	3	Elective*	6
Islamic History	Elective*	3	Elective*	6
Italian	Elective*	3	Elective*	6
Latin	LAT 1230*	3	LAT 1230* & Latin Elective	6

Marine Science	OCB 1000C	3	Elective	6
Mathematics	MAC 1147*	3	MAC 1147* & MAC 2233	6
Math Methods	MAC 1105	3	MAC 1105 & MAC 1140*	6
Math Studies	MAT 1033	3	MAT 1033 & MGF 1106	6
Music	MUL 1010*	3	MUL 1010* & Elective	6
Philosophy	PHI 2010	3	PHI 2010 & Philosophy Elective	6
Physics	PHY 1020C*	3	PHY 1053 & PHY 1053L & PHY 1054 & PHY 1054L	8
Psychology	PSY 2012	3	PSY 2012 & Elective	6
Social and Cultural Anthropology	ANT 1410	3	ANT 1410 & Elective	6
Spanish	SPN 1120C	4	SPN 1120C & SPN 1121C	8
Theatre Arts	THE 1020*	3	THE 1020* & Elective	6
Visual Arts	ART 1012*	3	ART 1012* & Elective	6

* Course not offered by the College-see advisor for more information.

DANTES Subject Standardized Tests (DSST) Program

The DANTES Subject Standardized Tests (DSSTs) are designed to test students' knowledge on a variety of college level subjects, regardless of where they may have learned the material. Committees of college faculty develop the exams. Norming forms of DSSTs are administered to college-level students who are completing courses for credit in various subjects. More information about DSSTs, including descriptions of test content and sample examination questions, is available at getcollegecredit.com. To schedule an exam, contact the Office of Community Education, Workforce and Testing at 305-809-3185.

The College will award college credits for qualifying DANTES Subject Standardized Tests (DSST) examination scores per the Articulation Coordinating Committee Credit-By-Exam Equivalents, adopted September 19, 2001 as follows:

DSST Examination	Passing Grade Required	Equivalent FKCC Course	Credits
A History of the Vietnam War	44	AMH 1059*	3
Art of the Western World	48	ARH 1000*	3
Astronomy	48	AST 1002	3
Business Ethics and Society	400	GEB 1441	3
Business Law II	44	BUL 2242	3
Business Math	48	QMB 1001*	3
Criminal Justice	49	CCJ 1020	3
Environment and Humanity	46	EVR 1017*	3
Ethics in America	46	PHI 1630*	3
Foundations of Education	46	EDF 2002	3
Fundamental of College Algebra	47	MAT 1033	3
Fundamentals of Counseling	45	PCO 1202 *	3
General Anthropology	47	ANT 1000 *	3
Here's to Your Health	48	HSC 1100*	3
Human/Cultural Geography	48	GEO 1400*	3
Human Resources Management	46	MAN 1300	3
Introduction to Business	46	GEB 1011	3
Introduction to Computing	45	CGS 1000C	3

Introduction to Law Enforcement	45	CCJ 1100*	3
Introduction to the Modern Middle East	47	ASH 1044 *	3
Introduction to World Religions	48	REL 2300	3
Lifespan Developmental Psychology	46	DEP 2004	3
Management Information Systems	46	ISM 1000*	3
Money and Banking	48	BAN 1501 *	3
Organizational Behavior	48	INP 1002*	3
Personal Finance	46	FIN 1100	3
Physical Geology	46	GLY 1000*	3
Principles of Finance	46	FIN 1000	3
Principles of Financial Accounting	47	ACG 1001*	3
Principles of Physical Science I	47	PSC 1341	3
Principles of Public Speaking	47	SPC 1600*	3
Principles of Statistics	48	STA 1014*	3
Principles of Supervision	46	MNA 1345*	3
Rise and Fall of the Soviet Union	45	EUH 1066 *	3
Substance Abuse	49	HSC 1140*	3
Technical Writing	46	ENC 1210*	3
The Civil War and Reconstruction	47	AMH 1056*	3

* Course not offered by the College — see advisor for more information

Cambridge AICE (British AS-Level and A-Level)

The AICE program is an international, advanced secondary curriculum and assessment program equivalent to the British system of "A-Levels." Information about the program, including course syllabi, can be found on-line at http://www.cie.org.uk/countries/usa.

Students completing approved AICE examinations with scores of A-E will earn credit from the College as follows:

AICE Exam	Equivalent FKCC Course	Credits
Accounting (AS-Level)	ACG 1001*	3
Accounting (A-Level)	ACG 1001* and ACG elective	6
Art and Design (AS-Level)	Elective	3
Art and Design (A-Level)	Elective	6
Applied ICT-Information, Communication Technology (AS-Level)	CGS 1100	4
Applied ICT-Information, Communication Technology (A-Level)	Elective	7
Biology (AS-Level)	BSC 1005	3
Biology (A-Level)	BSC 1010 and BSC 1010L and elective	7
Business Studies (AS-Level)	GEB 1011	4
Business Studies (A-Level)	GEB 1011 and GEB elective	8
Chemistry (AS-Level)	CHM 1020C*	3
Chemistry (A-Level)	CHM 1020C* and CHM 1045 and CHM 1045L	3
Classical Studies (AS-Level)	CLA 1010*	6
Computing (AS-Level)	CGS 1073*	3

Computing (A-Level)	CGS 1073* and CGS 1074*	6
Design and Technology (AS-Level)	ETI 1482C*	3
Design and Technology (A-Level)	ETI 1482C* and ETI elective	6
Economics (AS-Level)	ECO 1000*	3
Economics (A-Level)	ECO 2013 and ECO 2023	6
English (AS-Level)-English Language or Language & Literature in English	ENC 1101	3
English (A-Level)	ENC 1101 and ENC 1102 (if credit already awarded for ENC 1101 or ENC 1102, may award ENC 1121* and ENC 1122*)	6
English (AS-Level)-Literature in English	ENC 1101 or ENC 1102 (award credit for ENC 1102 if student has credit for ENC 1101)	3
English (A-Level)-Literature in English	ENC 1101 and ENC 1102 (award credit for ENC 1102/LIT 1006* if student has credit for ENC 1101)	6
Environmental Management (AS-Level)	EVR 1001C*	3
French Language (AS-Level)	One semester of language credit at Intermediate I level	3
French Literature (AS-Level)	One semester of literature survey credit	3
French (A-Level)	Two semesters of language credit at Intermediate II level	6
Further Mathematics (A-Level)	MAC 2311 and MAC 2312	6
General Paper	IDS 1110*	3
Geography (AS-Level)	GEA 1000*	3
Geography (A-Level)	GEO 1200* and GEO 1400*	6
German Language (AS-Level)	One semester of language credit at Intermediate I level	3
German (A-Level)	Two semesters of language credit at Intermediate II level	6
Global Perspectives 1 (AS-Level)	ISS 1011*	3
Global Perspectives Pre-U Independent Research II (A-Level)	ISS 1011* and ISS 1012*	6
History-The History of the USA, c. 1840-1968	AMH 1042*	3
History-Modern European History, 1789-1939	EUH 1031*	3
History-International History, 1945-1991	HIS 1206*	3
Latin (AS-Level)	One semester of language credit up to elementary II level	3
Marine Science (AS-Level)	OCE 1001	3
Marine Science (A-Level)	OCE 1001 and OCB 1000	6
Mathematics (AS-Level)	MAC 1147	4
Mathematics (A-Level)	MAC 2311 and Mathematics elective	6
Music (AS-Level)	MUH 1001*	3
Music (A-Level)	MUH 1001* and MUH 1011*	6
Physics (AS-Level)	PHY 1020*	3
Physics (A-Level)	PHY 1053C and PHY 1054C	8
Psychology (AS-Level)	PSY 2012	3

Psychology (A-Level)	PSY 2012 and Psychology elective	6
Sociology (AS-Level)	SYG 1000	3
Sociology (A-Level)	SYG 1000	3
Spanish Language (AS-Level)	SPN 2220C	3
Spanish Literature (AS-Level)	One semester of literature survey	3
Spanish (A-Level)	SPN 2220C and SPN 2221C	6
Thinking Skills (AS-Level)	PHI 1103*	3
Thinking Skills (A-Level)	PHI 1103* and Philosophy elective	6
Travel and Tourism (AS-Level)	HFT 1000*	3
Travel and Tourism (A-Level)	HFT 1000* and Hospitality Management elective	6

 * Course not offered by the College — see advisor for more information

Excelsior College Examinations

Excelsior College Examinations (formerly known as Regents College Exams or the Proficiency Examination Program) are developed by Excelsior College using national committees of faculty consultants and national studies to assess how well the tests measure the performance of students in actual college courses. Excelsior College Examinations 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, including detailed test descriptions, is available on-line at www.excelsior.edu.

Credit-By-Institutional Examination

A student may challenge the content of certain college credit courses and earn credit upon successful completion of an institutional exam. A student may not apply for course credit through a college institutional exam if a CLEP, EXCELSIOR, or DANTES examination is available. The College's institutional exams may not be offered for certain courses due to the nature of a particular course's content.

To be eligible to take an institutional exam, the student must:

 (a) be currently enrolled in a credit course other than that being challenged, or have completed prior credit course work at the College;

 (b) not have taken an institutional exam for the course at any previous time;

 (c) not previously taken the course at the College or through transfer credit;

 (d) obtain permission from the appropriate instructor and pay a pre-determined institutional exam fee at the Business Office.

A student who successfully completes an institutional exam with a score of 70% or higher (77% or higher for nursing courses) will be awarded credit for the course. Students may not attempt Credit by Institutional Exam more than once in the same course.

Military Credit

Degree-seeking students who wish to translate military service school credits into college credits may do so by submitting a JST (Joint Services Transcript) to the Office of Enrollment Services for evaluation. More information on obtaining a JST can be found at https://jst.doded.mil/smart/signIn.do.

Fee Information

Application Fee

Each new applicant is charged a $30 application fee which covers the costs of processing the application. This is a one-time fee and covers all subsequent enrollments. This fee applies to credit and audit students, whether fulltime or part-time, day or evening. The application fee is not refundable or transferable.

No registration will be completed and students may not attend classes until all fees and prior financial obligations to the college have been paid in full. Students may not attend classes until this is accomplished. Personal checks, Visa, Master Card, Discover, and American Express may be acceptable for payment.

Additionally, the College offers a Tuition Payment Plan for all students. For more details please visit our website at www. fkcc.edu and log into your student account and go to section Charges and Payments, eCashier Tuition Installment Plan, or contact the Business Office at (305) 809-3186.

The following limited access programs have additional application requirements for admittance into the limited access program:

> Nursing: a non-refundable $30 application fee

> Institute for Public Safety Basic Recruit Academies: a non-refundable $30 application fee

Resident Information and Requirements

All applicants for admission to the College are required to complete a residency affidavit which is included as part of the application. If the applicant is a dependent, the affidavit must be signed by a parent or legal guardian. State regulations require that a tuition fee be paid in addition to the matriculation fee by all non-residents of the State of Florida.

The Florida law regarding residency for tuition purposes, 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 twelve (12) months preceding the first day of classes for that term.

To qualify as a resident for tuition purposes an applicant, or the dependent applicant's parent/legal guardian, must have established and maintained legal residence in Florida for at least twelve (12) months prior to the first day of classes for that term. A copy of the student's most recent tax return or other documentation may be requested to establish dependence/independence.

In addition, every such applicant is required to make a statement as to his/her length of residence in the state and further establish that his/her presence or dependent's parents/legal guardian's presence in the state currently is, and during the requisite 12-month qualifying period was, for the purposes of maintaining a bona fide domicile, rather than a mere temporary residence or abode incidental to enrollment in the College.

Residency is determined in accordance with Florida Statutes, Section 1009.21, which is subject to change each legislative session. Further explanation about residency guidelines can be obtained from www.flvc.org. Specific statue language can be obtained from www.leg.state.fl.us/statutes. Students must present two forms of approved documentation in order to prove Florida residency for tuition purposes, at the time of admission.

Exceptions

Florida Statutes, Section 1009.21 permits certain applicants who do not meet the 12-month legal residence requirements to be classified as Florida residents or "temporary residents" for tuition purposes. Documentation in support of the following exceptions is required at the time of admission. These exceptions and qualifications categories are as follows:

Dependent children residing continuously with a legal resident adult relative other than the parent for at least five (5) years immediately prior to the first day of classes for that term;

Persons married to legal Florida residents who intend to make Florida their permanent home, and who relinquish their legal ties to any other state;

Persons who were enrolled as Florida residents for tuition purposes at a public institution of higher education, but who abandoned Florida residency and then re-enroll in Florida within twelve (12) months of the abandonment, provided that he/she continuously maintains the re-established domicile during the period of enrollment (this benefit only applies one time);

- Active duty members of the armed services of the United States residing or stationed in this state and active drilling members of the Florida National Guard;

- Active duty members of the Armed Services of the United States and their spouses/dependent children attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida;

- United States citizens, their spouses/dependent children living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children;

- Full time instructional and administrative personnel (and spouse/dependent children) employed by state public schools and institutions of higher education;

- Students from Latin America and the Caribbean who receive scholarships from the federal or state government (the student must attend, on a full-time basis, a Florida institution of higher education);

- Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities;

- 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;

- McKnight Doctoral Fellows and Finalists who are United States citizens;

- United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate;

- Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed;

- Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed;

- Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program per s. 1009.988(2) (Pre-paid ID card required).

Non-Citizen Exceptions

A non-United States citizen may be eligible to establish residency for tuition purposes if evidence is presented verifying that he or she is legally present in the United States and the student is one of the following:

- A foreign national, in a nonimmigrant Visa classification eligible for study and with a date of departure that is not during the term the student will be enrolled. The student, and parent, if the student is a dependent, must present evidence of legal presence in the United States. A Student Visa will not be accepted as evidence of eligibility to establish residency.

- A foreign national, such as permanent resident aliens, parolees, asylees, Cuban-Haitian Entrants, and other legal aliens granted indefinite stay, in a status that is eligible for study in the United States.

Change in Residency Status

A student who applies to the College as a non-Florida resident and later becomes a Florida resident for tuition purposes must request a change in resident status prior to registering. Students must present three (3) forms of approved documentation in order to change their residency status prior to the beginning of the term they are requesting the change. Change in resident status is not retroactive.

Deferment of Fees for Qualified Veterans

Under the provisions of Florida Law, any eligible veteran or other person who wishes to pursue an approved program of education or training within the meaning of Chapter 34 or 35 Title 38 United States Code at any institution within the State University System or Community College System shall be allowed one (1) deferment for the payment of registration fees within any 12-month period and an additional deferment each time there is a delay in fees. This is considered to be the 12-month period commencing on the first day of regular registration of the term for which the eligible veteran is requesting deferment.

No deferment can be longer than sixty (60) days or up to ten (10) days prior to the end of the term (last day of final examination) whichever is shorter. Failure to pay deferred fees when due will result in withdrawal from courses with the full fees still owed. Full repayment is due whether or not the Veteran receives his/her VA benefits.

No deferment shall be granted to an eligible person who has received advanced or prepaid educational benefits from the Veterans Administration.

Other Student Fees

Non-Refundable Fees

The following non-refundable fees are applicable:

    Application Fee: $30.00
    Credit or exemption by examination, per semester hour: $20.00
    Credit by Institutional Exam (Nursing) per semester hour: $ 7.00
    Graduation Fee: $25.00
    Transcript Fee: $3.00
    CPT/PERT Re-test Fee: $10.00
    Placement Test for Non-FKCC students: $25.00
    Refund Check Replacement Fee $10.00
    Return Check Payment (Insufficient Funds) Fee $25.00

Non-Credit Fees

For fees concerning community education, workforce training, lifelong learning, and recreation and leisure, please contact the Office of Community Education, Workforce and Testing at (305) 809-3185. For fees concerning non-credit courses offered through the Institute for Public Safety, please contact at (305) 809-3250.

Refunds

An official Add/Drop/Withdrawal form must be completed by students requesting a refund.

Refunds of 100% will be made until the published last day of the drop period as listed in the academic calendar on the College's website. Students will not be eligible for a refund, if they withdraw from a course after the published last day of the drop period.

Students whose registration is canceled by official College action will be entitled to full refund of tuition and laboratory fees.

To receive a refund for college credit courses that do not follow the academic calendar, students must withdraw prior to the second class meeting. In the case of college credit courses that have four (4) or fewer meetings, the student must withdraw prior to the first class meeting in order to be eligible for a full refund.

Students withdrawing from non-credit courses consisting of three (3) or fewer class meetings must withdraw before the first class meeting to receive a 100% refund. If a non-credit course consists of more than three (3) class meetings, the student must withdraw before the second class meeting to receive a full refund.

Exceptions to Established Refund Policy

Exceptions to the Refund or Withdrawal Policy must be submitted to the Student Services Appeal Committee for consideration with sufficient documentation as follows:

- illness or accident of the student of such severity or duration that it would preclude a student from being able to complete current semester classes
- death of the student, or death of an immediate family member of a student (parent, spouse, child, or sibling) that prohibits the student's ability to complete current semester classes
- involuntary call to active military duty that would preclude the student from being able to complete the current semester classes
- documented administrative error by the college
- other emergency circumstances or extraordinary situation

Other Refunds

Lab Fees

100% of the lab fee will be refunded through the last day to change courses as outlined in the college catalog.

Financial Aid Recipients

Financial Aid Repayment Policy applies to students who have received federal, state or institutional financial aid and who withdraw from or fail all their courses prior to completing 60% of the term. Students may have to restore all or a portion of their funds to the appropriate financial aid account. The student will be billed accordingly.

Student Financial Aid

Philosophy

College prides itself on its personal approach to helping students and their families plan to meet the costs of attending college. Students who qualify for financial aid can attend the College with a variety of resources from institutional, state, federal, and other public and private agencies. Students are encouraged to apply for financial aid as early as possible to avoid missing important deadlines and funding opportunities. Financial aid staff is available to offer assistance with this process.

Student Eligibility Standards

To be eligible to apply for financial aid, a student must:

- be a U. S. citizen or a permanent resident
- have a valid Social Security number
- have a high school diploma or GED
- complete the Free Application for Federal Student Aid (FAFSA) at https://fafsa.ed.gov/
- have completed an application for admission to the College
- be admitted into an eligible degree or certificate program
- register with the Selective Service, if required
- not have defaulted on or owe a refund to any previous aid
- maintain satisfactory academic progress

For financial aid purposes, a student is considered to be making satisfactory academic progress if he/she meets the following criteria:

- A term and cumulative grade point average (GPA) of 2.0
- Successful completion of 67% of credit hours attempted
- Completion of his or her degree before attempting 150% of the hours required for that degree

Applying for Financial Aid

Students applying for any type of financial assistance (including scholarships) are required to file the Free Application for Federal Student Aid (FAFSA). This application can be found and completed online at www.fafsa.ed.gov.

When completing the FAFSA, be sure to include Florida Keys Community College school code **001485.**

It is important to note that students must reapply each academic year for financial aid.

When to Apply

Priority is given to applications received by the College no later than the financial aid priority deadlines shown in the College's Academic Calendar.

Student Financial Aid Responsibilities

It is the student's responsibility to:

- Follow the priority filing deadline dates
- Register for the number of credit hours required for aid
- Enroll in courses pertaining ONLY to your degree if you wish to receive aid for those classes
- Maintain satisfactory academic progress
- Use aid only for expenses related to attending the College
- CHECK YOUR COLLEGE EMAIL AND "myFKCC" ACCOUNTS FOR FINANCIAL AID INFORMATION

- Pay any balance due to the College if aid does not cover all charges
- Talk to College Financial Aid staff if you have any questions

How Eligibility is Determined

After your application is processed and the information is received, the College determines your aid eligibility based on your expected family contribution (EFC) and all other aspects of eligibility, such as degree-seeking status, satisfactory academic progress, etc.

Students holding an earned bachelor's degree from a U.S. college or university are not eligible for federal Pell Grant money, but may be eligible for other federal and private aid.

Students who transfer to the College from another institution must submit their official transfer work to the Office of Enrollment Services for processing. Transfer work must be evaluated to determine if the student is meeting basic federal requirements of Satisfactory Academic Progress and maximum time frame. It is the student's responsibility to ensure that all necessary documents are submitted in a timely fashion so that sufficient time for processing is allowed. No financial aid can be paid until this process is complete.

Only courses that count toward your primary degree will be paid for by financial aid.

All audited course work (a grade of "X") will not be used in the determination of financial aid awards. In addition, enrolled students may not change their registration status to an audit once the financial aid has been determined.

Reimbursement of Charges

Students who have paid for their courses and subsequently become financial aid eligible will be reimbursed for their educational expenses up to the amount of the award.

Grant Programs

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a need-based federal grant awarded to undergraduates seeking a first undergraduate degree in an eligible program who have demonstrated exceptional financial need as determined by the results of the FAFSA.. Priority is given to students with an Estimated Family Contribution (EFC) of zero (0) who apply for financial aid early. Students must enroll for a minimum of six (6) credit hours in order to qualify. Limited funding is available each year for this program, and funds are available on a first-come, first-served basis. The award is in addition to the student's Pell Grant award.

Federal Pell Grant

The Federal Pell Grant is a need-based federal grant for students seeking their first undergraduate degree. Financial need is determined by the estimated family contribution (EFC) from the student's processed FAFSA (Free Application for Federal Student Aid). The annual award amount is determined by the EFC and enrollment status and the amounts range based on enrollment hours. **Students may receive funding only for courses that are required for the programs of study** and a maximum of thirty (30) credit hours of required college-preparatory coursework.

Students must be enrolled in a degree or certificate program for a specified number of credits each term. The final Pell grant award will be determined by the number of hours attended three (3) weeks into the term. Should a student reduce the number of enrolled credit hours, he/she will then owe the College for the dropped course(s) and any lab fees or book charges not covered by the adjusted Pell award. All Pell students are advised to speak with a financial aid staff person prior to dropping and/or withdrawing from a course.

Florida Student Assistance Grant (FSAG)

FSAG is a need-based State of Florida program for students who meet Florida residency requirements. To qualify, you must be seeking your first undergraduate degree, be enrolled in an A.A. or A.S. degree program, qualify for a Pell grant, and be enrolled for a minimum of six credits per term. The amount awarded for part-time, three quarter time, and full-time enrollment is determined by the State of Florida on an annual basis. FSAG is awarded by the College on a first-come, first-served basis each term. Initial eligibility is determined by the results of the Free Application for Federal Student Aid (FAFSA). The FSAG is in addition to the student's Pell Grant award.

Work Programs

Federal Work Study Program (FWS)

The Federal Work Study Program is a program for students with financial need. Students may be employed on our main campus or one of our centers. As a work study employee, students may work a maximum of twenty (20) hours per week and earn at least minimum wage. Actual job placement is dependent upon the student's educational objectives, prior work skills, and the availability of work-study positions. Eligibility is determined by the results of the Free Application for Federal Student Aid (FAFSA), and enrollment in a minimum of six credits per term. Students must request participation in the Federal Work Study Program through the Financial Aid Office or access the application on our website.

Loan Programs

Student Loans

All College Students are eligible to participate in the Direct Lending Program. There are three (3) categories of loans: Subsidized Direct loans, Unsubsidized Direct loans and the Parent PLUS Loan for Undergraduate Dependent Students. All applicants must apply by completing the Free Application for Federal Student Aid (FAFSA). The Parent PLUS Loan for Undergraduate Dependent Students also requires an additional parent application be completed via https://studentloans.gov/.

Subsidized Direct Loan

Direct Subsidized Loans are available to undergraduate students with financial need. Financial need is determined once you complete a FAFSA. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you're in school at least half-time, for the first six (6) months after you leave school (referred to as a grace period*), and during a period of deferment (a postponement of loan payments).

Unsubsidized Direct Loan

Students, regardless of need, may apply for an Unsubsidized Direct Loan. On unsubsidized loans, the government does NOT pay the interest during enrollment or during the grace period.

Parent PLUS Loan for Undergraduate Dependent Students

Parents of dependent students may borrow on behalf of the student. Income is not considered as part of the application, but a credit check is required. Prior to applying for Parent PLUS loan, the student must complete the FAFSA. Parent loans must be repaid over a 10-year period with interest beginning 60 days after disbursement.

All loan recipients must attend at least half-time each term of disbursement and must be participating in a minimum of six credits at the time of disbursement. The student must repay the Direct Loans and all accrued and current interest beginning six months after graduation, leaving school, or dropping below six credits. The parent must repay the Parent PLUS loans and all accrued interest beginning once the loan is disbursed.

Scholarship Programs

Board of Trustees Scholarships

This scholarship is offered to the senior classes of Monroe County high schools each year. The scholarship is awarded for one calendar year commencing August of the recipient's high school graduation year and ending August of the next year. The scholarship is renewed the next calendar year if all guidelines have been met and funding allows. Board of Trustee scholarships are application based. Monroe County seniors should consult their high school guidance counselors for application procedures. **Applicants must be a Florida resident.**

College Foundation Scholarships

The College Education Foundation was established to support the College's students, programs and services. The Foundation is dedicated to providing scholarships to College students from funds raised through the support of private donors and public agencies. A variety of scholarship opportunities are offered to students:

- Two (2) year awards for full time, degree-seeking students that cover tuition for up to sixty (60) credit hours for graduating high school seniors
- First generation in college awards, for Florida residents both of whose parents did not complete a baccalaureate degree
- Nursing scholarships for students accepted into the College Nursing Program
- Emergency Medical Technician (EMT) and Certified Nursing Assistant (CNA) scholarships
- Specific scholarships in the areas of Business, Marine Science, Hospitality, and Criminal Justice
- General studies scholarships; literary work scholarships; VFW scholarships (veterans, service members, and dependents); vocational program scholarships; and RAVE scholarships
- Student Ambassador scholarships

Criteria and requirements differ for each scholarship and may be based on financial need, grade point average, essay submissions, leadership, character and service. For more information regarding the application process and due dates please visit https://www.fkcc.edu/future-students/scholarships1/.

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship program is awarded to Florida high school graduates who complete a rigorous program of study. Awards are issued by the State of Florida directly to the eligible student. Students must apply before high school graduation.

Applications and eligibility criteria for each program are available from the high school guidance office or from the Florida Department of Education website: www.floridastudentfinancialaid.org.

Other Scholarships

There are various private scholarships that may be used to attend the College. If you are a recipient of a private scholarship(s), you must notify both the Financial Aid Office and the Business Office.

Financial Aid Standards of Academic Progress

As part of determining initial and continued eligibility for financial aid, students must demonstrate/maintain satisfactory academic progress standards toward achieving a specified degree or certificate as established by Federal, State, and Institutional policies and regulations. Satisfactory Academic Progress (SAP) is measured at the end of each semester based on term and cumulative student performance. Below are the three criteria used each term to determine financial aid status.

> **Completion Percentage (at least 67%)** A student's completion percentage is calculated by dividing the total number of credit hours a student passes by the total number of credit hours attempted. Students receiving financial aid are required to maintain at least a 67% completion percentage on a term and cumulative basis in order to remain eligible to receive financial aid.

GPA (at least 2.0) Financial aid recipients must earn/maintain a minimum cumulative and term grade point average (GPA) of at least 2.0. A student's term GPA for SAP purposes is based on remedial and college-level course-work completed during that term. The cumulative GPA for SAP purposes considers grades earned for all periods of enrollment even if the student did not receive financial aid. Non-credit continuing education and workforce course-work (including English as a Second Language) will not be counted toward the term grade point average for federal student aid.

Maximum Timeframe Federal Regulations require that an undergraduate student must complete his or her program in a period no longer than 150% of the School's published program length. This is referred to as maximum timeframe. The published program length for the most common degree, the A.A. General Studies is sixty (60) college credit hours. For example, students are allowed a maximum of ninety (90) credit hours to earn a degree that requires sixty (60) hours to complete; this represents 150% of normal completion. Once 150% of the required credit hours have been attempted, the student will no longer be eligible for federal, state, or institutional financial aid. The maximum timeframe does include non-college level/remedial credit hours. Financial Aid students are allowed up to thirty (30) credit hours of remedial study. Please be aware that the maximum timeframe calculation includes all prior coursework regardless of the student's receipt of financial aid.

Financial Aid Probation

Realizing that a student's academic career may experience occasional hardships, a one-term Warning is provided to those financial aid students who do not meet the satisfactory academic progress criteria. In order to be removed from Financial Aid Warning, the student must successfully meet satisfactory academic progress criteria on a term and cumulative basis in his or her next term. Should the student fail to do so, he or she will be placed on Financial Aid Suspension.

Financial Aid Suspension

Should a student fail to meet the requirements for reinstatement under Financial Aid Warning or should a student make a 0.0 GPA for any given term, they will immediately enter into Financial Aid Suspension. At this point, all Federal, State and institutional funding will cease for the succeeding term of enrollment, including all student loan programs. To be removed from Financial Aid Suspension, the student must complete a Satisfactory Academic Progress Appeal and that appeal must be approved by the Financial Aid Office.

Appeal Process

Should the student feel that there are unusual circumstances related to his/her failure to meet the above satisfactory progress standards, he or she may appeal for possible re-instatement. Students who are not satisfied with the decision of the Financial Aid Office have the right to appeal the decision with the Student Services Appeal Committee. The Financial Aid Suspension Appeal form includes instructions on required documentation and is available in the Financial Aid office or at the College website. Students who have received approval of a financial aid suspension appeal will be required to follow an academic plan on file and may only earn grades of A, B, or C for the reminder of their studies at the College to receive aid. Grades of D, F, FN, W or I will result in immediate financial aid suspension. Students may not have more than three financial aid appeals while enrolled at the College.

Reasons for Scholarships or Grant Repayment

The following actions will require repayment of any grants or scholarships received: including funding that has been used for tuition/fees, books, supplies and living expenses:

- Non-attendance of courses and/or failure to add/drop
- Changing enrollment from credit to audit status
- Failure to return your voucher-purchased books or supplies to the bookstore after you dropped the class(es)

- Withdrawal prior to completing sixty (60) percent of a term
- Failure or withdrawal from all courses in a particular term.

Return of the Title IV Funds

The following rule applies to those students who withdraw from classes, are withdrawn from classes by their instructor, stop attending classes, or unsuccessfully complete all courses in a term.

If you are a recipient of Title IV Federal Financial Aid funds (excluding Federal College Work Study) and are considering withdrawing from classes prior to completing more than 60% of the term, your eligibility for aid will be recalculated based on the percent of the term completed. This may result in your having to return a portion or all of the aid that you have received. In addition, if you STOP attending all of your classes prior to completing more than 60% of the term, and/or if your transcript reflects unsuccessful completion of all courses, this will be considered an unofficial withdrawal. Your financial aid eligibility will be calculated based on 50% of the term completed, unless documentation of an academic-related activity (defined by the instructor) is provided to the Financial Aid Office, in which case your financial aid eligibility will be calculated using this later date.

Contact the Financial Aid Office **immediately** to learn how your withdrawal or lack of attendance could impact your financial aid. **Students will not be eligible to register for future terms until all financial obligations are paid in full.**

Title IV aid includes the following programs at the College:

- Federal Unsubsidized Direct Loans
- Federal Subsidized Direct Loans
- Federal PLUS Loans
- Federal Pell Grants
- Federal SEOG Grants

Military Assistance

Veterans Education

The College is approved for the training of entitled veterans who can qualify for such training under current federal laws. Persons with military service are urged to investigate their educational rights. Contact the Office of Financial Aid at (305) 809-3523.

Military Tuition Assistance

Active duty military personnel may be eligible to receive tuition assistance subsidized by the military. For full details, students should contact their Military Education Office on base.

Veteran's Administration (VA) Satisfactory Progress Policy

Students utilizing VA educational benefits are subject to the College's policies regarding Satisfactory Academic Progress. Student academic probation must be reported to the VA at the end of each term. If a student is suspended, this, too, is reported to the VA causing a cessation of all future benefits for that student. A VA student seeking to take courses following a suspension, and have educational benefits reactivated, must meet with his/her academic advisor and complete the VA Student Academic Standing Authorization Form as well as an academic plan that will be submitted to the College's VA School Certifying Official. Certification of courses cannot happen until these documents have been received and approved. Failure to achieve grades of C or above in all courses in subsequent terms, or failure to follow the prescribed academic plan, will result in a new suspension of benefits.

Student Advisement and Engagement

Orientation

Each term the Student Advisement and Engagement staff conducts an orientation program to help new students adjust quickly to the rewards and challenges of College life. Through the orientation program students learn about the campus and its many facilities and services. Orientation provides students with information about important College policies, procedures, and academic programs, as well as information about registering for classes. Students also get a chance to meet other new students and to ask questions.

All new, first-time-in-college students that are degree-seeking must participate in a New Student Orientation within their first semester of enrollment. New students are strongly encouraged to avail themselves of the information and resources given at orientation. Students unable to attend on-campus orientation may access the orientation program online at www.fkcc.edu. Students may contact Student Advisement and Engagement at 305-809-3196 for more information. Middle Keys Center students should contact 305-809-3145 and Upper Keys Center students should contact 305-809-3146.

Registration

students must apply for admission in advance of registration so that high school and college transcripts (when applicable) can be evaluated. Because registration is primarily on a first-come, first served basis, it is important to register early to secure the best selection of class sections and times. All degree-seeking students must be sure to consult with their program director or academic advisor prior to registering to ensure adherence to the educational degree plan and for signature verification on course request forms. Middle and Upper Keys residents can contact their local center for information and assistance in these procedures. Registration is available online for returning students or for students that have an application for admission on file. Students must register for classes prior to the first day of the respective term or part-of-term. Once the term or part-of-term begins, students will need to obtain instructor permission to register for a class.

Academic Advising

Advisors are available in Student Advisement and Engagement during weekday and Wednesday evening hours to assist students with educational and career concerns, such as academic advisement, choice of major, career options, professional preparation, general education requirements, catalog interpretation, drop/add process, and test score interpretation.

Associate in Arts (A.A.) degree-seeking students and those who are undecided about a program of study are encouraged to meet with an academic advisor. Students seeking an Associate in Science (A.S.) degree, Associate in Applied Science (A.A.S.) degree or a Certificate, are assigned a Department Chair/Advisor based upon their declared major field of study.

Each term, it is the student's responsibility to meet with an advisor or Department Chair/Advisor, review his/her academic records, and choose courses designed to fulfill his/her stated objectives. This contact enables the Department Chair/Advisor to know each student personally and to develop class schedules compatible with individual interests and abilities. Students should also consult their Department Chair/Advisor when encountering academic problems or when considering a change in their degree program. A.S. and A.A. S. students should be sure to get their advisor's signature on their course request form prior to registering each term.

Students planning to transfer to four-year colleges or universities must meet with an advisor early to explore degree major options and pre-professional requirements. Early planning assists with an efficient transition to a university. The common prerequisites manual, prepared specifically for community college students transferring to Florida's public universities, is available online at www.floridashines.org.

Career Planning Services

The choice of a career field is an important and sometimes challenging decision to make. For this reason, career decisions should be based on thorough knowledge of one's interests, skills, labor market information, and training programs. We are available to assist students in self-directing career decisions and plans. Students can access our web-based career and employment resource, Career Coach, at any time. Career Coach may be accessed through the College website, www.fkcc.edu. For assistance with career and educational goal planning, contact Advising Services at (305) 809-3196 or email: Advising.services@fkcc.edu

National Testing Program

The College serves as a center for the administration of specialized tests such as the College Level Examination Program (CLEP), the American College Testing Program (ACT), the Law School Admission Test (LSAT), and DANTES Subject Standardized Tests (DSST's). Information and registration bulletins are available at the Office of Community Education, Workforce and Testing (305) 809-3238.

Placement Testing

Non-exempt new degree-seeking students, and returning students who change to degree-seeking status, must take an approved placement exam before registering for classes. The test includes mathematics, reading and English language skills.

Non-Exempt non-degree seeking students are subject to placement test requirements if they wish to enroll in communication/humanities or mathematics courses, or any other course that requires the placement test as a prerequisite.

Students meeting the minimum scores required for each section of the test, may enroll in college-level courses in those areas. Students not meeting the minimum scores required must enroll in developmental courses for those areas in which the minimum scores are not met. However, students shall be permitted to take courses concurrently in other curriculum areas for which they are qualified while enrolled in developmental instruction.

Results of the assessment are used as a guideline to assist advisors in placing students in appropriate courses ensuring their academic success. Developmental courses do not carry college credit and, though included in satisfactory academic progress (SAP) calculations, they are not included in GPA calculations.

Students who can provide official ACT, SAT or Florida Placement Test scores, two years current, are not required to take the placement test. Students who present a college ready diploma or have already completed English (college prep or composition) and math (college prep or higher) courses at another college or university and have had their transcript(s) sent to the College are not required to take the placement test.

Test administrations are offered once a month with more frequent administrations scheduled prior to the beginning of each semester. Testing is available at the Key West Campus, Middle Keys Center and Upper Keys Center.

College Placement Test and Postsecondary Educational Readiness Test– Retest Policy

Placement test scores are valid for two years. If you have not used those scores for course placement during that time, you will be required to take the test again.

A student must wait for at least 45 days to elapse before retaking the College Placement Test.

Students who have already begun any level of developmental instruction in a subject area may only be referred for retesting on an individual basis by the teaching faculty member.

After a two-year period, because scores are no longer valid for placement, students may retake the test.

An Advisor may grant permission for a retest due to extenuating circumstances. Further information concerning

the placement test is available from the office of Community Education, Workforce and Testing at (305) 809-3185.

A $10.00 charge will be assessed to retake one or more parts of the CPT or PERT.

Office for Students with Disabilities

The College is committed to providing full access to all programs, services and facilities for qualified individuals with documented disabilities as mandated by the Americans with Disabilities Act of 1990 (ADA) and in compliance with Section 504 of the Rehabilitation Act of 1973. Disabilities as outlined in the ADA and by the College may include specific learning disabilities, visual, hearing, speech, physical and other disabilities determined by individual situations. Disabled Student Services assists the disabled student in all aspects of college life to ensure his/her educational experience is a successful one. Financial aid is available for students with disabilities who are enrolling part-time based upon a necessary disability accommodation.

The Coordinator of Disabled Student Services is available to meet with students to provide details about the services listed. We encourage interested individuals to contact Disabled Student Services.

To promote academic success, the Office for Students with Disabilities offers a wide variety of accommodations and support services. Services include, but are not limited to:

- Assistance with admission and course registration
- Information and referrals to campus and community services
- Advice on classroom accommodations
- Liaison between student and faculty, provide assistance to faculty on effectively working with the student
- Instructor notification of student with disability – with student's permission only
- Readers, note takers, tutors
- Modified or extended test taking
- Course substitutions
- Accessibility to classrooms and buildings
- Equipment loan
- Voter's Registration

Substitutions for Eligible Students with Disabilities

Florida State Board of Education Rule 6A-10.041, and Florida Statute 1007.264, authorize reasonable substitutions for any person who has a documented hearing impairment, visual impairment, or a specific learning disability, orthopedic/physical impairment, speech/ language impairment, emotional or behavioral disability, autism spectrum disorder, or other disability except those students who have been documented as having an intellectual disability. If a disability inhibits a student from completing a course toward his/her degree which would cause that student not to commence (for example dyslexia causing a student not to complete a math course) that student has the option to file a waiver to substitute another course for that math course. Please refer to the College's Course Substitution Waiver Procedure 72.5, Substitutions for Eligible Students with Disabilities.

How to Obtain Services

In order to be provided reasonable accommodations as a student with a disability, a student must self-identify with documentation of his/her disability to the Coordinator for the Office of Disabled Student Services (DSS). He/she must also complete the Application for Accommodations and Service. Once all required documentation has been submitted to the DSS Office, services may begin. To ensure obtaining prompt accommodations, documentation must be received thirty (30) days prior to the beginning of the semester.

Documentation must include:

1. A specific diagnosis of the disability.
2. Specific limitations caused by the disability, or functional loss.
3. Recommendations for accommodations needed.

4.   Limitations the disability causes and the effect on the students' learning ability.
5.   A list of medications being taken.

Documentation must be dated three years current. However, the DSS Office may modify the time frame if the student has specific updated documentation on official letterhead, signed and dated by a medical professional, with a clear diagnosis of the disability.

Academic and career advising are available to all students. When enrolling at the College, a self-identified student with a documented disability may receive accommodations, support services and academic adjustments based on his/her individual needs as determined by the DSS Coordinator and provided individual disability documentation.

Reasonable accommodations are made at little or no expense to the student.

A student who requests accommodations must present his/her request in sufficient time to coordinate services. Some services may require a minimum of two weeks to arrange. If specific learning tools or accommodations are needed, it is the responsibility of the student to make such requests known with ample time for the tool/accommodation to be provided so the student has what he/she needs to begin the semester successfully.

Service Animals on Campus

The College is committed to providing reasonable accommodations to persons with disabilities and fulfilling its responsibilities under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and Florida Statute 413.081. Persons with disabilities may be accompanied by working service animals on the campus/centers of the College and at all College-sanctioned activities.

Safety Protocol

In the event that a student notices anyone acting in an inappropriate manner (in word or action) or in the event that a student feels threatened, he/she should maintain a calm demeanor and call 911. If it is after college business hours, students should **contact 911.**

Please see the Vice President of Business and Administrative Services for additional information, policies, and procedures concerning security at the College.

Medical Care

William A. Seeker/Key West Campus

The college does not operate any medical care facilities. Emergency medical services are available at the Lower Keys Medical Center, located across the street on 5900 College Road.

The procedure in the event of a medical emergency is as follows:

        1) Call 911. If possible use office phone.
        2) Inform the instructor/staff.

Middle Keys Center in Marathon

The procedure in the event of a medical emergency is as follows:

        1) Call 911. If possible use office phone.
        2) Inform the instructor/staff.

Upper Keys Center in Tavernier

The procedure in the event of a medical emergency is as follows:

        1) Call 911. If possible use office phone.
        2) Inform the instructor/staff

Transcript Information

The Office of Enrollment Services provides and maintains the necessary information and records essential to enable students to track their educational progress, and to supply this information to other institutions. Transcripts of permanent records at the College will be furnished to other institutions or individuals upon the request of the student. Requests for official transcripts cost $3.00. Students may obtain their unofficial transcript by logging on to the College's website at www.fkcc.edu. Student records will not be released if the student has an outstanding student account balance.

Student Ombudsman Office

The Student Ombudsman Office provides a safe and comfortable environment for students to confidentially discuss complaints, concerns, or problems related to access to courses and credit granted toward a degree. The Ombudsman is an independent, impartial resource who helps students make informed decisions by offering strategies and options for resolving issues and providing information on College policies and procedures. The Student Ombudsman Office is located within the Student Advisement and Engagement department of the Administrative Building at the Key West campus. Students located at the Centers or on the virtual campus may contact Advising.services@fkcc.edu to arrange a convenient appointment.

Lagoon Landing Residence Hall

The College is proud to offer on-campus student housing. The 100-bed, waterfront residence hall, aptly named Lagoon Landing, is located adjacent to our dive training lagoon on the Key West Campus.

Lagoon Landing features suite-style living arrangements with fully-furnished four- and five-single bedroom, two-bathroom units. The common living area of each suite includes a kitchenette with a refrigerator, stove-top, and microwave. Free Wi-Fi is provided and cable television connections are available in each student's room. Building entrances are monitored by security cameras and are accessible only to residents and authorized college officials.

There is a dedicated Residence Life staff working and living in the residence hall to support your student and help them adjust to college life.

Residents of Lagoon Landing, Goonies, enjoy social areas like a patio lounge and fitness center. They will also have access to the College pool, tennis courts, and student lounge during designated times. Like any great place to live, Lagoon Landing's best qualities are location, location, location!

Beautiful Location: Residents live waterfront, in the heart of our beautiful campus with one of the best sunset views in the Keys.

Academically-Oriented Location: Residents are just steps from their classes, their instructors, their advisors, and resources like the Library and tutoring services to support their academic success.

Socially-Supportive Location: "Lagoon Landing's" unique design fosters resident communications and connections with suitemates and neighbors; leading to friendships that build the foundation of collegiate memories.

Email housing@fkcc.edu or visit www.fkcc.edu for more information.

Student Activities

A varied program of social and cultural activities is presented throughout the year. Campus activities include, but are not limited to, concerts, workshops, special events, and festivals. The College is currently a member of the Florida College System Activities Association (FCSAA). FCSAA activities include participation in the Florida College System Student Government Association. Through active memberships in a club or campus organization, students will have the opportunity to meet other students and work toward common goals and interests. In recent years, clubs have been organized around sporting interests, such as scuba diving; around academic

programs, such as computers, nursing, science and marine technology; and around special interests, such as leadership, government, and ceramics.

Multiple campus organizations, including the Phi Theta Kappa Honor Society, the Florida Student Nurses Association, National Technical Honor Society, Sigma Alpha Pi Leadership and Success Society and Student Government Association, are affiliates of their respective national and state organizations.

New clubs may be formed with sufficient student interest in either the fall or spring term. Please consult the Student Handbook, the Student Activities Handbook, or inquire in the Office of Campus Life for more information concerning student organizations and activities.

Student Responsibilities and Academic Regulations

Student Financial Responsibility

Registration and Registration Changes

Students are responsible for knowing and complying with any and all registration deadline dates. Any activity a student conducts through their College student account indicates an agreement to the applicable terms and conditions. The student is responsible for all requests to change, add, drop, or withdraw course registration made through MyFKCC account or by a College employee on student behalf. Students are responsible for reviewing their registration and academic record each term for accuracy.

Financial Liability Statement

By registering for courses, students understand that the college is advancing value to them in the form of education services, and that their right to register is expressly conditioned upon their agreement to pay institutional costs including, but not limited to, tuition, fees, books, and any additional costs, when those charges become due. It is the student's responsibility to view and pay fees by established fee due deadlines posted on the College website and catalog. It is the student's responsibility to pay student account balance in the College's student portal referred to as "MyFKCC", by credit (debit) card over the phone, or at the office of Business Services located at Key West main campus, Upper Keys Center, or Lower Keys Center.

Past due student account balance will result in a financial "hold," which prevents future registrations as well as other services being offered in accordance with College policy. A delinquent student account balance may be reported to a credit bureau and/or referred to collection. By registering for courses, students agree to pay any cost associated with the collection of unpaid charges, including collection fees up to 30.0% of the total past due balance or reasonable attorney fees and court costs associated with the collection, including those incurred upon appeal. These conditions shall be governed by the laws of the state of Florida. Students consent to any court of competent jurisdiction in Monroe County, Florida exercising personal jurisdiction over them in any lawsuit brought by the College, or its agents, to collect any and all unpaid fees and other charges and assessments, regardless of Student's domicile at the time of such action.

Financial Aid, Third Party, and Scholarships

Students are responsible for paying College remaining student account balances due after financial aid awards, third party payments, and scholarship awards have been applied to student account by established fees due deadlines posted on the College website and catalog. Even though a third party is paying student tuition, student is responsible for making sure tuition is paid by established deadlines. By submitting requests for financial aid, third party payments, and scholarships does not automatically extend established fees due deadline. If payments are not received by fees due deadline, a formal request to Business Services at business. services@fkcc.edu is required for extension approval. Approval of extension of fees due deadline is contingent upon proper completion of paperwork and other extenuating circumstances.

Suspension of Services

The College will withhold grade reports, transcripts, diplomas, and other services if student fails to pay tuition, fees, books, and any additional costs or otherwise fail to abide by the provisions of this agreement. The College will prevent student from further registration activity until all outstanding balances on student account and/or to third party vendors have been satisfied in full.

Change in Name, Address, or Phone Number

Students are responsible for updating FKCC records with any changes in name, address, or phone number within seven (7) days of any such change. Personal information should be updated in person at Key West main campus, Upper Keys Center, or Middle Keys Center.

Communications

Emails from MyFKCC account are the College's primary and official means of communication, and serve to provide the means for delivering the College's official notices. Students are responsible for reading the information and notices that are sent to through assigned College email. The College and/or third parties may contact students regarding outstanding debt via College email, regular mail, home and mobile phones.

Course Add/Drop and Withdrawal Procedures

Students may register for courses prior to the first day of classes for the respective term. Once the term begins and classes start, students must obtain instructor permission to add any course.

Non-attendance does not constitute a course withdrawal. Notifying a professor does not constitute a course withdrawal. A student must sign a drop/withdrawal form signed and forward the form to their course instructor. The instructor must authorize the withdrawal and forward the form to Enrollment Services for processing. If a student enrolls in a course without successfully completing any and all required prerequisite courses, the student will do so at their own discretion and liability. The instructor has the right to withdraw a student from that course. Dropping or withdrawing from courses may affect a student's Satisfactory Academic Progress (SAP) standing as set forth by the U.S. government or other agency's (i.e. Bright Futures). The College has the right at its discretion to cancel sections and reassign students.

If a student drops a course(s) prior to the refund deadline, tuition and fees will be refunded in accordance with College refund procedures. The drop period for a mini-semester course does not follow the standard term drop schedule and the student is responsible for requesting the drop date from the instructor. If a student withdraws from course(s) after the refund deadline, they are financially obligated to pay for the total cost of the course. Financial aid recipients that withdraw from a course(s) will be subject to and responsible for repaying any Return of Title IV Funds Calculation regulations and any other grant, third party, or scholarship funds pursuant to requirements (i.e. Bright Futures).

Void for Non Payment

If a student does not pay their student account balance by the established payment deadline, they may be dropped from course(s). By being dropped from course(s) students may not be able to re-register for the same courses unless there is a seat available.

Student Responsibility

When a student registers at the College, he/she agrees to accept the rules and regulations of the College. Rules may be changed as circumstances make change desirable or necessary. Prior notice of changes will not be given. All students are expected to observe the rules for the good of the College community.

Academic Freedom and Responsibility

Students are free to make reasoned exception to data and views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for learning about the content of any course for which they're enrolled, without personal prejudice. Students are entitled to protection against improper disclosure of information concerning grades, beliefs, or character, which an instructor acquires in professional association with the student. Judgments of ability and character may be provided under appropriate circumstances, normally with the consent of the student.

The student is responsible for classroom behavior which is conducive to the educational process and for achieving standards of performance established by the instructor.

The instructor has final authority in all matters relating to course content, grading practices, and classroom procedures, consistent with the philosophy, purposes, and established policies of the College. A course grade is the final responsibility of the instructor. As a member of the College community, a student is expected to act responsibly in all areas of personal and social conduct. The College reserves the right to require the withdrawal of any student whose scholarship or deportment does not meet the standards of the College.

Violations of the standards of conduct contained herein will, in most cases, be treated as College disciplinary matters. However, in certain situations, the application of civil and criminal law and/or the injunction process will be employed in order to preserve the system of order and freedom necessary for the maintenance of an educational environment. Any individual or group action which results in or threatens denial of any of the following may result in the application of civil or criminal law or in an injunction: freedom of access or movement, disruption of classes or activities, destruction or illegal occupation of College property, trespass; personal jeopardy to any member or guest of the College community.

Offenses involving the use or possession of firearms, lethal weapons, drugs and alcoholic beverages, although essentially civil matters which address themselves to the discretion of local, state and federal authorities, may subject the possessor or user to College discipline when such offenses and their effects adversely interfere with the well-being of, or reflect on, the College or members of the College community.

Academic Integrity

The College is committed to academic integrity. As an institution of higher education, we affirm the core values of diligence, civility, and honesty in the pursuit of truth. To this end, academic integrity is reinforced by standards of conduct that uphold honesty and personal responsibility. All academic work submitted by students is assumed to be the result of the student's own thoughts, research and self-expression. Any suspicion of dishonesty in academic activities is taken very seriously because it undermines the atmosphere of respect essential to learning. Faculty will not tolerate academic dishonesty in any form, including, but not limited to, plagiarism, cheating, violation of copyright laws, and misuse of college and personal computers. Some examples of cheating and/or plagiarism include, but are not limited to, the following:

- asking or giving another student information during a test
- copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test
- using materials prohibited by the instructor during a test
- impersonating another student or having another person assume one's identity
- copying material exactly, paraphrasing or using an idea without proper citations
- stealing an exam or possessing a stolen copy of an exam
- submitting the same assignment to another class without permission of the instructor
- inappropriately or unethically acquiring material via the internet to be turned in for an assignment

A range of actions may be taken by a faculty member if a student is caught cheating. The specific action occurs at the faculty member's discretion and each faculty member should state his/her policy on cheating in the syllabus for the class.

Class Attendance

Students are expected to attend all of their scheduled classes. The College reserves the right to deal with individual cases of non-attendance. If a student fails to attend any of their classes, financial aid eligibility could be compromised. Each instructor determines the effect of absences upon grades. Instructors will include the attendance policy in their course syllabus. Arranging to make-up work missed because of legitimate class absence is the responsibility of the student. In general, reasons that may be accepted for absence from class include: illness, serious family emergency, special curricular requirements (e.g., field trips, professional conferences), military obligations, severe weather conditions, religious holidays, and participation in official College-sponsored activities. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. The student may offer other sound reasons for consideration. At the instructor's discretion, written documentation sustaining the reason for an absence may be requested. Each instructor is responsible for maintaining student attendance records and relevant documentation. In the event a particular class has a waiting list, a student may be dropped from the class for non-attendance.

Developmental Program

Students entering degree programs, taking degree-credit courses, or any level of English, math, or reading courses are required to take a placement test before registering. ACT, SAT, CPT, and PERT are accepted. Exemptions to the placement test requirement can be found in Florida Statute 1008.30(4)(a), which states a student who entered ninth grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the College shall provide such assessment and instruction upon the student's request.

Students who do not qualify for exemption under F.S. 1008.30 and who provide ACT, SAT, PERT or CPT scores (two (2) years current) below the scores required to enter College level courses must enroll in developmental courses, with the exemption of those students who meet the criteria of Florida Statute 1008.30. These courses include reading comprehension, communication skills, basic math, and introduction to algebra. Enrollment in the developmental program is based on placement scores. Grades earned in developmental courses will not count toward graduation nor will they be calculated into the student's grade point average; however, they are calculated in the satisfactory progress average for financial aid purposes. Students are permitted to enroll in developmental instruction concurrently with credit instruction in courses for which they are qualified.

Developmental Rule

Rule 6A-10.0315 states that students enrolled in developmental courses may be permitted to take courses concurrently in other curriculum areas for which they are qualified. Students who test into developmental instruction must successfully complete the required developmental studies by the time they have accumulated twelve (12) hours of college credit course work.

OR

Students must maintain continuous enrollment in developmental course work each semester until the requirements are completed while at this present time performing satisfactorily in the degree earning course work. Developmental students who are deficient in all three areas (reading, English, and math) may enroll in college-level courses such as college success courses or courses that are not dependent on college-level computation and communication skills. Upon successful completion of remediation, students then qualify to enroll in college-level courses. For further information please contact your Advisor.

Withdrawal and Forgiveness Rule

The following procedures relate to student withdrawal from courses and to conditions under which forgiveness of grades earned will be granted to the student.

1. Withdrawal

The student may withdraw without academic penalty from any course by the 70% point in the semester. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester. Withdrawals after that date will be granted only through approved College procedures.

The student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

Students who drop a class before the last day to receive a refund will receive a 100% refund. (Refer to the academic calendar on the College's website for appropriate date.)

Students who do not officially withdraw will be assigned a letter grade by the instructor. The last day to officially withdraw is listed on the academic calendar. Students should consult their course syllabus and/or instructor for courses that have start and end dates that do not follow the standard academic calendar for the last date to withdraw.

Students are reminded that instructors are not permitted to change the academic status of a student, i.e., award a grade of "W" or "X" on the final roster. **IT IS THE STUDENT'S RESPONSIBILITY TO WITHDRAW OR CHANGE HIS OR HER REGISTRATION STATUS BY THE PUBLISHED DEADLINES.**

2. Grade Forgiveness

A student is allowed to repeat a course only two times in order to improve a failing grade ("D" or "F").

Only the last grade earned in a repeated course will be computed into the student's grade point average, provided the last assigned grade is not a "W" (withdrawal) or an "X" (audit). However, all courses attempted will appear on the transcript.

Students should be aware that some private or out-of-state colleges and universities may not accept a repeated course and may compute the initial grade in the grade point average. Some Florida State Universities may include both attempts (grades) in their final computation of the grade point average.

Students may not repeat a course to improve his/her grade point average after the awarding of the Associate in Arts, Associate in Science, and/or Associate in Applied Science degrees.

Courses may be repeated if they are designated as repeatable, such as choir, music or other individualized courses of study; or if they are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

Students receiving federal financial aid cannot repeat a course where a grade of "C" or better has been earned, unless the catalog permits repeating a specific course for credit. A course in which a grade of "D" or "F" is received may be repeated one time.

Students receiving VA benefits should be aware that the Veterans Administration will not pay for a repeated course in which a grade of "D" or better has been earned, except where state rules require a minimum grade of "C".

3. Total Attempts

This policy applies to college-level and developmental courses taken for the first time beginning with fall semester, 1997. Only the College's courses are counted in attempts. Repeatable courses, courses required to be

repeated by a regulatory agency, or courses being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification, will not be applied to this policy.

A student can only repeat a course in which he/she have earned a grade of "D" or "F." A student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester. On the third attempt, and thereafter, a student will be assessed 100% of the full cost of instruction (non-Florida resident rates) of the course. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances.

Audit enrollments shall not count as attempts, unless such enrollment is declared after the end of the drop period. Developmental students, who are required to be certified as completing competency-based developmental instruction, shall not be enrolled as audits.

Exceptions to Withdrawal and Forgiveness Rule

Exceptions to the withdrawal and forgiveness rule must be appealed through the Student Services Appeal Committee.

Grading

Grading

Letter grades, transcript symbols, and quality points to indicate the quality of work of each student are used as follows:

A	Excellent	4 grade points per semester hour
B	Good	3 grade points per semester hour
C	Average	2 grade points per semester hour
D	Poor	1 grade points per semester hour
F	Failure	0 grade points per semester hour
FN	Failure for non attendance	0 grade points per semester hour
I	Incomplete	
W*	Withdrew from course	
X	Audit	
N**	No grade	
NR	Not reported by instructor	

Standard FKCC Grading Scale:
    90% or above A
    80% - 89% B
    70%-79% C
    60%-69% D
    Below 60% F
For the College's Nursing Program a grade of C is earned for a 77% to 79%. A 76% or below is a F.

*To receive a grade of "W", students must withdraw officially through the Office of Enrollment Services by completing and submitting the appropriate form prior to the announced deadline (see academic calendar). Students who do not officially withdraw will be assigned a grade by the instructor.

** Applicable to developmental courses only.

If the required work has not been completed within the time specified by the instructor, an "I" will become the grade stipulated by the instructor. This deadline shall not exceed four (4) months from the completion of the term for which the incomplete was awarded. Grades of "D" may or may not be accepted by other institutions.

Grade Changes

Students who wish to dispute a grade should meet with the instructor of the course. If the instructor deems a grade change should be made, the instructor will complete the Report of Change of Grade form, giving a full explanation of the reasons for the change of grade. The time period in which any grade can be changed is thirty (30) days from the posting of the grade. For questions regarding the grade appeal process please see the Student Handbook, located on the College website.

Grade Point Average

To rank individual students, scholastic attainment is computed in terms of the cumulative grade point average. This average is obtained by dividing the total number of quality points earned on the student's College transcript by the total number of GPA hours attempted on the student's College transcript. The final grade point average required for graduation is computed based on the summation of all the courses taken at the College, as well as course grades earned at other institutions and reflected on the student's College transcript. When a student repeats a course, the most recent grade will be used to determine the cumulative grade point average. It is the responsibility of the student to keep informed of the accumulation of credit hours and grade point average. This information may be requested from the Office of Enrollment Services.

Final Grades

Students may view their final grades by logging on to their student accounts through the College website at www. fkcc.edu. Final grade reports will not be mailed out to students or given out over the phone.

Scholastic Honors

An honors list will be prepared at the end of each term, excluding summers. Students who earn a 3.8 or higher grade point average will be placed on the President's Honors List; students who earns a 3.5 or higher grade point average will be placed on the Dean's Honors List. Only full-time students who are enrolled in college-level courses are considered for these lists.

Academic Probation & Suspension

Students must achieve a minimum grade point average (GPA) of 2.0 to maintain satisfactory academic progress at the College. Students, including dual enrollment students, who have attempted seven (7) or more college credits with less than a 2.0 cumulative GPA (not including college preparatory courses) will be placed on academic probation.

Academic Probation

Students on academic probation are required to meet with an advisor to create an academic plan prior to enrolling in any college credit course.

Students on academic probation are limited to a maximum of twelve (12) credit hours per semester, for which a 2.0 GPA or better must be received to be removed from probation.

If students on academic probation have not previously enrolled and successfully completed a student life skills course, then they must enroll in this three (3) credit course as part of their maximum twelve (12) credit course load.

In addition, should the student register for up to twelve (12) credits and fail to achieve the required 2.0 GPA, he/

she will be placed on academic suspension.

Academic Suspension

Students on academic suspension are prohibited from enrolling in any credit courses for a minimum of one (1) college semester. Students who fulfill their academic suspension requirements and wish to re-enroll in credit courses must follow the academic probation guidelines.

Students have two (2) weeks to appeal their academic suspension to the Student Services Appeals Committee. The appeal of this action must be in writing and must be accompanied with any supporting documents (for example e.g., a supplemental grade report from an instructor correcting an inaccurately reported grade).

Academic Amnesty

Academic Amnesty allows students with poor academic records to request that transfer or college coursework that is ten or more calendar years old be excluded from GPA calculations and in determining graduation eligibility. Academic Amnesty is a one-time non-reversible opportunity. Students who wish to apply for Academic Amnesty should first discuss the program with an academic advisor or program advisor. Students must complete the Academic Amnesty form for consideration by the Student Services Appeals Committee.

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

Veteran's Administration (VA) Satisfactory Progress Policy

Students utilizing VA educational benefits are subject to the College's policies regarding Satisfactory Academic Progress. Student academic probation must be reported to the VA at the end of each term. If a student is suspended, this, too, is reported to the VA causing a cessation of all future benefits for that student. A VA student seeking to take courses following a suspension, and have educational benefits reactivated, must meet with his/her academic advisor and complete the VA Student Academic Standing Authorization Form as well as an academic plan that will be submitted to the College's VA School Certifying Official. Certification of courses cannot happen until these documents have been received and approved. Failure to achieve grades of C or above in all courses in subsequent terms, or failure to follow the prescribed academic plan, will result in a new suspension of benefits.

Course Substitutions, Catalog Modifications, and Prerequisites

Course Substitutions

In some instances, students may have successfully completed comparable course work at another regionally accredited institution. As a result, a course substitution or catalog curriculum modification may be viable.

Application for a course substitution or catalog curriculum modification must be submitted through an academic advisor or program advisor for one of the following reasons:

1. A different course better meets the student's educational objectives;

2. A required course is not scheduled during the student's last term before graduation.

Course substitutions and catalog curriculum modifications require the written request of the student's academic advisor or program advisor. The advisor will forward the request to the appropriate College personnel. Students will receive a copy of the course substitution for their personal records.

Note: For disabled students, see the section on Course Substitutions under the heading Office for Students with Disabilities.

Prerequisites and Course Sequence

Students should make note of the prerequisites stated in the individual course descriptions in the catalog when scheduling courses. Program advisors are available to assist students to ensure they meet degree or certificate program requirements. Students must obtain instructor permission to register for a course in which they have not met the prerequisites. However, students who do not qualify for exemption according to F.S. 1008.30 (4)(a) and who have been placed in developmental level courses must enroll in the required remedial course work. Students are urged to meet with an advisor on a regular basis to ensure that they do not take unnecessary courses.

Overview of Programs of Study

Degrees

The College offers programs of study leading to the Bachelor of Applied Science degree (B.A.S.), Associate in Arts degree (A.A.), the Associate in Science degree (A.S.), the Associate in Applied Science (A.A.S.) degree, the Advanced Technical Diploma (ATD), and Community College Certificate.

Bachelor of Applied Science Degree (pending SACSCOC approval)

The Bachelor of Applied Science Degree is designed to provide individuals who hold an Associate in Arts (AA) or Associate in Science (AS) degree the opportunity to further their education. The course of study is equivalent to those offered to junior and senior students in the upper division of Florida's colleges and universities. Students completing this baccalaureate program will have the skills and knowledge required to become successful managers and meet the demand for leadership of highly technical professionals in the workplace.

Associate in Arts Degree

The Associate in Arts degree is a transfer degree that provides a course of study equivalent to those offered to freshman and sophomore students in the lower division of Florida's state universities. The degree includes thirty-six (36) hours of general education which parallels the university requirements and twenty-four hours of electives in preparation for a major area of study.

Associate in Science Degree

The Associate in Science degree is a transfer degree. It is a sixty (60) plus college credit degree intended to prepare students for immediate employment in a specific occupational area and prepares students to transfer into a baccalaureate program. The degree requires the completion of at least fifteen (15) to eighteen (18) credit hours of transferable general education courses, as well as transferable technical courses. The general education courses will transfer and apply toward the thirty-six (36) hours required for the baccalaureate degree in the Florida College System and Florida State University System.

Associate in Applied Science Degree

The Associate in Applied Science degree is a college-level/technical degree. Graduates are prepared for immediate entry into the workforce and have the communications, and problem solving, and academic skills necessary to successfully compete in the job market and advance in the workforce. The Associate in Applied Science degree provides the same career preparation as the Associate in Science degree but is not designed as a college transfer program. The degree may transfer to some universities under special articulation agreements between the College and the university.

College Credit Certificate

A technical certificate is a program of study of less than sixty (60) credits of college-level technical courses that prepares students with the opportunity for immediate employment in a specific occupational field. It generally does not require the completion of general education courses. The certificate may be part of an associate in science (A.S.) or associate in applied science (A.A.S.) degree.

Vocational Certificate "PSAV"

A vocational certificate is a program of study usually one year or less consisting of a prescribed number of vocational credits. The program focuses on providing students with the specific skills for immediate job entry. A vocational certificate is awarded upon completion of all vocational program courses and demonstration of attainment of predetermined and specified performance requirements.

Applied Technology Diploma

The ATD consists of a course of study that is part of an associate in science (A.S.) or an associate in applied science degree (A.A.S.), is less than sixty (60) credit hours, is approximately fifty (50) percent of the technical component (non-general education), and leads to employment in a specific occupation. An applied technology diploma program may consist of either technical credit or college credit.

Graduation Requirements

Continuous Enrollment

Responsibility for meeting the requirements of the Bachelor of Applied Science degree (B.A.S.), Associate in Arts degree (A.A.), the Associate in Science degree (A.S.), the Associate in Applied Science (A.A.S.) degree, the Advanced Technical Diploma (ATD), and Community College Certificate, rests with the student. To maintain continuous enrollment for graduation purposes, a student must be enrolled in at least one (1) class for both Terms I and II (fall and spring). If this enrollment is not maintained, the student has to meet the graduation requirements in effect at the time of completing his/her final course.

Bachelor of Applied Science Requirements (pending SACSCOC approval)

To qualify for the Bachelor of Applied Science (B.A.S.) degree, a student must:

1. Complete one hundred and twenty (120) semester hours of academic coursework as prescribed by the respective degree program.
2. Complete an approved general education program of not fewer than thirty-six (36) semester hours.
3. Achieve a grade point average of not less than 2.0 in all college level coursework taken at the College, as well as on the summation of all courses included on the student's College transcript.
4. Complete 25% of their degree requirements utilizing credits earned at the College.

Associate in Arts Requirements

To qualify for the Associate in Arts degree, a student must:

1. Complete sixty (60) semester hours of academic work exclusive of: courses numbered 3000 or above, nontransferable occupational courses, and basic physical education courses that are in a planned program outlined in this catalog.
2. Complete an approved general education program of not fewer than 36 semester hours.
3. Achieve a grade point average of not less than 2.0 in all college level coursework taken at the College, as well as on the summation of all courses included on the student's College transcript.
4. Complete 25% of their degree requirements utilizing credits earned at the College.

The grade of "D" will be accepted for transfer to Florida four-year colleges and universities (provided the overall grade point average does not drop below the prescribed 2.0 level), and will count towards the baccalaureate

in the same way as "D" grades obtained by students enrolled in the first two (2) years of Florida's universities, i.e. credit required for the baccalaureate. However, it is at the discretion of the department or college of the university offering the major, whether or not courses with "D" grades in the major, will satisfy requirements in the major field.

Career and Technical Program Requirements (A.S., A.A.S, Certificate)

To qualify to complete a career and technical program, a student must:

1. Successfully complete a minimum of sixty (60) semester hours in an Associate in Science or Associate in Applied Science degree program, or the minimum credits required for the Certificate Program, as specified in a prescribed program of study outlined in this catalog.
2. Achieve a grade point average of not less than 2.0 in all college level coursework taken at the College as well as on the summation of all courses attempted at all institutions attended.
3. Students must also complete 25% of their degree requirements utilizing credits earned at the College.

Additional Graduation Requirements Include:

A cumulative grade point average of not less than 2.0 must be attained on all College level coursework attempted at the College, as well as on the summation of all courses included on the student's College transcript. When a student repeats a course, the most recent grade will be used to determine his/her grade point average.

An application for graduation must be submitted to the Office of Enrollment Services before the published deadline (see the academic calendar). Commencement will be held twice each year at the end of the fall and spring terms. Students planning to participate in the commencement ceremony must submit an application by the term deadline. Those students, who plan to complete graduation requirements during the summer term III, may participate in the spring or fall commencement ceremony, if they plan to attend the spring ceremony they must apply for graduation by the spring term deadline.

All financial or other obligations (including Admissions requirements) to the College must be satisfied prior to graduation.

Military Contract for a Degree

Students currently on active military duty may "contract for a degree" through the Service Members Opportunity Colleges at the College. The Associate Dean of Enrollment Management will assist the service person in contracting for the degree. The contract will specify the course of study to be pursued and the appropriate learning options. The College will continue to guide the service person's educational planning should it become necessary for the student to enroll in another institution. The service person will be permitted to transfer in reverse appropriate credits earned at other institutions. The service person must complete a minimum of 25% of the required work at the College. The appropriate degree or certificate will be awarded upon successful fulfillment of the contract.

Degree Termination

When the College feels that it is necessary to terminate a degree program due to low enrollment or other circumstances, the program advisor will notify the students enrolled in that program in writing of that decision. The following procedures must be adhered to in order for the student to be able to graduate from the terminated program:

- the student must maintain continuous enrollment with the College
- courses no longer offered by the college may be transferred in from other regionally accredited institutions.
- all graduation check downs will be processed by the Associate Dean of Enrollment Management.

Bachelor of Applied Science in
Supervision and Management (B.A.S.-S.M.)

Overview

The Bachelor of Applied Science in Supervision and Management Degree is designed for graduates who have completed an Associate of Arts (A.A.) or Associate of Science (A.S.) degree. The B.A.S-S.M. program includes coursework and field experience in supervision and management settings to enable students to integrate theory with practice. Graduates will acquire specialized skills in management, finance, marketing, human resources, and leadership. The B.A.S-S.M. program will prepare individuals to develop, plan, manage, and supervise in a variety of workforce settings needed nationwide.

B.A.S. Supervision and Management Degree Requirements

Students must have earned an A.A., A.S. or an equivalent from a regionally accredited institution. Students must have earned a minimum of one hundred twenty (120)credit hours; including successful completion of thirty-six (36) general education credit hours, forty-two (42) credit hours of lower level specialized and technical courses, and forty-two (42) credit hours of upper-level required courses.

Recommended Lower-Level Technical Courses:

GEB 1101 - Introduction to Business (3)
ECO 2013 – Macroeconomic (3)
STA 2023 - Introduction to Statistics (3)
ACG 2021 - Financial Accounting (3)
MAR 2011 - Principles of Marketing (3)

Upper-Level Common Core Course (21 Credits Required):

GEB 3213 - Advanced Communications in Business (3)
GEB 4891 - Strategic Planning and Management (3)
MAN 3240 - Organizational Behavior (3)
MAN 3303 - Leadership and Management Practices (3)
MAN 4301 - Human Resource Management (3)
MAN 4504 - Operational Decision Making (3)
QMB 3600 - Quantitative Methods in Business (3)

Upper-Level Specialization Course Requirements (21 Credits Required):

ACG 3024 - Accounting for Non-Financial Majors (3)
BUL 3310 - Legal and Ethical Issues in Business (3)
FIN 3400 - Financial Management (3)
MAR 4802 - Managerial Marketing (3)
GEB 3356 - International Business (3)
GEB 4112 - Entrepreneurial Management (3)
MAN 4720 - Capstone Experience: Business Administration (3)

Total Required Credit Hours: 120

Foreign Language Requirement

Prior to completion of the Bachelor of Applied Science in Supervision and Management (B.A.S.-S.M.) at the College, students must demonstrate foreign language competence by providing evidence that documents the successful completion of two (2) credits of sequential high school foreign language instruction, or by passing the second level of foreign language at the college level. Students may demonstrate equivalent foreign language

competence via the alternative methods specified by the Florida Department of Education including established minimum College Level Examination Program (CLEP) scores, or other methods as determined by the College. The College reserves the right to validate the foreign language competence of any student prior to awarding the Associate in Arts Degree through methods including, but not limited to, review of official transcripts, portfolio and performance reviews, competency testing, standardized testing, or other methods determined by the College that are designed to assess the foreign language competencies outlined in Rule 6A- 10.02412 of the Florida Administrative Code. Some majors and universities require additional foreign language competencies. Please consult an advisor regarding your foreign language transfer requirements.

Associate in Arts Degree (A.A.)

Overview

The College's Associate in Arts (A.A.) transfer degree is designed for the student who plans to transition to a baccalaureate program as a junior. Students take the same courses that they would take as a freshman or sophomore at a university. That means a student plans his/her program of study around a planned major or career at the college or state university he/she wants to attend. A student graduates with an A.A. degree from the College, may continue at the College to earn a Bachelor of Applied Science (B.A.S) program or transfer to a university, and fulfill the remaining bachelor's degree requirements in one of hundreds of different major areas available at the state universities.

Associate In Arts Degree Transfer Programs

State Universities in Florida offer more than 200 different majors that FKCC students can pursue. Before planning a major, students are advised to:

- speak with a FKCC advisor
- consult the catalog or the specific department at the university to which they plan to transfer to and confirm which courses they should take at the College

It is important that a student select appropriate courses in both the General Education and university transfer program areas. A College advisor can assist with course selection, or students can use the Florida Virtual Campus (www.flvc.org), as detailed in this catalog section.

Guaranteed Transfer to the State University System

All Florida state college Associate in Arts graduates are guaranteed certain rights under the statewide Articulation Agreement listed in Florida Administrative Code 6A-10.024. The Articulation Agreement governs the transfer of students from Florida public community colleges to the state university system. Guarantee of university admission does not guarantee admission to a limited access program. In a limited access program, the admissions requirements are more selective and may include a higher grade point average (GPA), higher test scores, auditions and/or portfolios. Selection for admissions to university limited access programs is competitive. However, state college A.A. graduates have the same opportunity to enroll in these programs as students who began at the university.

Student Bill of Rights

The College's Associate in Arts (A.A.) graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024). This "Student Bill of Rights" guarantees that an AA degree student will transfer intact from any Florida state college to any state university.

- Admission to one of the state universities, except to limited access programs*.
- Acceptance of at least 60 credit hours by the state universities toward the baccalaureate degree.
- Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment.

- Transfer of equivalent courses under the Statewide Course Numbering System.
- Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, EXCELSIOR, Dual Enrollment, Early Admission and International Baccalaureate).
- No additional General Education core requirements.
- Advance knowledge of selection criteria for limited access programs.
- Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available the established appeal procedures through their respective articulation officers.

Limited Access is the designation given to programs that require additional admission requirements which are more selective than general admission requirements. These may include the following: increased total GPA and test scores; additional courses and prerequisites; and auditions and portfolios.

Foreign Language Requirement

Prior to completion of an Associate in Arts (A.A.) Degree at the College, students must demonstrate foreign language competence by providing evidence that documents the successful completion of two (2) credits of sequential high school foreign language instruction, or by passing the second level of foreign language at the college level. Students may demonstrate equivalent foreign language competence via the alternative methods specified by the Florida Department of Education including established minimum College Level Examination Program (CLEP) scores, or other methods as determined by the College. The College reserves the right to validate the foreign language competence of any student prior to awarding the Associate in Arts (A.A.) degree through methods including, but not limited to, review of official transcripts, portfolio and performance reviews, competency testing, standardized testing, or other methods determined by the College that are designed to assess the foreign language competencies outlined in Rule 6A-10.02412 of the Florida Administrative Code. Some majors and universities require additional foreign language competencies. Please consult an advisor regarding your foreign language transfer requirements.

Transfer

The public universities in Florida have a transfer manual that lists common prerequisites for each university major. The manual is available on-line and recommends pre-professional courses that should be taken at the state college level in order to meet the requirements of these selective admissions programs. Also, some university programs require the second year of a modern foreign language for the baccalaureate degree. Students are advised to meet with an advisor to review these pre-professional requirements. Students should be aware that most university majors, i.e., business administration, engineering, computer science, pre-med programs, education, etc., require specific courses to be taken at the state college as part of the A.A. degree, prior to applying to the university. Failure to meet a university's pre-professional requirements for a limited access program could delay a student's admission to the program of his/her choice.

The institution from which a student wishes to graduate makes the final decision on graduation requirements and the acceptance of transfer credits.

Students are urged to allow themselves plenty of time and thought in which to plan the educational program that will guide the remainder of their lives and influence the quality of their living. Appointments to see an academic advisor at the College for needed personal assessment and educational guidance should be made early and regularly.

ATTENTION A.A. STUDENTS: For additional information on transferring to a university, please make an appointment to see one of our academic advisors before the beginning of your second year at the College.

Letters/Humanities and Mathematics Course Requirements for the Associate in Arts Degree (The Gordon Rule)

In addition to tests that measure student achievement in college-level communication and computation skills, S.B.E. Rule 6A-10.30 (Gordon Rule) requires that other assessment procedures shall be measured by completion of coursework in letters and humanities and mathematics.

For purposes of this rule, a grade of "C" or higher shall be considered successful completion. Prior to receipt of an Associate in Arts degree from a public state college or university or prior to entry into the upper division of a public university, a student shall successfully complete the following:

- twelve (12) semester hours of letters and humanities coursework in which the student is required to demonstrate writing skills. For the purpose of this rule, a letters and humanities course is defined as any semester-length course within the general study area of letters and humanities in which the student must demonstrate college-level writing skills through multiple assignments. English Composition and courses that satisfy the writing requirement are listed in Area I (Letters) and Area II (Humanities).
- six (6) semester hours of mathematics course work at the level of college algebra or higher. Logic or statistics courses may be used to fulfill three (3) hours of the six (6) hour computation requirement when specified.

Associate of Arts Degree Requirements

To earn an Associate in Arts degree students must earn sixty (60) credits. Students must complete thirty-six (36) credit hours of general education courses (Area I-VI) and 18-19 credit hours of elective course work (Area VII), 3 credit hours of Computer Competency (Area VIII), and 2-3 credit hours of College Success (Area IX).

General Education Requirements for the Associate in Arts Degree (36 credits)

Area I and Area II courses are governed by the Gordon Rule.

Area I: Letters Requirements (6 credit hours)

A grade of "C" or higher is required in order to satisfy Gordon Rule requirements.

Core Communication Requirements (6 credit hours)

The following courses each require significant college level writing that conforms to the Gordon Rule Writing Requirement.

ENC 1101 - English Composition I (3)
ENC 1102 - English Composition II (3)
Any course with an ENC prefix for which and ENC 1101 course is a prerequisite (i.e. English Composition II)

Optional Communication (Optional Communication courses count towards General Education Electives)
SPC 1608 – Intro to Speech Communication (3)

Area II: Humanities Requirements (6 credit hours)

The following courses each require demonstration of college-level writing skills through multiple assignments and apply to the Gordon Rule Writing Requirement.

Core Humanities Requirements (choose 3 at least credit hours)
HUM 1020 - Intro to Humanities (3)
PHI 2010 - Intro to Philosophy (3)
ARH 1000 - Art Appreciation (3)
MUL 1010 - Music Appreciation (3)

Optional Humanities
ARH 1050 - Art History Ancient to 1400 (3)
ARH 1051 - Art History 1400 to present (3)
AML 2020 - American Literature (3)
CRW 1001 - Creative Writing (3)

CRW 1300 - Beginning Poetry Writing (3)
CRW 2100 - Beginning Fiction Writing (3)
ENG 1300 - Writing About Film (3)
HUM 2250 - Humanities of the 20th Century (3)
LIT 2020 - Intro. to Short Fiction (3)
LIT 2380 - Women in Literature (3)
PHI 2600 - Intro to Ethics (3)
REL 2240 - New Testament Survey (3)
REL 2300 - World Religions (3)

Area III: Mathematics Requirements (6 credit hours)
A grade of "C" or higher is required in order to satisfy Gordon Rule requirements.

Core Mathematics Requirements (choose at least 3 credit hours)
MAC 1105 - College Algebra (3)
MAC 2311 - Calculus I (4)
MGF 1106 - Math for Liberal Arts I (3)
STA 2023 - Introduction to Probability and Statistics I (3)
Any course for which a Core General Education Mathematics course is the immediate prerequisite

Optional Mathematics
MAC 1147 – Pre Calculus/Trigonometry (4)
MAC 2233 – Calculus for Business Majors (3)
MAC 2312 – Calculus and Analytic Geometry 2 (4)

Area IV: Natural Science (6 credits required)
Core Natural Science Requirements (choose at least 3 credit hours)
AST 1002 - Astronomy (3)
BSC 1005 - Survey of Biological Science (3)
BSC 1010 - Principles of Biology I (3)
BSC 1085 - Anatomy and Physiology I (3)
CHM 1045 - General Chemistry I (3)
PHY 1053C - General Physics I (3)
Any course for which a Core General Education Natural Science course is the immediate prerequisite

Optional Natural Science
BSC 1011 – Principles of Biology II (3)
BSC 1086 – Anatomy and Physiology II (3)
CHM 1046 – General Chemistry II (3)
MET 1010 – Intro to Meteorology (3)
PCB 2030 – Environmental Biology (3)

Area V: Social/Behavioral Sciences (6 credits required)
Core Social Science Requirements (choose at least 3 credit hours)
AMH 2020 - History of the United States, 1876 to 1945 (3)
ECO 2013 - Macroeconomics (3)
POS 1041 - National Government (3)
PSY 2012 - General Psychology (3)
SYG 1000 - Introduction to Sociology (3)
Optional Social Science
AMH 2010 - History of the United States to 1877 (3)
AMH 2030 – Contemporary US History (3)
DEP 2004 - Human Growth & Development (3)
ECO 2023 - Microeconomics (3)

POS 1001 - Intro. to Political Science (3)
WOH 1012 - World History I (3)
WOH 1022 - World History II (3)

Area VI: Additional General Education Credits (6 credits required)
Six (6) Credits from any of the above General Education Core or Optional courses

Area VII: Elective Requirements (18-19 credit hours)
This requirement may be met by selecting courses listed in the course description section of catalog. Do not choose courses that are not ordinarily counted in the AA degree. It is recommended that students select electives appropriate to their intended major.

Other Degree Requirements
Area VIII: Computer Competency* (3 Credits)
CGS 1000C - Introduction to Computer Science (3)
CGS 1010 - Computer Applications in Education (3)
CGS 1100 - Introduction to Computer Applications (3)
COP 1220C - C Programming (3)
COP 1332 - Visual Basic (4)
COP 2221 - Intermediate Programming in C (3)
COP 2334C - Object Oriented Programming in C++ (3)
COT 2003 - Foundations of Computer Science (4)
EME 2040C - Technology in Education (3)
LIS 2004 - Introduction to Internet Research (1)
Students may test out of Computer Competency by passing appropriate approved competency assessment.

Area IX: College Success Competency (2-3 Credits)
SLS 1101- Preparing for Student Success (3)
SLS 1261 - Student Leadership (3)
 – First Time in College Experience (2)
Other SLS College Credit Course

Associate in Science Degrees (A.S.)

The College's Associate in Science (A.S.) degree program is designed to prepare students for a career in business and industry beyond the high school level. With emphasis on 21st century employment opportunities, this degree focuses on in-demand careers that will help students compete effectively in the global job market. A.S. degree students must complete a minimum of 60 credit hours with no less than 15 semester hours of General Education courses.

BUSINESS ADMINISTRATION

To earn an A.S. Business Administration degree, students must earn sixty (60) credits. Students must complete fifteen (15) credit hours of general education courses, forty-two (42) credit hours of core requirements, and six (6) elective credit hours and meet the College's success competency requirement*. To meet the college success competency, students must provide evidence that documents the successful completion of a student life skills course. Students can also demonstrate equivalent college success competence via alternative methods as described by the College.

This is the largest career opportunity sector in the nation. New jobs continue to open in management, marketing, personal selling, accounting, and financial management services. Salaries are expected to remain above average in all positions. This is a golden age for new venture formation; more small businesses are being created now than in any other time in history. Students who can master management judgment, initiative, critical reasoning,

and communications will be in demand throughout their working lives. This program teaches the student to work in management in virtually ANY organization, whether in the private, public, or service sectors.

General Education Requirements (15 credits)
ENC 1101 - English Composition I (3)
Mathematics Requirements (choose 3 credit hours)
MGF 1106 - Mathematics for Liberal Arts I (3)
MAC 1105 - College Algebra (3)
STA 2023 - Introduction to Probability and Statistics (3)
Humanities/Fine Arts Requirements (choose 3 credit hours)
HUM 1020 - Introduction to Humanities (3)
PHI 2010 - Introduction to Philosophy (3)
ARH 1000 - Art Appreciation (3)
MUL 1010 - Music Appreciation (3)
Social/Behavioral Science Requirements (choose 3 credit hours)
AMH 2020 – History of the United States, 1876-1945 (3)
POS 1041 – National Government (3)
PSY 2012 – General Psychology (3)
SYG 1000 – Introduction to Sociology (3)
Natural Sciences Requirements (choose 3 credit hours)
AST 1002 – Astronomy (3)
BSC 1005 – Survey of Biological Sciences (3)
BSC 1010 – Principles of Biology (3)
BSC 1085 – Anatomy & Physiology (3)
CHM 1045 – General Chemistry (3)
PHY 1053C – General Physics (4)

Core Requirements (39 credits)
ACG 2021 - Financial Accounting (3)
ACG 2071 - Managerial Accounting (3)
BUL 2241 - Business Law I (3)
BUL 2242 - Business Law II (3)
CGS 1100 - Intro to Computer Applications (3)
ECO 2013 - Macroeconomics (3)
ECO 2023 - Microeconomics (3)
FIN 1100 - Personal Finance (3)
GEB 1011 - Introduction to Business (3)
ENT 1000 - Entrepreneurship (3)
MAN 2021 - Management Concepts (3)
MAR 2011 - Principles of Marketing (3)
MAN 1300 - Intro to Human Resource Mgmt (3)

Elective Requirements (choose 6 credit hours)

Any SLS course
   *Students are required to meet the college success competency in order to graduate. If students meet the competency by completing an SLS course, the credits will be applied as elective credits.

College Success Competency

SLS course
   *Students may test out of the college success competency by passing an approved competency assessment.

Total Credits Required: 60

COMPUTER PROGRAMMING & ANALYSIS

To earn an A.S. Computer Programming & Analysis degree, students must earn sixty (60) credits. Students must complete fifteen (15) credit hours of general education courses, thirty-six (36) credit hours of core requirements, and nine (9) elective credit hours and meet the college success competency requirement*. To meet the college success competency, students must provide evidence that documents the successful completion of a student life skills course. Students can also demonstrate equivalent college success competence via alternative methods as described by the College.

This program offers the student the opportunity to learn how to analyze a problem and then design and implement a computer software solution. The student will learn two programming languages. The student will also gain a foundational understanding of the general principles of business. Upon completion of the degree requirements, students will be prepared to sit for the Oracle Java Certified Associate industry certification. An Associate in Science degree in Computer Programming and Analysis will lead to entry level positions as computer programmer, systems analyst, and web developer.

General Education Requirements (15 credit hours)
ENC 1101 -English Composition I (3)
MAC 1105 - College Algebra (3)
ECO 2013 – Macroeconomics (3)
Humanities/Fine Arts Requirements (choose 3 credit hours)
MUL 1010 – Music Appreciation (3)
HUM 1020 – Introduction to Humanities (3)
PHI 2010 – Introduction to Philosophy (3)
ARH 1000 – Art Appreciation (3)
Natural Sciences Requirements (choose 3 credit hours)
AST 1002 – Astronomy (3)
BSC 1005 – Survey of Biological Sciences (3)
BSC 1010 – Principles of Biology (3)
BSC 1085 – Anatomy & Physiology (3)
CHM 1045 – General Chemistry (3)
PHY 1053C – General Physics (4)

Core Requirements (36 credit hours)
CGS 1000C – Introduction to Computer Science (3)
CGS 1100 – Introduction to Computer Applications (3)
CGS 1560 – Computer Operating Systems (3)
CGS 2091 – Professional Ethics and Social Issues in Computing (3)
CGS 2540 – Introduction to Microcomputer Database Management (3)
CGS 2820 – Web Authoring (3)
CIS 2321 – Systems Analysis and Design (3)
COP 1000 – Fundamentals of Programming (3)
COP 2360 – C# Programming (3)
COP 2800 – Introduction to Java Programming (3)
COP 2805 – Advanced Java (3)
COP 2842 – Developing Web Sites Using PHP and MySQL (3)

Electives Requirements (9 credit hours)
Any SLS course
   *Students are required to meet the college success competency in order to graduate. If students meet the competency by completing an SLS course, the credits will be applied as elective credits.
ACG 2021 – Managerial Accounting (3)
ACG 2071 – Managerial Accounting (3)
ECO 2023 – Microeconomics (3)

ENT 1000 – Entrepreneurship (3)
GEB 1011 – Introduction to Business (3)
MAC 1147 – Pre-calculus Algebra/Trigonometry (4)
MAC 2311 – Calculus and Analytic Geometry I (4)
SPC 1608 – Introduction to Speech Communications (3)
Students who are considering transfer to a four-year college or university should consider taking MAC 1147 and MAC 2311.

College Success Competency
SLS course
   *Students may test out of the college success competency by passing an approved competency assessment.

Total Credits Required: 60

COMPUTER INFORMATION TECHNOLOGY

To earn an A.S Computer Information Technology degree, students must earn sixty (60) credits. Students must complete fifteen (15) credit hours of general education courses, thirty-six (36) credit hours of core requirements, six (6) elective credit hours and meet the college success competency requirement*. To meet the college success competency, students must provide evidence that documents the successful completion of a student life skills course. Students can also demonstrate equivalent college success competence via alternative methods as described by the College.

This program is designed to prepare students for a job as an information technologist. The exponential growth in information technology has impacted the business world profoundly. The classification of information as a major asset in the business world has become a universal practice. Organizations are constantly seeking qualified students with an information technology major. The completion of the degree will lead to an entry-level position as a networking specialist, database developer, website designer, or junior system analyst. This degree prepares students to sit for the CompTIA A+, Security+, and Network+ industry certifications.

General Education Requirements (18 credit hours)
ENC 1101 - English Composition (3)
MAC 1105 - College Algebra (3)
STA 2023 - Introduction to Probabilities and Statistics I (3)
Humanities/Fine Arts Requirements (choose 3 credit hours)
MUL 1010 – Music Appreciation (3)
HUM 1020 – Introduction to Humanities (3)
PHI 2010 – Introduction to Philosophy (3)
ARH 1000 – Art Appreciation (3)
Social/Behavioral Science Requirements (choose 3 credit hours)
AMH 2020 – History of the United States, 1876-1945 (3)
ECO 2013 – Macroeconomics (3)
POS 1041 – National Government (3)
PSY 2012 – General Psychology (3)
SYG 1000 – Introduction to Sociology (3)
Natural Sciences Requirements (choose 3 credit hours)
AST 1002 – Astronomy (3)
BSC 1005 – Survey of Biological Sciences (3)
BSC 1010 – Principles of Biology (3)
BSC 1085 – Anatomy & Physiology (3)
CHM 1045 – General Chemistry (3)
PHY 1053C – General Physics (4)

Core Requirements (36 credit hours)
CET 1172C – Computer Upgrading and Repair (3)
CET 1174C – Advanced Computer Repair (3)
CGS 1000C – Introduction to Computer Science (3)
CGS 1100 – Introduction to Computer Applications (3)
CGS 1560 – Computer Operating Systems (3)
CGS 2091 – Professional Ethics and Social Issues in Computing (3)
CGS 2540 – Introduction to Microcomputer Database Management (3)
CIS 2321 – Systems Analysis and Design (3)
CNT 1000 – Introduction to Local Area Networking (3)
CNT 1401 – Principles of Information Security Assurance (3)
COP 1000 – Fundamentals of Programming (3)
COP 2800 – Introduction to Java Programming (3)

Elective Requirements (9 credit hours)
Any SLS course
   *Students are required to meet the college success competency in order to graduate. If students meet the competency by completing an SLS course, the credits will be applied as elective credits.
ACG 2021 – Managerial Accounting (3)
ACG 2071 – Managerial Accounting (3)
ENT 1000 – Entrepreneurship (3)
GEB 1011 – Introduction to Business (3)
MAC 1147 – Pre-calculus Algebra/Trigonometry (4)
MAC 2311 – Calculus and Analytic Geometry I (4)
SPC 1608 – Introduction to Speech Communications (3)
Students who are considering transfer to a four-year college or university should consider taking MAC 1147 and MAC 2311.

College Success Competency
SLS course
   *Students may test out of the college success competency by passing an approved competency assessment.

Total Credits Required: 60

CULINARY MANAGEMENT

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the food and beverage industry. Emphasis is placed on Culinary Management, Culinary Arts, and Chef Apprentice education and training. Our students receive intensive practical instruction in all aspects of food preparation and presentation, and are prepared to step into any culinary workforce, including the increasingly popular role of Professional Chef and Food and Beverage Manager. We accomplish this through classroom and lab courses in Baking and Pastry, Quantity Food Production, Classical Cuisine, International and Regional Foods, Garde Mange, Cost Control, Sanitation and Safety, and Culinary Competition.   Our curriculum is designed to allow students to enter the workforce in the last year of their education or build upon it by transferring an Associates of Science degree towards a bachelor's degree. Also, workforce certificates can be garnered to enhance current skills and experience. These certificates include Chef's Apprentice Certificate, Culinary Arts Management Certificate, and Culinary Arts Certificate. This program focuses on broad transferable skills and stresses understanding and demonstration of the following elements of the culinary industry: culinary business, food science, culinary artistry, management, financial, technical and product skills, underlying principles of modern food technology, labor issues, and sanitation and safety.

General Education Requirements (15 credits)

ENC 1101 – English Composition I (3)
Mathematics Requirements (choose 3 credit hours)
MAC 1105 – College Algebra (3)
MGF 1106 – Mathematics for Liberal Arts I (3)
STA 2023 – Introduction to Probability and Statistics I (3)
Humanities/Fine Arts Requirements (choose 3 credit hours)
ARH 1000 – Art Appreciation (3)
HUM 1020 – Introduction to Humanities (3)
MUL 1010 – Music Appreciation (3)
PHI 2010 – Introduction to Philosophy (3)
Social/Behavioral Science Requirements (choose 3 credit hours)
AMH 2020 – History of the United States, 1876-1945 (3)
ECO 2013 –Macroeconomics (3)
POS 1041 – National Government (3)
PSY 2012 – General Psychology (3)
SYG 1000 – Introduction to Sociology (3)
Natural Sciences Requirements (choose 3 credit hours)
AST 1002 – Astronomy (3)
BSC 1005 – Survey of Biological Sciences (3)
BSC 1010 – Principles of Biology (3)
BSC 1085 – Anatomy & Physiology (3)
CHM 1045 – General Chemistry (3)
PHY 1053C – General Physics I (4)

SLS Requirement (3 credits)
SLS 1101 – Preparing for Student Success (3) OR SLS 1106 – First Time in College Experience (2) OR SLS 1261 – Leadership (3)

Core Requirements (42 credits)
GEB 1011 Introduction to Business (3)
FOS 2201 – Food Service Sanitation and Safety (3)
FSS 1203C – Quantity Food Production I (3)
FSS 1240C – Classical Cuisine (3)
FSS 1246C – Baking and Pastries I (3)
FSS 2204C – Quantity Food Production II (4)
FSS 2241C – International and Regional Foods (3)
FSS 2247C – Baking and Pastries II (3)
FSS 2248C – Garde Manger (3)
FSS 2251 – Food and Beverage Management (3)
FSS 2500 – Food and Beverage Cost Control (3)
FSS 2950L – Culinary Competition (1)
FSS 2941C – Internship in Culinary Management (1)
HFT 1002 – Introduction to Hospitality & Tourism Management (3)
HUN 1004 – Healthy Cuisine and Nutrition (3)

Total Required Credits: 60

ENGINEERING TECHNOLOGY – RENEWABLE ENERGY TECHNICIAN

Engineering Technology is a growing field with many different potential areas of specialization (e.g. Mechtronics, Electronics, Advanced Manufacturing, Building Construction, etc.). The ET degree in the state of Florida has similar general education requirements and, in most cases, similar Engineering Technology Core Requirements. This facilitates the transfer of credit among all Florida public postsecondary institutions and participating private institutions. At Florida Keys Community College the ET degree focuses on technician training for the renewable alternative energy career pathway and has an area of specialization for wind, solar and hydrokinetic (e.g. tidal) power industries.

General Education Requirements (15 credits)
MAC 1105 - College Algebra (3)
ENC 1101 - English Composition I (3)
PHY 1020 – Conceptual Physics (3)
Humanities/Fine Arts Requirements (choose 3 credit hours)
ARH 1000 – Art Appreciation (3)
HUM 1020 – Introduction to Humanities (3)
MUL 1010 – Music Appreciation (3)
PHI 2010 – Introduction to Philosophy (3)
Social/Behavioral Science Requirements (choose 3 credit hours)
AMH 2020 – History of the United States, 1876-1945 (3)
ECO 2013 – Macroeconomics (3)
POS 1041 – National Government (3)
PSY 2012 – General Psychology (3)
SYG 1000 – Introduction to Sociology (3)

SLS Requirement (2 credits)
SLS 1101 – Preparing for Student Success (3) OR SLS 1106 – First Time in College Experience (2) OR SLS 1261 - Student Leadership (3)
  *Students are required to meet the college success competency in order to graduate. If students meet the competency by completing an SLS course, the credits will be applied as an elective.

Engineering Technology Core Requirements (18 credit hours)
ETD 1106 – Engineering Design (CAD) (3)
EET 1084C – Introduction to Electronics (3)
ETS 1520C – Mechanical Measurement & Instrumentation (3)
ETI 1000 – Industrial Tools and Equipment (3)
ETI 1110 – Introduction to Quality Assurance (3)
ETI 1701 – Industrial Safety (3)

Renewable Energy Specialization (25 credit hours)
Ocean Energy
OCE 2930 – Seminar: Renewable Energy from the Ocean (1)
ETP 1505 – Introduction to Hydrokinetic Power (3)
ETP 1506C – Hydrokinetic Power Technician (3)
Wind Energy
ETP 1530C – Introduction to Wind Energy (3)
ETP 1532C – Installation of Wind Energy Systems (3)
Solar Energy
ETP 1402 – Introduction to Solar Energy (3)
ETP 2402C – Photovoltaic Systems (3)
ETP 2410C – Installation of Solar Photovoltaic Systems (3)
Internship
ETP 2940 – Professional Internship for Engineering Technology (3)
Total Credits Required: 60

HOSPITALITIY & ECOTOURISM MANAGEMENT

This program offers courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster, with a focus on ecotourism and sustainability principles; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.

This program prepares students for employment in management positions in the hospitality industry and/or to provide supplemental training for persons previously or currently employed in these occupations. The hospitality industry as addressed in this program includes the hotel, motel, bed and breakfast, resort, club, marina, and other lodging organizations.

The content includes but is not limited to customer service, management and supervisory development, management theory, hospitality attitude, guest experience, decision making, organization, communications, human relations, leadership training, personnel training, security, sanitation, food and beverage management, sales, hotel accounting, housekeeping, energy management, maintenance and engineering, marketing, property, resort, and convention management, applicable local, state, and federal laws and asset management.

General Education Requirements (15 credits)
MAC 1105 - College Algebra (3) or STA 2023 - Introduction to Probability and Statistics I (3)
ENC 1101 - English Composition I (3)
ECO 2013 - Macroeconomics (3)
Natural Sciences Requirements (choose 3 credit hours)
AST 1002 – Astronomy (3)
BSC 1005 – Survey of Biological Science (3)
BSC 1010 – Principles of Biology I (3)
BSC 1085 – Anatomy and Physiology I (3)
CHM 1045 – General Chemistry I (3)
PHY 1053C – General Physics I (4)
Humanities/Fine Arts Requirements (choose 3 credit hours)
MUL 1010 – Music Appreciation (3)
HUM 1020 – Introduction to Humanities (3)
PHI 2010 – Introduction to Philosophy (3)
ARH 1000 – Art Appreciation (3)

Core Requirements (45 credits)
ACG 2021 – Financial Accounting (3)
CGS 1100 – Introduction to Computer Applications (3)
FSS 2251 – Food and Beverage Management (3)
HFT 1002 – Introduction to Hospitality & Tourism Management (3)
HFT 2500 – Marketing for Hospitality and Tourism (3)
HFT 1300 – Managing Housekeeping Operations (3)
HFT 1410 – Front Office Management (3)
HFT 2102 – Sustainable Tourism Assessment & Development (3)
HFT 2276 – Resort Management (3)
HFT 2600 – Hospitality Law (3)
HFT 2704 – Ecotourism Management (3)
HFT 2940C – Internship in Hospitality and Ecotourism Management (3)
MAN 1300 – Introduction to Human Resource Management (3)
OCB 2071 - Marine Ecology for Tourism Professionals (3)
SLS 1101 – Preparing for Student Success (3)
Total Credit Hours: 60

MARINE ENVIRONMENTAL TECHNOLOGY

To earn an Associate in Science in Marine Environmental Technology (A.S. – MET), students must earn sixty two (62) credits. Students must complete fifteen (15) credit hours of general education courses, thirty-five (35) credit hours of core requirements, twelve (12) elective credit hours, and meet the college success competency requirement. To meet the college success competency, students must provide evidence that documents the successful completion of a student life skills course. Students can also demonstrate equivalent college success competence via alternative methods as determined by the college.

This degree is designed to prepare students for a diverse set of employment opportunities in the field of marine environmental technology and other marine-oriented careers. During the program, students will acquire the skills and knowledge necessary to enter the workforce in a variety of marine-oriented careers including technicians at environmental or research laboratories, environmental consulting industries, aquaculture/ mariculture facilities, ecotourism, or conservation and restoration projects. A strong foundation in theoretical knowledge will be applied through field study in a wide range of marine habitats and ecosystems throughout the Florida Keys, the Florida Reef Tract and the Florida Keys National Marine Sanctuary. A steering committee comprised of employers in the marine sciences and environmental industries, as well as state/federal governmental and management agencies, meet regularly to ensure the MET students learn the requisite skills to meet the demands of the growing 21st century marine industries.

General Education Requirements (15 credits)
ENC 1101- English Composition (3)
Mathematics Requirements (choose 3 credit hours)
MAC 1105 – College Algebra (3)
MGF 1106 – Math for Liberal Arts I (3)
STA 2023 – Introduction to Probabilities & Statistics I (3)
Humanities Requirements (choose 3 credit hours)
ARH 1000 – Art Appreciation (3)
HUM 1020 – Intro to Humanities (3)
PHI 2010 – Intro to Philosophy (3)
MUL 1010 – Music Appreciation (3)
Social/Behavioral Science Requirements (choose 3 credit hours)
AMH 2020 – History of the US to 1876 (3)
ECO 2013 – Macroeconomics (3)
POS 1041 – National Government (3)
PSY 2012 – General Psychology (3)
SYG 1000 – Intro to Sociology (3)
Natural Science Requirements (3 credit hours)
BSC 1010 – Principles of Biology I (3)

Core Requirements (38 credits)
BSC 1010L – Principles of Biology I Lab (1)
ENT 1000 – Entrepreneurship (3) OR GEB 1011 – Introduction to Business (3)
ISC 2132 – Basic Research Diving (4)
MTE 1052 – 2 & 4 Cycle Outboard Engine Theory (3) OR MTE 1053C – 2 & 4 Cycle Outboard Engine Repair and Maintenance (3)
MTE 1811 – Basic Seamanship (3)
OCB 1000 – Introduction to Marine Biology (3)
OCB 2102C – Marine Data Collection (4)
OCB 2263C – Coral Reef Biology and Management (4)
OCB 2721C – Survey of Mariculture (4)
OCE 1001 – Intro to Oceanography (3)
PCB 2030 – Environmental Biology (3)

Electives Requirements (choose 12 credit hours):
Any SLS course
   *Students are required to meet the college success competency in order to graduate. If students meet the competency by completing an SLS course, the credits will be applied as elective credits.
EDG 1030 – Dolphin Studies and Field Experience: Marine Mammal Interpretation (3)
EMS 1344C – Aquatic First Aid/CPR/O2 (1)
FAS 1419 – Aquaculture Best Management Practices (3)
OCB 1301C – Dolphin Laboratory (3)
OCB 1311 – Dolphin Studies and Field Experience: Marine Mammal Care and Basic Training I (3)
OCB 1990 – Special Topics in Marine Science I (1-4)
OCB 2071 – Marine Ecology for Tourism Professionals (3)
OCB 2107C – Field Application of Marine Science: Monitoring of Caribbean Reef Fish (3)
OCB 2132C – Field Application of Marine Science: Restoration of Coral Reefs (3)
OCB 2133C – Field Application of Marine Science: Restoration of Seagrass (3)
OCB 2262C – Field Application of Marine Science: Assessment of Coral Reef Habitats (3)
OCB 2310 – Dolphin Studies and Field Experience: Cognitive and Behavioral Research with Marine Mammals (3)
OCB 2313 – Dolphin Studies and Field Experience: Advanced Marine Mammal Training and Enrichment II (3)
OCB 2722C – Mariculture Systems and Design (3)
OCB 2723C – Nutrition of Mariculture Species (3)
OCB 2724C – Tropical Ornamental Mariculture (3)
OCB 2725 – Diseases and Parasites in Marine Aquaculture (3)
OCB 2725L – Diseases and Parasites in Marine Aquaculture - Laboratory (1)
OCB 2900 – Marine Resource Policy: Dry Tortugas National Park as a Case Study (4)
OCB 2940 – Internship (1-4)
OCB 2990 – Special Topics in Marine Science II (1-4)
PEN 1136C – Scuba Diving (2)
PEN 1141 – Scuba Equipment Maintenance & Repair (2)
PEN 2137C – Advanced Diving Theory and Practice (3)
College Success Competency
SLS course
   *Students may test out of the college success competency by passing an approved competency assessment.

Total Credit Hours Required: 62

Suggested Electives for Career Pathways:
Marine Conservation and Restoration Technician or Environmental Technician
OCB 2107C - Field Application of Marine Science: Monitoring of Caribbean Reef Fish (3)
OCB 2132C - Field Application of Marine Science: Restoration of Coral Reefs (3)
OCB 2133C - Field Application of Marine Science: Restoration of Seagrass (3)
OCB 2262C - Field Application of Marine Science: Assessment of Coral Reef Habitats (3)

Marine Mammal Trainer
EDG 1030 - Dolphin Studies, Education & Curriculum Experience: Professional Development Dolphin Lab for Teacher (3)
OCB 1301C - Dolphin Laboratory (3)
OCB 1311 - Dolphin Studies and Field Experience: Marine Mammal Care and Basic Training I (3)
OCB 2310 - Dolphin Studies and Field Experience: Cognitive and Behavioral Research with Marine Mammals (3)
OCB 2313 - Dolphin Studies and Field Experience: Advanced Marine Mammal Training and Enrichment II (3)
OCB 1315 - Marine Mammal Rescue (3)

Marine Naturalist
OCB 2071 – Marine Ecology for Tourism Professionals (3)
OCB 2900 – Marine Resource Policy: Dry Tortugas National Park as a Case Study (4)
Choose five (5) elective credits from the list above.

Tropical Ornamental Mariculture Technician or Aquarist
FAS 1419 - Aquaculture Best Management Practices (3)
OCB 2722C - Mariculture Systems and Design (3)
OCB 2723C - Nutrition of Mariculture Species (3)
OCB 2724C - Tropical Ornamental Mariculture (3)
OCB 2725 - Disease and Parasites of Mariculture Species (3)
OCB 2725L - Disease and Parasites of Mariculture Species Lab (1)

Research Diver
EMS 1344C Aquatic First Aid/CPR/02 (1)
PEN 1136C – Scuba Diving (2)
PEN 1141 – Scuba Equipment Maintenance & Repair (2)
PEN 2137C – Advanced Diving Theory and Practice (3)
Choose four (4) more elective credits from the list above

NURSING (RN)

This is a limited access program, approved by the Florida State Board of Nursing. This program is designed to prepare men and women to function with intellectual and technical competence as registered nurses. The instructional staff is dedicated to helping students achieve individual academic success and enter the field of nursing as competent clinicians.

The Associate in Science Degree in Nursing (A.S. – Nursing) is awarded upon completion of the twenty-two month generic RN program. The graduate then becomes eligible to apply to the Florida Board of Nursing to take the NCLEX-RN for licensure to practice as a Registered Nurse. Admission to the A.S. in Nursing is a limited access program with selective admission requirements. The exact deadlines are determined each year. LPNs may challenge the first semester of nursing course work through examination and demonstration of skill competencies.

The College's Nursing Program achieved Candidacy status with the Accreditation Commission for Education in Nursing, Inc. (ACEN) in May 2016. Information about the Candidacy status for Florida Keys Community College is accessible on the ACEN website (www.acenursing.org) under Candidates. The ACEN contact information is 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 or call 404-975-5000.

General Education Requirements (30 credits)
BSC 1085 – Anatomy & Physiology I (3)*
BSC 1085L – Anatomy & Physiology I Lab (1)*
BSC 1086 – Anatomy & Physiology II (3)
BSC 1086L – Anatomy & Physiology II Lab (1)
CHM 1033 – Chemistry for Health Sciences (3)
DEP 2004 – Human Growth and Development (3)
ENC 1101 – English Composition I (3)
MAC 1105 – College Algebra (3)
MCB 2010 – Microbiology (3)
MCB 2010L – Microbiology Lab (1)
PSY 2012 – General Psychology (3)
PHI 2010 - Introduction to Philosophy (3)
Please note the following classes may be required: BSC 1010 & BSC 1010L Principles of Biology with Lab (4)

Core Requirements   (42 credits)
NUR 1020C – Nursing Fundamentals (7)
NUR 1142 – Pharmacology in Nursing (3)
NUR 1211C – Clinical Nursing I (8)
NUR 1520C – Nursing in Mental Health (5)
NUR 2213C – Clinical Nursing II (8)

NUR 2462C – Maternal Child Health (8)
NUR 2818C – Clinical Nursing III (3)
Total Credits Required: 72

Associate in Applied Science Degrees (A.A.S.)

The Associate in Applied Science degree is a college-level/technical degree. These degree programs are a minimum of sixty (60) credit hours. Graduates are prepared for immediate entry into the workforce and have the communications, and problem solving, and academic skills necessary to successfully compete in the job market and advance in the workforce.

DIVING BUSINESS & TECHNOLOGY

To earn an Associate in Applied Science in Diving Business and Technology (AAS - DB&T) students must earn sixty two (62) credits. Students must complete fifteen (15) credit hours of general education courses, thirty two (32) credit hours of core requirements, fifteen (15) elective credit hours, and meet the college success competency requirement. To meet the college success competency, students must provide evidence that documents the successful completion of a student life skills course. Students can also demonstrate equivalent college success competence via alternative methods as determined by the College.

Completion of this degree will prepare students to manage dive businesses in retail sales, rentals and equipment repair. Students will be trained in physics and physiology as applied to diving, emergency medicine and first aid for pressure related injuries, recompression chamber operation, mixed gas dive planning, and underwater photography. A variety of diving certs are available through agencies: American Academy of Underwater Sciences (AAUS), American Underwater Products (AUP), Divers Alert Network (DAN), Emergency First Response (EFR), the Professional Association of Diving Instructors (PADI), Professional Cylinder/Scuba Inspectors (PCI/PSI).

General Education Requirements (15 credits)
ENC 1101 - English Composition I (3)
Mathmatics Requirements (choose 3 credit hours)
MAC 1105 – College Algebra (3)
MGF 1106 – Math for Liberal Arts I (3)
STA 2023 – Introduction to Probability & Statistics I (3)
MAC 2311 – Calculus and Analytic Geometry (3)
Humanities/Fine Arts Requirements (choose 3 credit hours)
ARH 1000 – Art Appreciation (3)
HUM 1020 – Intro to Humanities (3)
PHI 2010 – Intro to Philosophy (3)
MUL 1010 – Music Appreciation (3)
Social/Behavioral Science Requirements (choose 3 credit hours)
AMH 2020 – History of the United States, 1876-1945 (3)
ECO 2013 – Macroeconomics (3)
POS 1041 – National Government (3)
PSY 2012 – General Psychology (3)
SYG 1000 – Intro to Sociology (3)
Natural Science Requirements (choose 3 credit hours)
AST 1002 – Astronomy (3)
BSC 1005 – Survey of Biological Science (3)
BSC 1010 – Principles of Biology I (3)
BSC 1085 – Anatomy and Physiology I (3)
CHM 1045 – General Chemistry I (3)
PHY 1053C – General Physics I (4)

Core Requirements (32 credits)

Related Course Core Requirements (15 credit hours)

CGS 1100 – Introduction to Computer Applications (3)

MKA 2621 – The Business of Diving (3)

MTE 1053C – 2 & 4 Cycle Outboard Repair and Maintenance (3) OR MTE 1052 – 2 & 4 Cycle Outboard Theory (3)

MTE 1811 – Basic Seamanship (3)

OCB 1000 – Introduction to Marine Biology (3) OR OCE 1001 – Introduction to Oceanography (3))

Fundamentals of Professional Diving Core Requirements (17 credit hours)

EMS 1344C – Aquatic 1st Aid/CPR/O2 (1)

EMS 2081C – Scuba Rescue and Emergency Medicine (3)

EOC 2713C – Breathing Gases and Decompression Theory (3)

EOC 2714C – Recompression Chamber Operations (2)

PEN 1141 – Scuba Equipment, Maintenance & Repair (2)

PEN 2137C – Advanced Diving Theory and Practice (3)

PGY 1245C – Underwater Photography (3)

Electives (Choose any courses below to equal 15 credit hours)

Any SLS course

   *Students are required to meet the college success competency in order to graduate. If students meet the competency by completing an SLS course, the credits will be applied as elective credits.

EMS 1158C – Emergency Medical Technician (12)

EMS 2082 – Dive Medicine Instructor (4)

EMS 2325C – Diving Medical Technician (2)

EOC 2710 – Public Safety Diving (5)

EOC 2711 – Diving Technology (4)

EOC 2712 – Introduction to Surface Air Supplied Diving (3)

EOC 2715 – Diving Safety (1)

EOC 2719 – Surface Air Supplied Work Diving Techniques (2)

ISC 2132 – Basic Research Diving (4)

OCB 2071 – Marine Ecology for Tourism Professionals (3)

OCB 2102C – Marine Data Collection (4)

OCB 2107C – Field Application of Marine Science: Monitoring Caribbean Reef Fish (3)

OCB 2132C – Field Application of Marine Science: Restoration of Coral Reefs (3)

OCB 2262C – Field Application of Marine Science: Assessment of Coral Reef Habitats (3)

OCB 2263C – Coral Reef Biology & Management (4)

PEN 1136C – Scuba Diving (2)

PEN 1142C – Advanced Diving Equipment Maintenance and Repair (4)

PEN 2134 – Specialty Instructor Training (1)

PEN 2942 – Internship: Diving Business and Technology (1-4)

PEQ 1136C – Scuba Instructor Training (4)

PEQ 1137C – Divemaster (4)

PEQ 2133C – IDC Staff Instructor (4)

PGY 2247C – Advanced Underwater Photography (4)

College Success Competency

SLS course

   *Students may test out of the college success competency by passing an approved competency assessment.

Total Credit Hours Required: 62

Suggested Electives for Career Pathways:

Professional Dive Instructor Requirements (15 credit hours)

EMS 2082 - Dive Medicine Instructor (4)

PEN 2134 - Specialty Instructor Training (1) repeat 3 times

PEQ 1136C - Scuba Instructor Training (4)

PEQ 1137C - Divemaster (4)

Commercial / Work Diver Requirements (15 credit hours)
EOC 2711 - Diving Technology (4)
EOC 2712 - Introduction to Surface Air Supplied Diving (3)
EOC 2715 - Diving Safety (1)
EOC 2719 - Surface Air Supplied Work Diving Techniques (2)
Choose five (5) more elective credits from the above list.

Public Safety Diver Requirements (15 credit hours)
EOC 2710 - Public Safety Diving (5)
Choose ten (10) more electives from the above list.

Diving Medical Technician Requirements (15 credit hours)
EMS 1158C – Emergency Medical Technician (12)
EMS 2325C – Diving Medical Technician (2)
Choose one (1) more elective credits from the list above.

Professional Research Diver Requirements (15 credit hours)
ISC 2132 – Basic Research Diving (4)
OCB 2102C – Marine Data Collection (4)
Choose seven (7) more elective credits with an OCB course prefix from the list above.

MARINE ENGINEERING, MANAGEMENT, & SEAMANSHIP

To earn an Associate in Applied Science in Marine Engineering, Management, and Seamanship Students (A.A.S. – MEMS) a student must complete sixty-six (66) credits. Students must complete fifteen (15) credit hours of general education courses, forty-two (42) credit hours of core requirements, nine (9) elective credit hours, and meet the college success competency requirement. To meet the college success competency, students must provide evidence that documents the successful completion of a student life skills course. Students can also demonstrate equivalent college success competence via alternative methods as determined by the College.

This program is designed to prepare individuals for work in the Maritime Industry. Students will develop a wide range of skills, including maintaining and repairing mechanical, electrical, hydraulic and pneumatic systems used in pleasure and commercial craft creating a well-rounded Marine Technician or Professional Mariner ready to assume the role of Charter Boat Captain, Marine Technician, Marine Fabricator, Marine Electrician, Boat Builder, or Project Planner.

General Education Requirements (15 credit hours)
ENC 1101 - English Composition (3)
Mathmatics Requirements (choose 3 credit hours)
MAC 1105 – College Algebra (3)
MGF 1106 – Math for Liberal Arts I (3)
STA 2023 – Introduction to Probability & Statistics I (3)
Humanities/Fine Arts Requirements (choose 3 credit hours)
ARH 1000 – Art Appreciation (3)
HUM 1020 – Intro to Humanities (3)
PHI 2010 – Intro to Philosophy (3)
MUL 1010 – Music Appreciation (3)
Social/Behavioral Science Requirements (choose 3 credit hours)
AMH 2020 – History of the United States, 1876-1945 (3)
ECO 2013 – Macroeconomics (3)
POS 1041 – National Government (3)
PSY 2012 – General Psychology (3)
SYG 1000 – Intro to Sociology (3)

Natural Science Requirements (choose 3 credit hours)
AST 1002 – Astronomy (3)
BSC 1005 – Survey of Biological Science (3)
BSC 1010 – Principles of Biology I (3)
BSC 1085 – Anatomy and Physiology I (3)
CHM 1045 – General Chemistry I (3)
PHY 1053C – General Physics I (4)

Core Requirements (42 credit hours)
CGS 1100 - Introduction to Computer Applications (3)
ENT 1000 - Entrepreneurship (3) or GEB 1011 Introduction to Business (3) or BUL 2241 Business Law 1 (3)
MTE 1001C - Marine Diesel Engine Overhaul (3)
MTE 1053C - 2 & 4-Cycle Outboard Repair & Maintenance (3)
MTE 1180C - Marine Engine Installation & Repowering Procedures (3)
MTE 1301 - Fiberglass Theory (3)
MTE 1371C - Fiberglass Boat Repair & Maintenance (3)
MTE 1400C - Applied Marine Electricity (3)
MTE 1651C - Gas & Electric Welding (3)
MTE 1811 - Basic Seamanship (3)
MTE 2062 - Marine Corrosion and Corrosion Prevention (2)
MTE 2234C - Marine Gearcase, Outdrives & Transmission Systems (4)
MTE 2541C - Marine Auxiliary Equipment Servicing (3)
OCB 1000 - Introduction to Marine Biology (3) or OCE 1001 - Introduction to Oceanography (3)

Electives (Choose any courses below to equal 9 credits hours):
Any SLS course
   *Students are required to meet the college success competency in order to graduate. If students meet the competency by completing an SLS course, the credits will be applied as elective credits.

College Success Competency
SLS course
*Students may test out of the college success competency by passing an approved competency assessment.

Total Credits Required: 66

Suggested Electives for Career Pathways
Gasoline Engines Career Pathway (9 credit hours)
MTE 1166C - Marine Ignition & Fuel Systems (3)
MTE 2043C - Marine 4-Cycle Stern Drive Inboard Engines (3)
MTE 2072C - Marine Propulsion Gasoline Engine Troubleshooting (3)

Diesel Engines Career Pathway (9 credit hours)
MTE 1042C - Marine Diesel Systems (3)
MTE 2058C - Diesel Engine Testing Troubleshooting Procedures (3)
MTE 2160C - Diesel Fuel Injection Systems (3)

Fiberglass Career Pathway (9 credit hours)
MTE 1300C - Introduction to Fiberglass Boat Manufacturing (5)
MTE 1302C - Advance Fiberglass Boat & Accessory Construction (4)

Seamanship Career Pathway (10 credit hours)
MTE 1802 - Coastal Navigation (3)
MTE 1882 - Ocean Operator License Prep (4)
MTE 2883 - One Hundred Ton Gross Master (3)

Welding Career Pathway (9 credit hours)
MTE 1653C - Shielded Metal Arc Welding (3)
MTE 2652C - Advanced Welding Techniques (3)
MTE 2654C - Marine Technology Pipe Welding with MIG and TIG (3)

Internship (1-4 Credits)
MTE 2940 – Internship

College Credit Certificates

A technical certificate is a program of study of less than sixty credits of college-level technical courses that prepares students with the opportunity for immediate employment in a specific occupational field. It generally does not require the completion of general education courses. The certificate may be part of an Associate in Science or Associate in Applied Science degree.

BUSINESS OPERATIONS CERTIFICATE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Business, Management, and Administration career cluster. The content includes but is not limited to instruction to individuals in the areas of planning, organizing, directing and controlling of a business, with emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions. This certificate prepares students for entry to intermediate level positions in business.

Core Requirements (18 credit hours)
ACG 2021 - Financial Accounting (3)
BUL 2241 - Business Law I (3)
GEB 1011 - Introduction to Business (3)
MAN 2021 - Management Concepts (3)
MAR 2011 - Principles of Marketing (3)
SPC 1608 - Introduction to Speech Communication (3)

Total Required Credit Hours: 18

BUSINESS SPECIALIST CERTIFICATE

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Business, Management, and Administration career cluster. The content includes but is not limited to instruction to individuals in the areas of planning, organizing, directing and controlling of a business, with emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions. This certificate prepares students for entry level positions in business.

Core Requirements (12 credit hours)
ACG 2021 - Financial Accounting (3)
GEB 1011 - Introduction to Business (3)
MAN 2021 - Management Concepts (3)
SPC 1608 - Introduction to Speech Communication (3)

Total Required Credit Hours: 12

COMPUTER PROGRAMMER CERTIFICATE

Computer programmers play an important role in helping firms make decisions to meet their short and long term goals. They use information systems acumen and business knowledge to build operating software to increase corporate profit levels, improve the company's competitive standing and employee productivity. This certificate program is designed to provide students with the skills to work under the leadership of a senior professional, providing support through the design, development, implementation and maintenance of a company's internally developed application services. Certificate courses may be applied to the AS Computer Programming and Analysis degree. Students who complete this certificate option will be prepared to sit for the Oracle Certified Java Associate industry certification. Prerequisite courses for those seeking FCB Certification (6 credits required).

Core Requirements (30 credit hours)
CGS 1000C – Introduction to Computer Science (3)
CGS 1560 – Computer Operating Systems (3)
CGS 2540 – Introduction to Microcomputer Database Management (3)
CIS 2321 – Systems Analysis and Design (3)
COP 1000 – Fundamentals of Programming (3)
COP 2360 – C# Programming (3)
COP 2800 – Introduction to Java Programming (3)
CGS 1100 – Introduction to Computer Applications (3)
CGS 2820 – Web Authoring (3)
COP 2842 – Developing Web Sites Using PHP and MySQL (3)

Elective Requirements (3 credit hours)
Any course from ACG, GEB, CGS, CIS, COP, COT, ECO, MAN, MAC, or SPC

Total Credits Required: 33

CHEF'S APPRENTICE CERTIFICATE

This program is designed for students interested in the culinary industry, focusing on the fundamental knowledge and skills one needs to work safely and efficiently in a culinary setting. Learners develop skills in sanitation and safety, recognition and identification of foods, proper storage of foods, methods of preparation, and food and beverage purchasing.

Course Requirements (12 credit hours)
FOS 2201 - Food Service Sanitation Management (3)
FSS 2251 - Food & Beverage Management (3)
FSS 1203C - Quantity Food Production (3)
FSS 1240C - Classical Cuisine (3)

Total credit hours: 12

CULINARY ARTS CERTIFICATE

This program is designed for students interested in the culinary industry and for culinary managers desiring to enhance their skills. Learners develop skills that culinary professionals typically should have, such as strategies for preparing healthy and nutritional dishes. This certificate program allows the learner to integrate baking and pastry skills with traditional culinary skills. Students also learn knife skills, kitchen procedures, and sanitation/safety procedures.

Course Requirements (35 credit hours)
FOS 2201 – Food Service Sanitation Management (3)
FSS 2251 – Food & Beverage Management (3)
FSS 1203C – Quantity Food Production I (3)

FSS 1240C – Classical Cuisine (3)
FSS 1246C – Baking and Pastries I (3)
FSS 2204C – Quantity Food Production II (4)
FSS 2247C – Baking and Pastries II (3)
FSS 2241C – International and Regional Foods (3)
FSS 2248C – Garde-Manger (3)
FSS 2500 – Food & Beverage Cost Control (3)
FSS 2941C – Internship in Culinary Management (1)
HUN 1004 – Healthy Cuisine/Nutrition (3)

Total credit hours: 35

CULINARY ARTS MANAGEMENT CERTIFICATE

This program is designed for culinary managers desiring to enhance their skills. Learners develop skills that culinary professionals typically should have, such as strategies for preparing healthy and nutritional dishes. This certificate program allows the learner to integrate baking and pastry skills with traditional culinary skills. Students also learn knife skills, kitchen procedures, and sanitation/safety procedures.

Course Requirements (18 credit hours)
FOS 2201 - Food Service Sanitation Management (3)
FSS 2251 - Food & Beverage Management (3)
FSS 1203C - Quantity Food Production (3)
FSS 1240C - Classical Cuisine (3)
FSS 1246C - Baking and Pastries I (3)
FSS 2241C - International and Regional Foods (3)

Total credit hours: 18

DIVING BUSINESS AND TECHNOLOGY CERTIFICATES

This program is designed for those students who want training in diving business and technology without immediately pursuing the Associate in Applied Science degree (A.A.S.). These courses may also apply to the Associate in Applied Science degree in Diving Business & Technology if a student later decides on that option. Students are encouraged to take the Fundamentals of Professional Diving and then choose a specialization area. If a student wishes to take a specialization area certificate independently there may be some prerequisite coursework required.

FUNDAMENTALS OF PROFESSIONAL DIVING (17 CREDIT HOURS)
EMS1344C – Aquatic 1st Aid/CPR/O2 (1)
EMS 2081C – Scuba Rescue and Emergency Medicine (3)
EOC 2713C – Breathing Gases and Decompression Theory (3)
EOC 2714C – Recompression Chamber Operations (2)
PEN 1141 – Scuba Equipment Maintenance & Repair (2)
PEN 2137C – Advanced Diving Theory and Practice (3)
PGY 1245C – Underwater Photography (3)

Total credit hours: 17

INTRODUCTION TO COMMERCIAL/WORK DIVING (10 CREDIT HOURS)
EOC 2711 – Diving Technology (4)
EOC 2712 – Introduction to Surface Air Supplied Diving (3)
EOC 2715 – Diving Safety (1)
EOC 2719 – Surface Air Supplied Work Diving Techniques (2)

Total credit hours: 10

PROFESSIONAL DIVE INSTRUCTOR (15 CREDIT HOURS)

EMS 2082 – Dive Medicine Instructor (4)
MKA 2621 – The Business of Diving (3)
PEQ 1136C – Scuba Instructor Training (4)
PEQ 1137C – Divemaster (4)

Total credit hours: 15

PROFESSIONAL RESEARCH DIVING (14 CREDIT HOURS)

ISC 2132 – Basic Research Diving (4)
OCB 1000 – Introduction to Marine Biology (3)
OCB 2102C – Marine Data Collection (4)
Required Elective (choose 3 credit hours)
OCB 2107C – Monitoring Caribbean Reef Fish (3)
OCB 2132C – Restoration of Coral Reefs (3)
OCB 2262C – Assessment of Coral Reef Habitats (3)
OCB 2263C – Coral Reef Biology and Management (4)
PEN 2942 – Diving Business and Technology Internship (1-4)

Total Credit Hours Required: 14

DIVING MEDICAL TECHNICIAN (14 CREDIT HOURS)

EMS 1158C – Emergency Medical Technician (12)
EOC 2714C – Recompression Chamber Operations (2)

Total Credit Hours Required: 14

Optional Diving Industry Certifications:

American Academy of Underwater Sciences (AAUS)

> AAUS Scientific Diver

American Underwater Products (AUP)

> AUP Open Circuit Service Technician

Divers Alert Network (DAN)

> Basic Life Support CPR & First Aid Provider
> Basic Life Support CPR & First Aid Instructor
> Diving Emergency Management Provider
> Diving Emergency Management Instructor
> Diving Emergency Specialist
> Emergency Oxygen for Scuba Diving Injuries Provider
> Emergency Oxygen for Scuba Diving Injuries Instructor
> First Aid for Hazardous Marine Life Injuries Provider
> First Aid for Hazardous Marine Life Injuries Instructor
> On Site Neurological Assessment for Divers Provider
> On Site Neurological Assessment for Divers Instructor

Emergency First Response (EFR)

> Care for Children Provider
> Care for Children Instructor
> CPR and AED Provider
> CPR and AED Instructor
> Primary and Secondary Care Provider
> Primary and Secondary Care Instructor

Professional Association of Dive Instructors (PADI)

> Advanced Open Water Diver
> Assistant Instructor
> AWARE Fish Identification
> Deep Diver
> Divemaster
> DSAT Gas Blender
> Enriched Air Diver
> Equipment Specialist
> IDC Staff Instructor
> Multi-level Diver
> Night and Limited Visibility Diver
> Open Water Diver
> Open Water Scuba Instructor
> Peak Performance Buoyancy Diver
> Rescue Diver
> Research Diver
> Search and Recovery Diver
> Underwater Naturalist
> Underwater Navigator
> Underwater Photographer
> Wreck Diver

Professional Scuba Inspectors (PSI)

> Visual Cylinder Inspector

ENTREPRENEURSHIP CERTIFICATE (12 CREDIT HOURS)

This program is designed to provide individuals with the skills and knowledge necessary to start, operate, maintain, and improve their own business. Students will develop a portfolio of assignments throughout the coursework that will culminate in a business plan presentation to community members. To prepare for this capstone event, students will first learn the fundamentals of the business environment. Subsequently, this knowledge will provide a foundation for students to create a marketing plan and pro forma financial statements. Additionally, students will gain a working knowledge of E-Commerce and related electronic business enhancement.

Course Requirements (12 credit hours):
GEB 1011 - Introduction to Business (3)
MAR 2011 - Principles of Marketing (3)
ACG 2021 - Financial Accounting (3)
ENT 1000 - Entrepreneurship (3)

Total Required Credit Hours: 12

GUEST SERVICES SPECIALIST CERTIFICATE (15 CREDIT HOURS)

This technical certificate is a part of the Hospitality and Ecotourism Management A.S. Degree program and is designed to prepare students for immediate employment in the hospitality industry in the guest services area of hotels, resorts, and other hospitality and ecotourism related sites. The content includes but is not limited to customer service, hospitality attitude, guest experience, communications, human relations, security issues, and front office operations.

Course Requirements (15 credit hours):
HFT 1002 - Introduction to Hospitality & Tourism Management (3)
HFT 1300 - Managing Housekeeping Operations (3)
HFT 1410 - Front Office Management (3)
HFT 2500 - Marketing for Hospitality and Tourism (3)
MAN 1300 - Introduction to Human Resource Management (3)

Total Required Credit Hours: 15

ROOMS DIVISION MANAGEMENT CERTIFICATE (30 CREDIT HOURS)

This technical certificate is a part of the Hospitality and Ecotourism Management A.S. Degree program and is designed to prepare students for immediate employment in the hospitality industry in the guest services area of hotels, resorts, and other hospitality and ecotourism related sites. The content includes but is not limited to coursework that prepares students for employment as supervisors and managers in the hotel/motel sectors of the hospitality industry. The courses in this certificate provide the skills required to work in operations and entry level positions such as: Front Desk Supervisor or Guest Relations Supervisor. The courses offered in the Certificate Program provide the necessary prerequisites for the courses within the major for the Associate in Science degree.

Course Requirements (30 credit hours):
ACG 2021 – Financial Accounting (3)
CGS 1100 – Introduction to Computer Applications (3)
ECO 2013 – Macroeconomics (3)
HFT 1002 – Introduction to Hospitality & Tourism Management (3)
HFT 1300 – Managing Housekeeping Operations (3)
HFT 1410 – Front Office Management (3)
HFT 2500 – Marketing for Hospitality and Tourism (3)
HFT 2600 – Hospitality Law (3)
MAN 1300 – Introduction to Human Resource Management (3)
Elective HFT/FSS/ACG/MAN/OCB 2071/GEB/ENT/MAR (3)

Total Required Credit Hours: 30

ROOMS DIVISION OPERATIONS CERTIFICATE (19 CREDIT HOURS)

This technical certificate is a part of the Hospitality and Ecotourism Management A.S. Degree program and is designed to prepare students for immediate employment in the hospitality industry in the guest services area of hotels, resorts, and other hospitality and ecotourism related sites. The content includes but is not limited to coursework that prepares students for employment as supervisors and managers in the hotel/motel sectors of the hospitality industry. The courses in this certificate provide the skills required to work in operations and entry level positions such as: Front Desk Supervisor or Guest Relations Supervisor. The courses offered in the Certificate Program provide the necessary prerequisites for the courses within the major for the Associate in Science degree.

Course Requirements (19 credit hours):
HFT 1300 – Managing Housekeeping Operations (3)
HFT 1002 – Introduction to Hospitality & Tourism Management (3)
HFT 1410 – Front Office Management (3)
HFT 2500 – Marketing for Hospitality and Tourism (3)
HFT 2600 – Hospitality Law (3)
MAN 1300 – Introduction to Human Resource Management (3)
Elective HFT/FSS/ACG/MAN/OCB 2071/GEB/ENT/MAR (1)

Total Required Credit Hours: 19

ROOMS DIVISION SPECIALIST CERTIFICATE (13 CREDIT HOURS)

This technical certificate is a part of the Hospitality and Ecotourism Management A.S. Degree program and is designed to prepare students for immediate employment in the hospitality industry in the guest services area of hotels, resorts, and other hospitality and ecotourism related sites. The content includes but is not limited to coursework that provides skills required to work in specialist and entry level positions in the hotel industry such as: Front Desk Agent, Guest Relations agent, or Reservations Clerk.

Course Requirements (13 credit hours):
HFT 1002 – Introduction to Hospitality & Tourism Management (3)
HFT 1410 – Front Office Management (3)
HFT 1300 – Managing Housekeeping Operations (3)
MAN 1300 – Introduction to Human Resource Management (3)
Elective HFT/FSS/ACG/MAN/OCB 2071/GEB/ENT/MAR (1)

Total Required Credit Hours: 13

MARINE ENGINEERING CERTIFICATE (MARINE PROPULSION)

This program is designed for those students who want training in marine gasoline and diesel engines without immediately pursuing the Associate in Applied Science degree. The certificate is issued by the Marine Engineering Department and attests to the completion of the courses outlined below. These courses may also apply to the A.A.S. degree in Marine Engineering if a student later decides on that option. Program duration is approximately one (1) calendar year.

Core Requirements (15 credit hours)
MTE 1180C – Marine Engine Installation and Repowering Procedures (3)
MTE 1400C – Applied Marine Electricity (3)
MTE 1651C – Gas & Electric Welding (3)
MTE 2062 – Marine Corrosion and Corrosion Prevention (2)
MTE 2234C – Marine Gearcase, Outdrives and Transmission System (4)

Elective Requirements (Choose any courses below to equal 19 credits)
Gasoline Engines
MTE 1053C – 2 & 4-Cycle Outboard Engine Repair & Maintenance (3)
MTE 1166C – Marine Ignition and Fuel Systems (3)
MTE 2072C – Marine Propulsion Gasoline Engine Troubleshooting (3)
MTE 2043C – Marine 4-Cycle Stern Drive Inboard Engines (3)

Diesel Engines (12 credit hours)
MTE 1001C – Marine Diesel Engine Overhaul (3)
MTE 1042C – Marine Diesel Systems (3)
MTE 2058C – Diesel Engine Testing Troubleshooting Procedures (3)
MTE 2160C – Diesel Fuel Injection Systems (3)

Total Credits Required: 34

Other Optional Certifications:

USCG Captains License
FKCC Welding Certification

TROPICAL ORNAMENTAL MARICULTURE TECHNICIAN (TOMT)

Tropical marine aquaculture is increasingly used for conservation efforts focused on coral reef species and coral restoration projects. Increasing environmental concerns over global degradation of many tropical marine coral reef ecosystems, and specifically Florida Keys coral reef ecosystems necessitates the need for immediate education of qualified tropical marine aquaculture technicians. The Tropical Ornamental Mariculture Technician (TOMT) certificate is designed to develop marine ornamental entrepreneurs and provide technician level marine aquaculture skills that will help fill the marine aquaculture jobs of the future while helping supply the demand for oceanic resources from a cultured environment and not the ocean.

Course Requirements (30 credit hours)
ENT 1000 – Entrepreneurship (3) OR GEB 1011 Introduction to Business (3)
FAS 1419 – Aquaculture Best Management Practices (3)
OCB 1000 – Introduction to Marine Biology (3)
OCB 2721C – Survey of Mariculture (4)
OCB 2722C – Mariculture Systems and Design (3)
OCB 2723C – Nutrition of Mariculture Species (3)
OCB 2724C – Tropical Ornamental Mariculture (3)
OCB 2725 – Diseases and Parasites in Marine Aquaculture (3)
OCB 2725L – Diseases and Parasites in Marine Aquaculture - Laboratory (1)
OCB 2940 – Internship (4) OR OCB 2990 – Special Topics in Marine Science II (4)

Total Credits Required: 30

MARINE MAMMAL BEHAVIOR AND TRAINING (MMB&T)

All courses take place at Dolphin Research Center on Grassy Key, FL. Each seven-day course introduces students to Dolphin Research Center's resident pod of dolphins and includes hands-on and in-water interactive experiences as well as classroom seminars and workshops, live marine mammal demonstrations and observations, and discussions with expert trainers, researchers and educators.

Course topics include, but are not limited to: marine mammal husbandry; marine mammal medical care and pathology; behavior modification and training; anatomy; physiology; maternity; population management; habitat and maintenance; environmental enrichment; cognitive and behavioral research methodology, design and implementation; dolphin acoustics; and communication; marine mammal law; and conservation.

Animal experience includes but is not limited to: meal preparation; animal handling and behavior modification through operant conditioning; animal presentation and narration delivery; cognitive research design and implementation; behavioral observation and research; and animal enrichment design and implementation.

Course Requirements (15 credit hours)
OCB 1301C – Basic Dolphin Lab (3)
OCB 1311 – Dolphin Studies & Field Experience: Marine Mammal Care & Basic Training I (3)
OCB 2313 – Dolphin Studies & Field Experience: Advanced Marine Mammal Training & Enrichment II (3)
OCB 2310 – Dolphin Studies & Field Experience: Cognitive & Behavioral Research with Marine Mammals (3)
EDG 1030 – Dolphin Studies, Education & Curriculum Experience: Professional Development Dolphin Lab for Teacher (3)

Total Credits Required: 15

Applied Technical Diploma

The ATD consists of a course of study that is part of an associate in science (A.S.) or an associate in applied science degree (A.A.S.), is less than sixty (60) credit hours, is approximately fifty (50) percent of the technical component (non-general education), and leads to employment in a specific occupation. An applied technology diploma program may consist of either technical credit or college credit.

EMERGENCY MEDICAL TECHNICIAN (EMT)

This program is designed for persons involved in emergency care of the sick and injured. EMT program participants have included firefighters, law enforcement officers, volunteer rescue personnel, lifeguards and those wishing to enter the EMS profession at hospitals and other healthcare agencies. Graduates may find employment in agencies such as city/ county EMS systems, private ambulance services, hospitals, clinics, physician/ doctor offices, laboratories, dialysis centers, paid and/ or volunteer fire departments, air ambulance services, home health care agencies and hyperbaric chambers.

Course Requirements (12 credit hours)

EMS 1158C Emergency Medical Technician (12)

Post Secondary Adult Vocational Training

A Vocational Certificate is a program of study usually one year or less consisting of a prescribed number of vocational credits (non-college level credit). The program focuses on providing students with the specific skills for immediate job entry. The Vocational Certificate is awarded upon completion of all vocational program courses and demonstration of attainment of predetermined and specified performance requirements.

CERTIFIED NURSING ASSISTANT

This program is designed to prepare students for employment as nursing assistants, nursing aides, orderlies, and attendants. Nursing assistants must be certified to work in Florida and successful completion of this program prepares the student to take the Florida Certified Nursing Assistant examination and upon successfully passing the exam, can work as a CNA.

Course Requirements (165 hours)

HCP 0001 Health Careers Core (90 hrs.)
HCP 0102 Articulated Nursing Assistant Theory and Clinical (75 hrs.)

Total Hours Required: 165

CRIMINAL JUSTICE TECHNOLOGY BASIC LAW ENFORCEMENT (BLE) ACADEMY

Law Enforcement Officer Basic Recruit Training (Basic Law Enforcement Academy/Minimum Standards)

This program is the 770 hour Florida Law Enforcement Basic Recruit Training Course and meets the training requirements of the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission. Successful completion of these courses is required to take the State Law Enforcement Officer Certification Examination.

Entrance Requirements:

- Compliance with the statutory requirements for law enforcement officers as set forth in Florida Statutes, Chapter 943 (943.13).
- Sponsorship by a Florida Law Enforcement Agency

or

- Successful completion of the application process and acceptance by the College's Director, Institute for Public Safety.

- Pass criminal history background check (fingerprints).
- Pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test.

Courses offered
CJK 0001 – Introduction to Law Enforcement (10 hrs.)
CJK 0012 – Legal (62 hrs.)
CJK 0013 – Interactions in a Diverse Community (40 hrs.)
CJK 0065 – Calls for Service (36 hrs.)
CJK 0014 – Interviewing and Report Writing (56 hrs.)
CJK 0092 – Critical Incidents (44 hrs.)
CJK 0020 – CMS Law Enforcement Vehicle Operations (48 hrs.)
CJK 0031 – CMS 1st aid for Criminal Justice Officers (40 hrs.)
CJK 0040C – CMS Criminal Justice Firearms (80 hrs.)
CJK 0051 – CMS Criminal Justice Defense Tactics (80 hrs.)
CJK 0064 – Fundamentals of Patrol (35 hrs.)
CJK 0077 – Criminal Investigations (50 hrs.)
CJK 0078 – Crime Scene to Courtroom (35 hrs.)
CJK 0087 – Traffic Stops (30 hrs.)
CJK 0084 – DUI Traffic Stops (24 hrs.)
CJK 0088 – Traffic Crash Investigations (32 hrs.)
CJK 0096 – Criminal Justice Officer Physical Fitness Training (60 hr.)
CJK 0422 – Dart Firing Stun Gun (8 hrs.)

TOTAL: 770 Hours

CRIMINAL JUSTICE TECHNOLOGY CORRECTIONAL BASIC RECRUIT TRAINING ACADEMY
Correctional Officer Basic Recruit Training (Minimum Standards)

This program is the four hundred twenty (420) hour Correctional Basic Recruit Training Course and meets the basic training requirements of the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission. Successful completion of this course is required to take the State Corrections Officer Certification Examination.

Entrance Requirements:
- Compliance with the statutory requirements for correctional officers as set forth in Florida Statutes, Chapter 943 (943.13).
- Sponsorship by a Florida correctional facility

or

- Successful completion of the application process and acceptance by the College's Director, Institute For Public Safety.
- Pass criminal history background check (fingerprints).
- Pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test

Courses Offered
CJK 0300 – Intro to Corrections (32 hrs.)
CJK 0305 – Communications (40 hrs.)
CJK 0310 – Officer Safety (16 hrs.)
CJK 0315 – Facility & Equipment (8 hrs.)
CJK 0320 – Intake & Release (18 hrs.)
CJK 0325 – Supervising in a Correctional Facility (40 hrs.)
CJK 0330 – Supervising Special Populations (20 hrs.)
CJK 0335 – Responding to Incidents and Emergencies (16 hrs.)
CJK 0031 – CMS 1st Aid for Criminal Justice Officers (40 hrs.)
CJK 0040C – CMS Criminal Justice Firearms (80 hrs.)

CJK 0051 – CMS Criminal Justice Defensive Tactics (80 hrs.)
CJK 0340 – Officer Wellness and Physical Abilities (30 hrs.)

TOTAL : 420 Hours

CRIMINAL JUSTICE TECHNOLOGY CROSSOVER CORRECTIONAL TO LAW ENFORCEMENT ACADEMY

This program is a five hundred eighteen (518) hour Crossover Corrections to Law Enforcement Academy and meets the basic minimum requirements of the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission. Successful completion of this course is required for Certified Corrections Officers to take the State Law Enforcement Officer Certification Examination.

Entrance Requirements:
- Florida Department of Law Enforcement Certified Corrections Officer

or

- Successful completion of a Basic Corrections Academy and passed the State Officer Certification Examination within four years for the discipline the officer is moving from.
- Sponsorship by a Florida Law Enforcement Agency or correctional facility

or

- Successfully complete the application process and acceptance by the College's Director, Institute for Public Safety.
- If not currently employed by a Criminal Justice Agency, be able to pass a criminal history background investigation (fingerprints).
- Pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test

Courses Offered

CJK 0001 – Introduction to Law Enforcement (10 hrs.)
CJK 0012 – Legal (62 hrs.)
CJK 0013 – Interactions with a Diverse Community (40 hrs.)
CJK 0014 – Interviewing and Report Writing (56 hrs.)
CJK 0020 – CMS Law Enforcement Vehicle Operations (48 hrs.)
CJK 0064 – Fundamentals of Patrol (35 hrs.)
CJK 0092 – Critical Incidents (44 hrs.)
CJK 0065 – Calls for Service (36 hrs.)
CJK 0077 – Criminal Investigations (50 hrs.)
CJK 0078 – Crime Scene to Courtroom (35 hrs.)
CJK 0087 – Traffic Stops (30 hrs.)
CJK 0084 – DUI Traffic Stops (24 hrs.)
CJK 0088 – Traffic Crash Investigations (32 hrs.)
CJK 0393 – Crossover Program Updates (8 hrs.)
CJK 0422 – Dart Firing Stun Gun (8 hrs.)

TOTAL: 518 Hours

LAW ENFORCEMENT AUXILIARY OFFICER ACADEMY

This program is the three hundred nineteen (319) hour Auxiliary Officer training program and meets the training requirements of the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement. This Auxiliary Basic Recruit Training Program trains applicants for employment or appointment by criminal justice agencies to assist or aid full-time or part-time officers.

Entrance requirements:
- Compliance with the statutory requirements for Auxiliary Law Enforcement Officer as set forth in Florida Statute Chapter 943 (943.13)
- Sponsorship by a Florida Law Enforcement Agency or Successful completion of the application process

and acceptance by the College's Director, Institute for Public Safety
- Pass a criminal history background check (fingerprints).
- Pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test

Courses offered:

CJK 0020 – CMS Criminal Justice Vehicle Operations (48 hrs.)
CJK 0031 – CMS First Aid for Criminal Justice Officers (40 hrs.)
CJK 0040C – CMS Criminal Justice Firearms (80 hrs.)
CJK 0051 – CMS Criminal Justice Defensive Tactics (80 hrs.)
CJK 0240 – Law Enforcement Auxiliary Introduction (27 hrs.)
CJK 0241 – Law Enforcement Auxiliary Patrol and Traffic (19 hrs.)
CJK 0242 – Law Enforcement Auxiliary Investigations (17 hrs.)
CJK 0422 – Dart Firing Stun Gun (8 hrs.)

TOTAL: 319 Hours

Specialized Areas

COMMUNITY EDUCATION AND WORKFORCE

The Office of Community Education and Workforce offers a wide range of non-credit classes and seminars designed to help the individual fulfill his or her potential, both personally and professionally. Programs and classes are held throughout Monroe County at three different convenient locations; Upper Keys Center at Coral Shores High School, Overseas Highway, Tavernier, FL; Middle Keys Center at Marathon High School, Sombrero Road, Marathon, FL; and in Key West on the main campus, as well as at business sites.

Customized non-credit training programs tailored to meet the specific needs of business, industry and/or government organizations may be held on-site at any business in Monroe County or any of the College campuses.

Classes meet for various lengths of time and are scheduled on both weekdays and weekends, for the convenience of students. A variety of classes are also offered for professional growth to prepare, update or refine participants' employment skills.

Registration is available at the Upper Keys Center, Middle Keys Center and Main Campus. Pre-registration is required as classes may be limited in size. For more information or a schedule of classes, please view our website at www.fkcc.edu/community/community-education-overview/

DISTANCE LEARNING AT FLORIDA KEYS COMMUNITY COLLEGE

Distance Learning at the College refers to the method of instruction delivered through the use of technologies such as computers, video, and the internet. Distance Learning courses are offered so the student and the instructor do not have to be in the same place at the same time. Through the use of technology, students can fit classes into their busy schedules.

Distance Learning Course delivery formats offered at FKCC campuses are:

Online Courses– when eighty (80) percent or more of instruction takes place over the Internet using the college's adopted online learning management system (LMS) where the student and faculty member are separated by time and space. Online courses can be taken with few or no on-campus visits and use one or many different types of technology for remote delivery of course materials. This may include, but is not limited to, Desire2Learn, the World Wide Web, WebEx, etc.

Hybrid Courses- when thirty (30) to seventy-nine (79) percent of instruction takes place over the Internet using the College's adopted online learning management system (LMS) where the student and faculty member are separated by time and space. Hybrid courses have scheduled on-campus classes and use one or more types of technology for remote delivery of course materials.

Technology Enhanced Courses-when a course uses the College LMS but continues to meet in the traditional face-to-face format. The class uses online resources to add to student engagement in the course.

General Course Information

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating 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."
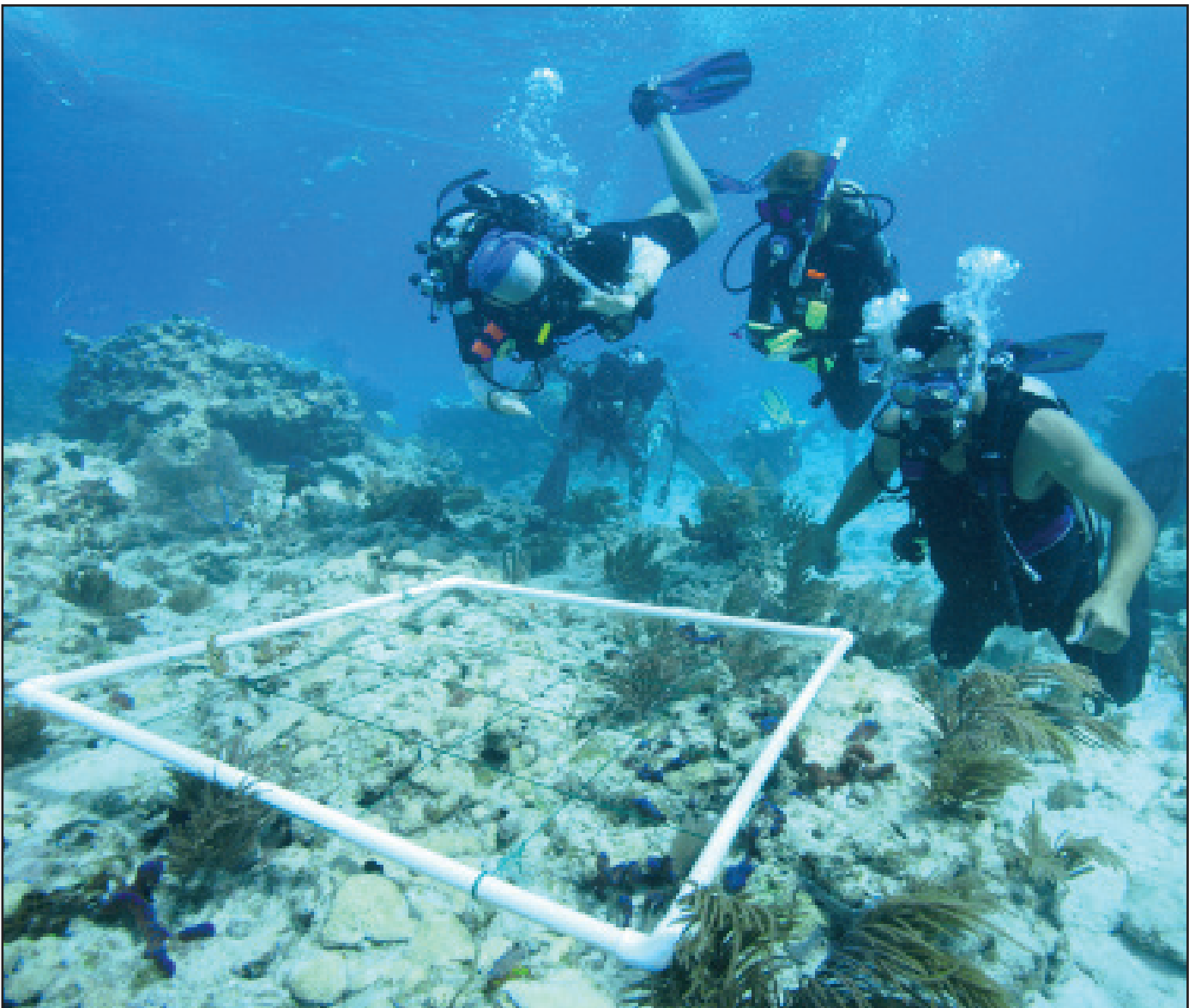
Example of Course Identifier

Prefix	Level Code	Century Digit	Decade Digit	Unit Digit	Lab Code
	(first digit)	(second digit)	(third digit)	(fourth digit)	
ENC	**1**	**1**	**0**	**1**	
English	Lower (Freshman)	Freshman	Freshman	Freshman	No laboratory
Composition	Level at this institution	Composition	Composition Skills	Composition Skills I	component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three (3) digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by eighty-four (84) different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place. Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or 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 exempted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

1. Courses not offered by the receiving institution.
2. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
3. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practicum, Study Abroad, Theses, and Dissertations.
4. Applied academics for adult education courses.
5. Graduate courses.
6. Internships, apprenticeships, practicum, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
7. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Non-regionally Accredited Institutions

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

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Cheryl Malsheimer, Registrar/Director of Enrollment Services and Student Relationship Management in the Office of Enrollment Services or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

Prerequisite Test Score Requirements

Postsecondary Educational Readiness Test (PERT)			
Test Code	Test Name	Placement	
PRTR	PERT Reading	106-150	No Preparatory Course Required
		84-105	REA 0017 Developmental Reading II
		50-83	REA 0007 Developmental Reading I
		49 & Below	See counselor or Testing Coordinator for more Information

PRTL	PERT Writing	103-150	No Preparatory Course Required
		90-102	ENC 0025 Developmental Writing II
		50-89	ENC 0015 Developmental Writing I
PRTM	PERT Math	123-150	College Algebra or Equivalent
		114-122	MAT 1033 Intermediate Algebra
		96-113	MAT 0028 Developmental Math II
		50-95	MAT 0018 Developmental Math I
Florida College Entrance Level Placement Test (CPT)			
Test Code	**Test Name**	**Placement**	
CPTR	CPT Reading	83 & above	No Preparatory Course Required
		54-82	REA 0017 Developmental Reading II
		30-53	REA 0007 Developmental Reading I
		29 & below	See counselor or Testing Coordinator for more Information
CPTL	CPT Language	83 & above	No Preparatory Course Required
		60-82	ENC 0025 Developmental Writing II
		0-59	ENC 0015 Developmental Writing I
CPTA	CPT Arithmetic	57 & above	None
		56 & below	MAT 0002/MAT 0018 Developmental Math I
CPTE	CPT Elementary Algebra	98 & above	MAC 1105; MGF 1106; MAC 1114; STA 2023
		72-97	MAT 1033; PHI 2100
		71 & below	MAT 0024/MAT 0028 Developmental Math II

ACT			
Test Code	Test Name	Placement	
A03	ACT Verbal Reading	19 & above	No Preparatory Course Required
		18 & below	REA 0017 Developmental Reading II & REA 0007 Developmental Reading I
A01	ACT Verbal English	17 & above	No Preparatory course Required
		16 & below	ENC 0015 Developmental Writing I & ENC 0025 Developmental Writing II
A02	ACT Math Arithmetic	21 & above	MAC 1105, MGF 1106; MAC 1114; STA 023
		19-20	MAT 1033; PHI 2100
		17-18	MAT 0024/MAT 0028 Developmental Math II

		16 & below	MAT 0002/MAT0018 Developmental Math I

SAT			
Test Code	Test Name	Placement	
S01	Reading and English *(verbal score)*	440 & above	No Preparatory Course Required
		439 & below	REA 0017 Developmental Reading II & REA 0007 Developmental Reading I ENC 0025 Developmental Writing II & ENC 0015 Developmental Writing I
S02	Mathematics	480 & above	MAC 1105; MGF 1106; MAC 1114; STA 2023
		440-479	MAT 1033; PHI2100
		400-439	MAT 0024/MAT 0028 Developmental Math II
		399 & below	MAT 0002/MAT 0018 Developmental Math I

Credit Courses

Not all courses are offered every semester, depending on the demand and program needs. Some courses may be offered in a distance learning format. Additional fees may apply to these courses. Consult the course schedule for current offerings and fees.

Internships in major areas of study are available to students who qualify. Students should contact their program advisor for information regarding internship opportunities.

Directed individual study is available to students in specific programs of study. Permission of the instructor and the Vice President of Academic Affairs is necessary to be enrolled in a directed individual study course.

Students must obtain the instructor's permission to register for a course in which they have not met the prerequisites. This is done at the instructor's discretion and requires the instructor to electronically authorize a prerequisite override for the student. Students who have been placed in developmental level courses must enroll in the required remedial course work.

Course Descriptions

ACG 2021 - Financial Accounting
    3.000 Credits
    Prerequisites: None

    Major topics covered in ACG 2021 are as follows: Basic structure of accounting, accounting for merchandising enterprises, accounting systems, accounting principles, partnerships, and corporations.

ACG 2071 - Managerial Accounting
    3.000 Credits
    Prerequisites: ACG 2021 with a minimum grade of C

    Managerial accounting examines the nature of costs associated with the manufacturing industry. Topics covered in class include managerial accounting, managerial principles and systems, planning and cost control, and decision making analysis.

ACG 3024 - Accounting for Non-Financial Majors
  3.000 Credits
  Prerequisites: ACG 2021 with a minimum grade of C

   This course addressed the use of accounting information by non-financial managers. Emphasis is placed on the interpretation of accounting information and the language of financial accounting to effectively participate in activities such as planning, investment, internal control, and managerial decision making.

AMH 2010 - History of the United States to 1876
  3.000 Credits

  The United States to 1876. Our European and Asiatic background in the Colonial period. Emphasis upon the American Revolutionary period; constitutional development; political, social, economic, and cultural sectionalism leading to the Civil War; and the Reconstruction era.

AMH 2020 - History of the United States, 1876 to 1945
  3.000 Credits

  The United States from its Centennial to 1945. Emphasis upon its rise to World Power status; the political, social, economic, and cultural forces used to maintain World Power status; and the beginnings of the Cold War.

AMH 2030 - Contemporary United States History
  3.000 Credits

  The United States from 1945 to the present. Emphasis upon the development of the Cold War; polarization into First, Second, and Third World, the Korean and Vietnam conflicts, and the U.S. role in and response to the decline and fall of communism.

AMH 2091 - Survey of African American History
  3.000 Credits
  Prerequisites: ENC 1101 with a minimum grade of C

  The course surveys the national background of Africans before their forced migration to the United States and Latin America. It will focus on free blacks as well as those enslaved in colonial and revolutionary America. The course will also examine the Abolition Movement, the Civil War, and prominent African Americans. It will focus on the cultural, social, economic, political and religious history of African Americans from the arrival through the twentieth century.

AML 2020 - American Literature
  3.000 Credits
  Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 or PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

  This course traces the main ideas, movements, and trends in American literature from the Colonial Period to the present through close readings of works by representative authors from Poe, Whitman and Twain to Williams and Faulkner. Written interpretations and reports are required as part of the 6,000-word writing requirement.

ANT 1159 - Survey of Florida Prehistory
3.000 Credits

This course surveys the cultures of Florida from Paleo-Indian, Archaic, Woodlands and Mississippian periods through the exploration, missionization, colonization and territorial periods. The methods of prehistory and ethnohistory will be compared and contrasted as sources.

ANT 1410 - Introduction to Cultural Anthropology
3.000 Credits

Introduction to human culture, its variety and its anthropological interpretation. Survey of cultural diffusion, acculturation, and patterns of variation in world culture areas.

ANT 1511 - Introduction to Physical Anthropology
3.000 Credits

The emergence of man, examination of variation, adaptation and evolution of human populations. Process of evolution, taxonomy and human genetics, biological variability, and paleo-anthropology.

ANT 1932 - Culture and Environment of the Florida Everglades
3.000 Credits

This tour of the Everglades surveys environment, history, prehistory, and plant and animal diversity trends that parallel or diverge from patterns of Florida, the United States, and the Caribbean.

ANT 2310 - Native American Cultures
3.000 Credits

This course is an investigation of the cultures of pre-historic, historic and contemporary Native Americans. Topics include critiques of representative ethnographies from each culture area and language family.

ARH 1000 - Art Appreciation
3.000 Credits
Prerequisites: (ENC 0025 with a minimum grade of C. and REA 0017 with a minimum grade of C.) or (ACT Reading with score of 019 and ACT English with score of 017) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

This course teaches art appreciation whether in paintings, sculpture, and/or architecture. The course focuses on the relationship of art to respective historical periods and an understanding of the role of art in our everyday lives. Students demonstrate college-level writing skill through multiple assignments.

ARH 1050 - History of Art, Ancient to 1400
3.000 Credits

This course is a survey of the history and principles of Western Art through illustrated lectures with specific emphasis on the relation of styles to cultural context.

ARH 1051 - History of Art, 1400 to Present
  3.000 Credits

  This course surveys the history and principles of Western Art from 1400 to the present through illustrated lectures and discussions with specific emphasis on the relation of styles to cultural context.

ART 1300C - Beginning Drawing
  3.000 Credits

  Drawing as a means of visual organization. Emphasis on drawing fundamentals of proportion, perspective, composition, etc. Subject matter varied. Pencil, charcoal, conte, pen and ink, etc. Students provide supplies.

ART 1330C - Introduction to Figure Drawing
  3.000 Credits

  Emphasis on drawing the human figure, both draped and undraped using a variety of drawing media-pencil, charcoal, pen and ink, conte. Students provide supplies.

ART 1750C - Ceramics I
  3.000 Credits

  This course is an introduction to ceramics, a basic course in hand building, firing and glazing to provide a beginning knowledge of clay, concentration on the stoneware range. This is the first in a sequence of skill-building courses in ceramics.

ART 1754C - Ceramics II
  3.000 Credits
  Prerequisites: ART 1750C with a minimum grade of C

  This the second in a sequence of skill-building courses in ceramics, continuing the development of handbuilding clay forms, firing and glazing, and exposure to other firing ranges. Two hours lecture, two hours studio.

ART 2001C - Creative Expressions
  3.000 Credits

  This course is designed for anyone seeking to develop her or his creativity. Through a series of constructed projects students are introduced to new and unconventional as well as traditional forms of art. Students are encouraged to think through alternative avenues of expression. Creative expression seeks to awaken students to their own creative abilities.

ART 2164C - Mixed Media
  3.000 Credits

  The focus of this course will concentrate on the selection and exploration of found, ready-made or created objects, relating the application and integration into a collage and or an assemblage format. These works will further be manipulated through the use of paint, pastels, crayons, ink, etc.

ART 2553C - Beginning Acrylic Painting
  3.000 Credits

  Exploration of acrylic painting techniques. Students will provide own paints and supplies.

ART 2554C - Beginning Oil Painting
  3.000 Credits

  An exploration of oil painting techniques--impasto, palette knife, glazing, etc.--through varied subject matter. Still life, landscape, figure, on-site painting, etc. Students provide paints and supplies.

ART 2701C - Sculpture I
  3.000 Credits

  Emphasis on arrangement and understanding of the relationship of three-dimensional forms. Advanced work will place emphasis on portraiture and on the draped and undraped figure in three-dimensional terms with the focus on modeling in clay. Work may be fired or cast in plaster. Students learn to patina and mount finished work. Students provide materials. This course can be repeated for a maximum of nine (9) credits.

ART 2752C - Wheel Throwing I
  3.000 Credits
  Prerequisites: ART 1750C with a minimum grade of C

  This course introduces the basic principles in wheel throwing and covers a broader range of ceramic technical information.

ART 2753C - Wheel Throwing II
    3.000 Credits
    Prerequisites: ART 2752C with a minimum grade of C

    This is the second course in the sequence of skill-building courses in wheel throwing.

ART 2772C - Raku
    3.000 Credits

    This course provides an in-depth exploration of raku forms, glazing and firing techniques.

ART 2940L - Art Laboratory
    2.000 Credits
    Prerequisites: Instructor permission required

    This is an independent study course which may be repeated for a maximum of 9 credits. Opportunities are provided for the refinement of skills and further experimentation in the chosen medium.

AST 1002 - Astronomy
    3.000 Credits

    Descriptive study of the elements of astronomy including the chemical composition and motion of the planets, their moons, comets and asteroids. Theories of solar system formation, the Sun and the universe are discussed and compared based on the physical and the chemical nature of matter. Such current topics as the "Greenhouse Effect" caused by increased levels of carbon dioxide in the atmosphere and "The Hole in the Ozone Layer" caused by the release of flurochlorcarbons into the atmosphere are used to help understand the chemical nature of the atmospheres of other planets and their moons and the implications for planet Earth. Mathematical procedures are not stressed. Use of telescopes and computer software enhance the study of celestial objects. Recommended for liberal arts majors.

BSC 1005 - Survey of Biological Science
    3.000 Credits
    Prerequisites: (ENC 0025 with a minimum grade of C and REA 0017 with a minimum grade of C.) or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT -Languagewith score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

    This course examines the nature of life, animal behavior, and the relationships which exist between living organisms and their environment. Educational resources for the course include the Clark Maxwell Jr. Marine Environmental Habitat and Observatory as-well-as our science computer lab. This course employs a combination of class lecture, relevant guest speakers, interactive software programs, videotapes and field trips.

BSC 1010 - Principles of Biology I
    3.000 Credits
    Prerequisites: (ENC 0025 with a minimum grade of C. and REA 0017 with a minimum grade of C.) or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y
    Co-requisites: BSC 1010L

An overview of the structural, ultra structural, chemical, genetic, developmental and physiological realms of living organisms.

BSC 1010L - Principles of Biology I Lab
1.000 Credits
Prerequisites: (ENC 0025 with a minimum grade of C. and REA 0017 with a minimum grade of C.) or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) orFCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y
Co-requisites: BSC 1010

A laboratory overview of the structural, ultra-structural, chemical, genetic, developmental and physiological realms of living organisms.

BSC 1011 - Principles of Biology II
3.000 Credits
Prerequisites: None
Co-requisites: BSC 1011L

An overview of ecology, evolution, population genetics, plant anatomy and physiology, the origin of life, organic evolution, biological diversity, plants taxa, animal taxa, fungi, protozoa, bacteria and cladistics and phylogeny.

BSC 1011L - Principles of Biology II Lab
1.000 Credits
Prerequisites: None
Co-requisites: BSC 1011

An overview of ecology, evolution, population genetics, the origin of life, biological diversity, plant and animal taxonomy (cladistics), fungi, protists, bacteria, archaea, plant anatomy and physiology.

BSC 1020 - Human Body
3.000 Credits

Basic introduction to human anatomy and physiology emphasizing cellular biology, biochemistry, and body systems. Excellent preparation for further studies.

BSC 1085 - Anatomy and Physiology I
3.000 Credits
Prerequisites: BSC 1010 with a minimum grade of C and BSC 1010L with a minimum grade of C
Co-requisites: BSC 1085L

A survey of the integumentary, skeletal, muscular, and nervous systems as well as the articulations of the skeletal system, basic biological chemistry, and the organization and function of the tissues of the human body.

BSC 1085L - Anatomy and Physiology I Lab
1.000 Credits
Prerequisites: BSC 1010 with a minimum grade of C and BSC 1010L with a minimum grade of C
Co-requisites: BSC 1085

A survey of the integumentary, skeletal, muscular, and nervous systems as well as the articulations of the skeletal system, basic biological chemistry, and the organization and function of the tissues of the human body.

BSC 1086 - Anatomy and Physiology II
   3.000 Credits
   Prerequisites: BSC 1085 with a minimum grade of C and BSC 1085L with a minimum grade of C
   Co-requisites: BSC 1086L

   A continuation of the survey of human body systems begun in BSC 1085 with emphasis on the endocrine, cardiovascular, lymphatic, respiratory, digestive urinary and reproductive systems.

BSC 1086L - Anatomy and Physiology II Lab
   1.000 Credits
   Prerequisites: BSC 1085 with a minimum grade of C and BSC 1085L with a minimum grade of C
   Co-requisites: BSC 1086

   A continuation of the survey of human body systems begun in BSC 1085 with emphasis on the endocrine, cardiovascular, lymphatic, respiratory, digestive urinary and reproductive systems.

BSC 1905 - Directed Individual Study
   2.000 Credits

   This course supplements the two 3-credit Anatomy and Physiology lecture/lab courses with material necessary to provide equivalent training to FKCC curriculum.

BUL 2241 - Business Law I
   3.000 Credits
   Prerequisites: GEB 1011 with a minimum grade of C

   Business law as part of the management environment; common and statutory law, contract law, agency, and commercial transactions.

BUL 2242 - Business Law II
   3.000 Credits
   Prerequisites: BUL 2241 with a minimum grade of C

   Business law as part of the management environment; commercial paper, bankruptcy, business organizations, property, and government regulations

BUL 3310 - Legal and Ethical Issues in Business
   3.000 Credits

   This course addresses issues such as ethics, contracts, torts, and the Uniform Commercial Code (U.C.C.), as well as the legal, political, and economics aspects of antitrust law, employment law, administrative law, securities law, and international business law topics. Students are asked to apply legal and ethical reasoning to real-world situations.

CCJ 1010 - Introduction to Criminology
3.000 Credits

The course will consist of an examination of crime, overall and by category and their impact on social policy. The emphasis will be on an examination of theories of crime causation; their research support criminological theories covered will be classical, biological, sociological, psychological, economic, and multidisciplinary.

CCJ 1020 - Introduction to the Criminal Justice System
3.000 Credits

This course presents the philosophical background of law enforcement agencies, their development, purposes, functions, and organization with attention given to contemporary problems, processes and Constitutional aspects involved in the administration of criminal justice in a democratic society.

CCJ 2002 - Crime in America
3.000 Credits

This course expands upon the knowledge from criminology and introduction to criminal justice, emphasizing the crime problem in the U.S. to include crime patterns and criminal behaviors, explanations of the crime, how the justice system is designed to responsively deal with it by punishment and prevention, in so expounding upon related theory and philosophy.

CCJ 2107 - Crime and Public Policy
3.000 Credits

This course presents an analysis of various policy initiatives designed to reduce the level of crime, in so applying the elements of criminological theory and research methods to critically evaluate the effectiveness of policies.

CCJ 2252 - Critical Issues in Criminal Justice
3.000 Credits

The study of Constitutional doctrine as a series of controls on the administration of criminal justice, utilizing the opinions of the United States Supreme Court as a basis of study. Emphasis will be placed on the Bill of Rights Amendments having relationships to criminal justice.

CCJ 2618 - Criminal Psychology
3.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C

This course is an examination of psychology of human behavior as it relates to crime. The student will be introduced to psychopathology, the sexually violent offender, and serial murder. The student will also examine violent juvenile offenders and the process of psychological conditioning which allows them to commit violent criminal acts.

CCJ 2650 - Narcotics and Dangerous Substances
3.000 Credits
Prerequisites: CJE 2600 with a minimum grade of C

This course will examine general problems created by illegal use of narcotics and dangerous substances, with emphasis upon classification, description and history of drugs, etiology of addiction, extent of drug use and its relationship to criminal behavior and methods of control.

CCJ 2720 - Research Methods in Criminal Justice
   3.000 Credits
   Prerequisites: CCJ 1010 with a minimum grade of C

   The course will examine strategies, data collection and emphasis of data analysis in the investigation of questions which arise in criminology and criminal justice. Particular focus will be placed upon understanding the role, theory and functions of the research process from criminal justice professionals.

CET 1172C - Computer Upgrade & Repair
   3.000 Credits
   Prerequisites: CGS 1000C with a minimum grade of C

   The purpose of this course is to prepare students to configure and maintain computer systems. Topics include components of a personal computer system, storage devices, power supplies, adaptors, display devices, laptops, portable devices, printer configuration, operating system features, operating system installation, operating system configuration, troubleshooting and preventive maintenance. Upon completion of this course the student will be prepared to take the A+ Essentials certification exam.

CET 1174C - Advanced Computer Repair
   3.000 Credits
   Prerequisites: CET 1172C with a minimum grade of C

   The purpose of this course is to prepare students to configure and maintain computer systems. Topics include networking principles, networking hardware, security solutions, authentication techniques, operational procedures, troubleshooting hardware, troubleshooting laptops, resolving printer problems, operating system structures, commands and utilities, installing and troubleshooting networks and system security. Upon completion of this course the student will be prepared to take the A+ Practical Application Exam.

CGS 1000C - Introduction to Computer Science
   3.000 Credits
   Co-requisites: MAC 1105

   The primary topics covered in this course include computer input and output devices, the processor, auxiliary storage, file structures, and data base, data communications, operating systems, programming languages, computer history, and professions in the computer industry. Students will be introduced to word processing, data base, and spreadsheet. The student will also learn computer programming with the BASIC language.

CGS 1100 - Introduction to Computer Applications
   3.000 Credits

   This course is an introduction to computers and their applications. Students will learn to identify the basic components and devices that comprise a computer system; to use the Internet as a source of information and a means for communications; and to use application software packages (including word processing, spreadsheet, database management, and presentation graphics programs).

CGS 1550 - Introduction to the World Wide Web
   3.000 Credits

   This course is not ordinarily counted in the Associate in Arts degree. This course introduces students to the fundamental concepts and resources involved in using the Internet via the World Wide Web (WWW). It teaches what the WWW is, how to browse and search it, and how to write effective Web pages using the Hypertext

Markup Language (HTML). The course will include a discussion of basic theory as well as practical hands-on exercises.

CGS 1560 - Computer Operating Systems
   3.000 Credits
   Prerequisites: CGS 1000C with a minimum grade of C

   This course provides a basic history and overview of computer operating systems. Basic theories, concepts and terminology, and evolution of computer operating systems are covered. Development, function, and comparisons of common operating systems such as DOS, Windows 9x, Windows NT/2000, Unix/Linux and MAC OS are discussed. In particular, this class is meant to introduce processes such as processing unit, file systems, process management, synchronization, memory management and I/O management.

CGS 2091 - Professional Ethics and Social Issues in Computing
   3.000 Credits
   Prerequisites: (CGS 1000C with a minimum grade of C or CGS 1100 with a minimum grade of C) and ENC 1101 with a minimum grade of C

   This course will examine the host of serious legal and ethical controversies emerging from the new technology based information age society by the application of basic ethical principles. Topics include privacy, reliability, security, intellectual property, control, equality of access, and authenticity.

CGS 2540 - Introduction to Microcomputer Database Management
   3.000 Credits
   Prerequisites: CGS 1000C with a minimum grade of C

   This course is not ordinarily counted in the Associate in Arts degree. This course introduces database management concepts and their application in a business environment. Topics to be covered include fundamental concepts of database design, creating, using and modifying database files, sorting, querying, and generating reports with hands-on experience using a relational database software package.

CGS 2820 - Web Authoring -HTML
   3.000 Credits
   Prerequisites: CGS 1000C with a minimum grade of C

   This course is not ordinarily counted in the Associate in Arts degree. This course introduces the student to the fundamentals of Web page authoring. Students will learn to use HTML and CSS to create web pages. Topics include HTML links, graphics, image maps, tables, frames, forms, and style sheets. Advanced techniques include streaming audio and video. FTP software will be covered as well as strategies for website hosting and credit card processing.

CHM 1033 - Chemistry for Health Sciences
   3.000 Credits
   Prerequisites: MAT 1033 with a minimum grade of C or MAC 1105 with a minimum grade of C or ACT Math with score of 021 or SAT I Mathematics - Enhanced with score of 480 or CPT-Elem Algebra with score of 098 or PERT Math with score of 123 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

   This course meets the new curriculum requirements of FKCC's pre-nursing program approved by the State of Florida's Board of Nursing. This course emphasizes chemistry topics related to the allied health science through the study of the essentials of inorganic and organic chemistry and biochemistry as it relates to processes and functions of the human body.

CHM 1045 - General Chemistry I
    3.000 Credits
    Prerequisites: MAT 1033 with a minimum grade of C or ACT Math with score of 021 or SAT I Mathematics - Enhanced with score of 480 or CPT-Elem Algebra with score of 098 or PERT Math with score of 123 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y
    Co-requisites: CHM 1045L MAC 1105

    The lecture portion of each class consists of approximately 75 minutes of lecture addressing topics from the required textbook. Atomic structure and molecular structure are studied, as well as the relation between mass and moles. The periodic properties of the elements, chemical reactions and chemical bonding are mastered and their relation to the three macro physical states of matter; gas, liquid, and solid.

CHM 1045L - General Chemistry I Lab
    1.000 Credits
    Co-requisites: CHM 1045

    The lab portion of each class consists of approximately two and one-half hours of assigned laboratory work. Topics will be selected to complement the lecture material from CHM1045. Atomic structure and molecular structure are studied, as well as the relation between mass and moles. The periodic properties of the elements, chemical reactions and chemical bonding are studied and their relation to the three macro physical states of matter: gas, liquid, and solid.

CHM 1046 - General Chemistry II
    3.000 Credits
    Prerequisites: CHM 1045 with a minimum grade of C
    Co-requisites: CHM 1046L

    Chemical Equlibria, kinetics and electro-chemistry will be introduced. The nature of the chemical bond will be studied, introducing the Lewis dot structure, and the VSEPR theory of structure determination.

CHM 1046L - General Chemistry II Lab
    1.000 Credits
    Prerequisites: CHM 1045L with a minimum grade of C
    Co-requisites: CHM 1046

    Topics will be selected to complement the lecture material from CHM 1046. Major topics will be redox titrations and the separation and identification of groups I-IV cations.

CHM 2210 - Organic Chemistry I
    3.000 Credits
    Prerequisites: CHM 1046 with a minimum grade of C and CHM 1046L with a minimum grade of C
    Co-requisites: CHM 2210L

    The lecture portion of each class consists of approximately 50 minutes (75 minutes for classes that meet twice a week) of lecture, three times a week, addressing topics from the required textbook. Fundamentals of organic chemistry are introduced. These include the IUPAC system of nomenclature for hydrocarbons, common names, isomerism, conformational analysis, and explanations of stability differences in an homologus series. Classes of compounds that will be studied are: alkanes, alkenes, alkynes, and arenes and their derivatives. Reference will be made to day-to-day events that are linked to organic chemistry topics.

CHM 2210L - Organic Chemistry I Lab
   1.000 Credits
   Prerequisites: CHM 1046 with a minimum grade of C and CHM 1046L with a minimum grade of C
   Co-requisites: CHM 2210

   Experiments will be designed to reinforce the lecture topics in 2210C and familiarize students with laboratory
   equipment and techniques. Fractional distillations at atmospheric and reduced pressure, melting point
   experiments, colligative properties, model building and Internet activities will be used. Additionally, the
   publisher's web site will be available as supplemental material.

CHM 2211 - Organic Chemistry II
   3.000 Credits
   Prerequisites: CHM 2210 with a minimum grade of C and CHM 2210L with a minimum grade of C
   Co-requisites: CHM 2211L

   The lecture portion of each class consists of approximately 50 minutes (75 minutes for classes that meet
   twice a week) of lecture addressing topics from the required textbook. Continuing fundamentals of
   organic chemistry will be introduced. Classes of compounds that will be studied are: substituted aromatic
   hydrocarbons, alkyl halides, alcohols, ethers, aldehydes, ketones, organic acids, amines, sugars, fats, oils,
   proteins and their derivatives. Reference will be made to day-to-day events that are linked to organic
   chemistry topics.

CHM 2211L - Organic Chemistry II Lab
   1.000 Credits
   Prerequisites: CHM 2210L with a minimum grade of C and CHM 2210 with a minimum grade of C
   Co-requisites: CHM 2211

   Continuing fundamentals of organic chemistry will be demonstrated. Classes of compounds that will be
   studied are: substituted aromatic hydrocarbons, alkyl halides, alcohols, ethers, aldehydes, ketones, organic
   acids, amines, sugars, fats, oils, proteins and their derivatives. Reference will be made to day-to-day events that
   are linked to organic chemistry topics.

CIS 1940 - Special Topics in CIS
   1.000 TO 3.000 Credits

   This course is not ordinarily counted in the Associate in Arts degree. This course covers current topics
   of interest to the area of computers and information sciences. Content may include particular computer
   languages, CIS research, current industry developments as well as software and hardware innovations. May be
   repeated with a change of content for up to a maximum of three credits.

CIS 2321 - System Analysis & Design
   3.000 Credits
   Prerequisites: (COP 1000 with a minimum grade of C or COP 1170C with a minimum grade of C or COP 1220C
   with a minimum grade of C or COP 1332 with a minimum grade of C or COP 2121C with a minimum grade
   of C or COP 2221 with a minimum grade of C or COP 2334C with a minimum grade of C or COP 2800 with a
   minimum grade of C or COP 2805 with a minimum grade of C)

   A study of the analysis, design and implementation phases of software system development using a phased
   life cycle approach. Process, data and object oriented development models will be introduced, as well as
   modeling tools and CASE software. Team approaches to software development and project management
   concepts are covered.

CIS 2905 - Directed Individual Study
   3.000 TO 4.000 Credits

   Directed Study.

CJE 1640 - Introduction to Forensics
   3.000 Credits

   An introduction to the scientific aspects of investigation known as criminalistics, with emphasis on crime scene techniques, the collection and preservation of evidence and the examination of evidence. Students will be familiarized with the capabilities and limitations of a police laboratory.

CJE 2600 - Criminal Investigation
   3.000 Credits

   This course presents the philosophical, historical and present background of the criminal investigation process. The student will learn and, in some cases, apply current criminal investigation procedures and techniques dealing with offenses confronting a modern police/investigating agency.

CJK 0001 - Intro to Law Enforcement
   .330 CEUs
   Prerequisites: Instructor permission required

   At the end of this course, students should be able to: understand the values and ethics required for criminal justice officers understand the consequences of sexual harassment describe the criminal justice system describe the structure of criminal justice agencies.

CJK 0012 - Legal
   2.070 CEUs
   Prerequisites: Instructor permission required

   At the end of this course, students should understand the fourth amendment related to search and seizure know what constitutes a lawful arrest be able to articulate the legal justification for the use of force understand the fifth and sixth amendments related to interrogation of suspects determine when a crime has been committed and the elements necessary to make an arrest for that crime understand the legal rules and concepts of evidence understand civil and criminal liability related to an officers performance of duties understand an officers duties and options in civil (noncriminal) incidents be familiar with the legal considerations when dealing with juveniles.

CJK 0013 - Interactions in a Diverse Comm
   1.330 CEUs
   Prerequisites: Instructor permission required

   Communicate effectively and professionally when interacting with people in a variety of circumstances interact with an individual with physical or developmental disabilities, recognize the signs and symptoms specific to the disability, and provide the most appropriate intervention interact with veterans in crisis, recognize potential emotional triggers, and recommend available resources interact with persons exhibiting signs of mental illness using communications skills appropriate for the condition of the individual, and understand how to use the baker act for an involuntary examination interact with a person threatening suicide, assess the risk of suicide, and provide services and stabilize the situation interact with juveniles, assess their behavioral characteristics, and provide the most appropriate response to a call involving a juvenile interact with a person suspected of substance abuse, apply officer safety skills, and understand how to use the marchman act.

CJK 0014 - Interviewing & Report Writing
   1.870 CEUs
   Prerequisites: Instructor permission required

   At the end of this course, students will: prepare and conduct basic interview, gather information, take notes, identify signs of deception, obtain statements, identify types of reports, forms, and logs, including: crime, incident, use of force, disciplinary, traffic crash, organize information, chronologically, categorically, write reports, apply appropriate grammar and mechanics, apply agency procedures, evaluate report prior to submission, draft probable cause affidavit.

CJK 0020 - CMS LE Vehicle Operations
   1.600 CEUs
   Prerequisites: Instructor permission required

   This course presents the dynnamics of emergency vehicle operations and develops skills in operating a motor vehicle in the law enforcement environment, a demonstration of proficiency is required.

CJK 0031 - CMS First Aid for Criminal Jus
   1.330 CEUs
   Prerequisites: Instructor permission required

   This course provides life-saving skills development in emergency situations appropriate for the Law Enforcement Officer, including: CPR and communicable diseases.

CJK 0040C - Firearms
   2.670 CEUs
   Prerequisites: Instructor permission required

   This course includes firearms safety procedures; use of deadly force, basic handling procedures for the handgun (revolver and semiautomatic pistol), shotgun, and semiautomatic rifle/carbine, including component parts and their function. This course also covers the common types of ammunition used in law enforcement, ammunition components, and the use of various types of ammunition for handguns, shotguns, or rifles. The recruit will attain proficiency in marksmanship and in safety using, handling, and maintaining certain designated firearms.

CJK 0051 - CJ Defensive Tactics
   2.670 CEUs
   Prerequisites: Instructor permission required

   The CMS Criminal Justice Defensive Tactics course provides basic recruits with training in the physical skills necessary for the use of force in controlling subjects and for self-defense. Although there is some classroom instruction most of this course is physical training.

CJK 0064 - Fundamentals of Patrol
   1.170 CEUs
   Prerequisites: Instructor permission required

   At the end of this course, students should be able to use radio equipment properly, identify the uses of mobile computer devices, and understand the uses of fcic/ncic/nlets and other electronic database resources understand community-oriented policing and how it is implemented as a problem-solving model, and identify the sara problem-solving model and its application in real life situations understand officer safety issues,

identify and avoid fatal errors, identify and manage stress, and maintain mental and physical fitness prepare to patrol, know what a bolo is and how to create and cancel a bolo, respond to a call, approach a suspect, set up a perimeter, conduct a building search, make an arrest, transport a prisoner, and process the prisoner at a detention facility.

CJK 0065 - Calls for Service
    1.200 CEUs
    Prerequisites: Instructor permission required

At the end of this course, students should be able to: respond to calls for service, including well-being and security checks, building alarms, environmental hazards, transportation requests, animal complaints, death notifications, and special event security respond to disturbances, including crowd control, civil disturbances, civil standbys, and disorderly or irate people respond to court orders, including arrests and civil processes, and assist with the execution of search warrants respond to calls concerning vehicle fires, unattended, abandoned, or disabled vehicles, and roadway obstructions or damage enforce parking violations, impound a vehicle, direct vehicle traffic, and direct pedestrian traffic respond to people in crisis, including suicide incidents, threats from mental impairments, and situations involving alcohol or substance abuse.

CJK 0077 - Criminal Investigations
    1.670 CEUs
    Prerequisites: Instructor permission required

This is a basic course which includes methods and skills for conducting an initial investigation of crimes against society, persons and property and economic crimes.

CJK 0078 - Crime Scene to Courtroom
    1.170 CEUs
    Prerequisites: Instructor permission required

At the end of this course, students should be able to: process a crime scene conduct a follow-up investigation provide testimony in different types of court proceedings.

CJK 0081 - Traffic Stops
    1.600 CEUs
    Prerequisites: Instructor permission required

This course provides an overview of the officer's responsibility and officer safety concerns when making traffic stops.

CJK 0084 - DUI Traffic Stops
    .800 CEUs
    Prerequisites: Instructor permission required

At the end of this course, students should be able to understand the problem of and solutions for dui identify the dui laws and related legal issues identify the signs of alcohol or drug impairment conduct a dui traffic stop follow the three-phase process of a dui contact demonstrate proficiency in conducting the standardized field sobriety tests make an arrest decision based on specific clues accurately complete the required documentation for a dui arrest provide clear and convincing evidence of dui in court testimony.

CJK 0087 - Traffic Stops
  1.000 CEUs
  Prerequisites: Instructor permission required

  At the end of this course, students should be able to: safely pull over a vehicle identify and articulate the stop/violation obtain necessary information from the driver/passenger safely complete the stop safely effect an arrest accurately complete the required documentation for a traffic stop.

CJK 0088 - Traffic Crash Investigations
  1.070 CEUs
  Prerequisites: Instructor permission required

  Define and explain the terms and legal considerations associated with crash investigations respond to a crash scene safely assess a crash scene properly secure a safe work environment at a crash scene provide emergency medical assistance to injured people at a crash scene, if necessary obtain pertinent information about a crash to determine how and why it occurred identify crimes revealed during a crash investigation, if any return a crash scene to normal as quickly as possible complete driver exchange of information properly take appropriate enforcement action document a crash correctly in appropriate crash report form.

CJK 0092 - Critical Incidents
  1.470 CEUs
  Prerequisites: Instructor permission required

  At the end of this course, students should be able to do the following: complete and pass unit 1, is-100.leb introduction to the incident command system and unit 2, is-700.a national incident management (nims), an introduction understand local emergency response plans, law enforcement duty-to-act requirements, and the role of law enforcement officers as first responders know how to respond to an active shooter incident plan for response to a natural disaster identify weapons of mass destruction (wmd) and properly respond to a wmd incident, including ieds and vbieds be aware of hazardous material class, name or identification number, identify actions to take to isolate a hazmat incident and choose protective actions to take in accordance with the emergency response guidebook (erg) recognize the indicators of and paraphernalia used in the manufacture of methamphetamine describe the indicators of chemical suicide properly respond to a bomb threat, assess the scene.

CJK 0096 - Criminal Justice Officers Physical Fitness Training
  2.000 CEUs
  Prerequisites: Instructor permission required

  Criminal Justice Officer Physical Fitness Training program prepares recruits to perform the physical requirements of a Correctional Officer, provides the recruits with the basic elements of nutrition, weight control and stress management and is structured to improve the overall health of the recruits.

CJK 0101 - Interpersonal Skills II
  1.670 CEUs
  Prerequisites: Instructor permission required

  An examination of inmate populations and techniques to supervise inmates. This module concentrates on inmate societies, criminal types, institutional criminalities, inmate deception and manipulation, and female and male homosexuality.

CJK 0102 - Correctional Operations
  2.130 CEUs
  Prerequisites: Instructor permission required

This module thoroughly investigates the daily operations within the confines of the correctional facility to include inmate intake, classification, safety, release, accountability, movements/transfers, confinement, health care, feeding and much more. This "nuts and bolts", "how to do it" module is designed to show the correctional officer how to effectively, efficiently and safely perform his/her job.

CJK 0270 - Criminal Justice Legal I
  1.530 CEUs
  Prerequisites: Instructor permission required

Instruction in this module constitutes the introductory phase of the legal requirement and includes ethics, history/evolution of the law, elements of a crime, use of force, inmate rights and responsibilities, and the philosophy of corrections.

CJK 0271 - Criminal Justice Legal II
  .730 CEUs
  Prerequisites: Instructor permission required

Instruction in this course constitutes a more complex, advanced legal examination than Legal I. This module treats subject matter in somewhat greater detail, and is far narrower in scope. Such topics as constitutional law, evidence rules and concepts, arrest laws, search and seizure concepts, and other like legal topics are covered.

CJK 0272 - Communications
  1.400 CEUs
  Prerequisites: Instructor permission required

Introduces the student to the principles and rules of proper note taking, taking statements, report writing, and familiarization with communications equipment, radio codes, telephone procedures, and interpersonal skills.

CJK 0273 - Interpersonal Skills I
  2.070 CEUs
  Prerequisites: Instructor permission required

Introduces the course on Interpersonal Skills with such topics as human behavior/human needs; ethnic and cultural groups; mentally ill, retarded or physically handicapped inmates; orientation to crisis intervention; suicide prevention; recognizing inmate stress; and reducing stress.

CJK 0280 - Criminal Justice Officer Physical Fitness Training
  1.330 CEUs
  Prerequisites: Instructor permission required

Criminal Justice Officer Physical Fitness Training program prepares recruits to perform the physical requirements of a Correctional Officer, provides the recruits with the basic elements of nutrition, weight control and stress management and is structured to improve the overall health of the recruits.

CJK 0290 - Cross-Over to Law Enforcement Introduction and Legal Overview
  1.600 CEUs
  Prerequisites: Instructor permission required

This course studies the importance of ethics, values,and professionalism, both in an officer's personal life and in their role as law enforcement officers as well as legal concepts. Topics include values and ethics, sexual harassment, search and seizure, lawful arrests, interrogation, elements of a crime, legal rules and concepts of evidence, probable cause affidavits, use of force, civil and criminal liability, duties and options in civil incidents, and legal considerations in dealing with juveniles.

CJK 0291 - Cross-Over to Law Enforcement Human Interaction and Communications
1.870 CEUs
Prerequisites: Instructor permission required

This course studies the importance of telecommunications, human interaction, interviewing, and report writing. Topics include Florida crime information center/national crime information center, using mobile data terminals, radio procedures equipment and codes, professional behavior in a diverse society, interviewing techniques, taking statements, and police report writing.

CJK 0292 - Cross-Over to Law Enforcement Response to Human Issues
.800 CEUs
Prerequisites: Instructor permission required

This course studies the importance of responding to a crisis situation using officer safety techniques, identifying and contributing factors, and determining the appropriate crisis management intervention for resolving a crisis. Topics include crisis intervention, disability awareness, mental illness and mental retardation, responding to the elderly, responding to suicide, and substance abuse and substance identification.

CJK 0293 - Overview of Law Enforcement
2.130 CEUs
Prerequisites: Instructor permission required

This course is a basic course which provides an introductory overview of the officer training program and the criminal justice system, ethics, values, sexual harassment and the chain of command. It also provides an overview of the evolution of laws, legal concepts, civil law, criminal law and juvenile law.

CJK 0294 - Cross-Over to Law Enforcement Patrol 2
.670 CEUs
Prerequisites: Instructor permission required

This course studies the importance of the incident command system (ICS) and the national incident management system (NIMS) as well as local emergency response plans, law enforcement duty-to-act requirements and their role as first responders, describing methamphetamine, methamphetamine users, and methamphetamine paraphernalia and chemicals, responding to a bomb threat, assessing the scene, searching and evacuating a building or suspected bomb sight, identifying weapons of mass destruction (WMDS) and responding to a WMD incident. Topics include ICS, hazmat, and bombs and weapons of mass destruction.

CJK 0295 - Cross-Over to Law Enforcement Officer Wellness
1.170 CEUs
Prerequisites: Instructor permission required

This course studies the physiological and psychological importance of an officer's physical fitness and its impact on their role as law enforcement officers. Topics include cardio-respiratory endurance, muscular strength, muscular endurance, flexibility, proper nutrition, and stress management.

CJK 0296 - Reporting Procedures
    1.070 CEUs
    Prerequisites: Instructor permission required

    This course provides a study of the report writing process, from the interview, statement taking, and note taking, through completion of final report.

CJK 0297 - Interact in Crisis Situations
    .330 CEUs
    Prerequisites: Instructor permission required

    Students will learn how to identify a crisis situation and understand an officer's duty to recognize, respond, and intervene safely and professionally and provide the most appropriate intervention; understand how to interact with a person threatening suicide, assess the risk of suicide, and provide services to stabilize the situation; understand how to use the Baker Act for an involuntary examination; understand how to use the Marchman Act for an involuntary admission; interact with veterans in crisis, recognize potential emotional triggers and recommend available resources; and identify high-risk groups by the group's characteristics and ideology and document criminal or suspected criminal activity. The objectives are addressed as specified by CJSTC.

CJK 0300 - Introduction to Corrections
    1.070 CEUs
    Prerequisites: Instructor permission required

    This is a basic course in which the overview of the correctional officer training program, basic criminal justice values and ethics, ways to demonstrate professionalism when interacting with others, the command structure, state and federal laws, and agency policy and procedures are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0305 - Communications
    1.330 CEUs
    Prerequisites: Instructor permission required

    This is a basic course in which practical communication skills that will assist the new correctional officer in managing and supervising inmates, giving directions, answering questions, and interacting with others in a professional and safe manner are studied. Interpersonal communications, telecommunications, interviewing, note taking, and report writing are also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0310 - Officer Safety
    .530 CEUs
    Prerequisites: Instructor permission required

    This is a basic course in which the knowledge and understanding of the facilities policies and procedures as well as being prepared to respond appropriately to minimize safety and security concerns are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0315 - Facility and Equipment
    .270 CEUs
    Prerequisites: Instructor permission required

    This is a basic course in which the use of standard equipment used including weapons, hazardous materials, and sensitive supplies are studied. The safe and efficient operation of this equipment to provide a safe

environment for all staff and inmates is also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0320 - Intake and Release
.600 CEUs
Prerequisites: Instructor permission required

This is a basic course in which the intake and release procedures of inmates are studied. Fingerprinting, photographing and classification of inmates are also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0325 - Supervising in a Correctional Facility
1.330 CEUs
Prerequisites: Instructor permission required

This is a basic course in which the care, custody, and control of inmates is studied. The development of good observation skills, practicing officer safety guidelines, and following agency policy and procedures to ensure the safe operation of the facility are also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0330 - Supervising Special Populations
.670 CEUs
Prerequisites: Instructor permission required

This is a basic course in which the supervision of special population inmates is studied. The ability of the officer to categorize, approach, and redirect these inmates to ensure officer safety and effective communication is also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0330 - Supervising Special Populations
.670 CEUs
Prerequisites: Instructor permission required

This is a basic course in which the supervision of special population inmates is studied. The ability of the officer to categorize, approach, and redirect these inmates to ensure officer safety and effective communication is also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0335 - Responding to Incidents and Emergencies
.530 CEUs
Prerequisites: Instructor permission required

This is a basic course in which the officer learns to apply knowledge, training, and reasonable judgment to assure the safety and security of all persons at the facility during an emergency. The officer's ability to recognize signs that an incident could develop into an emergency and how to appropriately respond to different types of emergencies is also discussed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0340 - Wellness & Physical Abilities
1.000 CEUs
Prerequisites: Instructor permission required

This is a component of the 420 hour Corrections Academy program which meets the basic training requirements of the Florida Department of Law Enforcement and Criminal Justice Standards and Training

Commission. Successful completion of this course is required to complete the training program and to take the State Corrections Officer Certification Examination.

CJK 0392 - Cross-Over Hand Gun Transition Course
.800 CEUs
Prerequisites: Instructor permission required

This course provides training and transitions students from the use of a semiautomatic handgun to a revolver, or vice versa. Students must demonstrate proficiency for both handgun daytime and handgun nighttime. Topics include safe weapon handling, identification of weapons parts and ammunition, drawing and holstering, loading and unloading, basic shooting principles, weapon handling proficiency, and proper intervention of weapon malfunctions.

CJK 0393 - Cross-Over Program Updates
.270 CEUs
Prerequisites: Instructor permission required

This course provides updated content from the applicable basic recruit training program. It is designed to deliver expanded or updated instruction on curriculum topics contained in the crossover program.

CJK 0422 - Dart-Firing Stun Gun
.270 CEUs
Prerequisites: Instructor permission required

This course is an introduction to the dart-firing stun gun and the statutory guidelines governing the minimum criteria for use of a dart-firing stun gun.

CJK 0480 - Emergency Preparations
.870 CEUs
Prerequisites: Instructor permission required

The course examines the types of emergency situations which can be anticipated in the correctional facility setting and procedures, methods, and techniques used to prevent or respond to these situations.

CJL 2100 - Criminal Law
3.000 Credits
Prerequisites: CCJ 1020 with a minimum grade of C

The course will be concerned with the sources and elements of criminal law, to include an historical background and the foundation of American criminal law, including the United States Constitutional requirements, federal and state jurisdictions, and rules of evidence and procedure. Emphasis will be placed on criminal law related to law enforcement with particular attention to rights given to officers and defendants in the course of the criminal justice process.

CNT 1000 - Introduction to Local Area Computer Networking
3.000 Credits
Prerequisites: CGS 1000C with a minimum grade of C

This course is not ordinarily counted in the Associate in Arts degree. This course will introduce the student to computer networking concepts. Major topics include a history of local area networks; a study of the terminology, components, acronyms, protocols, standards, and design factors of a local area network; and a basic consideration of network management and security.

CNT 1401 - Principles of Information Security and Assurance
   3.000 Credits
   Prerequisites: CGS 2091 with a minimum grade of C

   Basic computer and network security theory, concepts and terminology are presented. The CIA triad, basic threats, intrusion detection techniques, vulnerabilities and their various countermeasures are included. Students will also discuss ethical behaviors band basic security practices for authentication, encryption and secure network topologies.

COP 1000 - Fundamentals of Programming
   3.000 Credits
   Prerequisites: None
   Co-requisites: MAC 1105

   This course is not ordinarily counted in the Associate in Arts degree. The course stresses proper programming methodology, problem solving, structured programming techniques, code implementation, debugging, and testing. Essential aspects of programming are covered, including the construction and manipulation of applications, controls, forms, code (including decisions, looping, and file access), and formatting. Basic Internet programming techniques will also be covered. You will gain extensive hands-on programming experience using an appropriate computer language.

COP 1220C - C Programming
   3.000 Credits
   Prerequisites: CGS 1000C with a minimum grade of C

   C is a well structured, flexible and powerful language that produces very fast and efficient code. It is used on Unix-based mini-computers, as well as micro-computers, for both systems and applications programming. The course includes designing, writing and running C programs on the computer to develop proficiency in the language and its application to business, math and engineering problems.

COP 1905 - DS: Dev Web Sites PHP & MySQL
   3.000 Credits
   Prerequisites: Instructor permission required

   This course teaches how to create database-driven web sites using server-sided scripting languages. Topics include an introduction to PHP (Hypertext preprocessor), working with data types and operators, building functions and control structures, manipulating data in arrays and strings, working with databases and MySQL, manipulating MySQL databases with PHP, and debugging and error handling.

COP 2221 - Intermediate Programming in C
   4.000 Credits
   Prerequisites: COP 1220C with a minimum grade of C

   This is an advanced application programming course using the C language. Emphasis is on the design and use of structured computer algorithms for problem solving using "C". Topics covered will include the design of independent modules, processing of text data as input, advanced sorting techniques, advanced data manipulation and data structures. Students are required to design, code, compile, debug, and execute programs.

COP 2334C - Object Oriented Programming in C++
   3.000 Credits
   Prerequisites: COP 2221 with a minimum grade of C
   This is an advanced study of the C language with emphasis on object oriented programming, graphics, and list processing. Students are required to design, code, compile and execute programs for the business and scientific environment.

COP 2360 - C# Programming
   3.000 Credits
   Prerequisites: COP 1000 with a minimum grade of C

   This course teaches software development fundamentals using the C# programming language as well as a solid foundation on building applications using an object-oriented/event driven language. Students will learn the basic concepts of C# including windows event driven programming, file handling, database access and web-based applications.

COP 2800 - Introduction to Java Programming
   3.000 Credits

   This course is not ordinarily counted in the Associate in Arts degree. 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.

COP 2805 - Advanced Java Programming
   3.000 Credits
   Prerequisites: COP 2800 with a minimum grade of C

   This course is not ordinarily counted in the Associate in Arts degree. 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.

COP 2842 - Developing Web Sites using PHP and MySQL
   3.000 Credits
   Prerequisites: CGS 2820 with a minimum grade of C and CGS 2540 with a minimum grade of C

   This course teaches how to create database-driven web sites using server-sided scripting languages. Topics include an introduction to PHP (Hypertest preprocessor), working with data types and operators, building functions and control structures, manipulating data in arrays and strings, working with databases and MySQL, manipulating MySQL databases with PHP, and debugging and error handling.

COT 2003 - Foundations of Computer Science
   4.000 Credits
   Prerequisites: MAC 1105 with a minimum grade of C or COP 1210C with a minimum grade of C or COP 1220C with a minimum grade of C

   This is an introduction to composite and abstract data structures, searching and sorting algorithms, recursion, vcomputer architecture, and Boolean algebra. Emphasis is placed on the analysis of problem solving using examples written in pseudo-C. This is an excellent preparation for upper-level course work in computer science.

CRW 1001 - Creative Writing I
3.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

This course is designed to develop students' literary voices through the study and application of techniques of writing fiction, poetry, drama and the essay. Through supportive in class critiques and occasional discussion of professional models, the student learns the craft of writing. This course includes a 6,000 word writing requirement.

CRW 1300 - Beginning Poetry Writing
3.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

This course focuses on shorter poetry writing in a workshop format. Basic structural and formal elements of conventional, free form and experimental poetry are introduced and interpreted through readings of and structured critical response to the student's own poetry. Occasionally, established poets' work is introduced as example and model. Through supportive in-class critique, the student learns the craft of revising poetry. The course includes a 6,000 word writing requirement.

CRW 2100 - Beginning Fiction Writing
3.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

This course focuses on short prose fiction writing in a workshop format. Basic structural and stylistic elements of conventional and experimental short story forms are introduced and interpreted through classic readings and critical exchange of the students' own work. Established writers' prose is occasionally introduced as model or example. Through supportive in-class critical discussion, the student learns the practice of basic techniques of writing, rewriting and editing. This course includes a 6,000 word writing requirement.

CTS 1155 - Microcomputer Help Desk I
4.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course is designed to teach students practical PC help desk skills. Students learn to use appropriate troubleshooting, diagnostic, and problem resolution techniques to resolve PC software and hardware problems. Real world situations are addressed through a combination of lecture, demonstration, and an emphasis on practical, intensive laboratory activities.

CTS 1261C - Microsoft Excel
3.000 Credits
Prerequisites: CTS 2104 with a minimum grade of C

This course is not ordinarily counted in the Associate in Arts degree. Microsoft Excel is an integrated software package that provides spreadsheet, graphics, and database capabilities for the solution of accounting,

business, financial analysis, and mathematical problems. This hands-on class utilizes a variety of practical exercises with Microsoft Excel to develop an understanding and proficiency in its operation, capabilities, and applications.

CTS 2104 - Microsoft Windows
3.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. Microsoft Windows is a multi-tasking operating environment with a Graphical User Interface for IBM PC compatible microcomputers. It employs a point and click approach to operating the computer with windows, pull down menus and icons. The course will consist of guided hands-on session and lab exercises.

CTS 2201C - Microsoft Word
3.000 Credits
Prerequisites: CTS 2101 with a minimum grade of C

This course is not ordinarily counted in the Associate in Arts degree. This hands-on class utilizes a variety of practical exercises with Microsoft Word to develop an understanding and proficiency in its operation, capabilities, and applications. The course introduces the student to word processing concepts and procedures of inputting, accessing, editing, correcting, formatting and outputting documents using Microsoft Word.

CTS 2750C - Microsoft Works
3.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. Microsoft Works is integrated software. It is intended for students who wish to gain hands-on experience with popular types of computer software including word processing, spell check, mail merge, database, spreadsheet, charting and drawing.

DEP 2004 - Human Growth and Development
3.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

An introduction to developmental psychology, the course explores the different stages of human life--prenatal, infancy, childhood, adolescence, adulthood--and the biological, psychological and social changes occurring in individuals during them. Topics include: Theories of development, genetics and development, birth and the neonate, cognitive and brain development, early experience, attachment, motor and language development, social, sex-role and moral development, aging and death.

EAP 0288C - High Beginning Comb Skills
3.000 Credits
Prerequisites: EAP 0288 with a minimum grade of C or LOEP Composite Scores with score of 000

 Students develop sufficient elementary skills in English used for academic purposes to understand high-frequency vocabulary in oral contexts and respond to simple questions and phrases. Additionally, they will comprehend basic academic-level text, express themselves on personal topics in writing, develop control of basic grammatical structures, and use computer-assisted language learning tools.

EAP 0300 - EAP Low Intermediate Speech for Non-native Speakers of English
    3.000 Credits
    Prerequisites: EAP 0288 with a minimum grade of C or LOEP Composite Scores with score of 000

    Students develop sufficient elementary skills in English used for academic purposes to understand high-frequency vocabulary in oral contexts and respond to simple questions and phrases. Additionally, they will comprehend basic academic-level text, express themselves on personal topics in writing, develop control of basic grammatical structures, and use computer-assisted language learning tools.

EAP 0320 - EAP Low Intermediate Reading for Non-native Speakers of English
    3.000 Credits
    Prerequisites: EAP 0288 with a minimum grade of C or LOEP Composite Scores with score of 000

    Students develop the ability to read text on familiar and basic academic topics with an emphasis on vocabulary expansion and application of critical reading skills.

EAP 0340 - EAP Low Intermediate Composition for Non-native Speakers of English
    3.000 Credits
    Prerequisites: EAP 0288 with a minimum grade of C or LOEP Composite Scores with score of 000

    Students develop the ability to write basic academic paragraphs on familiar topics and execute other academic writing tasks.

EAP 0360 - EAP Low Intermediate Structure/Grammar for Non-native Speakers of English
    3.000 Credits
    Prerequisites: EAP 0288 with a minimum grade of C or LOEP Composite Scores with score of 000

    Students develop ability to use low intermediate level grammatical structures appropriate to classroom discussion, oral presentations, and writing of academic paragraphs, with an emphasis on increased accuracy.

EAP 0400 - EAP Intermediate Speech for Non-native Speakers of English
    3.000 Credits
    Prerequisites: EAP 0300 with a minimum grade of C or LOEP Composite Scores with score of 000

    Students continue to speaking and listening skills necessary for participation in classroom discussions, with an introduction to oral presentation and critical listening skills.

EAP 0420 - EAP Intermediate Reading for Non-native Speakers of English
    3.000 Credits
    Prerequisites: EAP 0320 with a minimum grade of C or LOEP Composite Scores with score of 000

    Students develop ability to comprehend longer texts of limited length and difficulty on a variety of academically-related topics.

EAP 0460 - EAP Intermediate Structure/Grammar for Non-native Speakers of English
    3.000 Credits
    Prerequisites: EAP 0360 with a minimum grade of C or LOEP Composite Scores with score of 000

    Students develop ability to use intermediate-level grammatical structures appropriate to classroom discussion, oral presentations, and writing of more sophisticated academic paragraphs, with an emphasis on increased accuracy.

ECO 2013 - Macroeconomics
    3.000 Credits
    Prerequisites: (ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English
    with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or (PERT Writing
    with score of 103 and PERT Reading with score of 106) or SAT I Verbal - Enhanced with score of 440 or FCAT
    Reading 2.0 with score of 262) and (MAT 0002 with a minimum grade of C or CPT-Arithmetic with score of 057
    or ACT Math with score of 017 or SAT I Mathematics - Enhanced with score of 400 or PERT Math with score of
    096) or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

    Study of the U.S. economy, including functions of an economic system, determination of market prices,
    measuring the economy's performance, causes of unemployment and inflation, and government taxation,
    spending, and monetary policies.

ECO 2023 - Microeconomics
    3.000 Credits
    Prerequisites: ECO 2013 with a minimum grade of C

    Economic principles for business applications, including determination of market prices, elasticity of demand,
    indifference curves and consumer equilibrium, cost analysis, marginal analysis and profit maximization, forms
    of competition, antitrust regulations, and international trade.

EDF 2005 - Introduction to the Teaching Profession
    3.000 Credits
    Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English
    with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal -
    Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT
    Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty
    Military with score of Y

    A survey course including 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 with children and youth in schools or similar settings and not via virtual modes of film or
    Internet.

EDF 2085 - Introduction to Diversity for Educators
    3.000 Credits

    Designed for the prospective educator, this course provides the opportunity to explore issues of diversity,
    including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, and
    socioeconomic status, and religion, languages of origin, ethnicity and age upon the educational experience.
    Students will explore personal attitudes toward diversity and exceptionalities. Students will be provided
    information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional
    Educator Competencies. A minimum of 15 hours of field-based experience working with diverse populations
    for children and youth in schools or similar settings is required. The field experience should not be via virtual
    modes of film or internet. This course introduces students to the diversity of the school populations of Florida
    and of America in general, and examines strategies for teaching with respect for multiple diversities.

EDG 1030 - Dolphin Studies, Education & Curriculum Experience: Professional Development Dolphin Lab for Teacher
   3.000 Credits

   This introductory program surveys a wide range of knowledge, theories and outgoing research concerning marine mammals, animal husbandry, operant conditioning training practices and related issues, including instruction specific to the facility and its resident dolphins. This course offers students a unique opportunity to gain career oriented hands-on experience in dolphin husbandry and training, including diet preparation; how to feed, reinforce, and maintain established behaviors all under the guidance of accomplished trainers. Students will reside at the Dolphin Research Center on Grassy Key. Course requirements center on active participation in the course and passing comprehensive end of course exam.

EDG 2331 - Introduction to Environmental Education
   3.000 Credits

   This course introduces environmental education drawing upon the special resources of the Florida Keys. Active, collaborative, non-traditional field experiences are stressed and practiced. Topics reflect field experience and include a broad scope of outdoor and museum activities.

EDP 2002 - Educational Psychology
   3.000 Credits
   Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

   An introduction to psychology as it relates to education, teaching and learning. Topics include: development and early experience, cognitive development, theories of learning, behavior modification, cognition and memory, motivation, teaching models and theories, testing and measurement, individual differences, intelligence and creativity, special education, humanistic and transpersonal education, childhood emotional and learning disorders.

EET 1084 - Introduction to Electronics
   3.000 Credits

   This course is not ordinarily counted in the Associate in Arts degree. This course provides the foundation for electronic circuits and measurements. Students will study principles of electricity, magnetism, and basic laws of electronics. Course topics will include fundamentals of DC circuits, AC circuits, semiconductors, and digital circuits. The course will integrate the conceptual measurements with the various electronic measuring instruments and their usage in weekly laboratory exercises.

EME 2040C - Introduction to Technology for Educators
   3.000 Credits

   Application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer as well as data-driven decision-making processes. Identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology. Students will be provided an overview of the Florida Educator Accomplished Practices, Sunshine State Standards, the

Professional Educator Competencies, and the National Educational Technology Standards. This course is an applications and theory course designed to familiarize participants with various technologies and their uses in education.

EMS 1059C - First Responder for Medical Professionals
4.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course is based on the National Highway Traffic Safety Administration and DOT Standard Curriculum for first responders at scenes of accident and/or illness and is designed to prepare the student for emergency care of a victim, providing the skills and knowledge of care prior to the arrival of the Emergency Medical Technician/Paramedic. Recognition of symptoms and signs of impending danger to the patient's life and the accepted treatment modes for the conditions will be taught as well as techniques for extrication (light duty) of the accident victim. This course is required for firefighters, law enforcement officers, volunteer rescue personnel, and those wishing to enter the EMS profession.

EMS 1158C - Emergency Medical Technician
12.000 Credits
Prerequisites: None

The EMT course is designed as a one semester course, 12 credit hours in length, to prepare the student for employment in their local EMS System as an EMT. In addition to regular classroom lecture and skills lab practical time, the student will be assigned to contract agencies for experience in riding with the rescue and ambulance units under supervision of State of Florida EMT's or Paramedics. The course meets and exceeds the current U.S. DOT EMT Basic National Standard Curriculum required by the Florida Department of Health, EMS Bureau, and the Florida Department of Education.

EMS 1344 - Aquatic 1st Aid/CPR/O2
1.000 Credits

This course does not ordinarily count in the Associate in Arts degree. Instructs individuals in recognition of signs and symptoms for accidents and injuries in the aquatic/workplace environment and how to apply appropriate first aid practices, implementation of CPR, and the application of oxygen in the management of accidents and injuries.

EMS 1381C - EMT Recertification
3.000 Credits
Prerequisites: Instructor permission required

This course is not ordinarily counted in the Associate in Arts degree. EMT Recertification course is designed as a one semester course, 3 credit hours in length, which will review and update the knowledge and skills of Emergency Care for EMTs. The course follows the US D.O.T. 1994 EMS National Standards Curriculum as required by Florida Department of Emergency Medical Services, and the Florida Department of Education.

EMS 2081C - Scuba Rescue and Emergency Medicine
3.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. Qualify certified scuba divers and/or waterfront, boating, and public safety personnel to effectively perform aquatic rescues of distressed scuba divers and to provide emergency medical management and other support in a field setting. Requirements for enrollment are: 1) nationally recognized certification as an advanced scuba diver and 2) nationally recognized current certification in 1st Aid, CPR, and Oxygen Provider OR current enrollment in EMS 1344, Aquatic First Aid/

CPR/O2. These requirements will be verified by the instructor at the first class

EMS 2082 - Dive Medicine Instructor
   4.000 Credits
   Co-requisites: PEQ 1136C

   This course applies to the AS degree in Diving Business and Technology, and to the Fundamentals of Professional Diving Certificate, but is not ordinarily counted in the Associate in Arts degree. The Dive Medicine Instructor course prepares candidates to teach the PADI Emergency First Responder, DAN Neurological Assessment for Divers and DAN DEMP. Qualifications needed to take course include EMS 1344 Aquatic First Aid/CPR/02 or equivalent (i.e. Nationally recognized certification as a PADI Emergency First Responder, DAN Neurological and Diving Emergency Management Provider Program). Instructor will verify requisite information on the first day of class.

EMS 2325C - Diving Medical Technician
   2.000 Credits

   This course is not ordinarily counted in the Associate of Arts Degree. In addition to the classroom lecture, this course will provide practical training that addresses the recognition, management, stabilization and treatment of decompression illness and other diving related injuries or illnesses. After completing the course, students may be eligible to apply for certification as a diver medic through the National Board of Diving and Hyperbaric Medical Technology. Nationally recognized certifications in scuba diving, CPR and AED, current diving physical and completion of DOT approved EMT courses or equivalent are requirements for enrollment in this course and will be verified by the instructor at the first class.

EMS 2905 - Special Topics in Scuba Rescue
   2.000 Credits
   Prerequisites: Instructor permission required

   This course is not ordinarily counted in the Associate of Arts degree. It qualifies certified scuba divers and/or waterfront, boating and public safety personnel to effectively perform aquatic rescues of distressed scuba divers and to provide emergency medical management and other support in a field setting.

ENC 0015 - Developmental Writing I
   3.000 Credits
   Prerequisites: PERT Writing with score of 001 or ACT English with score of 001 or SAT I Verbal - Enhanced with score of 200 or CPT-Language with score of 020

   This course builds writing skills and the command of standard written English, including grammar, usage, and mechanics. Students must pass ENC 0015 with a "C" or higher. Upon successful completion, students enroll in ENC 0025.

ENC 0025 - Developmental Writing II
   3.000 Credits
   Prerequisites: PERT Writing with score of 090 or ENC 0015 with a minimum grade of C. or CPT-Language with score of 060
   Co-requisites: SLS 1101

   This course imparts writing skills necessary to succeed at the college and university level. Students learn to support arguments and demonstrate command of standard written English. Students must pass ENC 0025 with a "C" or higher in order to receive credit. Upon successful completion, students may enroll in ENC 1101.

ENC 0055 - Developmental English Module I
    1.000 Credits
    Prerequisites: PERT Writing with score of 099
    Co-requisites: ENC 1101

    This course provides specialized instruction in developmental writing concepts to assist students in ENC 1101. Topics include the components necessary to write a unified, well-developed paragraph, such as topic sentences, use of major and minor development, coherence, unity and use of logical organizational patterns. Other topics include the conventions of standard American English as appropriate for academic writing. Students must complete each module with a grade of 70% or higher. This course does not apply toward requirements in general education or toward any associate degree.

ENC 0056 - Development English Module II
    2.000 Credits
    Prerequisites: PERT Writing with score of 095
    Co-requisites: ENC 1101

    This course provides specialized instruction in developmental writing concepts to assist students in ENC 1101. Topics include the components necessary to write a unified, well-developed paragraph, such as topic sentences, use of major and minor development, coherence, unity and use of logical organizational patterns. Other topics include the conventions of standard American English as appropriate for academic writing. Students must complete each module with a 70% or higher. This course does not apply toward requirements in general education or toward any associate degree.

ENC 1101 - English Composition I
    3.000 Credits
    Prerequisites: (ENC 0020C with a minimum grade of C. and REA 0003C with a minimum grade of C.) or (ENC 0025 with a minimum grade of C. and REA 0017 with a minimum grade of C.) or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

    ENC 1101 is a course that emphasizes accepted standards and techniques of expository writing, logical thinking, and reading with literal and critical comprehension. Students are expected to write coherent, unified prose, develop a thesis statement, arrange main ideas and supporting details, and use effective vocabulary, conventional sentence structure, and standard American English grammar and usage.

ENC 1102 - English Composition II
    3.000 Credits
    Prerequisites: ENC 1101 with a minimum grade of C

    Expository writing based upon the close reading and study of selected examples from fiction, poetry, and drama. The course emphasizes oral and written analytical interpretations which include recognition of the traditional techniques, forms, and rhetorical devices used by writers of fiction and non-fiction. The course also serves as an introduction to literature and analytical writing. Includes a 6,000 word writing requirement.

ENG 1300 - Writing about Film
    3.000 Credits
    Prerequisites: ENC 1101 with a minimum grade of C

    A basic course in film literacy concentrating on the techniques, genre, history, theory and criticism of film and film making which lie beyond our understanding of films. Students will view selected films, develop critical

skills, and evaluate, orally and in writing, the products of film making.

ENT 1000 - Entrepreneurship
   3.000 Credits

   This course provides business and non-business majors with the skills necessary to succeed as an entrepreneur. The fundamentals of starting and operating a business, developing a business plan, obtaining financing, marketing a product or service and developing an effective accounting system will be covered.

EOC 2710 - Public Safety Diving
   5.000 Credits
   Prerequisites: Instructor permission required

   This course is not ordinarily counted in the Associate in Arts degree. Provides the police or public safety diver the skills and knowledge necessary to conduct a full range of related underwater activities. Nationally recognized certification as an open water scuba diver and current medical release is a requirement for enrollment in this course and will be verified by the instructor at the first class. Limited entry to law enforcement and other public safety personnel.

EOC 2711 - Diving Technology
   4.000 Credits

   This course is not ordinarily counted in the Associate in Arts degree. Provides divers with the skills and knowledge required to apply state-of-the-art scuba diving equipment and procedures to the performance of underwater work in a safe and effective manner. Curriculum includes technology that extends into tethered diving and use of full-face masks, wireless and hard-wire communications, and dry exposure suits. Scenarios in a wide variety of working environments include the use of underwater equipment impacting upon diver performance. An introduction to the use of surface-air-supplied equipment may be provided as appropriate. Includes specialty ratings applicable for certification as Master Diver. Nationally recognized certification as an advanced scuba diver or work diving experience with permission of instructor is a requirement for enrollment in this course and will be verified by the instructor at the first class.

EOC 2712 - Surface Air Supplied Diving
   3.000 Credits
   Prerequisites: EOC 2711 with a minimum grade of C

   This course is not ordinarily counted in the Associate in Arts degree. Provides an introduction to the diving equipment, basic methods of use, underwater communications, dive table usage, station set up, operational planning, job site analysis, underwater work techniques, introduction to surface air decompression. Curriculum includes aquatic training in confined water, open water, low to zero visibility communication systems, full face masks, dive helmets, band masks, and free flow masks.

EOC 2713C - Breathing Gases and Decompression Theory
   3.000 Credits

   This course is not ordinarily counted in the Associate in Arts degree. Lecture and open water experience in repetitive dive subjects that will enable the student to conduct repetitive dives utilizing various dive tables, dive computers, and enriched air gas mixtures. Nationally recognized certification as an advanced scuba diver is a requirement for enrollment in this course and will be verified by the instructor at the first class.

EOC 2714C - Recompression Chamber Operations
2.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. Provides training in the theory and application of recompression chamber operations. Nationally recognized certification as a divemaster or permission of the instructor is a requirement for enrollment in this course and will be verified by the instructor at the first class.

EOC 2715 - Diving Safety
1.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. Provides students with the diving safety knowledge necessary for safe diving in the fields of free scuba, tethered scuba and Surface Air Supplied (SAS) diving as applied to research diving and advanced diving technologies. Certification in scuba, permission of the instructor, and diving medical approval is a requirement for enrollment in this course and will be verified by the instructor at the first class.

EOC 2719 - SAS Work Diving Techniques
2.000 Credits
Prerequisites: EOC 2712C with a minimum grade of C

This course is not ordinarily counted in the Associate in Arts degree. Introduces students to the application of surface air supplied diving equipment to work diving techniques, including underwater tool use and underwater construction methods. The curriculum includes operational planning, job site analysis, underwater work and introduction to surface air decompression. Work will be conducted in confined water, open water and low to zero visibility using communication systems, full-face masks, dive helmets, band masks, and free flow masks.

EOC 2905 - Dir Ind Studies: Perseus II
4.000 Credits

EOC 2949 - Diving in the Work Environment
6.000 Credits
Prerequisites: PEN 2137C with a minimum grade of C

This course is an internship opportunity with the Georgia Aquarium, the world's largest aquarium in the world. The student will have an opportunity to work in various aspects of scientific diving in support of this major facility.

ETD 1106 - Engineering Design CAD
3.000 Credits
Prerequisites: MAC 1105 with a minimum grade of C

Descriptive geometry, engineering graphics and drafting principles. Orthographic projection, isometric drawings and engineering problem layout. Will contain an introduction to computer-aided drafting and design.

ETI 1000 - Industrial Tools & Equip
3.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course teaches the skills necessary to properly select, inspect, use and care for the tools, test equipment, and lifting/handling equipment commonly

used in the performance of assigned tasks in an industrial plant setting.

ETI 1110 - Intro to Quality Assurance
    3.000 Credits

    This course is not ordinarily counted in the Associate in Arts degree. The course defines the role of quality in an industrial environment. Topics include the use of quality management techniques and quality philosophies, process development, techniques used for evaluation, approaches used on continuous operations, methods used to control quality, and the international organization for standardization (ISO) series of standards. The responsibility of quality assurance during the engineering, manufacturing, and marketing of a product is also covered.

ETI 1701 - Industrial Safety
    3.000 Credits

    This course is not ordinarily counted in the Associate in Arts degree.   This course focuses on the theories and principles of occupational safety and health in a practical and useful real world job related setting. The major topics include the occupational safety and health administration (OSHA) compliance, safety standards, code enforcement, ergonomic hazards, mechanical hazards, falling, lifting, electrical hazards, fire hazards, industrial hygiene, radiation, noise, emergencies, and environmental safety.

ETP 1402 - Introduction to Solar Energy
    3.000 Credits
    Prerequisites: EET 1084 with a minimum grade of C or ETP 1200 with a minimum grade of C or EET 1084 with a minimum grade of C

    This course is not ordinarily counted in the Associate in Arts degree. This course is a guide to the design, installation, and evaluation of residential and small commercial solar energy systems. The course covers both photovoltaic and solar thermal applications. Content includes system advantages, disadvantages, site selection, component operations installation requirements and recommended practices.

ETP 1505 - Intro to Hydrokinetic Power
    3.000 Credits
    Prerequisites: EET 1084 with a minimum grade of C or ETP 1200 with a minimum grade of C or EET 1215C with a minimum grade of C

    This course is not ordinarily counted in the Associate in Arts degree. Hydrokinetic power has tremendous energy producing potential. This is an introductory course which covers the history of hydrokinetic power and how it differs from traditional hydropower (i.e. hydroelectric dams). The course will survey the various types of hydrokinetic power (e.g. wave power, and river, tidal and open-ocean in-stream hydrokinetic power) with a focus on marine hydrokinetic power (e.g. tidal and open-ocean currents). The course will explore the benefits and challenges associated with extracting power from these renewable resources. The course will introduce the concepts of basic fluid dynamics, hydrokinetic design, prototype testing, systems efficiencies, scaling, resource asses sment, site selection, system installation, and environmental impacts.

ETP 1506C - Hydrokinetic Power Tech
    3.000 Credits
    Prerequisites: PEN 1136C with a minimum grade of C and ETP 1505 with a minimum grade of C

    This course is not ordinarily counted in the Associate in Arts degree. This course takes a hand-on laboratory and project based approach which focuses on emerging technologies for hydrokinetic power generation. Technology for the two primary types of in-stream horizontal axis hydrokinetic devices: (1) axial-flow and

(2) cross-flow turbines, as well as emerging alternative device designs will be reviewed. Various installation methods and maintenance techniques will be reviewed. The class will visit various hydrokinetic operations in the region to reinforce information learned in lecture. Laboratory exercises will include training and usage of underwater tools such as underwater pressure washers and nomadic cutting devices. The course will conclude with a team based capstone project where students will choose one type of in-stream hydrokinetic technology and work together to construct a small scale hydrokinetic energy production device. The project will apply the concepts of hydrokinetic turbine design, scaling, testing, site selection, resource assessment, basic fluid dynamics, and efficiency ratings for various hydrokinetic technologies and field test prototype devices for energy output.

ETP 1530C - Introduction to Wind Energy
  3.000 Credits
  Prerequisites: ETP 1200 with a minimum grade of C or EET 1215C with a minimum grade of C or EET 1084 with a minimum grade of C

  This course is not ordinarily counted in the Associate in Arts degree. The wind energy industry is the fastest growing segment of renewable energy production in North America experiencing a 25% annual growth. This is an introductory course in surveying the advantages and disadvantages of wind power. Site surveys, wind charts, and efficiency ratings for small and large wind turbines are presented and discussed. Both stand alone and grid connected systems will be presented.

ETP 1532C - Install of Wind Energy Systems
  3.000 Credits
  Prerequisites: ETP 1530C with a minimum grade of C

  This course is not ordinarily counted in the Associate in Arts degree. This class will provide students with the skills needed to enter the field of wind turbine installation focused on operations and maintenance of: (1) Horizontal Axis Wind Turbines (HAWTs), and (2) Vertical Axis Wind Turbines (VAWTs). Students will participate in research projects comparing HAWTs and VAWTs. Students will learn the principles behind turbine design and operation, including corrosion control. Students will learn how evaluate a potential site (e.g. inland, coastal, wet lands, and offshore), with special attention to Karst topography. Students will learn to specify the components of wind energy system. Students will be able to install, startup, and test a typical wind energy system. Students will be able to trouble-shoot and maintain a typical wind energy system. Hands-on labs are included.

ETP 2410C - Installation of Solar Photo
  3.000 Credits
  Prerequisites: ETP 11402 with a minimum grade of C

  This course is not ordinarily counted in the Associate in Arts degree. This course examines the direct conversion of solar energy to electricity. Students will be introduced to photovoltaic cell physics, different photovoltaic cell technologies, photovoltaic devices and systems, and photovoltaic energy storage systems. The hands-on exercises will reflect topics discussed in lecture.

ETP 2402C - Photovoltaic System
  3.000 Credits
  Prerequisites: EET 1084 with a minimum grade of C or EET 1215C with a minimum grade of C or ETP 1200 with a minimum grade of C

  This course is not ordinarily counted in the Associate in Arts degree. 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 standalone systems.

ETP 2940 - Professional Internship for Engineering Technology
   3.000 Credits
   Prerequisites: ETI 1000 with a minimum grade of C and EGS 1106 with a minimum grade of C and EET 1084
   with a minimum grade of C and EET 1110 with a minimum grade of C and ETI 1701 with a minimum grade of
   C and ETM 1010C with a minimum grade of C and ETP 1505 with a minimum grade of C and ETP 1532C with a
   minimum grade of C and ETP 2410C with a minimum grade of C

   This course is not ordinarily counted in the Associate in Arts degree. This course is a structured and supervised
   internship for students in the engineering technology program of study. On the job experience will be
   integrated with scheduled class meetings to review and compare work experiences with respect to workplace
   skills and technical expectations.

ETS 1520C - Mechanical Measurement & Instr
   3.000 Credits

   This course is not ordinarily counted in the Associate in Arts degree. This course provides the foundation
   for both mechanical and electronic measurement techniques encountered in the advanced manufacturing
   environment. The course will integrate the conceptual measurements with the various mechanical and
   electronic measuring instruments and their usage.

EUH 2032 - European History: The Holocaust
   3.000 Credits

   This course will examine the social, political, cultural and historiographical issues raised by the Holocaust.
   We will learn to interpret primary sources and assess the secondary literature. Class discussion will be an
   important part of the learning.

FAS 1419 - Aquaculture Best Mgmt Practice
3.000 Credits
Prerequisites: (ENC 0020C with a minimum grade of C. and REA 0003C with a minimum grade of C.) or (ENC 0025
with a minimum grade of C. and REA 0017 with a minimum grade of C.) or (ACT Reading with score of 019 and
ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I
Verbal - Enhanced with score of 440 or FCAT Reading 2.0 with score of 262 or (PERT Reading with score of 106
and PERT Writing with score of 103) or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty
Military with score of Y and (ENT 1000 with a minimum grade of C or GEB 1011 with a minimum grade of C)

This course is intended to introduce students to operational, technical, and management practices employed by
successful aquaculture businesses. Topics include quality management strategies, problem solving strategies,
statistical tools for business analysis, and system specific BMPs. Students will select and study an aquaculture
business and deliver a term paper and power point presentation on the topic. Other evaluation tools upon which
the student's final grade is calculated include class participation exercises, essays and quizzes.

FIN 1100 - Personal Finance
   3.000 Credits

   Personal finance is a course designed to help students understand the impact of individual choices on
   occupational goals and future earnings potential. This course provides a foundational understanding for
   making informed personal financial decisions. Topics include personal financial planning, personal investing,
   budgeting, tax planning, real estate and automobile financing, credit management, insurance protection, and
   retirement planning.

FIN 3400 - Financial Management
   3.000 Credits

   This course focuses on financial decision making within a corporate form of enterprise. An analysis is conducted of the sources and uses of funds, emphasis is placed on working capital management, capital budgeting techniques, and short and long term financing, as well as the relationship between capital structure and the value of the firm.

FOS 2201 - Food Service Sanitation & Safety
   3.000 Credits

   This course includes the study of food borne disease, transmission of diseases to food by biological, chemical, and physical means. The course presents the student of sanitation in relation to the purchase, storage, preparation, and service of food. It includes the safety of the food environment from the food handler to the facilities, equipment, cleaning, training, and accident prevention. It provided the food service manager with the necessary information for managing a sanitary and safe facility to meet the federal, state, and local regulations for the industry.

FSS 1203C - Quantity Food Production I
   3.000 Credits

   Students are exposed to a variety of foods and preparations, processing, preserving and cooking methods. Items that will be handled include vegetables, fruits, dairy, farinaceous, oils, vinegar, spices and herbs. Basic knife skills and equipment usage will be stressed. A major emphasis will be put on mise en place, quality control, food science and work ethics. Topics covered: farinaceous, potato, spices and herbs, oils and vinegars, dairy products, cheese, eggs, fruits and vegetables.

FSS 1240C - Classical Cuisine
   3.000 Credits
   Prerequisites: FOS 2201 with a minimum grade of C and FSS 1203C with a minimum grade of C

   Students prepare and learn the skills and management theories involved in classical dishes. Concentration is on the basics of classical cuisine, such as stocks, soups, and sauces. Attention is given to management tasks of portion control, costing and presentation. Special emphasis is given to classics such as emulsion sauces, thickening agents, and sauces derived from the Mother sauces. Student must successfully pass written and practical examination covering a variety of techniques and procedure.

FSS 1246C - Baking and Pastries I
   3.000 Credits

   This course teaches the terminology and practical techniques of basic baking, including ingredient identification, volume, weights and measures, and mixing types. Emphasis is on connecting the function of ingredients to a range of basic baked products, including measurements and formulas; functions of baking ingredients; safety and sanitation; yeast dough; quick breads; pastry dough; and variety of cakes.

FSS 2204C - Quantity Food Production II
   4.000 Credits
   Prerequisites: FOS 2201 with a minimum grade of C and FSS 2251 with a minimum grade of C and FSS 1203C with a minimum grade of C

   Methods of vegetable, starch, meat, fish, and poultry cookery are practiced, including the basic cooking

techniques: sauteing, roasting, poaching, braising and frying. Student must successfully pass written and practical examinations covering a variety of cooking techniques.

FSS 2241C - International & Regional Foods
   3.000 Credits
   Prerequisites: FSS 1203C with a minimum grade of C

This course places emphasis on learning to use various condiments and seasonings that are indigenous to different parts of the world in food preparation. Topics may include Far East, Middle Eastern, Mediterranean, North African, continental, and American cuisine.

FSS 2243C - Quantity Food Production III
   4.000 Credits
   Prerequisites: FSS 2204C with a minimum grade of C

Through lectures and demonstrations the student will learn to identify primal cuts of meats and poultry; how they are processed into restaurant portion size cuts; to identify fish and seafood quality; cooler managements, and butchery techniques. Speed scratch will be reviewed and practiced. Hot food preparations will be practiced. Student must successfully pass written and practical examinations covering a variety of cooking techniques.

FSS 2247C - Baking and Pastries II
   3.000 Credits
   Prerequisites: FSS 1246C with a minimum grade of C

This course builds on the skill and knowledge the student gained in FSS 1246C and familiarizes the student with advanced baking theories and techniques. The student will apply the fundamentals of baking science in the production of various products and will learn the basic baking skills required in the culinary arts field.

FSS 2248C - Garde Manger
   3.000 Credits

Students will be introduced to modern and classical cold food preparation, cooking and presentation techniques. Included in the production cycle are pate en croute, terrines, galantines, ballotines, entrees, salads, sandwiches and speciality items. Aspic, chaud-froid and platter presentations are also practiced. Topics covered: cold sauces, salads, sandwiches, cured and smoked foods, sausages, forcemeats, cheese, hors d'oeuvres, appetizers and condiments.

FSS 2251 - Food and Beverage Management
   3.000 Credits

An application of principles in commercial and institutional food and beverage facilities including marketing, menu development, effective cost control in purchasing, pricing, labor and service techniques. Procedures, approaches and techniques of management are explored and developed as they relate to commercial and institutional food and beverage facilities.

FSS 2284C - Catering & Banquet Management
   3.000 Credits

Students will be taught the logistics of preparation, production, transportation, and implementation of the catered event, including analysis of typical banquet/event contracts. Students learn to determine cost of the project, including rental and transportation. Emphasis is given to menu planning for various types of banquets,

theme buffets, and physical management of floor lay-out and table set-up. Training techniques for supervisors in dining room and banquet service is practiced. Development of stewarding and production checklists is practiced.

FSS 2500 - Food and Beverage Cost Control
3.000 Credits

Emphasis given to methods of menu pricing, systems of controlling an accounting for food and beverage costs and methods of controlling sales income, through both electronic spreadsheets and manual systems.

FSS 2941C - Internship in Culinary Mgmt
1.000 TO 3.000 Credits
Prerequisites: Instructor permission required

This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives.

FSS 2950L - Culinary Competition
1.000 Credits
Prerequisites: Instructor permission required

This course introduces the student to junior culinary competitions where they practice skills learned in the culinary and baking-pastry classes. Included in this class are teh development of advanced knife skills, teamwork, kitched organizatin, and menu development. Students also practice the timing elements for cooking and service of the food; taste the texture and flavors of all food being prepared; practice sanitation; and learn how to organize work stations in the kitchen.

GEB 1011 - Introduction to Business
3.000 Credits

The role and function of business enterprise within our economic framework. Includes organization, finance, marketing, personnel administration, production and economics. Designed primarily to help students select their field of business specialization.

GEB 2905 - Special Phases-Business
1.000 TO 4.000 Credits

This study in special phase course is designed to provide students with the opportunity to apply academic business theories and concepts in a real world setting.

GEB 3213 - Advanced Communications in Business
3.000 Credits

This course provides a study of oral and written communication skills as applied to business settings. Topics include listening skills, verbal and nonverbal messages, presentation skills, channels of communication, audience analyses, applied research techniques, and written skills in business correspondence.

GEB 3356 - International Business
3.000 Credits

This course is designed as an overview of the principal aspects of conducting international business. Domestic and international business characteristics are compared, and international political and legal environments are

studied. The curriculum includes international trade theory, foreign exchange, export and import strategies, negotiations and diplomacy, and human resource management in the global marketplace.

GEB 4112 - Entrepreneurial Management
　3.000 Credits

This course examines the issues faced by innovators and/or managers who want to create new business ventures in a global economy. The course encourages students to develop guidelines, skills, and approaches for launching new businesses or new ventures within a company.

GEB 4891 - Strategic Planning and Management
　3.000 Credits
　Prerequisites: (ECO 2013 with a minimum grade of C or ECO 2023 with a minimum grade of C) and MAN 4504 with a minimum grade of C

This course emphasizes strategic planning and strategy implementation in an organization. The curriculum presents the skills needed to perform internal and external audits, identify problems, formulate goals and objectives, develop action plans, and evaluate the effectiveness of the outcome of these plans. Case studies are used to promote decision-making ability.

GRA 1100C - Introduction to Computer Based Design
　3.000 Credits

This course is an introduction to the computer as a tool for graphic design.

HCP 0001 - Health Careers Core
　3.000 CEUs

This course will cover basic entry-level information, preparing individuals for further training in health-related occupations. Students will be introduced to basic concepts such as the health delivery system, wellness, and disease, environmental safety, communication and nutrition.

HCP 0102 - Articulated Nursing Assistant Theory and Clinical
　2.500 CEUs

This course is designed to prepare a nonprofessional worker with minimal skills and knowledge to perform carefully selected patient care activities, in a nursing home or hospital setting under direction of the registered professional nurse. Upon successful completion the graduate will be eligible to sit for the State of Florida examination to become a certified nurse assistant. Course content includes classroom activities, simulated laboratory experiences and hands-on experience in a designated clinical agency.

HFT 1002 - Introduction to Hospitality and Tourism Management
　3.000 Credits

Survey of resort, hospitality, and tourism industries with focus on the history, terminology, demographics, psychographics, and destination. Emphasis is placed on planning and development, current trends, and social impacts. Types of organizational operations and career opportunities are examined.

HFT 1300 - Managing Housekeeping Operations
   3.000 Credits

   This course presents a systematic approach to managing housekeeping operations in the hospitality industry. Emphasis is placed on the role of the housekeeping department and understanding the managerial skills necessary to efficiently operate this department.

HFT 1410 - Front Office Management
   3.000 Credits

   This course is designed to acquaint the student with front office management. The course encompasses theory plus classroom computerized property management system exercises and simulations including reservations, arrival, and departure of guests, night audit reports, and procedures for yield management, exception handling and reporting.

HFT 2102 - Sustainable Tourism Assessment & Development
   3.000 Credits

   The rapid growth of tourism worldwide has created many challenges and opportunities for established and emerging tourism destinations. This course looks at how to conduct a tourism assessment to examine tourism potential, and how to measure the potential costs and benefits of a tourism development program.

HFT 2276 - Resort Management
   3.000 Credits

   This course provides an overview of resort operations. Topics include: the resort concept and the expectations of the resort guest and how the guest differs from a typical hotel guest; planning, development, management, marketing, and financial aspects of the resort industry; the outlook for the resort industry; concepts of sustainability.

HFT 2500 - Marketing for Hospitality and Tourism
   3.000 Credits

   Students develop actual marketing campaign for business within hospitality industry. Emphasis on (a) analysis of market, competition and product, (b) planning financial budget and (c) developing short-term and long-range strategies to achieve desired profit through effective advertising, sales and public relations plan.

HFT 2590 - Sustainable Tourism Destination Marketing
   3.000 Credits

   A practical, intensive, idea-packed approach to marketing tourism destinations. Examine how and why tourists make destination choices, and learn how to develop a strategic marketing system that emphasizes your destination's distinctive appeal. The course features case studies, and practical tips for stretching marketing dollars through better monitoring, cost controls and evaluation.

HFT 2600 - Hospitality Law
   3.000 Credits

   Provide awareness of rights and responsibilities that law grants to or imposes upon a hotelkeeper, and illustrates possible consequences of failure to satisfy legal obligations. Specific attention will be paide to innkeeper-guest relationship, contracts, torts, civil and property rights and insurable risks. The emphasis is on prevention of legal violations. By taking this course, managers can appreciate and identify what actions and

precautions are necessary to avoid, or at liast minimize, the number of lawsuits.

HFT 2704 - Ecotourism Management
   3.000 Credits

   Ecotourism has proven to be an economically viable alternative for attracting tourism revenue without compromising local community values or degrading the environment. This course provides the tools needed by tourism planners, convservationists, businesses and communities to work together to develop ecotourism plans and products that will attract and accommodate the ecotourist while conserving natural resources and benefiting local people. Designed to help you understand the unique structure of the ecotourism industry, the course provides the most recent information on ecotourism marketing approaches and product development.

HFT 2940C - Internship in Hospitality & Ecotourism Management
   1.000 TO 3.000 Credits
   Prerequisites: Instructor permission required

   This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience realted to their career objectives.

HIS 2071 - Oral and Community History
   3.000 Credits

   This course will explore the purpose, value, theory, and achievement of oral and community history. Students will gain experience in collecting, interpreting, and processing their own interviews.

HIS 2155 - Historiography, Methods and Researc
   3.000 Credits
   Prerequisites: ENC 1101 with a minimum grade of C

   The course surveys the branch of historical research known as historiography. It also is an introduction to basic historical research methods. The course will teach students how to conduct historical research, evaluate findings and present the evidence. This is a Gordon Rule Class: 6,000 words.

HUM 1020 - Introduction to Humanities
   3.000 Credits
   Prerequisites: ENC 1101 with a minimum grade of C

   This is a basic introduction to the student of humanities using an interdisciplinary approach. This course focuses on central concepts and the fundamental nature of philosophy, architecture, literature, music, religion, and art. Concepts from these disciplines are integrated with contemporary American culture. This course includes a 6,000 word writing requirement.

HUM 2250 - Humanities in the 20th Century
   3.000 Credits
   Prerequisites: ENC 1101 with a minimum grade of C

   This is an integrated examination of dominant ideas in Western culture as expressed in art, music, philosophy, religion, and science from the turn of the century to the present. This course focuses on the creative forces which have shaped contemporary consciousness from the pioneering work of Einstein, Picasso, Stravinsky, and Wright through the dominance of objective consciousness to the newly emerged guiding "myths" of today. There is a 6,000 word writing requirement.

HUN 1004 - Healthy Cuisine and Nutrition
   3.000 Credits

Students acquire basic knowledge about nutrients, the nutritional value of food, dietary requirements and contemporary nutritional issues in health and diets. Rationale for dietary modifications, menu design and alteration, ingredient and food selection are emphasized.

HUS 1007 - Introduction to Certified Addictions Professional Process
   1.000 Credits

This course helps the student gain information about certification, why certification is necessary and the overall mission of the Certification Board of Addictions Professionals of Florida (CBAPF). Classifications of addiction professionals are explained as well as legibility requirements, standards and proficiency measures are covered.

HUS 1337 - Overview of Client Screening, Intake, Diagnostic Assessment and Orientation
   1.000 Credits

This course defines client screening, eligibility, appropriateness, intake, assessment, and orientation. The steps that counselors take in each phase are covered. Patient rights and ethical/legal requirements of Florida are explored.

HUS 1348 - Overview of the Criminal Justice Approach to Chemical Dependency
   1.000 Credits

This course provides an overview of the various criminal justice and treatment approaches for the chemically impaired offender. Strategies for treating an inmate population as well as those on community control will be examined using Moral Recognition Therapy (MRT).

HUS 1400 - Introduction to Chemical Dependency/Addiction
   2.000 Credits

This course is one of the basic introduction courses in the addictions studies program and includes a basic overview of the disease of addiction/chemical dependency; a historical perspective of addictions and reviews a variety of addiction disorders; DSM-IV criteria necessary to diagnose addiction/dependence and abuse and to become familiar with the differences between abuse and dependence; introductory knowledge on the permanent brain chemistry changes that take place in addiction; a theoretical basis for treating addiction and treatment protocol.

HUS 1408 - Pharmacology of Drugs of Abuse
   2.000 Credits

Beginning with a review of brain chemistry and progression through the function, action, and interaction of the major classes of drugs. Each drug class is reviewed discussing signs, symptoms, addictive potential, withdrawal, detox protocol, and special issues including post acute withdrawal syndrome.

HUS 1415 - Case Management in Human Services
   3.000 Credits

This course will explore various approaches used by the addictions professional to help facilitate linking a client with needed community services to include housing, disability, mental health and substance abuse treatment, and medical needs. Skills used in case management will be addressed as well as an introduction to

current research.

HUS 1421 - Assessment and Treatment Planning
2.000 Credits

This course mixes both theory and practical application of the process of gathering data from a number of sources and synthesizing this information for the purpose of preparing a treatment plan for an addiction client. It begins with a review of addiction basics and ends with each student completing an assessment interview and writing up a Bio-psycho-social Narrative Assessment.

HUS 1422 - Communication Skills Using Therapeutic Communication
1.000 Credits

Students will focus on basic communication skills-attending, paraphrasing, reflection, interpretation, summarizing, probing self-disclosures and confrontation. Various therapeutic communication techniques will be explored as well as common blocks to communication. Effective helper skills will be discussed.

HUS 1423 - Group Counseling in Substance Abuse
2.000 Credits

This course introduces the student to the principles and practices of group counseling. Individual and group therapies are compared and contrasted. Therapeutic factors inherent in group therapy are explored. Training of the group counselor is explained. Group counseling as it specifically relates to addictions will be emphasized.

HUS 1424 - Counseling the Chemically Dependent Client I
2.000 Credits

This course provides an overview of counseling/treatment modalities used in chemical dependency. Common problems encountered in the chemically dependent client will be explored with the focus on 1:1 or individual counseling methods.

HUS 1426 - Counseling the Chemically Dependent Client II
2.000 Credits

This course expands on theories of counseling as they specifically apply to counseling the chemically dependent client. The focus of the course is one-on-one counseling according to various theorists. Students will be involved in practicing these skills so that they can ultimately develop their own eclectic styles. Common clinical obstacles will be explored as they apply to the active treatment phase and continuing treatment phase.

HUS 1440 - Family Issues and the Chemically Dependent
1.000 Credits

This course provides an overview of the significant and often times traumatic effects of addiction on the family. The student is exposed to drug effects on the fetus, physical drug effects on infants, toddlers, and children, the dysfunctional family, family illness concept, family roles in chemical dependency and codependency.

HUS 1443 - Family Counseling in Addiction
1.000 Credits

This course provides an overview of family counseling including major theories, tenets of the model, techniques and clinical applications. It is designed to present an overview so that the addictions therapist becomes aware of signs of family dysfunction and can make appropriate referrals. Taking this course does

not quality one to do family counseling. Specific modalities useful in the substance abusing family include psycho educational approaches. Alanon and Alateen will be discussed. The last 4 hours of this class focuses on domestic abuse in the substance abusing family.

HUS 1444 - Co-Dependency
   1.000 Credits

This course explores the concept and disease process of co-dependency. Major issues of co-dependency including characteristics, family roles and rules are examined. The impact of alcoholism in the family and society are discussed with the development of adult children of alcoholics. Recovery issues are examined including strategies for stress

HUS 1450 - Dual Diagnosis-Substance Abuse
   1.000 Credits

This course provides an overview of symptomatology and treatment of chemical dependency and a concurrent psychiatric diagnosis. Psychiatric disorders covered include major anxiety disorder, depression, post-traumatic mood disorders and suicide, obsessive-compulsive disorder, attention deficit disorder and psychotic disorders Assessment of these disorders is emphasized in order that the addictions counselor may assess and appropriately refer. It is emphasized that this course is an overview in symptomatology rather than treatment because addictions counselors are not qualified to diagnose or treat concurrent psychiatric disorders. Important issues
for addictions counselors such as taking psychotropic drugs in recovery are explored.

HUS 1470 - Addictions Counseling and the Law
   1.000 Credits

The rights of the patient in the therapeutic setting as well as the legal standards of conduct for a chemical dependency professional will be reviewed. Basic principles of client grievance procedures are presented. The use of orientation for client teaching, and assuring the patient's rights is discussed. Proper utilization of informed consent for treatment and referral is emphasized. Participants review and discuss the right of the client to contact the State of Florida Department of Health and Rehabilitative Services. The ethical implications of patient confidentiality are examined in depth.

HUS 1480 - HIV/AIDS and the Substance Abuser
   1.000 Credits

This course provides an overview of HIV/AIDS pathology, clinical manifestations and treatment. It specifically focuses on medical management and psychosocial management of HIV/AIDS in the substance abusing and recovering population. Local agencies are invited to enhance the student's ability to refer appropriately.

HUS 1481 - Multicultural Counseling
   1.000 Credits

Multicultural counseling has been a rapidly growing component of counselor training for the past several years. This course helps counselors to be ethical and competent therapists by enhancing multicultural awareness, knowledge, and skills. Various ethnic and special populations are discussed including their values, perceptions of counseling, and special needs. The course includes video counselor/client which students analyze and evaluate. Ethic and special populations include African American, Hispanic, American Indian, gay/lesbian, adolescents, elders, men and women.

HUS 1500 - Ethics for the Addictions Professional
   3.000 Credits

   This course provides an understanding of legal and ethical issues encountered in counseling and the field of addictions. Students will explore the Code of Ethics and Conduct for Addiction Professional of Florida in depth. Numerous case studies will be presented allowing students to practice ethical and legal decision making. The concept of boundaries and boundary invasion will be discussed. The student will be exposed to various legal statutes that effect the addiction counselor.

HUS 2019 - Stress Management
   2.000 Credits

   This course will explore the various causes of stress as well as its effects on the substance abuser or mentally ill. Stress management techniques will be demonstrated and practiced for use in human services work. Special attention will also be paid to stress management for the worker.

HUS 2303 - Counseling Theory
   3.000 Credits

   This course explores the various theories of psychotherapy and their use with the substance abuser and the mentally ill. The nature and functions of theories will be presented as well as specialized techniques associated with each theoretical perspective. Techniques will be demonstrated in class.

HUS 2320 - Introduction to Crisis Intervention
   3.000 Credits

   This course examines various types of crises which may confront the human service worker focusing on appropriate clinical responses and treatments.

HUS 2451 - Managing Depression/Suicide in Recovery
   1.000 Credits

   This course presents an overview of depressive disorders common in early and late state recovery. Treatment modalities appropriate for depressed clients are explored. Signs of suicidal ideations and appropriate suicide intervention are covered in detail.

HUS 2460 - Relapse Prevention
   1.000 Credits

   This course focuses on why relapse occurs and why it is considered a part of recovery for many addicts. The course aids helping professionals to prepare clients to deal with relapse mode behavior and quick recovery from slips.

HUS 2482 - Issues of Intimacy and Sexuality
   1.000 Credits

   This course provides an overview of the common intimacy and sexual concerns faced by the recovering population. The normal human sexual response cycle will be covered along with various kinds of relationships on a continuum from homosexuality to heterosexuality. The role of the counselor in sex/relationship counseling will be emphasized as well as appropriate referral sources.

HUS 2930 - Course Review/Exam Preparation
1.000 Credits

This course reviews and highlights various components in addictions counseling from screening to consultation. Emphasis is given to important points for both the written and oral exam administered by the Certification Board of Addictions Professionals of Florida (CBAPF).

ISC 2132 - Basic Research Diving
4.000 Credits

This course is not ordinarily counted in the Associates in Arts degree. This is a multi disciplinary course designed to expose students to the tools and techniques for collecting scientific data underwater. This course will include a review of the theory and practical application of scientific diving through the use of scuba diving skills and research methodology as applied to the fields of shipwreck archaeology, physical oceanography, and marine biology. Nationally recognized certification as an advanced scuba diver is a requirement for enrollment in this course and will be verified by the instructor at the first class.

LIS 2004 - Introduction to Internet Research
1.000 Credits

This course is offered by the Florida public community college system. It is delivered via the World Wide Web and Internet e-mail. The course focuses on methods of accessing information resources available through the Internet. Students will learn to design search strategies, retrieve, evaluate and cite Internet resources. One hour lecture.

LIT 2020 - Introduction to Short Fiction
3.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with a score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

The course surveys significant short fiction by representative writers, past and present, traditional, experimental, and avant-garde. It includes interpretation, analysis, historical development, and cultural context of the works as well as a 6,000 word writing requirement.

LIT 2380 - Women in Literature
3.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C

This course is a study of the tradition of women's writing within the literature in English. Readings will include essays, novels, poems from writers who were born in many English-speaking countries and territories as well as the major American and British writers. The student will write examinations and short essays as assigned. Includes a 6,000 word writing requirement.

MAC 1105 - College Algebra
3.000 Credits
Prerequisites: MAT 1033 with a minimum grade of C or ACT Math with score of 021 or SAT I Mathematics - Enhanced with score of 480 or CPT-Elem Algebra with score of 098 or PERT Math with score of 123

This course is a study of functions and their properties. The functions studied include polynomials, rational,

absolute value, radical, exponential, and logarithmic. Properties include functional notation, domains, ranges, graphs, operations, and inverses. Application problems are designed so that they can be applied to practical situations. A graphing calculator is required for this course.

MAC 1147 - Precalculus Algebra/Trigonometry
4.000 Credits
Prerequisites: MAC 1105 with a minimum grade of C

This course covers polynomial, rational, exponential, logarithmic, trigonometric, inverse trigonometric functions and their graphs; trigonometric identities and conditional equations; solving right and oblique triangles; conic sections; sequence and series; mathematical induction and the binomial theorem.

MAC 2233 - Calculus for Business Majors
3.000 Credits
Prerequisites: MAC 1105 with a minimum grade of C

This course is for business students. Major topics include limits, differentiation and integration of algebraic functions, exponential and logarithmic functions, areas, and applications of the preceding topics to problems in business.

MAC 2311 - Calculus and Analytic Geometry I
4.000 Credits
Prerequisites: MAC 1114 with a minimum grade of C

This course begins with the study of limits, continuity, derivatives, and applications. The course ends with the study of antiderivatives and applications of the definite integral to area under a curve. This course is taught with analytic geometry throughout.

MAC 2312 - Calculus and Analytic Geometry 2
4.000 Credits
Prerequisites: MAC 2311 with a minimum grade of C

This course includes but is not limited to the study of applications of the definite integral, derivatives and integrals involving exponential, logarithmic, trigonometric, and hyperbolic functions and their inverses and the study of formal methods of integration.

MAN 1300 - Introduction to Human Resource Management
3.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

This course explores the management of human resources in an overview perspective. Topics covered are: payroll, compensation and benefits, staffing, training and development, performance appraisals, organizational management, policy, and maintaining effective relationships with employees. Students will be exposed to the dynamics of how the human resource department and the company strategically work together to balance employee morale and return on investment. Thought provoking questions will initiate a well-rounded learning experience of HRM and the effects on business operations.

MAN 2021 - Management Concepts
   3.000 Credits
   Prerequisites: GEB 1011 with a minimum grade of C

   This course is a survey of the principles of management as a creative profession. Focus is placed upon aspects of management which underlie the solutions to problems in planning, organization, staffing, leading, directing, and controlling. The characteristics and needs for sound management philosophy are identified in the course.

MAN 2949 - Experiential Applications in Management
   3.000 Credits

   Independent Study/Cooperative Education

MAN 3240 - Organizational Behavior
   3.000 Credits

   This course provides a study of individual and group behavior in organizations. Students develop skills and methods relating to effective organization management. Course content included the importance of group motivation, group dynamics, conflict resolution, goal setting and rewards; effective job design; and factors related to work stress, power and politics, and organizational change and development in managing a successful organization.

MAN 3303 - Leadership and Management Practices
   3.000 Credits

   This course incorporates leadership skill development as it relates to the core aspects of management practice. Emphasis is on developing a solid leadership foundation while focusing on the demands and opportunities in a dynamic workplace. Discussion and application of leadership theories allow for skill formations and development of leadership abilities.

MAN 4301 - Human Resource Management
   3.000 Credits

   This course is the study of all aspects of human resource management including recruitment, selection, retention, turnover, benefits and compensation, performance, training and development, policies, and procedures. The curriculum provides a study of employment law, labor relations, and employee relations. Discussion includes the importance of strategies for future planning, networking, and partnering through professional certifications.

MAN 4504 - Operational Decision Making
   3.000 Credits

   This course focuses on the application of management systems, project management, and quantitative principles and techniques for the effective planning and utilization of resources within an organization. Emphasis is placed on managerial decision making for the improvement of operational processes and productivity.

MAN 4720 - Capstone Exp: Business Mgmt
   3.000 Credits

   This course provides an opportunity for the student to complete a professional project and apply information

and skills studied in core and concentration program courses under the direction of the professor. Successful completion of the course requires demonstration of achievement of the program's learning outcomes. This course should be completed in the last term before graduation.

MAR 2011 - Principles of Marketing
3.000 Credits

A study of marketing concepts, including market research, consumer psychology, pricing strategies, product development, promotion, and distribution. Lecture and case studies.

MAR 4802 - Managerial Marketing
3.000 Credits

This course provides a study of the marketing information and skills necessary for the successful management of an organization. Students research and discuss marketing concepts, including the development and execution of marketing strategies. The course focuses on formulating a marketing strategy for a variety of enterprises including business-to-business, business-to-government, and public service organizations.

MAT 0018 - Developmental Mathematics I
3.000 Credits
Prerequisites: PERT Math with score of 020 or CPT-Arithmetic with score of 020 or ACT English with score of 001 or SAT I Mathematics - Enhanced with score of 200

Topics include: whole numbers; integers; fractions; decimals; decimals and percents; geometry; pre-algebra.

MAT 0028 - Developmental Mathematics II
3.000 Credits
Prerequisites: PERT Math with score of 096 or ACT Math with score of 017 or SAT I Mathematics - Enhanced with score of 400 or MAT 0018 with a minimum grade of C. or MAT 0002 with a minimum grade of C.

Topics include: exponents and polynomials; factoring; radicals, rationals; linear equations; graphing.

MAT 0055 - Developmental Mathematics Module I
1.000 Credits
Prerequisites: PERT Math with score of 110

Topics will be customized according to the PERT Diagnostic and may include exponents and polynomials, factoring, radicals, rationals, linear equations, and graphing.

MAT 1033 - Intermediate Algebra
4.000 Credits
Prerequisites: MAT 0028 with a minimum grade of C. or CPT-Elem Algebra with score of 072 or ACT Math with score of 019 or SAT I Mathematics - Enhanced with score of 440 or PERT Math with score of 114 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

This course is designed for students who require additional skills in algebra before taking MAC 1105, MGF 1106, MGF 1107 or STA 2023. The major topics include sets, linear equations and inequalities with applications, absolute value, polynomials and factoring, algebraic fractions, rational expressions with applications, exponents, roots and radicals, quadratic equations with applications, relations and functions, graphs, and systems of linear equations and inequalities with applications. One hour per week will be dedicated to students practicing related problems either in a traditional classroom setting or in a computer lab.

MCB 2010 - Microbiology
3.000 Credits
Prerequisites: BSC 1010 with a minimum grade of C and BSC 1010L with a minimum grade of C
Co-requisites: MCB 2010L

Includes a description and taxonomy of microorganisms including bacteria, viruses, protozoa and fungi. Involves discussions of the history, significance and applications of the field. Presents lecture, Socratic. hybrid on line distance learning and hands-on experience with differential staining, selective media, sterile transfer and culture techniques, Also addresses regulation of microbial growth, aseptic and antiseptic technique, antibiotic sensitivity and antibiotic therapy, microbial physiology and metabolism, microbial genetics, acquired and innate immunity to microbes, wound healing as it relates to microbial infections, and the ecological and epidemiological aspects of microbial growth. Designed for students in the allied health professions, marine science and those intending to go on to major in other fields in the biological sciences and health professions.

MCB 2010L - Microbiology Lab
1.000 Credits
Prerequisites: BSC 1010 with a minimum grade of C and BSC 1010L with a minimum grade of C
Co-requisites: MCB 2010

Includes a description and taxonomy of microorganisms including bacteria, viruses, protozoa and fungi. Involves discussions of the history, significance and applications of the field. Presents lecture, Socratic, hybrid on line distance learning, and hands-on experience with differential staining, selective media, sterile transfer and culture techniques. Also addresses regulation of microbial growth, aseptic and antiseptic technique, antibiotic sensitivity and antibiotic therapy, microbial physiology and metabolism, microbial genetics, acquired and innate immunity to microbes, wound healing as it relates to microbial infections, and the ecological and epidemiological aspects of microbial growth. Designed for students in the allied health professions, marine science and those intending to go on to major in other fields in the biological sciences and health professions.

MET 1010 - Introduction to Meteorology
3.000 Credits
Prerequisites: MAT 1033 with a minimum grade of C or PERT Math with score of 123 or ACT Math with score of 021 or SAT I Mathematics - Enhanced with score of 480 or CPT-Elem Algebra with score of 098 or PERT Math with score of 123 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

Basic physical principles used in explaining the structure of the atmosphere, weather processes, and storms. Elements of weather observations, weather instruments and reporting. This course provides background for those who can utilize meteorology in their weather related activities.

MGF 1106 - Mathematics for Liberal Arts I
3.000 Credits
Prerequisites: MAT 1033 with a minimum grade of C or ACT Math with score of 021or SAT I Mathematics - Enhanced with score of 480 or CPT-Elem Algebra with score of 098 or PERT Math with score of 123 (ENC 1101 with a minimum grade of C)

This course is intended to familiarize the student with useful, realistic approaches to solving real-world problems. Applications are selected to best fit the needs and interests of the class. An introductory but relatively thorough look at linear programming, from a geometric point of view through computer-based models, is emphasized. The remaining portion provides the fundamentals of set theory, combinations and permutations, probability theory and other related topics.

MKA 2621 - The Business of Diving
   3.000 Credits

   This course is not ordinarily counted in the Associate in Arts degree. Lecture and practical experience in the areas of dive shop management to prepare the student to manage all aspects of a modern dive service facility. Course will cover charter boat operations, retail operations, service operations, training facility operations, and overhead cost control.

MTE 1001C - Marine Diesel Engine Overhaul
   3.000 Credits

   This course is not ordinarily counted in the Associate in Arts degree. A lecture-lab course on two and four cycle diesel engines, from 5 to 1800 HP. Overview of all important construction features, types of engines, and relationship of engine parts. Laboratory consists of disassembling, inspecting and assembling Caterpiller, Detroit Diesel, Yanmar, Cummins, Volvo, Perkins and other engines. Using manufacturers literature, each student in lab will submit written reports on engines condition, parts list, and measurements.

MTE 1002 - Basic Skills
   3.000 Credits

   This course is designed as an introduction to mechanical skills used in the Marine Engineering field. Topics include: basic shop safety, proper use of hand and power tools, basic and precision measurement, as well as reading blueprints, schematics, and isometric drawings. Industry safety practices are emphasized during this course with special attention to eye and body protection.

MTE 1042C - Marine Diesel Systems
   3.000 Credits
   Prerequisites: MTE 1001C with a minimum grade of C and MTE 1400C with a minimum grade of C

   This course is not ordinarily counted in the Associate in Arts degree. This course covers theory, design, and preventive maintenance of the air intake, exhaust, lubrication, and cooling systems. Subject matter includes USCG, ABYC, NFPA and other design functions, and servicing of filters, blowers, turbo chargers, oil and water pumps, exhaust manifolds and elbows, oil coolers, and heat exchangers; how to select oils and coolants; and use of diagnostic tools, engine room designs. This course covers electronic diesel systems.

MTE 1052 - 2&4 Cycle Outboard Theory
   3.000 Credits

   This is a course in basic outboard engine survival skills. Starting with an introduction into the basics of two and four cycle outboard theory and design; students learn how these engines are built and operate so that they may better understand upkeep and basic troubleshooting. The lecture material will be presented via Desire to Learn (D2L) in the form of PowerPoint lectures, videos, Podcast and various reading assignments. After completing a lesson using D2L students will meet in Marine Engineering Laboratory for a face-to-face review of the lesson and hands on training. The hands on portion of this course will cover techniques for recovering a sunken outboard, routine and annual maintenance, plus basic troubleshooting techniques useful for helping the mariner return safely home from sea.

MTE 1053C - 2&4 Cycle Outboard Repair and Maintenance
   3.000 Credits

   This course is not ordinarily counted in the Associate in Arts degree. A basic, two-cycle and four-cycle gasoline outboard engine course in terminology, fasteners, hand tools, measuring instruments and special tools.

Laboratory consists of each student--individually--disassembling, inspecting and assembling outboard power heads. Using manufacturers' literature, each student in lab must submit a written report setting forth every part name, function, condition, part number and cost, as well as special tools or procedures used on each power head.

MTE 1166C - Marine Ignition and Fuel Systems
   3.000 Credits
   Prerequisites: MTE 1053C with a minimum grade of C and MTE 1400C with a minimum grade of C

   This course addresses the theory, operation and service of up-to-date fuel and ignition systems as well as conventional systems and focuses upon characteristics of fuels and their oil mixture, fuel systems, safety, marine carburetors, tank construction and correct installation. In-depth study of 2- and 4-cycle carburetor repair and service. Ignition system and troubleshooting using test equipment and the (K&D) Dynometer. Use of factory service manuals and special tools will be emphasized.

MTE 1180C - Marine Engine Installation and Repowering Processes
   3.000 Credits

   This course is not ordinarily counted in the Associate in Arts degree. Theory and hands-on experience of actual engine installations for inboard, sterndrives, jetdrives and outboards. Complete installation including controls and instruments will be covered.

MTE 1300C - Introduction to Fiberglass Boat Manufacturing
   5.000 Credits
   Prerequisites: MTE 1301 with a minimum grade of C

   This is an introductory course to marine fiberglass boat construction. The course covers cleaning and preparation of a mold, gel coating and layup of the hull with stringer and transom, additionally manufacturing of decks and floors will be covered and if time allows demonstrated.

MTE 1301 - Fiberglassing Theory
   3.000 Credits

   This course is not ordinarily counted in the Associate in Arts degree. This course introduces the student to the care, handling and safety of fiberglass resins and instruction in materials and equipment planning using U.S. Coast Guard regulations for boat designing.

MTE 1302C - Advanced Fiberglass Boat and Accessory Construction
   4.000 Credits
   Prerequisites: MTE 1301 with a minimum grade of C and MTE 1300C with a minimum grade of C

   This is the continuation course for boat and accessory construction with the final goal being that of finished products. The course covers flat molding, mold construction, surface finishes, color matching following repairs, use of a chopper gun, vacuum bag construction and ship yard surveys.

MTE 1371C - Fiberglass Boat Repair and Maintenance
   3.000 Credits
   Prerequisites: MTE 1301 with a minimum grade of C

   This course is designed to introduce the basic materials and tools used in fiberglass boat construction and repair. The students will work on projects designed to simulate an actual boat hull in order to demonstrate the proper use of a variety of materials on a smaller scale than typical. As students build their skills they will find

that future, larger scale, projects are easily accomplished using the same techniques. This class will include lecture and lab on fibers and forms, resins, gel coats, entry level construction and repair techniques, and building molds and plugs.

MTE 1400C - Applied Marine Electricity
3.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. Basic electrical theory for A/C & D/C circuits in marine systems. Application of electrical theory to the generating, starting and auxiliary circuits of the marine engine. Emphasis on theory of operation and repair of equipment in the field with special attention to marine problems in a salt-water environment.

MTE 1650 - Introduction to Welding
3.000 Credits

This course is designed to familiarize students with history and techniques used in modern welding. Topics include but are not limited to safety, history nomenclature, phraseology, general theory, and processes used in metal fusion.

MTE 1651C - Gas and Electric Welding
3.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. Provides basic welding knowledge and skills necessary to make repairs on ferrous metals used in the marine industry. Emphasis on metallurgy and uses of metals. The course is designed for the student with no welding background and includes the safety and theory of gas welding, metal cutting, brazing with brass and silver alloys, AC/DC ARC welding stick, and introduction to aluminum TIG and MIG welding.

MTE 1653C - Shielded Metal Arc Welding
3.000 Credits
Prerequisites: MTE 1651C with a minimum grade of C

This course will enable the student to safely use the shielded metal arc welding process in the; 1g, 2g, 3g & 4g positions using; E-6011, E-6013, E-7014, & E-7018 electrodes. The student will interpret welding symbols, demonstrate the ability to identify and use the correct filler metals using intermediate SMAW techniques. This course also introduces the student to the basic concepts of metal fabrication, finishing, and fixture techniques. The focus of this course is to prepare the student for an American Welding society (AWS) Certified Welder (CW) certificate.

MTE 1802 - Coastal Navigation
3.000 Credits
Prerequisites: MTE 1811 with a minimum grade of C

Materials and equipment, techniques and procedures involved in safe marine coastal navigation. Theory of chart projections, construction of Mercator projection, magnetism and the magnetic compass, ships' position finding by dead reckoning and piloting, employment of nautical charts and utilization of aids to navigation as well as the theory and effects of tides and current. Weather permitting, on the water use of navigation lessons.

MTE 1811 - Basic Seamanship
   3.000 Credits

   This course is not ordinarily counted in the Associate in Arts degree. Fundamentals of small boat handling, chart reading, rules of the road, rigging, safety and boat licensing. Hands-on plotting with local charts, practical knots and other rope work. Weather permitting on the water practice.

MTE 1882 - Ocean Operator's License Preparation Course
   4.000 Credits
   Prerequisites: MTE 1811 with a minimum grade of C and MTE 1802 with a minimum grade of C

   This course is designed to increase boating safety for all operators. Additional at the successful completion of the course students are eligible to take the "6 PAK Captains License" exam, offered by Florida Keys College and approve by the US Coast Guard. To be eligible for the examination students must attend 100% of the course complete all practice exams and provide necessary documentation for file submission. Students that complete this course are also eligible to participate in the 100 Ton Masters course, MTE-2883.

MTE 2043C - Marine 4-Cycle Gasoline Engine
   3.000 Credits

   This course is not ordinarily counted in the Associate in Arts degree. A lecture-laboratory course on four-cycle in-line and v-type inboard gasoline engines. Lab includes troubleshooting, disassembly, and inspection and cleaning of various types of inboard gas engines by General Motors, Ford, Mercruiser and Volvo Penta. Preparation of technical job work order for the procurement of replacement parts, installing new parts, assembly and checking with the correct instruments is part of the lab.

MTE 2058C - Diesel Engine Testing Troubleshooting Procedures
   3.000 Credits
   Prerequisites: MTE 1001C with a minimum grade of C and MTE 1042C with a minimum grade of C and MTE 2160C with a minimum grade of C

   Designed to give the student an understanding of the value of proper diagnosis and fault codes. Also the factory approved procedures for diagnosis and operation of components; an emphasis on the ability to recognize and identify gear and bearing failures, and to name the cause of the failure. Additionally the ability to distinguish between harmless faults and those that indicate an initial stage of failure; there will also be some troubleshooting with the aid of hand held diagnostic tools and laptops. Use of factory service manuals and special tools will be emphasized.

MTE 2062 - Marine Corrosion and Corrosion Prevention
   2.000 Credits

   This course is not ordinarily counted in the Associate in Arts degree. Basic theory of galvanic, electrolysis, fatigue, biological, cavitation and chemical corrosion. The zinc sacrificial and the impressed current commercial corrosion control systems are demonstrated. Composition, structure, application and evaluation of commercial classes of protective coatings for metals, proper metal preparation, and coating application are covered. New corrosion laboratory has an extensive collection of marine corrosion examples for demonstration. Students are given individual projects on several different metals and coating materials.

MTE 2072C - Marine Propulsion Gasoline Engine Troubleshooting
    3.000 Credits
    Prerequisites: MTE 1053C with a minimum grade of C and MTE 1400C with a minimum grade of C

    This course is designed to help the Marine Technician develop the skills and knowledge necessary to accurately analyze, diagnose and repair problems that affect the performance of a boat. During the conduct of this course students will reinforce skills and understanding developed in previous courses, and relates these to operating condition changes. The use of troubleshooting aids and service manuals will also be emphasized in this course. Use of factory service manuals and special tools will be emphasized.

MTE 2160C - Diesel Fuel Injection Systems
    3.000 Credits
    Prerequisites: MTE 1001C with a minimum grade of C

    A study of variation and design and principals of operation of fuel injection systems used on diesel engines. Using the assembled system on a wide range of diesel engines from 8 horsepower to 1800 horsepower. Diesel injector pump and governor inspection, (electronic and mechanical) disassembly, repair and reinstallation. Introduction to regulations, standards and recommended practices by the American Boat and Yacht Council (ABYC).

MTE 2234C - Marine Gearcase, Outdrives and Transmission Systems
    4.000 Credits
    Prerequisites: MTE 1053C with a minimum grade of C and MTE 1001C with a minimum grade of C

    This course is required core for the Associates in Science degree and one year Certificate in Marine Propulsion. With emphasizes on outboard gear cases, stern drive upper and lower gear assemblies, inboard transmissions and propeller selection. Focus will be upon the function of gears, gearing, bearings, shims and their relation in the gear cases and transmissions. Students will disassembly, inspect reassembly and test a sample of each of the major units described above. Finally a review of the process of proper propeller selection and adjustment will be covered.

MTE 2340 - Marine Surveying
    4.000 Credits
    Prerequisites: MTE 1001C with a minimum grade of C and MTE 1180C with a minimum grade of C and MTE 1301 with a minimum grade of C and MTE 1371C with a minimum grade of C and MTE 1400C with a minimum grade of C and MTE 2062 with a minimum grade of C and MTE 2234C with a minimum grade of C and MTE 2541C with a minimum grade of C

    This course is designed to function as a capstone course for the Florida Keys Community College's Associate in Science in Marine Engineering Program. Students of the Marine Engineering program will have developed a wide range of skills, which includes maintaining and repairing mechanical, electrical, hydraulic, and pneumatic systems used in pleasure and commercial craft. This course will allow them to demonstrate those skills with a marketable product that the marine, financial, and insurance industries should accept as a valid Vessel Marine Survey.

MTE 2541C - Marine Auxiliary Equipment Servicing
    3.000 Credits
    Prerequisites: MTE 1400C with a minimum grade of C

    This course is not ordinarily counted in the Associate in Arts degree. This course provides an introduction to pumps, DC/AC electricity and generators; hydraulics; LP gas systems, solar power, marine sanitation devices, air

conditioning and refrigeration, and other topics of interest to mariners. Within each unit, theory of operation and fundamentals of servicing are taught with a strong emphasis on techniques. Stern drive and outboard power Tilt and Trim operations and repairs.

MTE 2652C - Advanced Welding Techniques
3.000 Credits
This course is not ordinarily counted in the Associate in Arts degree. This course provides practice in advanced welding techniques in TIG and MIG welding and includes repairing aluminum parts on marine engines. Provides practice of skills in vertical overhead welding using destructive and nondestructive testing. Emphasis is upon welding design, construction and special welding projects.

MTE 2654C - Pipe Welding with MIG and TIG
3.000 Credits
Prerequisites: MTE 2652C with a minimum grade of C

This class is the 3rd in the sequence of classes. Students will study and practice basic welding principles involving Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW), as well as, Advanced Shielded Metal Arc Welding (SMAW) in the vertical & overhead positions. Safe industry work practices will be taught with emphasis on eye and body protection. Advanced fit up, "Jig", and layout techniques will be covered. This course will serve as an introduction to the welding field and additional course work will be necessary for students to become proficient with the welding processes.

MTE 2883 - One Hundred Ton Gross Master
3.000 Credits
Prerequisites: MTE 1802 with a minimum grade of C and MTE 1811 with a minimum grade of C and MTE 1882 with a minimum grade of C

This course does not ordinarily count towards the Associate in Arts degree. The purpose of this course is to allow a USCG licensed captain to upgrade from OUPV (6 pack) to 100 Gross Tons Master. The primary topics covered in this course include rigging, cargo handling, structural members, stability and trim, compass error and adjustment, pollution, fire fighting, communications regulations, maritime law, life saving and survival, anchoring and towing, small vessel passenger regulations, and rules of the road. Upon successful completion of this course the attendee will be able to pass the USCG approved 100 GT Master Exam, offered at the end of the course.

MTE 2940 - Internship: Marine Engineering, Management, and Seamanship
1.000 to 4.000 Credits

This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives.

MUL 1010 - Music Appreciation
3.000 Credits
Prerequisites: (ENC 0025 with a minimum grade of C. and REA 0017 with a minimum grade of C.) or (ACT Reading with score of 019 and ACT English with score of 017) or (PERT Reading with score of 106 and PERT Writing with score of 103) or SAT I Verbal -Enhanced with score of 440 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

This course includes discussions of the musical elements, forms, historical periods, and major composers lives and representative works.

MUN 1380C - Mixed Community Chorus
    1.000 Credits

    This course provides an opportunity for people to come together as a community of singers to perform as an instrument a selection of works from the vast, historical repertory of choral literature from all periods. Course may be repeatable for credit up to 8 credits.

MUT 1001 - Elements of Music
    3.000 Credits

    Basic elements of musical language, its terminology and notation. Includes study of treble and bass clefs, legers, terms for dynamics and moods; study of relationship between ear and the notated music: introductory aural skills development.

MVV 1110 - Voice Class I
    1.000 TO 3.000 Credits

    Beginning group instruction in voice. Emphasis on vocal techniques and vocal literature. Open to students of all departments and programs. Emphasis will be placed on proper vocal and breathing techniques, and vocal literature. Basic elements of music theory will be addressed.

MVV 1111 - Voice Class II
    1.000 TO 3.000 Credits
    Prerequisites: MVV 1110 with a minimum grade of C

    Continuation of MVV 1110.

NUR 1020C - Fundamentals of Nursing
    7.000 Credits
    Prerequisites: ENC 1101 with a minimum grade of C and MAC 1105 with a minimum grade of C and PSY 2012 with a minimum grade of C
    Co-requisites: BSC 1085 BSC 1085L DEP 2004

    Fundamentals of Nursing is designed to introduce the student to selected concepts and technologies which are utilized in the practice of nursing. Concepts of health, stress adaptation, biological, psychological, and social needs provide the student with a theoretical basis for the assessment, planning, implementation, and evaluation of nursing care to selected patients. Clinical experiences are provided in both a practice laboratory and in various health care facilities under faculty supervision. Throughout the course, the student is expected to develop a beginning understanding of the various roles and responsibilities inherent in the nursing profession.

NUR 1142 - Pharmacology for Nursing
    2.000 Credits
    Prerequisites: ENC 1101 with a minimum grade of C and MAC 1105 with a minimum grade of C and PSY 2012 with a minimum grade of C and BSC 1085 with a minimum grade of C and BSC 1085L with a minimum grade of C and DEP 2004 with a minimum grade of C and NUR 1020C with a minimum grade of C
    Co-requisites: BSC 1086 BSC 1086L NUR 1211C

    Pharmacology in Nursing covers all major drug classifications through lecture and computer assisted instruction. Lessons provide students with the opportunity to assess their understanding of health conditions, review major concepts, make clinical decisions of patient scenarios, and take exams which relate to the drug groups presented. Pharmacology concepts are integrated with content relevant to culture/ethnicity, nutrition.

dosage calculations, laboratory values, ethics, basic pathophysiology and socioeconomic considerations.

NUR 1211C - Clinical Nursing I
8.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C and MAC 1105 with a minimum grade of C and PSY 2012 with a minimum grade of C and BSC 1085 with a minimum grade of C and BSC 1085L with a minimum grade of C and DEP 2004 with a minimum grade of C and NUR 1020C with a minimum grade of C
Co-requisites: BSC 1086 BSC 1086L NUR 1142

Clinical Nursing I is designed to introduce selected medical-surgical concepts and to provide the opportunity to expand and refine clinical skills acquired in Fundamentals of Nursing. Utilizing a systems framework, students will be introduced to the inflammatory process and pathological conditions of diabetes and the ears, eyes, nose and throat. Each system, respiratory, musculoskeletal, cardiovascular, immunological, hematopoietic, integumentary systems as well as the special needs of the medical surgical patients are examined in lecture and skills. Learning will occur in the cognitive, affective, and psychomotor domains. In this course, students will be expected to formulate nursing care plans based on thorough assessments of assigned patients in the clinical setting and on knowledge of pathophysiology. Application of the nursing process supported by evidence base research will allow students to refine and transfer previously learned theoretical and clinical skills to a variety of clinical situations.

NUR 1520C - Nursing in Mental Health
5.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C and MAC 1105 with a minimum grade of C and PSY 2012 with a minimum grade of C and BSC 1085 with a minimum grade of C and BSC 1085L with a minimum grade of C and DEP 2004 with a minimum grade of C and NUR 1020C with a minimum grade of C and BSC 1086 with a minimum grade of C and BSC 1086L with a minimum grade of C and NUR 1211C with a minimum grade of C and NUR 1142 with a minimum grade of C
Co-requisites: CHM 1033

This course is designed to provide the student with the opportunity to examine mental health concepts and related nursing interventions. Utilizing a nursing process framework, students are introduced to theoretical models of behavior, classifications and symptomatology of mental disorders, and the various treatment modalities associated with mental health care. Emphasis is placed on the student's ability to apply the nursing process with selected clients. Through individual and group supervision, the student is encouraged to develop awareness of his/her own behavior and its impact on others.

NUR 2213C - Clinical Nursing II
8.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C and MAC 1105 with a minimum grade of C and PSY 2012 with a minimum grade of C and BSC 1085 with a minimum grade of C and BSC 1085L with a minimum grade of C and DEP 2004 with a minimum grade of C and NUR 1020C with a minimum grade of C and BSC 1086 with a minimum grade of C and BSC 1086L with a minimum grade of C and NUR 1211C with a minimum grade of C and NUR 1142 with a minimum grade of C and CHM 1033 with a minimum grade of C and NUR 1520C with a minimum grade of C
Co-requisites: MCB 2010 MCB 2010L

Clinical Nursing II is designed to provide the student with additional theory and practice in more complex and specialized medical/surgical areas of nursing. Students are expected to apply facts and scientific principles from previous courses. Utilizing a systems framework, students are introduced to gerontology and holistic care of the older adult. Pathological conditions of the cardiopulmonary, vascular, respiratory, genitourinary, neurological, hepatic, and biliary systems are covered. Content related to oncology. fluids and electrolytes, hemodynamics, bums, and mechanical ventilation are also examined. Ethical decision making, clinical problem

solving, diversity, and holism continue to be keys concepts in this course. Students are expected to formulate and apply nursing care plans based on thorough assessment of patients in the clinical setting and on knowledge of pathophysiology and psychosocial needs of the patient. Key concepts of nutrition are integrated into the material and course content.

NUR 2462C - Maternal-Child Health
8.000 Credits
Prerequisites: BSC 1086C with a minimum grade of C * and DEP 2004 with a minimum grade of C * and ENC 1101 with a minimum grade of C and MAC 1105 with a minimum grade of C and PSY 2012 with a minimum grade of C and BSC 1085 with a minimum grade of C and BSC 1085L with a minimum grade of C and BSC 1086 with a minimum grade of C and BSC 1086L with a minimum grade of C and NUR 1211C with a minimum grade of C and NUR 1142 with a minimum grade of C and CHM 1033 with a minimum grade of C and NUR 1520C with a minimum grade of C and MCB 2010 with a minimum grade of C and MCB 2010L with a minimum grade of C and NUR 2213C with a minimum grade of C
Co-requisites: PHI 2600

Concepts from nursing fundamentals are adapted to the nursing care of the family. Through classroom and clinical experiences, students gain knowledge of the processes, problems, and deviations from health which influence or alter the normal course of parenthood and child care. Studies of women's health, the reproductive cycle, growth and development of the child, well and ill child care, and the impact of illness and hospitalization on the family are provided in the classroom. Ethical decision making, clinical problem solving, diversity, and holism continue to be keys concepts in this course. These studies provide the student with the theoretical basis to safely apply the nursing process in caring for the obstetrical and pediatric client, along with nutrition, medication calculations and administration in a variety of health care settings. The classroom experiences include lecture discussion, demonstration, viewing various audiovisual materials, computers, learning skills laboratory, and small group discussions in classroom setting, electronic interaction, or high fidelity patient simulation. All e-mail between the instructor and other students should be directed through D2L. To access the internal D2L e-mail system http://online.fkcc.edu, click on ''Mail" under course tools. All lead and co-instructors for the nursing classes have on-campus office hours posted. Please check D2L for updates and announcements. If you have difficulty in logging in to the course or you do not see the course listed, contact the Office of Distance Learning helpline at 305-809-3177 for assistance.

NUR 2818C - Clinical Nursing III
3.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C and MAC 1105 with a minimum grade of C and PSY 2012 with a minimum grade of C and BSC 1085 with a minimum grade of C and BSC 1085L with a minimum grade of C and DEP 2004 with a minimum grade of C and NUR 1020C with a minimum grade of C and BSC 1086 with a minimum grade of C and BSC 1086L with a minimum grade of C and NUR 1211C with a minimum grade of C and NUR 1142 with a minimum grade of C and CHM 1033 with a minimum grade of C and NUR 1520C with a minimum grade of C and MCB 2010 with a minimum grade of C and MCB 2010L with a minimum grade of C and NUR 2213C with a minimum grade of C
Co-requisites: PHI 2600

Clinical Nursing III provides students with the opportunity to build upon knowledge and skills developed in previous nursing courses. Students are introduced to implementing principles of leadership and management. Classroom content relates to the preparation of the student for assuming the role of professional nurse. Prioritization and delegation are important concepts in this course. The clinical component is an individualized experience that is selected in collaboration with the faculty and an RN preceptor. One alternate preceptor may be designated. Guidelines for level II practicum experiences are defined by the Florida Board of Nursing in the Nurse Practice Act chapter 64B(15 a-g). All preceptor practicum experiences are to be obtained on an adult medical-surgical unit or floor. The only exceptions considered are for LPNs and require the permission of the faculty and program director. The clinical component of practicum will not commence until all requirements

for NUR 2462C are successfully met. The preceptor must be approved by the nursing program and must be an RN licensed in the State of Florida. It is the responsibility of the student to meet with the preceptor to review clinical expectation and goals prior to beginning clinical time. The student must obtain a resume from the preceptor and a signed letter of agreement.

NUR 2905 - Directed Studies
1.000 TO 3.000 Credits

Directed Studies.

OCB 1000 - Introduction to Marine Biology
3.000 Credits

Ecology, morphology and taxonomy of marine fauna with emphasis upon those organisms which inhabit the shallow water ecosystems and natural reef environments.

OCB 1301C - Dolphin Lab
3.000 Credits

This introduction to the biology of the dolphin surveys cetacean taxonomy, anatomy, physiology, pathology, stranding, capture, health care, nutrition and training. Students will reside for a full week at the Dolphin Research Institute on Grassy Key. Course requirements center upon a 3,000 word journal.

OCB 1311 - Dolphin Studies and Field Experience: Marine Mammal Care and Basic Training I
3.000 Credits

This introductory program surveys a wide range of knowledge, theories and ongoing research concerning marine mammals, animal husbandry, operant conditioning training practices and related issues, including instruction specific to the facility and its resident dolphins. This course offers students a unique opportunity to gain career oriented hands-on experience in dolphin husbandry and training, including diet preparation; how to feed, reinforce, and maintain established behaviors all under the guidance of accomplished animal trainers. Students will reside at the Dolphin Research Center on Grassy Key. Course requirements center on active participation in the course and passing comprehensive end of course exam.

OCB 1990 - DIS-Atlantic & Gulf Rapid Reef
2.000 Credits
Prerequisites: ISC 2132 with a minimum grade of C and OCB 2262C with a minimum grade of C

The student will live and work with employees of the US National Park Service (NPS) while conducting benthic assessments of the coral reef habitat at the Dry Tortugas National Park. The student will use Atlantic/Gulf Rapid Reef Assessment (AGRRA) protocols to collect data for the NPS. The student will participate daily in the project, log scientific dives, assess the marine habitat, submit data for analysis, and create a report summarizing the professional experience.

OCB 2071 - Marine Ecology for Tourism Professionals
3.000 Credits

This course examines the positive and negative impacts, management techniques and practices of worldwide coastal and marine tourism. A major theme will be emerging field of "recreation ecology"-th systematic study of ecological relationships and interactions between humans and the environment in recreation/tourism contexts. Issues examined will include: 1) recreation impact assessment and monitoring techniques; 2) recreationist-wildlife conflicts; 3) methods for minimizing recreational impacts; and 4) the role of management

in achieving sustaining recreational use. Additionally, students will learn how to assist resource management authorities and resort operators in achieving and maintaining sustainable marine ecotourism and recreation activities, while working with the local communities to accommodate their needs and preserve the coastal environment. Students will also learn how to work with the private sector, management authorities local communities in degraded areas to build marine resources and re-establish their place in both the traditional coastal tourism and growing marine ecotourism market. Case studies will emphasize the topics of: assessment and monitoring; policy initiatives and decision-making; and cutting-edge practical initiatives. An internship experience is a required part of the class.

OCB 2102C - Marine Data Collection
4.000 Credits
Prerequisites: OCB 1000 with a minimum grade of C

This interdisciplinary field-oriented laboratory course involves marine data collection and the establishment of a marine data base for selected reef, sea grass, and mangrove island communities. Students will survey marine communities with emphasis on population dynamics, succession and the establishment of density, dominance, frequency and importance values for sessile invertebrates and marine plants.

OCB 2107C - Field Application of Marine Science: Monitoring Caribbean Reef Fish
3.000 Credits
Prerequisites: (OCB 1000 with a minimum grade of C and OCB 2102C with a minimum grade of C) or Instructor permission required

This course will equip students with the basic skill required to monitor Caribbean reef fish. The course will teach students how to identify the most common Caribbean reef and how to survey a reef using the REEF method. The course will provide participants with Level III REEF Certification. REEF Fish Identification: Level III is achieved by passing the Common Fishes Quiz with 80%, conducting 25 surveys and engaging in reflective discussions with the instructor after survey 2, 10, and 25. Assessment tools will include exams, data transcription sheets, reflections and a portfolio. This course will have 2 lecture contact hours per week (=30 contact hours per semester) and 2 lab contact hours per week (=30 contact hours per semester).

OCB 2132C - Field Application of Marine Science: Restoration of Coral Reefs
3.000 Credits
Prerequisites: (OCB 1000 with a minimum grade of C and OCB 2102C with a minimum grade of C) or Instructor permission required

The students will learn why coral nursery propagation and restoration is needed and why staghorn (Acropora) coral is a good candidate for restoration. Students must master coral restoration methodologies including construction and deployment of propagation modules, transplanting of coral cuttings and transplanting of mature coral restoration units to damaged or barren reef areas. They must participate in all phases of the establishment of at least 100 new coral cuttings at the nursery and 18 corals at a restoration site. This course will have 2 lecture contact hours per week (=30 contact hours per semester) and 2 lab contact hours per week (=30 contact hours per semester).

OCB 2133C - Field Application of Marine Science: Restoration of Seagrass
3.000 Credits
Prerequisites: (OCB 1000 with a minimum grade of C and OCB 2102C with a minimum grade of C) or Instructor permission required

The students will learn why seagrass is important and why seagrass restoration is needed. They will also learn why the bird stake method is widely accepted for seagrass restoration. Students must master restoration methodologies including prop scar and blow out measurement, Braun Blanquet benthic assessment, bird

stake construction and deployment and seagrass planting unit production and deployment. They must participate in the restoration of at least 50 m2 of damaged seagrass. This course will have 2 lecture contact hours per week (=30 contact hours per semester) and 2 lab contact hours per week (=30 contact hours per semester).

OCB 2262C - Field Application of Marine Science: Assessment of Coral Reef Habitats
3.000 Credits
Prerequisites: (OCB 1000 with a minimum grade of C and OCB 2102C with a minimum grade of C) or Instructor permission required

This course will equip students with the basic skills for assessing a coral reef habitat using the RECON method. The RECON method is a low-tech, rapid monitoring protocol for SCUBA divers. It is considered "low-tech" because the only equipment needed to conduct RECON is a special data sheet attached to a slate with a pencil and 10-meter survey line. This method is "rapid" because once you have learned how to correctly perform a survey; you should be able to complete a RECON survey during a 40-45 minute dive with a dive buddy. The RECON Program assesses the health of certain large (at least 25 cm diameter) stony coral, identifies their major stressors and characterizes their habitat. There are 4 levels of RECON certification: RECON I diver: This requires 2-3 hours of classroom time, 2 supervised training dives and 2 supervised survey dives. The student must also receive 80% on the RECON Level 1 Exam. RECON II diver: Complete 6 surveys conducted with a RECON-certified dive buddy. RECON III diver: Complete 10 surveys and receive 80% on Level 2 exam. RECON Instructor: Complete 10 surveys and complete RECON Instructor training (includes 2 additional surveys) + receive 90% on RECON Level 2 exam. For this course all participants will be expected to achieve Level III with Instructor status available for those that meet the requirements. This course will have 2 lecture contact hours per week (=30 contact hours per semester) and 2 lab contact hours per week (=30 contact hours per semester).

OCB 2263C - Coral Reef Biology and Management
4.000 Credits
Prerequisites: OCB 1000 with a minimum grade of C or Instructor permission required

This course introduces students to the basic biology of corals and coral reefs, including a discussion of ecological principles such as: competition, diversity, symbiosis, disturbance, adaptation, reproduction, and recruitment. Also examined are the major taxa living in coral reef ecosystems of the Caribbean and Florida, including seagrasses and mangroves. Latter portions of the course introduce current policies and best practice for coral reef conservation and management, with emphasis on the Florida Keys National Marine Sanctuary. The in-field laboratory portion will illustrate concepts from the lectures, and give students practical experience in basic coral reef monitoring techniques.

OCB 2310 - Dolphin Studies and Field Experience: Cognitive and Behavioral Research with Marine Mammals
3.000 Credits

This introductory program provides an in-depth, hands-on immersion into the field of marine mammal science and surveys a wide range of knowledge, theories and ongoing research concerning marine mammals, including instruction specific to the facility and its resident dolphins. The class focuses on concepts and research methodology in the study of cognitive abilities and social behavior of marine mammals. Students will reside at the Dolphin Research Center on Grassy Key.

OCB 2313 - Dolphin Studies and Field Experience: Advanced Marine Mammal Training and Enrichment II
3.000 Credits
Prerequisites: OCB 1311 with a minimum grade of C

The class delves more deeply into the fields of behavioral science, animal care and training. The course allows students to build on the knowledge they acquired during the Marine Mammal Care & Basic Training and begin

focusing on training new behaviors, exploring animal enrichment and contemplating more complex issues surrounding marine mammal care. Students will implement a training plan they have developed to train a new behavior to a dolphin. Public speaking skills will also be developed as students learn how to present dolphins and their training experiences to the public. At the conclusion of the course, students will showcase the new behaviors they have trained for Dolphin Research Center guests in a formal, narrated presentation. Students will also explore animal enrichment through directed activities implemented with our dolphins and sea lions. Under the guidance of our staff, students will create enrichment toys and activities for the animals and present these activities and toys to the animals throughout the week and observe the animals' reactions. In order to better understand training differences between species and the need for flexibility in advanced training techniques, students will also apply their knowledge of training principles by teaching a new behavior to a canine Dolphin Lab participant. Each student will individually develop a training plan for the behavior to be trained, participate daily in regularly scheduled sessions with his/her canine partner, and demonstrate progress to DRC staff at the end of the week.

OCB 2721C - Survey of Mariculture
    4.000 Credits
    Prerequisites: OCB 1000 with a minimum grade of C

    This course is a survey of tropical Mariculture covering the wide range of the marine sea farm industry including the raising marine animals for use as food, recreation, pets, medical research and indicator species for man made toxins released into the marine environment by industrial processes and waste water runoff. The course includes the history of Mariculture, water chemistry, environmental requirements, pathology, and economic implications of the Mariculture industry today and in the future. Four hours lecture.

OCB 2722C - Mariculture Systems & Design
    3.000 Credits
    Prerequisites: OCB 2721C with a minimum grade of C

    An introduction to a range of marine aquaculture systems used to culture a diversity of organisms including marine macrophytes and phytoplankton, marine invertebrates including zooplankton, and vertebrates (mostly fish) for the food production and marine ornamental industry. The course introduces the concept of integrated multi-trophic mariculture (IMTM) systems and its application for reducing marine aquaculture impacts on marine ecosystems. The course contains a laboratory component with lab exercises and field trips to South Florida mariculture facilities. The course includes a basic introduction to computer automated drafting and students will be required to design a mariculture system and submit a term project in the CAD format.

OCB 2723C - Nutrition of Mariculture Species
    3.000 Credits
    Prerequisites: OCB 2721C with a minimum grade of C

    A practical introduction to basic principles of nutrition and feeding of common mariculture species. Topics include digestion and metabolism, biochemical aspects of nutritionally-important macromolecules, vitamins and minerals, feed formulations and management, nutritional deficiencies and bioenergetics of ecological polyculture. The course will focus primarily on marine heterotrophic organisms but will briefly cover nutrient requirements of marine autotrophs.

OCB 2724C - Tropical Ornamental Mariculture
    3.000 Credits
    Prerequisites: OCB 2721C with a minimum grade of C

    This course will introduce the main concepts associated with tropical ornamental mariculture, including: (1) the principles of water quality specific to marine ornamentals from a variety of taxa including corals, various other

inverts, and finfish, (2) a review of tropical marine ornamentals systems, including state-of-the-art designs, (3) a review of specific diet and nutritional formulations for a variety of tropical marine ornamentals species, (4) a detailed overview of a variety of husbandry techniques for most of the known marine species currently being cultured, including specific temperature and photoperiod manipulations for spawning, species specific life styles, (5) selective breeding techniques for enhanced phenotypic traits such as colors, size and shape, etc. Students will work directly with clownfish (Aphiprion spp.), ornamental groupers (Family: Serranidae), and corals (Acropora spp.) using Tropical Ornamental Modular Education Systems (TOMES) in a laboratory setting.

OCB 2725 - Diseases and Parasites in Marine Aquaculture
    3.000 Credits
    Prerequisites: OCB 2721C with a minimum grade of C
    Co-requisites: OCB 2725L

    A survey of the parasites and diseases that impact marine organisms with an emphasis on those diseases that commonly affect marine aquaculture operations. Students will learn basic factors that influence disease transmission and the ecology of parasitic organisms as it pertains to the host. Student will be introduced to diagnostic techniques to identify the source of disease or infection, as well as common tre atment methods. Diagnostic techniques and treatment protocols will be reinforced in the co-requisite lab for this course.

OCB 2725L - Diseases and Parasites in Marine Aquaculture Laboratory
    1.000 Credits
    Prerequisites: OCB 2721C with a minimum grade of C
    Co-requisites: OCB 2725

    A survey of the parasites and diseases that impact marine organisms with an emphasis on those diseases that commonly affect marine aquaculture operations. Students will learn basic diagnostic techniques to identify the source of disease or infection, as well as common treatment methods.

OCB 2900 - Marine Resource Policy: Dry Tortugas National Park as a case study
    4.000 Credits
    Prerequisites: OCB 1000 with a minimum grade of C

    This interdisciplinary field-oriented hybrid course addresses resource policies through a focus on Dry Tortugas National Park. Through multiple visits to the park, guest lectures from park service and other agency staff and stakeholders, background reading, journal topics and discussion, students will learn about the issues, stakeholders, policies, successes and failures involved in the management of cultural and natural resources.

OCB 2905 - Directed Individual Study
    4.000 Credits

OCB 2940 - Internship
    1.000 to 4.000 Credits
    Prerequisites: Instructor permission required

    This course is a planned work-based experience that provides students with an opportunity to enhance workplace skills through a supervised practical experience related to their career objectives.

OCB 2990 - Directed Individual Study
    4.000 Credits

    This course is intended to provide field experience in aquaponics (aquaculture and hydroponics polyculture) system design, construction and maintenance. Knowledge gained during the FKCC Marine Environmental

Technology program curriculum and courses will be reinforced during the directed studies course. Students will be introduced to specific attributes, methods and technologies associated with polyculture systems for sustainable food production.

OCE 1001 - Introduction to Oceanography
3.000 Credits
Prerequisites: (REA 0017 with a minimum grade of C. and ENC 0025 with a minimum grade of C.) or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or ENC 1101 with a minimum grade of C or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

This course is intended for non-science majors and is an introduction to the science of oceanography. Topics include physics and chemistry of seawater, major ocean basins and features of the coastline, major ocean circulation patterns and currents, characteristics of deep and shallow water waves and the tides along with interactions of atmosphere with the oceans.

OCE 4930 - Seminar:Renewable Energy Oceany
1.000 Credits

This seminar course introduces students to the concept of renewable energy and focuses on renewable energy from the ocean. There are 15 one hour seminars with lectures over a variety of topics including: (1) in-stream hydrokinetic power from open-ocean, tidal, and river currents, (2) wave energy, (3) oceanic thermal energy conversion, and (4) other sources of renewable ocean energy. Students will be required to pick an individual topic, write a final report with at least five industry specific citations, and give a 15 minute presentation to the rest of the class.

PCB 2030 - Environmental Biology
3.000 Credits

This course emphasizes man's relationship to the environment and all other living organisms. Included are population dynamics, ecosystems, evolution, and pollution. These principles are used to provide an understanding of environmental management and resource conservation.

PEN 1136C - Scuba Diving
2.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. This is an extensive course for training persons in open water recreational diving. Students will be expected to supply their own snorkeling equipment. Satisfactory completion of this course leads to internationally recognized scuba certification. Students must demonstrate satisfactory swimming ability, physical stamina and emotional stability to instructor at the first lab. Medical certificate may be required.

PEN 1141 - Scuba Equipment Maintenance and Repair
2.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course consists of lecture and practical application to prepare certified divers in the processes and techniques required to maintain and repair modern scuba equipment, such as regulators, buoyancy compensators, and scuba tanks. Nationally recognized certification as a basic open water scuba diver is a requirement for enrollment in this course and will be verified by the instructor at the first class.

PEN 1142C - Advanced Diving Equipment Maintenance and Repair
    4.000 Credits
    Prerequisites: PEN 1141 with a minimum grade of C

    This course is not ordinarily counted in the Associate in Arts degree. Provides the diving technician with additional training in regulator theory, advanced regulator repair; buoyancy compensator repair and troubleshooting; full-face mask repair, wet suit and dry suit repair; air station design, repair, operations, air sampling and maintenance; requirements for oxygen cleaning for oxygen service and oxygen use.

PEN 2134 - Speciality Instructor Training
    1.000 Credits
    Prerequisites: Instructor permission required

    This course is designed to prepare and qualify open water SCUBA instructors for certification as specialty instructors by national certification agencies. This course provides teaching tips and hands-on experience to instructors who want to continue their education and teach divers specific specialty diving courses. Instructors will benefit from taking specialty instructor training courses, especially those who are preparing for the master diver trainer rating, which requires at least five specialty instructor certifications. PADI assistant instructors, instructor candidates in training, and PADI divemasters are eligible to enroll in certain specialty instructor courses. This course can be repeated up to 6 credit hours.

PEN 2137C - Advanced Diving Theory and Practice
    3.000 Credits
    Prerequisites: None

    This course is not ordinarily counted in the Associate in Arts degree. The course provides the basic diver with additional training in physics, physiology, dive tables use, salvage calculations, dive planning, and the enhancement of skills to attain an advanced certification. Nationally recognized certification as an openwater scuba diver is a requirement for enrollment in this course and will be verified by the instructor at the first class.

PEN 2905 - Special Topics
    1.000 TO 3.000 Credits
    Prerequisites: Instructor permission required

    This course is not ordinarily counted in the A.A. degree. The course provides a basic diver with additional training in physics, physiology, dive tables use, salvage calculations, dive planning, enhancement of skills to attain advanced certification. Nationally recognized certification as open water scuba diver is a requirement for enrollment in this course and will be verified by the instructor at the first class

PEN 2942 - Internship: Diving Business and Technology
    1.000 TO 4.000 Credits

    This course is a planned work-based experience that provides students with an opportunity to enhance scuba diving workplace skills (in the water, on a vessel, and/or in a retail setting). Through a supervised practical experience related to their career objectives.

PEQ 1136C - Scuba Instructor Training
    4.000 Credits

    This course is not ordinarily counted in the Associate in Arts degree. The course is designed to prepare and qualify certified assistant scuba instructors and/or divemasters for evaluation and certification as scuba instructors by national certification agencies. Nationally recognized certification as Divemaster is a

requirement for enrollment in this course and will be verified by the instructor at the first class

PEQ 1137C - Divemaster
4.000 Credits
Prerequisites: Instructor permission required

This course is not ordinarily counted in the Associate in Arts degree. This course provides the required training and experience to serve in a supervisory capacity in open water diving activities and to act as an underwater guide or instructional assistant. Successful student will be qualified to apply for divemaster membership in the National Association of Underwater Instructors (NAUI). Nationally recognized certification as a rescue diver, as well as current certification in first aid/CPR and at least 25 logged dives are requirements for enrollment in this course and will be verified by the instructor at the first class. Students will be required to obtain a diving medical exam prior to starting water activities. Certification as an oxygen provider will be required by the end of the course.

PEQ 2133C - IDC Staff Instructor
4.000 Credits
Prerequisites: Instructor permission required

This course applies to the AS degree in Diving Business and Technology, and to the Fundamentals of Professional Diving Certificate, but is not ordinarily counted in the Associate in Arts degree. The IDC Staff Instructor course prepares candidates to teach the PADI Assistant Instructor course and to staff PADI instructor development programs. The training furthers teaching abilities and develops candidate's evaluation and counseling skills through independent study, classroom sessions and guided evaluation training. Qualifications needed to take course include PEQ 1136C (i.e. nationally recognized as a PADI Master Scuba Diver). Instructor will verify requisite information on the first day of class.

PGY 1245C - Underwater Photography
3.000 Credits
Prerequisites: Instructor permission required

This course is not ordinarily counted in the Associate in Arts degree. The course familiarizes divers with the skills, knowledge, planning, organization, procedures, techniques, problems, hazards, and enjoyment of underwater photography. This course is intended to serve as a safe and supervised introduction to techniques used in the underwater environment. Nationally recognized certification as an advanced scuba diver is a requirement for enrollment in this course and will be verified by the instructor at the first class. Completion of this course enables the diver to be certified as a PADI underwater photographer, at a nominal additional cost.

PGY 1401C - Introduction to Creative Black and White Photography
4.000 Credits

An introduction to the camera, its mechanics and use. Initial instruction in black and white darkroom techniques, including film development and printing. Student is required to complete a series of photographic assignments with emphasis on creativity and technique. Adjustable camera required.

PGY 1404C - Intermediate Creative Black and White Photography
4.000 Credits
Prerequisites: PGY 1401C with a minimum grade of C * or PGY 1401C with a minimum grade of X

This course addresses aesthetic and technical concerns in black and white photography. Instruction includes darkroom experimentation with papers, toners, and films and hand coloring. Students are required to complete a series of technical photographic assignments. A 35 mm adjustable camera is required.

PGY 1612C - Photojournalism
   3.000 Credits

   A basic course in the journalistic approach to photography. Topics covered include: photo essay, picture story, illustration, layout, captioning, ethics, as well as: spot news, weather, sports, feature, and public relations photography. Emphasis is placed on deadlines and critique of course assignments. Access to a digital camera is required.

PGY 1800C - Digital Camerawork
   3.000 Credits

   A basic introduction to the principles underlying both digital and traditional photography. This course is formulated to develop aesthetic, technical and conceptual skills with the digital camera. Access to a digital camera is required.

PGY 2247C - Advanced Underwater Photography
   4.000 Credits
   Prerequisites: PGY 1245C with a minimum grade of C

   This course is not ordinarily counted in the Associate in Arts degree. Techniques in the use of macro, wide angle lens, strobe fill, night, and use of available light for creative purposes.

PHI 1103 - Critical Thinking
   3.000 Credits

   Within this course, students will have the opportunity to learn, develop, apply, and evaluate critical thinking strategies. Included in these strategies will be examining assumptions, questioning Socratically, analyzing experiences, and evaluating perspectives. These strategies will be applied to a number of real life situations.

PHI 2010 - Introduction to Philosophy
   3.000 Credits
   Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

   An introductory, undergraduate course that focuses on an examination of basic problems of philosophy. Includes a 6,000 word writing requirement.

PHI 2600 - Introduction to Ethics
   3.000 Credits
   Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with core of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

   An introductory, undergraduate course that offers a critical evaluation of the major theories of moral values. The major emphasis of the course is the application of theory to contemporary ethical problems. Includes a 6,000 word writing requirement.

PHY 1020 - Conceptual Physics
   3.000 Credits
   Co-requisites: MAC 1105

   Liberal studies course for non-major with a minimum of mathematics. Survey of light, mechanics, electricity, and magnetism and an introduction to atomic physics with emphasis on how the physicists approaches a problem of describing nature in terms of physical theories and experimental tests.

PHY 1053C - General Physics I
   4.000 Credits
   Co-requisites: MAC 1105

   Principles of mechanics, heat, and sound. For students not majoring in physics or engineering, or majors who have not had high school physics.

PHY 1054C - General Physics II
   4.000 Credits
   Prerequisites: PHY 1053C with a minimum grade of C

   Principles of electricity, magnetism, light, and introduction to modern physics. For students not majoring in physics or engineering or majors who have not had high school physics.

POS 1001 - Introduction to Political Science
   3.000 Credits
   Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

   The course provides an introduction to the scope and method of Political Science. After formulating a basic definition of politics, the student will examine the interaction of politics with society and with government.

POS 1041 - National Government
   3.000 Credits
   Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 or PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

   The federal government of the United States with its historical background, the constitutional principles involved, and an analysis of the powers and functions of the three branches of national government.

POS 1112 - State and Local Government
   3.000 Credits
   Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

Treatment of structures and functions of state governments and their political subdivisions. Emphasis on current problems, especially those of Florida.

POS 2621 - Civil Rights and Liberties
3.000 Credits

The rights contained in the Constitution of the USA that protect persons, opinions, and property from the arbitrary interference of government officials, and positive policies of government that protect individuals from arbitrary treatment both by the government and by other individuals. Emphasis on the Bill of Rights, related Supreme Court decisions, and Civil Rights legislation.

PSC 1341 - Physical Science
3.000 Credits
Prerequisites: MAT 1033 with a minimum grade of C or ACT Math with score of 021 or SAT I Mathematics - Enhanced with score of 480 or CPT-Elem Algebra with score of 098 or PERT Math with score of 123 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

Physical Science is a broadly based introduction to the historical and ongoing investigations of the universe around us. This course introduces topics from all of the earth-science areas. The laws of physics and the chemical nature of matter are explored and used to understand the nature of our planet and its relationship to others Video portions of the course consist of individual programs enhanced by reading in the required textbook. Descriptive study of the essentials of physics, chemistry, earth science, and astronomy are included. Recommended for liberal arts majors.

PSC 1515 - Environmental Physical Science
3.000 Credits

This course is intended for non-science majors and is an introduction to the physical principles involved in the environment and man's interaction with it. A variety of topics will be presented including air and water pollution, climate and weather, waste management, oceans and streams, and energy sources.

PSY 2012 - General Psychology
3.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

An introduction to psychology which exposes students to historical and current discoveries about the mind and behavior. Topics include: history of psychology, methods, psychobiology and brain research, sensation and perception, consciousness and altered states, motivation, learning, cognition and memory, language, intelligence, creativity, personality, abnormal psychology, therapies and social psychology.

QMB 3600 - Quantitative Methods in Business
3.000 Credits

This course addresses the use of research and quantitative methods in the business arena. Emphasis is placed on the utilization of research tools and quantitative methods to effectively prepare for the interpretation of research data and participate in activities for decision making.

REA 0007 - Developmental Reading I
3.000 Credits
Prerequisites: PERT Reading with score of 050 or CPT-Reading with score of 030 or ACT Reading with score of 018 or SAT I Verbal - Enhanced with score of 439

This course is designed to develop and improve reading and study skills needed for college work. Topics include identifying main idea and supporting details, determining author's purpose and tone, distinguishing between fact and opinion, identifying patterns of organization in a paragraph or passage and the transition words associated with each pattern, recognizing the relationships between sentences, identifying and using context clues to determine the meanings of words, identifying logical inferences and conclusions, and recognizing the point and support of an argument. Students must pass REA 0007 with a "C" or higher. Upon successful completion, students enroll in REA 0017.

REA 0017 - Developmental Reading II
3.000 Credits
Prerequisites: PERT Reading with score of 084 or CPT-Reading with score of 061 or REA 0007 with a minimum grade of C. or REA 0002C with a minimum grade of C.
Co-requisites: SLS 1101

This course is designed to advance reading and study skills needed for college work. This course focuses on vocabulary acquisition, critical reading skills and study skills necessary for college: Topics include identifying main idea and supporting details, determining author's purpose and tone, distinguishing between fact and opinion, identifying patterns of organization in a paragraph or passage, recognizing the relationships between sentences identifying, using context clues to determine the meanings of words, identifying logical inferences and conclusions, reasoning, and analyzing argument for bias. Upon successful completion, students enroll in ENC 1101.

REA 0055 - Developmental Reading Module I
1.000 Credits
Prerequisites: PERT Reading with score of 101

This course provides specialized instruction in developmental reading concepts to assist students in ENC 1101. Topics include comprehension skills with an emphasis on inferential and literal skills, organizational patterns of information, and vocabulary development. Upon completion of the PERT diagnostic or a Reading division diagnostic, students will be assigned independent study modules. Students must complete each module with a grade of 70% or higher. This course does not apply toward requirements in general education or toward any associate.

REA 0056 - Developmental Reading Mod II
2.000 Credits
Prerequisites: PERT Reading with score of 097

This course provides specialized instruction in developmental reading concepts to assist students in ENC 1101. Topics include comprehension skills with an emphasis on inferential and literal skills, organizational patterns of information, and vocabulary development. Upon completion of the PERT diagnostic or a Reading/Writing division diagnostic, students will be assigned independent study modules. Students must complete each module and pass the final exam with a grade of 70% or higher. This course does not apply toward requirements in general education or toward any associate degree.

REL 2202 - Women in the Bible
  3.000 Credits
  Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

  An introductory, undergraduate course focusing on the wisdom and witness of women in Old and New Testament texts. The course will reflect the most recent scholarship in the biblical field. During the past 20 years biblical commentators, archaeologists and theologians have labored to liberate today's students from the patriarchal bias common to the academy of the 19th and early 20th centuries. Contemporary scholarship shines a potent, clear light on the social, political, and economic dimensions of the biblical narratives. The course will reflect the labor of these modern scholars who reconstruct the hidden history of women, and other dominated classes of people portrayed in the texts. Fresh insights into the ancient texts nurture the rising consciousness of woman and men around the world who find themselves in oppressed circumstances. The course will affirm women acknowledging them as fully human partners with men in the biblical witness. Includes a 6,000 word writing requirement.

REL 2240 - New Testament Survey
  3.000 Credits
  Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

  An introductory, undergraduate course that focuses on the New Testament. Major Topics: A study of the historical background of the New Testament World, the life and teaching of Jesus, the growth of the Christian movement, and the emergence of early Christian literature. Attention is given to problems of date and authorship of individual writings. Includes a 6,000 word writing requirement.

REL 2300 - World Religions
  3.000 Credits
  Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or SAT I Verbal - Enhanced with score of 440 or (CPT-Reading with score of 083 and CPT-Language with score of 083) or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

  A study of the major religious traditions of the world noting distinctive features and common elements. Topics include: The Ancient World, Hinduism, Buddhism, religions of China, Japan, and India, Judaism, Christianity, and Islam. Includes a 6,000 word writing requirement.

SLS 1106 – First Time in College Experience
  2.000 Credits

  This course is designed to provide students a forum for transitioning into college. Students will learn to develop the skills required for success in college and beyond. This course is intended for first time in college students, who are seeking an associate degree.

SLS 1101 - Preparing for Student Success
3.000 Credits

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. This course is strongly recommended for all students, especially firstyear and is required for students who place into REA 0017, ENC 0025, or MAT 0028.

SLS 1261 - Student Leadership
3.000 Credits

This course helps students to develop leadership skills. Students will gain a basic understanding of leadership with special emphasis upon: styles and approaches toward leadership, motivational factors, communications skills, decision-making processes, characteristics of groups and group techniques, and the methodology and significance of goal setting.

SOP 2772 - Psych of Human Sexuality
3.000 Credits
Prerequisites: PSY 2012 with a minimum grade of C

This course examines the biological, theoretical, social, psychological and cultural aspects of human sexuality. Students will learn about sexual anatomy, sexual response cycle, sex and gender development, sexual attraction and relationships, reproductive health issues and social issues in sexuality.

SPC 1608 - Introduction to Speech Communication
3.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C

This course is designed to assist the student in understanding and implementing oral communication skills. Learning is centered in student participation in a variety of speaking-listening situations designed to increase the understanding of the interpersonal nature of all speech communication. This Gordon Rule class has a 6,000 word writing requirement.

SPN 1120C - Beginning Spanish I
4.000 Credits

Spoken and written forms of the Spanish language. The major purpose of the course is to teach students to understand and to speak Spanish as a medium of communication through a good pronunciation and solid vocabulary.

SPN 1121C - Beginning Spanish II
4.000 Credits
Prerequisites: None

This course focuses on strengthening the student's ability to speak and understand Spanish through cultural readings and practical, interesting class discussions. The course provides information about Spanish customs and the Hispanic World.

SPN 2220C - Intermediate Spanish I
    4.000 Credits
    Prerequisites: SPN 1121C with a minimum grade of C

    This course involves the intensive review of rules and principles for writing and speaking as well as other structural aspects of the Spanish language. Reading materials are built around specific and realistic situations that present insights into Spanish and Latin American culture. The active practical use of Spanish for communication is continually emphasized in the context of cultural backgrounds.

SPN 2221C - Intermediate Spanish II
    4.000 Credits
    Prerequisites: SPN 2220C with a minimum grade of C

    This course involves the intensive review of rules and principles for writing and speaking as well as other structural aspects of the Spanish language, which is essentially a continuation of SPN 2220C. Reading materials are built around specific and realistic situations that present insights into Spanish and Latin American culture. The active practical use of Spanish for communication is continually emphasized in the context of cultural backgrounds.

STA 2023 - Introduction to Probability and Statistics I
    3.000 Credits
    Prerequisites: MAT 1033 with a minimum grade of C or ACT Math with score of 021 or SAT I Mathematics - Enhanced with score of 480 or CPT-Elem Algebra with score of 098 or PERT Math with score of 123

    A mathematics course that focuses on the following major topics: Probability, random variables, hypothesis testing, confidence interval estimation, small sample methods, correlation, and simple linear regression.

SYG 1000 - Introduction to Sociology
    3.000 Credits
    Prerequisites: ENC 1101 with a minimum grade of C or (ACT Reading with score of 019 and ACT English with score of 017) or (CPT-Reading with score of 083 and CPT-Language with score of 083) or SAT I Verbal - Enhanced with score of 440 or (PERT Reading with score of 106 and PERT Writing with score of 103) or FCAT Reading 2.0 with score of 262 or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

    Conceptual elements of society, outlining their development, significance and dynamics of interaction.

SYG 1010 - Social Problems
    3.000 Credits

    Origins and development of social problems in contemporary society. The effects on the genetic social group and society at large will be examined and discussed.

SYG 2324 - Drugs and Society
    3.000 Credits

    This course deals with the history, mechanisms of action, short- and long-term effects, side effects, and uses and abuses of drugs that affect behavior. The drugs considered are alcohol, major and minor tranquilizers, antidepressants and stimulants, including cocaine, amphetamines and other drugs of abuse. The course also explores drug policy and regulations and introduces you to theories of substance abuse prevention, alcohol and other drug addiction and provides an overview of treatment options.

WOH 1012 - World History I
3.000 Credits

Survey of the evolution of comparative civilizations from ancient times to the modern era. Students examine the development of civilizations throughout the world as well as the political, social, and economic views as they evolved in the various areas.

WOH 1022 - World History II
3.000 Credits

This course examines world history in the modern era. Students will study: European expansionism, the growth of western absolutism, the enlightenment and world revolutions, the industrial revolution, colonialism, imperialism, modern nationalism, the world wars, and decline of colonialism. Students will study India, the Far and Middle

East, Africa and the rise of Latin America.

Faculty Credentials

Alston, Jemal: Faculty, Business Administration– Graduate Certificate/Accounting, Golden Gate University, 2016; Graduate Certificate/Human Resources, Golden Gate University, 2015; D.B.A./Finance, Walden University, 2014; M.B.A./Management, Webster University, 2001; B.S./Business Administration & Economics, Allen University, 1999

Balmes, Steven: Interim Faculty, Mathematics – B.S./Physics and Mathematics (major), Computer Science (minor), Elmhurst College, 1986

Boateng, Peter: Faculty, Mathematics – M.S./Mathematics, University of Colorado, 2014; B.S./Mathematics, Brigham Young University, 2008

Brylske, Alex: Faculty, Marine Science – Ph.D./Science Education, Florida Institute of Technology, 2000; M.A./instructional design from Norwich University (1985) and a MS in marine biology/coastal zone management from Nova (1997). , NOVA Southeastern University 1997; B.A./History, Frostburg State College 1974

Bullis, Robert: Faculty, Biology – Ph.D./Veterinary Medicine, The Ohio State University 1983; M.S./Veterinary Medical Science 1987; B.S./Veterinary Science 1980

Eads, Katheryn: Faculty, Psychology-Ph.D./Psychology, Capella University, 2013; M.A./Community/Clinical Psychology, Norfolk State University 2003; B.A./Psychology, University of South Alabama 1999

Farrell, Sharon: Faculty, History – M.A./History, University of New Hampshire 2001; B.S./Sociology, Suffolk University 1977

Ferrara, Nathaniel: Faculty, Marine Engineering - B.S./Small Vessel Operations, Maine Maritime Academy, 2000

Frahn, Mark: Faculty, Chemistry – Ph.D./Physics, Delft University of Technology 2010; B.S./Chemistry, University of Florida 1994

Irwin, William: Faculty, Biology- Ph.D./Biology, The University of North Carolina at Chapel Hill 2004; B.S./Biology, University of Massachusetts Amherst 1996; A.S./Electronic Systems Engineering, Springfield Technical Community College 1986

Labriola, Ann: Faculty, Art – M.F.A./Art and Sculpture, San Francisco Art Institute 1980; B.F.A./ Art and Sculpture, San Francisco Art Institute 1978; A.A./Florida Keys Community College 1977

Lenich, Robert: Faculty, Mathematics – M.S./Mathematics, University of South Florida, 2011; B.S./Computer Science, Southern Illinois University, 1980

Margiotta, Anthony: Faculty, Marine Engineering – A.A./Engineering, Miami Dade College 2012

Mather, Sheri: Interim Faculty, Nursing – M.S./Nursing, NOVA Southeastern University, 2010; B.S./Nursing, University of Miami, 2001

McCabe, Deborah: Faculty, Business – M.S./Management, Hodges University, 2011; B.S./Management, Hodges University, 2008

Mihalcea, Andreea: Faculty, Hospitality and Ecotourism – M.S./Tourism & Events Management, University of Bedfordshire, 2012; B.A./Business Administration, University of Bucharest, 2011

Nicholas, Melissa: Faculty, English – M.A./Linguistics, University of South Florida 2006; B.A./ English, Florida International University 2001

Parmentier, Hilary: Faculty, English – M.A./English Language & Literature, University of Michigan-Flint 2008; M.A./Education, University of Michigan-Flint 2005; B.A./English, University of Michigan-Flint 2003

Prettyman, Steve: Faculty, Computer Science – M.B.I.S./Information Systems, Georgia State University, 1985; B.A./Secondary Ed. Math, Oglethorpe University, 1979

Rice, Lucja: Faculty, Diving – M.A./Tourism Economics, College of Economics, 2004; B.S./Hotel Management, College of Economics, 2001

Sagan, Julie: Faculty, Nursing – M.S./Nursing, The Ohio State University 1986; B.S./Nursing, The Ohio State University 1976

Sanchez, Jorge: Faculty, Culinary – M.B.A./General, Cornerstone University, 2014; B.S./Business Administration, Cornerstone University, 2012; A.A./Culinary Arts, Grand Rapids Community College, 1984

Schulten, Emily: Faculty, English – Ph.D./English & Creative Writing, Georgia State University, 2012; M.A./English & Creative Writing, Western Kentucky University, 2004; B.A./English, Western Kentucky University, 2002

Sperry, Shannon: Faculty, Nursing-M.S./ Nursing, University of Phoenix, 2014,; B.S./ Nursing, University of Phoenix, 2010; A.D./Nursing, Kennebec Valley College, 1989; LPN, Clover Park Technical College, 1974.

Townsend, Deborah: Faculty, Nursing, Nursing- Ph.D. Univ. of North Dakota 2010; M.S./Nursing, Case Western, 1998; B.S./Nursing, Case Western, 1996

Walsh, Michelle: Faculty, Marine Science - Ph.D./Zoology (major), College Teaching (minor), University of New Hampshire 2012; M.Ed./Education, St. Peter's College 2000; B.A./ Rutgers, Biological Sciences (major), Marine and Coastal Sciences (minor) 1998