THE COLLEGE
OF THE
FLORIDA KEYS

CATALOG 2022- 2023
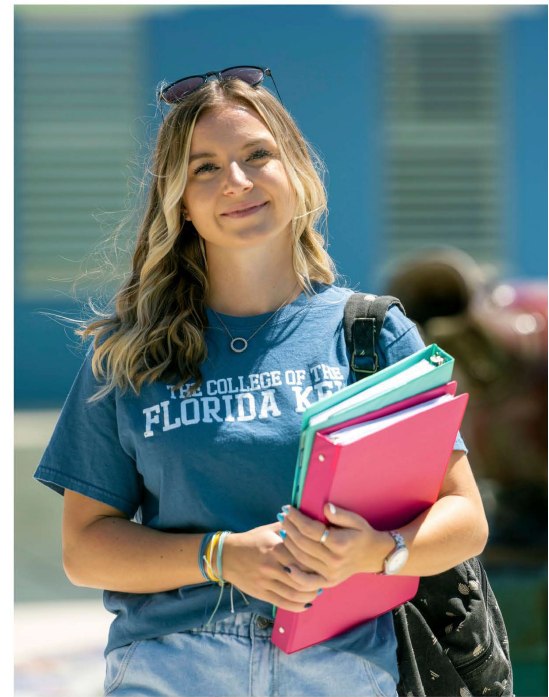
Contents

A College for the Community

Since its establishment in 1965, The College of the Florida Keys (CFK) has proudly served 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 is located in Key West, the Middle Keys Center is located in Marathon, and the Upper Keys Center is located in Key Largo. CFK also has a Virtual Campus to facilitate access to learning throughout the Keys and beyond. CFK offers baccalaureate degrees, associate degrees, certificates, apprenticeships, non-credit courses, and workforce training. Program disciplines include business, marine science, diving, marine engineering, engineering technology, hospitality, culinary, nursing, health science, and public safety. CFK takes pride in being a small and diverse learning community. With low faculty to student ratios, students enjoy engaging and personal instruction.

History

For more than 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 downtown Key West. 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 Key West Campus expanded its facilities to include the Charlie Toppino Welding Technology Lab, the Ron Saunders Student Center, the Public Safety Building, and a scuba diving complex. In 1997, the College unveiled a new $40 million campus named after Dr. William A. Seeker, the College president who championed its funding.

In fall 2011, the College opened a 100–bed waterfront residence hall, Lagoon Landing, making it easier for students from outside of the Keys to relocate to study at the College.

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. William 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 2009. The College then welcomed its fifth president Dr. Lawrence W. Tyree, who was also named "President Emeritus" upon his retirement in 2012.

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 Dr. 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. Adjacent to the dive training lagoon, the facility 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 highly–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. The BAS–SM provides two concentration options: hospitality or management. The College has continued to increase its baccalaureate options by adding a Bachelor of Science in Nursing in fall 2019 and a Bachelor of Science in Marine Resource Management in fall 2020.

In 2019, the College changed its name from Florida Keys Community College to The College of the Florida Keys to reflect its recent and future anticipated growth. The college continued its brand evolution with the introduction of a new mascot in 2021. The Tuga, and abbreviation of "Tortuga," the Spanish word for turtle, is a fictional sea turtle with an ocean blue body with lateral lightning bolts and a sunset orange shell. Along with the new mascot, the College relaunched sports after a 45-year hiatus with men's and women's swim teams.

Also in 2021, the College opened a new Upper Keys Center in Key Largo. The 38,000-spuare foot center allows the College to significantly improve and expand its services to the community in northern Monroe County with bachelor's and associate degrees, workforce training and testing, and community enrichment activities.

Accreditation

The College of the Florida Keys is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Questions about the accreditation of The College of the Florida Keys may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Notice of Non–Discrimination

The College of the Florida Keys does not discriminate on the basis of race, color, national origin, ethnicity, age, sex (including sexual orientation and gender identity), marital status, military status, protected veteran status, genetic information, 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: Jose Reyes, Assistant Director, Talent Acquisition, Development and Accountability
                         (305) 809–3118 or jose.reyes1@cfk.edu

Title IX Coordinator: Naomi Walsh, Assistant to the Vice President of Advancement
                         (305) 809–3198 or naomi.walsh@cfk.edu

Disability Services: Katie Norland, Director, Student Success Services
                         (305) 809-3181 or katie.norland@cfk.edu

Mailing Address: The College of the Florida Keys, 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:

The Florida College System - Florida Department of Education
325 West Gaines Street, Suite 1544
Tallahassee, Florida 32399–0400
Telephone: 850-245-0407 E–
mail: ChancellorFCS@fldoe.org

Disability Services
For additional information relating to disability services, please contact:

The Florida College System – Florida Department of Education
325 West Gaines Street, Suite 1544
Tallahassee, Florida 32399–0400
Telephone: 850-245-0407 E–
mail: ChancellorFCS@fldoe.org

Financial Aid
For complaints related to financial aid, please contact:

Florida Department of Education – Office of Student Financial Assistance
325 West Gaines Street, Suite 1314
Tallahassee, FL 32399–0400
Telephone: 800–366–3475
Website: Florida Department of Education - Office of Student Financial Assistance
E–mail: OSFA@fldoe.org

OR

U.S. Department of Education – FSA Ombudsman Group
830 First Street, N. E., Mail Stop 5144
Washington, D.C. 20202-5144
Telephone: 877–557–2575
Fax: 202–275–0549
Website: [Federal Student Aid - Resolving Disputes](#)

Other Complaints
For all other Florida College System–based complaints, please contact:

The Florida College System - Florida Department of Education
325 West Gaines Street, Suite 1544
Tallahassee, Florida 32399–0400

Telephone: 850-245-0407 E–
mail: ChancellorFCS@fldoe.org

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.

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 the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Board. He is currently serving on the Board at Strayer University and Fisherman's Hospital, Baptist Health South Florida.

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: Joy, Joanne, Julius, and two grandchildren, Quinn and Orion.

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.

Mission and Vision

Mission Statement

The College of the Florida Keys 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

The College 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 Road
Key West, FL 33040
(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 cafe menu offers a large variety of choices with daily specials.

College Testing Center – The testing center 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.

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–the–art 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. 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 breathtaking ocean views and close proximity to classrooms and academic support resources. Please email LagoonLanding@assetliving.com for additional information.

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 online at the CFK Learning Resource Center - Library website, 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 online at the CFK Learning Resource Center - Tutoring Services website. Math tutoring is also available 24/7 using Smarthinking on the front page of each student's class in the College's learning management system, Canvas.

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 online at the CFK Learning Resource Center - Tutoring Services website. Writing help is also available 24/7 using Smarthinking on the front page of each student's class in the College's learning management system, Canvas.

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.

Ron Saunders Student Center – This center houses the culinary arts lab, the Campus Cafe, a student lounge, 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.

Rules and Regulations

Student Records

In accordance with Public Law 93–380, Family Educational Rights and Privacy Act, student records at the College, except for 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. Students who do not wish the dissemination of "directory information" without prior consent must sign a statement at the Office of Enrollment Services within the drop period for 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 Personal Information Change

Notifications regarding change of address, change of telephone number, change of name and change of emergency contact should be filed promptly at the Office of Enrollment Services, students can find the appropriate form online at the College website.

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

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 provide r, 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 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 the National Center for Missing and Exploited Children website.

- 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@cfk.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);

Prohibited Activities - Continued

  - 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 the 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 the College 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.

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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/intranet when posting material for electronic distribution.

3. Public Record

Any information, including e–mail messages or other data, produced, transmitted, or received by 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 – ten (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. Users are to never transmit usernames and passwords in the same email.

6. Student E–mail Policy:

E–mail is considered an official method for communicating with 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.

7. Game Playing

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

8. Downloading

Users are never permitted to download to the hard disk of any College computer. Anything downloaded or left on Lab computers will be removed automatically each night and can NOT be recovered.

9. Internet Browser

Configuration 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.

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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

The College provides a pleasant environment conducive to study, research, and the continuation of the education process for students, faculty, 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, or 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/or policies 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 visit the U.S. Copyright Office website and especially their FAQ website about Copyright.

I. Internet Use

The Learning Resource Center's (LRC) Internet access is intended primarily as an information resource to support the educational and research needs of our students, and employees. 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 at the staff's discretion. College students, and employees retain first priority. College LRC Internet use is not allowed for commercial or illegal purposes.

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 patrons 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.

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

II. Internet Content

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 patrons 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.

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.

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 at 15 cents per sheet for black and white and 65 cents per sheet for color copies.

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.

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.

Directory of Departments

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

Executive Vice President, Chief Financial Officer – Business Office, Talent Acquisition, Development, and Accountability, Sponsored Programs, Advising, Facilities, Auxiliary. Phone: **(305) 809-3233**

Vice President of Academic Affairs – Instructor issues, academic issues, programs of study, workforce development, curriculum development, student advising and engagement, and assessment and accreditation. Phone: **(305) 809–3268**

Vice President of Advancement – Student housing, marketing and public relations, foundation, enrollment services, athletics, and student activities. Phone: **(305) 809–3198**

Dean, Arts and Hospitality – English, arts, social sciences, humanities, business, culinary, and hospitality and ecotourism management programs. Phone: **(305) 809–3214**

Dean, Marine Science and Technology – Engineering technology, marine engineering, diving, and marine science programs. Phone: **(305) 809–3270**

Dean, Sciences and Nursing – Sciences, mathematics, nursing, paramedic, and emergency medical technician programs. Phone: **(305) 809–3119**

Marketing and Public Relations – News media relations, marketing, advertising, and college publications. Phone: **(305) 809–3531**

Business Office – Payment of tuition and fees, Passports.

Phone:(305)809–3186

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

Community Education, Workforce Training and Testing – Apprenticeships, continuing education, workforce training, English as a Second Language (non–credit), workforce and academic testing: PERT, Accuplacer, TEAS, TOEFL, BAT, TABE, LOEP, ACT, PEARSON VUE, 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) 809–3236**

Enrollment Services – Transcript requests, grade information, graduation applications, withdraw from courses, name and address changes, campus and program changes, enrollment verification, student records, applications for admissions, and residency requirements. Phone: **(305) 809–3188** Email: admissions@cfk.edu.

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, and student employee programs. Phone: **(305) 809–3523** Email: financialaid@cfk.edu

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

Talent Acquisition, Development, and Accountability (TADA) – 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) 998-4154** Email: LagoonLanding@assetliving.com

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

Big Pine Key Property – Under development to support CFK programmatic and community needs.

Located at:
450 Key Deer Blvd.
Big Pine Key, FL 33043

Middle Keys Center – Academic advising, admissions, course and registration information, financial aid information, placement and other testing, general college information. Phone: **(305) 809–3145**

Located at: Marathon High School
900 Sombrero Beach Road
Marathon, FL 33050

Upper Keys Center - – Academic advising, admissions, course and registration information, financial aid information, placement and other testing, general college information. Phone: **(305) 809–3147.**

Located at: The College of the
Florida Keys (Upper Keys Center)
106040 Overseas Highway Key
Largo, FL 33037

Passport Services – The Business Office is an approved U.S. Passport Acceptance Agency and accepts U.S. passport applications Monday and Tuesday from 10:00 a.m. to 2:00 p.m. and Thursday and Friday from 12:00 p.m. to 4:00 p.m. Passport services will not be available when the College is closed or during peak registration periods. For more information on U.S. passport requirements and other travel information, visit the U.S. Department of State - Travel.State.Gov website. Phone: **(305) 809–3186** Email: business.services@cfk.edu

Academic Advising Services – Academic advising, career guidance, transfer information, new student information, and orientation. Phone: **(305) 809–3196** Email: advising.services@cfk.edu

Students Accessibility Services – Support students in determining appropriate accommodations, facilitate access, and provide needed auxiliary aids and services. Assist in communicating student needs to faculty and staff. Phone: **(305) 809–3181**

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 Road, Key West, FL 33040. Students may enter in the fall, spring, or summer semesters. Prior to registering, a student must submit a completed online application for admission and pay the nonrefundable $30 application fee. Applications must be completed online.

Readmission

Readmission applies to students who have previously attended CFK as a student. Students who are absent for three or more consecutive semesters are deemed inactive. Once a student is inactive, they must reapply for admission into the College and resubmit residency information and related documentation.

Students are considered absent from a semester if they have received no grade, as defined by the College Catalog section Grading, or did not enroll in the semester.
   Note that a student is considered not enrolled if:
- they drop all registered courses during the drop period for that semester.
- they have an approved student appeal that removes all grades for the semester.

Non-credit or dual enrollment students need to contact Admissions at admissions@cfk.edu or (305)809-3188 for their student account to be reactivated and do not need to reapply if they are not changing their program.

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 Florida Statute s.1008.30(4)(a). See "entry assessment at the College" for further information.

Catalog year

Catalog year determines the academic requirements that must be fulfilled for completion of a certificate or to graduate from a degree-granting program. Students complete a program under the catalog in effect at the time of their initial enrollment as a certificate or degree-seeking student at CFK, provided they maintain continuous enrollment. Continuous enrollment is defined as a student who is not coded inactive (see Readmission).

Students who do not maintain continuous enrollment will be assigned the catalog in effect at the time they resume enrollment and must fulfill all graduation requirements from that alternative catalog year.

The College will make every reasonable effort to honor the curriculum requirements appropriate to each

student's catalog year. However, courses and programs may be discontinued, and requirements may change as a result of curricular review or actions by accrediting and other agencies.

Students may elect to change catalog year by requesting a Change of Catalog Year through an advisor. Note that once a student's catalog year has been changed, the student is expected to satisfy all new program requirements stated in the College Catalog for the year this change is made. Once a catalog year is changed, the process cannot be reversed.

First Time in College Students:

1. Standard High School Diploma

Registration will be permitted for one term only. Students will not be permitted to register for subsequent terms until final high school transcript with graduation date has been received by the Office of Enrollment Services.

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

2. High School Equivalency Diploma

Registration will be permitted for one term only. Students will not be permitted to register for subsequent terms until official transcript of a passing score on the HiSET, the TASC or California High School Proficiency Exam or GED have been received by the Office of Enrollment Services.

3. Home Education Graduated Students

Registration will be permitted for one term only. Students must provide a notarized affidavit of home school completion and a School District Verification Letter. This confirms the student is enrolled in a Home Education program pursuant to the requirements in 1002.41 F.S. The letter must state a graduation date. Notarized affidavits and letters must be received by the Office of Enrollment Services.

Transfer Students

A student who has attended another postsecondary institution (college or university) prior to enrolling at the College is considered a transfer student. These students must submit official transcripts from their high school or high school equivalency diploma and all college or university previously attended prior to completion of the first term of registration at the College. Quarter–hour credits for postsecondary institutions 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 college-level communication and computation skill (6A-10.030 F.A.C.) requirements in Letters, Humanities, and Mathematics areas of the associate degrees. Transfer coursework

may not meet the established College course requirements for the student's program of study.

A request for a catalog curriculum modification for any postsecondary coursework must be initiated by the student. Catalog curriculum modifications are evaluated as to level, content, quality, comparability, and degree program relevance by the instructor in the appropriate academic unit. In establishing the eligibility for transfer credit, the instructor may ask students to provide additional information, such as the original postsecondary institution catalog, course descriptions, course syllabi, stated learning outcomes, assessment measures, and sample student work.

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

Students with postsecondary credit from institutions 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

Bachelor of Science (B.S.) in Marine Resource Management

To qualify for admission in the Bachelor of Science (B.S.) in Marine Resource Management program, students must:

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

2. Submit 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 sixty (60) semester hours from regionally accredited institutions. Any Credit hours used in the admissions process still undergo the transfer review process and only those credits that apply to the College's bachelor's degree curriculum will be applied towards the degree. Note that this may be less than sixty (60) credit hours required for admission to the program.

3. Complete entry–level placement testing unless the applicant's transcript reflects grades of "C" or better in general education English and Mathematics.

4. Adherence to the Foreign Language Requirement: Providing evidence that documents the successful completion of two (2) credits of sequential high school foreign language instruction, or passing the second level of foreign language at the college level, or 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.

5. Payment of the non–refundable, non–transferrable application fee of $30.00.

6. Demonstrate Civic Literacy competency.

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

To qualify for admission into the Bachelor of Applied Science (B.A.S.) in Supervision and Management program, students must:

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

2. Submit 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 sixty (60) semester hours from accredited institutions. Any Credit hours used in the admissions process still undergo the transfer review process and only those credits that apply to the College's bachelor's degree curriculum will be applied towards the degree. Note that this may be less than sixty (60) credit hours required for admission to the program.

3. Complete entry–level placement testing unless the applicant's transcript reflects grades of "C" or better in general education English and Mathematics.

Adherence to the Foreign Language Requirement: Providing evidence that documents the successful completion of two (2) credits of sequential high school foreign language instruction, or passing the second level of foreign language at the college level, or 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.

4. Payment of the non–refundable, non–transferrable application fee of $30.00.

5. Demonstrate Civic Literacy competency.

Bachelor of Science (B.S.) in Nursing

To qualify for admission into the Bachelor of Science (B.S.) in Nursing program, a student must:

1. Complete the College's RN to BSN application, and submit all required documents.

2. Submit all college transcripts with documentation that the applicant has earned an Associate Degree in Nursing from an accredited institution.

3. Provide a copy of a clear and valid Florida nursing license. New graduates from an accredited associate degree program in Nursing (defined as completing their program of study in last 60 days) will be permitted one (1) semester to obtain their nursing license. Registered nurses who hold a clear and active license from a state other than Florida will be given one (1) semester to obtain "license by endorsement" in Florida.

4. Adherence to the Foreign Language Requirement: Providing evidence documenting, successful completion of two (2) credits of sequential high school foreign language instruction or passing the second level of foreign language at the college level. Applicants 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.

5. Payment of the non–refundable, non–transferrable application fee of $30.00.

6. Demonstrate Civic Literacy competency.

Excess Hour Advisory Statement

Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees. "Excess hours" are defined as hours that go beyond 120 percent of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120% x 120).

All students whose educational plan may include earning a baccalaureate degree should make every effort

to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or "transfer program" early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

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 institution is a Florida state college or university, they must go to the [FloridaShines website](#) 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 institution 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 institution 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 the [FloridaShines website](#) 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 institution to ensure a continuation of coverage.

Non–High School Graduates

These students must successfully complete twelve (12) hours of college credit courses (this does not include remedial, preparatory or developmental courses) with a "C" average (2.0 GPA) or higher. Prior to completion of the twelve (12) college credit hours, the student will be considered a non–degree seeking student. If the student fails to obtain the required 2.0 or higher GPA in his/her first twelve (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 completed from the [College website](#) . The International Student Packet and the International Student Guide also are available through the College application.

1. International Student Application

      A. Complete the College application and pay the $30 non-refundable application fee.

2. Transcript Requirements

Official university and/or college transcripts must be submitted 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 on the National Association of Credential Evaluation Services Member website. We strongly recommend World Education Services, Inc.

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 visiting the World Education Services website. 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 postsecondary 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 the ETS - TOEFL website. The College's ETS – TOEFL 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 the Office of Advising Services 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 residents 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 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 U.S. and must remain in effect from the time of arrival to the time of departure in the U.S. 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 U.S. Embassy in the home country. It also does not guarantee a change of status by the U.S. Citizenship and Immigration Services (USCIS).

International students obtaining the student visa in the home country may not enter the U.S. more than thirty (30) days before the first day of classes. Once in the U.S., 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 writing. 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 a minimum overall 2.0 or grade point average.

- Maintaining lawful F–1 visa status with the 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 Principal Designated School Official (PDSO), International Students. During their first term they must successfully complete twelve (12) semester hours during the summer term.

NOTE: Students receiving a withdrawing grade as a final course grade are considered to be less than the required twelve (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 the Internal Revenue Service website.

All non–residents are subject to U.S. federal income tax, unless exempted. Federal income tax may be withheld from U.S. source funds students receive from the College such as scholarships or employment. Certain countries have tax treaties with the U.S. where some taxes may be reduced or exempted and recouped at year end. More information can be obtained online through the IRS Publication 901 - U.S. Tax Treaties 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 without permission from the International Student Office and the Student and Exchange Visitor Program.

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 https://www.lagoonlanding.com 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.

Contact Information

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

Social Security Number

If a student has a Social Security Number (SSN) or 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.

In compliance with Florida Statute 119.071(5), this serves to notify all students of the purpose for the collection, release, and usage of their Social Security Number (SSN).

Pursuant to Florida Statute, 119.971(5)(a)2.a., The College of the Florida Keys collects and uses your SSN only for the following purposes in performance of the College's duties and responsibilities, including compliance with federal and state statutes related to employment, financial and academic assistance, inter-institutional articulation or transfer, and for actions imperative to the performance of the College's duties and responsibilities as prescribed by law.

To protect your identity, the College will secure your SSN from unauthorized access; strictly prohibit the release of your SSN to unauthorized parties contrary to state and federal law; and assign you a unique student identification number.

A student Social Security Number may be used for the following:

Admissions: Federal legislation relating to the Hope Tax Credit and other tax benefits for education require that all postsecondary institutions report student SSNs to the Internal Revenue Service and issue tax form 1098-T (Tuition Statement) for all payment activity each calendar year. This IRS requirement makes it necessary for colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the College for this purpose, but the IRS is then authorized to fine the student $50 pursuant to the Internal Revenue Code, Section 25A. In addition to the federal reporting requirements, the public school system in Florida uses SSN's as a student identifier (1008.386, F.S.). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. While the collection and use of Social Security Numbers may be authorized, a student is not required to provide his or her Social Security Number as a condition of enrollment or graduation.

Non-credit programs may use your Social Security Number for the purpose of reporting to the state to facilitate the process of certification and license renewal, and for reporting non-credit course and in-service training information as required by state law.

Financial Aid: The U.S. Department of Education's (USDOE) Free Application for Federal Student Aid (FAFSA) requires applicants to report their SSN for all federal financial aid programs as a student identifier for processing and reporting [34 CFR 668.16]. In addition to its use by USDOE as a student identifier, the SSN is required for the Department of Homeland Security to investigate citizenship status [34 CFR 668.32, 33], for the federal Work Study Program [34 CFR 668.36], and for all loan applications for use by the lender/servicer/guarantor.

If you are a recipient of a State of Florida grant or scholarship such as the Florida Student Assistance Grant [1009.40 FS], Florida Work Experience [1009.77 FS] or Bright Futures [1009.53 FS], the Florida Department of Education will require the SSN on its grant/scholarship disbursement website and for reporting purposes.

Florida Prepaid Plan is a state administered program managed by the Florida Prepaid College Board. Florida Prepaid Plan will require SSN for the Educational Saving Plans to be applied to a student's account at the College.

Waiver of Tuition for State Employees: The State of Florida Department of Financial Services requires the listing of social security number to verify eligibility for tuition waiver. [110.1099 FS]

Project ACCESS

The College has developed an inclusive postsecondary transition program for students with intellectual disabilities and autism entitled Project ACCESS (Accessing Community College Educational experiences, Social experiences and Skills for careers). The mission of Project ACCESS is to support students who are seeking to continue academic, career and technical and independent living instruction at an institution of higher education in order to prepare them for gainful employment. Project ACCESS will accomplish this mission through comprehensive and structured curricula that include academics, social activities, employment experience and independent living skills that are instrumental for the students' selected field of study.

Students enrolled in Project ACCESS receive an individualized, vocational and academic curriculum leading to a certificate of completion and industry certification in Customer Service and Sales through the National Retail Federation. The program ranges from one to three years and involves ongoing peer mentorship to support consistent participation, successful completion, and appropriate life-skills development. All students receive workforce readiness training that includes internships and paid employment opportunities.

Project ACCESS is a federally approved Comprehensive Transition Program, meaning eligible students may receive Pell grants, can apply for federal loans, and can apply to participate in work-study programs without having to rely solely on institutional grants and Department of Vocational Rehabilitation funding.

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 withdrawal for 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.

Dual Enrollment

The Dual Enrollment Program is the enrollment of an eligible student in a post-secondary course creditable toward high school completion, a career certificate, or an associate degree. Dual Enrollment, an articulated acceleration mechanism between the Monroe County School District and the College, including Home School students, shall serve to shorten the time necessary for students to complete the requirements associated with the conference of a degree, broaden the scope of curricular options available to students, and increase the depth of study available for a particular subject by offering co-sponsored college credit courses to eligible high school students as provided in the Dual Enrollment Agreement. Students enrolled are exempt from the payment of registration, tuition, and laboratory fees.

Basic Eligibility Requirements:

Students must have/be:
- An eligible secondary student who is enrolled in any grades 6 through 12 in a Florida public or private school.
- An un-weighted cumulative high school GPA of 3.0 or higher (a cumulative GPA of 2.0 is required for vocational courses).
- Recommendation from the guidance counselor, assistant principal, or the principal.
- Demonstrated readiness for college coursework through scores on the Post-Secondary Educational Readiness Test (PERT), American College Testing (ACT) or Scholastic Assessment Test (SAT).
- Course prerequisites listed in the current College Catalog.

Non-eligible Courses:
- No Physical Education Courses (including those courses that start with the prefix PEN or PEQ)
- No Developmental Courses
- No Courses with a lab fee of $225 or greater
- No Courses that are less than three (3) credits that are not designated as lab courses

Early College Program

The Early College Program is a form of Dual Enrollment permitting high school students to enroll in college courses on a full-time basis at the College. Collegiate High School Program students must be enrolled in their local high school and obtain advance approval from their high school principal to participate in the program ensuring that their college credits apply toward high school graduation. Participation in the Collegiate High School Program shall be limited to students in grades 11 and 12. A student must enroll in a minimum of 15 college credit hours per semester or the equivalent to 15 college credit semester hours to participate in the Collegiate High School Program; however, a student may not be required to enroll in more than 15 college credit hours per semester or the equivalent.

The Early College Program course offerings will be determined annually by the Articulation Committee. The program will only include college-level credit courses and will be in accordance with the Collegiate High School Program Agreement.

Early Admission

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 on the Florida Department of Education - Office of Articulation website. 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 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 Postsecondary Educational Readiness Test (PERT), ACT, 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 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.

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 and/or suspension.

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 with payment of applicable nursing application fee
- Copy of unofficial college transcripts or high school transcripts for first time in college students
- Minimum cumulative postsecondary GPA of 2.7
- Student interview

Meet placement criteria for College level English and Algebra. (See Entry Assessment at the College for more information)

Criteria for admission are subject to change. Students accepted into the program will also need to meet medical clearance criteria and pass a criminal background check and drug screen. Students who do not meet these requirements will be removed from the program. For further information and updates please visit the College website or contact the Nursing Department at (305) 809–3544.

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, Law Enforcement Auxiliary Academy, or Cross–Over Academy. The requirements are:

Pass the Basic Abilities Test (BAT). As of July 1, 2022, section 943.17(1)(g) states that any candidate wishing to enter a law enforcement academy that either (i) is a veteran as classified in section 1.01(14), F.S., or (ii) holds an associate degree or higher from an accredited college or university is not required to take the Law Enforcement Basic Abilities Test. Please note that veteran is defined as being honorably discharged from military service. No other discharge classifications qualify. This exemption does not apply to candidates wishing to enter a corrections academy.

- Completion of IPS Application
- Be at least 19 years of age.
- **B**e a citizen of the United States and complete the Residency Affidavit with the proper supporting documentation.

- You must have earned a high school diploma or equivalent (passing score on the HiSET, the TASC or California High School Proficiency Exam or GEB). And provide proof with official transcripts.
- 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 contendere to, or is found guilty of a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, 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 any Livescan Fingerprinting provider.
- 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.

Students interested in attending any of the Basic Recruit Academies must contact the Institute for Public Safety at (305) 809–3200. Applications to attend the Basic Recruit Training are available online through the College website . It is recommended you speak with the Coordinator or Director prior to beginning the application process.

Project ACCESS – Selective Admission Requirements

Project ACCESS is a limited access program with an additional application process for admission based on selective criteria. Potential candidates must successfully meet the following eligibility criteria:

- Be at least 18 years of age
- Have a documented intellectual disability and provide certified test results
- Provide documentation of your most recent high school individualized education plan (IEP)
- Provide documentation of recent (within 3 years) psychological evaluation
- Submit a video (one to three minutes long) describing your desire to be a student in the Project ACCESS program
- Visit the College campus for a tour and in-person interview

Students interested in applying for Project ACCESS are encouraged to contact the Office of Transition Programs at (305) 809-3201 before beginning the application process. Applications for Project ACCESS are available online through the College website .

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 the College

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 are not 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 Office of Community Engagement and Testing to schedule a testing appointment (305) 809–3185. Students who can provide official ACT, SAT, PERT or Accuplacer Next Generation 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 Office of Community Engagement and Testing.

Exemptions to Placement Testing

Students who can provide official ACT, SAT, PERT or Accuplacer Next Generation 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 Office of Community Engagement and Testing.

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 AP (Advanced Placement), CLEP (College Level Examination Program), UExcel Examinations,

Excelsior College Examinations (formerly known as Regents College Exams or the Proficiency Examination Program), International Baccalaureate (IB) Program, DANTES (Defense Activity of Non – Traditional Education Support), Cambridge AICE (British AS–Level and A– Level) and Defense Language Proficiency Test (DLPT).

Credit is earned after the College's Associate Dean of Enrollment Management or the Manager, 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 the grade point average (GPA).

Students may use CLEP, DANTES, and UExcel Examinations, Excelsior College Examinations (formerly known as Regents College Exams or the Proficiency Examination Program), Cambridge AICE (British AS–Level and A– Level) credit under the repeat course policy for "D" or "F" grades only. Credit will not be awarded for courses in which a student earned a "C" or better. If a student earned an acceptable score in a course in which they previously earned a "D" or "F", the credit will be recorded, and the "D" or "F" no longer will be computed in the student's GPA; no letter grade or quality points will be assigned for the credit. Credits earned through AP, CLEP, UExcel Examinations, Excelsior College Examinations (formerly known as Regents College Exams or the Proficiency Examination Program), DANTES, Cambridge AICE (British AS–Level and A– Level) and Defense Language Proficiency Test (DLPT) do not satisfy the College's residency requirements for degree completion. For information regarding CLEP or DANTES exams, please contact the Office of Community Engagement and Testing at (305) 809–3185.

CLEP Examinations

The College–Level Examination Program (CLEP), 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 the CollegeBoard - CLEP Exams website.

CLEP Examination	Score Required	Equivalent 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	4
College Algebra	50	MAC 1105	3
College Algebra-Trigonometry	50	MAC X147* (Effective 7/1/2006 this test is no longer administered)	4
College Composition (includes essay)	50	ENC 1101 and ENC 1102	6
College Composition Modular	50	ENC 1101 and ENC 1102 – No guaranteed credit	6

		for College Composition Modular without essay portion	
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 Colonization 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
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 Accounting	50	ACG X001* (Effective 7/1/2007 this test is no longer administered)	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
Spanish with Writing	50	SPN 1120C	4
	63	SPN 1120C and SPN 1121C	8
Trigonometry	50	MAC X114* (Effective 7/1/2006 this test is no longer administered)	4
Western Civilization I: Ancient Near East to 1648	50	EUH 1000*	3
Western Civilization II: 1648 to present	50	EUH 1001*	3

* Not all courses have an equivalent at CFK. Please see your academic 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 http://apcentral.collegeboard.com/apc/Controller.jpf Page 16 of the AP Calculus Course Description, at http://apcentral.collegeboard.com/apc/public/repository/ap-calculus-course-description.pdf describes how to award credit for the AP Calculus BC subscore. The subscore description for the Music Theory exam is available in the Course Description booklet online at AP Central, http://apcentral.collegeboard.com/apc/public/repository/ap08_music_coursedesc.pdf.

AP Examination	Score Required	Equivalent Course	Credit Hours
2-D Art and Design	3 or higher	ART X201C*	3
3-D Art and Design	3 or higher	ART X203C*	3
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
Capstone Research	3 or higher	IDS XXXX*	3
Capstone Seminar	3 or higher	IDS 1350*	3
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

Computer Science Principles	3 or higher	COP X000*	3
Drawing	3 or higher	ART 1300C	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	FRE 1120C* and FRE 1121C*	8
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
	3	PHY 1053C	4
	4 or higher	PHY 1053C and PHY 1054C	8
Physics B	3	PHY 1053C and PHY 1053L	4
	4 or higher	PHY 1053C and PHY 1053L and PHY 1054C and PHY 1054L	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 and Culture	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
United States History	3	AMH 1000*	3
	4 or higher	AMH 2010 and AMH 2020	6
World History	3 or higher	WOH 1022	3

*Not all courses have an equivalent at CFK. Please see your academic advisor for more information

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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 the [International Baccalaureate website](#).

IB Examination	IB Score of 4 3 credits-Equivalent Course		IB Score of 5-7 – Credit Hours Equivalent Course	Credit Hours
Biology	BSC 1005	3	BSC 1005 & BSC 1010 & BSC 1010L	7
Biology (SL)	BSC 1005 or BSC 1005/BSC X005L* (Effective for exams taken after 9/23/2020)	3	BSC 1005 or BSC 1005/BSC X005L* (Effective for exams taken after 9/23/2020)	3
Biology (HL)	BSC 1005 & BSC 1010 or BSC 1005/BSC X005L* & BSC 1010/BSC 1010L (Effective for exams taken after 9/23/2020)	6-7	BSC 1005 & BSC 1010 or BSC 1005/BSC X005L* & BSC 1010/BSC 1010L (Effective for exams taken after 9/23/2020)-Refer to subject matter expert regarding credit allowance.	6-7
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 Language A: Language and Literature	ENC 1101	3	ENC 1101 & ENC 1102	6
English Language A: Literature	ENC X141* or LIT X000*	3	ENC X141* & LIT X000*	6
Environmental Systems	ISC 1050*	3	ISC 1050* & Environmental Science Elective	6
Film Studies	FIL 1000*	3	FIL 1000* & FIL 1002*	6
French: Language B	FRE 1120C*	4	FRE 1120C* & FRE 1121C*	8
Further Mathematics (Advanced Mathematics)	MHF 1202*	3	MHF 1202* & MHF 1209*	6
Further Math	MHF X191* or MHF X202* (Effective for exams taken after 9/23/2020)	3	MHF X191* & MHF X202* or MHF X209* (Effective for exams taken after 9/23/2020)	6
Geography	GEA 1000*	3	GEA 1200* & GEO 1400*	6
German: Language B	GER 1120C*	4	GER 1120C* & GER 1121C*	8
History	WOH 1030*	3	WOH 1030* & History Elective	6
Global Politics (SL)	IRN X0002*	3	INR X0002*	3
Global Politics (HL)	INR X0002*	3	INR X0002* & POS 1001	6
History (SL)	WOH X030*(Effective for exams taken after 5/16/2018)	3	WOH X030* & WHO 1012 One semester (min. 3 credits) of lower-level History elective depending on student's choice of specialized subject. (All students study 20-Century World History. Higher Level students also study a 100-year period between 1750 and the present in one of several regions. Standard Level students do a project in any History subject.) (Effective for exams taken after 5/16/2018)	6
History (HL): History of Africa and the Middle East	WOH X030* (Effective for exams taken after 5/16/2018)	3	WOH X030* & WOH X031 (Effective for exams taken after 5/16/2018)	6
History (HL): History of the Americas	WOH X030* (Effective for exams taken after 5/16/2018)	3	WOH X030* & AMH 2010 or AMH 1020 (Effective for exams taken after 5/16/2018)-Refer to subject matter expert for credit allowance	6
History (HL): History of Asia and Oceania	WOH X030* (Effective for exams taken after 5/16/2018)	3	WOH X030* & WOH X031 (Effective for exams taken after 5/16/2018)	6

History (HL): History of Europe	WOH X030* (Effective for exams taken after 5/16/2018)	3	WOH X030* &WOH X031 (Effective for exams taken after 5/16/2018)	6
Information and Technology for a Global Society	Elective*	3	Elective*	6
Islamic History	Elective*	3	Elective*	6
Italian: Language B	Elective*	3	Elective*	6
Latin	LAT 1230*	3	LAT 1230* & Latin Elective	6
Literature and Performance (SL)	THE X300*	3	THE X300*	3
Marine Science	OCB 1000C	3	Elective	6
Mathematics	MAC 1147*	3	MAC 1147* & MAC 2233	6
Math Analysis and Approaches (SL)	MGF 1106	3	MGF 1106 and MAC 1105	6
Math Analysis and Approaches (HL)	MAC 1105	3	MGF 1105 and MAC 1147	6
Math Applications and Interpretations (SL)	MAC 1105	3	MAC 1105 and MGF 1106	6
Math Applications and Interpretations (SL)	MAC x140*	3	MAC 1147 and Additional math course*	6
Math Methods	MAC 1105	3	MAC 1105 & MAC 1140*	6
Mathematical Studies	MAT 1033	3	MAT 1033 & MGF 1106	6
Mathematical Studies (SL)	MAC 1147 (Effective for exams taken after 5/16/2018)	4	MAC 1147 & MAC 2233 or MAC 2233 & MAC 2311 (Effective for exams taken after 5/16/2018)- Refer to subject matter expert for credit allowance	7
Music	MUL 1010*	3	MUL 1010* & Elective	6
Philosophy	PHI 2010	3	PHI 2010 & PHI 2600	6
Physics	PHY 1020C*	3	PHY 1053 & PHY 1053L & PHY 1054 & PHY 1054L	8
Physics (SL)	PHY X020C* or PHY X020*/PHY X020L* (Effective for exams taken after 9/23/20200	3	PHY X020C* or PHY X020*/PHY X020L* (Effective for exams taken after 9/23/20200	3
Physics (HL)	PHY 1053 & PHY 1053L & PHY 1054 & PHY 1054L (Effective for exams taken after 9/23/2020)	8	PHY 1053 & PHY 1053L & PHY 1054 & PHY 1054L (Effective for exams taken after 9/23/2020)	8
Psychology	PSY 2012	3	PSY 2012 & Elective	6
Social and Cultural Anthropology	ANT 1410	3	ANT 1410 & Elective	6
Spanish: Language	SPN 1120C	3	SPN 1120C & SPN 1121C	8

B				
Theatre Arts	THE 1020*	3	THE 1020* & Elective	6
Theatre (SL)	THE X000* or THE X020* (Effective for exams taken after 5/16/2018)	3	THE X000* or THE X020* (Effective for exams taken after 5/16/2018)	3
Theatre (HL)	THE X000* or THE X020* (Effective for exams taken after 5/16/2018)	3	THE X000* or THE X020* and one semester (min. 3 credits) credit in the THE*, TPA*, or TPP* depending on student's strengths. (Effective for exams taken after 5/16/2018)	3
Visual Arts	ART 1012*	3	ART 1012* & Elective	6
World Religions (SL)	REL 2300	3	REL 2300	3

* Not all courses have an equivalent at CFK. Please see your academic 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 the Get College Credit website. To schedule an exam, contact the Office of Community Engagement and Testing (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, as follows:

DSST Examination	Passing Grade Required	Equivalent 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
Computing and Information Technology	45	CGS 1000 or CGS 1060*	3
Criminal Justice	49	CCJ 1020	3
Drug and Alcohol Abuse	49	No course or credit recommendation	
Environment and Humanity	46	EVR 1017*	3
Environmental Science (Formerly Environment and Humanity)	400 (2008 Revised Exam)	EVR X002 or ISC X003* (Effective for exams taken after 5/16/2018)	3
Ethics in America	46	PHI 1630*	3
Foundations of Education	46	EDF 2002	3
Fundamental of College Algebra	47	MAT 1033	3
Fundamental of College Algebra	400 (2008 Revised Exam)	MAC 1105 (Effective for exams taken after 5/16/2018)	3
Fundamentals of Counseling	45	PCO 1202 *	3
Fundamentals of Cyber Security	400 (2008 Revised Exam)	CIS X350 or CIS X354*	3
General Anthropology	47	ANT 1000 *	3

Here's to Your Health	48	HSC 1100*	3
History of the Soviet Union	45	EUH 1066*	3
Human/Cultural Geography	48	GEO 1400*	3
Human Resources Management	46	MAN 1300	3
Introduction to Business	46	GEB 1011	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
Math for Liberal Arts	400 (2008 Revised Exam)	MGF 1106	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 Advanced English	400 (2008 Revised Exam)	ENC 1101	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
Substance Abuse	49	HSC 1140*	3
Technical Writing	46	ENC 1210*	3
The Civil War and Reconstruction	47	AMH 1056*	3
Western European Since 1945	45	No course credit or recommendation	

* Not all courses have an equivalent at CFK. Please see your academic 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 online at the [Cambridge International website](#).

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

AICE Examination	Equivalent Courses	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 (AS-Level)	Elective	7
Biology (AS-Level)	BSC 1005	3
Biology (A-Level)	BSC 1010 and BSC 1010L and elective	6
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
Computer Science (AS-Level)	COP X000*	3
Computer Science (A-Level)	COP X000 and COP X220*	6
Design and Technology (AS-Level)	ETI 1482C*	3
Design and Technology (A-Level)	ETI 1482C* and ETI elective	6
Divinity (AS-Level)	REL X210*	3
Divinity (A-Level)	REL X21 and REL 240*	^

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) 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

History, US History, c. 1840-1941 (AS-Level)	AMH X029	3
History, US History, c. 1840-1990 (A-Level)	AMH X029* and AMH 1020	6
History, European History, c. 1789-1917 (AS-Level)	EUH X031*	3
History, European History, c. 1789-1917 (A-Level)	EUH X031 and EUH XXXX*	6
History, International Relations/History, c. 1871-1945 (AS-Level)	WHO X040*	3
History, International Relations/History, c. 1871 – 1991 (A - Level)		
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
Media Studies (AS-Level)	DIG X000*	3
Media Studies (A-Level)	DIG X000* and DIG X001* or DIG X030*	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

 * Not all courses have an equivalent at CFK. Please see your academic advisor for more information.

UExcel Examinations

UExcel 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. UExcel (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 can be found on-line at https://www.excelsior.edu/exams/uexcel-home.

Exam	Suggested Course Number (3 credits per exam)	Passing Score	Comments
Abnormal Psychology	CLP X140*	C	
Anatomy and Physiology	BSC X084* or BSC X092*		No Lab Credit
Calculus	MAC 2311 (4 credits)	C	
College Writing	ENC 1101	C	
Contemporary Mathematics	MGF 1106	C	
Earth Science	ESC X000 or GLY X000*	C	
Earth Science	ESC X000*	C	Effective for exams taken after 5/16/2018
English Composition	ENC 1101 or ENC 1102	C	
Ethics: Theory and Practice	PHI X630*	C	
General Chemistry I	CHM 1020*	C	No lab credit
Foundations of Gerontology	GEY X000*	C	
Human Resources Management	MAN 1300	C	
Introduction to Computer Programming Using Java	COP X250*	C	
Introduction to Macroeconomics	ECO 2013	C	

Introduction to Music	MUH X011*	C	
Introduction to Music	MUL 1010	C	Effective for exams taken after 05/22/2019
Introduction to Philosophy	PHI 2010	C	
Introduction to Sociology	SYG 1000	C	
Juvenile Delinquency	CCJ X500*	C	
Labor Relations	MAN X400*	C	
Life Span Developmental Psychology	DEP 2004	C	
Managerial Accounting	ACG 2071	C	
Microbiology	MCB 2010 (lecture only)	C	
Physics	PHY 1020	C	No lab credit
Political Science	POS X001*	C	
Precalculus Algebra	MAC 1105	C	
Principles of Marketing	MAR 2011	C	
Psychology of Adulthood and Aging	DEP X401 or DEP X402*	C	
Spanish Language	SPN 1120C	C	
Statistics	STA 2023	C	
Weather & Climate	MET 1010	C	
Workplace Communication with Computers	OST X335*	C	
World Conflicts since 1900	WOH X040*	C	

* Not all courses have an equivalent at CFK. Please see your academic advisor for more information.

As part of the Army Training and Doctrine Command, the Defense Language Institute Foreign Language Center provides resident instruction at the Presidio of Monterey in two dozen languages, five days a week, seven hours per day, with two to three hours of homework each night. Courses last from 26 to 64 weeks, depending on the difficulty of the language. DLIFLC is a multi-service school for active and reserve components, foreign military students, and civilian personnel working in the federal government and various law enforcement agencies. To attend DLIFLC one must be a member of the Armed Forces or be sponsored by a government agency. DLIFLC students are taught by approximately 1,800 highly educated instructors, 98 percent of whom are native speakers of the languages they teach. Aside from classroom instruction, faculty also write course materials, design tests called the Defense Language Proficiency Test, and conduct research and analysis.

For more information: http://www.dliflc.edu/

Exam	Passing Score 3-3+	Passing Score 4-5
Albanian*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Arabic (Algerian)*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Arabic (MSA)*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Arabic (Saudi)*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Arabic (Sudanese)*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Arabic (Yemeni)*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Azerbaijani*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Cantonese*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Cebuano*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Chavacano*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)

Chinese Mandarin*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Dari-Afghan*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
French*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
German*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Greek*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Haitian Creole*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Hebrew*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Hindi*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Indonesian*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Japanese*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Korean*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Kurdish (Sorani)*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Norwegian*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Pashto-Afghan*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Persian (Farsi/Urdu)*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)

Portuguese*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Punjabi*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Russian*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Serbian/Croatian*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Somali*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Spanish	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Swahili*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Tagalog*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Tausug*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Turkish*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Urdu*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Uzbek*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Vietnamese*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)
Yoruba*	Two semesters of elementary language (min. 6 credits)	Two semesters of elementary language and one semester of intermediate language (min. 9 credits)

* Not all courses have an equivalent at CFK. Please see your academic advisor for more information.

Military Experience Equivalency List

ACE Course/ Occupation	ACE Course/ Occupation Title	Passing Score / Rank	Minimum Credit Hours to be Awarded	Equivalent Clock Hours	ACE Recommended Credit Distribution by Discipline	Aligned Credit Hour Courses	Aligned Clock Hour Courses	Skills Required to be Demonstrated Prior to Award of Credit or Clock Hours
AR-0419-0061	Transportation Management Coordinator	70	7	210	Transportation Management (3 credit hours) Logistics and Supply Chain Management (3 credit hours) Logistics Information Systems (1 credit)	*MANX593 TRAX010 TRAX154	No clock hour courses identified	
AR-0702-0023	Medical Laboratory Specialist	75	16	480	Medical Laboratory Technician Practicum I Medical (8 credit hours) Laboratory Technician Practicum II (8 credit hours)	MLSX001 MLSX002 MEAX256 MLSX003	MEA0254/0254L (MEA0254C) MEA0573	
AR-0702-0030	Structured Self Development (SSD-1)	70	3	90	Supervision (3 credit hours)	*MANX345	MAN0001	
AR-0702-0032	Structured Self Development (SSD) IV	70	3	90	Organizational Leadership (3 credit hours)	INPX313 LDRX010 MSLX301	No clock hour courses identified	
AR-0702-0037	Structured Self Development (SSD-11)	70	3	90	Introduction to Management (3 credit hours)	*MANX022	No clock hour courses identified	

AR-0703-0036	Practical Nurse	76	24	720	Applied Leadership and Group Dynamics (3 credit hours) Practical Nursing Care of Obstetrics (6 credit hours) Practical Nursing within Community Settings (6 credit hours) Freshman Seminar/First-Year Experience (2 credit hours) Introduction to Professional Nursing (3 credit hours) Introduction to Emergency Care (4 credit hours)	SLS1261 *LDRX010 *NURX000 *NURX421 *NURX274 *NURX634 NURX635	PRN000 PRN001 PRN0098 PRN0063 PRN0023 PRN0080	
AR-0703-0037	Practical Nurse	76	10	300	Practical Nursing Skills (4 credit hours) Fundamentals of Nursing (3 credit hours) Anatomy and Physiology with Applied Nutrition (3 credit hours)	BSC1085 *HUNX010 *NURX110 NURX052	PRN0001/0001L PRN0023 PRN0080	
AR-0709-0065	Combat Medic Specialist	70	29	870	Foundations of Emergency Medical Technician (4 credit hours) Medical emergencies (3 credit hours) EMT Special Populations, Operations and Basic Skills Preparation (3	EMS2602/2602L *EMSX055 *EMSX158 *NURX000 NUR1020C NURX025 *DSCX033 *NURX296 *EMSX682 *EMSX059/X059L EMSX614/X614L	FFP0142 EMS0110	

					credit hours) Advanced Pre-Hospital Trauma (4 credit hours) Advanced EMS Operations (4 credit hours) Emergency preparedness (4 credit hours) Fundamentals of Nursing (7 credit hours)			
AR-0801-0036	Special Operations Combat Medic (SOCM)	75	32	960	Emergency Medical Technician Basic (7 credit hours) Emergency Medical Technician Advanced (7 credit hours) Anatomy and physiology (4 credit hours) Paramedic Critical Care (7 credit hours) Physical Assessment (4 credit hours) Pharmacology (3 credit hours)	*EMSX522 *NURX145 *EMSX346 *EMSX623 EMS1158C *EMSX551 *EMSX682 BSC1085/1085L BSC1086/1086L *NURX039 *NURX060 NURX067	EMS0110 BSC0070	
AR-1403-0007	Administrative Specialist	N/A	3	90	Typing (3 credit hours)	No credit hour courses identified	OTA0100 OTA0101	
AR-1404-0006	Signal Officer Basic	N/A	3	90	Business Management and Organization (3 credit hours)	*MANX020	No clock hour courses identified	
AR-1405-0238	Automated Logistical Specialist	80	6	180	Inventory Management (3 credit hours) Supply Chain Management	*MANX500 *MANX505 *MAN X507	No clock hour courses identified	

					Information Systems (3 credit hours)		
AR-1406-0103	Army Recruiter	80	6	180	Sales Management (3 credit hours) Staffing and Recruitment (3 credit hours)	*MANX361	No clock hour courses identified	
AR-1406-0252	Human Resources Specialist	70	9	270	Human Resources Administration (3 credit hours) Human Resources Information Systems (3 credit hours) Office Administration (3 credit hours)	*MANX202 MAN1300 *MANX304 *MANX202 *MANX322 OSTX401 OSTX854	No clock hour courses identified	
AR-1715-0672	Microwave Systems Operator-Maintainer	N/A	9	270	AC/DC Electronics (3 credit hours) Radio Systems Troubleshooting (3 credit hours) Radio Communications (3 credit hours)	ETEX434 AMTX262	EEV0360 ACR0100	
AR-1723-0012	Metalworker	N/A	6	180	Basic Metals Processing (3 credit hours) Metal Bonding Techniques and Practice (3 credit hours)	No credit hour courses identified	PMT0070 ARR0292	Prior to award of credit: Student must be able to demonstrate Shielded Arc Metal Welding (SMAW) and GMAW in positions on plain carbon steel and make single "V" groove welds, all positions (visual inspection criteria, using

								current and applicable welding industry codes) on plain carbon steel with backing. Student must explain and apply safety precautions; metal welding, cutting, and joining related to the automotive industry.
AR-1723-0024	Metal Worker	N/A	3	90	ARC Welding (3 credit hours)	No credit hour courses identified	PMT0080	Prior to award of credit: Student must be able to demonstrate Shielded Arc Metal Welding (SMAW), FCAW, GMAW and GTAW in all positions 1F – 4F on plain carbon steel.
AR-1728-0167	Basic Military Police	100	3	90	Medical Emergency First Responder (3 credit hours)	No credit hour courses identified	EMSX159 FFP0142	
AR-1729-0041	Culinary Specialist	80	6	180	Introduction to Cooking (3 credit hours) Introduction to Baking (3 credit hours)	*FSSX050 FSS1246C	HMV0171 HMV0180	
AR-2201-0552	Infantryman	70	6	180	First Aid and Cardiopulmonary Resuscitation (3 credit hours) Safety (3 credit hours)	FFPX109 ETPX104 HSCX400	No clock hour courses identified	

AR-2201-0578	Indirect Fire Infantryman	70	9	270	First Aid and Cardiopulmonary Resuscitation (3 credit hours) Human Health and Disease Prevention (3 credit hours) Safety (3 credit hours)	ETIX700 ETIX710 FFPX109 HSCX231 NSPX667 HSCX400 ETPX104	No clock hour courses identified	
CG-1710-0014	Damage Controlman 'A' School (DC-A)	100	6	180	Electric ARC Welding (3 credit hours) Oxyacetylene Welding (3 credit hours)	No credit hour courses identified	PMT0070 PMT0072 PMT0070 PMT0111	Prior to award of credit: Student must be able to demonstrate Shielded Arc Metal Welding (SMAW) and GMAW in positions 1F – 4F on plain carbon steel and make single "V" groove welds, all positions (visual inspection criteria, using current and applicable welding industry codes) on plain carbon steel with backing. Perform 3G limited thickness qualification (bend) tests on plain carbon steel plate (using current and applicable welding industry codes). Prior to award of credit: Student must

								explain and apply external inspections of OFC equipment and accessories. Set up manual OFC operations for plain carbon steel. Operate manual oxy-fuel cutting equipment. Perform straight cutting operations using manual oxy-fuel cutting process on plain carbon steel.
CG-1710-0017	Steel Welding	100	2	60	Shielded Metal Arc Welding (2 credit hours)	No credit hour courses identified	PMT0070	Prior to award of credit: Student must be able to demonstrate Shielded Arc Metal Welding in positions 1F – 4F, perform non-destructive testing and examination skills before performing welding lab assignments.
DD-1512-0003	Equal Opportunity Advisor (EOAC)	70	9	270	Equal Opportunity Administration (3 credit hours) Human Resource Management (3 credit hours) Race and Ethnic Relations (3 credit hours)	*MANX113 *MANX342 *MANX611	No clock hour courses identified	

MC-0501-0004	Corporals	80	3	90	Leadership (3 credit hours)	LDRX010	No clock hour courses identified	
MC-1402-0095	Administrative Specialist	85	3	90	Business Communications (3 credit hours)	GEBX214 OSTX336	No clock hour courses identified	
MC-1405-0031	Basic Manpower Officer (BMOC)	80	6	180	Business Communications (3 credit hours) Business Administration (3 credit hours)	*GEBX210 *GEBX214 *MANX202	No clock hour courses identified	
MC-1723-0009	Basic Metal Worker	N/A	3	90	Sheet Metal Welding (3 credit hours)	No credit hour courses identified	PMT0071 PMT0072	Prior to award of credit: Student must be able to demonstrate Shielded Arc Metal Welding in positions 1F – 4F, perform non-destructive testing and examination skills before performing welding lab assignments.
MC-2204-0103	5-13 Sergeants	80	6	180	Leadership Principals (3 credit hours) Human Resource Management (3 credit hours)	*LDRX001 MAN1300	MAN0001	
NER-CS-001	Culinary Specialist	CSC	24	720	Advanced Culinary Techniques (3 credit hours) Food Service Internship (3 credit hours) Quantity Food Preparation (3 credit hours) Dining Room Service and	*FSSX206 *FSSX231 *FSSX312 *HFTX212 *HFTX214 *HFTX806 HFT2940C FSS2941C	FSS0236 HMV0110 FSS2941C	3 upper level credits in Hospitality Management

NER-CS-001	Culinary Specialist				Menu Planning (3 credit hours) Food Service Sanitation and Safety (3 credit hours) Field Experience in Hospitality Management (3 credit hours) Food and Beverage Accounting (3 credit hours) Sanitation and Safety (3 credit hours)			
NER-CS-001	Culinary Specialist	CSCM	24	720	Advanced Culinary Techniques (3 credit hours) Food Service Internship (3 credit hours) Quantity Food Preparation (3 credit hours) Dining Room Service and Menu Planning (3 credit hours) Food Service Sanitation and Safety (3 credit hours) Field Experience in Hospitality Management (3 credit hours) Food and Beverage Accounting (3 credit hours) Sanitation and Safety (3 credit hours)	*FSSX206 *FSSX231 *FSSX312 *FSSX120 HFTX251 *HFTX212 *HFTX214 *HFTX850 HFT2940C FSS2941C	FSS0236 HMV0110 FSS2941C	3 upper level credits in Hospitality Management
NER-CS-001	Culinary Specialist	CS2	9	270	Advanced Culinary Techniques (3	*HFTX231 *FSSX206 FSS2941C	FSS0236 FSS2941C	

65

					credit hours) Food Service Internship (3 credit hours) Quantity Food Preparation (3 credit hours)			
NER-CS-001	Culinary Specialist	CS1	14	420	Advanced Culinary Techniques (3 credit hours) Food Service Internship (3 credit hours) Quantity Food Preparation (3 credit hours) Dining Room Service and Menu Planning (3 credit hours) Food Service Sanitation and Safety (2 credit hours)	*HFTX212 *HFTX231 *HFTX314 *HFTX814 *HFTX850 HFT2940C	FSS0236 FSS2941C	
NER-CS-001	Culinary Specialist	CS3	3	90	Quantity Food Preparation (3 credit hours)	*FSSX206	No clock hour courses identified	
NV-1606-0077	Operations Specialist 'A' School	75	3	90	Radar Observer (3 credit hours)	ATTX821	No clock hour courses identified	
NV-1606-0102	Army Engineer Diver (Army Second Class Diver)	N/A	6	180	Work Diving Technology (3 credit hours) Underwater Construction Technology (3 credit hours)	EOCX660 PEQX130	No clock hour courses identified	
NV-1704-0326	Aviation Support Equipment Technician Class A1	70	12	360	Electromechanical System Maintenance (3 credit hours) Electric Generator Plant Maintenance (3 credit hours) Electric Power Distribution (3 credit hours)	EETX180 EETX515 ETIX451 ETPX231 ETPX040 ETPX240	No clock hour courses identified	

NV Number	Course Title				Credit Recommendation	Lower Division Courses	Other Courses	Notes
					Basic Electricity and Electronics (3 credit hours)			
NV-1704-0464	Aviation Structural Mechanic	70	4	120	Sheet Metal Fabrication (4 credit hours)	No credit hour courses identified	AMT0130 AMT0140	Prior to award of credit: Student must explain and apply safety precautions; metal welding, fastening, cutting, and joining related to the aircraft/aerospace industry.
NV-1710-0114	Nuclear Propulsion Plant Operators Welding	70	4	120	Welding Processes Laboratory (4 credit hours)	No credit hour courses identified	PMT0070 PMT0071 PMT0080 PMT0081	Prior to award of credit: Student must be able to demonstrate Shielded Arc Metal Welding (SMAW), FCAW, GMAW and GTAW in all positions 1F – 4F on plain carbon steel. Perform 3G limited thickness qualification (bend) tests on plain carbon steel plate (using current and applicable welding industry codes).
NV-1715-1736	Nuclear Field 'A' School (Electronics Technician)	63	6	180	AC Electricity with Lab (3 credit hours) Semiconductor Fundamentals	EEEX351 EELX111/X111L	EER0212 EEV0360	

					with Lab (3 credit hours)		
NV-1715-1816	Avionics Electronics Technician (Intermediate Level) AT (I) Class A1	70	9	270	Semiconductor Devices (3 credit hours) Digital Logic Fundamentals (3 credit hours) Introduction to Radar System (3 credit hours)	EET1084C EEEX550 EETX336 EETX140	No clock hour courses identified
NV-1715-2134	Electronics Technician (ET) 'A'	75	10	300	Electronic Systems Troubleshooting and Repair (3 credit hours) Radar Systems (4 credit hours) Radar Systems Troubleshooting and Maintenance (3 credit hours)	AMTX231 EETX180 EEEX550 EETX336	No clock hour courses identified
NV-1715-2136	Basic Engineering Common Core (BECC)	N/A	3	90	Introduction to Mechanical Systems (3 credit hours)	ETIX501	ACR0000
NV-1715-2386	Fire Controlman Combined 'A' School (Block O)	75	20	600	DC Circuits (3 credit hours) AC Circuits (3 credit hours) Solid State Electronic Circuits (3 credit hours) Digital Circuits (3 credit hours) Radar Systems (3 credit hours) Electronic Systems Troubleshooting (3 credit hours) DC	ETEX434 EETX180 EEEX550 EETX336 EETX101	ACR0100 EEV0360 EER0212

					Circuits Laboratory (1 credit hour) AC Circuits Laboratory (1 credit hour)			
NV-1723-0015	Machine Tool Operator	70	3	90	Lathe Operations (3 credit hours)	PMT0213	No clock hour courses identified	
NV-1723-0030	Machinery Repairman Strand	70	3	90	Lathe Operations (3 credit hours)	PMT0213 EELX650 EETX070 EET1084C EETX140	No clock hour courses identified	

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 80% or higher 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 the Joint Services Transcript website.

Fee Information

Application Fee

There is a $30 application fee that covers the costs of processing the application. This fee applies to credit and audit students, whether full-time or part-time. The application fee is not refundable or

transferable.

Limited access programs have additional application requirements for admittance. See Program Admissions details for fee structure.

Tuition

<u>Credit Programs</u>

Advanced and Professional Postsecondary and Vocational College Preparatory

	Resident	Non-Resident
Tuition	$82.78	$331.11
Technology Fee	$4.14	$16.56
Financial Aid Fee	$4.14	$16.56
Student Activity Fee	$8.28	$8.28
Capital Improvement Fee	$9.88	$66.22
Total Per Credit Hour	**$109.22**	**$438.73**

Baccalaureate

	Resident	Non-Resident
Tuition	$91.79	$448.79
Technology Fee	$4.59	$22.44
Financial Aid Fee	$4.59	$22.44
Student Activity Fee	$9.18	$9.18
Capital Improvement Fee	$18.35	$89.75
Total Per Credit Hour	**$128.50**	**$592.60**

Non-Credit Programs

Career and Technical Certificates

	Resident	Non-Resident
Tuition	$73.40	$293.59
Technology Fee	$3.67	$14.68
Financial Aid Fee	$7.34	$29.36
Capital Improvement Fee	$3.67	$14.68
Total Per Credit Hour	**$88.08**	**$352.31**

Lab/Special Fees

Courses may include laboratory or special fees in addition to tuition fees. Fees vary based on activities conducted and equipment used. Fees may include but are not limited to; equipment maintenance and replacement cost, travel expenses for fuel, hotel, car rental and airfare; admissions fees to museums, parks, and charter boats; vessel use and maintenance cost; disposable and non-disposable supplies; and lab technicians. Lab and special fees are listed on the Detailed Class Information page located in section "Registration" on the myCFK self-service website.

Resident Information and Requirements

All applicants for admission to the College are required to complete a residency declaration which is included as part of the application. If the applicant is a dependent, the declaration 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, lawful permanent residents, and other eligible non-resident aliens 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) consecutive 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) consecutive 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 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 Florida Virtual Campus. Specific statute language can be obtained from the Florida Statutes website. Students must present two forms of approved documentation 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. The exceptions and qualifications categories below are the most common, but are not all inclusive of allowable exceptions, please visit the College's Website to see all available exceptions.

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 fifty (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 twelve (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 fifty (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 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 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

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

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

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

- Produce the VA Certificate of Eligibility (COE) by the first day of class;

- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Additionally, this provision expires 90 days after the institution certifies tuition & fees for the individual student.

In regard to all other VA educational benefit chapters, 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: Hardcopy fee $5.00, electronic (pdf.) $3.50
> Expedited mailing: $35.00
> Refund Check Replacement Fee $10.00
> Return Check Payment (Insufficient Funds) Fee $25.00
> All Testing Fees: Prices Vary by Test
> Copy and Printing Fee, B&W: $.15 per page
> Copy and Printing Fee, color: $.65 per page
> Identification Card Replacement Fee: $5.00

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

An official 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 a full refund of tuition and laboratory/user 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 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

The 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 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, equivalent (passing score on the HiSET, the TASC or California High School Proficiency Exam or GED.

- complete the Free Application for Federal Student Aid (FAFSA) at the [Federal Student Aid](#)

- have completed an application for admission to the College

- be admitted into an eligible degree or certificate program

- not have defaulted on or owe a refund on any previous aid

- maintain satisfactory academic progress

For financial aid purposes, a student is considered to be making satisfactory academic progress if they meet the following criteria:

- A cumulative grade point average (GPA) of 2.0

- Successful completion of 67% of credit hours attempted

- Completion of their 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 the [Federal Student Aid](#).

When completing the FAFSA, be sure to include the College's 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 Operational 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 their selected degree
- Maintain satisfactory academic progress
- Use aid only for expenses related to attending the College
- Check their college email and "myCFK" accounts for financial aid information
- Pay any balance due to the College if aid does not cover all charges
- Talk to College Office of Financial Aid staff if they have any questions

How Eligibility is Determined

After both a college application is processed and a FAFSA is received, the College determines a student's aid eligibility based on 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 transcript 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. Students have one semester to submit their transcripts. Failure to do so in this timeframe will disallow financial aid to be paid in future terms.

Only courses that count toward a student's 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) and 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 eligible certificate program for a specified number of credits each term. The final Pell Grant award will be determined by the number of hours attended two (2) weeks into the term. Should a student reduce the number of enrolled credit hours, they 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, a student must be seeking a first undergraduate degree, be enrolled in an associate or baccalaureate degree program, be eligible 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 & FWEP)

The Federal Work Study Program and Florida Work Experience are programs for students with financial need. Students may be employed on our main campus or one of the College's 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 request participation in the FWS/FWEP through an application found on the CFK website: Employment Opportunity.

Loan Programs:

Student Loans

All College students are eligible to participate in the Direct Lending Program, unless a student has defaulted on a previous loan or has reached a lifetime limit. 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 the U.S. Department of Education - Federal Student Aid website.

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.

Subsidized Direct Loan

Direct Subsidized Loans are available to undergraduate students with financial need. Financial need is determined once a student completes a FAFSA. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while the student is enrolled in school at least half–time, for the first six (6) months after they 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. With 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.

Scholarship Programs:

Board of Trustees Scholarships

The lower division scholarship is offered to the senior classes of Monroe County (FL) 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 academic year if all guidelines have been met and funding allows. Board of Trustees scholarships are application based. Monroe County seniors may apply via the CFK Scholarship info web page: Scholarship. Applicants must be Florida residents.

The upper division scholarship is awarded to students who graduated from a Monroe County high, charter, or home school and are now seeking a bachelor's degree. All other requirements are as noted above.

College Foundation Scholarships

The CFK 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)
- 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 the College's Scholarship website .

The Florida Bright Futures Scholarship program is awarded to Florida high school graduates who complete a rigorous program of study. Awards notifications are issued by the State of Florida directly to the eligible student. Students must apply before high school graduation. The State of Florida Office of Student Financial Assistance (OSFA) provides CFK with a roster of eligible students each term so that awards can be applied to student accounts.

Applications and eligibility criteria for each program are available from the high school guidance office or from the [Florida Department of Education - Office of Student Financial Assistance website](#).

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.

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 eligible certificate as established by federal, state, and institutional policies and regulations. Satisfactory Academic Progress (SAP) is measured at the end of each semester based, cumulative student performance. Below are the three criteria used each term to determine financial aid status.

The academic year at the College for financial aid begins with fall and concludes with summer. Satisfactory Academic Progress will be measured at the end of fall, spring, and summer terms.

Beginning with fall 2019, students enrolling at the College for the first time as a transfer student are considered initially to be meeting SAP. The measurement of SAP will be made at the conclusion of the first enrollment term and will include all accepted transfer credits.

Students being re-admitted will have SAP reviewed based on their prior academic record at the College.

Students who have been academically suspended from the College and are re-admitted to the school, are not automatically eligible for financial aid. If a student is not meeting SAP guidelines, an approved appeal is required to receive aid.

For financial aid purposes, being enrolled in a course for credit (or remedial coursework) beyond the official drop/refund deadline counts as an attempt. Satisfactory progress includes all previous academic history, even if the student did not receive financial aid.

> **Quantitative/Pace (cumulative attempted vs. earned hours):** Students must earn at least 67% of their cumulative combined credit hours attempted. Courses with grades of F, I, W, and FN and repeat courses count as hours attempted, but do not count as earned. Transfer hours accepted by the college for credit are counted as attempted and earned. Remedial courses count in the quantitative calculation. The 67% rate is determined by dividing the cumulative

number of earned credit hours by the cumulative number of attempted credit hours. The result will be rounded to the closest whole number.

Qualitative (GPA) Standards: Financial aid recipients must earn/maintain a minimum cumulative grade point average (GPA) of at least 2.0. 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 coursework (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 a school's published program length. This is referred to as Maximum Timeframe. For example, students enrolled in programs requiring 60 hours will be allowed to receive financial aid for up to 90 attempted hours (60 x 1.5 = 90). The total number of credits required for completion varies by program. All attempted hours used for the qualitative measure are used for Maximum Timeframe. A recalculation may be made for credit that does not apply if a student changes certificate or degree programs. This recalculation may be made for Maximum Timeframe only.

Once a determination is made that it is not possible for a student to complete a degree within the maximum time frame, the student's aid will be terminated. An appeal accompanied by an academic plan may be submitted to the financial aid office and then forwarded to the Appeals Committee for consideration.

Academic Amnesty/Fresh Start

Per federal student aid program regulations, these programs do not relate to SAP and courses are not excluded from the calculations.

Repeating Coursework

Students may repeatedly receive financial aid for failing the same course. However, these credit hours continue to count in Qualitative, Quantitative, and Maximum Timeframe calculations. A student may receive financial aid only once again for a previously passed course. These credit hours also count in the Qualitative, Quantitative, and Maximum Timeframe calculations.

Financial Aid Warning

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, they will 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 take classes at their own expense until minimum SAP standards have been achieved or complete a Satisfactory Academic Progress Appeal and that appeal must be approved by the Financial Aid Appeals Committee.

Financial Aid Probation

This status is assigned to a student who fails to meet SAP standards, has appealed and had the appeal approved. This student may receive financial aid for one enrollment period, or meet the terms of the approved appeal at the end of the following enrollment period, in order to continue receiving financial aid.

Academic performance of students on financial aid probation is monitored at the end of each term until the student is no longer violating SAP standards. Students who violate their probation status will be placed back in Financial Aid Suspension. See above.

Appeal Process

Should the student feel that there are extenuating circumstances related to their failure to meet the above SAP standards, they 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 Financial Aid Director. Students have until the published deadline date put forth by the financial aid office each term to file a SAP appeal and submit the required supporting documentation of extenuating circumstances. The Financial Aid Suspension Appeal form includes instructions on required documentation and is available in the Financial Aid office or on the College's 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 while working from that approved appeal. 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, Loan, 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, failure to start courses, and/or failure to drop courses
- Changing enrollment from credit to audit status
- Failure to return voucher–purchased books or supplies to the bookstore after dropping 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 a student is a recipient of Title IV Federal Financial Aid funds (excluding Federal College Work Study) and is considering withdrawing from classes prior to completing more than 60% of the term, their eligibility for aid will be recalculated based on the percent of the term completed. This may result in their having to return a portion or all of the aid that was previously received. In addition, if they stop attending all classes prior to completing more than 60% of the term, and/or if the semester-end transcript reflects unsuccessful completion of all courses, this will be considered an unofficial withdrawal. 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 financial aid eligibility will be calculated using this later date.

Contact the Financial Aid Office **immediately** to learn how withdrawals or lack of attendance could impact 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

Veterans/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 or financialaid@cfk.edu for assistance with utilizing a VA educational benefit.

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 Academic Progress. If a student is placed on academic suspension, this, must be reported to the VA causing a cessation of future benefits for that student. A VA student seeking to take courses following a suspension, and have educational benefits reactivated, must meet the requirements of resolving their

academic suspension as outlined in the CFK Student Handbook. Additionally, the VA student must meet with their academic advisor to complete the -VA Student Academic Standing Authorization Form and a degree completion 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 meet the terms of academic probation or failure to follow the prescribed academic plan, will result in a new suspension of benefits.

Academic Advising Services

Orientation

Each term the Academic Advising staff facilitates an online 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.

All new college students that are degree–seeking must participate in Orientation within their first semester of enrollment. New students are strongly encouraged to avail themselves of the information and resources given in orientation. Students may access the orientation program online at the College website . Students may contact Advising Services 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.

Course Registration

New students must apply for admission in advance of course registration so that high school and college transcripts (when applicable) can be evaluated. Because course registration is primarily on a first–come, first–served basis, it is important to register for classes early to secure the best selection of class sections and times. All degree –seeking students must be sure to consult with their academic advisor prior to registering to ensure adherence to the educational degree plan and for signature verification on course request forms. Course 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.

A course registration is not considered completed until all fees and prior financial obligations to the College have been paid in full. Students may not attend classes until all fees are paid in full.

Academic Advising

Advisors are available 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.

All degree–seeking students and those who are undecided about a program of study are encouraged to meet with an academic advisor.

Each term, it is the student's responsibility to meet with an advisor to review his/ her academic records, and choose courses designed to fulfill his/her stated objectives. This contact enables the advisor to know each student personally and to develop class schedules compatible with individual interests and abilities. Students should also consult their advisor when encountering academic problems or when considering a change in their degree program.

Students planning to transfer to other 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 the FloridaShines website.

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 online at the FloridaShines website. For assistance with career and educational goal planning, contact Advising Services at (305) 809–3196 or email: advising.services@cfk.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). Information and registration bulletins are available at the Office of Community Engagement and Testing (305) 809–3185.

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, PERT or Accuplacer Next Generation 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.

PERT test administrations are offered several times per 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.

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.

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 Engagement and Testing at (305) 809–3185.

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

Student Accessibility Services

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. Student Accessibility Services assists students with disabilities in all aspects of college life to ensure their educational experience is successful. Financial aid is available for students with disabilities who are enrolling part-time based upon a necessary disability accommodation.

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

To promote academic success, Student Accessibility Services offers a wide variety of accommodations and support services. Services include, but are not limited to:

- 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 their degree, which would cause that student not to graduate (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 Procedure 75.72.1, Substitute Admission and Graduation Requirements 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 their disability to the Coordinator for Student Accessibility Services. They must also complete the Application for Accommodations and Services. Once all required documentation has been submitted to Student Accessibility Services, services may begin. To ensure obtaining prompt accommodations, documentation must be received thirty (30) days prior to the beginning of the semester.

Documentation may 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, Student Accessibility Services may modify the period 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 their individual needs as determined by the Coordinator Student Accessibility Services and provided individual disability documentation.

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

A student who requests accommodations must present their 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 they need to begin the semester successfully.

Accommodations designed to meet a student's individual learning needs do not reduce their responsibility for meeting the same academic standards, conduct codes, and course requirements as those required of all students at the College.

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 Finance 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.
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.
2) Inform the instructor/staff.

Upper Keys Center in Key Largo

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

1) Call 911.
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. A transcript is a comprehensive record of an individual's academic progress, including transferred undergraduate courses, credit earned by examination and degrees/certificates awarded.

Unofficial transcripts are only available to students via self-service from the Student Self Service System on the College's website. They are a means by which students may review their academic record. Unofficial transcripts cannot be used to transfer to another college or university. The College will not mail unofficial transcripts.

Official transcripts include the College Seal and the signature of the registrar. Official transcripts can be ordered online at the National Student Clearinghouse (NSCH) website: https://tsorder.studentclearinghouse.org/school/welcome.

Transcripts of permanent records at the College will be furnished to other institutions or individuals upon the request of the student. There are fees associated with official transcripts request. Please see the fee section of this catalog.

The College maintains the right to withhold release of a transcript if a student has an outstanding financial obligation to the College, or any other holds that prevent release per College policy.

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 Academic Advising department of the Administrative Building at the Key West campus. Students located at the Centers or on the virtual campus may contact advising.services@cfk.edu to arrange a convenient appointment.

Lagoon Landing Residence Hall

Lagoon Landing is the on–campus student housing. With 100–beds, waterfront views it 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.

Residents of Lagoon Landing enjoy social areas like picnic tables with ocean views and a 24-hour fitness center. They will also have access to the College pool, café, 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 LagoonLanding@assetliving.com or visit the [Lagoon Landing website](#) 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) and the National Junior College Athletic Association. FCSAA activities include participation in the Florida College System Student Government Association. The College's swim team is part of the NJCAA. 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 nursing, marine 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, 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 at student.activities@cfk.edu 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 MyCFK 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 "MyCFK", by credit (debit) card over the phone, or at the office of Business Services located at Key West main campus.

Past due student account balances 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. Student 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.

Personal checks, cash, Visa, Master Card, Discover, and American Express may be acceptable for payment.

The College offers a Tuition Payment Plan for all students. However, non-credit courses are not eligible for tuition payment plan. For more details, please visit the College website, section Pay for College, Tuition Payment Plans or contact the Business Office at (305) 809-3186.

Financial Aid, Third Party, and Scholarships

Students are responsible for paying any 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@cfk.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 a 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 the student from further registration activity until all outstanding balances on the student's account and/or to a third-party vendor have been satisfied in full.

Change in Name, Address, or Phone Number

Students are responsible for updating the College 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 the Key West main campus, Upper Keys Center, or Middle Keys Center.

Communications

Emails from MyCFK 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 telephones.

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 withdrawal form and forward the form to their course instructor. The instructor must authorize the withdrawal and forward the form to the Office of 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 a course(s) student may not be able to re–register for the same course(s) 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 are 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, 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, or PERT 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.

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 by the 70% period will be assigned a letter grade by the instructor. The last day to officially withdraw is listed on the operational 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 Bachelor, 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 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

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

A – Excellent – 4 grades per semester hour
B – Good – 3 grades per semester hour
C – Average – 2 grades per semester hour
D – Poor – 1 grade per semester hour
F – Failure – 0 grades per semester hour
FN – Failure for Non-Attendance – 0 grades per semester hour
I – Incomplete
W* - Withdrew from Course
X – Audit
N** - No Grade
NR – Not Reported by Instructor

The College's Standard 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 79.9%. A grade of D is earned for scores <77%.

*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 operational 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 a Grade Change through the College's workflow, giving a full explanation of the reasons for the change of grade. The time 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's website.

Cumulative 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. 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.

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 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. The advisor will forward the request to the appropriate College personnel. Students are notified in writing regarding the outcome of the course substitution/catalog curriculum modification request.

Note: For disabled students, see the section on Course Substitutions under the heading Student Accessibility Services.

Prerequisites and Course Sequence

Students should make note of the prerequisites stated in the individual course descriptions in the catalog when scheduling courses. Academic 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 Science degree (B.S.), Bachelor of Applied Science degree (B.A.S.), Associate in Arts degree (A.A.), Associate in Science degree (A.S.), Associate in Applied Science (A.A.S.) degree, Advanced Technical Diploma (ATD), Apprenticeship, and College Credit Certificate.

Bachelor's Degree

The Bachelor's 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 programs of study are equivalent to those offered to junior and senior students in the upper division of Florida's colleges and universities.

The degree consists of one hundred and twenty (120) college credits, including thirty–six (36) credit hours of general education coursework and foreign language competence. Students completing the baccalaureate programs 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) credit hours of general education which parallels the university requirements and twenty–four credit 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 communication, 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.

Career and Technical Certificate (CTC)

A Career and Technical Certificate is a program of study consisting of clock hour courses to prepare for entry into employment. The certificate program is typically one year or less. The program focuses on providing students with the specific skills for immediate job entry. A certificate is awarded upon completion of all career and technical program courses and demonstration of attainment of predetermined and specified performance requirements.

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.

Digital Badging

Digital badges are earned by completing general education core courses, which are already built into associate in science, associate in arts and baccalaureate degree programs. Florida's 12 state universities and 28 state colleges will automatically award the badge upon completion of the required coursework. And because the badge will appear on your FASTER transcript, it will be accepted by all institutions if you choose to transfer.

Fundamentals of Written Communication Badge
Florida public postsecondary institutions, including The College of the Florida Keys, now offer students a Fundamentals of Written Communication digital badge. With this badge, you will be able to enhance your personal communication skills and convey to future employers that you have acquired vital skills needed for professional success.

All students initially entering the College in the 2022-23 academic year and thereafter who successfully earn a grade of "C" or higher in English Composition I (ENC 1101), or a course for which English Composition I is a prerequisite, will automatically be awarded the Fundamentals of Written Communication Badge.

Defining "Fundamentals of Written Communication"
Effective written communication is the ability to communicate ideas, information, and perspectives clearly, adapting a message to different audiences and situations, and using the appropriate style to convey meaning in various written contexts.

Learning Outcomes
By completing the college course associated with this badge, you will demonstrate information literacy, comprehension of written material, and conveying information in writing for a variety of rhetorical purposes and audiences. Some of the learning outcomes associated with the college course that results in this badge include:
- Examining and analyzing written material.
- Synthesizing information and ideas.
- Developing content relevant to the purpose.
- Demonstrating the ability to write to a specific audience.
- Presenting a perspective informed by research and critical thinking.
- Revising written communication based on feedback.

- Enhances an employee's ability to interpret and evaluate a wide variety of written material.
- Promotes research, critical thinking, and problem solving.
- Advances the development of clearly written material relevant to the intent.
- Enhances the use of appropriate language for the intended audience.
- Increases the competent, effective, and responsible use of information.

Image

A digital badge image is available for institutions to download and provide to students upon receipt. This badge includes the logos for the FCS and SUS and includes the title, "Fundamentals of Written Communication."

If you have questions about digital badges, please contact your advisor.

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), Career and Technical Certificate, 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 three (3) consecutive terms. If continuous enrollment is not maintained, the student must reapply in order to meet the graduation requirements in effect at the time of completing his/her final course.

Civic Literacy Competency

Prior to completion of a degree at the College, any student initially entering into the College during the 2021-22 school, and thereafter, must demonstrate competency in Civic Literacy by completing both of the following*:

1) Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041)

2) Achieve a score of 60% or higher on the Florida Civic Literacy Exam**

* Achieving the standard score on one of the following assessments would satisfy the course requirement and the exam requirement

AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

** Students who take the United States Government course and who earn a passing score on the Florida

Civic Literacy Examination while in high school are exempt from the postsecondary Civic Literacy exam requirement.

If you are not sure if you are required to fulfill the requirement, please check with your academic advisor

Bachelor of Science and Bachelor of Applied Science Requirements

To earn the Bachelor of Science (B.S.) or 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.
5. Complete foreign language competency.
6. Demonstrate Civic Literacy competency.
7. For the RN to BSN, students must maintain a clear and active RN license from the State of Florida.

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 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.
5. Demonstrate Civic Literacy competency.

The grade of "D" will be accepted for transfer to Florida 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)

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.
4. Demonstrating Civic Literacy competency.

Certificate

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 operational 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 apply by the term deadline. Those students who plan to complete graduation requirements (not to exceed six credits) during the consecutive term, may participate in the current commencement ceremony. Applications for graduation must be received by the Office of Enrollment Services by the published deadlines.

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

College Success Competency

All associate degree programs require that students demonstrate competency in college success. While specific requirements may vary by associate degree program, the student must demonstrate competency prior to completing twelve (12) credit hours at the College.

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 too, 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.)

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.

*Non-degree seeking students who hold a bachelor's degree or higher from an accredited institution may register for up to six credits in the following courses with prior administrative approval: MAN 4441 – Negotiation (3), GEB 4891 – Strategic Planning and Management (3), GEB 3213 – Advanced Communications in Business (3), or MAR 4802 – Managerial Marketing (3).

B.A.S. Supervision and Management Degree Requirements

Students must have earned an A.A., A.S. or an equivalent from an 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:
ACG 2021 – Financial Accounting (3)
ECO 2013 – Macroeconomic (3)
GEB 1011 – Introduction to Business (3)
MAN 2021 – Management Concepts (3)
MAR 2011 – Principles of Marketing (3)
STA 2023 – Introduction to Probability and Statistics I (3)

Upper–Level Common Core Course Requirements (21 credit hours):
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 4441 – Negotiation (3)
MAN 4504 – Operational Decision Making (3)

Upper–Level Business Specialization Course Requirements (21 credit hours):
ACG 3024 – Accounting for Non–Financial Majors (3)
BUL 3310 – Legal and Ethical Issues in Business (3)
FIN 3400 – Financial Management (3)
GEB 3356 – International Business (3)

GEB 4117 – Entrepreneurial Management (3)
MAN 4720 – Capstone Experience: Business Management (3)
MAR 4802 – Managerial Marketing (3)

Upper–Level Hospitality Specialization Course Requirements (21 credit hours):
HFT 3263 – Food and Beverage Management II (3)
HFT 3373 – Event Design, Production and Technology (3)
HFT 3606 – Hospitality Industry Law II (3)
HFT 3700 – Intro to Tourism (3)
HFT 4468 – Revenue Management in the Hospitality Industry (3)
HFT 4471 – Hotel Management (3)
HFT 4561 – Destination Marketing and Management (3)

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.

Civic Literacy Competency

Prior to completion of a degree at the College, any student initially entering into the College during the 2021-22 school, and thereafter, must demonstrate competency in Civic Literacy by completing both of the following*:

1) Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041)

2) Achieve a score of 60% or higher on the Florida Civic Literacy Exam**

* Achieving the standard score on one of the following assessments would satisfy the course requirement and the exam requirement
    AP Government and Politics: United States   3
    AP United States History   4
    CLEP: American Government   50

** Students who take the United States Government course and who earn a passing score on the Florida Civic Literacy Examination while in high school are exempt from the postsecondary Civic Literacy exam requirement.

Total Required Credit Hours: 120

Bachelor of Science in Marine Resource Management (B.S.-M.R.M)

Overview

The Bachelor of Science in Marine Resource Management (B.S.-M.R.M.) degree is designed for graduates who have completed an Associate in Arts (A.A.), Associate in Science (A.S.), or equivalent (i.e. earned credit in no less than sixty (60) semester hours from an accredited institution). The B.S.-M.R.M. program includes coursework and field experience in marine resource management settings to enable students to integrate theory with practice. Graduates will acquire specialized skills in restoration and conservation biology/ecology, extensive practical skills in both remote and *in situ* data collection techniques and technology, a basic-level competence in GIS software applications, and an understanding of best management practices and policies for both biological and submerged cultural resources. Students will have exposure to marine resource management fieldwork and will demonstrate their acquired skills during the required four-credit capstone internship experience. Completion of this degree will provide an applied science-based education with professional experience for entry into a variety of careers within the field of marine resource management.

*Non-degree seeking students who hold a bachelor's degree or higher from an accredited institution may register for up to seven (7) credits in the following courses with prior administrative approval: ISC 3133 – Advanced Research Diving (3), OCB 4103 – Forensic Marine Science, or OCB 4103L – Forensic Marine Science Lab (1).

B. S. Marine Resource Management Degree Requirements

Students must have earned an A.A., A.S. degree or an equivalent (i.e. earned credit in no less than sixty (60) semester hours) from an accredited institution(s). To graduate, students must earn a minimum of 120 credit hours, including successful completion of thirty-six (36) general education credit hours, twenty-seven (27) credit hours of lower level specialized and technical courses, forty (40) credit hours of upper-level required core courses, and seventeen (17) credit hours of electives.

Recommended Lower–Level Technical Courses:
BSC 1011 - Principles of Biology or BSC 1005 Survey of Biology (3)
BSC 1010L - Principles of Biology Lab (1)
ISC 2132 - Basic Research Diving (4)
MTE 1052 - 2&4 Cycle Outboard Theory or MTE 1053C - 2&4 Cycle Outboard Repair and Maintenance (3)
MTE 1811 - Basic Seamanship (3)
MTE 2810C - Motorboat Operations (2)
OCB 1000 - Introduction to Marine Biology (3)
OCB 2102C - Marine Data Collection (4)
OCB 2263C - Coral Reef Biology and Management (4)

Upper–Level Common Core Course Requirements (40 credit hours):
FAS 3700 - Aquaculture and Seafood Policy (3)
GIS 3043 - Geographic Information Systems (GIS) (3)
ISC 3133 - Advanced Research Diving (3) *
OCB 3035 - Nearshore and Offshore Ecology and Assessment (3)
OCB 3072 - Marine Conservation (3)
OCB 3700 - Marine Resource Economics (3)
OCB 4073 - Marine Socioeconomics (3)
OCB 4074 - Marine Policy and Management (4)
OCB 4103- Forensic Marine Science (3) *
OCB 4103L - Forensic Marine Science Lab (1) *
OCB 4624 - Estuarine and Coastal Ecology (3)
OCB 4935 - Seminar: Issues in Marine Resource Management (1)
OCB 4945 - Capstone Experience: Marine Resource Management (4) or
OCB 4946 – Capstone Experience: Research in Marine Resource Management
(4)
ZOO 4894C - Fisheries Management (3)

Foreign Language Requirement

Prior to completion of the Bachelor of Science in Marine Resource Management (B.S.-M.R.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.

Civic Literacy Competency

Prior to completion of a degree at the College, any student initially entering into the College during the 2021-22 school, and thereafter, must demonstrate competency in Civic Literacy by completing both of the following*:

1) Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041)

2) Achieve a score of 60% or higher on the Florida Civic Literacy Exam**

* Achieving the standard score on one of the following assessments would satisfy the course requirement and the exam requirement
    AP Government and Politics: United States   3

AP United States History	4
CLEP: American Government	50

** Students who take the United States Government course and who earn a passing score on the Florida Civic Literacy Examination while in high school are exempt from the postsecondary Civic Literacy exam requirement.

Total Required Credit Hours: 120

Registered Nurse to Bachelor of Science in Nursing (RN-BSN)

Overview

The Registered Nurse to Bachelor of Science in Nursing (RN-BSN) Degree is designed for nurses who have completed an associate degree in nursing from an accredited institution and are currently licensed as a registered nurse or eligible to take the NCLEX by virtue of a recently completed associate degree. The RN-BSN. program includes coursework and field experience in supervision, community health and nursing practice. The program will prepare nurses to pursue opportunities that require a BSN as well as prepare students to pursue advanced practice degree. Students must maintain a clear and active nursing license throughout the program. Students may be required to complete background check, drug screening and health screening prior to enrolling in NUR 4636L and NUR 4827L.

* Non-degree seeking students who hold a clear and active Registered Nursing License from the State of Florida, may register for these courses with prior administrative approval: NUR 3295 Critical Care Nursing and NSP 3245 Hyperbaric Technology in Nursing.

B.S. in Nursing Degree Requirements

Associate of Science in Nursing Degree transfer credits (60 credits):

The following general education courses (or equivalent) are required for admission (30 credits):
AMH 2020 – American History 1876-1945 (3) - POS 1041 – National Government (3)
ENC 1101 – English Composition (3)
PSY 2012 – General Psychology (3)
MAC 1105 – College Algebra (3) or STA 2023 - Introduction to Probability and Statistics (3)
BSC 1085 & 1085L – Anatomy and Physiology I (4)
BSC 1086 & 1086L – Anatomy and Physiology II (4)
CHM 1033 – Chemistry for Health Science (3)
MCB 2010 and MCB 2010L – Microbiology (4)
PHI 2010 – Introduction to Philosophy (3)

Nursing Credits required for admission (30 credits):
Validated Nursing Credit- Upon successful completion of the first upper level nursing courses 30 credits of core nursing classes will be awarded based on holding an active and clear RN License.

RN to B.S.N. General Education requirements:

General Education (9 credits):
ENC 1102 – English Composition II (3)
DEP 2004 – Human Growth and Development (3)
SPC 1608 – Introduction to Speech Communication (3)

Social/Behavioral Science (3 credits):
SYG 1000 – Introduction to Sociology (3)

Mathematics (3 credits):
MAC 1105 – College Algebra (3) or STA 2023 – Introduction to Probability and Statistics (3)

Natural Science (3 credits):
HUN 2201 – Essential of Human Nutrition (3)

Humanities Elective (3 credits):
PHI 2600 – Introduction to Ethics (3)

General Education Elective (3 credits):
HUM 1020 – Introduction to Humanities (3)
AMH 2020 – American History 1876-1945 (3)
POS 1041 – National Government (3)

Upper Level Elective (3 credits):
CLP 3160 – Abnormal Psychology
MAN 3240 – Organizational Behavior
MAN 3303 – Leadership and Management Practices

Upper Level Required Nursing Courses (27 credits):
NUR 3069C – Advanced Health Assessment (4)
NUR 3128 – Pathophysiology and Pharmacology (3)
NUR 4636 – Community Nursing (3)
NUR 4636L – Community Nursing Practicum (2)
NUR 4805 – Trends and Issues in Nursing (3)
NUR 4047 – Cultural Health Issues (3)
NUR 4827 – Leadership and Management in Nursing (2)
NUR 4827L – Leadership and Management in Nursing Practicum (2)
NUR 4165 – Nursing Theory and Research (3)
NUR 4870 – Nursing Informatics (2)

Nursing Electives (6 credits):
NUR 3289 – Gerontology Nursing (3)
NUR 4178 – Complimentary Therapies in Healthcare (3)
NUR 3295 – Critical Care Nursing (3)
NSP 3245 – Hyperbaric Technology in Nursing (3)

Florida State Requirements: Candidates for the bachelor's degree in the Science of Nursing must meet the following:

6 credits of Mathematics (College Algebra & Statistics)
6 credits of Humanities (Ethics & Philosophy)
6 credits of English (English Composition I & II)
3 credits of Upper Division Elective

Foreign Language Requirement

Prior to completion of the Bachelor of Science in Nursing (B.S.N.) 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.

Civic Literacy Competency

Prior to completion of a degree at the College, any student initially entering into the College during the 2021-22 school, and thereafter, must demonstrate competency in Civic Literacy by completing both of the following*:

1) Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041)

2) Achieve a score of 60% or higher on the Florida Civic Literacy Exam**

* Achieving the standard score on one of the following assessments would satisfy the course requirement and the exam requirement

AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

** Students who take the United States Government course and who earn a passing score on the Florida Civic Literacy Examination while in high school are exempt from the postsecondary Civic Literacy exam requirement.

TOTAL CREDITS: 120

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.) in Supervision and Management degree 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 the College's students can pursue. Before planning major, students are advised to:

- speak with a College 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 visit Florida Virtual Campus, 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 state 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 sixty (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 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 state 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.

Civic Literacy Competency

Prior to completion of a degree at the College, any student initially entering into the College during the

2021-22 school, and thereafter, must demonstrate competency in Civic Literacy by completing both of the following*:

1) Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041)

2) Achieve a score of 60% or higher on the Florida Civic Literacy Exam**

* Achieving the standard score on one of the following assessments would satisfy the course requirement and the exam requirement

AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

** Students who take the United States Government course and who earn a passing score on the Florida Civic Literacy Examination while in high school are exempt from the postsecondary Civic Literacy exam requirement.

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

In addition to tests that measure student achievement in college–level communication and computation skills, S.B.E. Rule 6A–10.030 requires that other assessment procedures shall be measured by completion of coursework in letters, 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 credit 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 in 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 credit hours)

Area I: Letters Requirements (6 credit hours)

A grade of "C" or higher is required in order to satisfy F.A.C. 6A-10.030 requirements.

Core Communication Requirements (6 credit hours)

The following courses each require significant college level writing that conforms to the requirements of F.A.C. 6A-10.030 (Other Assessment Procedures for College-Level Communication and Computation Skills).

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 F.A.C. 6A-10.030 writing requirement.

Core Humanities Requirements (choose 3 at least credit hours)

ARH 1000 – Art Appreciation (3)
HUM 1020 – Introduction to Humanities (3)
MUL 1010 – Music Appreciation (3)
PHI 2010 – Intro to Philosophy (3)

Optional Humanities
ARH 1050 – History of Art, Ancient to 1400 (3)
CRW 1001 – Creative Writing (3)
CRW 1300 – Beginning Poetry Writing (3)
CRW 2100 – Beginning Fiction Writing (3)
ENG 1300 – Writing About Film (3)
LIT 2020 – Introduction to Short Fiction (3)
PHI 2600 – Introduction to Ethics (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 F.A.C. 6A-10.030 requirements.

Core Mathematics Requirements (choose at least 3 credit hours)
MAC 1105 – College Algebra (3)
MAC 2311 – Calculus and Analytic Geometry (4)
MGF 1106 – Mathematics 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 (4)
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)
CHM 2210 – Organic Chemistry I (3)
CHM 2211 – Organic Chemistry II (3)

MET 1010– Introduction to Meteorology
(3)
OCB 1000- Introduction to Marine Biology (3)
OCE 1001- Introduction to Oceanography (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 1876 (3)
AMH 2030 – Contemporary US History (3)
DEP 2004 – Human Growth & Development (3)
ECO 2023 – Microeconomics (3)
POS 1001 – Introduction to Political Science (3)
WOH 1012 – World History I (3)
WOH 1022 – World History II (3)

Area VI: Additional General Education Credits Requirements (6 credit hours)

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 credit hours)

CGS 1100 – Introduction to Computer Applications (3)
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 credit hours)

SLS 1101 – Preparing for Student Success (3)
SLS 1106 – First-Time in College Experience (2)

SLS 1261 – Student Leadership (2)
Other SLS College Credit Courses

Total Credits Required: 60

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, thirty-nine (39) 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 credit hours)
Letters Requirement (3 credit hours)
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 (3)

Humanities/Fine Arts Requirements (choose 3 credit hours)
ARH 1000 – Art Appreciation
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)
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 I (3)
BSC 1085 – Anatomy & Physiology I (3)
CHM 1045 – General Chemistry I (3)
PHY 1053C – General Physics I (4)

Core Requirements (39 credit hours)
ACG 2021 – Financial Accounting (3)
ACG 2071 – Managerial Accounting (3)
BUL 2241 – Business Law I (3)
CGS 1100 – Introduction to Computer Applications (3)
ECO 2013 – Macroeconomics (3)
ECO 2023 – Microeconomics (3)
ENT 1000 – Entrepreneurship (3)
FIN 1100 – Personal Finance (3)
GEB 1011 – Introduction to Business (3)
GEB 1136 – Introduction to E-Business (3)
MAN 1300 – Introduction to Human Resource Management (3)
MAN 2021 – Management Concepts (3)
MAR 2011 – Principles of Marketing (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.

Civic Literacy Competency

Prior to completion of a degree at the College, any student initially entering into the College during the 2021-22 school, and thereafter, must demonstrate competency in Civic Literacy by completing both of the following*:

1) Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041)

2) Achieve a score of 60% or higher on the Florida Civic Literacy Exam**

* Achieving the standard score on one of the following assessments would satisfy the course requirement and the exam requirement

AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

** Students who take the United States Government course and who earn a passing score on the Florida Civic Literacy Examination while in high school are exempt from the postsecondary Civic Literacy exam requirement.

Total Credits Required: 60

CRIMINAL JUSTICE TECHNOLOGY

To earn an A.S. Criminal Justice Technology degree, students must earn sixty (60) credits. Students must complete twenty-four (21) credit hours of general education courses, thirty-three (33) credit hours of core requirements, and six (6) elective credit hours <u>and</u> 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.

The two-year Associate in Science degree in Criminal Justice Technology is designed for individuals who seek a career in law enforcement, corrections, criminalistics, or community-based control functions. It is also designed for people who are currently employed in those fields and want to improve their skills for career development. This program does not lead to basic certification or employability as a law enforcement or correctional officer. Completion of the Criminal Justice Standards and Training Commission Basic Recruit Academy is required for entry to those occupations.

General Education Requirements (21 credit hours)
Letters Requirements (6 credit hours)
ENC 1101 – English Composition I (3)
ENC 1102 – English Composition 2 (3)

Mathematics Requirements (3 credit hours)
MAC 1105 - College Algebra (3)
MGF 1106 - Math for Liberal Arts (3)
STA 2023 - Introduction to Probabilities & Statistics (3)

Humanities/Fine Arts Requirements (3 credit hours)
PHI 2010 - Introduction to Philosophy (3)
PHI 2600 – Intro to Ethics (3)

Social/Behavioral Science Requirements (6 credit hours)
PSY 2012 – General Psychology (3)
SYG 1000 – Introduction to Sociology (3)

Natural Sciences Requirements (3 credit hours)
BSC 1005 – Survey of Biological Sciences (3)
BSC 1010 – Principles of Biology (3)
BSC 1085 – Anatomy & Physiology (3)

Core Requirements (33 credit hours)
CCJ 1010 – Introduction to Criminology (3)
CCJ 1020 – Introduction to the Criminal Justice System (3)
CCJ 2002 – Crime in America (3)
CCJ 2107 – Crime and Public Policy (3)
CCJ 2252 – Critical Issues in Criminal Justice (3)
CCJ 2650 – Narcotics and Dangerous Substances (3)
CCJ 2618 – Criminal Psychology (3)
CCJ 2720 – Research Methods in Criminal Justice (3)
CJE 1640 – Introduction to Forensics (3)
CJE 2600 – Criminal Investigations (3)
CJL 2100 – Criminal Law (3)

Elective Requirements (6 credit hours)
CGS-1100 – Introduction to Computer Applications (3)
AMH 2020 – History of the United States II (3)
POS 1041 – National Government (3)

Any SLS course is required if needed to meet College success competency.

College Success Competency
SLS course

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

Civic Literacy Competency
Prior to completion of a degree at the College, any student initially entering into the College during the 2021-22 school, and thereafter, must demonstrate competency in Civic Literacy by completing both of the following*:

1) Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041)

2) Achieve a score of 60% or higher on the Florida Civic Literacy Exam**

* Achieving the standard score on one of the following assessments would satisfy the course requirement and the exam requirement
    AP Government and Politics: United States   3
    AP United States History   4

| CLEP: American Government | 50 |

** Students who take the United States Government course and who earn a passing score on the Florida Civic Literacy Examination while in high school are exempt from the postsecondary Civic Literacy exam requirement.

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 toward s 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 credit hours)
Letters Requirement (3 credit hours)
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)

Core Requirements (42 credit hours)
GEB 1011 – Introduction to Business (3)
HFT 1002 – Introduction to Hospitality & Tourism Management (3)
HUN 1004 – Healthy Cuisine and Nutrition (3)
FOS 2201 – Food Service Sanitation and Safety (3)
FSS 1203C – Quantity Food Production l (3)
FSS 1240C – Classical Cuisine (3)
FSS 1246C – Baking and Pastries l (3)
FSS 2204C – Quantity Food Production ll (4)
FSS 2241C – International and Regional Foods (3)
FSS 2247C – Baking and Pastries ll (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)

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

*If a student takes a 2 credit SLS course, they must take a 1 credit elective to meet the 60 credit requirements for the program.

Civic Literacy Competency
Prior to completion of a degree at the College, any student initially entering into the College during the 2021-22 school, and thereafter, must demonstrate competency in Civic Literacy by completing both of the following*:

1) Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041)

2) Achieve a score of 60% or higher on the Florida Civic Literacy Exam**

* Achieving the standard score on one of the following assessments would satisfy the course requirement and the exam requirement
      AP Government and Politics: United States   3
      AP United States History   4
      CLEP: American Government   50

** Students who take the United States Government course and who earn a passing score on the Florida Civic Literacy Examination while in high school are exempt from the postsecondary Civic Literacy exam requirement.

Total Credits Required: 60

EMERGENCY MEDICAL SERVICES

The Associate of Science in Emergency Medical Services degree offers a sequence of courses that provides rigorous content aligned with the challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in Emergency Medical Services. This 73-credit hour degree provides students the opportunity to obtain certifications to be able to work in Emergency Medical Services. Upon completion of the 12-credit hour EMS 1158C course, students are eligible to sit for the Emergency Medical Technician (EMT) National Certification Exam. Upon passing the exam, students are eligible to work as first responders. Upon completion of 42-credit hours of course work at the Paramedic level, students are able to sit for the National Paramedic Exam and upon passing the exam work as a paramedic. Completion of the degree provides students additional knowledge to assume leadership roles in Emergency Medical Services and prepares them to continue their education. Students with current EMT or Paramedic certifications from the State of Florida will have credits applied towards the completion of the degree. Students accepted into the program will also need to meet medical clearance criteria and pass a criminal background check and drug screen. Students who do not meet these requirements will be removed from the program.

General Education Requirements (16 credits)
Letters Requirements (3 credit hours)
ENC 1101 – English Composition (3 credits)

Mathematics Requirements (3 credit hours)
MAC 1105 – College Algebra (3 credits)

Humanities/Fine Arts Requirements (3 credit hours)
PHI 2010 – Introduction to Philosophy (3 credits)

Social/Behavioral Science Requirements (3 credit hours)
PSY 2012 – General Psychology (3 credits)
or
AMH 2020 – History of the United States (3)
Or
POS 1041 – National Government (3)

Natural Sciences Requirements (4 credit hours)
BSC 1086 – Anatomy and Physiology II (3 credits) (*BSC 1085 is a pre-requisite for BSC 1086 and is included in the Paramedic course work listed below*).
BSC 1086L – Anatomy and Physiology II Lab (1 credit) (*BSC 1085L is a pre-requisite for BSC 1086L and is included in the Paramedic course work listed below*).

Core Requirements (54 credits)

Emergency Medical Technician Requirements (12 credits)
EMS 1158C – Emergency Medical Technician (12 credits)

Paramedic Courses* (42 credits)
BSC 1085 – Anatomy and Physiology I (3 credits)
BSC 1085L – Anatomy and Physiology I Lab (1 credit)
EMS 2601 – Paramedic I (8 credits)
EMS 2601L – Paramedic I Lab (4 credits)
EMS 2664 – Paramedic I Clinical (3 credits)
EMS 2602 – Paramedic II (8 credits)
EMS 2602L – Paramedic II Lab (4 credits)
EMS 2665 – Paramedic II Clinical (3 credits)
EMS 2659 – Paramedic Practicum (8 credits)

College Success Competency
SLS Requirement (3 credits)
SLS 1101 – Preparing for Student Success **OR** CGS 1100 Introduction to Computer Applications (3 credits)

SLS 1101 or students may test out of the college success competency by passing an approved competency assessment.

*Students are required to possess a valid EMT certification in order to register for Paramedic courses.

Civic Literacy Competency
Prior to completion of a degree at the College, any student initially entering into the College during the 2021-22 school, and thereafter, must demonstrate competency in Civic Literacy by completing both of the following*:

1) Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041)

2) Achieve a score of 60% or higher on the Florida Civic Literacy Exam**

* Achieving the standard score on one of the following assessments would satisfy the course requirement and the exam requirement

AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

** Students who take the United States Government course and who earn a passing score on the Florida Civic Literacy Examination while in high school are exempt from the postsecondary Civic Literacy exam requirement.

Total Credits Required: 73

ENGINEERING TECHNOLOGY – RENEWABLE ENERGY TECHNICIAN

Engineering Technology (ET) is a growing field with many different potential areas of specialization (e.g. mechatronics, 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 the 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 credit hours)
Letters Requirements (3 credit hours)
ENC 1101 – English Composition I (3)

Mathematics Requirements (3 credit hours)
MAC 1105 – College Algebra (3)

Natural Sciences Requirements (3 credit hours)
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)
Any SLS course.

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

Internship
ETP 2940 – Professional Internship for Engineering Technology (3)

Civic Literacy Competency
Prior to completion of a degree at the College, any student initially entering into the College during the 2021-22 school, and thereafter, must demonstrate competency in Civic Literacy by completing both of the following*:

1) Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041)

2) Achieve a score of 60% or higher on the Florida Civic Literacy Exam**

* Achieving the standard score on one of the following assessments would satisfy the course requirement and the exam requirement

AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

** Students who take the United States Government course and who earn a passing score on the Florida Civic Literacy Examination while in high school are exempt from the postsecondary Civic Literacy exam requirement.

Total Credits Required: 6

HOSPITALITY & ECOTOURISM 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 Hospitality & Tourism career cluster. The program, 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 credit hours)
Letters, Math, and Social Science Requirements
ENC 1101 – English Composition I (3)
MAC 1105 – College Algebra (3) **OR** STA 2023 – Introduction to Probability and Statistics I (3)
ECO 2013 – Macroeconomics (3) OR AMH 2020 – History of the United States, 1876–1945 (3) OR POS 1041 – National Government (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)
ARH 1000 – Art Appreciation
HUM 1020 – Introduction to Humanities (3)
MUL 1010 – Music Appreciation (3)
PHI 2010 – Introduction to Philosophy (3)

Core Requirements (45 credit hours)
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 1300 – Managing Housekeeping Operations (3)
HFT 1410 – Front Office Management (3)
HFT 2276 – Resort Management (3)
HFT 2600 – Hospitality Law (3)
HFT 2102 – Sustainable Tourism Assessment & Development (3)
HFT 2500 – Marketing for Hospitality and Tourism (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)

Civic Literacy Competency
Prior to completion of a degree at the College, any student initially entering into the College during the 2021-22 school, and thereafter, must demonstrate competency in Civic Literacy by completing both of the following*:

1) Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041)

2) Achieve a score of 60% or higher on the Florida Civic Literacy Exam**

* Achieving the standard score on one of the following assessments would satisfy the course requirement and the exam requirement

AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

** Students who take the United States Government course and who earn a passing score on the Florida Civic Literacy Examination while in high school are exempt from the postsecondary Civic Literacy exam requirement.

Total Credits Required: 60

MARINE ENVIRONMENTAL TECHNOLOGY

To earn an Associate in Science in Marine Environmental Technology (A.S. – MET), 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, 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 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 hours)
Letters Requirements (3 credit hours)
ENC 1101 – English Composition I (3)

Mathematics Requirements (3 credit hours)
MAC 1105 – College Algebra (3)
MAC 2311 – Calculus and Analytic Geometry I (4)
MGF 1106 – Mathematics for Liberal Arts I (3)
STA 2023 – Introduction to Probabilities & Statistics I (3)

Humanities Requirements (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 (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)

Natural Science Requirements (3 credit hours)
BSC 1010 – Principles of Biology I (3)

Core Requirements (36 credit hours)
BSC 1010L – Principles of Biology I Laboratory (1)
EMS 1344C – Aquatic First Aid/CPR/O2 (1)
ENT 1000 – Entrepreneurship (3) **OR** GEB 1011 – Introduction to Business (3)
ISC 2132 – Basic Research Diving (4)
MTE 1052 – 2 & 4 Cycle Outboard Theory (3) **OR** MTE 1053C – 2 & 4 Cycle Outboard 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 – Introduction to Oceanography (3)
PCB 2030 – Environmental Biology (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 a SLS course, the credits will be applied as an elective.

FAS 2419 – Aquaculture Best Management Practices (3)
OCB 1901 – Directed Individual Study (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 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 2902 – Directed Individual Study (1–4)
OCE 2920 – Scientific Writing (1)
OCE 2930 – Seminar: Renewable Energy from the Ocean (1)
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.

Suggested Electives for Career Pathways:

Marine Conservation and Restoration Technician or Environmental Technician (9 Credits)
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 Naturalist
OCB 2071 – Marine Ecology for Tourism Professionals (3)
OCB 2900 – Marine Resource Policy: Dry Tortugas National Park as a Case Study (4)
Choose two (2) more elective credits from the list above.

Tropical Ornamental Mariculture Technician or Aquarist (9 credits)
FAS 2419 – 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 – Diseases and Parasites in Marine Aquaculture (3)
OCB 2725L – Diseases and Parasites in Marine Aquaculture – Laboratory (1)

Research Diver
PEN 1136C – Scuba Diving (2)
PEN 1141 – Scuba Equipment Maintenance & Repair (2)
PEN 2137C – Advanced Diving Theory and Practice (3)
Choose two (2) more elective credits from the list above.

Civic Literacy Competency
Prior to completion of a degree at the College, any student initially entering into the College during the 2021-22 school, and thereafter, must demonstrate competency in Civic Literacy by completing both of the following*:

1) Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041)

2) Achieve a score of 60% or higher on the Florida Civic Literacy Exam**

* Achieving the standard score on one of the following assessments would satisfy the course requirement and the exam requirement

AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

** Students who take the United States Government course and who earn a passing score on the Florida Civic Literacy Examination while in high school are exempt from the postsecondary Civic Literacy exam requirement.

Total Credits Required: 60

NURSING (Registered Nurse)

This limited access program is designed to prepare individuals 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 with a clear and active license can receive up to ten (10) credits applied to the AS in Nursing degree. Students accepted into the program will also need to meet medical clearance criteria and pass a criminal background check and drug screen. Students who do not meet these requirements will be removed from the program.

The Associate in Science in Nursing Program is approved by the Florida Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). Please direct questions regarding this accreditation to ACEN at 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, USA.
Phone: (404) 975-5000
Fax: (404) 975-5020
Email: mailto:info@acenursing.org
Web: ACEN - Accreditation Commission for Education in Nursing

General Education Requirements (30 credit hours)
Letters Requirement (3 credit hours)
ENC 1101 – English Composition I (3)

Humanities/Fine Art Requirements (3 hours)
PHI 2010 – Introduction to Philosophy (3)
PHI 2600- Introduction to Ethics (3)

Mathematics Requirements (3 hours)
MAC 1105 – College Algebra (3)

Natural Science Requirements (15 hours)
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)
MCB 2010 – Microbiology (3)
MCB 2010L – Microbiology Lab (1)

Social/Behavioral Science Requirements (6 hours,
3 of which must be PSY 2012)
AMH 2020 – History of the United States (3)
DEP 2004 – Human Growth and Development (3)
POS 1041 – National Government (3)
PSY 2012 – General Psychology (3)

Core Requirements (42 credit hours)
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 (7)
NUR 2818C – Clinical Nursing III (4)

Civic Literacy Competency

Prior to completion of a degree at the College, any student initially entering into the College during the 2021-22 school, and thereafter, must demonstrate competency in Civic Literacy by completing both of the following*:

1) Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041)

2) Achieve a score of 60% or higher on the Florida Civic Literacy Exam**

* Achieving the standard score on one of the following assessments would satisfy the course requirement and the exam requirement

AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

** Students who take the United States Government course and who earn a passing score on the Florida Civic Literacy Examination while in high school are exempt from the postsecondary Civic Literacy exam requirement.

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 certifications are available through agencies such as the American Academy of Underwater Sciences (AAUS), Divers Alert Network (DAN), Emergency First Response (EFR), the Professional Association of Diving Instructors (PADI), and Professional

Cylinder/Scuba Inspectors (PCI/PSI).

General Education Requirements (15 credit hours)
Letters Requirements (3 credit hours)
ENC 1101 – English Composition I (3)

Mathematics Requirements (3 credit hours)
MAC 1105 – College Algebra (3)
MAC 2311 – Calculus and Analytic Geometry I (4)
MGF 1106 – Mathematics for Liberal Arts I (3)
STA 2023 – Introduction to Probability & Statistics I (3)

Humanities Requirements (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 (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 Science Requirements (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 credit hours)

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 (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 a SLS course, the credits will be applied as an elective.

EMS 1158C – Emergency Medical Technician (12)
EMS 2082 – Dive Medicine Instructor (4)
EMS 2325C – Diving Medical Technician (2)
EOC 2710 – Public Safety Diving (5)
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 1900 - Directed Individual Study in Diving Business and Technology (1-4)
PEN 2110 – Specialty Diver Training (1)
PEN 2134 – Specialty Instructor Training (1)
PEN 2942 – Diving Business and Technology Internship (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.

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)

Public Safety Diver Requirements (15 credit hours)
EOC 2710 – Public Safety Diving (5)

Choose ten (10) more elective credits from the list above.
Diving Medical Technician Requirements (15 credit hours)
EMS 1158C – Emergency Medical Technician (12)
EMS 2325C – Diving Medical Technician (2)
Choose one (1) more elective credit 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.

Civic Literacy Competency
Prior to completion of a degree at the College, any student initially entering into the College during the 2021-22 school, and thereafter, must demonstrate competency in Civic Literacy by completing both of the following*:

1) Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041)

2) Achieve a score of 60% or higher on the Florida Civic Literacy Exam**

* Achieving the standard score on one of the following assessments would satisfy the course requirement and the exam requirement

AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

** Students who take the United States Government course and who earn a passing score on the Florida Civic Literacy Examination while in high school are exempt from the postsecondary Civic Literacy exam requirement.

Total Credits Required: 62

MARINE ENGINEERING, MANAGEMENT, & SEAMANSHIP

To earn an Associate in Applied Science in Marine Engineering, Management, and Seamanship (AAS – MEMS), students must complete sixty–six (66) credits. Students must complete fifteen (15) credit hours of general education courses, thirty-nine (39) 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.

General Education Requirements (15 credit hours)
Letters Requirements (3 credit hours)
ENC 1101 – English Composition I (3)

Mathematics Requirements (3 credit hours)
MAC 1105 – College Algebra (3)
MAC 2311 – Calculus and Analytic Geometry (4)
MGF 1106 – Mathematics for Liberal Arts I (3)
STA 2023 – Introduction to Probability & Statistics I (3)

Humanities Requirements (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 (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 Science Requirements (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 (39 credit hours)
MTE 1002 – Introduction to Marine Engineering (3)
MTE 1001C – Marine Diesel Engine Overhaul (3)
MTE 1042C – Marine Diesel Systems (3)
MTE 1053C – 2 & 4 Cycle Outboard Repair and Maintenance (3)
MTE 1166C – Marine Ignition and Fuel Systems (3)
MTE 1180C – Engine Installation and Repowering (3)
MTE 1371C – Fiberglass Boat Repair and Maintenance (3)
MTE 1400C – Applied Marine Electricity (3)
MTE 1651C – Marine Gas & Electric Welding (3)
MTE 1811 – Basic Seamanship (3)
MTE 2062C – Marine Corrosion & Corrosion Prevention (2)
MTE 2234C – Marine Gearcase, Outdrives & Transmission Systems (4)
MTE 2541C – Marine Auxiliary Equipment Servicing (3)

Recommended Elective Clusters (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 an elective.

College Success Competency

SLS course

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

Suggested Electives for Career Pathways:

Advanced Marine Technician (12 credit hours)
MTE 2043C – Marine 4–Cycle Gasoline Engines (3)
MTE 2058C – Diesel Engine Testing Troubleshooting Procedures (3)
MTE 2072C – Marine Propulsion Gasoline Engine Troubleshooting (3)
MTE 2160C – Diesel Fuel Injection Systems (3)

Fiberglass (9 credit hours)
MTE 1300C – Introduction to Fiberglass Boat Manufacturing (5)
MTE 1302C – Advanced Fiberglass Boat and Accessory Construction (4)

Seamanship (13 credit hours)
MTE 1802 – Coastal Navigation (3)
MTE 1882 – Ocean Operator License Prep (4)
MTE 2883 – One Hundred Ton Gross Master (3)
OCB 1000 – Introduction to Marine Biology (3) OR OCE 1001 – Introduction to Oceanography (3)

Welding (10 credit hours)
MTE 1000 – Marine Engineering Lab Safety (1)
MTE 1653C – Shielded Metal Arc Welding (3)
MTE 2652C – Advanced Welding Techniques (3)
MTE 2654C – Marine Technology Pipe Welding with MIG & TIG (3)

Marine Engineering Management (12 credit hours)
ACG 2021 - Financial Accounting (3)
ENT 1000 – Entrepreneurship (3)
GEB 1011 – Introduction to Business (3)
MAR 2011 – Principles of Marketing (3)

Additional Elective Options
MAT 1033 – Intermediate Algebra (4)
MTE 1990 – Directed Individual Study (1-4)
MTE2931 – Specialty Marine Engineering Training I (1-4)
MTE 2932 – Specialty Marine Engineering Training II (5-8)
MTE 2940 – Internship Marine Engineering, Management, and Seamanship (1-4)
Any SLS Course

Civic Literacy Competency
Prior to completion of a degree at the College, any student initially entering into the College during the 2021-22 school, and thereafter, must demonstrate competency in Civic Literacy by completing both of the following*:

1) Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041)

2) Achieve a score of 60% or higher on the Florida Civic Literacy Exam**

* Achieving the standard score on one of the following assessments would satisfy the course requirement and the exam requirement

AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

** Students who take the United States Government course and who earn a passing score on the Florida Civic Literacy Examination while in high school are exempt from the postsecondary Civic Literacy exam requirement.

Total Credits Required: 66

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 1300 – Introduction to Human Resource Management (3)
MAN 2021 – Management Concepts (3)
MAR 2011 – Principles of Marketing (3)

Total Credits Required: 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 1300 – Introduction to Human Resource
Management (3) MAN 2021 – Management Concepts
(3)

Total Credits Required: 12

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, and methods of preparation.

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

Total Credits Required: 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 and Safety (3)
FSS 1203C – Quantity Food Production I (3)
FSS 1240C – Classical Cuisine (3)
FSS 1246C – Baking and Pastries l (3)
FSS 2204C – Quantity Food Production ll (4)
FSS 2241C – International and Regional Foods (3)
FSS 2247C – Baking and Pastries ll (3)
FSS 2248C – Garde–Manger (3)
FSS 2251 – Food and Beverage Management (3)
FSS 2500 – Food and Beverage Cost Control (3)
FSS 2941C – Internship in Culinary Management (1)
HUN 1004 – Healthy Cuisine and Nutrition (3)

Total Credits Required: 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 and Safety (3)
FSS 1203C – Quantity Food Production I (3)
FSS 1240C – Classical Cuisine (3)
FSS 1246C – Baking and Pastries l (3)
FSS 2241C – International and Regional Foods (3)
FSS 2251 – Food & Beverage Management (3)

Total Credits Required: 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)
EMS 1344C– Aquatic 1st Aid/CPR/O_2 (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 Credits Required: 17

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 Credits Required: 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 – 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 and Management (4)
PEN 2942 – Diving Business and Technology Internship (1–4)

Total Credits Required: 14

Diving Medical Technician (14 credit hours)
EMS 1158C – Emergency Medical Technician (12)
EMS 2325C – Diving Medical Technician (2)

Total Credits Required: 14

Optional Diving Industry Certifications:

American Academy of Underwater Sciences (AAUS)
AAUS Scientific Diver

Divers Alert Network (DAN)
Basic Life Support CPR & First Aid Provider
Basic Life Support CPR & First Aid Instructor
Emergency Oxygen for Scuba Diving Injuries Provider
Emergency Oxygen for Scuba Diving Injuries Instructor
Diving First Aid for Professional Divers Provider
Diving First Aid for Professional 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
Dry Suit Diver
DSAT Gas Blender
Enriched Air Diver
Equipment Specialist
Full Face Mask Diver
Instructor Development Course Staff Instructor
Multi–level Diver
Night and Limited Visibility Diver
Open Water Diver
Open Water Scuba Instructor
Peak Performance Buoyancy Diver
Rebreather Diver
Rescue Diver
Research Diver
Search and Recovery Diver
Self-Reliant Diver
Specialty Instructor
Underwater Naturalist
Underwater Navigator
Underwater Photographer
Wreck Diver

Professional Scuba Inspectors (PSI)
Visual Cylinder Inspector

ENTREPRENEURSHIP CERTIFICATE

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 Credits Required: 12

GUEST SERVICES SPECIALIST CERTIFICATE

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 Credits Required: 15

MARINE PROPULSION TECHNOLOGY CERTIFICATE

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 attests to the completion of the courses outlined below. These courses may also apply to the A.A.S. degree in Marine Engineering, Management, and Seamanship if a student later decides on that option. Program duration is approximately one (1) calendar year.

Core Requirements (24 credit hours)
MTE 1001C – Marine Diesel Engine Overhaul (3)
MTE 1002 – Introduction to Marine Engineering (3)
MTE 1053C – 2 & 4 Cycle Outboard Repair and Maintenance (3)
MTE 1180C – Engine Installation and Repowering (3)
MTE 1400C – Applied Marine Electricity (3)
MTE 1651C – Marine Gas & Electric Welding (3)
MTE 2062C – Marine Corrosion & Corrosion Prevention (2)
MTE 2234C – Marine Gearcase, Outdrives & Transmission Systems (4)

Elective Requirements (Choose any courses below to equal 10 credits)
MTE 1000 – Marine Engineering Lab Safety (1)

Gasoline Engines (9 credit hours)
MTE 1166C – Marine Ignition and Fuel Systems (3)
MTE 2043C – Marine 4–Cycle Gasoline Engines (3)
MTE 2072C – Marine Propulsion Gasoline Engine Troubleshooting (3)

Diesel Engines (9 credit hours)
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

MEDICAL ASSISTANT

The College Credit Certificate in Medical Assistant prepares individuals to provide health services in ambulatory out-patient facilities, including medical offices and clinics. Medical Assistants participate in diagnostic, clinical, and administrative functions. Diagnostic functions include drawing blood, performing basic laboratory tests, and taking EKG's and X-Rays. Clinical functions include obtaining vital signs, preparing patients for and assisting with examinations and procedures, administering medications and performing treatments. Administrative functions include serving as receptionists, scheduling appointments and diagnostic procedures, managing records, completing insurance coding, and providing for billing and collecting. Medical Assistants use computer technology to manage records, billing and other aspects of a medical office or clinic. Students participate in an externship each semester to gain experience in every aspect of the medical assistant's practice. Students accepted into the program will also need to meet medical clearance criteria and pass a criminal background check and drug screen. Students who do not meet these requirements will be removed from the program.

Medical Assistant Courses (44 credits)
ENC 1101 English Composition I (3)
BSC 1085 Anatomy & Physiology (3)
BSC 1085L Anatomy & Physiology Lab (1)
BSC 1086 Anatomy & Physiology II (3)
BSC 1086L Anatomy & Physiology II Lab (1)
PHI 2600 Introduction to Ethics (3)
HSC 1004C Basic Healthcare Worker (3)
MEA 1006C Introduction to Medical Assistant (3.5)
MEA 1206C Clinical Procedures for Health Professions (3.5)
MEA 1232 Diseases & Disorders for Health Professions (3)
MEA 1244C Pharmacology for Health Professions (3)
MEA 1265C Lab Procedures for Health Professions (3.5)
MEA 1331C Office Management for Health Professions (4)
MEA 1040C Phlebotomy (2.5)
MEA 1820C Medical Assistant Capstone (4)

Total Credits Required: 44

PARAMEDIC

The College Credit Certificate in Paramedic offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards, relevant technical knowledge and skills for certified Emergency Medical Technicians (EMT's) to prepare for a career as a Paramedic. Upon completion of the 42 credit hours of course work, students are able to sit for the National Paramedic Exam, and upon passing the exam, work as a Paramedic. Interested students must be certified as an Emergency Medical Technician and have completed BSC 1085 and BSC 1085L prior to enrolling in Paramedic classes. Students accepted into the program will also need to meet medical clearance criteria and pass a criminal background check and drug screen. Students who do not meet these requirements will be removed from the program.

Paramedic Courses* (42 credits)
BSC 1085 – Anatomy and Physiology I (3 credits)
BSC 1085L – Anatomy and Physiology I Lab (1 credit)
EMS 2601 – Paramedic I (8 credits)
EMS 2601L – Paramedic I Lab (4 credits)
EMS 2664 – Paramedic I Clinical (3 credits)
EMS 2602 – Paramedic II (8 credits)
EMS 2602L – Paramedic II Lab (4 credits)
EMS 2665 – Paramedic II Clinical (3 credits)
EMS 2659 – Paramedic Practicum (8 credits)
Total Credits Required: 42

*Students are required to possess a valid EMT certification in order to register for Paramedic courses.

PHLEBOTOMY- (Pending SACSOC approval)

The Phlebotomy Technician program is designed to prepare students for employment in a hospital laboratory, blood center, or other health care facility to draw blood by venipuncture and capillary puncture. Students are taught safe and efficient work practices in obtaining adequate and correct blood specimens, labeling specimens, and transporting specimens correctly to the appropriate laboratory sections. The Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B and other diseases are stressed. Students accepted into the program will also need to meet medical clearance criteria and pass a criminal background check and drug screen. Students who do not meet these requirements will be removed from the program.

Course Requirements
HSC 0003C Basic Health Care Worker (90 hours)
MEA 0520C Phlebotomist (75 hours)
Total Hours: 165

PROFESSIONAL WELDER CERTIFICATE

This program is designed for those students who want training in welding and fabrication without immediately pursuing the Associate in Applied Science degree. The courses may apply to the A.A.S.

degree in Marine Engineering, Management, and Seamanship, if a student later decides on that option. Program duration is approximately one (1) calendar year.

Core Requirements (16 credit hours)
ENT 1000 – Entrepreneurship (3)
MTE 1000 – Marine Engineering Lab Safety (1)
MTE 1651C – Marine Gas & Electric Welding (3)
MTE 1653C – Shielded Metal Arc Welding (3) MTE 2652C -Advanced Welding Techniques (3)
MTE 2654C -Marine Technology Pipe Welding with MIG and TIG (3)
Total Credits Required: 16

ROOMS DIVISION MANAGEMENT CERTIFICATE

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 employability and customer service skills, marketing techniques in the hospitality industry, laws that affect the hospitality industry, and management operations for hotels.

Course Requirements (30 credit hours):
ACG 2021 – Financial Accounting (3)
CGS 1100 – Introduction to Computer Applications (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 (6)

Total Credits Required: 30

ROOMS DIVISION OPERATIONS CERTIFICATE

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 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)

Electives Requirements (1 credit hour)
Any course from HFT, FSS, MAN, BUL, ENT, GEB, OCB, or LIS

Total Credits Required: 19

ROOMS DIVISION SPECIALIST CERTIFICATE

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 1300 – Managing Housekeeping Operations (3)
HFT 1410 – Front Office Management (3)
MAN 1300 – Introduction to Human Resource Management (3)

Elective Requirements (1 credit hour)
Any course from HFT, FSS, MAN, BUL, ENT, GEB, OCB, or LIS

Total Credits Required: 13

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 2419 – 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 2902 – Directed Individual Study (4)

Total Credits Required: 30

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. Students accepted into the program will also need to meet medical clearance criteria and pass a criminal background check and drug screen. Students who do not meet these requirements will be removed from the program.

Course Requirements (12 credit hours)
EMS 1158C – Emergency Medical Technician (12)
*Students must earn a grade of B or higher in order to be approved to sit for the National Registry of Emergency Technicians certification exam.

Career and Technical Certificate

Career and Technical Certificate is a program of study consisting of clock hour courses to prepare for entry into employment. The certificate program is typically one year or less. The program focuses on providing students with the specific skills for immediate job entry. A certificate is awarded upon completion of all career and technical program courses and demonstration of attainment of predetermined and specified performance requirements.

APPRENTICESHIPS

Individuals interested in participating in any of the College's Apprenticeship Programs must meet the following criteria:

- Be at least 16 years of age
- Be physically capable of performing the essential functions of the apprenticeship program and worksite, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others
- Complete an Apprenticeship Agreement

CARPENTRY APPRENTICESHIP

This apprenticeship program prepares students for advancement as a residential or commercial carpenter in the construction industry. An apprentice will be paid a progressively increased wage, while they continuously advance throughout the program. The curriculum provides knowledge and skills training in all aspects of carpentry installation, repair and maintenance. Apprentices are required to work a total of 8,004 hours On–the–Job Training (OJT) and attend 576 supplemental classroom instructional hours. Upon successful completion of the program, the apprentice will have received a four–level certification by the National Center for Construction Education and Research (NCCER) and will be issued a nationally recognized Completion of Apprenticeship certificate by the State of Florida.

Course Requirements
BCA 0001 – Introduction to Construction (38 hrs.)
BCA 0550 – Carpentry Apprenticeship I (34 hrs.)
BCA 0551 – Carpentry Apprenticeship II (72 hrs.)
BCA 0552 – Carpentry Apprenticeship III (72 hrs.)
BCA 0553 – Carpentry Apprenticeship IV (72 hrs.)
BCA 0554 – Carpentry Apprenticeship V (72 hrs.)
BCA 0555 – Carpentry Apprenticeship VI (72 hrs.)
BCA 0556 – Carpentry Apprenticeship VII (72 hrs.)
BCA 0557 – Carpentry Apprenticeship VIII (72 hrs.)
BCA 0559 – Carpentry Apprenticeship OJT (667 hrs.) – per semester

Total Classroom Hours: 576
Total OJT Hours: 8,004
Total Hours: 8,580

ELECTRICAL APPRENTICESHIP

This apprenticeship program prepares students for advancement as a residential or commercial electrician in the construction industry. An apprentice will be paid a progressively increased wage, while they continuously advance throughout the program. The curriculum provides knowledge and skills training in all aspects in the field of electrical installation, repair and maintenance. Apprentices are required to work a total of 8,004 hours On–the–Job Training (OJT) and attend 576 supplemental

classroom instructional hours. Upon successful completion of the program, the apprentice will have received a four–level certification by the National Center for Construction Education and Research (NCCER) and will be issued a nationally recognized Completion of Apprenticeship certificate by the State of Florida.

Course Requirements
BCA 0001 – Introduction to Construction (38 hrs.)
BCA 0350 – Electrical Apprenticeship I (34 hrs.)
BCA 0351 – Electrical Apprenticeship II (72 hrs.)
BCA 0352 – Electrical Apprenticeship III (72 hrs.)
BCA 0353 – Electrical Apprenticeship IV (72 hrs.)
BCA 0354 – Electrical Apprenticeship V (72 hrs.)
BCA 0355 – Electrical Apprenticeship VI (72 hrs.)
BCA 0356 – Electrical Apprenticeship VII (72 hrs.)
BCA 0357 – Electrical Apprenticeship VIII (72 hrs.)
BCA 0349 – Apprenticeship – Electrical OJT (667 hrs.) – per semester

Total Classroom Hours: 576

Total OJT Hours: 8,004

Total Hours: 8,580

ELECTRONIC SYSTEMS TECHNICIAN APPRENTICESHIP

This apprenticeship program prepares students for advancement as an electronic systems technician. An apprentice will be paid a progressively increased wage, while they continuously advance throughout the program. The curriculum provides knowledge and skills training in all aspects in the field of electronic systems installation, repair and maintenance. Apprentices are required to work a total of 8,004 hours On–the–Job Training (OJT) and attend 576 supplemental classroom instructional hours. Upon successful completion of the program, the apprentice will have received a four–level certification by the National Center for Construction Education and Research (NCCER) and will be issued a nationally recognized Completion of Apprenticeship certificate by the State of Florida.

Course Requirements
BCA 0001 – Introduction to Construction (38 hrs.)
BCA 0302 – Electronic Systems Technician Apprenticeship I (34 hrs.)
BCA 0371 – Electronic Systems Technician Apprenticeship II (72 hrs.)
BCA 0372 – Electronic Systems Technician Apprenticeship III (72 hrs.)
BCA 0373 – Electronic Systems Technician Apprenticeship IV (72 hrs.)
BCA 0374 – Electronic Systems Technician Apprenticeship V (72 hrs.)
BCA 0375 – Electronic Systems Technician Apprenticeship VI (72 hrs.)
BCA 0376 – Electronic Systems Technician Apprenticeship VII (72 hrs.)
BCA 0377 – Electronic Systems Technician Apprenticeship VIII (72 hrs.)
BCA 0370 – Electronic Systems Technician Apprenticeship OJT (667 hrs.) – per semester

Total Classroom Hours: 576

Total OJT Hours: 8,004

Total Hours: 8,580

HVAC APPRENTICESHIP

This apprenticeship program prepares students for advancement as a residential or commercial air conditioning, refrigeration, and heating technician in the construction industry. An apprentice will be paid a progressively increased wage, while they continuously advance throughout the program. The curriculum provides knowledge and skills training in all aspects in the field of electrical installation, repair and maintenance. Apprentices are required to work a total of 8,004 hours On–the–Job Training (OJT) and attend 576 supplemental classroom instructional hours. Upon successful completion of the program, the apprentice will have received a four–level certification by the National Center for Construction Education and Research (NCCER) and will be issued a nationally recognized Completion of Apprenticeship certificate by the State of Florida.

Course Requirements
BCA 0001 – Introduction to Construction (38 hrs.)
ACR 0940 – Apprenticeship HVAC I (34 hrs.)
ACR 0941 – Apprenticeship HVAC II (72 hrs.)
ACR 0942 – Apprenticeship HVAC III (72 hrs.)
ACR 0943 – Apprenticeship HVAC IV (72 hrs.)
ACR 0944 – Apprenticeship HVAC V (72 hrs.)
ACR 0945 – Apprenticeship HVAC VI (72 hrs.)
ACR 0947 – Apprenticeship HVAC VII (72 hrs.)
ACR 0948 – Apprenticeship HVAC VIII (72 hrs.)
ACR 0946 – Apprenticeship HVAC OJT (667 hrs.) – per semester

Total Classroom Hours: 576

Total OJT Hours: 8,004

Total Hours: 8,580

PLUMBING TECHNOLOGY APPRENTICESHIP

This apprenticeship program prepares students for advancement as a residential or commercial plumber in the construction industry. An apprentice will be paid a progressively increased wage, while they continuously advance throughout the program. The curriculum provides knowledge and skills training in all aspects in the field of electrical installation, repair and maintenance. Apprentices are required to work a total of 8,004 hours On–the–Job Training (OJT) and attend 576 supplemental classroom instructional hours. Upon successful completion of the program, the apprentice will have received a four–level certification by the National Center for Construction Education and Research (NCCER) and will

be issued a nationally recognized Completion of Apprenticeship certificate by the State of Florida.

Course Requirements
BCA 0001 – Introduction to Construction (38 hrs.)
BCA 0450 – Plumbing Apprenticeship I (34 hrs.)
BCA 0451 – Plumbing Apprenticeship II (72 hrs.)
BCA 0452 – Plumbing Apprenticeship III (72 hrs.)
BCA 0453 – Plumbing Apprenticeship IV (72hrs.)
BCA 0454 – Plumbing Apprenticeship V (72 hrs.)
BCA 0455 – Plumbing Apprenticeship VI (72 hrs.)
BCA 0456 – Plumbing Apprenticeship VII (72 hrs.)
BCA 0457 – Plumbing Apprenticeship VIII (72 hrs.)
BCA 0441 – Apprenticeship – Plumbing OJT (667 hrs.) – per semester

Total Classroom Hours: 576

Total OJT Hours: 8,004

Total Hours: 8,580

CRIMINAL JUSTICE: BASIC LAW ENFORCEMENT (BLE) ACADEMY

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

This program is the 770 hours Florida Law Enforcement Basic Recruit Training Program 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 Florida 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, unless exempt per Florida Statute section 943.17(1) (g).

Course Requirements
CJK 0002– Introduction to Law Enforcement (12 hrs.)
CJK 0016 – Communication (24 hrs.)
CJK 0018 – Legal (64 hrs.)

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CJK 0019 – Interviewing and Report Writing (56 hrs.)
CJK 0021 – Serving Your Community (34 hrs.)
CJK 0093 – Critical Incidents (44 hrs.)
CJK 0020 – CMS Law Enforcement 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 0063 – Fundamentals of Patrol (40 hrs.)
CJK 0072 – Crimes Against Persons (48 hrs.)
CJK 0073 – Crimes Involving Property and Society (12 hrs.)
CJK 0079 – Crime Scene Follow-up Investigations (34 hrs.)
CJK 0096 – Criminal Justice Officer Physical Fitness Training (60 hr.)
CJK 0400 – Traffic Incidents (12 hrs.)
CJK 0401 – Traffic Stops (24 hrs.)
CJK 0402 – Traffic Crash Investigations (30 hrs.)
CJK 0403 – DUI Traffic Stops (24 hrs.)
CJK 0421 – Conducted Electrical Weapon / Dart-Firing Stun Gun (4 hrs.)

Total Hours: 770

CRIMINAL JUSTICE: CORRECTIONAL BASIC RECRUIT TRAINING ACADEMY

Correctional Officer Basic Recruit Training (Minimum Standards)

This program is the 420 hours Correctional Basic Recruit Training Program and meets the basic 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 Florida 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 Required
CJK 0300 – Introduction to Corrections (32 hrs.)
CJK 0305 – Communications (40 hrs.)
CJK 0310 – Officer Safety (16 hrs.)

CJK 0315 – Facility & Equipment (8 hrs.)
CJK 0320 – Intake/Reception and 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 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 0340 – Officer Wellness and Physical Abilities (30 hrs.)

Total Hours: 420

CRIMINAL JUSTICE: CROSSOVER CORRECTIONAL TO LAW ENFORCEMENT ACADEMY

This program is the (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 these courses is required for Certified Corrections Officers to take the Florida 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, unless exempt per Florida Statute section 943.17(1) (g).
-

Courses Required
CJK 0002 – Introduction to Law Enforcement (12 hrs.)
CJK 0016 – Communication (24 hrs.)
CJK 0018 – Legal (64 hrs.)
CJK 0019 – Interviewing and Report Writing (56 hrs.)
CJK 0020 – CMS Law Enforcement Vehicle Operations (48 hrs.)

CJK 0021 – Serving Your Community (34 hrs.)
CJK 0063 – Fundamentals of Patrol (40 hrs.)
CJK 0072 – Crimes Against Persons (48 hrs.)
CJK 0073 – Crimes Involving Property and Society (12 hrs.)
CJK 0079 – Crime Scene Follow-up Investigations (34 hrs.)
CJK 0093 – Critical Incidents (44 hrs.)
CJK 0393 – Crossover Program Updates (8 hrs.)
CJK 0400 – Traffic Incidents (12 hrs.)
CJK 0401 – Traffic Stops (24 hrs.)
CJK 0402 – Traffic Crash Investigations (30 hrs.)
CJK 0403 – DUI Traffic Stops (24 hrs.)
CJK 0421 – Conducted Electrical Weapon / Dart- Firing Stun Gun (4 hrs.)

Total Hours: 518

LAW ENFORCEMENT AUXILIARY OFFICER ACADEMY

This program is the 360 hours 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. Successful completion of this course is required to take the State Officer Certification Examination.

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, unless exempt per Florida Statute section 943.17(1) (g).

Courses Required
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 0023 – Introduction to Law Enforcement (4 hrs.)
CJK 0024 – Legal Concepts (20 hrs.)
CJK 0025 – Patrol and Professional Communication (12 hrs.)
CJK 0026 – Interactions in a Diverse Community (12 hrs.)
CJK 0027 – Calls for Service and Arrest Procedures (24 hrs.)
CJK 0028 – Traffic Stops and Crash Investigations (28 hrs.)
CJK 0029 – Crime Scene and Courtroom Procedures (8 hrs.)
CJK 0421 – Conducted Electrical Weapon/ Dart-Firing Stun gun (4 hrs.)

Total Hours: 360

Specialized Areas

COMMUNITY EDUCATION AND WORKFORCE TRAINING

The Office of Community Engagement & Testing 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 in Key Largo, 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. Preregistration is required as classes may be limited in size. For more information or a schedule of classes, please view our website at [The College of the Florida Keys - Community Education Overview](#).

DISTANCE LEARNING AT THE 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 College 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, Canvas, 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 online at the Florida Department of Education - Statewide Course Numbering System website.

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. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	**1**	**1**	**0**	**1**	
English	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

(3) Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency.*

For example, a freshman composition skills course is offered by 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."

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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–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, Thesis, and Dissertation.

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.).

For courses earned at non–accredited institutions, the SCNS makes available on its Florida Department of Education - Statewide Course Numbering System website a report entitled "Courses at Non–Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Associate Dean of Enrollment Management in the Office of Enrollment Services at (305) 809–3278 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 visiting the Florida Department of Education - Statewide Course Numbering System website.

Prerequisite Test Score Requirements

Approved Tests	Approved Scores	Required Course
PERT	Score	Course Titles
Reading	106-150	No Preparatory Course Required
	84-105	ENC 0055L The English Studio (co-requisite ENC 1101, English Composition I

	50-83	REA 0007 Developmental Reading I
Writing	103-150	No Preparatory Course Required
	90-102	ENC 0055L The English Studio (co-requisite ENC 1101, English Composition I
	50-89	ENC 0015 Developmental Writing I
Math	123-150	No Preparatory Course Required, College Level
	114-122	MAT 1033 Intermediate Algebra
	102-113	See Academic Advisor
	96-113	MAT 0028 Developmental Math II
	50-95	MAT 0018 Developmental Math I
ACT	**Score**	**Course Titles**
Reading	19 & above	No Preparatory Course Required
	16-18	ENC 0055L The English Studio (co-requisite ENC 1101, English Composition I
	16 & below	REA 0007 Developmental Reading I
English	17 & above	No Preparatory Course Required
	15-16	ENC 0055L The English Studio (co-requisite ENC 1101, English Composition I
	14 & below	ENC 0015 Developmental Writing I
Math	21 & above	No Preparatory Course Required, College Level
	19-20	MAT 1033 Intermediate Algebra
	17-20	See Academic Advisor
	17-18	MAT 0028 Developmental Math II
	16 & below	MAT 0018 Developmental Math I
SAT	**Score**	**Course Titles**
Reading	24 & above	No Preparatory Course Required
	20-23.9	ENC 0055L The English Studio (co-requisite ENC 1101, English Composition I
	19.9 & below	REA 0007 Developmental Reading I
Writ. & Lang.	25 & above	No Preparatory Course Required
	20-24.9	ENC 0055L The English Studio (co-requisite ENC 1101, English Composition I
	19.9 & below	ENC 0015 Developmental Writing I
Math	25.5 & above	No Preparatory Course Required
	24-25.4	MAT 1033 Intermediate Algebra
	23-25.4	See Academic Advisor
	22-23.9	MAT 0028 Developmental Math II
	21.9 & below	MAT 0018 Developmental Math I
Accuplacer Next Generation	**Score**	**Course Titles**
Reading	256 & above	No Preparatory Course Required

	237-255	ENC 0055L The English Studio (co-requisite ENC 1101, English Composition I
	200-236	REA 0007 Developmental Reading I
Writing	253 & above	No Preparatory Course Required
	226-252	ENC 0055L The English Studio (co-requisite ENC 1101, English Composition I
	200-225	ENC 0015 Developmental Writing I
Quantitative Reasoning, Algebra, Statistics (QAS)	261 & above	No Preparatory Course Required College level
	Below 200	MAT 0018 Developmental Math I
	200-260	MAT 0028 Developmental Math II
	261	MAT 1033, Intermediate Algebra

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: GEB 1011 with a minimum grade of C or FSS 2251 with a minimum grade of C

   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

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.

ACR 0940 - Apprenticeship HVAC I
1.140 CEUs

This course is the initial course for students attending as first year
apprentices in the air conditioning industry. This course introduces
theoretical concepts regarding safe working conditions and practices,
history of the trade, and tool and accessory identification, and proper
care and usage of tools of the trade.

ACR 0941 - Apprenticeship HVAC II
2.400 CEUs
Prerequisites: ACR 0940 with a minimum grade of S
Co-requisites: ACR 0946

This course teaches students attending as first year apprentices in the
air conditioning industry. This course teaches scientific concepts
related to the air conditioning industry, math concepts related to the
air conditioning industry, and skills including fabrication and service
for piping, tubing and fittings used in the industry.

ACR 0942 - Apprenticeship HVAC III
2.400 CEUs
Prerequisites: ACR 0941 with a minimum grade of S
Co-requisites: ACR 0946

This course develops the second year air conditioning apprentice's
knowledge of heating, air-conditioning and refrigeration system
components and accessories. Communication, industry related computer
skills, and entrepreneurship are an additional focus in this course.

ACR 0943 - Apprenticeship HVAC IV
  2.400 CEUs
  Prerequisites: ACR 0942 with a minimum grade of S
  Co-requisites: ACT 0946

  This course develops the second year air conditioning apprentice's
  practical knowledge of basic electricity and electrical components
  related to the industry. Troubleshooting electrical control systems and
  their components, and wiring electrical motors and their components are
  taught in this course.

ACR 0944 - Apprenticeship HVAC V
  2.400 CEUs
  Prerequisites: ACR 0943 with a minimum grade of S
  Co-requisites: ACR 0946

  This course introduces the third year air conditioning apprentice to
  installation techniques, start up and check out procedures, and sizing
  of heating, air conditioning, and refrigeration piping.

ACR 0945 - Apprenticeship HVAC VI
  2.400 CEUs
  Prerequisites: ACR 0944 with a minimum grade of S
  Co-requisites: ACR 0946

  This course teaches techniques and skills required for third year
  air-conditioning apprentices in solid state electronics as used in the
  industry. Students learn how to operate mechanical refrigeration and
  testing equipment and combustion type heating servicing and testing
  equipment.

ACR 0946 - Apprenticeship HVAC On-The Job
  22.240 CEUs

  This course helps students implement the theoretical concepts
  introduced in the classroom components of the air-conditioning
  apprenticeship program through on-the-job training. Course can be
  repeated up to 12 times.

ACR 0947 - Apprenticeship HVAC I
  2.400 CEUs
  Prerequisites: ACR 0945 with a minimum grade of C
  Co-requisites: ACR 0946

  This course prepares students for advanced training in the industry as
  a fourth year air conditioning apprentice and includes concentration in
  gas valves, regulators, properties of air, and pressure enthalpy charts
  for diagramming refrigerant cycles.

ACR 0948 - Apprenticeship HVAC VIII
2.400 CEUs
Prerequisites: ACR 0947 with a minimum grade of S

This course prepares students for advanced training in the industry as a fourth year air conditioning apprentice and includes concentration in the standards for and ways to measure indoor-air quality, and installation, maintenance and repair of heating, air-conditioning, and refrigeration systems.

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.

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 (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 or (SAT Redesign Reading with score of 024 and SAT Redesign Writing/Language with score of 025)

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.

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 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 hand building 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 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 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.

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 chlorofluorocarbons 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.

BCA 0001 - Introduction to Construction
   1.270 CEUs
   Prerequisites: Instructor permission required

   This course encompasses the fundamentals of the construction field.
   Students will gain knowledge with a basic introduction to the
   construction industry, including safety, math skills, blueprint
   reading, hand and power tools, and basic rigging. This is the first
   course in the building construction apprenticeship programs.

BCA 0302 - Electronic Systems Tech Apr I
   1.140 CEUs
   Prerequisites: BCA 0001 with a minimum grade of
   Co-requisites: BCA 0370

   This course is designed to provide related classroom instruction to
   support the work activities of a first-year apprentice electronic
   system technician.

BCA 0349 - Apprenticeship -Electrical OJT
   22.240 CEUs

   This course is taught in conjunction with apprenticeship-electrical to
   enable the student to implement and practice the essential competencies
   in the electrical industry work environment. Course can be repeated up
   to 12 times.

BCA 0350 - Electrical Apprenticeship I
   1.140 CEUs
   Prerequisites: BCV 0001 with a minimum grade of S
   Co-requisites: BCA 0349

   This course is designed to provide related classroom instruction to
   support the work activities of first year apprentice electricians.

BCA 0351 - Electrical Apprenticeship II
   2.400 CEUs
   Prerequisites: BCA 0350 with a minimum grade of S
   Co-requisites: BCA 0349

   This course is designed to provide related classroom instruction to
   support the work activities of first year apprentice electricians.

BCA 0352 - Electrical Apprenticeship III
    2.400 CEUs
    Prerequisites: BCA 0351 with a minimum grade of S
    Co-requisites: BCA 0349

    This course is designed to provide related classroom instruction to
    support the work activities of a second year apprentice electricians.

BCA 0353 - Electrical Apprenticeship IV
    2.400 CEUs
    Prerequisites: BCA 0352 with a minimum grade of S
    Co-requisites: BCA 0349

    This course is designed to provide related classroom instruction to
    support the work activities of a second year apprentice electricians.

BCA 0354 - Electrical Apprenticeship V
    2.400 CEUs
    Prerequisites: BCA 0353 with a minimum grade of S
    Co-requisites: BCA 0349

    This course is designed to provide related classroom instruction to
    support the work activities of a third year apprentice electrician.

BCA 0355 - Electrical Apprenticeship VI
    2.400 CEUs
    Prerequisites: BCA 0354 with a minimum grade of S
    Co-requisites: BCA 0349

    This course is designed to provide related classroom instruction to
    support the work activities of a third year apprentice electrician.

BCA 0356 - Electrical Apprenticeship VII
    2.400 CEUs
    Prerequisites: BCA 0355 with a minimum grade of S
    Co-requisites: BCA 0349

    This course is designed to provide related classroom instruction to
    support the work activities of a fourth year apprentice electrician.

BCA 0357 - Electrical Apprenticeship VIII
    2.400 CEUs
    Prerequisites: BCA 0356 with a minimum grade of S
    Co-requisites: BCA 0349

    This course is designed to provide related classroom instruction to
    support the work activities of a fourth year apprentice electrician.

BCA 0370 - Electronic Systems Technician Apprenticeship OJT
22.240 CEUs

This course is taught in conjunction with Electrical Systems Technician Apprenticeship to enable the student to implement and practice essential competencies in the electrical systems industry work environment. Course can be repeated up to 12 times.

BCA 0371 - Electronic Systems Technician Apprenticeship II
2.400 CEUs
Prerequisites: BCA 0302 with a minimum grade of
Co-requisites: BCA 0370

This course is designed to provide related classroom instruction to support the work activities of a first-year apprentice electronic system technician.

BCA 0372 - Electronic Systems Technician Apprenticeship III
2.400 CEUs
Prerequisites: BCA 0371 with a minimum grade of
Co-requisites: BCA 0370

This course is designed to provide related classroom instruction to support the work activities of a second-year apprentice electronic system technician.

BCA 0373 - Electronic Systems Technician Apprenticeship IV
2.400 CEUs
Prerequisites: BCA 0372 with a minimum grade of
Co-requisites: BCA 0370

This course is designed to provide related classroom instruction to support the work activities of a second-year apprentice electronic system technician.

BCA 0374 - Electronic Systems Technician Apprenticeship V
2.400 CEUs
Prerequisites: BCA 0373 with a minimum grade of
Co-requisites: BCA 0370

This course is designed to provide related classroom instruction to support the work activities of a third-year apprentice electronic system technician.

BCA 0375 - Electronic Systems Technician Apprenticeship VI
2.400 CEUs
Prerequisites: BCA 0374 with a minimum grade of
Co-requisites: BCA 0370

This course is designed to provide related classroom instruction to support the work activities of a third-year apprentice electronic

system technician.

BCA 0376 - Electronic Systems Technician Apprenticeship VII
    2.400 CEUs
    Prerequisites: BCA 0375 with a minimum grade of
    Co-requisites: BCA 0370

    This course is designed to provide related classroom instruction to support the work activities of a fourth-year apprentice electronic system technician.

BCA 0377 - Electronic Systems Technician Apprenticeship VIII
    2.400 CEUs
    Prerequisites: BCA 0376 with a minimum grade of
    Co-requisites: BCA 0370

    This course is designed to provide related classroom instruction to support the work activities of a fourth-year apprentice electronic system technician.

BCA 0441 - Plumbing OJT
    22.240 CEUs

    Plumbing OJT. Course can be repeated up to 12 times.

BCA 0450 - Plumbing Apprenticeship I
    1.140 CEUs

    Apprenticeship in plumbing

BCA 0451 - Plumbing Apprenticeship II
    2.400 CEUs
    Prerequisites: BCA 0450 with a minimum grade of S
    Co-requisites: BCA 0441

    Apprenticeship in plumbing

BCA 0452 - Plumbing Apprenticeship III
    2.400 CEUs
    Prerequisites: BCA 0451 with a minimum grade of S

    Apprenticeship in plumbing.
BCA 0453 - Plumbing Apprenticeship IV
    2.400 CEUs
    Prerequisites: BCA 0452 with a minimum grade of S
    Co-requisites: BCA 0441

    Apprenticeship in plumbing.

BCA 0454 - Plumbing Apprenticeship V
  2.400 CEUs
  Prerequisites: BCA 0453 with a minimum grade of S

  Apprenticeship in plumbing.

BCA 0455 - Plumbing Apprenticeship VI
  2.400 CEUs
  Prerequisites: BCA 0454 with a minimum grade of S
  Co-requisites: BCA 0441

  Apprenticeship in plumbing.

BCA 0456 - Plumbing Apprenticeship VII
  2.400 CEUs
  Prerequisites: BCA 0455 with a minimum grade of S
  Co-requisites: BCA 0441

  Apprenticeship in plumbing

BCA 0457 - Plumbing Apprenticeship VIII
  2.400 CEUs
  Prerequisites: BCA 0441 with a minimum grade of S
  Co-requisites: BCA 0456

  Apprenticeship in plumbing.

BCA 0550 - Carpentry Apprenticeship I
  1.140 CEUs
  Prerequisites: BCV 0001 with a minimum grade of S
  Co-requisites: BCA 0559

  This course is designed to provide related classroom instruction to
  support the work activities of first year apprentice.

BCA 0551 - Carpentry Apprenticeship II
  2.400 CEUs
  Prerequisites: BCA 0550 with a minimum grade of S
  Co-requisites: BCA 0559

  This course is designed to provide related classroom instruction to
  support the work activities of first year apprentice.
BCA 0552 - Carpentry Apprenticeship III
  2.400 CEUs
  Prerequisites: BCA 0551 with a minimum grade of S
  Co-requisites: BCA 0559

  This course is designed to provide related classroom instruction to
  support the work activities of second year apprentice.

BCA 0553 - Carpentry Apprenticeship IV
   2.400 CEUs
   Prerequisites: BCA 0552 with a minimum grade of S
   Co-requisites: BCA 0559

   This course is designed to provide related classroom instruction to
   support the work activities of second year apprentice.

BCA 0554 - Carpentry Apprenticeship V
   2.400 CEUs
   Prerequisites: BCA 0553 with a minimum grade of S
   Co-requisites: BCA 0559

   This course is designed to provide related classroom instruction to
   support the work activities of third year apprentice.

BCA 0555 - Carpentry Apprenticeship VI
   2.400 CEUs
   Prerequisites: BCA 0554 with a minimum grade of
   Co-requisites: BCA 0559

   This course is designed to provide related classroom instruction to
   support the work activities of third year apprentice.

BCA 0556 - Carpentry Apprenticeship VII
   2.400 CEUs
   Prerequisites: BCA 0555 with a minimum grade of S
   Co-requisites: BCA 0559

   This course is designed to provide related classroom instruction to
   support the work activities of fourth year apprentice.

BCA 0557 - Carpentry Apprenticeship VIII
   2.400 CEUs
   Prerequisites: BCA 0556 with a minimum grade of S
   Co-requisites: BCA 0559

   This course is designed to provide related classroom instruction to
   support the work activities of fourth year apprentice.

BCA 0559 - Apprenticeship Carpentry OJT
   22.240 CEUs

   This course is taught in conjunction with apprenticeship-carpentry to
   enable the student to implement and practice the essential competencies
   in the carpentry industry work environment. The course uses authentic
   learning strategies through on-the-job training, helping students
   implement the theoretical concepts introduced in the classroom. Course

can be repeated up to 12 times.

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 (ACCUPLACER Reading with score of 083 and ACCUPLACER Language with score of 083) 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 or (SAT Redesign Reading with score of 024 and SAT Redesign Writing/Language with score of 025)

This course examines the nature of life, organism behavior, and the relationships that exist between living organisms and their environment. It illustrates the applications of the scientific method of problem solving within the field of life science. Topics of the investigation include properties of life, chemistry of life, structure and function of cells, cell reproduction, plant structure and function, and representative human systems. This course is NOT intended for students seeking degrees in biological or health sciences.

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 (ACCUPLACER Reading with score of 083 and ACCUPLACER Language with score of 083) 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 or (SAT Redesign Reading with score of 024 and SAT Redesign Writing/Language with score of 025)
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 (ACCUPLACER Reading with score of 083 and ACCUPLACER Language with score of 083) 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 or (SAT Redesign Reading with score of 024 and SAT Redesign Writing/Language with score of 025)
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: None
   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: None
   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.

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 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 (Continued)
3.000 Credits
Prerequisites: None

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
Prerequisites: None

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
Prerequisites: None

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 - Res Methods in Crim Just
  3.000 Credits
  Prerequisites: CCJ 1010 with a minimum grade of C

  This 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.

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).

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 ACCUPLACER 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 or SAT Redesign Math with score of 025.5

  This course meets the new curriculum requirements of CFK'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 ACCUPLACER 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 or SAT Redesign Math with score of 025.5
Co-requisites: CHM 1045L MAC 1105

Atomic and molecular structures 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

    Laboratory exercises will be selected to complement the lecture material from CHM 1045. 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 mater: 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

    Fundamental concepts of organic chemistry are introduced. These include the IUPAC system of nomenclature for hydrocarbons, common names, isomerism, conformational analysis, and explanations of stability and differences in an homologous 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 CHM 2210 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.

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

    This course is a continuation of Organic Chemistry I and extends the study of chemical principles in fundamentals of organic chemistry. Classes of compounds that will be studied include arenes, alcohols, ethers, carbonyl compounds and their derivatives, biomolecules and synthetic polymers. 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.

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 0002 - Introduction to Law Enforcement
.400 CEUs
Prerequisites: Instructor permission required

This course provides an overview of the law enforcement basic recruit
training program and the requirements to become a sworn officer. It
describes basic criminal justice ethics and command structure. The
course also provides a basic introduction to the criminal justice system

CJK 0016 - Communication
.800 CEUs
Prerequisites: Instructor permission required

This course focuses on aspects of professional communication officers
should use on the job. It explains the challenges to effective
communication and concepts such as procedural justice, empathy, and
professionalism.

CJK 0018 - Legal
2.140 CEUs
Prerequisites: Instructor permission required

This course provides foundational knowledge of the law and how officers
apply the law to specific situations. This course describes the basics
of enforcing laws without infringing on individual rights.

CJK 0019 - Interviewing and Report Writing
1.870 CEUs
Prerequisites: Instructor permission required

This course provides an introduction to lawful and effective interviews
as part of the investigative process as well as the fundamentals of
note taking and report writing.

CJK 0020 - CMS LE Vehicle Operations
   1.600 CEUs
   Prerequisites: Instructor permission required

   This course presents the dynamics of emergency vehicle operations and develops skills in operating a motor vehicle in the law enforcement environment, a demonstration of proficiency is required.

CJK 0021 - Serving Your Community
   1.140 CEUs
   Prerequisites: Instructor permission required

   This course provides an introduction to some of the diverse communities officers serve and provides an overview of how to respond with professionalism while keeping everyone on the scene safe.

CJK 0023 - Intro.to Law Enforcement
   .130 CEUs
   Prerequisites: Instructor permission required

   This course teaches the importance of values, ethics, and professionalism when making ethical decisions in the role as a law enforcement auxiliary officer.

CJK 0024 - Legal Concepts
   .670 CEUs
   Prerequisites: Instructor permission required

   This course explains the foundation of the United States legal system and the various sources of laws, the difference between a criminal and a non-criminal act, the levels of legal justification and the corresponding legal action to take in the situation, the Constitutional requirements for a valid search and seizure, the authority to make an arrest and the circumstances for making an arrest with or without a warrant, the legal basis for using force in specific situations, the ability to identify the role of each person involved in an incident and the significance of intent in determining whether an act is criminal, and the statutory elements of common crimes.

CJK 0025 - Patrol & Professional Comm
   .400 CEUs
   Prerequisites: Instructor permission required

   This course teaches the elements of effective communication, the role of observation, factors that affect observation, and the importance of continuous training, mental preparedness, and physical fitness. It also covers presenting a positive self-image when interacting with the

public to assist in solving community-based problems, the importance of patrolling assigned areas and maintaining equipment, understanding non-criminal calls for service, and the uses of mobile electronic devices. The use of the radio and the importance of BOLOS, uses and restrictions of criminal justice information systems, taking thorough, factual, and complete field notes, when Miranda warnings are required, how to prepare, conduct and document an interview, and write effective reports.

CJK 0026 - Interactions in a Diverse Comm
.400 CEUs
Prerequisites: Instructor permission required

This course teaches students how to recognize and respond to the signs and symptoms of many disabilities and to provide the most appropriate intervention. The course covers potential issues and available resources for veterans in crisis, people with signs of mental illness, how to use the Baker act, dealing with a person threatening suicide and provide services to stabilize the situation, the challenges of interacting with juveniles and calls involving a juvenile, substance abuse and the use of the Marchman act, age-related conditions and referral intervention for the elderly, the prevalence of homelessness, and identify related crimes by and against these people, respond and intervene safely and professionally during a crisis, and understand the options available to provide the most appropriate intervention.

CJK 0027 - Call for Service & Arrest Proc
.800 CEUs
Prerequisites: Instructor permission required

In this course, students learn to respond to a call, set up a perimeter, conduct a building or grounds search, respond to calls for service including well-being and security checks, building alarms, environmental hazards, animal complaints and special event security, disturbances, disorderly people, court orders, including arrests and civil processes, and assist with the execution of search and arrest warrants. Students also learn to approach a suspect and make an arrest, transport a prisoner and process the prisoner at a detention facility, and complete and pass Introduction to the Incident Command System and National Incident Management (NIMS), an introduction.

CJK 0028 - Traffic Stops & Crash Invest.
.930 CEUs
Prerequisites: Instructor permission required

Students learn to identify Florida drivers licenses, describe common terms for vehicles and roadways, enforce parking violations, impound a vehicle, direct vehicle and pedestrian traffic, safely pull over a vehicle, identify and articulate the stop or violation, obtain

necessary information from the driver, safely complete the stop, complete the required documentation for a traffic stop, identify the signs of alcohol or drug impairment, assist in conducting a DUI traffic stop, respond to a crash scene safely, secure a safe work environment at a crash scene, return a crash scene to normal as quickly as possible, complete driver exchange of information properly, and document a crash correctly in appropriate Crash Report form.

CJK 0029 - Crime Scene & Courtroom Proc.
.270 CEUs
Prerequisites: Instructor permission required

This course teaches how to secure and protect a crime scene, be able to discuss the rules and concepts of evidence, recognize different types of evidence and the need to preserve evidence, recognize possible responses the defense may raise in a criminal case, identify the different types of court proceedings, and prepare and give testimony.

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 0063 - Fundamentals of Patrol
1.340 CEUs
Prerequisites: Instructor permission required

This course provides an overview of the law enforcement techniques and tactics that officers use while on patrol. This course is an introduction to the use of communications equipment, community-oriented policing, and officer safety and survival skills. It also explains how to respond to non-criminal calls and conduct structure and area searches and provides resources that officers use while on patrol.

CJK 0072 - Crimes Against Persons
1.600 CEUs
Prerequisites: Instructor permission required

This course provides an introduction to the basics of conducting investigations and describes a variety of crimes involving people such as assault and battery, domestic violence, child abuse, sexual offenses, and human trafficking. It provides the foundational knowledge for initial response and investigation of these crimes.

CJK 0073 - Crimes involving Property and Society
.400 CEUs
Prerequisites: Instructor permission required

This course provides an introduction to a variety of crimes involving property and society, such as retail theft, fraud, and animal cruelty. It provides the foundational knowledge for initial response and investigation of these crimes.

CJK 0079 - Crime Scene Follow-up Investigations
1.140 CEUs
Prerequisites: Instructor permission required

This course is an introduction to methods for securing, protecting, and preserving a crime scene to avoid contaminating any evidence. The course also explains the importance of collecting, documenting, and maintaining the physical evidence.

CJK 0093 - Critical Incidents
1.470 CEUs
Prerequisites: Instructor permission required

This course provides an overview of law enforcement techniques and tactics used when confronting large-scale or critical incidents, including natural disasters, active shooters, exposure to hazardous materials, and explosive devices.

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 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 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 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 0400 - Traffic Incidents
.400 CEUs
Prerequisites: Instructor permission required

   This course is an introduction to the basics of traffic incidents other
   than traffic stops and includes lessons on legal terms and the
   fundamentals of directing traffic, addressing parking violations and
   conducting vehicle searches.

CJK 0401 - Traffic Stops
.800 CEUs
Prerequisites: Instructor permission required

   This course is an introduction to the fundamentals of conducting
   traffic stops with professionalism while maintaining the safety of all
   involved. The course covers the basics of unknown and high-risk traffic
   stops.

CJK 0402 - Traffic Crash Investigations
1.000 CEUs
Prerequisites: Instructor permission required

   This course provides an overview of conducting traffic crash
   investigations using a systematic approach. The course describes how to
   respond to, assess, and protect the scene as well as documentation and
   returning the scene to normal conditions.

CJK 0403 - DUI Traffic Stops
.800 CEUs
Prerequisites: Instructor permission required

This course provides an overview of detecting impaired driving, administering field sobriety tests, making arrests, and recording the evidence of a DUI offense.

CJK 0421 - Conducted Electrical Weapon/Dart Firing Stun Gun
.140 CEUs
Prerequisites: Instructor permission required

This course provides foundational knowledge of the operation of conducted electrical weapons (cew), particularly dart-firing stun guns, as well as the effect on the human body.

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.

CLP 3160 - Abnormal Psychology
3.000 Credits
Prerequisites: PSY 2012 with a minimum grade of C

An examination of the major categories of mental disorders. Diagnostic criteria, treatment methods, & legislation applicable to the emotionally disturbed are studied. Local agencies which provide services to the mentally disordered are reviewed.

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 (ACCUPLACER Reading with score of 083 and ACCUPLACER Language with score of 083) 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 or (SAT Redesign Reading with score of 024 and SAT Redesign Writing/Language with score of 025)

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.

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 (ACCUPLACER Reading with score of 083 and ACCUPLACER Language with score of 083) 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 or (SAT Redesign Reading with score of 024 and SAT Redesign Writing/Language with score of 025)

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.

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 (ACCUPLACER Reading with score of 083 and ACCUPLACER Language with score of 083) 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 or (SAT Redesign Reading with score of 024 and SAT Redesign Writing/Language with score of 025)

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.

DEP 2004 - Human Growth & 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 (ACCUPLACER Reading
   with score of 083 and ACCUPLACER Language with score of 083) 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 or (SAT Redesign Reading with score of 024 and SAT
   Redesign Writing/Language with score of 025)

   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.

ECO 2013 - Macroeconomics
   3.000 Credits
   Prerequisites: (ACT Reading with score of 019 and ACT English with score
   of 017) or (PERT Writing with score of 103 and PERT Reading with score
   of 106) and (MAT 0002 with a minimum grade of C or ACCUPLACER
   Arithmetic with score of 057 or ACT Math with score of 017 or SAT
   Redesign Math with score of 025.5 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 or (SAT Redesign Reading with score of 024 and
   SAT Redesign Writing/Language with score of 025) or ENC 1101 with a
   minimum grade of C

   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 (ACCUPLACER Reading with score of 083 and ACCUPLACER Language with score of 083) 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 or (SAT Redesign Reading with score of 024 and SAT Redesign Writing/Language with score of 025)

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.

EET 1084C - 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 1158C - Emergency Medical Technician
12.000 Credits
Prerequisites: None

This course is not ordinarily counted in the Associate in Arts degree.
The EMT course is designed as a one semester course, 12 credit hours in
length to prepare the student for employment in an EMS System as an
EMT. In addition to regular classroom lecture and 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. Students will also be assigned to
hospital agencies for emergency department experience. Upon successful
completion of this course students will be eligible for application to
the State of Florida and/or the National Registry for certification by
examination as an Emergency Medical Technician. The course meets and
exceed the 1994 US D.O.T. EMS National Standards curriculum as required
by the Florida Department of Emergency Medical Services, and the
Florida Department of Education.

EMS 1344C - Aquatic First Aid/CPR/02
1.000 Credits

This course does not ordinarily count in the Associate in Arts degree.
This is an extensive course for training persons in provider level CPR
and first aid. Students will be trained to recognize the signs and
symptoms of life threatening conditions and injuries. In addition,
students will learn to provide care to injured divers.

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
    Prerequisites: Instructor permission required

    This course is not ordinarily counted in the Associate in 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.

EMS 2082 - Dive Medicine Instructor
    4.000 Credits
    Prerequisites: Instructor permission required
    Co-requisites: PEQ 1136C

    This course applies to the AAS 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) and current scuba
    educator certification. 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 2601 - Paramedic I
8.000 Credits
Prerequisites: (BSC 1085 with a minimum grade of C and BSC 1085L with a
minimum grade of C)
Co-requisites: EMS 2601L EMS 2664

The course is designed to reinforce concepts and clinical skills
learned at the EMT-Basic level and to integrate this knowledge
beginning with advanced life support concepts and skills. Emphasis is
placed on EMS systems, illness and injury prevention, medical-legal
issues, patient assessment, airway management and ventilation,
pathophysiology, pharmacology, shock, decision-making, and the
management of trauma related injuries. This course includes modules 1-4
of the 1998 dot national standard curriculum for paramedic programs.

EMS 2601L - Paramedic I Lab
4.000 Credits
Prerequisites: (BSC 1085 with a minimum grade of C and BSC 1085L with a
minimum grade of C)
Co-requisites: EMS 2601 EMS 2664

A review of basic life support practice and an introduction to advanced
life support practice. Areas of emphasis include the patient
assessment, trauma emergencies, obstetric emergencies, gynecological
emergencies, pediatric emergencies and psychiatric emergencies.
Students will be expected to master the techniques of patient
assessment, intravenous techniques and endotracheal intubations

EMS 2602 - Paramedic II
8.000 Credits
Prerequisites: (EMS 2601 with a minimum grade of C and EMS 2601L with a
minimum grade of C and EMS 2664 with a minimum grade of C)
Co-requisites: EMS 2602L EMS 2665

This course is designed to reinforce and expand upon the material and
skills learned in paramedic 1 level and to integrate prior learning
with enhanced life support concepts and skills. Emphasis is placed on
patient assessment and recognition of significant findings,
pre-hospital diagnosis and differential diagnosis, treatment
strategies, anatomy and physiology, pathophysiology, and the management
of various emergencies, patients with special challenges, assessment
based management, and ems operations. This course includes modules 5-8
of the 1998 dot national standard curriculum for paramedic programs.

EMS 2602L - Paramedic II Lab
  4.000 Credits
  Prerequisites: EMS 2601 with a minimum grade of C and EMS 2601L with a minimum grade of C and EMS 2664 with a minimum grade of C
  Co-requisites: EMS 2602 EMS 2665

  Continuation of advanced life support practice. Areas of emphasis include the patient assessment, trauma emergencies, obstetric emergencies, gynecological emergencies, pediatric emergencies and psychiatric emergencies. Students will be expected to master the techniques of patient assessment, intravenous techniques, endotracheal intubations, and advanced life support.

EMS 2659 - Paramedic III Practicum
  8.000 Credits
  Prerequisites: (EMS 2601 with a minimum grade of C and EMS 2601L with a minimum grade of C and EMS 2664 with a minimum grade of C)
  Co-requisites: EMS 2602 EMS 2602L

  This course allows students to correlate all of didactic background in paramedic courses with advanced patient care, offers students opportunities to demonstrate competency in skills learned in all of para- medic laboratories. Students will perform various emergency medical modalities and procedures under direct supervision of a paramedic preceptor. This course will focus on all treatment modalities and as final preparation for state certification examination, and career as a paramedic.

EMS 2664 - Paramedic I Clinical
  3.000 Credits
  Prerequisites: BSC 1085 with a minimum grade of C and BSC 1085L with a minimum grade of C
  Co-requisites: EMS 2601 EMS 2601L

  EMS 2664 is designed to allow the students hands-on practice of the skills and theories learned in EMS 2601 and 2601L. Clinical experience will take place in many areas including the emergency department, operating room and medical examiner's office. All patient care experience will be practiced under the direct supervision of a medical professional (paramedic, nurse, physician, etc.).

EMS 2665 - Paramedic II Clinical
  3.000 Credits
  Prerequisites: (EMS 2601 with a minimum grade of C and EMS 2601L with a minimum grade of C and EMS 2664 with a minimum grade of C)
  Co-requisites: EMS 2602 EMS 2602L

  EMS 2665 is designed to allow the students hands-on practice of the skills and theories learned in EMS 2602 and 2602L. Clinical experience

will take place in many areas including the emergency department, operating room and critical care unit. All patient care experience will be practiced under the direct supervision of a medical professional (paramedic, nurse, physician, etc.).

ENC 0015 - Developmental Writing I
    3.000 Credits
    Prerequisites: PERT Writing with score of 001 or ACT English with score of 001 or (SAT Redesign Writing/Language with score of 020 and SAT Redesign Reading with score of 020) or ACCUPLACER 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 ACCUPLACER 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 0055L - The English Studio
    1.000 Credits
    Prerequisites: None
    Co-requisites: ENC 1101

    This is a co-enrolled class designed to support students taking ENC 1101 and to help them gain proficiency in the reading and writing skills needed for success in ENC 1101 and beyond. The course requires mandatory attendance at scheduled times. Enrollment in the class is based on the student's academic record and available test scores.

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 (ACCUPLACER Reading with score of 083 and ACCUPLACER Language with score of 083) or (SAT Redesign Reading with score of 24 and SAT Redesign Writing/Language with score of 25) 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.

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. This course 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 2713C - Breathing Gases and Decompression Theory
3.000 Credits
Prerequisites: Instructor permission required

This course is not ordinarily counted in the associate in arts degree. Lecture and open water experience in subjects that will enable the student to conduct 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 in 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.

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 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

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 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 1084C with a minimum grade of C

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 1084C with a minimum grade of C or ETD 1106 with a minimum grade of C
Co-requisites: OCE 2930

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 assessment, site selection, system installation, and environmental impacts.

ETP 1506C - Hydrokinetic Power Tech
3.000 Credits
Prerequisites: ETP 1505 with a minimum grade of C

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. Prerequisites EET 1505 with a grade of C or higher and nationally recognized certification as an open water scuba diver.

ETP 1530C - Introduction to Wind Energy
   3.000 Credits
   Prerequisites: EET 1084C with a minimum grade of C

   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 - Installation of Wind Energy
   3.000 Credits
   Prerequisites: ETP 1530C with a minimum grade of C

   Installation of Wind Energy Systems: 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 2402C - Photovoltaic System
   3.000 Credits
   Prerequisites: ETP 1402 with a minimum grade of C

   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 2410C - Installation of Solar Photo
3.000 Credits
Prerequisites: EET 1084C with a minimum grade of C

Installation of Solar Photovoltaic: 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 - Prof Internship Eng Technology
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. Instructor permission required.

ETS 1520C - Mechanical Measurement & Instr
3.000 Credits

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.

ETS 1900 - Directed Individual Study in Engineering Technology
1.000 TO 4.000 Credits
Prerequisites: Instructor permission required

Directed Individual study is available to students in each major discipline. The course will focus on special topics in engineering technology and renewable energy. Permission of the instructor is necessary to enroll in a directed individual course study. Students can repeat this course up to four times.

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 2419 - Aquaculture Best Mgmt Practice
 3.000 Credits
 Prerequisites: (ENT 1000 with a minimum grade of C or GEB 1011 with a
 minimum grade of C) and (OCB 2721C with a minimum grade of C) and (
 ACT English with score of 017 or ACT Reading with score of 019) and (
 ACCUPLACER Reading with score of 083 or ACCUPLACER Language with score of
 083) and (SAT Redesign Reading with score of 24 or SAT Redesign
 Writing/Language with score of 25) and (PERT Reading with score of 106
 or 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 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 best management practices.

FAS 3700 - Aquaculture and Seafood Policy
 3.000 Credits
 Prerequisites: OCB 2721C with a minimum grade of C

 This course focuses on aquaculture and seafood policy regulating marine
 aquaculture and fisheries seafood production, including product
 evaluation, processing, and post-harvest quality control, including
 HACCP (Hazard Analysis Critical Control Points). Students will learn
 about policy driving current best practices and trends as well as the
 regulatory environments that derive them.

FFP 1930 - Special Topics in Fire Science
 3.000 TO 6.000 Credits
 Prerequisites: Instructor permission required

 This course provides firefighters with approved industry certifications
 and/or have completed fire training courses at an approved fire academy
 to earn credit towards electives in the Associate in Arts degree. This
 course can be repeated up to three times.

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
   Prerequisites: FOS 2201 with a minimum grade of C

   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
    Prerequisites: FOS 2201 with a minimum grade of C

    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)

    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 and FOS 2201 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 2247C - Baking and Pastries II
    3.000 Credits
    Prerequisites: (FSS 1246C with a minimum grade of C and FOS 2201 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
Prerequisites: (FOS 2201 with a minimum grade of C and FSS 1203C with a minimum grade of C)

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 specialty 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 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 the development of advanced knife skills, teamwork, kitchen organization, 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 1136 - Introduction to E-Business
3.000 Credits
Prerequisites: CGS 1100 with a minimum grade of C

This course is designed to introduce students to the technological and business infrastructure of the business environment. Emphasis is placed on the basics of marketing, interactive telecommunications and other E-business techniques.

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
Prerequisites: ECO 2013 with a minimum grade of C

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 4117 - Entrepreneurial Management
3.000 Credits
Prerequisites: ACG 3024 with a minimum grade of C or ACG 2021 with a minimum grade of C

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.

GIS 3043 - Geographic Information Systems
   3.000 Credits

   Geographical Information Systems is an introductory-level survey course that presents basic design principles of data-based management systems for the capture, analysis, and display of geo-spatial data.

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 Operation
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 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 paid 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 least 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, conservationists, 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 2930 - Special Topic Global Solution
3.000 Credits

Global Solutions Sustainability Challenge is a virtual exchange initiative that supports workforce development in the US and Jordan. During the program, postsecondary students from the US and Jordan team up to take on the global challenges facing the hospitality field. The program improves global citizenship, strengthens problem-solving skills, and develops enduring connections, while enhancing students' job skills.

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 related to their career objectives.

HFT 3263 - Food and Beverage Management II
3.000 Credits

This course prepares students with the theoretical organizational and operational skills necessary to understand, synthesize and put into

action the management philosophies and procedures of the foodservice industry. Students will learn key concepts of creating, developing, managing, and running a foodservice business, from concept to operation.

HFT 3373 - Event Design, Production and Technology
3.000 Credits

This course provides students with an introduction to aspects of event planning and production, including art, design and staging and how technology is used in the event industry to increase effectiveness and productivity.

HFT 3606 - Hospitality Industry Law II
3.000 Credits

This is a course in hospitality industry law with an emphasis on risk management and security. The students are introduced to the laws, rules and regulations applicable to the hospitality industry worldwide.

HFT 3700 - Intro to Tourism
3.000 Credits

This course provides students an interdisciplinary introduction of the concepts, methods, and practices of leisure, recreation, and tourism studies. It provides an overview of the principles, practices, and philosophies that affect the cultural, social, economic, psychological, and marketing aspects of human travel and the tourism industry.

HFT 4468 - Revenue Management in the Hospitality Industry
3.000 Credits

The course introduces students to revenue management practices across multiple industry sectors and in hospitality and tourism organizations, which include capacity management, demand and revenue forecasting, discounting, overselling, displacement, rate management.

HFT 4471 - Hotel Management
3.000 Credits

This course provides students an advanced focus on the hotel industry. The course examines modern-day and futuristic trends, career opportunities, and recent innovations in the hotel industry from a management perspective. Specific emphasis will be placed on the role of the general manager, as well as the varied roles of departmental managers within the hotel and lodging industry. Topics include operations, department organization and management, benchmarking, quality control, guest service management, and financial controls of hotels.

HFT 4561 - Destination Marketing and Mgmt
   3.000 Credits

   The course covers principles, issues, strategies and processes in
   destination marketing and management including planning, developing,
   distributing and evaluating destination products, by managing relations
   with diverse stakeholders.

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.

HSC 0003C - Basic Health Care Worker
   3.000 CEUs

   This course provides knowledge of health occupations, the healthcare
   delivery system, and an understanding of wellness and disease concepts.
   An overview of the following principles is included: interpersonal and
   communication skills, legal and ethical responsibilities, wellness, and
   illness concepts, safety and security procedures, response in emergency
   situations, infection control procedures, computer literacy skills,
   employability skills and blood borne disease precautions including
   HIV/AIDS.

HSC 1004C - Basic Health Care Worker
   3.000 Credits

   This course provides knowledge of health occupations, the healthcare
   delivery system, and an understanding of wellness and disease concepts.
   An overview of the following principles is included: interpersonal and
   communication skills, legal and ethical responsibilities, wellness, and
   illness concepts, safety and security procedures, response in emergency
   situations, infection control procedures, computer literacy skills,
   employability skills and blood borne disease precautions including
   HIV/AIDS.

HUM 1020 - Introduction to Humanities
   3.000 Credits
   Prerequisites: ENC 1101 with a minimum grade of C

   This course provides an introduction to interdisciplinary humanities by
   focusing on various topics, relationships, and themes of human
   expression from a global perspective. Topics may include Music,
   Painting, Sculpture, Architecture, Religion, Philosophy, Dance,
   Theater, Literature, and Film. Using global examples, this course
   examines the relationship between the visual, performing, and literary

arts and their social, historical, and cultural contexts. This course is intended to broaden and establish an appreciation of the arts and ideas. It is representative of western and non-western cultures, races, religions, and genders, introducing students to a global approach to the humanities. This course is a Gordon Rule course and students must meet those writing requirements.

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.

HUN 2201 - Essentials of Human Nutrition
    3.000 Credits
    Prerequisites: Instructor permission required

    This introductory course provides an overview of the principles of nutritional science. Subject matter includes descriptions and functions of nutrients, digestion and absorption, effects of deficiencies and toxicities, requirements throughout the life cycle, food sources, nutrient interactions, dietary guidelines, and the role of nutrition in health and disease.

ISC 2132 - Basic Research Diving
    4.000 Credits

    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 marine biology, physical oceanography and marine archaeology. Completion of this course with a C or better is one of the requirements for qualification as an CFK Scientific Diver under the auspices of the American Academy of Underwater Science (AAUS). 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.

ISC 3133 - Advanced Research Diving
    3.000 Credits
    Prerequisites: ISC 2132 with a minimum grade of C

    This is a multi–disciplinary course that is designed to expand upon the knowledge and skills learned during ISC 2132 Basic Research Diving. Students will learn and apply advanced and technical diving skills while conducting marine research as applied to the fields of marine

biology, physical oceanography and marine archaeology. Completion of this course with a C or better fulfills one of the requirements for qualifications as a CFK Advanced Scientific Diver to depths not to exceed 150ft. under the auspices of the American Academy of Underwater Sciences.

LIS 1000 - Introduction to Information Literacy
1.000 Credits

An introductory library course that teaches students information literacy skills from developing a topic to finding and evaluating information found in library resources.

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 (ACCUPLACER Reading with score of 083 and ACCUPLACER Language with score of 083) or (SAT Redesign Writing/Language with score of 25 and SAT Redesign Reading with score of 24) 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

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.

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 Redesign Math with score of 025.5 or ACCUPLACER 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.

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 1147 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: None

    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: None

   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 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

   The 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 4441 - Negotiation
   3.000 Credits

   This course focuses on negotiation and conflict management in business
   and other organizational settings. The emphasis is on gaining an

understanding of the negotiation process and strategies and developing effective negotiation and conflict management skills.

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 ACCUPLACER Arithmetic with score of 020 or ACT English with score of 001 or SAT Redesign Math with score of 021.9

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 Redesign Math with score of 022 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 1033 - Intermediate Algebra
  4.000 Credits
  Prerequisites: MAT 0028 with a minimum grade of C.   or ACCUPLACER Elem
  Algebra with score of 072 or ACT Math with score of 019 or SAT Redesign
  Math with score of 24 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 or BSC 1085 with a
  minimum grade of C and BSC 1085L 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 or BSC 1085 with a minimum grade of C and BSC 1085L 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.

MEA 0520C - Phlebotomy
2.500 CEUs
Prerequisites: HSC 0003C with a minimum grade of "C"

This course is designed to train participants in the basic and supporting skills of the phlebotomist. Skills include: specimen collection by venipuncture and capillary puncture, basic anatomy and physiology, infection control, safety, and patient relations.

MEA 1006C - Introduction to Medical Assistant
3.500 Credits
Prerequisites: HSC 1004C with a minimum grade of "C"

This course will cover professional communication and interpersonal skills, protected health information and Health Insurance Portability and Accountability Act (HIPAA), safety, risk management, patient intake procedures, triage, patient advocacy, the patient medical record, vital signs, asepsis, infection control, and patient education. Additionally, students will gain an understanding of basic medical documentation, caring for diverse populations, examination room procedures and assisting the provider, nutrition, and emergency management in the medical office.

MEA 1040C - Phlebotomy
    2.500 Credits
    Prerequisites: HSC 1004C with a minimum grade of "C"

    This course is designed to train participants in the basic and
    supporting skills of the phlebotomist. Skills include: specimen
    collection by venipuncture and capillary puncture, basic anatomy and
    physiology, infection control, safety, and patient relations.

MEA 1206C - Clinical Procedures for Health Professions
    3.500 Credits
    Prerequisites: HSC 1004C with a minimum grade of "C"

    This course provides training on bandaging techniques, exam procedures
    and treatments, assistance with minor surgery set up including
    instrumentation, autoclaving, and sterilization, and sterile fields.
    Minor procedures such as cast removal, suture and staple removal, and
    specialty procedures used in pulmonology, neurology, urology,
    pediatrics, orthopedics, ophthalmology, and otolaryngology will also be
    covered.

MEA 1232 - Disease and Disorders for Health Professionals
    3.000 Credits
    Prerequisites: HSC 1004C with a minimum grade of "C"

    This course provides a study of the cause, effect and treatment of
    infectious diseases, neoplasms, congenital diseases, urinary system,
    male and female reproductive systems, digestive system and their
    related treatments. Students will become familiar with cause and
    effect, and treatment of respiratory, circulatory, nervous, endocrine,
    musculoskeletal, integumentary systems, eye and ear
    diseases/treatments, pain management, medical emergencies with a
    holistic approach to diseases and their related treatments.

MEA 1244C - Pharmacology for Health Professions
    3.000 Credits
    Prerequisites: HSC 1004C with a minimum grade of "C"

    Pharmacology for Health Professions will cover major drug
    classifications, drug actions and effects, adverse reactions, proper
    storage of medications and safe disposal of medications, controlled
    substance guidelines, prescription management, and pharmacy
    communication. Students will also become familiar with their scope of
    practice pertaining to medication administration, the six rights of
    administration, units of measure, basic drug calculations, routes of
    administration, and patient education.

MEA 1265C - Lab Procedures for Health Professions
    3.500 Credits
    Prerequisites: HSC 1004C with a minimum grade of "C"

    This course provides instruction in basic lab techniques used by the medical assistant. Lab safety, Occupational Safety and Health Administration (OSHA) and Clinical Laboratory Improvement Amendments (CLIA) regulations, Centers for Disease Control (CDC) guidelines, collecting and processing specimens, sharps and medical waste management, performing diagnostic screening tests, and immunizations will be covered.

MEA 1331C - Office Management for Health Professions
    4.000 Credits
    Prerequisites: HSC 1004C with a minimum grade of "C"

    This course introduces medical office administrative procedures such as credit, collections, banking, bookkeeping, inventory management, vendor relationships, payroll, personnel, and community collaboration/partnerships. In this course emphasis is placed on managing administrative procedures in the medical office setting. Topics will include health insurance, billing, reimbursement, coding, medical transcribing and dictation equipment, telephone procedures and triage, and physician interaction. Public relations, and interpersonal relations of the healthcare team members and other front office functions such as scheduling, patient interaction, medical office automation, and legal and ethical issues will also be covered.

MEA 1820C - Medical Assistant Capstone
    4.000 Credits
    Prerequisites: (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 MEA 1006C with a minimum grade of C and MEA 1040C with a minimum grade of C and MEA 1206C with a minimum grade of C and MEA 1232 with a minimum grade of C and MEA 1244C with a minimum grade of C and MEA 1265C with a minimum grade of C and MEA 1331C with a minimum grade of C)

    This course is designed to provide medical assistant students with the opportunity to apply theory, clinical, laboratory, and administrative skills in a physician's office, clinic or outpatient setting. This course provides student with hands-on experience in a physician's office or out-patient clinic, without payment, to demonstrate mastery of required competencies by the American Association of Medical Assistants. The Practicum will provide the Medical Assistant with ample experience in administrative and clinical skills. All program requirements must be completed successfully, prior to enrolling in the practicum course.

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 Redesign Math with score of 25.5 or ACCUPLACER 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 021 or SAT Redesign Math with score of 025.5 or ACCUPLACER Elem Algebra with score of 098 or PERT Math with score of 123 (ENC 1101 with a minimum grade of C

The intent of this course is to introduce students to the beauty and utility of mathematics. Topics include systematic counting, probability, statistics, history of mathematics, geometry, sets, and logic.

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 1000 - Marine Engineering Lab Safety
1.000 Credits

This course focuses on industry safety standards. Topics include mechanical hazards, electrical hazards, fire hazards, safety equipment, and personal protective equipment. Emphasis placed on recognition, evaluation, and control of safety hazards.

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 - Introduction to Marine Engineering
3.000 Credits

This course is an introduction to the mechanical skills used in the marine engineering industry. Students will learn safety rules and regulations, how to properly use tools, identify fasteners, gaskets, and seals, and use parts and electrical symbols or wiring diagrams.

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 covers theory, design, and preventative maintenance of the air intake, exhaust, lubrication, and cooling systems. Subjects include regulations set by the appropriate government entities and industry organizations. Students will learn the design functions, how to service filters, blowers, turbochargers, oil and water pumps, exhaust manifolds and elbows, oil coolers, and heat exchangers. They will learn how to select oils and coolants, diagnostic tools, and engine room designs. This course covers electronic diesel systems.

MTE 1052 - 2&4 Cycle Outboard Theory
3.000 Credits

This course includes basic outboard engine theory and skills. The course includes an introduction to the basic theory including the build and operation of two and four cycle outboard engines and their design. As a result, students will understand the basic maintenance requirements and troubleshooting techniques. This course emphasizes routine and annual maintenance, and basic troubleshooting techniques that may be used to help the mariner return safely home from sea.

MTE 1053C - 2 and 4 Cycle Outboard Repair and Maintenance
3.000 Credits

This is an entry level, two-stroke and four-stroke gasoline outboard engine course. The course focuses on engine components, operation, and basic routine services.

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 1371C with a minimum grade of C

This is an introductory course to marine fiberglass boat construction. Topics include cleaning and preparation of a mold, gel coating, and layup of the hull with stringer and transom. In addition, the course will introduce students of deck and floor manufacturing

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: None

This course is designed to introduce the basic materials and tools used in fiberglass boat construction and repair. Topics include 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 1651C - Gas and Electric Welding
3.000 Credits

This course provides the basic welding knowledge and skills necessary
to make repairs on ferrous metals used in the marine industry. The
course is designed for students with little to no welding experience.
Topics include safety techniques, Shielded Metal Arc Welding (SMAW), an
introduction to Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding
(GTAW), and metal cutting.

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. Course topics will include navigation, rules of the road, chart plotting, safety equipment requirements, local maritime law, stability and weather. Students will prepare for the US Coast Guard's Operator of Uninspected Passenger Vessels (OUPV) license examination that can be completed at an approved USCG exam center.

MTE 1900 - Directed Individual Study in Marine Engineering
    1.000 TO 4.000 Credits
    Prerequisites: Instructor permission required

    Directed individual study is available to students in each major discipline. This course will focus on special topics in marine engineering, management, and seamanship. Permission of the instructor is necessary to enroll in a directed individual study course. Students may repeat this course up to four times.

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 2062C - Mar Corrosion & Crrsn Prevent
    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 principles of operation of fuel injection systems used on diesel engines. Students will use the assembled system on a wide range of diesel engines from eight horsepower to 1800 horsepower. This course will discuss diesel injector pumps and governor inspections (electronic and mechanical), disassembly, repair, and reinstallation. It will include an introduction to regulations, standards, and recommended practices by the appropriate government entities and industry organizations.

MTE 2234C - Marine Gearcase, Outdrives and Transmission Systems
4.000 Credits
Prerequisites: MTE 1053C with a minimum grade of C or MTE 1001C with a minimum grade of C

The topics covered in this course include outboard engine lower units, stern drives, and inboard transmissions from various manufacturers. The focus will be on the function of gears, gearings, bearings, shims, and their function in the gearcases and transmission systems.

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 2810C - Motorboat Operations
2.000 Credits
Prerequisites: (MTE 1811 with a minimum grade of C or Instructor permission required)

This course is designed for students who will be acting as a small vessel (< 26' in length) operator, by providing fundamental training in boating knowledge and skills. Students will review vessel characteristics, safety regulations, and local knowledge concerning safe boating practices. Students will participate in trailering small vessels, launching and loading at boat ramps, maneuvering underway, and emergency procedures. Upon successful completion of this course, the student may earn a College of the Florida Keys Motorboat Operations Certificate.

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

The purpose of this course is to prepare individuals to earn their 100 Gross Ton Master license. The primary topics covered in this course include navigation problems, deck safety, general navigation, general deck procedures and rules of the road. Students will prepare for the US Coast Guard's license examination that can be completed at an approved USCG exam center.

MTE 2931 - Specialty Marine Engineering Training I
1.000 TO 4.000 Credits
Prerequisites: Instructor permission required

This course is designed to prepare aspiring marine technicians for a variety of industry certifications through national certifying organizations. This course provides theory and hands-on experience to students who want to continue their education and participate in select specialty activities. Students can repeat this course up to four times.

MTE 2932 - Specialty Marine Engineering Training II
5.000 TO 8.000 Credits
Prerequisites: Instructor permission required

This course is designed to prepare aspiring marine technicians for a variety of industry certifications through national certifying organizations. This course provides theory and hands-on experience to students who want to continue their education and participate in select specialty activities. Students can repeat this course up to four times.

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 Redesign Reading with score of 024 and SAT Redesign Writing/Language with score of 025) 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.

NSP 3245 - Hyperbaric Technology in Nursing
3.000 Credits
Prerequisites: Instructor permission required

The Hypberbaric Nursing Elective provides Registered Nurses and Health Care Professionals with the physics of hyperbaric science, fundamentals of decompression, mechanism of action and indications for hyperbaric treatment, patient management, hyperbaric safety, infection prevention, and best practices for treatment of gas embolism, carbon monoxide poisoning, and diabetic ulcers.

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 or MAC 1147 with a minimum grade of C or MAC 2311 with a minimum grade of C or STA 2023 with a minimum grade of C
Co-requisites: BSC 1085 BSC 1085L

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

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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
3.000 Credits
Prerequisites: None

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: BSC 1085 with a minimum grade of C and BSC 1085L with a minimum grade of C and NUR 1020C with a minimum grade of C
Co-requisites: BSC 1086 BSC 1086L

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: NUR 1211C with a minimum grade of C and PSY 2012 with a minimum grade of C

This course is designed to provide the student with the opportunity to examine mental health concepts and related nursing interventions.

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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: NUR 1211C with a minimum grade of C and NUR 1142 with a minimum grade of C and BSC 1086 with a minimum grade of C and BSC 1086L with a minimum grade of C

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
7.000 Credits
Prerequisites: NUR 1211C with a minimum grade of C and DEP 2004 with a minimum grade of C

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.

NUR 2818C - Clinical Nursing III
4.000 Credits
Prerequisites: 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

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 11 practicum experiences are defined by the Florida Board of Nursing. 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 or the faculty and program director. The preceptor must be approved by the nursing program and must be an RN licensed in the State of Florida.

NUR 3069C - Advanced Health Assessment
4.000 Credits
Prerequisites: Instructor permission required

The purpose of this course is to examine therapeutic communication and health assessment principles and techniques. Emphasis is on development of therapeutic communication skills and assessment of the health of individuals across the lifespan. Focus is on development of therapeutic relationships and the use of general and specialized assessment skills as a basis for clinical decision making.

NUR 3128 - Pathophysiology & Pharmacology
3.000 Credits
Prerequisites: Instructor permission required

This course is designed to improve the learner's ability to understand cellular physiology and alterations in structure and function resulting from the action of stressors on the human body at the cellular level. Physiological, pathophysiological, psychobiological, and pharmacological concepts are examined that provide a foundation for understanding the pathophysiology of disease and the rationale for treatment including pharmacologic therapy that serve as a basis for critical thinking and decision making in the planning and managing of care for individuals across the life span are examined.

NUR 3171 - Creating Healing Environments
3.000 Credits

Focuses on the creation of healing environments from multiple perspectives. Students assess and design physical, metaphysical, cultural, technological and sociopolitical environments that promote health and healing. Sustainability, architecture, cultural diversity, energy fields, information systems, promoting health equity through policy and developing self as a healing environment are included.

NUR 3289 - Gerontology- Nursing
3.000 Credits

This course examines the aging process and its impact on individuals, families, and the community. End of life issues, such as care options and settings, and the impact of the elderly on society are explored. The focus is on the application of current gerontological theory to the care of diverse populations of aging clients.

NUR 3295 - Critical Care Nursing
3.000 Credits
Prerequisites: Instructor permission required

Theories and concepts related to complex physiological health alterations in the critically ill patient are presented as a three credit-hour Nursing Elective in the RN-BSN Program. Care of the critically ill patient requires a specialized skill set including cognitive and psychomotor components. Hemodynamic monitoring, trauma, shock & multi-organ failure, myocardial infarction, stroke, and emergency medical services such as rapid response, transport, and support services will be covered.

NUR 4047 - Cultural Health Issues
3.000 Credits

Theoretical models explanatory of culture and behavioral manifestations of culturaldiversity. Focuses on multicultural nursing and methodologies for nursing care throughout the life span. Includes theories and models focused on culture, social determinants of health, health disparities, selected culturally specific groups commonly found in the United States, and common research methodologies used in cultural research. Evidence-based practice is incorporated in group discussions and team papers. Students critically reflect on their own culturally diverse communication styles.

NUR 4165 - Nursing Theory and Research
   3.000 Credits
   Prerequisites: (STA 2023 with a minimum grade of C and Instructor permission required)

   This course is designed to provide the RN to BSN student with an introduction to the research process and evidence based practice. The purpose of the course is to stimulate interest in nursing research; to enable students to understand and judge the usefulness of scientific findings; and to develop an understanding of how clinical proficiency is combined with experimental proof to produce nursing practices based upon evidence.

NUR 4178 - Complimentary Therapies in Healthcare
   3.000 Credits

   This course introduces the student to various multi-ethnic alternative medicine theories and interventions. The goal is to provide them with knowledge and experience of mind/body self-healing skills that can be integrated into their healthcare education. The course examines the philosophies of complementary and alternative medicine through the application of critical thinking using basic understanding of the functions of the human body.

NUR 4636 - Community Nursing
   3.000 Credits
   Prerequisites: Instructor permission required
   Co-requisites: NUR 4636L

   An introduction to community health nursing with an emphasis on employing the nursing process utilizing the community as client. Focuses on community health nursing issues, health management, health promotion and prevention within the community.

NUR 4636L - Community Nursing Practicum
   2.000 Credits
   Prerequisites: Instructor permission required
   Co-requisites: NUR 4636

   The course provides clinical experiences in community-based sites in both urban and rural settings. The focus is on nursing care designed to prevent and/or reduce risk of disease and injury, promote health and wellness across diverse populations.

NUR 4805 - Trends and Issues in Nursing
   3.000 Credits
   Prerequisites: Instructor permission required

   Study of selected health care policy issues relevant to the financing,

organization, and delivery of nursing services to populations in the community.

NUR 4827 - Leadership & Mgmt in Nursing
2.000 Credits
Co-requisites: NUR 4827L

Professional development and role transition of Baccalaureate graduates entering professional nursing practice focusing on principles of leadership and management applied to health care settings.

NUR 4827L - Ldshp & Mgmt in Nursing-Pctm
2.000 Credits
Prerequisites: Instructor permission required
Co-requisites: NUR 4827

This course provides lab and clinical practice related to role development, leadership and management skills, legal and ethical issues, and professional values and behaviors of the registered nurse.

NUR 4870 - Nursing Informatics
2.000 Credits
Prerequisites: Instructor permission required

This course prepares the student to utilize informatics and health care technologies in the management of individuals, groups and organizations for the improvement of patient outcomes.

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 1901 - Directed Individual Study
1.000 TO 4.000 Credits
Prerequisites: Instructor permission required

This course is directed individual study in biological oceanography. Topics will vary.

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"-the 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

    This hands-on field-oriented course will address the identification, assessment, restoration, and monitoring of seagrasses of the Florida Keys. Students will learn about the physiology and ecology of seagrass beds, how to assess seagrass health, methods of restoration, and the importance of monitoring. They will actively participate in assessments, restoration, and monitoring work with a variety of agencies to learn the processes undertaken in South Florida to protect and restore this ecosystem.

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 survey current methods for assessing and monitoring coral reef health. In the classroom the students will be introduced to the theory and scientific literature supporting the rationale and protocols for coral reef monitoring and assessment. An extensive lab component will provide opportunities for students to practice the techniques discussed during the lecture in a field setting. Topics explored will include but are not limited to: mapping and site selection, benthic community assessment using transects and quadrats; monitoring of macro-invertebrates and fishes, and how to measure physical parameters.

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 2721C - Survey of Mariculture
4.000 Credits
Prerequisites: OCB 1000 with a minimum grade of C

This course is a survey of mariculture covering the wide range of the marine sea farm industry including the raising of 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.

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 their application for reducing marine aquaculture impacts on marine ecosystems.

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.

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 treatment methods.

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 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 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 2902 - Directed Individual Study
1.000 TO 4.000 Credits
Prerequisites: Instructor permission required

This course is a directed individual study in biological oceanography. Topics will vary.

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 3035 - Nearshore and Offshore Ecology and Assessment
3.000 Credits
Prerequisites: OCB 1000 with a minimum grade of C

Students will learn about nearshore (i.e. continental shelf) and offshore environments and ecosystems and methods used to assess their natural resources, including biological, mineral, and cultural resources

OCB 3072 - Marine Conservation
3.000 Credits
Prerequisites: OCB 1000 with a minimum grade of C

This course will introduce students to the conservation, management, and preservation of marine resources. The importance of biological, ecological, and cultural marine resources will be discussed as well as the ethics and policies involved in their management.

OCB 3700 - Marine Resource Economics
3.000 Credits
Prerequisites: OCB 1000 with a minimum grade of C

This course introduces tools of economic analysis to comprehend marine resource economics. The course surveys a selection of current topics in the field of marine resource economics, emphasizing the interrelatedness of the marine environment and human stakeholders. The roles of science and technology in shaping the use of marine resources are discussed throughout the course.

OCB 4073 - Marine Socioeconomics
    3.000 Credits
    Prerequisites: OCB 1000 with a minimum grade of C

    Stakeholders, such as recreational and commercial fishermen, indigenous
    communities, and ecotourism owners and operators, interact with marine
    resources in different ways. By studying both the social and economic
    aspects of marine ecosystems, students will learn how to evaluate the
    benefits and costs of different activities, prioritize needs, and
    develop policies that maximize societal benefits from marine resources.

OCB 4074 - Marine Policy and Management
    4.000 Credits
    Prerequisites: OCB 1000 with a minimum grade of C

    This course introduces students to marine resource policy and
    governance as well as how science influences governmental policy
    decisions. Students learn how natural and social scientists and
    researchers work together within the policy-making process to address
    challenges to managing marine resources.

OCB 4103 - Forensic Marine Science
    3.000 Credits
    Prerequisites: OCB 1000 with a minimum grade of C
    Co-requisites: OCB 4103L

    This course is intended to introduce students to the conceptual and
    theoretical principles of forensic investigation. Through the
    application of the scientific method, students will employ deductive
    reasoning based on evidence collected using basic and advanced marine
    resource assessment methodology (e.g. water quality analysis, marine
    habitat assessment, disease diagnostics, DNA analysis, etc.). Students
    will gain experience in identification, documentation, collection, and
    preservation of physical evidence, including chain of custody
    procedures. Students will learn the methods and processes associated
    with forensic science in the event of marine ecological disturbances
    and/or to support the enforcement of marine law.

OCB 4103L - Forensic Marine Science Lab
    1.000 Credits
    Prerequisites: OCB 1000 with a minimum grade of C
    Co-requisites: OCB 4103

    Forensic marine science lab introduces students to the tools,
    technology, and laboratory techniques associated with forensic science
    as it is applied to marine ecosystem disturbances. During the lab,
    students will apply knowledge gained in the accompanying Forensic
    Marine Science lecture with regard to identification, documentation,

collection, and preservation of physical evidence, including chain of custody procedures. Students will apply the methods and processes associated with forensic science in the event of marine ecological disturbances and/or to support the enforcement of marine law.

OCB 4624 - Estuarine and Coastal Ecology (Continued)
   3.000 Credits
   Prerequisites: OCB 1000 with a minimum grade of C

   This interdisciplinary course addresses the ecology of estuaries and that part of the inshore waters with which estuaries directly interact. The lectures address the general ecological principles that govern the productivity and diversity of estuaries, including their hydrodynamics, sedimentology, chemistry, and plant and animal community structure. Key species of estuarine systems are introduced and the cycles of carbon end nutrients are explained.

OCB 4935 - Seminar: Issues in Marine Resource Management
   1.000 Credits
   Prerequisites: OCB 1000 with a minimum grade of C

   This seminar course is designed to review current topics in marine resource management.

OCB 4945 - Capstone Experience: Marine Resource Management
   4.000 Credits
   Prerequisites: Instructor permission required

   This course is the culminating course for Marine Resource Management students and is designed to integrate all previous Marine Resource Management courses. Students will engage in the practical application in a clinical setting of knowledge acquired in the classroom with a governmental agency, non-governmental organization, or a private firm directly concerned with management of marine natural resources.

OCB 4946 – Capstone Experience: Research in Marine Resource Management
   4.00 Credits
   Prerequisites: Instructor permission required

   This capstone course synthesizes student experiences from mentored senior research projects as a culminating experience to the degree program.

OCE 1001 - Introduction to Oceanography
   3.000 Credits
   Prerequisites: None

   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 2920 - Scientific Writing
1.000 Credits
Co-requisites: OCB 2102C

This hands-on course is designed to aid students in the development of fluid, clear, and accurate writing. Students will analyze scientific literature, critique the work of their peers, and improve their journal-style writing products. Class sessions will include discussions on the structure and sections of scientific and technical reports, identification of 'good' and 'bad' writing, and peer-review of writing students are actively engaged in from other classes or projects.

OCE 2930 - Seminar Renewable Energy Ocean
1.000 Credits

This seminar course introduces students to the concept of renewable energy and focuses on renewable energy from the ocean. Topics include in-stream hydrokinetic power from open-ocean, tidal, and river currents, (wave energy, oceanic thermal energy conversion, and other sources of renewable ocean energy.

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 - Basic 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 mask, fins, snorkel, waterproof timing device and appropriate cutting device. At the completion of this course, students may earn internationally recognized scuba certification. Medical clearance 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 divers in the processes and techniques required to maintain, troubleshoot and repair modern scuba equipment including regulators,

buoyancy compensators and scuba tanks. Students may earn industry certification as an American Underwater Products (AUP) regulator repair technician at the completion of the course.

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. This course provides the repair technician with additional training in scuba equipment theory, advanced scuba equipment maintenance and repairs. Students will learn about air station design, maintenance requirements and routine repairs including air sampling and high pressure gauge calibration. Students will learn about the requirements for oxygen cleaning for service and oxygen use. Students may earn industry certification as a cylinder inspector at the completion of the completion of the course.

PEN 1900 - Directed Individual Study in Diving Business and Technology
1.000 TO 4.000 Credits
Prerequisites: Instructor permission required

Directed individual study is available to students in each major discipline. This course will focus on special topics in diving business and technology. Permission of the instructor is necessary to enroll in a directed individual study course. Students can repeat this course up to four times.

PEN 2110 - Specialty Diver Training
1.000 Credits
Prerequisites: Instructor permission required

This course is designed to prepare and qualify certified open water divers for certification as specialty divers by national certification agencies. This course provides teaching tips and hands-on experience to students who want to continue their education and participate in select specialty diving activities. Students will benefit from taking specialty diver training courses, especially those who are preparing for the Master Scuba Diver rating, which requires at least five specialty certifications. Students can repeat this course up to 6 times.

PEN 2134 - Specialty 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 SCUBA 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: 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
Prerequisites: Instructor permission required

This course is not ordinarily counted in the Associate in Arts degree. This course is designed to prepare certified assistant scuba instructors and / or divemasters to teach entry level and continuing education scuba courses independently. At the completion of the course, students may be eligible to participate in a standardized evaluation and earn nationally recognized certification as an open water scuba instructor.

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 assistance. Successful students will be qualified to apply for divemaster membership with the Professional Association of Dive Instructors (PADI). Nationally recognized

certification as a rescue diver, as well as current certification in First Aid/CPR and at least 40 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 and 60 logged dives will be required by the end of this course. Students are required to assist in 2 open water labs, 2 advanced open water labs, 2 rescue labs and act as an apprentice to a working divemaster on 6 dive trips, 2 of which are back-to-back.

PEQ 2133C - IDC Staff Instructor
4.000 Credits
Prerequisites: Instructor permission required

This course applies to the AAS 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.

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 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.
  The course familiarizes divers with techniques in the use of macro,
  wide angle lens, strobe fill, night and use of available light for
  creative purposes. 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.

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 (ACCUPLACER Reading
  with score of 083 and ACCUPLACER Language with score of 083) or SAT
  Redesign Reading with score of 24 and SAT Redesign Writing/Language with
  score of 25 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

  An introductory, undergraduate course that focuses on an examination of
  basic problems of philosophy.

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 (ACCUPLACER Reading
  with score of 083 and ACCUPLACER Language with score of 083) or SAT
  Redesign Reading with score of 024 and SAT Redesign Writing/Language with
  score of 025 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

  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.

PHY 1020 - Conceptual Physics
   3.000 Credits
   Prerequisites: MAC 1105 with a minimum grade of C

   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 (ACCUPLACER Reading
   with score of 083 and ACCUPLACER Language with score of 083) or (SAT
   Redesign Reading with score of 024 and SAT Redesign Writing/Language with
   score of 025) 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

   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 (ACCUPLACER Reading with score of 083 and ACCUPLACER Language with score of 083) or (SAT Redesign Reading with score of 24 and SAT Redesign Writing/Language with score of 25) or (PERT Reading with score of 106 or 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

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.

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 Redesign Math with score of 025.5 or ACCUPLACER 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.

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 (ACCUPLACER Reading with score of 083 and ACCUPLACER Language with score of 083) or (SAT Redesign Reading with score of 024 and SAT Redesign Writing/Language with score of 025) 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

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.

REA 0007 - Developmental Reading I
3.000 Credits
Prerequisites: PERT Reading with score of 050 or ACCUPLACER Reading with score of 030 or ACT Reading with score of 018 or (SAT Redesign Reading with score of 020 and SAT Redesign Writing/Language with score of 20)

  This course focuses on vocabulary acquisition and is designed to develop and improve critical reading 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 ACCUPLACER 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.

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 Redesign Reading with score of 024 and SAT Redesign Writing/Language with score of 025) or (ACCUPLACER Reading with score of 083 and ACCUPLACER Language with score of 083) 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

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.

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 first
year and is required for students who place into REA 0017, ENC 0025, or
MAT 0028.

SLS 1102 - College Experience
2.000 Credits

Exploration of the numerous opportunities, resources and services
available to college students as well as skills to optimize the college
experience. Requires permission from the Office of Transition Programs.

SLS 1106 - First Yr Exp. Orientation
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 1200 - Increasing Personal Effect.
2.000 Credits

This course reviews key strategies for personal growth, analyzes
personal strengths and weaknesses, identifies personal goals and
motivates the participant towards those goals. Requires permission from
the Office of Transition Programs.

SLS 1261 - Student Leadership
2.000 Credits
Prerequisites: None

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.

SLS 1304 - Student Life Skills- Learning
2.000 Credits

Structured for self-directed and individualized career exploration.
Includes systematic review of career development and exploration with
the use of assessment materials and computer-based career development
programs. Includes the formation of an individual work portfolio. Upon
completion of this course, students will qualify to sit for the
national Retail Federation Customer Service and Sales Certification exam

SLS 1570 - Learning with Technology I
2.000 Credits

An introductory course on today's technology basics to include
cellphones, tablets, and other types of common technology tools to help
students become more skilled in their use in college and on the job.
Students will also learn skills and techniques in using productivity
tools and applications. Requires permission from the Office of
Transition Programs.

SLS 2604 - Effective Living
2.000 Credits

This course is designed to help prepare for living on your own. The
information in this class covers a wide range of topics to make living
on you own easier. It will include living arrangements, selecting
apartments, relationships, money management, as well as selection and
purchase of food, clothing, transportation, healthy choices and
hygiene. Requires permission from the Office of Transition Programs.

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.

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 Redesign Math with score of 025.5 or ACCUPLACER 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 (ACCUPLACER Reading with score of 083 and ACCUPLACER Language with score of 083) or (SAT Redesign Reading with score of 024 and SAT Redesign Writing/Language with score of 025) 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

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.

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.

ZOO 4894C - Fisheries Management
3.000 Credits

This course is designed to overview topics in fisheries management, including domestic and international fisheries. Topics include marine commercial and recreational species and stocks with a view towards an ecosystem approach. Students are provided with an introduction to the Regional Fishery Management Council's governance process and the Food and Agricultural Organization (FAO) of the United Nations, of which the United States is a member.

Faculty Credentials

Allen, April: Faculty, English – M.Ed./Teaching English Language Learners, American College of Education, 2018; B.A./Secondary English, University of South Carolina Upstate, 2008

Boney, April: Faculty, Nursing – M.S./Nursing, University of Phoenix, 2008; B.S./Nursing, Northwestern State, 2002

Clark, Abigail: Faculty, Marine Science - B.S./Biology, Emmanuel College, 2010; M.S./Zoology, University of New Hampshire, 2012; Ph.D/Fisheries and Aquatic Science, University of Florida, 2017.

Cox, Laura: Faculty, Nursing (UKC) – B.S./Nursing, University of Texas, 2016; M.S./Nursing, University of Texas, 2020.

Echenique, Marcial: Faculty, Mathematics – Ph.D./Education, Florida Atlantic University, 2007; M.B.A./Business Administration, University of Georgia, 2001; M.S./Mathematics, University of Texas, 1996; B.S./Auburn University, 1986

Graham, Gene: Faculty, Nursing – Doctor of Nursing Practice (D.N.P.)/Abilene Christian University, 2018; M.S./Nursing Education, Grand Canyon University, 2015; B.S./Nursing, Grand Canyon University, 2013; A.A.S./Nursing, Gloucester County College, 1988; A.G.S./General Studies, Community College of Philadelphia, 1987; L.P.N./Presbyterian - University of Pennsylvania Medical Center - School of Practical Nursing, 1984

Khanal, Vijay: Ph.D./Chemical Engineering, University of Nevada, Reno 2019; M.S./Physics, Tribhuvan University, Katmandu 2012

MacGarva, David: Faculty, Marine Engineering – A.A.S/Marine Engineering, Management, and Seamanship, Florida Keys Community College, 2018; Certificate/Marine Propulsion Technology, Florida Keys Community College, 2018

Margiotta, Anthony: Faculty, Marine Engineering – A.A./Engineering, Miami Dade College 2012

McCoy, Nicole: Faculty, Supervision and Management – Ph.D./Philosophy-Forest Sciences, Colorado State University, 1999; B.S./Interdisciplinary Studies, University of Idaho, 1994

McKee, Leslie: Faculty, Biology – M.S./Biology, University of North Carolina, 2015; M.F.A./Fine Arts, University of Florida, 2004; B.A./Evergreen State College, 1996

Medyk, Nina: Faculty, College Success – Ph.D./Counseling and Counselor Education, University of Florida, 2020; M.S.W./Clinical Social Work, Florida State University, 2016; B.S.W./Social Work, Florida Atlantic University, 2015.

Rice, Lucja: Faculty, Diving – M.A./Tourism Economics, College of Economics, 2004; B.S./Hotel Management, College of Economics, 20

Sagan, Julie: Faculty, Nursing – M.S./Nursing, The Ohio State University 1986; B.S./Nursing, The Ohio State University 1976

Seaton, Daniel: Faculty, Mathematics – B.S./Elementary Education, Frostburg University in Frostburg, 1981; M.S./Math, Shippenburg University of Pennsylvania, 1988; Ed.D/Educational Administration, Virginia Tech University, 1991.

Semcheski, Matthew: Faculty, Marine Resource Management – B.S./Marine Science, East Stroudsburg University, 2003; B.S. Biology, East Stroudsburg University, 2003; M.S./Biology, Old Dominion University, 2008; Ph.D/Ecological Science, Old Dominion University, 2014.

Severson, Amber: Faculty, Mathematics –M.S./Mathematics Education, Bemidji University, 2005; B.S./Mathematics Education, Bemidji University, 2001

Taunton, Anne: Faculty, Nursing –B.S.N./Nursing, Lewis-Clark State College, 2008; M.S.N./MSN Nurse Educator, Auburn University, 200

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

Weekley, 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