

THE COLLEGE OF THE FLORIDA KEYS

CATALOG 2026- 2027









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A College for the Community

The College of the Florida Keys (CFK), a public institution, is a member of the Florida College System (FCS). The College proudly serves students by providing a quality education while supporting the community by addressing the workforce needs of 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 in Key West, the Middle Keys Center is in Marathon, and the Upper Keys Center is 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, continuing education courses, and accelerated workforce training. Program disciplines include business, marine science, diving, marine engineering, engineering technology, hospitality, culinary, nursing, health science, education, and public safety. The College also offers an Associate of Arts (2-year) degree program preparing many graduates for the final years of baccalaureate (4-year) study at CFK or the university of their choice. CFK takes pride in its close-knit and diverse learning community with low faculty to student ratios, where students enjoy engaging and personal instruction.

History

Established in 1965, as “Monroe County Junior College”, 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” after 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 and 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 certificate programs.

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, a Bachelor of Science in Marine Resource Management in fall 2020, and a Bachelor of Science in Exceptional Student Education in fall 2023.

In 2019, the College changed its name from Florida Keys Community College to The College of the Florida Keys to reflect its recent and planned growth. The College continued its brand evolution with the introduction of a new mascot in 2021. The Tuga, an 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-square 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.

In 2023, the College expanded offerings to include secondary education with the opening of the CFK Academy, a tuition-free public charter high school, on the Key West Campus. The school, which earned an "A" rating from the state in its inaugural year, uses a Project-Based Learning (PBL) approach and centers on science, technology, engineering, and math (STEM) and Career Technical Education (CTE). Students are encouraged to take college courses alongside their high school courses through Dual Enrollment.

Accreditation

The College of the Florida Keys is accredited by the Higher Learning Commission (hlcommission.org), an accrediting agency recognized by the U.S. Department of Education.

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 College offers Career and Technical Education (CTE) programs in a variety of fields, including business administration, culinary management, education, emergency medical services, engineering technology, hospitality and ecotourism, public safety, diving and underwater technology, marine engineering, management and seamanship, construction trade apprenticeships, and nursing and allied health. Admission to some of these programs is based on selective criteria through a separate application process that is nondiscriminatory.

The following individuals have been designated to handle inquiries and grievances regarding the non-discrimination policies:

Civil Rights Compliance Officer:	Promise Clark-Kimbio Manager, Talent Acquisition, Development and Accountability (305) 809–3151 or promise.clarkkimbio@cfk.edu
Title IX Coordinator:	Jessica Losardo Director, Office of Advancement (305) 809–3198 or jessica.losardo@cfk.edu
Student Accessibility Services Section 504 Coordinator:	Nicole Gerrard, Executive Director Student Success Services (305) 809-3262 or nicole.gerrard@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

Jared Ochs
Interim President



Jared M. Ochs was appointed interim president of The College of the Florida Keys (CFK) by the CFK Board of Trustees in October of 2026.

Previously serving as the Deputy Chief of Staff in Governor Ron DeSantis' Executive Office of the Governor, he managed, oversaw, and guided 10 state executive branch agencies and offices with a collective budget of $33.4 billion and 8,145 full-time employees. His portfolio included the Florida Department of Education, the State University System of Florida, CareerSource Florida, the Reimagining Education and Career Help (REACH) Office, the Florida Gaming Control Commission, the Florida Department of Lottery, the Florida Department of Business and Professional Regulation, the Florida Department of Juvenile Justice, the Office of Financial Regulation, and the Public Employees Relations Commission.

He has held high-level executive leadership positions including Chief of Staff at the Florida Department of Business and Professional Regulation and Deputy Chief of Staff at the Florida Department of Juvenile Justice. He also held several positions within the Florida Department of Education, where he was directly involved in navigating the department through numerous high-profile issues of national significance. His roles included Assistant Deputy Chancellor of Public Schools, Director of Legislative Affairs, and Director of Communications and External Affairs. He also brings state legislative experience, having worked in the Florida House of Representatives for eight years, including two years in the Office of the Speaker.

He earned a bachelor's degree in History and Political Science from the State University of New York at Fredonia, a master's degree in Political Science with concentrations in American Politics and Public Law from the State University of New York at Buffalo, and a master's degree in Public Administration from the University of South Florida.

He and his wife, Erika, have been married since 2012.

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.

Alexandria Suarez, Chair
Peter Batty, Vice-Chair
Robert Broton, Trustee
Michael Downer, Trustee
Andrew Dulcey, Trustee
Edward “Eddie” Kertis, Trustee
Susan Raffanello, Trustee

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 on the Key West campus and benefits the students, staff, and public.

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 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, 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 cm@lagoonlanding.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 Key Largo, 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 Tutor.com which can be accessed from 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 Tutor.com 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 used 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

Family Educational Rights and Privacy Act (FERPA)

In accordance with Public Law 93–380, Family Educational Rights and Privacy Act, student records at the College, apart from 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 they waive this right. This Act, with which the institution endeavors to fully comply, was designed to protect the privacy of educational records, and to establish the right of students to inspect and review their non-privileged educational records. The Act also provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, concerning alleged failures by the institution to comply with the Act. An informal complaint may be filed within the institution by contacting the Office of the Vice President of Advancement. This College policy statement explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Executive Director of Enrollment Management.

Records Maintained

1. A student is any person who attends or has attended the College regardless of curriculum modality.
    A. Education records are any records (in handwriting, print, tapes, film, computer or other medium) maintained by the College or an agent of the College which are directly related to a student except:
        i. A personal record kept by a faculty or staff member, if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record and is not used for purposes other than a memory or reference tool.

ii. Records created and maintained by the College's Law Enforcement Unit for law enforcement purposes.
iii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student.
iv. Alumni records which contain information about a student after he or she is no longer in attendance at the College, and which do not relate to the person as a student.

2. The student records maintained by the College are classified as follows:
   A. Official Academic Records are maintained in the Office of Enrollment Management. These records consist of, but are not limited to the following documents:
      - Admissions and/or Readmit Applications.
      - High School Transcripts (if applicable), College Transcripts (if applicable), Placement Test Scores (if applicable).
      - Change of Curriculum Forms, Change of Name and Address Forms, Change of Grade Forms.
      - Transfer Credit Evaluations (if applicable); and
      - General Admissions and Registrar Services Correspondence.
   B. Disciplinary Records are maintained under the authority of the Vice President of Advancement. They include information about the investigation, adjudication, and imposition of sanctions by the College against a student for breach of the College's code of student conduct or other written policies.
   C. Financial Records are maintained by the Business Office. Financial aid application records, including tax forms, are maintained by the Financial Aid Office.
   D. Employment Records of students receiving financial aid consist of work-study authorizations and are maintained by the Financial Aid Office. Non-work-study employment records of students are maintained by the Office of Talent Acquisition, Development and Accountability.
   E. Medical Records are maintained by the Office of Student Success Services for students who have disclosed a disability and have provided the College with appropriate documentation. This documentation may include medical, learning, or psychiatric evaluations. All documentation provided to the Office of Student Success Services will remain strictly confidential. No information, except as provided by law, will be released to anyone, including parents, without the student's written consent.
   F. Employment Records of students who are CFK employees but whose employment is not related to their academic status and not a part of student financial aid are maintained by the Office of Talent Acquisition, Development and Accountability, but are not directly affected by the provision of these guidelines.

Student Access to Records

A. Access - Students who are attending or have attended the College are to be accorded the rights of access to their records as specified by the Code except for:

i. Financial records of the parents of the student

ii. Confidential letters of evaluation which have been placed in the records before January 1, 1975. Beginning January 1, 1975, the law allows the student to waive his rights of access if the letters have to do with admission, employment, or honors if the letters are used only for those purposes and the student is told, on his request, the names of all letter writers. When confidential recommendations are collected in

cases where the student has waived his or her access, the confidential statements (only) of such recommendations should be destroyed as soon as they are used for the purpose for which they were specifically intended.

B. Limitations on Access - The College shall provide a form "Student Consent to Release Educational Records Form (78.10A)," for use when a student waives his or her right of access to confidential recommendations respecting admission to an institution, application for employment, or the receipt of an honor or honorary recognition. The student will be given the opportunity to sign the "Student Consent to Release Educational Records Form" only as the need for confidential recommendations arises.

C. Procedures for Granting Access - The president authorizes the custodians of records to establish definite procedures for granting a student access to his or her record. Such procedures will be clearly described in appropriate college publications.

   i. Student inspection of records is granted only upon written request, presented in person with appropriate photo identification, and must be made in the presence of designated personnel of the office maintaining the records. All requests shall be granted as soon as practicable, but in no event later than 45 days after the date of request. No documents or files may be altered or removed once a request has been filed.

   ii. A student may receive a copy of any and all records to which he or she has lawful access, except when a hold has been placed on his or her record pending the payment of debts owed to the College or other disciplinary holds.

Release of Information

The College will disclose "directory information" from a student's education records unless a confidential hold has been placed upon release of the information by the student. The College will disclose information from a student's educational records only with written consent of the student, records may be disclosed without consent when the disclosure is:

A. To school officials who have a legitimate educational interest in the records. A school official is:
   i. A person employed by the College in an administrative, supervisory, academic or research, or support staff position.
   ii. A person appointed to the Board of Trustees.
   iii. A person employed by or under contract to the College to perform a special task, such as an attorney or auditor.
   iv. A person who is employed by The College
   v. A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
B. To officials of another school, upon request, in which a student seeks or intends to enroll. The student shall receive notification of the disclosure unless the student initiated the disclosure.
C. Subject to the conditions set forth in 34 CFR 99.35 authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, authorized representatives of the attorney general for law enforcement purposes (investigation or enforcement of federal legal requirements of federally supported education programs), or state and local educational authorities.

D. School officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
    i. determine eligibility for the aid.
    ii. determine the amount of the aid.
    iii. determine the conditions for the aid; or
    iv. enforce the terms and conditions of the aid.
E. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute.
F. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
G. Accrediting organizations in order to carry out their accrediting functions.
H. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency. Full rights under the act shall be given to either parent, unless the institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes those rights. The College does not have an obligation to disclose any financial information about one parent to another. If a parent claims a student as a dependent and does not want their financial information disclosed to their spouse or former spouse, the parent may make that request to the institution.
I. In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.
J. To comply with a judicial order or lawfully issued subpoena, provided the College makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. Notification may be prohibited if the College receives a federal grand jury subpoena or any other subpoena which states that the student should not be notified. The Office of Talent Acquisition, Development and Accountability shall be consulted prior to release of the record. See below for further details on the College's policy in dealing with subpoenas.
K. To Veterans Administration Officials pursuant to 38 USC 3690 (c).
L. Information the College has designated as "directory information," unless a hold has been placed upon release of the information by the student.
    i. The following data is considered to be directory information and may be given to an inquirer, either in person, by mail or by telephone, and may be otherwise made public: name of student.
    ii. This information will be made available and communicated to presently enrolled students through the college publications. An individual student currently enrolled may request that such directory information not be disclosed by completing the nondisclosure form, which is available electronically and in paper form, and submitting the form to Enrollment Management. Former students who do not want directory information disclosed should make such a request in writing to the Executive Director for Enrollment Management.
M. To the court those records that are necessary to defend the institution when a student initiates legal action against the institution.
    i. Personal information shall be transferred to a third party only on the condition that such a party will not permit any other party to have access to such information

without the written consent of the student. In all instances where written consent is required, written consent must specify the records that may be disclosed, state the purpose of the disclosure, and identify the parties or class of parties to whom disclosure may be made.

N. In accordance with the audit and evaluation exception of the Family Educational Rights and Privacy Act (FERPA), the College may disclose personally identifiable information from education records, without the prior written consent of the student, to the Florida Department of Commerce as an authorized representative of the Florida Department of Education for the purpose of carrying out audit, evaluation, and compliance activities related to federal and state supported education and workforce programs. Such disclosures include, but are not limited to, the annual reporting of student-level data for programs listed on the State of Florida's Eligible Training Provider List to meet the performance accountability requirements of the Workforce Innovation and Opportunity Act (WIOA) and its implementing regulations. All such data sharing will be limited to information necessary to fulfill the reporting requirements and will be conducted in accordance with applicable federal and state laws and regulations governing the privacy and security of education records.

Challenge Hearings

A. If, upon inspection and review of his or her record, the student believes that the record is inaccurate, misleading or otherwise in violation of his or her privacy rights, he or she may ask that the record be changed or may insert a statement in the file. Any disagreement should be resolved informally, if possible.

B. The Executive Director of Enrollment Management, upon consultation with the appropriate college officials, may authorize a correction in a record within the academic file of a student. Similar responsibility is exercised by the Executive Vice President of Academic Affairs, Executive Director of Financial Aid, Executive Vice President and Chief Financial Officer, and the Executive Director of Talent Acquisition, Development and Accountability.

C. Should the request for a change be denied the student will be notified of the College's decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights. The student has 30 days to appeal the decision to the College President and ask for a hearing.

The President of the College shall refer the appeal to an appointed committee. The committee will include one officer of administration other than the one who has denied the request, two faculty members, and two students. The College will notify the student, reasonably in advance, of the date, place, and time of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. The decision of the hearing committee shall be final, except that administrative recourse to the president of the College always remains open.

D. If the College decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student, in writing,

that the record has been amended. The challenge to be considered in such hearing may extend only to the material in the respective College file; it may extend to the correct recording of a grade but not to the appropriateness of the grade. If the College decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and a statement setting forth reasons for disagreeing with the decision. Such a statement shall become a part of the educational record and will be disclosed with it.

Addition to Records

A document or entry supplied by or at the request of the student may be placed in the student's record without additional notice to him/her. In the case of student records maintained in deans' offices and departmental offices, additions other than those mentioned in section 2 require the permission of the Executive Director of Enrollment Management, who is responsible for notification of the student.

Retire Unneeded Records

The College reserves the right for its officials to consolidate student records and to destroy records in conformance with the General Records Schedule for Public Universities and Colleges (FAC R. 1B-24.003(1)(e)) when no longer needed for educational purposes or when retention is not required by law or regulation of state or federal agencies. In this connection, the College is obliged to maintain a permanent record of transcript information. No record will be destroyed during any pending request for explanation or for challenging or hearing, or for 60 days after completion of such action.

Rights Reserved to the College

The Act provides that the College may retain certain rights. The College thus retains the right to:

Release of Student Information in Emergency

The College reserves the right to release information from educational records if knowledge of such information by other parties is necessary to protect the health or safety of a student or other persons. This information will be released only in emergencies and after consideration by college officials of the seriousness of the emergency, the need of the information by third parties to deal with the emergency, and the extent to which time is of the essence.

Charge for the Cost of Reproduction

Copies of records requested by a student in compliance with their right to such records will be charged at the rate prevailing at the time of the student requests.

Release of Statistical Information

The College will continue to use and release statistical data where individual students are not personally identifiable.

Release of Student Information to National Student Clearinghouse

The U.S. Department of Education has stated that a school's release of personally identifiable information from student education records to the Clearinghouse does not violate the Family Educational Rights and Privacy Act (FERPA).

Rights Reserved to State and Federal Agencies

The law specifically states that certain federal officials and state educational authorities may have access to student and other college records which are necessary in connection with audit and evaluation of federally supported education programs in connection with the enforcement of federal legal requirements relating to such programs.

Right to File a Complaint for Florida SARA Complaints

Right to File a Complaint for Florida SARA Complaints regarding alleged institutional violation of rights accorded parents and eligible students by Section 438 of the Act may be submitted in writing to the Department of Health, Education and Welfare.

The College has policies and procedures in place to address and resolve student grievances in a fair and timely manner. Like all CFK students, distance learners are advised to address grievances following the procedures outlined in the Student Handbook. However, when an issue cannot be resolved internally, distance students residing outside of Florida may utilize the following procedure to file a complaint with the FL-SARA representative.

All complaints must be reported to the state portal entity. Complaints can be submitted by email to
http://libguides.cfk.edu/lrc/complaintprocessforoutofstatedistancelearningstudents

Students may also refer to the Complaint Process for Out of State Distance Learning Students which is posted on the Distance Learning resource page.
http://libguides.cfk.edu/lrc/complaintprocessforoutofstatedistancelearningstudents.

Complaint Procedures

Students must first go through the institutional complaint procedures. If the student is not satisfied with the outcome, he/she may appeal the complaint to the Council by sending an email to FLSARAinfo@fldoe.org.

Complaint Requirements

1. Complaints must be filed within two years of the incident about which the complaint is made.
2. Complete the institutional complaint process prior to submission with the Council.
3. Complaint must be a formal assertion in writing that the terms of SARA, or of laws, standards, or regulations incorporated by SARA, are being violated by a person, institution, state, agency, or other organization or entity operating under the terms of

SARA.
4. You are a student of an FL-SARA approved institution.
5. If you are not a student, but have a concern about any of the above, you may submit a complaint. FL-SARA Complaint Procedure

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 Management, students can find the appropriate form online at the College website.

Student Complaint

A complaint is defined as dissatisfaction that occurs when a student believes that any decision, act, or condition affecting the student is illegal, unjust, or creates unnecessary hardship. Complaints may include, but are not limited to, academic problems, mistreatment by a college employee, wrongful assessment of fees, records and registration errors, student employment, or any actual or perceived physical abuse or coercion, disciplinary matters which are covered under the Student Code of Conduct and awarding of grades. Complaints under this policy may also include allegations of discrimination, harassment and/or sexual harassment based on race, color, ethnicity, religion, gender, age, marital status, sexual orientation, national origin, genetic information, or disability. A student complaint can be submitted using the Incident Reporting Form on the CFK 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 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) agree 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 website. Constituent's use of the IP Service(s) after changes to the AUP are posted shall constitute acceptance of any changed or additional terms

Scope of the AUP

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

Prohibited Activities

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

- Failure to adhere to the rules, guidelines or agreements applicable to search engines, subscription Web services, chat areas, bulletin boards, Web pages, USENET, applications, or other services that are accessed via a link from the 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 "mailbombing" to one or more recipient;

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

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

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

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

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

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

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

    - collecting the responses from unsolicited electronic messages;

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

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

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

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

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

- using redirect links in unsolicited commercial e–mail to advertise a website or service;
- posting a message to more than ten (10) online forums or newsgroups, that could reasonably be expected to generate complaints;
- intercepting, redirecting or otherwise interfering or attempting to interfere with e–mail intended for third parties;
- knowingly deleting any author attributions, legal notices or proprietary designations or labels in a file that the user mails or sends;
- using, distributing, advertising, transmitting, or otherwise making available any software program, product, or service that is designed to violate this AUP or the AUP of any other Internet Service Provider, including, but not limited to, the facilitation of the means to spam.

Security Violations

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

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

- unauthorized monitoring, scanning or probing of network or system or any other action aimed at the unauthorized interception of data or harvesting of e–mail addresses;
- Continued use of a personal or organization-issued device or account that is known or reasonably suspected to be compromised.
- 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;

- 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 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 allow 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 the 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

1. Acceptance of “Terms of Use”

   The College is providing computer usage free of charge to faculty and employees, 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.”

2. 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.

3. 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.

4. General Guidelines

   - Only students enrolled in classes at the College for the current term are permitted to use computer facilities.
   - A current student identification card or class schedule is required for use of computer facilities.
   - Students are required to provide an encrypted media storage device while using the computer services. Students will be denied use of the facility without the use of such a 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.
   - Computers should not be turned on or off, unless directed by instructor or another College employee. If needed, please ask for assistance.

5. 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.

6. 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.

7. Time

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

8. 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.

9. Hardware and Software

   - Downloading 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.

10. 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.

11. 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

E–mail

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.

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 Associate VP, College and Community Engagement,
- will not be used to harass another person,
- will not be used to invade the privacy of others or make unauthorized use of their work, will not be used to send or create junk mail, SPAM, chain letters, computer viruses or hoaxes, or any other disruptive forms of data, will not be used in violation of copyright laws,
- will not be used in violation of any state or federal laws.

Electronic forums, such as mail distribution lists, have expectations regarding subject area and

appropriate etiquette for postings. Members of the College community should be considerate of the expectations and sensitivities of others on the Inter/intranet when posting material for electronic distribution.

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 everyone'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.

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 the e-mail content and distribution list.

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.

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 with an official College student email account. Students are expected to check their college email account frequently to remain informed of academic–related communications. It is recommended that students check email accounts daily. Students are responsible for the consequences of not reading course–related email 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.

Game Playing

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

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 cannot be recovered.

Internet Browser

Configuration Users are not permitted to change or alter any Internet browser configuration settings.

Computer Policy

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.

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.

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.

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.

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 Learning Resource Center (LRC and/or 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 LRC and/or Library

- Customers unable to abide by this policy will be asked to leave the LRC and/or 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 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 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 their FAQ webpage.

College Library Acceptable Internet Use Policy

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.

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 the Library is 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.

Time Limits

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

Printing

Printing from Library computers is available at 15 cents per sheet for black and white and 65 cents per sheet for color copies.

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 patron does any of the above without permission from a Library staff member, staff has 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.

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 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, Science and Research, Student Housing, Facilities, Auxiliary. Phone: **(305) 809-3233**

Executive Vice President, Academic Affairs – Instructor issues, academic issues, programs of study, workforce development, curriculum development, academic advising and student success, and assessment and accreditation. Phone: **(305) 809–3131**

Vice President, Advancement – Marketing and public relations, foundation, Enrollment Management, athletics, and student activities. Phone: **(305) 809–3214**

Dean, Nursing, Arts, Sciences and Hospitality – English, arts, social sciences, mathematics, humanities, culinary, hospitality, ecotourism management, nursing, paramedic, and emergency medical technician programs and transition programs. Phone: **(305) 809–3165**

Dean, Marine and Applied Sciences – Engineering technology, marine engineering, diving, marine science, business, criminal justice, continuing education, workforce development, and apprenticeships programs. Phone: **(305) 809–3124**

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**

Workforce Development and Continuing Education – Apprenticeships, continuing education, workforce training, English as a Second Language (non–academic credit), workforce and academic testing: PERT, Accuplacer, TEAS, BAT, TABE, LOEP, PEARSON VUE, PAN, FELE, FTCE, CLEP, ASE, DANTES, and other test proctoring. Phone **(305) 809-3185**

Distance Learning – Online courses, web–based learning, and distance learning. Phone: **(305) 809–3103**

Enrollment Management – Applications for admission, enrollment verification, exemptions and waivers, Family Educational Rights and Privacy Act (FERPA), graduation applications, grade information, international student services, personal information changes, residency requirements, reverse transfer, term, campus, and program changes, transcript requests, transient students, and student records. - Phone: **(305) 809–3188** Email: admissions@cfk.edu.

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

Financial Aid and Veteran Services – Applications for federal, state and institutional aid, financial aid counseling, student and parent federal educational loans, veteran educational benefits, and student employee programs. Phone: **(305) 809–3163** Email: financialaid@cfk.edu

Florida Keys Education Foundation, Development & Alumni Relations – Resource development, fundraising, scholarships, program support, alumni. Phone: **(305) 809–3214** 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) 809–3179** Email: **hr@cfk.edu**

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) 809–3501** Email: library@cfk.edu

Big Pine Key Center – 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, 350 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 Mondays 10:00 am to 4:00 pm (closed 1:00 pm to 1:30 pm for lunch) and Wednesdays 11:00 am to 5:00 pm (closed 2:00 pm to 2:30 pm for lunch). 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) 809–3215** 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 employees.

Phone: **(305) 809–3262**

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 Management, 5901 College Road, Key West, FL 33040. Students may enter in the fall, spring, or summer semesters. For limited-access programs, please consult the operational calendar for specific deadlines. Before enrolling, students who wish to earn credits must fill out an online admission application and submit the required non-refundable $30 fee. Applications for Dual Enrollment and Workforce Development and Continuing Education programs are exempt from this 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 not considered enrolled if:

- The student drops all registered courses during the drop period for that semester.
- The student has 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.

Citizenship / Lawful Presence Requirement for Admission

Ensure that all students admitted to the Florida College System institution are citizens of the United States or lawfully present in the United States. This policy must include a procedure for requiring applicants to provide an attestation that he or she is a citizen of the United States or lawfully present in the United States prior to being granted admission to the institution and to provide documentation of such citizenship or lawful presence prior to enrolling in the institution. This requirement is implemented in accordance with changes to Florida State Board of Education Rule 6A-10.0240 and applies to all applicants, including dual enrollment students; State Board of

Education Rule 6A-6.014 imposes the same requirements applicable to adult education students. As of August 5, 2026, all applicants for the spring 2027 term and subsequent terms are responsible for providing the required documentation. EM staff may access the Driver and Vehicle Information Database (DAVID) to assist with verifying citizenship or lawful presence documentation. To access the DAVID system, EM staff must complete annual training, participate in quarterly internal audits, and renew the required agreement annually.
If applicants were previously admitted but did not enroll, or if students took a break in enrollment that requires an application for readmission, they must meet the requirements in effect at the time of readmission.

Acceptable Documentation:

If you are a U.S. citizen, you may provide one of the following:

- Birth certificate
- U.S. passport
- Certificate of Naturalization (Form N-550 or N-570)
- Certificate of Citizenship (Form N-560 or N-561)
- Consular Report of Birth Abroad (Form FS-240)
- Certificate of Birth Issued by a Foreign Service Post (Form FS-545)
- Certification of Report of Birth (Form DS-1350)

If you are lawfully present in the United States, acceptable documentation may include:

- Permanent Resident Card or Resident Alien Card
- Arrival/Departure Record (Form I-94)
- Employment Authorization Document
- Documentation confirming refugee or asylum status
- Other acceptable official immigration documentation

The U.S. Citizenship and Immigration Services (USCIS) provides examples and descriptions of commonly used immigration documents.

The Office of Enrollment Management will review the documentation provided. If the College cannot verify lawful presence based on the documentation submitted, applicants are notified.

Florida Residency Appeals

The Florida Residency Appeal Committee (hereafter known as the Committee) is responsible for reviewing a student's petition and associated documentation to determine if a reclassification to Florida
residency is warranted. This Committee meets on an as-needed basis when the Enrollment Management

residency determination conflicts with the student's determination. The Committee must decide if there
is a college error that warrants a residency change.
The Residency Committee Petition must be:

- submitted by the end of the drop/add period of the term of the residency in dispute, and
- contain documented evidence that there is a college error in following State of Florida rules pertaining to Residency for Tuition Purposes.

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

Standard High School Diploma

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

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 Management for evaluation.

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, TASC, or California High School Proficiency Exam or GED have been received by the Office of Enrollment Management.

Home Education Graduated Students

Registration will be permitted for one term only. Students must have met the school attendance policy as defined for home school in Florida Statute 1002.41 and completed curriculum requirements for graduation as defined by Florida Statute 1003.43. Students are required to complete the Affidavit of Home School Completion. The Affidavit of Home School Completion must be received by the Office of Enrollment Management.

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. If a student has previously obtained a bachelor's degree from an accredited institution, whether in-state or out-of-state, they are ineligible for enrollment in the Associate in Arts program.

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 students. 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. 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 Executive 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.

Baccalaureate Program Admission

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 institutions accredited by a U.S. Department of Education (USDOE)-recognized accrediting agency. 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. Payment of the non–refundable, non–transferable application fee of $30.00.

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.

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

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 current, unencumbered, unrestricted license to practice as a Registered Nurse (RN) in the State of Florida. New graduates from an accredited associate degree program in Nursing (defined as completing their program of study in last 90 days) will be permitted one (1) semester to obtain a current, unencumbered, unrestricted license to practice as a Registered Nurse (RN) in the State of Florida.

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

Bachelor of Science (B.S.) Exceptional Student Education (ESE)

To qualify for admission into the Bachelor of Science (B.S.) in Exceptional Student Education, a student 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 equivalent 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.

3. Submit all college transcripts with documentation of a grade of a C or higher for the course below are required.

   EDF 2005 – Introduction to the Teaching Profession (3)

4. Students must have a grade point average of at least 2.5 on a 4.0 scale for the general education component of undergraduate studies or have completed the requirements for a baccalaureate degree with a minimum grade point average of 2.5 on a 4.0 scale from any college or university accredited by an accrediting association as defined by State Board of Education rule or any college or university otherwise approved pursuant to State Board of Education rule.

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

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 Florida Shines 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 Management 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 Executive Director 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.

International Student Application

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

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 and federal financial aid.

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. 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 requirements does not guarantee placement into college–level coursework. All new students, unless identified as exempt as determined by official high school transcripts, and the by the Office of Enrollment Management as exempt, are required to take the placement test to determine course placement.

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 for the academic year.

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.

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.

Evidence of Housing

Prior to arriving in the U.S., students must furnish documentation of housing. This may include a copy of your lease agreement or, if residing with a sponsor, a letter from the sponsor with their address clearly stated.

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 is 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 encouraged to reside in Lagoon Landing while enrolled at the College. 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 .

Notification of Social Security Number Collection and Usage

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 solely for purposes essential to the College's duties and responsibilities. This includes compliance with federal and state laws related to employment, financial and academic assistance, inter-institutional articulation or transfer, and other legally mandated activities.

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.
- Assign you a unique student identification number.

Uses of Student Social Security Numbers

1. Admissions: Federal legislation related to the Hope Tax Credit and other education-related tax benefits requires postsecondary institutions to report student SSNs to the Internal Revenue Service (IRS) and issue tax form 1098-T for payment activities each year. This necessitates the collection of SSNs from all students. While you may refuse to disclose your SSN, the IRS may impose a $50 fine under the Internal Revenue Code, Section 25A. Additionally, the Florida public school system uses SSNs as student identifiers (1008.386, F.S.), which benefits postsecondary institutions in tracking and assisting students' educational transitions. Providing your SSN is not a condition for enrollment or graduation.
2. Non-Credit Programs: Your SSN may be used for reporting to the state to facilitate certification and license renewal, as well as for reporting non-credit course and in-service training information as required by state law.
3. Financial Aid: The U.S. Department of Education's Free Application for Federal Student Aid (FAFSA) requires SSNs for federal financial aid programs. The SSN is used as a student identifier for processing and reporting [34 CFR 668.16], for verifying citizenship status with the Department of Homeland Security [34 CFR 668.32, 33], for the federal Work Study Program [34 CFR 668.36], and for loan applications by lenders/servicers/guarantors.
4. State of Florida Grants and Scholarships: 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

requires your SSN for disbursement and reporting purposes.
5. Florida Prepaid Plan: This state-administered program managed by the Florida Prepaid College Board requires an SSN for the Educational Saving Plans to be applied to your student account at the College.
6. Tuition Waiver for State Employees: The State of Florida Department of Financial Services requires your SSN 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 may include 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, and CFK Academy 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), Classic Learning Test, Classic Learning Initiatives (CLT) or Scholastic Assessment Test (SAT), or other approved alternative methods of assessment
- 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 (unless allowed by Dual Enrollment Agreement).
- 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 less 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 are only eligible for Dual Enrollment if the student is approved through the CFK DREAM STEM Dual Enrollment Application or the Lab Grant Procedure.

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 CLT, 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, CLT.

For students who do not meet the GPA requirements, the high school principal may make a recommendation to the Executive 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, CLT, or SAT or currently approved alternative methods of assessment. For more information regarding alternative placement methods, please contact advising.services@cfk.edu.

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 including essay 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) 809–3119+.

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.
- Be 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 GED). 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) 809–3250. 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 official documentation
- 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 Student Success Services at (305) 809-3232 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.

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, unless the student is exempt as outlined in Florida Statute s.1008.30 (4)(a). 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 Workforce Development and Continuing Education (305) 809–3185. Students who can provide official ACT, SAT, PERT, Classical Learning Test (CLT), 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 PERT placement test is available from the Office of Workforce Development and Continuing Education.

Exemptions to Placement Testing

Students who can provide official ACT, SAT, PERT, Classical Learning Test (CLT) 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 Workforce Development and Continuing Education.

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 Executive Director 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 Workforce Development and Continuing Education 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). The College will award college credits for qualifying CLEP exams per the Articulation Coordinating Committee Credit–By–Exam Equivalencies List. For a list of courses and scores approved by the Florida Department of Education Articulation Coordinating Committee please see the current list on the CFK Website here: https://www.cfk.edu/credit-by-examination/ here or visit the Florida Department of Education Office of Articulation website. Not all courses have an equivalent at CFK. Please see your academic advisor for more information.

More information about CLEP, including recent test information guides, can be found at the CollegeBoard - CLEP Exams website.

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.

The College will award college credits for qualifying Advanced Placement score per the Articulation Coordinating Committee Credit–By–Exam Equivalencies List. For a list of scores and courses approved by the Florida Department of Education Articulation Coordinating Committee

please see the current list on the CFK Website here: https://www.cfk.edu/credit-by-examination/ here or visit the Florida Department of Education Office of Articulation website. Not all courses have an equivalent at CFK. Please see your academic advisor for more information.

International Baccalaureate (IB) Program

The International Baccalaureate (IB) program is a challenging curriculum offered in high schools around the world that is designed to prepare students for advanced work in many countries' postsecondary systems. Because it is international, the curriculum is not always as closely aligned with courses in American colleges and universities as Advanced Placement courses, and students and teachers often choose topics within a fairly wide range. Students frequently conduct independent projects as part of the curriculum. Many subjects have both Standard Level and Higher-Level versions, which typically require additional specialized research or independent work. International Baccalaureate assessments are conducted worldwide, so that an American student's work may be evaluated by a teacher in Singapore or vice –versa, and they often include substantial long–answer components or assessment of student research projects or portfolios. It may be helpful for institutions to talk with the student or to see the student's projects in order to assign appropriate credit.

Holders of IB Diplomas have been assessed in several subjects and have fulfilled certain other requirements, such as an extended essay. Students may also be assessed in individual subjects without trying for the diploma. More information about the IB program is available at the International Baccalaureate website.

The College will award college credits for qualifying International Baccalaureate courses per the Articulation Coordinating Committee Credit–By–Exam Equivalencies List. For a list of scores and courses approved by the Florida Department of Education Articulation Coordinating Committee please see the current list on the CFK Website here: https://www.cfk.edu/credit-by-examination/ here, or visit the Florida Department of Education Office of Articulation website. 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 Workforce Development and Continuing Education (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 Equivalencies List. For a list of scores and courses approved by the Florida Department of Education Articulation Coordinating Committee please see the current list on the CFK Website here: https://www.cfk.edu/credit-by-examination/ here or visit the Florida Department of Education Office of Articulation website. 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.

The College will award college credits for qualifying AICE courses per the Articulation Coordinating Committee Credit–By–Exam Equivalencies List. For a list of scores and courses approved by the Florida Department of Education Articulation Coordinating Committee please see the current list here on the CFK Website here: https://www.cfk.edu/credit-by-examination/ or visit the Florida Department of Education Office of Articulation website. 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). Excelsior College will no longer offer UExcel examinations after August 21, 2022. Credit should be awarded as listed below for exams completed prior to the discontinuation of this program. More detailed information about Excelsior College Examinations can be found on-line at https://www.excelsior.edu/exams/uexcel-home.

The College will award college credits for qualifying UExcel exams per the Articulation Coordinating Committee Credit–By–Exam Equivalencies List. For a list of scores and courses approved by the Florida Department of Education Articulation Coordinating Committee please see the current list on the CFK Website here: https://www.cfk.edu/credit-by-examination/ or visit the Florida Department of Education Office of Articulation website. Not all courses have an equivalent at CFK. Please see your academic advisor for more information.

Defense Language Proficiency Text (DLPT)

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 on DLPT: http://www.dliflc.edu/

The College will award college credits for qualifying DLPT courses per the Articulation Coordinating Committee Credit–By–Exam Equivalencies List. For a list of scores and courses approved by the Florida Department of Education Articulation Coordinating Committee please see the current list on the CFK Website here: https://www.cfk.edu/credit-by-examination/ here, or visit the Florida Department of Education Office of Articulation website. Not all courses have an equivalent at CFK. Please see your academic advisor for more information.

Military Experience Equivalency List

The College will award college credits for qualifying Military Courses, courses per the Articulation Coordinating Committee Credit–By–Exam Equivalencies List. For a list of scores and courses approved by the Florida Department of Education Articulation Coordinating Committee please see the current list on the CFK Website here: https://www.cfk.edu/credit-by-examination/ here, or visit the Florida Department of Education Office of Articulation website. Not all courses have an equivalent at CFK. Please see your academic advisor for more information.

Florida Advanced Course and Test (FACT): College Credit for College Algebra

In 2023, HB 1537 amended s. 1007.35, F.S. so FDOE could work with public postsecondary institutions to develop advanced courses that would serve as additional acceleration options for students so that they may earn college credit. It is expected that the course will be available to all public and charter school students statewide in 2026-2027. For more information about Florida Advanced Courses and Tests, click here or visit https://www.fldoe.org/accountability/assessments/k-12-student-assessment/fact.stml

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 Management for evaluation. More information on obtaining a JST can be found at the https://jst.doded.mil/smart/signIn.dohttps://jst.doded.mil/smart/signIn.doJoint 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

Credit Programs

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

A Florida “resident for tuition purposes” is a person who has or, if that person is a dependent child, whose parent have established legal residence in this state and have maintained legal residence in this state for at least 12 consecutive months immediately prior to initial enrollment in an institution of higher education (s. 1009.21(2)(a)1., Florida Statutes).

- Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. (s. 1009.21(2)(a)2., Florida Statutes) Living in on campus housing cannot be used to qualify for Florida residency. On campus housing is temporary and directly connected to enrollment as a student.
- Pursuant to Rule 6A-10.044(1), F.A.C., Florida College System institutions are required to collect proof of United States citizenship or proof of lawful presence in the United States from students seeking to claim Florida residency for tuition purposes.
- A dependent child who is a United States citizen may not be denied classification as a resident for tuition purposes based solely upon the immigration status of his or her parent. (s. 1009.21(2)(d), Florida Statutes)
- The burden of providing clear and convincing documentation to justify a student's residency classification for tuition purposes rests with the student or, if the student is a dependent, the student's parent. Documentation is considered clear and convincing only if it is credible, precise, and sufficient to demonstrate the establishment of legal residency in Florida, pursuant to Rule 6A-10.044(3)(c).

The Florida law regarding residency for tuition purposes, allows U.S. citizens or lawfully present in the U.S. 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. https://www.flvc.org/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.

- A qualified beneficiary under the terms of the Florida Prepaid College Program (s. 1009.98, F.S.). (Required: Copy of active Florida Prepaid Recipient card)
- A married to a person who has maintained legal residence in Florida for at least the past 12 consecutive months. I now have established legal residence and intend to make Florida my permanent home (s. 1009.21(5), F.S.). (Required: Copy of marriage certificate and proof that the spouse meets 12-month residency requirement under 1009.21(2), F.S., and is a legal resident of Florida)
- Previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. I am transferring to another Florida state postsecondary institution within 12 months of the previous enrollment (s. 1009.21(11), F.S.). (Required: Official transcript noting previous enrollment as a FL resident)
- Previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence. This benefit shall not be accorded more than once to any one person (s. 1009.21(9), F.S.). (Required: Official transcript noting previous enrollment as a FL resident, proof that domicile was abandoned less than 12 months ago and proof of reestablished Florida residency)
- Active duty members of the Armed Services of the United States residing or stationed in this state and their spouses and dependent children, and active drilling members of the Florida National Guard (s. 1009.21(10)(a), F.S.). (Required: Copy of military orders or DD2058, if applicable birth certificate or marriage certificate)
- Active duty members of the Armed Services of the United States and their spouses and dependents attending a Florida College System institution within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida (s. 1009.21(10)(b), F.S.). (Required: Copy of military orders or DD2058, if applicable birth certificate or marriage certificate)
- United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children (s. 1009.21(10)(c), F.S.). (Required: Proof of residence on the Isthmus of Panama and official transcript showing continuous enrollment for 12 months, if applicable marriage or birth certificate)
- Full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses and dependent children (s. 1009.21(10)(d), F.S.). (Required: Employment verification, if applicable birth certificate or marriage certificate)
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education (s. 1009.21(10)(e), F.S.). (Required: Proof of

scholarship and Latin America or Caribbean residency)
- Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities (s. 1009.21(10)(f), F.S.). (Required: Certification letter from State Academic Common Market Coordinator)
- 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 (s. 1009.21(10)(g), F.S.). (Required: Employment verification and payment agreement)
- McKnight Doctoral Fellows and Finalists who are United States citizens (s. 1009.21(10)(h), F.S.). (Required: Verification from graduate studies and proof of U.S. citizenship)
- 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 (s. 1009.21(10)(i), F.S.). (Required: Employment verification and proof of enrollment in graduate program for FL teaching certificate and proof of U.S. citizenship)
- 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 Florida College System institution within 50 miles of the military establishment where they are stationed (s. 1009.21(10)(j), F.S.). (Required: Proof of active duty membership for specified purpose, if applicable birth certificate or marriage certificate)
- 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 Florida College System institution within 50 miles of the military establishment where the foreign liaison officer is stationed (s. 1009.21(10)(k), F.S.). (Required: Proof of active duty membership for specified purpose, if applicable birth certificate or marriage certificate)

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. The student may be 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 two (2) 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.
* GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill.

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 rChapter 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 Diploma/Certificate Fee: $25.00
- Duplicate or Replacement Diploma/Certificate Fee: $25.00
- Transcript Fee: Electronic (pdf) $2.90-3.90
- Hardcopy fee $2.50
- Expedited mailing: $35.50
- 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 continuing education, workforce training, lifelong learning, and recreation and leisure, please contact the Office of Workforce Development and Continuing Education at (305) 809–3185. For fees concerning non–credit courses offered through the Institute for Public Safety, contact (305) 809– 3250.

Refunds

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 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.

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 encouraged 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 and additional eligibility requirements
- Pay any balance due to the College if aid does not cover all charges
- Talk to College Office of Financial Aid and Veteran Services 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 Student Aid Index (SAI) 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 Management 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 prevent financial aid being paid in future terms.

Only courses that count towards the completion of a financial aid eligible degree program will receive federal 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 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.

Financial Aid Recipients

Financial Aid Repayment Policy applies to students who have received federal, state or institutional financial aid and who withdraw from or fail all their courses prior to completing 60% of the term.

Students may have to restore all or a portion of their funds to the appropriate financial aid account. The student will be billed accordingly.

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 a Student Aid Index (SAI) of -1500 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 Student Aid Index (SAI) from the student’s processed FAFSA (Free Application for Federal Student Aid). The annual award amount is determined by the SAI 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 credit hours enrolled at Census, which occurs approximately three (3) weeks into the term. Should a student reduce their enrolled credit hours due to non-participation or dropped classes prior to Census, they will be responsible for charges associated with 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) and Florida Work Experience (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 start with a $15.00 hourly 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 be enrolled 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

Subsidized Direct Loans are available to undergraduate students with unmet financial needs. 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 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 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
- Who are Florida residents 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 their 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 .

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship program is awarded to Florida high school graduates who complete a rigorous program of study. Awards 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 the College Business Office who in turn will notify the Financial Aid Office.

Financial Aid Standards of Academic Progress

As part of determining initial and continued eligibility for financial aid, students must demonstrate/maintain satisfactory academic progress standards toward achieving a specified degree or 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: Quantitative/Pace, Qualitative (GPA) Standards, and Maximum Timeframe.

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 2025, 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 and Veteran Services 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. Students may contact Advising Services at (305) 809–3196 for more information. Middle Keys Center students 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.

Registration Waitlist

The purpose of a registration waitlist is to provide an automated system that notifies students when seats become available in a course that is at capacity (i.e., closed) and has a waitlist available. It operates on a first-come, first-served basis. The auto-notification system runs in real time. Waitlists are activated when classes reach the capacity in Banner.

- Students may add themselves to any number of waitlists with space.
- Student may remove themselves from a waitlist in their MyCFK portal.
- For courses without a waitlist, students must check regularly for openings.

If space becomes available in the course, students receive a notification email to their CFK email. At the time of notification, students have 24 hours to register for the course. Students who miss the 24-hour window may be added to the waitlist, but they will be placed at the bottom of the queue.

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) and DANTES Subject Standardized Tests (DSST). Information and registration bulletins are available at the Workforce Development and Continuing Education (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, CLT 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 weekly 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 Workforce Development and Continuing Education 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.

Student Success Staff are available to meet with students to provide details about the services listed. We encourage interested individuals to contact Student Accessibility Services at (305) 809-3262 with questions.

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 by submitting an application and documentation through the College's secure reporting mechanism, MAXIENT. The link to submit the application can be found on the Student Accessibility page (https://www.cfk.edu/academics/learning-support/accessibility-services). Once the application has been completed and all required documentation has been submitted to via the secure reporting site, MAXIENT, services may begin. To ensure obtaining prompt accommodations, documentation must be received two weeks 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 Management 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 must bear the College Seal and the registrar's signature. To obtain official transcripts, students can place orders online through the National Student Clearinghouse (NSCH) website. For student transcripts exchanged within Florida's public schools, state colleges, and state universities, as well as with the Florida Department of Education, requests must be made through the Florida Automated System for Transferring Educational Records (FASTER) system.

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 retains the authority to withhold the release of transcripts in cases where students have outstanding financial obligations or other holds as per College policy. However, transcripts credits paid for with Title IV aid will not be withheld.

Student Ombudsman Office

The Student Ombudsman Office provides a safe and comfortable environment for students to confidentially discuss complaints, concerns, or problems related to access to courses and credit granted toward a degree. The Ombudsman is an independent, impartial resource who helps students make informed decisions by offering strategies and options for resolving issues and providing information on College policies and procedures. The Student Ombudsman Office is located within the Student Success department of the C 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.

The College may drop a student from courses at any point prior to the end of the semester or course date. 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, Mastercard, 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 Paying 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 CFK'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 them through assigned CFK email.

CFK and/or third parties may contact students regarding outstanding debt via any current or future email, regular mail, home, and mobile phones. A student may withdraw consent to call or text their cellphone using automated telephone dialing equipment by submitting a clear revocation request to the CFK Business Services office or the Enrollment Management office, or to the applicable contractor or agent contacting the student on behalf of CFK.

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 Management 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 the 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 department 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. The student will be ineligible for federal student aid if the student fails to attend class during the first week of the course. The instructor will report the student as a non-participant and then withdrawn from the course.

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, Accuplacer, 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, Accuplacer, 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.

Withdrawal and Forgiveness Rule

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

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.

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”.

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 has earned a grade of “D” or “F.” Each student attempting the same non-repeatable undergraduate course or college preparatory course more than twice shall be assessed 100 percent of the full cost of instruction and shall not be included in calculations of full-time equivalent enrollments for state funding purposes. Attempted hours include those hours for withdrawals which are fee liable. Upon the third and fourth attempts, the student will not be permitted to withdraw and will receive a grade for that course. Students may appeal for the full cost of instruction by completing the “Third Attempt Appeal Form” and receiving approval from the Student Services Appeals Committee (SSAC). Students are limited to four attempts to earn credit for a course at the College unless otherwise specified in the College Catalog. If needed, students should consult with their Academic Advisor to explore options available through SSAC or the transient student status.

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.

Full Cost of Instruction

Each student attempting the same non-repeatable undergraduate course or college preparatory course more than twice shall be assessed 100 percent of the full cost of instruction and shall not be included in calculations of full-time equivalent enrollments for state funding purposes. Attempted hours include those hours for withdrawals which are fee liable. Upon the third and fourth attempts, the student will not be permitted to withdraw and will receive a grade for that course.

Beyond Fourth Attempts

Students are limited to four attempts to earn credit for a course at the College unless otherwise specified in the College Catalog. If needed, students should consult with their Academic Advisor to explore options available through SSAC or the transient student status.

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 quality points per semester hour
B – Good – 3 quality points per semester hour
C – Average – 2 quality points per semester hour
D – Poor – 1 quality point per semester hour
F – Failure – 0 quality points per semester hour
FN – Failure for Non-Attendance – 0 quality points per semester hour
I – Incomplete – 0 quality points per semester hour W* - Withdrew from Course – 0 quality points per semester hour
X – Audit – 0 quality points per semester hour
N** - No Grade – 0 quality points per semester hour
S-Satisfactory – 0 quality points per semester hour
NR – Not Reported by Instructor – 0 quality points per semester hour

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 Management 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 Management.

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 Dismissal

Students returning from academic suspension or who are on continued academic probation and do not achieve a term or overall GPA of 2.0, will be academically dismissed. Students on academic dismissal are no longer permitted to enroll in classes at the College.

Students have two weeks to appeal their academic dismissal to the VP, Academic Affairs. The appeal of this action must be in writing and must be accompanied with any supporting documents (e.g., a supplemental grade report from an instructor correcting an inaccurately reported grade).

After two calendar years, students who have been academically dismissed may request to be readmitted to the College. Students must submit the request in writing to the VP, Academic Affairs, and the request must be accompanied with any supporting documents.

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.

Applied Technology Diploma (ATD)

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.

Importance in Workplace

- 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

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 Management 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 Management by the published deadlines.

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

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. Please refer to Procedure 75.15, Readmission, for information regarding reapplying.

Exceptions to the continuous enrollment requirement include reverse transfer (F.S. 1007.23) as outlined in Procedure 75.16, Reverse Transfer, and completion of the Florida Civic Literacy Examination, as neither F.S. 1007.25 nor F.A.C. Rule 6A-10.02413 specifies a required number of days within which the examination must be completed.

Duplicate or Replacement Diploma/Certificate Request

To request a duplicate or replacement diploma or certificate, students must complete a 75.80(C) Duplicate or Replacement Diploma or Certificate form and pay the fee determined by the College. However, if a student claims that their original diploma or certificate was not received within 45 days of being mailed, and it has not been returned to enrollment management, the Executive Director of Enrollment Management may approve a replacement at no charge to the student. This decision is made on a case-by-case basis.

Request to Delay Graduation

Requests to delay graduation must be reviewed and approved by the Academic Advisor and the Executive Director of Enrollment Management. Students are required to schedule an advising appointment to complete the 75.80(D) Request to Delay Graduation form. Common reasons for approval may include study abroad programs or internship/co-op opportunities.

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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, 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 current, unencumbered, unrestricted license to practice as a Registered Nurse (RN) in the State of Florida.
8. For the BS-ESE, students must demonstrate their ability to positively impact student learning growth in their area or areas of program concentration during a prekindergarten through grade 12 field experience and must pass each portion of the Florida Teacher Certification Examination required for a professional certificate in the area or areas of program completion.

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.

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 to, 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 Executive Director of Enrollment Management

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

Overview

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

*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)
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 (including one is each general education core area), 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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, 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 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 ten (10) credits in the following courses with prior administrative approval:

GIS 3043 – Geographic Information Systems (3)
ISC 3133 – Advanced Research Diving (3)
OCB 4103 – Forensic Marine Science (3)
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 (choose at least 27 credit hours)

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)
OCB 2721C – Survey of Mariculture (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) * **OR** OCB 3625 – Marine Ecosystems (3) **OR** OCB 3903 – Directed Individual Study in Marine Resource Management (3)
OCB 3035 - Nearshore and Offshore Ecology and Assessment (3)
OCB 3072 - Marine Conservation (3)
OCB 3700 - Marine Resource Economics (3) OR ECP3001 – Economic Approaches to Marine Management (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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, 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 a current, unencumbered, unrestricted license to practice as a Registered Nurse (RN) in the State of Florida, may register for these courses with prior administrative approval: NUR 3069C Advanced Health Assessment, 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) OR 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) OR MAC 1311 – Calculus or MGF X1130 Mathematical Thinking
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) OR Substitution (to be confirmed with accreditor)

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 (3)
MAN 3240 – Organizational Behavior (3)
MAN 3303 – Leadership and Management Practices (3)

Upper Level Required Nursing Courses (27credits)

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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, are exempt from the postsecondary Civic Literacy exam requirement.

TOTAL CREDITS: 120

Bachelor of Science in Exceptional Student Education (B.S.– E.S.E.)

Overview

The Bachelor of Science in Exceptional Student Education (BS-ESE) is designed for graduates who have completed a minimum of an Associate of Arts (A.A.), and EDF 2005, with a C or higher. This program will produce highly qualified K-12 educators eligible for the Florida Teacher Certification. The curriculum is designed to train and educate teachers to assist and empower children with disabilities who need specially designed instruction and related services through coursework and fieldwork. The Bachelor of Science in Exceptional Student Education has been approved by the Florida Department of Education as an Initial Teacher Preparation Institute. Program graduates are eligible to earn Florida Professional Teacher Certifications in Exceptional Student Education (K-12), Reading, and English for Speakers of Other Languages (ESOL). This program requires field experience outside of the regularly scheduled class times. The College and school district will coordinate the field experience opportunities to meet the program outcomes.

B.S. Exceptional Student Education Degree Requirements

Students must have earned a minimum of an A.A. from an accredited institution and have completed EDF2005 and earned a C or higher prior to admission to the program. In addition, students must have a grade point average of at least 2.5 on a 4.0 scale for the general education component of undergraduate studies or have completed the requirements for a baccalaureate degree with a minimum grade point average of 2.5 on a 4.0 scale from any college or university accredited by a regional accrediting association as defined by State Board of Education rule or any college or university otherwise approved pursuant to State Board of Education rule.

To graduate, students must earn a minimum of one hundred twenty (120) credit hours, including successful completion of thirty–six (36) general education credit hours, twenty-four (24) elective credit hours, and sixty (60) upper–level required credit hours. In addition, students must meet the Civic Literacy Competency and Foreign Language Requirement detailed below. Other degree completion requirements include a level two fingerprint background check (FBI and FDLE check) which may include an additional expense to the student. In addition, students must demonstrate their ability to positively impact student learning growth in their area or areas of program concentration during a prekindergarten through grade 12 field experience and ***must pass each portion of the Florida Teacher Certification Examination required for a professional certificate in the area or areas of program completion.***

Education Credit Required for Admission

A grade of a C or higher for the courses below is required.

EDF 2005 – Introduction to the Teaching Profession (3)

Upper – Level Core Course Requirements (60 credit hours)

EDF 3214 - Human Development and Learning (3)

EDF 4430 - Measurement, Evaluation and Assessment (3)
EDG 4376 - Integrating Language Arts and Social Sciences (3)
EDG 4377 - Integrating Mathematics and Science (3)
EDG 4410 - Classroom Management and Communication (3)
EDG 4940 - Integrating Mathematics and Science Practicum (1)
EEX 4221 - Educational Assessment of Exceptional Students (3)
EEX 4264 - Curriculum and Instruction for Students with Disabilities K-5 (3)
EEX 4265 - Curriculum and Instruction for Students with Disabilities 6-12 (3)
EEX 4601 - Effective Behavioral Interventions and Practices in ESE (3)
EEX 4945 - Seminar in Exceptional Student Education (3)
EEX 4949 - Capstone Experience: Exceptional Student Education (9)
EME 3410 - Integrating Technology in the Classroom (3)
RED 3342 - Foundations of Research Based Practices in Reading Education and Application of Instruction (3)
RED 4450 - Differentiated Reading (3)
RED 4519 - Diagnostic and Instructional Interventions in Reading (3)
RED 4854 - Reading Practicum (2)
TSL 4100 - ESOL Methods, Curriculum and Assessment (3)
TSL 4241 - Second Language Acquisition and Culture (3)

Foreign Language Requirement

Prior to completion of the Bachelor of Science in Exceptional Student Education 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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, are exempt from the postsecondary Civic Literacy exam requirement.

*** Non-degree seeking students who hold a bachelor's degree and a temporary educational certification may register for these courses with prior administrative approval: EDG 4410 - Classroom Management and Communication, EDF 3214 - Human Development and Learning, EDF 4430 - Measurement, Evaluation and Assessment, EEX 4264 - Curriculum and Instruction for Students with Disabilities K-5 or EEX 4265 - Curriculum and Instruction for Students with Disabilities 6-12, TSL 4100 - ESOL Methods, Curriculum and Assessment, and RED 3342 - Foundations of Research Based Practices in Reading Education and Application of Instruction.

Total Required Credit Hours: 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 an Academic 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. An Academic 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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, 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 at least 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)

Optional Humanities

ARH 1050 – History of Art, Ancient to Renaissance (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 1130 – Mathematical Thinking (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)
OCE 1001- Introduction to Oceanography (3)

Any course for which a Core General Education Natural Science course is the immediate prerequisite.

Optional Natural Science

BSC 1011 – Principles of Biology II (3)
BSC 1086 – Anatomy and Physiology II (3)
MET 1010– Introduction to Meteorology (3)
OCB 1000- Introduction to Marine Biology (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 2010 - History of the United States to 1876 (3)
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)

Optional Social Science

AMH 2030 – Contemporary US History (3)
DEP 2004 – Human Growth & Development (3)
ECO 2023 – Microeconomics (3)
POS 1001 – Introduction to Political Science (3)
SYG 1000 – Introduction to Sociology (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 the 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 1130 – Mathematical Thinking (3)
STA 2023 – Introduction to Probability and Statistics (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 2010 - History of the United States to 1876
AMH 2020 – History of the United States, 1876–1945 (3)
POS 1041 – National Government (3)
PSY 2012 – General Psychology (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)
OCE 1001- Introduction to Oceanography (3)

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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, 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-one (21) credit hours of general education courses, thirty-three (33) credit hours of core requirements, and six (6) elective credit hours and meet the College's success competency requirement*. To meet the college's 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)
MAC 2311 – Calculus and Analytical Geometry I (4)
MGF 1130 – Mathematical Thinking (3)
STA 2023 - Introduction to Probabilities & Statistics (3)

Humanities/Fine Arts 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 (6 credit hours, 3 of which must be PSY 2012)

AMH 2010 – History of the United States to 1876
AMH 2020 – History of the United States 1876-1945 (3)
POS 1041 – National Government (3)
PSY 2012 – General Psychology (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)
SYG 1000 – Introduction to Sociology (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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, 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 either further education or a career 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, Contemporary Island Cuisine, International and Regional Foods, Garde Mange, Cost Control, Sanitation and Safety, and Culinary Presentation. Our curriculum is designed to allow students to enter the workforce during their first year of education or build upon it by transferring an Associates of Science degree towards a bachelor’s degree. Also, workforce certificates can be garnered to enhance current skills and experience. These certificates include Chef’s Apprentice Certificate, Culinary Arts Management Certificate, and Culinary Arts Certificate. This program focuses on broad transferable skills and stresses understanding and demonstration of the following elements of the culinary industry: culinary business, food science, culinary artistry, management, financial, technical and product skills, underlying principles of modern food technology, labor issues, and sanitation and safety.

General Education Requirements (15 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 1130 – Mathematical Thinking (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 2010 - History of the United States to 1876 (3)
AMH 2020 – History of the United States, 1876–1945 (3)
ECO 2013 – Macroeconomics (3)
POS 1041 – National Government (3)
PSY 2012 – General Psychology (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)
OCE 1001- Introduction to Oceanography (3)

Core Requirements (42 credit hours)

FSS 1001C – Introduction to the Culinary Arts (3)
HFT 2915C – Culinary Capstone (2)
HUN 1004 – Healthy Cuisine and Nutrition (3)
FOS 2201 – Food Service Sanitation and Safety (3)
FSS 1203C – Quantity Food Production I (3)
FSS 1240C – Contemporary Island Cuisine (3)
FSS 1246C – Baking and Pastries I (3)
FSS 2204C – Quantity Food Production II (3)
FSS 2241C – International and Regional Foods (3)
FSS 2247C – Baking and Pastries II (3)
FSS 2248C – Garde Manger (3)
FSS 2251 – Food and Beverage Management (3)

FSS 2500 – Food and Beverage Cost Control (3)
FSS 2950L – Culinary Presentation (1)
FSS 2941C – Internship in Culinary Management (3)

SLS Requirement (2-3 credits) *

SLS 1570 – Learning with Technology I (2) **OR** CGS 1100 – Introduction to Computer Applications (3)

*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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, 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)
MAC 2311 – Calculus and Analytic Geometry I (4)
MGF 1130 – Mathematical Thinking (3)
STA 2023 – Introduction to Probability and Statistics I (3)

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)

*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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, 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 ET 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 – 2010 – History of the United States to 1876 (3)
AMH 2020 – History of the United States, 1876–1945 (3)
ECO 2013 – Macroeconomics (3)
POS 1041 – National Government (3)
PSY 2012 – General Psychology (3)

SLS Requirement (At least 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)

Solar Energy (9 credit hours)

ETP 1402 – Introduction to Solar Energy (3)
ETP 2402C – Photovoltaic Systems (3)
ETP 2410C – Installation of Solar Photovoltaic Technology (3)

Internship (3 credit hours)

ETP 2940 – Professional Internship for Engineering Technology (3)

Electives (Choose 6 credit hours)

EGN 1002C – Introduction to Engineering (3)
ETP 1530C – Introduction to Wind Energy (3)
ETP 1532C – Installation of Wind Energy Systems (3)
ETP 2281 – Electronic Motors and Battery Management Systems (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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, are exempt from the postsecondary Civic Literacy exam requirement.

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) or MGF 1130 – Mathematical Thinking (3) or STA 2023 – Introduction to Probability and Statistics I (3) OR
MAC 2311 – Calculus and Analytic Geometry I (4)
ECO 2013 – Macroeconomics (3) OR AMH 2020 – History of the United States, 1876–1945 (3) OR POS 1041 – National Government (3) OR AMH 2010 - History of the United States to 1876

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)
OCE 1001- Introduction to Oceanography (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)

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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, 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 1130 – Mathematical Thinking (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 2010 – History of the United States to 1876
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)

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 & 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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, 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.

General Education Requirements (30 credit hours)

Letters Requirement (3 credit hours)

ENC 1101 – English Composition I (3)

Humanities/Fine Art Requirements (3 hours)

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

Mathematics Requirements (3 hours)

MAC 1105 – College Algebra (3)
MAC 1147 – Precalculus Algebra/Trigonometry
MAC 2311 – Calculus and Analytical Geometry I (4)
STA 2023 – Introduction to Probability and Statistics I (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) OR CHM 1045
General Chemistry I (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)

*Students who receive a grade lower than 77% are required to retake the course. Prior to the retake students must complete ATI Enhance, a preparatory noncredit course and will be assessed a fee of $250.

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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, 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 1130 – Mathematical Thinking (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 2010 – History of the United States to 1876 (3)

AMH 2020 – History of the United States, 1876–1945 (3)
ECO 2013 – Macroeconomics (3)
POS 1041 – National Government (3)
PSY 2012 – General Psychology (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)

Related Course Core Requirements (15 credit hours)

CGS 1100 – Introduction to Computer Applications (3)
MKA 2621 – The Business of Diving (3) **OR** ENT 1000 – Entrepreneurship
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)
MKA 2621 – The Business of Diving (3) **OR** ENT 1000 – Entrepreneurship (3)
PEQ 1136C – Scuba Instructor Training (4)
PEQ 1137C – Divemaster (4)

Public Safety Diver

EOC 2710 – Public Safety Diving (5)

Diving Medical Technician

EMS 2325C – Diving Medical Technician (2)

Professional Research Diver Requirements (14 credit hours)

ISC 2132 – Basic Research Diving (4)
OCB 1000 – Introduction to Marine Biology (3)
OCB 2102C – Marine Data Collection (4)
Choose three (3) more elective credits with an OCB course

prefix or PEN 2942 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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, 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 2311 – Calculus and Analytic Geometry (4)
MGF 1130 – Mathematical Thinking (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 2010 – History of the United States to 1876 (3)
AMH 2020 – History of the United States, 1876–1945 (3)
ECO 2013 – Macroeconomics (3)
POS 1041 – National Government (3)
PSY 2012 – General Psychology (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 (36 credit hours)

MTE 1002 – Introduction to Marine Engineering (3) **OR** ETI 1000- Industrial Tools and Equipment (3) **OR** EGN 1002C Introduction to Engineering (3)
MTE1040C- Marine Diesel Engines I (3)
MTE1041C- Marine Diesel Engines II (3)
MTE 1053C – 2 & 4 Cycle Outboard Repair and Maintenance (3)
MTE1167C- Marine 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 (3)
MTE 2541C – Marine Auxiliary Equipment Servicing (3)

Recommended Elective Clusters (15 credit hours):

Any SLS course

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

an elective.

College Success Competency

Any SLS course

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

Suggested Electives for Career Pathways:

Gasoline Maintenance Technician (12 credit hours)

MTE 1044C Portable Engine Maintenance (3)
MTE 1045C Midrange Engine Maintenance (3)
MTE 1046C Inline Engine Maintenance (3)
MTE 1047C V-Engine Maintenance (3)

Advanced Marine Technician (15 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 2234C – Maine Gearcase, Outdrives & Transmission Systems (3)
MTE 2420C – Advanced Electrical Systems (3)

Fiberglass (6 credit hours)

MTE 1300C – Composite Boat Building I (3)
MTE 1302C – Composite Boat Building II (3)

Seamanship (10credit hours)

MTE 1802 – Coastal Navigation (3)
MTE 1882 – Ocean Operator License Prep (4)
MTE 2883 – One Hundred Ton Gross Master (3)

Welding (15 credit hours)

MTE 1653C – Shielded Metal Arc Welding (3)
PMT 1135C – Gas Metal Arc Welding (3)
PMT 1156C – Gas Tungsten Arc Welding (3)
MTE 2652C – Advanced Welding Techniques (3)
MTE 2654C – Pipe Welding with MIG and TIG (3)

Renewable Energy (12 credits)

ETP 1402 – Introduction to Solar Energy (3)
ETP 1505 – Introduction to Hydrokinetic Power (3)
ETP 1530C – Introduction to Wind Energy (3)
ETP 2281C – Electric Motors and Battery Management Systems (BMS) (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 1000 – Marine Engineering Lab Safety (1)
MTE 1900– Directed Individual Study (1-4)
MTE 2931 – 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)
OCB 1000 – Introduction to Marine Biology (3) **OR** OCE 1001 – Introduction to Oceanography (3)
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*:

- Demonstrate competency by passing History of the U.S. 1876–1945 (AMH 2020) or National Government (POS 1041) or AMH 2010 – History of the United States to 1876. (AMH 2010 is effective Fall 2024, and thereafter.)

- 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
CLEP: History of the United States I	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, Fall 2021, and thereafter, 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 1001C – Introduction to the Culinary Arts (3)
FSS 1246C – Baking and Pastries I (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 (37 credit hours)

FOS 2201 – Food Service Sanitation and Safety (3)
FSS 1001C - Introduction to the Culinary Arts (3)
FSS 1203C – Quantity Food Production I (3)
FSS 1240C – Contemporary Island Cuisine (3)
FSS 1246C – Baking and Pastries I (3)
FSS 2204C – Quantity Food Production II (3)
FSS 2241C – International and Regional Foods (3)
FSS 2247C – Baking and Pastries II (3)
FSS 2248C – Garde–Manger (3)
FSS 2251 – Food and Beverage Management (3)
FSS 2500 – Food and Beverage Cost Control (3)
FSS 2950L – Culinary Presentation (1)

HUN 1004 – Healthy Cuisine and Nutrition (3)

Total Credits Required: 37

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 (21 credit hours)

CGS 1100 - Introduction to Computer Applications (3)
FOS 2201 – Food Service Sanitation and Safety (3)
FSS 1001C - Introduction to the Culinary Arts (3)
FSS 1203C – Quantity Food Production I (3)
FSS 1246C – Baking and Pastries I (3)
FSS 2251 – Food & Beverage Management (3)
FSS 2500 – Food and Beverage Cost Control II (3)

Total Credits Required: 21

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) or ENT 1000 - Entrepreneurship
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

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

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
- 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)/Professional Cylinder Inspectors (PCI)

- PSI/PCI 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 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 1002 – Introduction to Marine Engineering (3) **OR** ETI 1000 – Industrial Tools and Equipment (3) **OR** EGN 1002C – Introduction to Engineering (3)
MTE 1040C – Marine Diesel Engine I (3)
MTE 1053C – 2 & 4 Cycle Outboard Repair and Maintenance (3)
MTE 1167C – Marine Fuel Systems (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 (3)

Elective Requirements (Choose any courses below to equal 10 credits)

Gasoline Maintenance Technician

MTE 1044C – Portable Outboard Engine Maintenance Course (3)
MTE 1045C - Midrange Outboard Engine Maintenance(3)
MTE 1046C – Inline Outboard Engine Maintenance (3)
MTE 1047C – V-Engine Maintenance (3)

Advanced Marine Technician

MTE 1041C – Marine Diesel II (3)
MTE 2043C – Marine 4-Cycle Gasoline Engines (3)
MTE 2058C – Diesel Engine Testing Troubleshooting Procedures (3)
MTE 2072C – Marine Propulsion Gasoline Engine Troubleshooting (3)

Additional Elective Options

MTE 1000 – Marine Engineering Lab Safety (1)
MTE 2234C – Marine Gearcase, Outdrives & Transmission Systems (3)
MTE 2420C – Advanced Electrical Systems (3)
MTE 2541C – Marine Auxiliary Equipment Servicing (3)
MTE 2931 – 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)

Total Credits Required: 34

PARAMEDIC

Paramedic Certificate Program Goals As Defined CAAHEP/COAEMSP

“To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”

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) to prepare for a career as a paramedic.

Upon completion of the 42 credit hours of coursework, 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 screening.

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.**

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)
PMT 1135C Gas Metal Arc Welding (3)
PMT 1156C Gas Tungsten Arc Welding (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, necessitate 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 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
- Be proficient in English for effective communication, learning new skills, ensuring safety,

understanding training materials, following safety protocols, and enhancing job prospects

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 8004 hours of 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 (36 hrs.)
BCA 0550 – Carpentry Apprenticeship I (36 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 (36 hrs.)
BCA 0350 – Electrical Apprenticeship I (36 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

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 (36 hrs.)
ACR 0940 – Apprenticeship HVAC I (36 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 (36 hrs.)
BCA 0450 – Plumbing Apprenticeship I (36 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 Officer Certification Examination for Law Enforcement.

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.)
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 (48hrs.)
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 445 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 Officer Certification Examination for Corrections.

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 0301 - Introduction to Corrections (32 hrs.)
CJK 0355 - Legal for Correctional Officers (22 hrs.)
CJK 0306 - Communication for Correctional Officers (32 hrs.)
CJK 011 - Interviewing and Report Writing in Corrections (16 hrs.)
CJK 0327 - Shift Management and Safety (20 hrs.)
CJK 0321 - Intake and Release (16 hrs.)
CJK 0324 - Supervision in a Correctional Facility (32 hrs.)
CJK 0326 - Supervising Correctional Populations (25 hrs.)
CJK 0336 - Incidents and Emergencies in Correctional Facilities (20 hrs.)
CJK 0031 - First Aid for Criminal Justice Officers (40 hrs.)
CJK 0040C - Criminal Justice Firearms (80 hrs.)
CJK 0051 - Criminal Justice Defensive Tactics (80 hrs.)
CJK 0340 - Officer Wellness and Physical Abilities (30 hrs.)

Total Hours: 445

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 Officer Certification Examination for Law Enforcement.

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 for Law Enforcement

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

Workforce Development and Continuing Education

The Office of Workforce Development and Continuing Education 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.

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. Any student registering for a non-credit class one week past the start date will require instructor permission to register. For more information or a schedule of classes, please view our website at The College of the Florida Keys - Community Education Overview. Continuing Education

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 CFK 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.

Hybrid-Flex Courses- A hybrid-flexible course section makes all course content available for both classroom (face-to-face) and distance learning (online) experiences. Students in a hybrid-flexible course section may choose to participate using face-to-face methods, online methods, or a combination of both methods based on performance.

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 Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition skills	Freshman Composition skills I	No laboratory Component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three *(2)*digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency.*

For example, a freshman composition skills course is offered by eighty–four (84) different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman

composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place. Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

NOTE: Credit generated at institutions on the quarter–term system may not transfer the equivalent number of credits to institutions on the semester–term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three–letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

> Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education

shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been exempted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- Courses not offered by the receiving institution.
- For courses at non–accredited institutions, courses offered prior to the established transfer date of the course in question.
- 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.
- Applied academics for adult education courses.
- Graduate courses.
- Internships, apprenticeships, practicum, clinical experiences, and study abroad courses with numbers other than those ranging from 900–999.
- 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 Executive Director of Enrollment Management in the Office of Enrollment Management at (305) 809–3188 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
Digital SAT	**Score**	**Course Titles**
Math	530 & above	No Preparatory Course Required, College Level
Math	480-529	MAT 1033 Intermediate Algebra
Math	440-478	Developmental Math II
Math	439 & below	Developmental Math I
Evidence-Based Reading & Writing	490	ENC 1101 English Composition I
Evidence-Based Reading & Writing	237-255	ENC 0055L The English Studio (co-requisite ENC 1101, English Composition I
Reading & Writing	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
Classic Learning Test, Classic Learning Initiatives, LLC		
Sum of the Verbal Reasoning and Grammar/Writing	38	ENC 1101 English Composition I

Sections		
Quantitative Reasoning Section	16	No Preparatory Course Required, College Level

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 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. Three hours lecture.

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.

ACG 4682 - Introduction to Forensic Accounting

3.000 Credits

This course will introduce the nature and scope of financial crimes against organizations, with a view towards detection, prevention and deterrence. The topics covered will include cash larcenies, check tampering, skimming, payroll and expense reimbursement schemes, inventory theft, corruption, bribery, conflict of interests, and fraudulent financial statements.

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 7

2.400 CEUs

Prerequisites: ACR 0945 with a minimum grade of S
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 1877

3.000 Credits

In this course, students will examine united states history from before European contact to 1877. Topics will include but are not limited to Indigenous Peoples, the European Background, the Colonial Period, the American Revolution, the Articles of Confederation, the Constitution, issues within the New Republic, Sectionalism, Manifest Destiny, Slavery, the American Civil War, and Reconstruction.

AMH 2020 - History of the United States Since 1877

3.000 Credits

In this course, students will trace the history of the United States from the end of the Reconstruction Era to the Contemporary Era. Topics will include but are not limited to the rise of industrialization, the United States' emergence as an actor on the world stage, constitutional amendments and their impact, the Progressive Era, World War I, the Great Depression and New Deal, World War II, the Civil Rights Era, the Cold War, and the United States since 1989.

AMH 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: 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; or Next-Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490.

In this course, students will develop an appreciation of and the ability to think critically about culture and be provided with the

tools to understand, analyze, and discuss works of visual art and material culture.

ARH 1050 - History of Art, Ancient to Renaissance

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. Lecture: 3.00

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. Lecture: 2.00 Lab: 2.00

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. Laboratory Fee $75.00. Lecture: 2.00 Lab: 2.00

ART 1754C - Ceramics II

3.000 Credits
Prerequisites: ART 1750C with a minimum grade of C

This is 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. Laboratory Fee $120. Lecture: 2.00 Lab: 2.00

ART 2001C - Creative Expression

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. Two hours lecture, two hours lab.

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. Laboratory Fee $85.00. Lecture: 2.00 Lab: 2.00

ART 2772C - Raku

3.000 Credits

This course provides an in-depth exploration of raku forms, glazing and firing techniques. Laboratory Fee $120.00. Lecture: 2.00 Lab: 2.00

AST 1002 - Astronomy

3.000 Credits

This course provides a comprehensive look at modern astronomy, emphasizing the use of the scientific method and the application of physical laws to understand the universe including earth and its environment. Throughout this course, students will develop the ability to discern scientific knowledge from non-scientific information by using critical thinking.

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 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 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 8 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 103or 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 applies the scientific method to critically examine and explain the natural world including but not limited to cells, organisms, genetics, evolution, ecology, and behavior.

BSC 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 standard diploma 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

In this course students will apply the scientific method to critically examine and explain the natural world. This course will cover molecular biology, cellular biology, genetics, metabolism, and replication.

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 overview of the structural, ultra-structural, chemical, genetic, developmental and physiological realms of living organisms.

BSC 1011 - Principles of Biology II

3.000 Credits
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
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 1085 - Anatomy and Physiology I

3.000 Credits
Co-requisites: BSC 1085L

This course is the first part of a two-semester sequence in which students examine human anatomy and physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular, and nervous systems.

BSC 1085L - Anatomy and Physiology I Lab

1.000 Credits
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 tissues and organ systems in the body

BSC 1086 - Anatomy and Physiology II

3.000 Credits
Prerequisites: BSC 1085 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 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

3.000 Credits

This course expands upon the knowledge from criminology and introduction to criminal justice, emphasizing the crime problem in the U.S. to include crime patterns and criminal behaviors, explanations of the crime, how the justice system is designed to responsively deal with it by punishment and prevention, in so expounding upon related theory and philosophy.

CCJ 2107 - Crime and Public Policy

3.000 Credits

This course presents an analysis of various policy initiatives designed to reduce the level of crime, in so applying the elements of criminological theory and research methods to critically evaluate the effectiveness of policies.

CCJ 2252 - Critical Issues in Criminal Justice

3.000 Credits

The study of Constitutional doctrine as a series of controls on the administration of criminal justice, utilizing the opinions of the United States Supreme Court as a basis of study. Emphasis will be placed on the Bill of Rights Amendments having relationships to criminal justice.

CCJ 2618 - Criminal Psychology

3.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C

This course is an examination of psychology of human behavior as it relates to crime. The student will be introduced to psychopathology, the sexually violent offender, and serial murder. The student will also examine violent juvenile offenders and the process of psychological conditioning which allows them to commit violent criminal acts.

CCJ 2650 - Narcotics and Dangerous Substances

3.000 Credits
Prerequisites: CJE 2600 with a minimum grade of C

This course will examine general problems created by illegal use of narcotics and dangerous substances, with emphasis upon classification, description and history of drugs, etiology of addiction, extent of drug use and its relationship to criminal behavior and methods of control.

CCJ 2720 - Research Methods in Criminal Justice

3.000 Credits

Prerequisites: CCJ 1010 with a minimum grade of C

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 place 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 diploma 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 sciences 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;l or Exempt Public FL HS stand diploma 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

This course is designed for students pursuing careers in the sciences or who need a more rigorous presentation of chemical concepts than is offered in an introductory course.

Students will engage in problem solving and critical thinking while applying chemical concepts. Topics will include the principles of chemistry including atomic theory, electronic and molecular structure, measurement, stoichiometry, bonding, periodicity, thermochemistry, nomenclature, solutions, and the properties of gases.

CHM 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 matter: gas, liquid and solid.

CJE 1640 – Crime Scene Investigations/ 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 force 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 introduces lawful and effective interviews as part of the investigative process as well as the fundamentals of note taking and report writing.

CJK 0020 - CMS Law Enforcement 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 introduces 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 - Introduction to Law Enforcement

0.130 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

0.670 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 Communication

0.400 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 Community

0.400 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 Procedures

0.800 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 Investigations

0.930 CEUs
Prerequisites: Instructor permission required

Students learn to identify Florida driver's 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 Procedures

0.270 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 Justice

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 – Criminal Justice 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 self-defense. Although there are 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 introduces 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 foundational knowledge for initial response and investigation of these crimes.

CJK 0073 - Crimes involving Property and Society

0.400 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 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 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 are structured to improve the overall health of the recruits.

CJK 0301 - Introduction to Corrections

1.070 CEUs
Prerequisites: Instructor permission required

This course introduces the corrections profession, including the roles and responsibilities of correctional officers, the certification process, the structure of the criminal justice

system, and considerations that impact the longevity of an officer's career.

CJK 0355 - Legal for Correctional Officers

0.740 CEUs
Prerequisites: Instructor permission required

This course provides students with the foundational understanding of how case law and agency policies and procedures are important in the corrections profession.

CJK 0306 - Communication for Correctional Officers

1.070 CEUs
Prerequisites: Instructor permission required

This course provides students with the foundational knowledge of effective communication within a correctional environment, including interpersonal communication, de-escalation, and recognizing and responding to manipulation tactics.

CJK 0111 Interviewing and Report Writing in Corrections

0.540 CEUs
Prerequisites: Instructor permission required

This course introduces students to the importance of documentation and report writing in a correctional environment.

CJK 0327 - Shift Management and Safety

0.670 CEUs
Prerequisites: Instructor permission required

This course teaches the basics of situational awareness and safety measures within a correctional environment, including equipment, security checks, searches, contraband, and maintaining general facility safety.

CJK 0321 - Intake and Release

0.540 CEUs
Prerequisites: Instructor permission required

This course provides an overview of the intake and reception process in a correctional facility, classification and housing assignments, and explains the basic release process at county and state facilities.

CJK 0324 - Supervising in a Correctional Facility

1.067 CEUs
Prerequisites: Instructor permission required

This course provides foundational knowledge of the processes

for monitoring inmates in a variety of situations, transporting inmates, and addressing disciplinary issues.

CJK 0326 - Supervising Correctional Populations

0.840 CEUs
Prerequisites: Instructor permission required

This course introduces the various populations within a correctional environment and includes information on legal aspects of providing care and custody for inmates under the Americans with Disabilities Act (ADA) and the Prison Rape Elimination Act (PREA).

CJK 0336 – Incidents and Emergencies in Correctional Facilities

0.067 CEUs
Prerequisites: Instructor permission required

This course provides foundational knowledge in identifying and responding to critical incidents within a correctional facility.

CJK 0340 – Officer Wellness & Physical Abilities

1.000 CEUs
Prerequisites: Instructor permission required

This is a component of the 445 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

0.270 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

0.400 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

0.800 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

0.800 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

0.140 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 Next-Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490;
or Exempt Public FL HS stand diploma 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. This course includes a 6,000 word writing requirement.

CRW 1300 - Beginning Poetry Writing

3.000 Credits

Prerequisites: ENC 1101 with a minimum grade of C; or ACT Reading with score of 019 and ACT English with score of 017; or 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 Next-Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490; or Exempt Public FL HS stand diploma 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 Next-Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490; 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 a 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 Next-Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490; 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. 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 Next-Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490; or ENC 1101 with a minimum grade of C

In this course, students will learn the foundations of macroeconomics as the branch of economics concerned with how decision-making, in an environment of scarcity, maps onto the aggregate economy. Students will examine theories and evidence related to the following core set of topics: national income determination, money, monetary and fiscal policy, macroeconomic conditions, international trade and the balance of payments, and economic growth and development.

ECO 2023 - Microeconomics

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.

ECP 3001 – Economic Approaches to Marine Management

3.000 Credits
Prerequisites: OCB 1000 with a minimum grade of C

This course introduces students to the economic principles underlying the use and management of marine and coastal resources. Students learn how scarcity, incentives, and human behavior shape interactions with ocean ecosystems, and how economic tools, ranging from valuation methods to market and quasi-market instruments, enable more sustainable outcomes.

EDF 2005 - Introduction to Education

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 Next-Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of

490; 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 provides an overview of Florida's educator certification pathways and career options in education in accordance with Florida Statutes. Topics include: key educational philosophies; professional ethics; legal responsibilities, including mandatory reporting for child abuse and neglect; the Florida Educator Accomplished Practices (FEAP); key instructional practices associated with effective teaching of students with exceptionalities; Florida's state academic standards; and historical, legal and financial foundations of the Florida education systems. Students will explore effective teaching strategies in classroom management, educational technology and the foundations of all student learning needs. Includes a minimum of 15 hours of required clinical experience in a variety of school settings.

EDF 3214 – Human Development and Learning

3.000 Credits

This course presents learning theories as they apply to student development, learning styles, learning ability, and disabilities. Students will explore varying ideologies relative to intelligence and intellectual assessment. Additionally, students will be required to arrange observations at area schools to observe teaching and learning styles, including the interactions between student and teacher and intervention techniques. This course requires a minimum of 15 hours of field experience. Therefore, students must complete a background check that meets the school district's requirements, which may have additional expenses.

EDF 4430 – Measurement, Evaluation and Assessment

3.000 Credits

This course involves the study of principles of traditional and alternative assessment strategies. It helps the student obtain skills relevant to the development and use of classroom assessments. Students must attain a basic understanding of the principles of measurement, formative and summative assessment strategies, test construction, performance assessments, and reading and interpreting data from state achievement tests. The course will help students understand the content measured by state tests and use the data to improve student achievement.

EDG 4376 – Integrating Language Arts and Social Sciences

3.000 credits

Prerequisite: EDF 3214 and RED 3342 with a minimum grade of C
Corequisite: EDG 4940

This course provides an overview of current methods of instruction in language arts and social sciences, with emphasis on the writing process, and strategies to make the curriculum accessible to diverse students including those with various disabilities and limited English proficient (LEP) students. Practical experience in curriculum, instruction and assessment are provided. This course addresses Florida standards, Florida educator accomplished practices (FEAP's), Florida Teacher Competency Exam (FTCE) competencies and pedagogy pertinent to specific disciplines required for certification.

EDG 4377 – Integrating Mathematics and Science

3.000 Credits
Prerequisite: EDF 3214 with a minimum grade of C
Corequisite: EDG 4940

This course focuses on specialized methods for creating instructional curricula and appropriate pedagogic methods for diverse learners in grades K-12. The development of integrated science and mathematics elementary curricula and the use of inclusive instructional approaches that correspond to the capabilities and styles of the various learners are emphasized.

EDG4410 – Classroom Management and Communication

3.000 Credits

This course provides basic skills and knowledge for creating a learning environment that encourages positive social interaction and effective communication among members of the learning community. Attitudes, language patterns, values and behaviors are emphasized. This course also includes methods and strategies for consulting with other school professionals and parents. Self-regulation and dis-regulation are also covered. This course requires a minimum of 15 hours of field experience. Therefore, students must complete a background check that meets the school district's requirements, which may have additional expenses.

EDG 4940 – Integrating Mathematics and Science Practicum

1.000Credit
Prerequisite: EDF 3214 with a minimum grade of C
Corequisite: EDG 4377

This course supports students in practical applications, including teaching mathematics and science lessons, in a K-12 public school setting. Students are assigned a cooperating teacher to provide supervision and feedback, with

opportunities to integrate content and pedagogical knowledge in the K-12 classroom. This course requires field experience. Therefore, students must complete a background check that meets the school district's requirements, which may have additional expenses.

EET 1084C - Introduction to Electronics

3.000 Credits

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 conceptual measurements with the various electronic measuring instruments and their usage in weekly laboratory exercises.

EEX 4221 – Educational Assessment of Exceptional Students

3.000 Credits

This course covers the theory and practice of informal and formal assessment of behavior and/or learning problems. Practice with evaluation instruments and curriculum-based assessment strategies are key components of the course. Use of assessment information in designing academic K-12 curriculum plans is also a component of this course.

EEX 4264 – Curriculum and Instruction for Students with Disabilities K-5

3.000 Credits
Prerequisite: EDF 3214 with a minimum grade of C

This course covers the development of knowledge and skills necessary for special educators to meet the needs of students with disabilities in grades K-5. Students identify the scope and sequence of the elementary general education curriculum, including Florida standards and local county curriculum guides. Focus is on specialized methods for the creation of instructional methods and strategies for students with disabilities in grades K-5. The development of curricula and the use of instructional approaches that correspond to the capabilities and styles of the various learners are emphasized.

EEX 4265 – Curriculum and Instruction for Students with Disabilities (6-12)

3.000 Credits
Prerequisites: EDF 3214 with a minimum grade of C

This course includes the development of knowledge and skills necessary for special educators to meet the needs of students with disabilities in grades 6-12. Students identify the scope and sequence of the general education curriculum, including

Florida standards and local county curriculum guides for students in grades 6-12. Focus is on specialized methods for the creation of instructional methods and strategies for students with disabilities in grades 6-12. The development of curricula and the use of instructional approaches that correspond to the capabilities and styles of the various learners are emphasized.

EEX 4601 – Effective Behavioral Interventions and Practices in ESE

3.000 Credits
Prerequisite: EDG 4410 with a minimum grade of C

This course develops familiarization of students with the educational management of exceptional learners. Emphasis is on behavior practices and consultation skills leading to students managing their own behavior. Strategies to create and maintain safe, healthy environments for learning in exceptional and inclusive classrooms are presented.

EEX 4945 – Seminar in Exceptional Student Education

3.000 Credits
Prerequisite: Instructor Permission Required.
Corequisite: EEX 4949

This course provides pre-service teachers with support in instructional strategies, planning techniques, evaluation procedures, and classroom management skills during their field experience in a K-12 exceptional student education (ESE) public school setting to demonstrate professional competencies.

EEX 4949 – Capstone Experience: Exceptional Student Education

9.000 Credits
Prerequisite: Instructor Permission Required

This course requires a teacher candidate to demonstrate pre-professional competencies during an immersive capstone experience in a public school approved by the department and the school district. Permission to register is required. This course requires field experience. Therefore, students must complete a background check that meets the school district's requirements, which may have additional expenses.

EGN 1002C—Introduction to Engineering

3.000 Credits

The course aims to provide students with a thorough introduction to engineering and STEM fields. It covers essential skills and knowledge required for success in college and future careers or further study in these disciplines. Students will explore diverse STEM career options and gain

insights into employment prospects and salary statistics. The course incorporates practical learning through design and research projects, guest lectures, field trips, and personalized guidance from the instructor.

EME 3410 – Integrating Technology in the Classroom

3.000 Credits

This course covers the innovative use of computer software and other electronic devices such as graphing calculators. The use and integration of software, electronic spreadsheets, data analysis, and instructional software are studied from a problem-solving perspective. This course addresses specific Florida standards, subject matter competencies, and pedagogy pertinent to the discipline and is required for certification.

EMS 1158C - Emergency Medical Technician EMT

12.000 Credits
Prerequisites: None

The EMT course is designed as a one semester course, 12 credit hours in length to prepare the student for employment in 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 EMTs or Paramedics. The course meets and exceeds the current 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 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 AS degree in Diving Business and Technology, and to the Fundamentals of Professional Diving Certificate, but is not ordinarily counted in the Associate in Arts degree. The dive medicine instructor course prepares candidates to teach the PADI emergency first responder, DAN neurological assessment for divers and DAN DEMP. Qualifications needed to take course include EMS 1344 Aquatic First Aid/CPR/02 or equivalent (i.e. nationally recognized certification as a PADI emergency first responder, DAN neurological and diving emergency management provider program) and current scuba educator certification. Instructor will verify requisite information on the first day of class.

EMS 2325C - Diving Medical Technician

2.000 Credits
Prerequisites: Instructor permission required.

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 and BSC 1085L with a minimum grade of C
Co-requisites: EMS 2601L and 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 2021 DOT National Standard Curriculum for paramedic programs.

EMS 2601L - Paramedic I Lab

4.000 Credits
Prerequisites: BSC 1085and BSC 1085L with a minimum grade of C
Co-requisites: EMS 2601 and 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, EMS 2601L, and EMS 2664 with a minimum grade of C
Co-requisites: EMS 2602L and 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 2021 DOT National Standard Curriculum for paramedic programs.

EMS 2602L - Paramedic II Lab

4.000 Credits
Prerequisites: EMS 2601,EMS 2601L, and EMS 2664 with a minimum grade of C
Co-requisites: EMS 2602 and 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, EMS 2601L, and EMS 2664 with a minimum grade of C
Co-requisites: EMS 2602 and 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 paramedic 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 and BSC 1085L with a minimum grade of C
Co-requisites: EMS 2601 and 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, EMS 2601L, and EMS 2664 with a minimum grade of C
Co-requisites: EMS 2602 and 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 grade of 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
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. This course cannot be used toward the AA or AS degree requirements.

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 Next-Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490; or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y.

This course introduces students to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication.

ENC 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 literature. The course also serves as an introduction to literature. Includes a 6,000-word writing requirement.

ENG 1300 - Writing about Film

3.000 Credits
Prerequisites: ENC 1101 with a minimum grade of C

A basic course in film literacy, concentrating on the techniques, genres, history, theory, and criticism of films. Students will view selected films, develop critical skills, and evaluate, orally and in writing, the products of film making. Includes a 6,000-word writing requirement.

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 with 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: Nationally recognized certification as an advanced open water diver

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.

EOC 2716C – Closed-Circuit Rebreather Diving Theory and Practice

4.000 Credits

The course provides training on the theory and use of technical diving closed circuit rebreathers to the maximum depth of 130ft/ 40m.

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 & Equipment

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 and 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 Technician

3.000 Credits
Prerequisites: ETP 1505 with a minimum grade of C

The course is a hands-on labor and project-based approach that focuses on emerging technology for hydrokinetic power generation technology for 2 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. Students will learn how to apply the concepts of hydrokinetic turbine design, scaling, testing, site selection, resource assessment, fluid dynamics, and efficiency ratings for various hydrokinetic technology and field test prototype devices for energy output.

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 Systems

3.000 Credits
Prerequisites: ETP 1530C with a minimum grade of C

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 to evaluate a potential site (e.g. inland, coastal, wetlands, 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 2281C- Electric Motors and Battery Management Systems (BMS)

3.000 Credits

This course provides a comprehensive exploration of electric motors and the essential role of battery management systems (BMS) in various applications, including electric vehicles, renewable energy systems, and industrial machinery. This

integrated course offers students a holistic understanding of these critical components in modern energy and automation systems.

ETP 2402C - Photovoltaic System

3.000 Credits

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 Photovoltaic Technology

3.000 Credits
Prerequisites: EET 1084C with a minimum grade of C

A study of photovoltaic (PV) electricity systems including theory of operation, site selection/survey, system components, system sizing, mechanical installation, and electrical hookup of grid tied/utility interactive and standalone systems.

ETP 2940 - Professional Internship Engineering 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 supervised practical experience related to their career objectives.

ETS 1520C - Mechanical Measurement & Instrumentation

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 conceptual measurements with thevarious mechanical and electronic measuring instruments and their use.

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 study course. Students can repeat this course up to four times.

FAS 2419 - Aquaculture Best Management Practices

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 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 Next-Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490; 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 from 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
Prerequisites: Student must be admitted into the BAS-Supervision and Management degree

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 1001C – Introduction to the Culinary Arts

3.000 Credits

Emphasis in this course will be placed on the basic methods and chemistry of cooking. Students study ingredients, cooking, theories, terminology, equipment, technology, weights and measures, formula conversions and work on cooking skills and procedures. Students will experience the basic theory and skill sets used throughout the field of culinary arts. Topics covered include the use of hand tools and equipment found in the professional kitchen, as well as the exploration of ingredients and their functions. Students will gain a working knowledge of the fundamentals of kitchen operations, basic knife skills; An overview of stock, sauce and soup preparation; And coverage of the primary dry heat, moist heat and combination heat cooking methods. Students will also taste and evaluate products they create in class to enhance their understanding of the course material.

FSS 1203C - Quantity Food Production I

3.000 Credits

Prerequisites: FOS 2201 and FSS 1001C with a minimum grade of C, or instructor permission required

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 - Contemporary Island Cuisine

3.000 Credits

Prerequisites: FOS 2201, FSS 1246C, 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 evolution of classical cuisine, as the demographics and dynamic of island life evolved. The concentration will be on our region, the Keys and the Caribbean. Student must successfully pass written and practical examinations covering a variety of techniques and procedures.

FSS 1246C - Baking and Pastries I

3.000 Credits

Prerequisites: FOS 2201 and FSS 1001C, with a minimum grade of C, or by instructor permission

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 a variety of cakes.

FSS 2204C - Quantity Food Production II

4.000 Credits

Prerequisites: FOS 2201, FSS 1001C, FSS 1246C, and FSS 1203C with a minimum grade of C or by Instructor permission

Methods of vegetable, starch, meat, fish, and poultry cookery are practiced, including the basic cooking techniques: sauteing, roasting, poaching, braising, and frying. Students must successfully pass written and practical examinations

covering a variety of cooking techniques.

FSS 2241C - International and Regional Foods

3.000 Credits
Prerequisites: FOS 2201, FSS 2247C, FSS 2204C, and FSS 2248 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: FOS 2201, FSS 1001C, FSS 1246C, and FSS 1203C with a minimum grade of C or by Instructor permission

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, FSS 1001C, FSS 1246C, 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
Prerequisites: FOS 2201 with a minimum grade of C or by Instructor permission

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
Prerequisites: FOS 2201, FSS 1246C, and FSS 1203C with a minimum grade of C or by Instructor permission

Emphasis given to methods of menu pricing, systems of controlling and accounting for food and beverage costs and methods of controlling sales income, through both electronic spreadsheets and manual systems.

FSS 2941 - Internship in Culinary Management

3.000 Credits
Prerequisites: FOS 2201, FSS 2204C, or by instructor permission.
Corequisites: FSS 2247C, FSS 2241C, or by instructor permission.

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 2950 - Culinary Competition

1.000 Credits
Prerequisites: FOS 2201, FSS 1246C, FSS 1203C or by 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 workstations in the kitchen.

FSS 2950L - Culinary Presentation

1.000 Credits
Prerequisites: FOS 2201, FSS 1246C, FSS 1203C or by Instructor permission required

Food plating and presentation can set the tone of any restaurant or café, making it an important skill for students interested in culinary careers. Students must have a good understanding of plating tools and the art of arrangement to excel in this field. This course will deliver modern ideals and standards with which to excel in this area.

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 2930 – Special Topics in Business

3.000 Credits

This is a variable content course in business-related topics that are of special interest to students or instructors. The specific topic to be covered will be determined and announced in advance of registration, offered based on student interest and available faculty. The course may be repeated for credit if content differs.

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 3930 - Special Topics in Business

3.000 Credits

This is a variable content course in business-related topics that are of special interest to students or instructors. The specific topic to be covered will be determined and announced in advance of registration, offered based on student interest and available faculty. The course may be repeated for credit if content differs.

GEB 4117 - Entrepreneurial Management

3.000 Credits
Prerequisites: ACG 3024 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.

HFT 1002 - Introduction to Hospitality and Tourism Management

3.000 Credits

Survey of resort, hospitality, and tourism industries with focus on the history, terminology, demographics, psychographics, and destination. Emphasis is placed on planning and development, current trends, and social impacts. Types of organizational operations and career opportunities are

examined.

HFT 1300 - Managing Housekeeping Operations
3.000 Credits

This course presents a systematic approach to managing housekeeping operations in the hospitality industry. Emphasis is placed on the role
of the housekeeping department and understanding the managerial skills necessary to efficiently operate this department.

HFT 1410 - Front Office Management
3.000 Credits

This course is designed to acquaint the student with front office management. The course encompasses theory plus classroom computerized property management system exercises and simulations including reservations, arrival, and departure of guests, night audit reports, and procedures for yield management, exception handling, and reporting.

HFT 2102 - Sustainable Tourism Assessment & Development
3.000 Credits

The rapid growth of tourism worldwide has created many challenges and opportunities for established and emerging tourism destinations. This course looks at how to conduct a tourism assessment to examine tourism potential, and how to measure the potential costs and benefits of a tourism development program.

HFT 2276 - Resort Management
3.000 Credits

This course provides an overview of resort operations. Topics include: the resort concept and the expectations of the resort guest and how the guest differs from a typical hotel guest; planning, development, management, marketing, and financial aspects of the resort industry; the outlook for the resort industry; concepts of sustainability.

HFT 2500 - Marketing for Hospitality and Tourism
3.000 Credits

Students develop actual marketing campaigns for business within the 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 relationships, contracts, torts, civil and property rights and insurable risks. The emphasis is on the 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 2915C – Culinary Capstone

3.000 Credits
Prerequisites: FSS 1240C, FSS 2040C, FSS 2247C, FSS 2248C, FSS 2251C, FSS 2500, and FSS 2950L with a minimum grade of C
Corequisites: FSS 2241C

The culinary capstone is required for all culinary arts AS degree seekers. Topics include recipe development, menu construction, and pricing. Demonstration of proficiency in proper cooking method selection and construction of salads, entrees with appropriate side items, and desserts is required for successful completion of this course. This course is a culmination of knowledge and skills obtained through the Associate in Science in Culinary Management degree program. This course is designed to be completed in the last term before graduation.

HFT 2931 - Special Topics in Hospitality
3.000 Credits

This is a variable content course in hospitality-related topics that are of special interest to students or instructors. The specific topic to be covered will be determined and announced in advance of registration, offered based on student interest and available faculty. The course may be repeated for credit if content differs.

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 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 - Introduction to Tourism
3.000 Credits

This course provides students with an interdisciplinary introduction to 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 with 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 Management
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.

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

In this course, students will learn about the creative ideas and accomplishments of various cultures in various fields of humanities that may include art, architecture, drama, history, music, literature, philosophy, and religion. The course will include cultural expressions from the western canon and may also include expressions from around the globe.

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, ingredients 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

Prerequisites: Nationally recognized certification as an open water diver

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 Next-Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490; or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

The course surveys significant short fiction by representative writers, past and present, traditional, experimental, and avant-garde. It includes interpretation, analysis, historical development, and cultural context of the works as well as a 6,000-word writing requirement.

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

In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of equations, functions, and their graphs. Emphasis will be placed on quadratic, exponential, and logarithmic functions. Topics will include solving equations and inequalities, definition and properties of a function, domain and range, transformations of graphs, operations on functions, composite and inverse functions, basic polynomial and rational functions, exponential and logarithmic functions, and applications.

MAC 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

In this course, students will develop problem solving skills, critical thinking,
computational proficiency, and contextual fluency through the study of limits,
derivatives, and definite and indefinite integrals of functions of one variable,
including algebraic, exponential, logarithmic, and trigonometric functions,
and applications. Topics will include limits, continuity, differentiation and rates
of change, optimization, curve sketching, and introduction to integration and area.

MAC 2312 - Calculus and Analytic Geometry II

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

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 human resource management and the effects on business operations.

MAN 2021 - Management Concepts

3.000 Credits

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
Prerequisites: STA 2023 with a minimum grade of C, or with instructor permission

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 Experience: Business Management

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.

MAP 2302 - Differential Equations I

3.000 Credits

Prerequisites: MAC 2313 with a minimum grade of C or higher

This first course in ordinary differential equations covers methods of solving first-order ordinary differential equations, theory of solutions of linear ordinary differential equations with constant coefficients, the laplace transform and its application to solving linear ordinary differential equations, series solutions, and selected applications.

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 a 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.

MCB 2010 - Microbiology

3.000 Credits

Prerequisites: BSC 1010 with a minimum grade of C; or BSC 1085 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 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 and BSC 1085L and BSC 1086 and MEA 1006C and MEA 1040C and MEA 1206C or higher and MEA 1232 and MEA 1244C and MEA 1265Cher 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

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.

MGF 1130 – Mathematical Thinking

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

Through this course, students will utilize multiple means of problem solving through student-centered mathematical exploration. The course is designed to teach students to think more effectively and increase problem solving ability.

MGF 1131 – Mathematics in Context

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

Through this course, students will experience the practicality of mathematics in a global society. Students will engage in the applications of tools and techniques of mathematics in a

variety of contextual situations from everyday life.

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 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 1040C – Marine Diesel I

3.000 Credits

An introductory course in marine diesel engine fundamentals designed for students with limited or no prior engine experience. This course focuses on basic diesel engine concepts, safe shop practices, and essential mechanical skills. Students learn fundamental diesel engine construction, basic maintenance procedures, and proper use of hand tools and precision measuring equipment. Emphasis is placed on building a strong foundation in marine diesel mechanical systems through hands-on experience with component identification, basic troubleshooting, and routine maintenance procedures.

MTE 1041C – Marine Diesel II

3.000 Credits

Prerequisites: MTE 1001C, MTE 1400C with a minimum grade of C

This Course is a continuation of Diesel I, focusing on advanced concepts of diesel engines and their systems. This course expands students' understanding of engine operations, system interactions, and maintenance practices, Emphasis is placed on enhancing technical skills and knowledge to support advanced service and performance requirements in diesel technology

MTE 1044C – Portable Outboard Engine Maintenance Course

3.000 Credits
Prerequisites: MTE 1053C with a minimum grade of C

Successful completion of Yamaha Marine University's: Introduction to Outboard Systems is a requirement for this course and will be verified by the instructor during the first class. This course is designed to equip students with the essential skills needed to become proficient marine technicians for dealerships. Throughout this course, students will complete competency-based modules on portable engines, which align with industry needs and manufacturers' standards. Upon completion of this course, students may earn a manufacturer certification.

MTE 1045C – Midrange Outboard Engine Maintenance

3.000 Credits
Prerequisites: MTE 1053C with a minimum grade of C

Successful completion of Yamaha Marine University's: Introduction to Outboard Systems is a requirement for this course and will be verified by the instructor during the first class. This course is designed to equip students with the essential skills needed to become proficient marine technicians for dealerships. Throughout this course, students will complete competency-based modules on portable engines, which align with industry needs and manufacturers' standards. Upon completion of this course, students may earn a manufacturer certification.

MTE 1046C – Inline Outboard Engine Maintenance

3.000 Credits
Prerequisites: MTE 1053C with a minimum grade of C

Successful completion of Yamaha Marine University's: Introduction to Outboard Systems is a requirement for this course and will be verified by the instructor during the first class. This course is designed to equip students with the essential skills needed to become proficient marine

technicians for dealerships. Throughout this course, students will complete competency-based modules on portable engines, which align with industry needs and manufacturers' standards. Upon completion of this course, students may earn a manufacturer certification.

MTE 1047C – V-Engine Maintenance

3.000 Credits
Prerequisites: MTE 1053C with a minimum grade of C

Successful completion of Yamaha Marine University's: Introduction to Outboard Systems is a requirement for this course and will be verified by the instructor during the first class. This course is designed to equip students with the essential skills needed to become proficient marine technicians for dealerships. Throughout this course, students will complete competency-based modules on portable engines, which align with industry needs and manufacturers' standards. Upon completion of this course, students may earn a manufacturer certification.

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+ 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 1167C – Marine Fuel Systems

3.000 Credits
Prerequisites: MTE 1001C, MTE 1053C, and MTE 1400C with a minimum grade of C

This course provides a comprehensive study of marine fuel and exhaust systems for both gasoline and diesel engines. Students will learn the design, operation, and service of fuel

injection systems, fuel tanks, ventilation, and exhaust systems. Emphasis is placed on system maintenance, troubleshooting techniques, and compliance with safety regulations and industry standards.

MTE 1180C - Marine Engine Installation and Repowering

3.000 Credits

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 - Composite Boat Building I

3.000 Credits
Prerequisites: MTE 1371C with a minimum grade of C

This course is designed to introduce the basics of one-off construction. Students will learn how boats and boat parts are constructed out of a mold in production. Topics include and are not limited to mold construction, mold preparation, gel-coating, mold release techniques, and non-skid.

MTE 1302C - Composite Boat Building II

3.000 Credits
Prerequisites: MTE 1300C with a minimum grade of C

This course is designed to introduce advanced procedures and techniques for fiberglass boat and accessory construction. Topics include and are not limited to, gel-coat color matching, Awlgrip painting procedures, marine topside finishes, basics of chopper gun use, basics of vacuum bagging, and basics of Brightwork.

MTE 1371C - Fiberglass Boat Repair and Maintenance

3.000 Credits

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, hardeners, paints, application techniques, and basic construction and repair.

MTE 1400C - Applied Marine Electricity

3.000 Credits

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 – Marine 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 (SMAW) process. Students will receive hands-on practice welding the five basic joints using various electrodes in multiple positions with emphasis on flat and horizontal. Students will learn how to interpret welding symbols and demonstrate the ability to identify and use the correct filler metals using intermediate SMAW techniques.

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, ship’s 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

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 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

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 and MTE 1042C 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 - Marine Corrosion & Corrosion Prevention

3.000 Credits

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 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 or higher

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 2420C-Advanced Electrical Systems

3.000 Credits

Prerequisites: MTE 1400C with a minimum grade of C

This course is designed to prepare students to work with complex electronic systems. Students will learn proper installation procedures, troubleshooting procedures, and how to diagnose and repair advanced electrical systems.

MTE 2541C - Marine Auxiliary Equipment Servicing

3.000 Credits

Prerequisites: MTE 1400C with a minimum grade of C

This course provides an introduction to pumps, potable water systems, desalination systems, marine sanitation devices, hydraulics, LP gas systems, air conditioning and refrigeration, and other topics of interest to mariners. Within each unit, theory of operation fundamentals, installation, and basic servicing are taught with a strong emphasis on techniques.

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 and MTE 1811 and MTE 1882 with a minimum grade of C

This course does not ordinarily count towards the Associate in Arts degree. The purpose of this course is to 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 Next-Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490; or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

In this course, students will survey the history of classical music from antiquity to the modern period, focusing on western music. The curriculum may also integrate a variety of popular and global styles where appropriate.

NSP 3245 - Hyperbaric Technology in Nursing

3.000 Credits
Prerequisites: Instructor permission required

The Hyperbaric 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: BSC 1085 or BSC 1085L or ENC 1101 or MAC 1105 or MAC 1147 or MAC 2311 or STA 2023 with a minimum grade of C
Co-requisites: BSC 1086 and BSC 1086L

Fundamentals of Nursing is designed to introduce the student to selected concepts and technologies which are utilized in the practice of nursing. Concepts of health, stress adaptation, biological, psychological, and social needs provide the student with a theoretical basis for the assessment, planning, implementation, and evaluation of nursing care to selected patients. Clinical experiences are provided in both a practice laboratory and in various health care facilities under faculty supervision. Throughout the course, the student is expected to develop a beginning understanding of the various roles and responsibilities inherent in the nursing profession.

NUR 1142 - Pharmacology for Nursing

3.000 Credits

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 1086, BSC 1086L and NUR 1020C with a minimum grade of C

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 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. 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 and NUR 1142 and BSC 1086 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

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 childcare. studies of women's health, the reproductive cycle, growth and development of the child, well and ill childcare, 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 and NUR 1520C and MCB 2010 and MCB 2010L 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 a 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. The preceptor must be approved by the nursing program and must be an RN licensed to practice nursing 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 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 cultural diversity. 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 and Management 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 - Leadership and Management in Nursing

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.

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. Three hours lecture, three hours laboratory.

OCB 2107C - Field Application of Marine Science: Monitoring Caribbean Reef Fish

3.000 Credits
Prerequisites: OCB 1000 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.

OCB 2132C - Field Application of Marine Science: Restoration of Coral Reefs

3.000 Credits
Prerequisites: OCB 1000 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.

OCB 2133C - Field Application of Marine Science: Restoration of Seagrass

3.000 Credits
Prerequisites: OCB 1000 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 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 macroinvertebrates 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 process and wastewater 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 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. Students 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 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. Students can repeat this up to four times.

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 3625 - Marine Ecosystems

3.000 Credits
Prerequisites: OCB 1000 with a minimum grade of C

This course provides an in-depth exploration of the structure, function, and dynamics of major marine ecosystems. Based on the knowledge acquired from Introduction to Marine Biology, students will examine the physical, chemical, and biological

processes that shape different habitats such as coral reefs, seagrass beds, mangroves, estuaries, intertidal zones, the pelagic ocean, the deep sea, and polar oceans. Emphasis is placed on ecological interactions, biodiversity, energy flow, and ecosystem resilience, with a focus on human impacts such as overfishing, pollution, climate change, and habitat degradation. Students will also explore strategies for ecosystem monitoring, conservation, management, and applying ecosystem-based approaches. Through lectures and discussions, this course prepares students to think critically about marine environmental challenges and equips them with the ecological insight necessary for informed marine resource management and conservation planning.

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 3903 Directed Individual Study in Marine Resource Management

1.000 TO 4.000 Credits
Prerequisites: Instructor permission required

Directed individual study is available to students in each major discipline. This course focuses on topics in Marine Resource Management. Permission of the instructor is necessary to enroll in a directed individual study course. Students can repeat this course up to four times.

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

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

Using the scientific method, critical thinking skills, data analysis, this course will examine the fundamental processes of the ocean system, composed of an atmosphere, hydrosphere, lithosphere, and biosphere, through time. The course will also explore interactions between these spheres, including critical analysis of scientific theories and emphasize oceanic connections with humanity.

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
Prerequisites: Instructor permission required

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 certification as an open water diver.

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: Nationally recognized certification as an open water scuba diver

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 provides the required training and experience to serve in supervisory capacity in open water diving activities and to act as an underwater guide or instructional assistant. 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: Nationally recognized certification as an advanced open water diver

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 Next-Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490; or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

In this course, students will be introduced to the nature of philosophy, philosophical thinking, major intellectual movements in the history of philosophy, including topics from the western philosophical tradition, and various problems in philosophy. Students will strengthen their intellectual skills, become more effective learners, and develop broad foundational knowledge.

PHI 2600 - 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 (Next-

Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490; or Exempt Public FL HS stand dipl with score of Y or Exempt Active Duty Military with score of Y

An introduction to the key concepts and principles of ethics as a basis for the study of values, ethical decisions, right actions and justice. It covers the philosophical roots, as well as modern applications of ethics based upon the ideas and influence of a wide range of philosophers, material is drawn from a wide variety of philosophers both within and outside the western canon. This course contributes to satisfying the college-level communication and computation skills (State Rule 6a-10.030) writing requirement.

PHY 1020 - Conceptual Physics

3.000 Credits
Prerequisites: MAC 1105 with a minimum grade of C

This course offers a comprehensive survey of physics, covering a wide range of topics including motion, Newton's laws, energy, sound, heat, electricity, magnetism, and optics. Emphasizing a conceptual understanding of physics, the course integrates critical thinking skills and real-world applications.

PHY 1053C - General Physics I

4.000 Credits
Co-requisites: MAC 1105

This course is the first in a two-part series intended for non-physics majors, offering an algebra and trigonometry approach to topics such as kinematics, dynamics, energy, momentum, rotational motion, fluid dynamics, oscillatory motion, and waves. The course fosters analytical and critical thinking skills to promote a scientific understanding of the real world.

PHY 1054C - General Physics II

4.000 Credits
Prerequisites: PHY 1053C with a minimum grade of C

This course is the second of a two-semester sequence for students not majoring in physics or engineering or for students in these majors who have not had high school physics.

PMT 1135C – Gas Metal Arc Welding

3.000 Credits
Prerequisites: MTE 1651 C with a minimum grade of C

This course will enable the student to safely use the Gas Metal

Arc Welding (GMAW) and Flux-Core Arc Welding (FCAW) processes. Students will receive hands-on practice welding the five basic joints in multiple positions, emphasizing flat and horizontal. Students will demonstrate the ability to identify and use the correct electrode wire types, diameters, shielding gases, and transfer modes.

PMT 1156C – Gas Tungsten Arc Welding

3.000 Credits
Prerequisites: MTE 1651C with a minimum grade of C

This course will enable the student to safely use the Gas Tungsten Arc Welding (GTAW) process. Students will receive hands-on practice welding the five basic joints in multiple positions, emphasizing flat and horizontal. Students will learn proper techniques for single and multi-pass welds using a variety of tungsten types, diameters, cup sizes, and shielding gases.

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 Next Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490; 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 Nex Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490; or Exempt Public FL HS stand dipl with score of Y, or Exempt Active Duty Military with score of Y

In this course, students will investigate how the national government is structured and how the American Constitutional Republic operates. It covers the philosophical and historical foundations of American government, including but not limited to the declaration of independence, the United States constitution and all its amendments, and the federalist papers. The course examines the branches of government and the government's laws, policies, and programs. It also examines the ways in which citizens participate in their government and ways their government responds to citizens.

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 Next-Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490; or Exempt Public FL HS stand dipl with score of Y; or Exempt Active Duty Military with score of Y

In this course, students will gain an introduction to the scientific study of human behavior and mental processes. Topics may be drawn from historical and current perspectives in psychology.

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.

RED 3342 – Foundations of Research Based Practices in Reading Education & Application of Instruction

3.000 Credits
Corequisite: EDF 3214

This course provides an understanding of the principles of scientifically based reading research as the foundation of comprehensive instruction that synchronizes and scaffolds each of the major components of the reading process to assist students in mastering this process. The course will address effective research-based instruction methodology to prevent reading difficulties and promote the acceleration of reading progress for struggling students, including students with disabilities, and students from diverse populations. Guided early field experience (15 hours) provides pre-professional educators with the experience of observation and interaction with pk12 students. This course is aligned with competency 1 (foundations of reading instruction) and competency 2 (application of research-based instructional practices) of the Florida reading endorsement. This course requires a minimum of 15 hours of field experience. Therefore, students must complete a background check that meets the school district's requirements which may have additional expenses.

RED 4450 – Differentiated Reading

3.000 Credits
Prerequisite: RED 4519 with a C
Corequisite: RED 4854

This course exposes students to issues related to differentiated reading instruction. It discusses knowledge and skills concerning differentiated instructional theory, classroom applications, and evaluation techniques used in differentiated instruction. This course is aligned with competency 4 foundations and applications of differentiated instruction of the Florida reading endorsement.

RED 4519 – Diagnostic and Instructional Interventions in Reading

3.000 Credits
Prerequisite: RED 3342 with a C

This course introduces formal and informal methods and materials used to identify the reading strengths and weaknesses of students. Topics include assessments of all aspects of reading, including comprehension, word recognition, phonics, and cognitive strategies. The main emphasis is a diagnosis of reading problems, administration of assessments, evaluation of results, and planning instructional interventions to remediate reading difficulties. This course is aligned with competency 3 of the Florida reading endorsement: foundations of assessment.

RED 4854 – Reading Practicum

2.000 Credits
Corequisite: RED 4654

This course is a supervised practicum course designed for the application of reading instruction. Teacher candidates review current reading research literature and select, plan, and use appropriate reading assessments, materials, and strategies to identify needs and provide remedial reading instruction in a K-12 classroom. This course aligns with the application of reading endorsement competency 5. This course requires a minimum of 40 hours of field experience. Therefore, students must complete a background check that meets the school district's requirements which may have additional expenses. The required 40 hours must be fulfilled in a public-school classroom setting.

REL 2300 - Comparative 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 Next-Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490; 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. Students will examine the primary texts from various religions.

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
Prerequisite: Requires Permission from permission from the Office of Transition Programs

Exploration of the numerous opportunities, resources and services available to college students as well as skills to optimize the college experience.

SLS 1200 - Increasing Personal Effectiveness

2.000 Credits
Prerequisite: Requires permission from the Office of Transition Programs

This course reviews key strategies for personal growth, analyzes personal strengths and weaknesses, identifies personal goals and motivates the participant towards those goals.

SLS 1304 - Career Exploration and Development

2.000 Credits

This course is an introductory course designed to assist students with self-directed and individualized career exploration. Students will explore various career options available using assessment materials and career development programs. Students will learn about and practice utilizing soft skills (e.g. interpersonal communication, teamwork, time

management, leadership, and problem-solving), as well as more technical skills required of the industry they plan to enter. Students will learn about and practice utilizing self-determination skills to develop a plan for their future using a person-centered- planning approach, such as the Students Transitioning to Adult Roles (STAR) plan.

SLS 1570 - Learning with Technology I

3.000 Credits
Prerequisite: Requires permission from the Office of Transition Programs

Learning with Technology I helps students develop the essential digital literacy and computer skills needed for success in college, the workplace, and everyday life. The course focuses on building confidence and practical competence in computer operations, keyboarding, productivity software, internet use, professional communication, digital organization, digital safety, and ethical technology practices. Students learn to create digital documents, spreadsheets, and presentations, while also developing skills in evaluating information, collaborating effectively, and using emerging tools such as artificial intelligence responsibly. The course supports academic achievement, career readiness, and technology-supported independent living.

SLS 2223 – Stress Management

3.000 Credits

This course is designed to help students understand the nature of stress, identify its causes and effects, and apply strategies for coping and resilience. Emphasis is placed on fostering self-awareness of personal stressors and selecting appropriate interventions for effective stress management. As part of CFK's Culture of Care initiative, the course also promotes mental health awareness, peer support, and community well-being across campus.

SLS 2604 - Effective Living

2.000 Credits
Prerequisite: Requires permission from the Office of Transition Programs

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.

SLS 2930 - Career Seminar

3.000 Credits
Prerequisite: Requires permission from the Office of Transition Programs

This course is an in-depth supervised field experience. Students will spend 5-15 hours per week in a job or work-related experience that is of interest to them. In the classroom portion of this course, students will discuss their experiences to learn how to enhance their skills for employment.

SLS 2950 - Professional Portfolio

2.000 Credits
Prerequisite: Requires permission from the Office of Transition Programs

This course is designed to assist students in career readiness through the development of a professional career portfolio and credentialing examination. This portfolio will help students document and showcase specific skills and competency areas to potential employers. Students will practice professionalism and communication skills by presenting their professional portfolios and participating in career preparatory activities, such as career fairs, mock interviews, and learning from local businesses. Upon completion of this course, students may qualify to sit for a credentialing exam, such as the National Retail Federation (NRF) Retail Industry Fundamentals Specialist exam.

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.

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: SPN 1120C

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

In this course, students will utilize descriptive and inferential statistical methods in contextual situations, using technology as appropriate. The course is designed to increase problem-solving abilities and data interpretation through practical applications of statistical concepts. This course is appropriate for students in a wide range of disciplines and programs.

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 Next-Generation ACCUPLACER Reading 256 or Writing 253; or Digital SAT Evidence-Based Reading and Writing Section of 490; or Exempt Public FL HS stand diploma with score of Y; or Exempt Active Duty Military with score of Y

In this course, students will gain an understanding of the basic sociological concepts and vocabulary, including the methodological tools, sociological perspectives, and scientific procedures used by social scientists to collect data and conduct research. Topics generally include: society and culture, institutions, socialization, influences, crime, change, groups, sex, race and ethnicity, family, class, and population. (No longer considered a required general education course but may serve as an elective course in some programs of study.)

TSL4100 – ESOL Methods, Curriculum and Assessment

3.000 Credits

Prerequisite: EDF3214 with minimum grade of C

This course introduces knowledge and application of teaching English to speakers of other languages (TESOL) theories, principles, and current research in the selecting, analysis,

planning, design, using and adapting, and evaluating curriculum, instructional methods, techniques and materials, and assessment instruments appropriate for limited English proficient (LEP) students.

TSL4241 – Second Language Acquisition and Culture

3.000 Credits
Prerequisite: EDF3214 with a minimum grade of C

This course teaches an introduction to the analysis and classroom application of linguistic theories in the field of second language acquisition for limited English proficient (LEP) students. Students develop awareness and understanding of the complexities surrounding language, culture, and learning in order to meet the needs of linguistically challenged learners.

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

Brooke, Daniel: Biology - M.S./Biomedical Science - Barry University; B.S./Biology - Stetson University.

Burzyński, Peter: English – Ph.D./Creative Writing - University of Wisconsin – Milwaukee; M.F.A./Creative Writing - The New School; M.A./Polish Literature - Columbia University; B.A./Creative Writing and Polish Language and Literature - University of Wisconsin-Madison.

Conklin-Penwell, Kelly: Business – D.B.A./ Business Institution, Touro University Worldwide , M.B.A./Business, State University of New York Empire State College; M.S.Ed./ Master of Secondary Education, Dowling College, Graduate Certificate Fraud Accounting, Southern New Hampshire University; B.S./ Marketing, Bentley University.

Cox, Laura: Nursing – M.S./Nursing, University of Texas; B.S./Nursing; University of Texas.

Coy, Edward: Marine Resource Management – M.Div./Divinity, United Theological Seminary; B.A./Social Work; University of Cincinnati.

Duff, David: Mathematics – M.S./ Applied Statistics, West Chester University of Pennsylvania; B.S./Applied Mathematics, Drexel University

Echenique, Marcial: Mathematics – Ed.D./Education, Florida Atlantic University; M.B.A./Business Administration, University of Georgia; M.S./Mathematics, University of Texas at Arlington; B.S./Mathematics, Auburn University

Fernandes, Luiz: Marine Resource Management - Ph.D./Oceanography at Texas A&M University, College Station; M.S. Marine Science/ University of San Diego, California**;** B.S./ Biological Sciences - Universidad Federal do Parana, Brazil

Goulding, Charles: Political Science/History - M.P.A./ Master of Public Administration, Kutztown University of Pennsylvania; B.A./ Political Science, University of Pittsburgh

Graham, Gene: Nursing – Doctor of Nursing Practice (D.N.P.)/Abilene Christian University; M.S./Nursing Education, Grand Canyon University; B.S./Nursing, Grand Canyon University; A.A.S./Nursing, Gloucester County College; A.G.S./General Studies, Community College of Philadelphia, 1987; L.P.N./Presbyterian - University of Pennsylvania Medical Center - School of Practical Nursing

Gregory, Charles: - Doctor of Veterinary Medicine (D.V.M.)/University of Florida; M.S./Animal Sciences, Myongji University; B.S./ Agricultural Engineering, University of Agriculture, Faisalabad

Ho, Michelle: Nursing – B.S./Nursing, Nova Southeastern University

Hussain, Muhammad: Marine Engineering - Ph.D./Engineering, Kangwon National University, South Korea

Juliusburger, Stephan: Culinary – M.A./ Gastronomy, Le Cordon Bleu

Loucks, Dennis: Fine Arts **-** M.F.A./Ceramics - University of Miami.

Margiotta, Anthony: Marine Engineering – A.A./Engineering, Miami Dade College

McCoy, Nicole: Supervision and Management – Ph.D./Philosophy-Forest Sciences,
Colorado State University; M.B.A./ Business Administration, St. Leo University; B.S./Interdisciplinary Studies, University of Idaho.

Medyk, Nina: College Success – Ph.D./Counseling and Counselor Education, University of Florida; M.S.W./Clinical Social Work, Florida State University; B.S.W./Social Work, Florida Atlantic University.

Rice, Lucja: Diving - M.A./Hotel and Tourism Management, Wyzsza Ekonomicza w Warsawie; B.S./Hotel and Tourism Management, Wyzsza Ekonomicza w Warsawie; Certificate/Professional Research Diving, The College of The Florida Keys

Roberts, LaQuinta: Nursing - M.S.N.-Ed./Purdue Global University; B.S.N./Purdue Global University

Semcheski, Matthew: Marine Resource Management - Ph.D./Ecological Sciences, Old Dominion University; M.S./Biology, Old Dominion University; B.S./Marine Science, East Stroudsburg University; B.S./Biology, East Stroudsburg University

Severson, Amber: Mathematics – M.S./Mathematics, Bemidji University; B.S./ Mathematics and Education, Bemidji University

Stettner, Michelle: Biology - Ph.D./Pathology, The University of Alabama at Birmingham; B.S./Biochemistry, University of Missouri-Columbia

Vazquez, Jesus: Hospitality/Business – Ed.D./Leadership & Management, Saint Thomas University; M.B.A./Finance, Barry University, B.S./Economics and Finance, Barry University

Weekly, Emily: English – Ph.D./English, Georgia State University; M.A./English, Western Kentucky University; B.A./English, Western Kentucky University