

2016-2017 CATALOG



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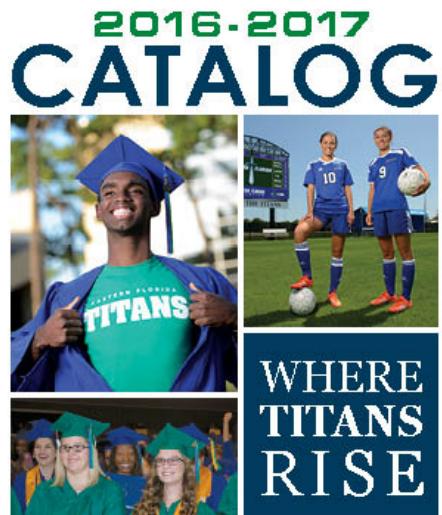
Eastern FloridaSM
STATE COLLEGE

Eastern Florida State College Catalog

Welcome to the Eastern Florida State College Catalog. Here you will find both the current online version and archived .pdf versions of previous catalogs. The links in the left column allow you to easily navigate the current academic year online catalog, including EFSC Academic Programs and Course Information. The link to the Catalogs Archive section is on the upper right.

The online catalog supersedes any printed catalog or PDF version as the official current catalog of Eastern Florida State College. EFSC reserves the right to make changes in the regulations and offerings announced in both the online catalog and printed versions of the catalog and student handbook, as circumstances require. It is expected that the only changes will be the correction of errors and the inclusion of new courses and programs approved during the academic year.

Enter the online catalog



2016 - 17 OFFICIAL CATALOG

Welcome to the 2016-17 catalog for Eastern Florida State College.

Please note that the online catalog website supersedes any printed catalog or PDF version as the official catalog of Eastern Florida State College. EFSC reserves the right to make changes in the regulations and offerings announced in the catalog and student handbook as circumstances require. It is expected that the only changes will be the correction of errors and the inclusion of new courses and programs approved during the academic year.

EFSC NON-DISCRIMINATION EQUAL ACCESS/EQUAL OPPORTUNITY POLICY

Eastern Florida State College is dedicated to providing a nondiscriminatory environment which promotes equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, race, national origin, color, ethnicity, genetics, religion, sex, gender preference, pregnancy, disabilities, marital status, veteran status, ancestry or political affiliation in its programs, activities, or employment.

Inquiries regarding the College's nondiscrimination policies may be directed to:

Ms. Darla Ferguson, Chief Equity and Diversity Officer
Cocoa Campus, Building 2, Room 103
1519 Clearlake Road, Cocoa, FL 32922
Phone: 321-433-7080
E-mail: fergusond@easternflorida.edu

OR

Dr. Michael Richey, Title IX Compliance Coordinator
Melbourne Campus, Building 2, Room 205
3865 N. Wickham Road, Melbourne, FL 32935
Phone: 321-433-5559 E-mail: richey.m@easternflorida.edu

Inquiries regarding veterans' programs may be directed to the Military & Veterans Service Center, Student Services Center/Administration, Building 1, Room 140, 3865 North Wickham Road, Melbourne, FL 32935, telephone 321-433-7880, or to the Military & Veterans Service Center, Ralph M. Williams Student Center, Building 11, Room 113, 1519 Clearlake Road, Cocoa, FL 32922, telephone 321-433-7880.

Accreditation

Eastern Florida State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees, as well as specialized certificate programs. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Eastern Florida State College.



2016-2017 Academic Calendar

FALL TERM 2016

Registration

Monday, April 25, 2016
Monday, May 02, 2016

Web Registration Fall Term 2016 begins
Walk-in Registration Fall Term 2016 begins

Commencement

Thursday, October 20, 2016
Thursday, December 15, 2016

Last day to apply for December graduation
Commencement Ceremonies

College Closed

Monday, September 05, 2016
Friday, November 11, 2016
Wed - Sun, November 23 - 27
Fri Dec 16, 2016 - Sun Jan 1, 2017

Labor Day
Veterans Day
Thanksgiving holidays; all college campuses closed
Winter break; all college campuses closed

Full 16 Week Session: August 15 - December 9, 2016 (16 Weeks + 1 Final Exam Week / 82.5 faculty days)

Thursday, August 4, 2016
Mon - Fri, August 1 - 5
Mon - Fri, August 8 - 12
Thurs - Fri, August 11 - 12
Monday, August 15, 2016
Thursday, August 18, 2016
Friday, August 19, 2016
Thursday October 20, 2016
Sat - Fri, Dec 3 - 9, 2016
Friday, December 09, 2016
Monday, December 12, 2016

Fee due date
Five day work week for staff
Five day work week for staff
Faculty report/work days
Fall term begins; first day of class
Last day to drop with a refund of fees or change to audit status
Faculty report/work day
Last day to withdraw with grade of "W"
Final exam week
Final day of term for students
Final grades due at noon; faculty 1/2 work day

12 Week Session 1: August 15 - November 4, 2016 (12 Weeks)

Thursday, August 4, 2016
Monday, August 15, 2016
Thursday, August 18, 2016
Thursday, September 29, 2016
Friday, November 04, 2016
Monday, November 07, 2016

Fee due date
12 week session 1 begins; first day of class
Last day to drop with a refund of fees or change to audit status
Last day to withdraw with grade of "W"
Final day of 12 week session 1
Final grades due at noon

12 Week Session 2: September 12 - December 9, 2016 (12 Weeks)

Thursday, September 1, 2016
Monday, September 12, 2016
Thursday, September 15, 2016
Thursday, September 29, 2016
Friday, December 09, 2016
Monday, December 12, 2016

Fee due date
12 week session 2 begins; first day of class
Last day to drop with a refund of fees or change to audit status
Last day to withdraw with grade of "W"
Final day of 12 week session 2
Final grades due at noon

Minimester A: August 15 - October 7, 2016

Thursday, August 4, 2016
Monday, August 15, 2016
Thursday, August 18, 2016
Thursday, September 15, 2016
Friday, October 07, 2016
Monday, October 10, 2016

Fee due date
Minimester A begins; first day of class
Last day to drop with a refund of fees or change to audit status
Last day to withdraw with grade of "W"
Final day of Minimester A
Final grades due at noon

Minimester B: October 10 - December 9, 2016

Thursday, September 29, 2016	Fee due date
Monday, October 10, 2016	Minimester B begins; first day of class
Thursday, October 13, 2016	Last day to drop with a refund of fees or change to audit status
Thursday, November 10, 2016	Last day to withdraw with grade of "W"
Friday, December 09, 2016	Final day of Minimester B
Monday, December 12, 2016	Final grades due at noon

SPRING TERM 2017

Registration

Monday, October 31, 2016	Web Registration Spring Term 2017 begins
Monday, November 07, 2016	Walk-in Registration Spring Term 2017 begins

Commencement

Thursday, March 09, 2017	Last day to apply for May graduation
Thursday, May 11, 2017	Commencement Ceremonies

College Closed

Monday, January 16, 2017	Dr. Martin Luther King Day (weekend classes meet as scheduled)
Mon - Sun, April 10-16, 2017	Spring break; all campuses closed. (Reopen Monday, April 17, 2017)

Full 16 Week Session: January 9 - May 5, 2017 (15 Weeks + 1 Final Exam Week / 81.5 faculty days)

Monday, January 02, 2017	Staff report
Mon - Fri, January 2 - 6, 2017	Five day work week for staff
Tuesday, January 3, 2017	Fee due date
Thurs - Fri, January 5 - 6, 2017	Faculty report/work days
Monday, January 09, 2017	Spring term begins; first day of class
Mon - Fri, January 9 - 13, 2017	Five day work week for staff
Thursday, January 12, 2017	Last day to drop with a refund of fees or change to audit status
Friday, January 13, 2017	Faculty report/work day
Thursday March 9, 2017	Last day to withdraw with grade of "W"
Sat - Fri, April 29 - May 5	Final exam week
Friday, May 05, 2017	Final day of term for students
Monday, May 08, 2017	Final grades due at noon; faculty 1/2 work day

12 Week Session 1: January 9 - April 7, 2017 (12 Weeks)

Tuesday, January 3, 2017	Fee due date
Monday, January 09, 2017	12 week session 1 begins; first day of class
Thursday, January 12, 2017	Last day to drop with a refund of fees or change to audit status
Thursday, March 02, 2017	Last day to withdraw with grade of "W"
Friday, April 07, 2017	Final day of 12 week session 1
Monday, April 10, 2017	Final grades due at noon

12 Week Session 2: February 6 - May 5, 2017 (12 Weeks)

Thursday, January 26, 2017	Fee due date
Monday, February 06, 2017	12 week session 2 begins; first day of class
Thursday, February 09, 2017	Last day to drop with a refund of fees or change to audit status
Thursday, March 23, 2017	Last day to withdraw with grade of "W"
Friday, May 05, 2017	Final day of 12 week session 2
Monday, May 08, 2017	Final grades due at noon

Minimester A: January 9 - March 3, 2017

Tuesday, January 3, 2017	Fee due date
Monday, January 09, 2017	Minimester A begins; first day of class
Thursday, January 12, 2017	Last day to drop with a refund of fees or change to audit status
Thursday, February 09, 2017	Last day to withdraw with grade of "W"
Friday, March 03, 2017	Final day of Minimester A
Monday, March 06, 2017	Final grades due at noon

Minimester B: March 6 - May 5, 2017

Thursday, February 23, 2017	Fee due date
Monday, March 06, 2017	Minimester B begins; first day of class
Thursday, March 09, 2017	Last day to drop with a refund of fees or change to audit status
Thursday, April 06, 2017	Last day to withdraw with grade of "W"
Friday, May 05, 2017	Final day of Minimester B
Monday, May 08, 2017	Final grades due at noon

SUMMER TERM 2017

Registration	
Monday, April 17, 2017	Web Registration Summer Term 2017 begins
Monday, May 01, 2017	Walk-in Registration Summer Term 2017 begins
Commencement	
Thursday, June 08, 2017	Last day to apply for early degree posting
Thursday, July 06, 2017	Last day to apply for August degree posting
College Closed	
Monday, May 29, 2017	Memorial Day holiday (weekend classes meet as scheduled.)
Tuesday, July 04, 2017	Independence Day (weekend classes meet as scheduled.)

Twelve Week Summer Term A: May 15 - August 4, 2017

Thursday, May 4, 2017	Fee due date
Monday, May 15, 2017	12 Week Summer Term A begins
Thursday, May 18, 2017	Last day to drop with a refund of fees or change to audit status
Thursday, June 29, 2017	Last day to withdraw with grade of "W"
Friday, August 04, 2017	Final day of term for students
Monday, August 07, 2017	Final grades due at noon

Six Week Summer Term B: May 15 - June 23, 2017

Thursday, May 4, 2017	Fee due date
Monday, May 15, 2017	6 Week Summer Term B begins
Thursday, May 18, 2017	Last day to drop with a refund of fees or change to audit status
Thursday, June 01, 2017	Last day to withdraw with grade of "W"
Friday, June 23, 2017	Final day of summer term B
Monday, June 26, 2017	Final grades due at noon

Eight Week Summer Term C: June 12 - August 4, 2017

Thursday, June 1, 2017	Fee due date
Monday, June 12, 2017	8 Week Summer Term C begins
Thursday, June 15, 2017	Last day to drop with a refund of fees or change to audit status
Thursday, July 06, 2017	Last day to withdraw with grade of "W"
Friday, August 04, 2017	Final day of summer term C
Monday, August 07, 2017	Final grades due at noon

Six Week Summer Term D: June 26 - August 4, 2017

Thursday, June 15, 2017	Fee due date
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Monday, June 26, 2017	6 Week Summer Term D begins
Thursday, June 29, 2017	Last day to drop with a refund of fees or change to audit status
Thursday, July 13, 2017	Last day to withdraw with grade of "W"
Friday, August 04, 2017	Final day of summer term D
Monday, August 07, 2017	Final grades due at noon

2016 - 2017 VOCATIONAL/CLOCK HOUR ACADEMIC YEAR

July 1, 2016 - June 30, 2017

All vocational/clock hour courses are taught under a separate term titled "2016-17 PSAV Programs." Registration, Fee Due, Drop, and Withdrawal dates will be available through the program coordinators for each course based on meeting days and times.

College Closed	
Monday, July 04, 2016	Independence Day
Monday, September 05, 2016	Labor Day
Friday, November 11, 2016	Veterans Day
Wed - Sun, November 23 - 27	Thanksgiving holidays; all college campuses closed
Fri - Sun, Dec 16, 2016 - Jan 1, 2017	Winter break; all college campuses closed
Monday, January 16, 2017	Dr. Martin Luther King Day
Mon - Sun, April 10-16, 2017	Spring break; all campuses closed. (Reopen Monday, April 17, 2017)
Monday, May 29, 2017	Memorial Day
Commencement	Vocational/clock hour students must apply for graduation one month prior to satisfactory completion of program requirements.

Commencement Vocational/clock hour students must apply for graduation one month prior to program completion. Degrees will be posted upon satisfactory completion of program requirements.

Course sessions

July 1, 2016 - June 30, 2017	CL1 Courses starting in July 2016
August 1, 2016 - June 30, 2017	CL2 Courses starting in August 2016
September 1, 2016 - June 30, 2017	CL3 Courses starting in September 2016
October 1, 2016 - June 30, 2017	CL4 Courses starting in October 2016
November 1, 2016 - June 30, 2017	CL5 Courses starting in November 2016
December 1, 2016 - June 30, 2017	CL6 Courses starting in December 2016
January 1 - June 30, 2017	CL7 Courses starting in January 2017
February 1 - June 30, 2017	CL8 Courses starting in February 2017
March 1 - June 30, 2017	CL9 Courses starting in March 2017
April 1 - June 30, 2017	C10 Courses starting in April 2017
May 1 - June 30, 2017	C11 Courses starting in May 2017
June 1 - June 30, 2017	C12 Courses starting in June 2017

Academic Dishonesty

Any form of academic dishonesty is subject to the disciplinary actions set forth in the Student Code of Conduct. Cheating, plagiarism and or other misrepresentation of work is prohibited. Students who are found to be in violation of this standard may receive severe sanctions, including a failing grade in their respective course and depending on the circumstances, possible expulsion from Eastern Florida State College.

In general terms, plagiarism is the adoption or incorporation of another's ideas without proper attribution of the source. It is more simply defined as taking the writings of another person or people and representing them to be one's own. Please note that access to or obtaining information/copying assignments provided from sources like CHEGG, Course Hero, Accounting Tutor, or any other online applications that purport to offer the answers to exercises or instructor materials for courses, may be considered CHEATING, and any instances that can be substantiated will be treated as such.

Students who have any questions or concerns regarding plagiarism need to ask their instructor or Associate Provost for assistance *before* a plagiarism problem arises.

To avoid plagiarism, students should always credit the sources used when writing an essay, research paper, or other assignment and in accordance with the appropriate style manual or format required in your course. Confirm with the instructor the appropriate format to use. If you are directed to use the MLA or APA format, please review the following URL for more information:

<http://libguides.easternflorida.edu/melbournewritingcenter>

Types of actions defined as plagiarism include but may not be limited to:

1. Cutting and pasting to create a written document from a single or various sources.
2. Citing a source with false or inaccurate information. (Bibliographical or URL).
3. Quoting less than all the words copied or paraphrasing a source without proper citation or notation the document has been altered.
4. Submitting papers, assignments, exams, or forums that were completed by someone other than yourself.
5. Working in a group or otherwise colluding with other students to prepare and submit work without prior acknowledgment and approval from the instructor.
6. Receiving or giving outside help without prior written faculty consent; this includes assistance from tutors, websites, or other online resources.
7. Sharing assignments, exams, or discussions with other students.
8. Selling or purchasing (or copying) papers, assignments, or exams from any website that buys or sells them and submitting them as your work in whole or in part.
9. Using a quotation without proper quotation marks and citation.
10. Preparing a draft for final paper for another student.
11. Submitting a paper, assignment, quiz or exam that you submitted in a previous and/or concurrent class without requesting and receiving in writing prior permission from your instructor(s). This could also apply to "revising" papers, assignments, quizzes or exams that were previously submitted in any course.
12. Copying a non-text material such as: image, audio, video, spreadsheet, PowerPoint presentation, etc., without proper citation and reference.
13. Altering any information on forms, electronic attachments or emails after the original has been submitted.
14. Presenting statistics, facts, or ideas that are not your own, or is not common factual knowledge either by the general population, or commonly known within the particular discipline, without citation, even if you view them as common knowledge in your own educational background.

Plagiarism Detection

For some courses, students should submit all of their writing assignments through a resource called [Turnitin.com](#). Turnitin is an online tool available to EFSC instructors as an integrated service available in all EFSC Canvas classrooms. The OriginalityCheck detects and prevents plagiarism by checking submitted student papers. Grademark enables instructors to provide rich feedback as well as online grading directly on the student's paper. PeerMark enables students to evaluate each other's work.

For more information on Plagiarism and information on proper citation please see:
<http://lgdata.s3-website-us-east-1.amazonaws.com/docs/625/1324096/Plagiarism.pdf>

Academic Freedom

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

Academic Integrity

If it is determined that persons other than the student are accessing a student's records in the Canvas classroom, the student will be removed from the class and receive a final grade of "F." While students may have provided written consent for a third party to receive information regarding their educational records, that consent does not permit any other person besides the student to complete or access coursework within the classroom or online setting.

Academic Responsibility

The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility which properly includes activities both within the classroom and outside the academic environment. As a representative of an educational institution and a person of learning, a faculty member, staff member or student representative occupies a special place in the community, yet such community status imposes special obligations. Faculty (and other employees and representatives of an

educational institution) must realize that the public may judge the institution based on their interactions within the community.

Academic Second Chance

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

Academic Status: Academic Standing and Satisfactory Academic Progress

Academic Standing is a set of standards imposed by the College relating to a student's progress toward degree completion and **Satisfactory Academic Progress (SAP) standards** are imposed by the U.S. Department of Education relating to student's financial aid eligibility.

At the end of each semester, student records are flagged progressively as Good Standing, Academic Warning, Academic Probation, Continued Academic Probation, or Academic Suspension. This is based on the student's cumulative grade point average (GPA.) To maintain satisfactory academic progress at Eastern Florida, students must achieve a minimum cumulative grade point average (GPA) of 2.0 each semester. See below for an explanation of each step in the Academic Standing progress.

Please consult with an advisor or the Associate Provost Office on any campus for detailed information regarding academic standards, sanctions and appeal procedures.

Visit the website at easternflorida.edu/admissions/registrarsoffice/academic-warning.cfm for more information. For information regarding SAP, go to the "Financial Aid" section or visit the website at easternflorida.edu/admissions/financial-aid-scholarships/financial-aid-information/standards-of-progress/

Good Academic Standing

Students who have a minimum 2.0 cumulative GPA at the end of the semester will be considered in Good Academic Standing.

Academic Warning

The first term the student's cumulative GPA falls below 2.0, student will be placed on academic warning.

Actions:

- Student will be notified by e-mail and letter
- Informational hold will be placed on student's record. Hold does not stop registration.
- Student will be contacted by an Advisor

When student's cumulative GPA returns to a minimum of 2.0, student will be on "Good Academic Standing."

Academic ProbationIf the cumulative GPA remains below 2.0 at the end of the next term, the student on Academic Warning will be placed on academic probation.

Actions:

- Student will be notified by e-mail and letter
- Hold will be placed on student's record; this hold will stop registration
- Student must meet with the Associate Provost or Dean to complete a "Student Success Plan" and discuss resources available to assist them in meeting their educational goals.
- Student may not register for more than twelve credits

When student's cumulative GPA returns to a minimum of 2.0, student will be on "Good Academic Standing."

Continued Academic Probation

If the cumulative GPA remains below 2.0 at the end of the next term, the student on Academic Probation will be placed on Continued Academic Probation.

Actions:

- Student will be notified by e-mail and letter
- Hold will be placed on student's record; this hold will stop registration
- Student must meet with the Associate Provost or Dean to review their *Student Success Plan* and discuss resources available to assist them in meeting their educational goals.
- Student may not register for more than twelve credits

When student's cumulative GPA returns to a minimum of 2.0, student will be on "Good Academic Standing."

Academic Suspension

If the cumulative GPA remains below 2.0 at the end of the next term, the student on Continued Academic Probation will be placed on Academic Suspension.

Actions:

- Student will be notified by e-mail and letter
- Hold will be placed on student's record; this hold will stop registration
- Student may not register for EFSC credit courses for one semester. If already registered, student will be dropped from classes
- Student must meet with the Associate Provost or Dean

- Student may not apply for transient status at another institution during suspension
- Students who are placed on academic suspension a second time will not be permitted to register for EFSC credit courses for one year

Student may request a waiver of suspension through the Associate Provost or Dean. If approved, student may register for no more than six credits.

Continued enrollment under the status of "Suspension Status Waiver" will be determined based on the student's success.

When student's cumulative GPA returns to a minimum of 2.0, student will be on "Good Academic Standing."

Reinstatement from Suspension Status

The student may request approval to re-enroll after suspension by submitting a *Petition for Academic Reinstatement* form available in the Associate Provost/Dean's office. If permitted to return, the student will be readmitted on Academic Probation as outlined above. Criteria for reinstatement will include a commitment by the student to adhere to the guidelines set forth by the subsequent professors in the classes they are to be enrolled. This includes, but is not limited to, the following:

- Maintaining proper adherence to the professor's attendance policy.
- Completing of all assigned work in a timely fashion
- Discussing with faculty if/when academic difficulties arise
- Other academic success strategy requirements as determined and communicated, in writing, by the Associate Provost/Dean
- Routine meetings with the Associate Provost/Dean to monitor and assist in the student's academic progress

Appeal of Academic Suspension or Refusal of Reinstatement

Students have the right to appeal an academic suspension decision by filing an appeal with appropriate documentation with the campus Provost. The Provost's decision is final.

- If student's appeal is approved, the student will be permitted to enroll in a status of "Suspension Status Waiver" for one semester, and is expected to complete all classes with a minimum semester GPA of 2.0 and have earned credit in one-half of the total hours attempted.
- The student must request approval to continue enrollment in the status of "Suspension Status Waiver" each semester by obtaining and completing the appropriate form in the Associate Provost/Dean's office.

Continued enrollment under the status of "Suspension Status Waiver" will be determined based on the student's success.

Citizen Scholar

A student may graduate as a Citizen Scholar with at least a 3.00 cumulative grade point average, 300 or more community service hours, and completed requisite service-learning course work. Request for this honor must be processed through the Center for Service Learning.

Early Alert

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

Grades

Grades are recorded on the student's permanent record by the Registrar's Office. Students may view their grades online beginning the day after the deadline date for faculty final grade input through the myEFSC portal.

Final grades are based on any or all of the following: course assignments, special reports, quiz grades, research papers, course participation, laboratory assignments, field work, and final examinations. Specific grading policies and course requirements are provided by the professor at the beginning of each course. Students who believe the final grade posted is in error should contact the professor to discuss a possible grade change. Eastern Florida uses a 4.00 grading scale. Students are awarded letter grades for coursework attempted.

Used in GPA computation are:

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

* A "D" grade earned in Gordon Rule coursework will not satisfy general education requirements for the B.A.S., B.S., A.A. and some A.S. degree programs and will be counted only as elective credit.

Not used in GPA computation are:

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

W7..... Withdrawn – Never Attended
W8..... Withdrawn – Stopped Attending

The following letter grades have special requirements:

AU - Audit:

Regular college-credit courses are available for audit. College developmental courses are not available for audit. Courses in limited-admission programs may be audited only with the prior permission of the appropriate Dean and/or Program Coordinator. A student may not audit a course in which the student received a grade of C or higher unless it is determined it is necessary for the student's future academic success. To audit a course, a student must meet College admission requirements, be a matriculated student at EFSC, and be able to demonstrate, if required, that he or she meets the placement standards for the course to be audited. Students must petition the Associate Provost to request to audit a course after the student has had a previous attempt with a grade of C or higher on the student transcript.

Student should identify the intention to audit a course at the time of registration. A student who has enrolled in a credit course as a credit-seeking student may convert that registration to "audit" status no later than the last day of the course's designated Drop/Add period. A credit course may not be converted to "audit" status if the course is being paid for by a third party (such as through Financial Aid, scholarships, Workforce In Action funds, veteran's benefits, Vocational Rehabilitation, etc.). A student who is auditing a course is responsible for paying course tuition and fees as assessed, according to his or her residency status, and the fee schedule made public by the College. Audited classes and classes for credit are assessed the same tuition and fees.

A student auditing a course is required to adhere to the attendance, testing, and any other course requirements as established by the professor in the specific course being audited. An audited course is posted on the student's transcript. However, students auditing a course receive no credit for the course. An audit course is not counted or used when calculating GPA, academic standing, graduation requirements, veteran's benefits, other financial aid eligibility, or for certifying enrollment for outside agencies. A course declared for audit cannot be converted to a course for credit at a later date; however, the course may be subsequently repeated for credit as long as the repeat does not violate the College's Forgiveness Policy or other College regulations.

I - Incomplete:

If a student cannot complete course requirements by the end of the term due to extenuating circumstances as verified by the faculty member, the instructor may assign a grade of "I" provided this occurs after the withdrawal date. Student must have completed at least 75% of coursework. If the extenuating circumstances occur prior to the withdrawal date, the student should withdraw from the course.

By assigning a grade of "I", the professor indicates that the student has the potential to earn a passing grade by satisfactorily completing the unfinished course work within a reasonable amount of time as agreed to by both student and instructor but no later than by the end of the next major term. If the student fails to meet the objectives by the conclusion of the following major term, the "I" converts to an "F" grade. (Major terms are the fall and spring terms. Students with an "I" in fall must complete work by end of spring term. Students with an "I" in spring or summer must complete work by end of fall term.)

Students who have applied for graduation in a given term must complete all required course work before graduation is posted to the academic record. An incomplete grade in a course needed for graduation would prohibit the posting of graduation.

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

- A grade of "I" cannot be assigned to a course if the student drops or withdraws from the course.
- A grade of "I" does not satisfy the prerequisite need of subsequent courses.
- Students must make arrangements with the instructor to complete coursework for the removal of the "I." The coursework must be completed prior to the last class day in the next major term immediately following the initial course attempt.
- To process the grade change, the instructor will submit a *Grade Change Form* through appropriate channels prior to the last class day of the next major term (spring and fall).
- The "I" grade will convert to an "F" on the permanent record if not removed by the last class day of the next major term (summer term is excluded.)
- Instructors may not submit a *Grade Change Form* to change the converted "F" for work submitted after the deadline for the completion of coursework.
- Students may not re-enroll in a course in which they have an outstanding grade of "I". Once the "I" has changed to an "F," students MUST re-enroll in the course and use the grade forgiveness procedure.
- Students who receive an "I" grade in the term they apply to graduate have three weeks from the beginning of the next term to have the grade changed. After that time, students must reapply for graduation and pay the re-application fee in the term they complete the work.

N - Progressed but did not achieve course objectives

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

W - Withdrawal:

Assigned if a student officially withdraws by the published deadline in the *Academic Calendar* or the College administratively withdraws the student for reasons such as non-compliance of rules or extenuating circumstances.

Students who withdraw will have a "W" grade for the class and be financially obligated for the tuition and fees. Refer to sections on "Course Withdrawal" and "Maximum Attempts" for more information.

W6 - Withdrawal, called to active military duty:

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

W7 - Withdrawn – Never Attended:

Assigned to students who are reported by the instructor as never attending a course. The "W7" will appear as a final grade and will count in course attempts.

W8 - Withdrawn – Stopped Attending:

Assigned to students who are reported by the instructor as stopped attending a course. The "W8" will appear as a final grade and will count in course attempts.

Grade Changes

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

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

Grade Point Average (GPA) Computation

To calculate a GPA, multiply Course Credit Hours by the Grade Points assigned to the grade earned; this determines quality points earned for the course. Divide Quality Points earned by Total Attempted Hours to determine the GPA. For example, a grade of "B" in a three (3) credit course is worth nine (9) points and a grade of "A" in the same course carries twelve (12) points.

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

Example: Calculate Term GPA

Course	Credits	Grade	Grade Points	Multiply	Pnts
ENC 1101	3	A	4	3 x 4	12
CGS 2100	3	F	0	3 X 0	0
HUM 2210	3	C	2	3 X 2	6
PEM 1131	1	B	3	1 X 3	3
TOTAL	10				21
<i>Divide 21 points by 10 credits = 2.10 term GPA</i>					

A cumulative GPA of 2.00 or higher is required to receive a degree at EFSC. While a student may earn a cumulative average of 2.00 which includes grades of "D" or "F," grades below a "C" may not be acceptable in some programs and at some colleges and universities.

Scholastic Achievement

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

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

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

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

Note: An "F" or "I" in any course precludes a student from being listed on the Dean's, Honors, or President's list during that term.

Grade Forgiveness (Repeating Courses)

State Rule 6A-14.0301 addresses repeated courses and grade forgiveness. Under the Grade Forgiveness Policy, students are allowed only three attempts in any one course: one initial enrollment and two repeats. In certain circumstances, students may petition through the Associate Provost to repeat a credit course beyond the three attempts. Students should be aware that repeating courses may result in higher tuition rates and fees. Although all course attempts appear on the transcript, only the grade earned in the most recent attempt is calculated in the cumulative GPA. Students are not allowed to withdraw from a third course attempt.

A course in which a grade of "D" or "F" has been earned may be repeated for grade point purposes. A course in which a satisfactory grade ("A", "B" or "C") has been earned may not be repeated for grade point purposes. Only the most recent grade is included in the computation of the cumulative grade average at EFSC. (Exception: if student repeats a course in which he earned an "A", "B" or "C", the first passing grade will be included.)

- Grade forgiveness is automatically processed at the end of each term. For questions regarding grade forgiveness, please send an email using the EFSC student email to grades@easternflorida.edu.
- **No course may be repeated for grade forgiveness purposes after graduation.**
- Some colleges and universities count **all hours attempted** and **all quality points** earned regardless of EFSC's grade forgiveness policy.
- Credit for courses passed through credit by exam, for example Advanced Placement (AP), College Level Examination Program (CLEP), DANTEs, or International Baccalaureate (IB), may be used to forgive unsatisfactory grades in the same course.
- A course may be counted only once toward graduation requirements, unless the course is designated as "repeatable."
- Once grade forgiveness is applied, the original grade will remain on student's transcript, but will be excluded from grade point calculation.

Note: Prior to repeating a course, students should consult the Financial Aid Office to determine what impact, if any, withdrawing from or repeating a course has on financial aid status. Students are responsible for the financial aid repercussions and academic status implications of withdrawing from courses. Students are advised that there may be a potential impact of repeated courses when transferring to other institutions, and should consider the possible effect toward excessive hours. Student should consult with an advisor if there are questions.

Note for VA students: VA benefits may be received for repeat courses assigned a grade of "D" if a grade of "C" or higher is required by SBE Rule 6A-10.030.

Maximum Attempts per Course

Per State Rule 6A-14.0301:

1. A student may have only three attempts in any one course: one initial enrollment and two repeats. Withdrawals are counted as attempts.
2. The most recent grade is included in the computation of the cumulative grade point average.
3. Students will be required to pay 100% of the direct instructional cost upon the third attempt. Students who want to pursue an appeal should consult an advisor.
4. Courses taken at institutions other than EFSC will **not** be counted in determining repeat charges.
5. Some types of financial aid do not cover repeat course attempts. Students should check with the Financial Aid Office to determine status.
6. A course may be counted only once toward graduation requirements, unless the course is designated as "repeatable."
7. Attempts "counted" begin with courses taken fall of 1997.
8. A student may appeal the maximum attempt rule through the office of the Associate Provost only if there are documented extenuating circumstances that negatively affected the student's progress. Forms and instructions will be available in that office.

Transient Student from EFSC

EFSC students can request approval to take a course at another state college or university by completing and submitting an online Transient Student Admission Application. A separate application must be completed and submitted for each institution, but students can request approval for up to four courses on one application.

- To request transient status at another Florida state school, go to floridashines.org. Click on "Succeed in College" then click "Take A Course At Another School." Select EFSC as your Home Institution and the school you want to attend as the Transient Institution and submit your request.
- Contact the EFSC Office of the Registrar at registrar@easternflorida.edu for information and instructions about taking a course at a college that is not in floridashines.org

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

- Student is in good standing at EFSC with a minimum GPA of 2.00.
- Student is degree seeking.
- Student has completed all required developmental courses.
- Student has completed a minimum of 15 college credits at EFSC. (30 for BAS students.)

Students will be approved to take only those courses that they would be eligible to take at Eastern Florida State College (e.g., student who has not completed developmental math would not be approved to take MAC 1105 at EFSC or another institution.) Courses taken by EFSC students as "transient" at another institution will transfer back with the earned grade and will count in student's grade point average at EFSC.

Withdrawing from a Course

State Board Rule 6A-14.0301

Students are advised that withdrawing from a class and dropping a class have different implications.

Students who withdraw will have a final grade of "W" for the class and be financially obligated for the tuition and fees. In addition, withdrawing from a class can negatively impact the student's academic status under the Standards of Academic Progress.

Students may officially withdraw from a course(s) during any given term. Following the conclusion of the Drop/Add period, students may officially withdraw and receive a grade of "W" in the course, provided they do so no later than the published withdrawal deadline. A student cannot use course withdrawal to avoid academic dishonesty penalties. A student who has been penalized for, or accused of, academic dishonesty in a course is not eligible to withdraw from the course. Students should check the *Academic Calendar* for term dates and important deadlines.

- It is the student's responsibility to complete and submit a *Course Withdrawal Form* to the campus Admissions and Records office to initiate the withdrawal process. Form must be submitted by the published withdrawal deadline. Students who withdraw from a course are still responsible for tuition and fees for the course.
- Faculty may administratively withdraw a student for reasons such as, but not limited to, academic dishonesty or attendance.
- Students may not withdraw from a course taken for the third time; they must receive a grade for the third attempt. The "third attempt" rule went into effect in the fall of 1997. See the sections "Grade Forgiveness" and "Maximum Attempts."
- Students considering withdrawing from any course are strongly encouraged to speak with a student advisor, Financial Aid and VA to discuss any impact that a withdrawal may have financially or academically.
- Exceptions to these guidelines and exemptions from full-cost tuition must be petitioned through the campus Associate Provost.

Withdrawing Can Negatively Impact Your Financial Aid

- Students who withdraw from or stop attending all classes must repay a portion of their federal aid for the term.
- Bright Futures Scholarship recipients must repay EFSC for the cost of withdrawn courses.
- Withdrawing from or not attending class(es) might negatively impact your Satisfactory Academic Progress and eligibility for federal financial aid in the future.

Visit your campus Office of Financial Aid if you have any questions about how withdrawing may impact your current or future financial aid eligibility.

NOTE: Withdrawals may be viewed unfavorably by a third party, e.g. a scholarship committee. Other institutions may not necessarily have the same grade forgiveness policy as EFSC and may recalculate student GPAs or reassess eligibility for financial aid. In addition, limited admission programs may have program-specific academic standards that address course withdrawals for students enrolled in these programs.

ADMISSION

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

EFSC has determined that the presence on campus of students officially designated as sexual predators/sexual offenders will be disruptive to the orderly process of the College's programs and/or would interfere with the rights and privileges of other students. In accordance with F.S. 1001.64 (8)(a), the College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant.

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

Priority Admissions Application

Eastern Florida has a rolling admissions process, meaning we accept new students year-round. However, if you plan to start classes in the fall or spring, you will want to submit your application by the Priority Application Deadlines published on our website. Applications submitted after the deadlines will be accepted and will be processed after all applications submitted by the deadlines are complete. Late applicants should be aware that class registration is contingent on completion of admissions requirements, class selection may be limited, a late registration fee may be assessed, and Financial Aid may not be processed by the tuition fee due date.

Admission Criteria

Standard high school diploma from a regionally accredited high school or equivalent

The following are considered equivalent:

- High school equivalency diploma (GED) issued by a state Department of Education
- Graduation from a Florida home education program in compliance with F.S. 1003.43 and F.S. 1003.26
- Demonstrated competency in college credit postsecondary coursework, in accordance with F.S.1007.263
- International secondary school transcript equivalent to a U.S. standard high school diploma. The transcript must be translated into a document-by-document evaluation completed by a member organization of the National Association of Credential Evaluation Services (NACES). Students must provide EFSC with the official, original evaluation.
- High school students enrolled in an accelerated education program.
- Additionally, Florida "Special Option" Graduation (W8A): Florida public high school students who have met all standard high school diploma requirements except the Florida Comprehensive Assessment Test (FCAT) will also be granted admission. These students are not eligible to apply for Limited Access programs (that require high school graduation), or to be eligible athletes.

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

As such, diplomas issued by correspondence or nontraditional high schools will not usually be accepted unless the school is accredited by an organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). These schools will be considered on an individual basis. Acceptance will be based upon submission of sufficient documentation by the school to indicate that the school meets the minimum standards outlined by the Florida Department of Education and F.S. 1002.42

Contact the Admissions and Records Office for more information.

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

5 Steps to Completing Admission Requirements:

1. Complete an *Application for Admission* and pay the EFSC application fee.
2. Have your official transcripts from all regionally accredited postsecondary institutions attended sent to EFSC.
3. Submit Placement Test Scores.
4. Complete the Florida Residency for Tuition Purposes Declaration and submit with supporting documentation.
5. Complete a student orientation session.

STEP 1: Complete an EFSC Application for Admission

Apply online at www.easternflorida.edu

Every student must:

1. Complete an *Application for Admission*
2. Submit an application fee. Readmit applications have no fee.

The one-time, non-refundable application fee can be paid either online or in person. To pay in person with cash or check, submit either the online application confirmation page or completed paper application to a campus cashier. A

paper application must be reviewed by the Admissions and Records Office prior to the cashier accepting the application and fee.

A list of admissions requirements by student type is indicated below.

First Time in College Student

Student has not previously attended another college.

- Official, final high school transcript indicating receipt of standard high school diploma or equivalent and date of graduation.
- Placement test scores (ACT/SAT/PERT/CPT/FELPT) less than two years old from term of enrollment or *EFSC Common Placement Testing & Developmental Education Student Waiver* in accordance with F.S. 1008.30.
- Initial Advising Appointment.
- Complete a student orientation session.

Transfer Student

Student is transferring credits from another college but does not have an Associate in Arts (AA), Associate in Science (AS), or higher degree from a regionally accredited institution. All previous colleges must be reported.

- Official, final high school transcript indicating receipt of standard high school diploma or equivalent and date of graduation
- Placement test scores (ACT/SAT/PERT/CPT/FELPT) less than two years old from term of enrollment or proof of applicable college-level math and English passed with a grade of "C" or higher from a regionally accredited U.S. postsecondary institution or *EFSC Common Placement Testing & Developmental Education Student Waiver*
- Official, final college transcripts from all regionally accredited postsecondary institutions attended for students pursuing a BAS, AA, AS, ATC, ATD, or CCC degree/certificate. Transcripts must be issued within one year of submission to the College. Credit for courses from other schools will be evaluated in accordance with college transfer procedures.
 - Transcripts must be issued within one year of submission to the College.
- Complete a student orientation session.

Transfer Student with Previous Degree

Student earned an AA, AS, or higher degree from a regionally accredited institution and is now seeking a degree or certificate from EFSC.

- Official, final college transcripts from all regionally accredited postsecondary institutions attended for students pursuing a BAS, AA, AS, ATC, ATD, or CCC degree/certificate. Transcripts must be issued within one year of submission to the College. Credit for courses from other schools will be evaluated in accordance with college transfer procedures.
- Transcripts must be issued within one year of submission to the College.

Transient Student

Student is currently enrolled in a college degree program at another school and will transfer courses taken at EFSC back to his or her primary institution. Students may have only one "home" institution.

- Transient letter or letter of good standing from "home" institution is required.
- Students attending Florida state schools must apply for transient status via www.floridashines.org.
- Students attending a private or non-Florida schools must submit an *Application for Admission*.

Note: Transient students may only register for 1000 and 2000 level courses. Registration in 3000 – 4000 level courses is by exception, based on approval by the Program Manager.

Bachelor's Degree Seeking Student

Student earned an Associate in Science or Associate in Arts degree or higher from a regionally accredited institution.

- Official, final college transcripts from all regionally accredited postsecondary institutions attended
- Orientation with the Bachelor of Applied Science Student Development Specialist

Readmit Student

Student who applied to EFSC one or more years ago and has not completed a course in the past year.

- Submit final, official high school and all regionally accredited college transcripts not previously submitted.
- Placement test may be required.
- Student must meet program/admission requirements in effect at time of readmission.
- Student Orientation is required for all students who have not earned an associate degree or higher.

Non-Degree Seeking Student

Applicant is not seeking a degree or certificate and is taking courses for personal enrichment or job skill improvements only.

- Student must be a high school graduate with a standard high school diploma. Proof of high school graduation required (unofficial final transcript).
- Student Orientation is required for all students who have not earned an associate degree or higher.
- Official transcripts are not required for admission as a non-degree seeking student; however, if student decides later to switch to a degree program, transcripts and other admissions documents will be required at that time. Non-degree seeking students are limited to a total of 12 credits, after which they must declare a major and meet all applicable admission requirements. Audited courses do not count in credit totals.
- Upon receipt of an official transcript from a regionally accredited postsecondary institution with an A.S. degree or higher, a non-degree seeking student will be eligible to take unlimited credits.
- Non-degree seeking students must meet all of the same pre- and co-requisite standards for course enrollment as degree seeking students, which may create a need for transcripts. ***Non-degree seeking students are not eligible for financial aid and do not take the College Placement Test.***

Dual Enrollment Student

EFSC's Dual Enrollment Program enables qualified public, private, and home school high school students in the 10th,

11th, or 12th grade to enroll in selected college courses while earning a high school diploma. Students should begin the process by contacting their high school guidance counselor to determine eligibility. This program includes Dual Enrollment and Early Admission. New students must then complete the EFSC admissions process and receive a letter of acceptance from the College prior to registering for the first time.

The application process requires that students:

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

See **Dual Enrollment Programs** for more detailed information.

Final Acceptance to the College

A student may receive conditional acceptance. Final acceptance is contingent upon receipt of all required documents including: a final, official high school transcript, transcripts from all regionally accredited postsecondary institutions, testing, and any other requirements specific to a program.

Student ID Numbers

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

Collection of Social Security Numbers

EFSC takes fraud and abuse seriously. It is critical that you report your social security number accurately. Students providing false or inaccurate identification, including social security numbers, will be prohibited from conducting business with the College until their identity can be verified. Any information changes, such as a name change, must be reported to the U.S. Social Security Administration and the College in a timely manner.

Florida Statute 119.071(5), and Sections 483 and 484 of the Higher Education Act of 1965 authorize the collection, usage, and release of your social security number by EFSC. EFSC collects, uses, and releases your social security number only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the College secures your social security number from unauthorized access, strictly prohibits the release of your social security number to unauthorized parties contrary to state and federal law, and assigns you a unique student/employee identification number. This unique identification number will then be used for all associated employment and educational purposes at EFSC. Specifically, EFSC collects, uses, or releases your social security number for the following purposes:

- Section 6050S of the Internal Revenue Code requires that all eligible educational institutions report the name, address, and TIN (Taxpayer Identification Number) of any individual who is enrolled by the institution for coursework leading toward a postsecondary degree, certificate, or other recognized postsecondary educational credential. This IRS requirement makes it necessary for community colleges to collect the social security number of every student. A student may refuse to disclose his or her social security number to EFSC, but the IRS is then authorized to fine the student.
- In addition to the federal reporting requirements, the public school system in Florida uses social security numbers as a student identifier (section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All social security numbers are protected by federal regulations, including the Family Educational Rights and Privacy Act (FERPA). View the complete notification of SSN collection, usage, and release on the College website.

STEP 2: Submit your Transcript(s)

The college will accept proof of standard high school diploma to allow students to register for their initial term. Students must submit *their final, official high school transcript and transcripts* from all regionally accredited postsecondary institutions attended, before registering for any subsequent term. **Financial aid will not be awarded until all official transcripts are received and evaluated by EFSC.**

A transcript is considered official if it comes from the institution either electronically or in its original sealed envelope.

Documentation of High School Graduation

All students must provide their final, official high school transcript with graduation date. High school transcripts must be provided for all programs that require a standard high school diploma and for all students requesting financial aid.

- Students who graduate from a home education program must submit a notarized "Home Education Affidavit" signed by the parent. This form is available in the campus Admissions and Records Office.
- GED recipients must provide an official GED transcript.
- Transcripts from U.S. territories must be in English or Spanish. An authorized translation must accompany a transcript that is not in English or Spanish.

International (Non-U.S.) High School Transcripts

Students who graduated from an international secondary school (high school) must provide official documentation of high school graduation equivalent to a U.S. standard high school diploma.

- Official secondary school transcript, graduation certificate (diploma), and/or exam results (if applicable) with a certified English translation, or
- A document-by-document evaluation completed by a member organization of the National Association of Credential Evaluation Services (NACES), www.naces.org or other College approved agency.

Documentation of Previous Colleges

Students pursuing a BAS, AA, AS, ATC, ATD, or CCC degree/certificate must provide final, official transcripts from all

U.S. regionally accredited postsecondary institutions attended. Students pursuing a P.A.V. program are not required to submit transcripts; however if a student changes their major to a college credit program, then transcripts will be required. A transcript will not be considered final if there is in-progress coursework.

- College transcripts must have been issued within one year of submission to the College
- Students who apply and do not enroll within five years of their admission term must update their records. This may include submission of new college transcripts and other admissions requirements.
- Students who hold an AA, AS, or higher degree from a regionally accredited institution will be waived the high school transcript requirement upon receipt of the official college transcript from the degree-granting institution.
- Non-degree seeking students are not required to submit official college transcripts unless they are required for proof of successful prerequisite course completion or student is changing to a degree seeking status.
- Transient students (students enrolled in another college who wish to take courses at EFSC for one term, and then transfer those credits back to their home institution) are not required to submit official transcripts. Students must provide a transient form or letter of good standing approving transient status and listing courses in which they are eligible to enroll. Without the transient form, students must provide proof of pre-requisite coursework. Transient forms can be processed online through www.floridashines.org for Florida state institutions.
- Students who are unable to obtain a transcript because the school has closed should contact the state's Department of Education to request a letter verifying that the school closed.

International (Non-U.S.) College Transcripts

Students are not required to submit international transcripts. To have the transcript considered for transfer or placement purposes, however, students must submit an original course-by-course evaluation completed by a member organization of the National Association of Credential Evaluation Services (NACES). Recommendations made by the evaluation agency will be considered. Coursework may be accepted provided the courses are offered and are applicable to the student's program at EFSC. General education courses are normally not accepted.

STEP 3: Submit Placement Test Scores

Students must submit official placement test scores (ACT/SAT/PERT/CPT/FELPT) less than two years old from term of enrollment or an *EFSC Common Placement Testing & Developmental Education Student Waiver* in accordance with F.S. 1008.30. If a student has completed college level English and math courses from a regionally accredited U.S. institution with a grade of "C" or higher this will fulfill the placement test requirement.

STEP 4: Residency for Tuition Purposes

Statute allows U.S. citizens and lawful permanent residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has been a legal resident of the state for at least 12 months preceding the first day of classes of the term for which Florida residency is sought. Legal papers proving guardianship and other documentation must accompany the application when applicable. Final residency determination will be based on state guidelines and will be determined by the Collegewide Residency Committee.

Initial Classification

A student's residency classification is determined at the time of admission to EFSC, in accordance with F.S., § 1009.21. A minimum of two pieces of acceptable documentation must be submitted with a completed *Florida Residency Declaration for Tuition Purposes*. The declaration and all documentary evidence must be submitted by the last day of Add/Drop for the term in which the student is seeking in-state tuition.

The *Guidelines on Florida Residency for Tuition Purposes* document can be found on the web at www.floridashines.org.

Reclassification

Students may petition to reclassify their status after having their legal domicile in the state of Florida for 12 months; however, any residency classification changes would be in effect for the next term. The student must submit the *Florida Residency Declaration for Tuition Purpose* form along with current documentation that supports permanent legal residency in this state for 12 consecutive months.

Reclassification Documentation

A student may become eligible for reclassification by presenting a minimum of three clear and convincing documents as evidence, one of which must be from Section A (see next page), to the Campus Admissions and Records Office by the *Last Day to Drop with Refund* for the term in which reclassification is requested. For documentation to be "clear and convincing" it must be credible, trustworthy, and sufficient to persuade the College that the student or, if that student is a dependent, his or her parent has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for a minimum of 12 consecutive months prior to classification. The Collegewide Residency Committee will render the final decision.

Physical Presence vs. Legal Residence

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

Requisite Intent

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

Qualifications by Exception

Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions.

Documentation appropriate to the particular exception will be required. Other exceptions exist; these are the most common.

- A qualified beneficiary under the terms of the Florida Prepaid College Program (Required: Copy of Florida Prepaid Recipient card.)
- Married to a person who has maintained legal residence in Florida for at least the past 12 consecutive months. Student has established legal residence and intends to make Florida his/her permanent home. (Required: copy of marriage certificate and/or other documents required to establish residency.)
- Previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. Student transferred to Eastern Florida State College within 12 months of the previous enrollment. (Required: Evidence of previous enrollment as a Florida resident)
- Previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. Student abandoned their Florida domicile less than 12 months ago and is now re-establishing Florida legal residence.
- Active duty members of the Armed Services of the United States residing in this state and their spouses and dependent children, and active drilling members of the Florida National Guard. (Required: Copy of military orders indicating Florida assignment or DD2058 and most recent LES showing home of record.)
- Full-time instructional and administrative personnel employed by the state public schools and institutions of higher education and their spouses and dependent children. (Required: Employment Verification)
- 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. (Required: proof of scholarship and Latin America or Caribbean residency.)
- 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. (Required: Employment verification/payment agreement.)

Determination of Independent or Dependent Status

Independent or dependent status determines whether the student has to submit his/her own documentation of residency (as an independent) or his/her parent's or legal guardian's documentation of residency (as a dependent).

Independent Student

A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

- The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution.
- The student is married.
- The student has children who receive more than half of their support from the student;
- The student has other dependents who live with and receive more than half of their support from the student.
- The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed Forces or National Guard or Reserves for purposes other than training.
- At any time since the student turned age 13, where both of the student's parents are deceased, or the student is or was (until age 18) a ward/dependent of the court or in foster care.
- The student can provide documentation that he/she is not claimed by either parent/legal guardian as a dependent under the federal income tax code and can document that he/she provides at least 50% of his/her own support for the cost of attendance as defined by the EFSC Financial Aid Office. This is exclusive of federal, state, and institutional aid or scholarships
- The student is determined an unaccompanied homeless youth by the school district homeless liaison, or by a staff member of an emergency shelter or transitional housing program.

Dependent Student

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

Documentary Evidence

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

If an applicant does not qualify for a statutory residency exception or qualification they will have to submit documentation that they (or a parent or legal guardian, if a dependent) have been a Florida resident for at least 12 months prior to the first day of classes for which the student is enrolling.

At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. At least one of the documents must be from Section A/ First Tier. As some evidence is more persuasive than others, more than two may be requested. **No single piece of documentation will be considered conclusive.** Additionally, there must be an absence of information that contradicts the applicant's claim of residency.

Section A/First Tier Documents

(At least one of the two documents submitted must be from this list)

- Florida driver license or Florida identification card. An ID card can be used only if there is no evidence of ties to another state; i.e., the claimant cannot possess a valid driver's license from another state.
- Florida vehicle registration
- Florida voter registration card
- Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. (Required: document such as a deed or other evidence of title to property used as primary residence, a homeowner's policy, a title insurance policy, evidence of a property tax payment on the primary residence, multiple leases reflecting a Florida address, or a lease of multiple years' duration.)
- Proof of a homestead exemption in Florida. (Required: document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence.)
- Official transcripts from a Florida high school for multiple years (2 or more years), if the Florida high school diploma or GED® was earned within the last 12 months.
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period. (Required: paystubs or W-2 form for past 12 consecutive months and/or verification from employers, and/or an IRS 1099 with verification of employment for the past 12 consecutive months from an employer.)

Section B/Second Tier Documents

(May be used in conjunction with one document from Section A/First Tier)

- Declaration of domicile in Florida in accordance with s.222.17, Florida Statutes.
- Florida professional or occupational license.
- Florida incorporation.
- Document evidencing family ties in Florida.
- Proof of membership in Florida-based charitable or professional organization.
- Any other documentation that supports your request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

Examples of Unacceptable Residency Documents

- | | |
|------------------------|------------------------------------|
| • Passport | • Hunting/Fishing Licenses |
| • Birth Certificate | • Shopping/Rental Club Card |
| • Social Security Card | • Library Card |
| • Insurance Card | • Florida Concealed Weapons Permit |
| • Bank statements | |

STEP 5: Complete a Student Orientation Session

Orientation is required for all students who have not earned an A.A., A.S., or higher degree from a regionally accredited institution. Transient students are not required to complete orientation. Bachelor of Applied Science (BAS) students are required to attend the BAS orientation. The orientation will provide the important information needed to be successful in college.

- Students must have an application submitted before attending an orientation session. To obtain credit for orientation, an active student status is required.
- Students must attend the entire orientation to receive credit.
- Students need to bring their Student ID number with them to the orientation.
- Preregistration is not required.

The Student Orientation dates can be found on our website. For orientation dates or to complete the orientation online go to www.easternflorida.edu, click on Admissions & Financial Aid, and click on Orientation.

Student Email

The official means of communication for college business for CURRENTLY REGISTERED students is Student Email. This includes communication from instructors regarding class work, and communications with all College offices and departments, including Accounting and Financial Aid. Students can access their email through myEFSC. Due to privacy laws, College employees will not communicate to a student attempting to correspond via his or her private (personal) email account.

Admissions and Registration Terminology

Accreditation - Certification by an official review board that specific requirements have been met, such as institutional accreditation by the Southern Association of Colleges and Schools.

Associate in Arts (AA) – Two-year degree that is designed for transfer.

Associate in Science (AS) - Two-year technical degree that contains 15-18 credit hours of transferable general education.

Advanced Technical Certificate (ATC) - Generally earned after completion of an A.S./A.A.S. degree.

Applied Technology Diploma (ATD) – A course of study that is part of an Associate in Science (A.S.), is less than 60 credit hours, is approximately 50% technical components and leads to employment in a specific career field.

Bachelor of Applied Science (BAS) – A four-year degree designed to accommodate the unique demands for entry and

advancement within specific workforce sectors.

Basic Skills - Skills in reading, writing, math, speaking, listening and problem solving that are necessary for individuals to succeed in vocational and applied training programs.

Clock Hour - The type of credit assigned to courses or course equivalent learning that is part of an organized and specified vocational degree or certificate program.

College Credit - The type of credit assigned to courses or course equivalent learning that is part of an organized and specified college degree and/or program. At EFSC, CC level courses comprise the AA, AS, CCC, ATC and ATD, and UG level courses comprise the upper level of the BAS degree.

College Credit Certificate (CCC) - Short-term career education program which is part of an AS or AAS degree.

Common Placement Test - One of 4 state approved standardized test (SAT, ACT, PERT or Accuplacer) that are approved for placement purposes required for admission of non-exempt student into college credit programs per SBE Rule 6A-10.0315 Common Placement Testing and Instruction. EFSC administers the Postsecondary Educational Readiness Test (PERT) for placement purposes. The assessment measures college readiness in Reading, Writing and Mathematics.

Credit - A unit of measure assigned to courses or course equivalent learning.

Credit by Examination - The award of credit based on the demonstration of learning as assessed on an examination.

Cut Scores - A term referring to scores that mark a cutoff point; for example, a student whose score on a placement test falls below the cutoff point (cut score) must take prerequisite instruction.

Developmental Education - Instruction to remedy deficiencies in knowledge and skills necessary upon entry into a degree or certificate program.

Dual Enrollment - Enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree.

Early Admission - A form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree.

First-Time-in-College - A student attending college for the first time with no credit toward a degree or formal award from any other institution who is enrolled in a course in an instructional area that leads to a degree or certificate.

Free Application for Federal Student Aid (FAFSA) - Official document used by every college and university to determine eligibility for Federal Student Aid

General Education - Basic liberal education in communications, mathematics, natural sciences, social sciences, and humanities. A component of the Associate in Arts degree.

Native Student - A student who started as a freshman and remained in the same institution, as opposed to a transfer student.

Postsecondary Adult Vocational Program (PAV) - (Certificate Career Education) Job preparatory programs, excluding Continuing Workforce Education, through which a student receives a vocational certificate upon completion of instruction.

Resident for Tuition Purposes - A student who meets the requirements of residency for tuition purposes as defined in s. 1009.21, Florida Statutes, and 6A-10.044, Florida Administrative Code.

Rule - A state agency statement of general applicability that implements, interprets, or prescribes law or describes the organization, procedure, or practice requirements of a state agency, such as a State Board of Education rule.

Semester Hours (also called credit hours.) The number of credits assigned to a specific course.

Statute - A law enacted by the legislature.

Test of Adult Basic Education (TABE) - Test of basic skills given to students within the first six weeks of entry into a career and technical education program. The requirements for the TABE are outlined State Board of Education Rule 6A10.040.

INTERNATIONAL STUDENTS

International Student – Degree Seeking



International students seeking a degree must provide the following for admission to EFSC:

1. A completed International Application for Admission; apply online at www.easternflorida.edu
2. Payment of \$60 non-refundable application fee online or by check, but must be in U.S. dollars.
3. High school transcript equivalent to a U.S. standard high school diploma. International secondary school transcripts must have a document-by-document evaluation completed by a member organization of the National Association of Credential Evaluation Services (NACES). The following companies are recommended: World Education Services- www.wes.org and Josef Silny & Associates- www.jsilny.com. The Student must provide official, original documents.
4. Official, final college transcripts from all U.S. postsecondary schools attended must be received before registration will be permitted. Transcripts must be issued within one year of submission to the College.
5. If English is NOT the native language, student must meet one of the following conditions:
6. An official TOEFL computer score of 173 or higher, or TOEFL Internet score of 61 (IELTS bandwidth of 5.5 or higher is accepted in place of TOEFL)
7. Students from Japan may substitute the STEP Grade 2A or higher for TOEFL.
8. Graduation from a U.S. high school or transfer from a U.S. college/university
9. Proof of current immigration status
10. Refer to the Admission section in this catalog for details on general admission policies that apply to all students.

All students entering college in the state of Florida are required to take a placement test for English, reading, and mathematics, regardless of the TOEFL score. Placement in English and mathematics classes will be determined by test results.

Form I-20 Application Requirements:

- Certification of financial support for 11 months of study
- Foreign Students in F-1, F-2, M-1, and M-2 statuses must be enrolled in a health insurance plan. The insurance policy must cover the complete academic year. Coverage cannot lapse during breaks. The plan must include illness, accidental, repatriation, and medical evacuation insurance. Students must be compliant with the medical insurance requirement prior to class registration. EFSC aligns with the Florida Board of Governors 6C-6.009 (2) requirement to have medical insurance prior to registration.

The medical insurance requirement can be met in one of two ways:

- Purchase the EFSC recommended International Student Health Insurance Plan from the EFSC International Student Services Office.
- Submit proof of alternative insurance that is compliant with the Florida Board of Governors requirements. If this option is chosen, complete an Insurance Check List. The checklist is to be completed by the Insurance provider and a copy of the insurance card with dates of validity.

International (Non-U.S.) College Transcripts

To have credit evaluated for transfer from an international postsecondary institution, students must submit an original course-by-course evaluation completed by a member organization of the National Association of Credential Evaluation Services (NACES.) The following companies are recommended: World Education Services - www.wes.org or Josef Silny & Associates - www.jsilny.com. The student must provide official, original documents.

Transfer Credit for International Coursework

Students who have completed college level coursework in other countries are not required to submit international transcripts. However, to have the transcript considered for transfer or placement purposes, the student is responsible for securing the evaluation services of a recognized agency. EFSC will accept an evaluation from current National Association of Credential Evaluation Services, Inc. (NACES) members. World Education Services, Inc. and Josef Silny & Associates, Inc. International Education Consultants are recommended. Recommendations made by the evaluation agency will be considered. Coursework may be accepted provided the courses are offered and are applicable to the student's program at EFSC. General education courses are normally not accepted.

International Student – Transient

An International student currently enrolled in a college degree program at another school who will transfer courses taken at EFSC back to his or her home institution must provide the following for admission to EFSC:

1. The International Application for Admission, apply online at www.easternflorida.edu
2. The \$60 non-refundable application fee online or by check, but must be in U.S. dollars.
3. Copy of F-1 Visa.
4. Transient letter or letter of good standing from "home" institution.
5. Students attending Florida state schools may apply for transient status via www.flvc.org

RESIDENCY

Residency for Tuition Purposes

Statute allows U.S. citizens and lawful permanent residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has been a legal resident of the state for at least 12 months preceding the first day of classes of the term for which Florida residency is sought. Legal papers proving guardianship and other documentation must accompany the application when applicable. Final residency determination will be based on state guidelines and will be determined by the Collegewide Residency Committee.

Initial Classification

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

The Guidelines on Florida Residency for Tuition Purposes document can be found on the web at www.floridashines.org.

Reclassification

Students may petition to reclassify their status after having their legal domicile in the state of Florida for 12 months; however, any residency classification changes would be in effect for the next term. The student must submit the Florida Residency Declaration for Tuition Purpose form along with current documentation that supports permanent legal residency in this state for 12 consecutive months.

Reclassification Documentation

A student may become eligible for reclassification by presenting a minimum of three clear and convincing documents as evidence, one of which must be from Section A (see next page), to the Campus Admissions and Records Office by the Last Day to Drop with Refund for the term in which reclassification is requested. For documentation to be "clear and convincing" it must be credible, trustworthy, and sufficient to persuade the College that the student or, if that student is a dependent, his or her parent has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for a minimum of 12 consecutive months prior to classification. The Collegewide Residency Committee will render the final decision.

Physical Presence vs. Legal Residence

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

Requisite Intent

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

Qualifications by Exception

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

- A qualified beneficiary under the terms of the Florida Prepaid College Program (Required: Copy of Florida Prepaid Recipient card.)
- Married to a person who has maintained legal residence in Florida for at least the past 12 consecutive months. Student has established legal residence and intends to make Florida his/her permanent home. (Required: copy of marriage certificate and/or other documents required to establish residency.)
- Previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. Student transferred to Eastern Florida State College within 12 months of the previous enrollment. (Required: Evidence of previous enrollment as a Florida resident)
- Previously enrolled at a Florida state postsecondary institution and classified as a Florida resident for tuition purposes. Student abandoned their Florida domicile less than 12 months ago and is now re-establishing Florida legal residence.
- Active duty members of the Armed Services of the United States residing in this state and their spouses and dependent children, and active drilling members of the Florida National Guard. (Required: Copy of military orders indicating Florida assignment or DD2058 and most recent LES showing home of record.)
- Full-time instructional and administrative personnel employed by the state public schools and institutions of higher education and their spouses and dependent children. (Required: Employment Verification)
- 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. (Required: proof of scholarship and Latin America or Caribbean residency.)
- 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. (Required: Employment verification/payment agreement.)

Determination of Independent or Dependent Status

Independent or dependent status determines whether the student has to submit his/her own documentation of residency (as an independent) or his/her parent's or legal guardian's documentation of residency (as a dependent).

Independent Student

A student who meets any one of the following criteria shall be classified as an independent student for the determination of residency for tuition purposes:

- The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution.
- The student is married.
- The student has children who receive more than half of their support from the student;
- The student has other dependents who live with and receive more than half of their support from the student.
- The student is a veteran of the United States Armed Forces or is currently serving on active duty in the United States Armed

- Forces or National Guard or Reserves for purposes other than training.
- At any time since the student turned age 13, where both of the student's parents are deceased, or the student is or was (until age 18) a ward/dependent of the court or in foster care.
- The student can provide documentation that he/she is not claimed by either parent/legal guardian as a dependent under the federal income tax code and can document that he/she provides at least 50% of his/her own support for the cost of attendance as defined by the EFSC Financial Aid Office. This is exclusive of federal, state, and institutional aid or scholarships
- The student is determined an unaccompanied homeless youth by the school district homeless liaison, or by a staff member of an emergency shelter or transitional housing program.

Dependent Student

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

Documentary Evidence

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

If an applicant does not qualify for a statutory residency exception or qualification they will have to submit documentation that they (or a parent or legal guardian, if a dependent) have been a Florida resident for at least 12 months prior to the first day of classes for which the student is enrolling.

At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. At least one of the documents must be from Section A/ First Tier. As some evidence is more persuasive than others, more than two may be requested. **No single piece of documentation will be considered conclusive.** Additionally, there must be an absence of information that contradicts the applicant's claim of residency.

Section A/First Tier Documents

(At least one of the two documents submitted must be from this list)

- Florida driver license or Florida identification card. An ID card can be used only if there is no evidence of ties to another state; i.e., the claimant cannot possess a valid driver's license from another state.
- Florida vehicle registration
- Florida voter registration card
- Proof of permanent home in Florida occupied as primary residence for 12 consecutive months prior to the student's enrollment. (Required: document such as a deed or other evidence of title to property used as primary residence, a homeowner's policy, a title insurance policy, evidence of a property tax payment on the primary residence, multiple leases reflecting a Florida address, or a lease of multiple years' duration.)
- Proof of a homestead exemption in Florida. (Required: document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence.)
- Official transcripts from a Florida high school for multiple years (2 or more years), if the Florida high school diploma or GED® was earned within the last 12 months.
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period. (Required: paystubs or W-2 form for past 12 consecutive months and/or verification from employers, and/or an IRS 1099 with verification of employment for the past 12 consecutive months from an employer.)

Section B/Second Tier Documents

(May be used in conjunction with one document from Section A/First Tier)

- Declaration of domicile in Florida in accordance with s.222.17, Florida Statutes.
- Florida professional or occupational license.
- Florida incorporation.
- Document evidencing family ties in Florida.
- Proof of membership in Florida-based charitable or professional organization.
- Any other documentation that supports your request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida.

Examples of Unacceptable Residency Documents

Passport	Hunting/Fishing Licenses
Birth Certificate	Shopping/Rental Club Card
Social Security Card	Library Card
Insurance Card	Florida Concealed Weapons Permit
Bank statements	

ADMINISTRATION, FULL-TIME FACULTY

Richey, James

President

JD, Ohio State University
BA, Michigan State University

ADMINISTRATION

Akers, Tony

Associate Provost, Cocoa Campus
MA, Murray State University
BA, Murray State University

Ambrose, Joe

Chief, Collegewide Security

Cady, Cathy

Executive Director, Career Planning / Development

PHD, Capella University
MA, Regis University
BA, University of Central Florida
CER, Capella University
GCERT, Regis University

Carr, Jeffrey

Associate Vice President, Athletics
MED, Trevecca Nazarene College
MSED, Baylor University
BA, Spring Arbor College

Cherry, Mark

Chief Financial Officer
BS, Florida State University

Cobb, Kathy

Provost, eLearning / Associate Vice President, Academic Programs
JD, Stetson University
BA, Stetson University

Ferguson, Darla

Associate Vice President/Executive Director, Human Resources

Glisch, John

Associate Vice President, Communications
BA, Marquette University

Gorham, Jayne

Associate Vice President, Planning & Assessment
EDD, Nova Southeastern University
MA, University of Central Florida
BA, University of Central Florida

Handfield, Sandra

Provost, Melbourne Campus / Associate Vice President, Enrollment Management
EDD, Capella University
MA, University of Phoenix
BA, University of Central Florida
AA, Eastern Florida State College

Howell, Paulette

Dean, Health Sciences / Nursing
DED, University of Phoenix
MSN, University of Phoenix
BS, Adelphi University

Janicki, Steven

Executive Director, Maxwell C. King Center for the Performing Arts

Kennedy, Barbara

Associate Provost, Titusville Campus
MA, Webster University
BA, Kentucky Wesleyan College

Laird, Richard

Vice President, Financial & Technical Services
MBA, Monmouth College
AB, Heidelberg University

Margiotta, Frank

Dean, Workforce Programs
MBA, University of Central Florida
BS, Colorado State University

Miedema, Linda

Vice President, Academic Affairs / Chief Learning Officer
PHD, Capella University
MSA, Madonna University
BSN, Northern Michigan University

Newman, Ethel

Provost, Cocoa Campus
DDS, Howard University
MAED, George Washington University
BS, University of District of Columbia

Paradise, Richard

Associate Vice President, Facilities
EDD, University of Central Florida
MA, University of Central Florida
BSBA, University of South Carolina
Columbia

Parker, Jack

Associate Vice President, Public Safety Institute / Security
BA, University of Central Florida
AA, Eastern Florida State College
CT, Eastern Florida State College

Roberts, Ray

Associate Provost, Melbourne Campus
MA, Webster University
BSME, University of Washington
PAV, Eastern Florida State College

Roslonowski, Mary

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PHD, Florida Institute of Technology
MA, University of Scranton
BS, University of Scranton

Shelpman, Marian

Dean, Academic & Student Services,
PAFB
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MA, Webster University
BA, University of Central Florida

Sibley, Dedra

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JD, Florida A & M University
MBA, Webster University
BSBA, University of Central Florida
AA, Eastern Florida State College

Simpson, Philip

Provost, Titusville Campus
PHD, Southern Illinois U Carbondale
MA, Eastern Illinois University
BA, Eastern Illinois University

Smith, Joe Lee

Executive Advisor to the President / College Ambassador
EDD, University of Florida
EDS, University of Florida
MS, Florida A & M University
BSED, Florida A & M University

Sparling, Suzanne

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MS, Florida Institute of Technology
BA, University of Central Florida
AA, University of Central Florida
CAS, Eastern Florida State College

Stein, Wayne

Provost, Palm Bay Campus
PSYD, Florida Institute of Technology
MA, Connecticut College
MS, University of North Florida
BS, University of Maine

Wetzel, Betsy

Associate Vice President, Information Technology
MIS, University of Phoenix
BSET, University of Central Florida
AA, Eastern Florida State College
AS, St Johns River State College

Almeer, Meer Associate Professor, Electronics MS, University of Miami BS, University of Miami	Cain, Belynda Instructor, Speech MA, Eastern Michigan University BS, Eastern Michigan University	Cox, Donovan Instructor, Economics MMUS, University of Southern Mississippi MS, Florida State University BA, Florida State University BS, Florida State University
Anderson, Cynthia Instructor, Nursing MSN, University of Central Florida BSN, University of Mississippi - Med Center	Campbell, Robin Professor, Psychology MA, University of Hartford BA, Rutgers State University	Cox, Kenneth Assistant Professor, Welding BS, Indiana State University AAS, Ivy Tech CC - use 009917
Anderson-Mosby, Debbie Professor, Library Science MA, University of South Florida BA, University of South Florida	Campbell, Susan Professor, Patient Care Technician EDD, Capella University MHAE, University of Phoenix BSHA, University of Phoenix AS, Eastern Florida State College PAV, Eastern Florida State College	Cronk-Raby, Sharon Instructor, English MA, Governors State University BA, Elmhurst College
Armstrong, John Assistant Professor, Biology MS, College of Saint Rose BS, SUNY at Albany	Candelora, Victoria Associate Professor, Child Development MS, Nova Southeastern University BA, California St Univ-Chico	Cuda, Karen Assistant Professor, English MA, University of Central Oklahoma BAE, University of Central Oklahoma
Baker-Schverak, C J Associate Professor, English MA, Wright State University BA, Wright State University	Canger, Robert Assistant Professor, Graphic Design BFA, Miami University	D'Altilio, Marianne Instructor, Veterinary Technology MS, Murray State University BS, Murray State University
Baratian, Marina Professor, Psychology MA, Webster University MS, Nova Southeastern University BS, Florida Institute of Technology	Cardinale, Nelly Professor, Computer Science EDD, Northeastern University MS, Florida Institute of Technology BA, University of South Florida	Darkwolf, Duke Assistant Professor, Library Science MA, University of South Florida MA, University of South Florida BA, University of South Florida
Belyi, Andrei Associate Professor, English MA, Moscow State University MA, University of Central Florida BA, Moscow State University	Cerny, Jessica Instructor, Library Science MBA, University of Phoenix MLS, East Carolina University MLS, North Carolina Central University	Davis, Daryl Associate Professor, Physics PHD, Florida Atlantic University
Bisceglia, Michelle Instructor, Mathematics MS, Rutgers State University BA, Rutgers State University	Chabot, Ruth Assistant Professor, Mathematics MAT, University of Florida BA, SUNY at Albany AA, Dutchess Community College	Dearmin, Connie Assistant Professor, Humanities MBA, Florida State University MLS, Rollins College BFA, Florida State University
Bishop, James Associate Professor, Music MMUS, University of Wisconsin-Madison BME, Northwestern University	Chambers, Roland Associate Professor, Speech MA, Towson University MS, Towson University BS, University of Maryland Univ College	DeCaro, Nicole Instructor, Business PHD, Capella University MBA, Pace University BS, Saint Francis College - NY
Blaschak, Betty Instructor, Cosmetology CAS, Eastern Florida State College	Chen, George Associate Professor, English MED, Oklahoma City University	DeCoteau, Melodee Assistant Professor, Biology MA, Skidmore College BA, SUNY College at Potsdam AA, North Country Community College
Bobik, Connie Associate Professor, Nursing MS, University of Maryland College Park BSN, Barry University	Chen, Xiaodi Professor, Physics PHD, Florida Institute of Technology MS, Florida Institute of Technology	Dent, Jeanie Associate Professor, Dental Hygiene MA, University of Central Florida BS, University of Central Florida AA, Eastern Florida State College AS, Macon State College
Boggs, Robin Assistant Professor, Reading MED, University of South Carolina Columbia BA, Newberry College	Choiniere, Ray Instructor, Health Sciences DPT, University of Massachusetts Lowell MS, University of Massachusetts Lowell BS, University of Massachusetts Lowell	Derrick, Julia Professor, Economics JD, The University of Akron MBA, Kent State University BA, Kent State University
Bohm, DeAnn Professor, Mathematics PHD, Florida Institute of Technology MS, Florida Institute of Technology BS, University of Maryland	Christopian, Frank Assistant Professor, Business PHD, Regent University MQM, Loyola University MSPM, George Washington University	Dexter, Shannon Instructor, Mathematics MS, Florida Institute of Technology BS, University of Florida
Bottesch, James Associate Professor, Biology MS, Florida Institute of Technology	Cico, Cathy Professor, Psychology PSYD, Nova Southeastern University MA, Ball State University	DiBartolo, Salli Professor, Office Technology MA, University of South Florida BS, Florida Southern College
Boudot, Connie Associate Professor, Accounting MBA, Berry College BS, Berry College	Clancy, Dan Instructor, Health Sciences MBA, Western Governors University BAS, Indian River State College AA, Indian River State College	Doaks, Synthia Instructor, Business EDD, University of Central Florida MBA, Webster University BS, Northwestern State University AS, Northwestern State University
Bowers, Jeannette Associate Professor, Nursing MSN, University of Phoenix BS, University of Central Florida AA, Eastern Florida State College AS, Eastern Florida State College	Clark, David Instructor, Humanities MLS, Rollins College BA, Rollins College AA, Eastern Florida State College	Dunn, Laura Professor, History PHD, Miami University MA, Trinity International University BSBA, Xavier University
Braun, James Associate Professor, Psychology EDS, University of Florida MED, University of Florida BA, University of Florida	Coluccio, Kim Instructor, Education MSED, Dowling College BS, York College	Durham, Darrin Instructor, Culinary Arts MBA, University of Phoenix BS, Florida International University AA, Miami Dade College
Brown, Billie Associate Professor, Biology MS, Florida Institute of Technology BS, Florida Institute of Technology	Connaughton, Dennis Professor, Dental Hygiene DMD, University of Florida	Earle, Laura Professor, Veterinary Technology DVM, University of Florida MPH, University of Florida BS, University of Florida
Brown, Wayne Instructor, Health Sciences MS, Florida Institute of Technology BS, SUNY College at Cortland AAS, SUNY Upstate Medical University	Connell, Joanne Assistant Professor, Library Science MLIS, Dalhousie University	Eaton, Debby Assistant Professor, Nursing MS, Walden University BSN, University of Central Florida AA, Eastern Florida State College PAV, Eastern Florida State College
Burger, Janice Assistant Professor, Biology MS, University of Saint Joseph BSN, University of Florida	Corelli, Eileen Instructor, Mathematics MS, Florida Institute of Technology BS, Indiana State University	
Burkhardt, Iris Professor, Mathematics MA, University of Central Florida BS, University of West Florida	Cornelius, George Professor, Spanish PHD, University of Washington MA, University of Washington BA, University of Washington	

Eddleman, Kim Instructor, Emergency Medical Services AA, Eastern Florida State College AAS, Eastern Florida State College AS, Eastern Florida State College CCC, Eastern Florida State College CCC, Eastern Florida State College	Guvendik, Mevlut Professor, Engineering PHD, Missouri University of Science & Technology MS, Istanbul Technical University MS, Missouri University of Science & Technology BS, Anadolu University	Hixson, Monica Associate Professor, Speech MFA, U North Carolina Chapel Hill BA, Stetson University
Edgar, Jane Associate Professor, Mathematics MED, University of Florida BA, University of Rochester	Haman, Tony Instructor, Political Science MA, American Public University System BA, University of Florida AA, Eastern Florida State College	Holdorf, Harry Instructor, Health Sciences PHD, Southwest University MPA, Kean University
Eisenhauer, Karen Associate Professor, English MA, Ca St University - Dominquez Hills BA, Wright State University	Handfield, Deana Instructor, Business MA, University of Phoenix BS, University of Central Florida AA, Eastern Florida State College	Houts, Aaron Assistant Professor, Spanish MA, The University of Memphis BA, Rhodes College
Elko, Heather Associate Professor, English MA, Florida Atlantic University BA, Hiram College	Harding, Tammy Instructor, Nursing MHA, University of Phoenix MSN, University of Phoenix BSN, University of Phoenix	Houts, Susan Assistant Professor, Speech MA, University of Central Florida BS, Troy State University
Emond, Jonathan Instructor, Mathematics MS, Florida Institute of Technology BSED, Central Connecticut State University	Hardy, Kris Instructor, Medical Assisting	Huff, Coleen Assistant Professor, Mathematics MS, East Tennessee State University BS, SUNY College at Brockport
Files, Dustin Assistant Professor, Mathematics PHD, Florida Institute of Technology MS, Florida Institute of Technology BS, University of Central Florida AA, Eastern Florida State College	Harmon, Patty Instructor, Accounting MS, American Public University System MS, Southern New Hampshire University BS, Southern New Hampshire University	Hughes, John Assistant Professor, Health & P.E. MA, University of Florida BS, University of Florida
Fletcher, Sharon Instructor, Business MA, Webster University BA, Warner University AA, Eastern Florida State College	Harms, Eric Assistant Professor, Physical Science MS, Florida State University BS, SUNY at Albany	Hunsinger, Gary Associate Professor, Nursing MSN, Walden University BSN, University Massachusetts Dartmouth
Fletcher, William Assistant Professor, Aerospace Technology MS, Capella University BS, North Carolina State University	Harris, Anastasia Instructor, Biology MAG, University of Florida BS, University of Florida	Hurley, Patricia Instructor, Nursing MSN, Medical University of South Carolina BSN, University of Kentucky
Forbes, Andrew Instructor, English MA, CUNY Herbert H Lehman College BA, Queens College AA, CUNY La Guardia Community College	Harvest, Carol Instructor, English MA, University of Central Florida MA, University of Central Florida BA, Rollins College AA, Eastern Florida State College	Hussey Pailos, Mercedes Associate Professor, Spanish MS, University of Madrid BS, University of Madrid
Gallagher, Stephen Instructor, Computer Science MS, Fairleigh Dickinson University BA, Iona College BS, Iona College	Harvey, Chris Professor, Biology PHD, Florida Institute of Technology MPH, University of South Florida BA, University of South Florida	Iannotti, Donna Assistant Professor, Chemistry PHD, The University of Akron BS, Cornell University
Gamez, Jimmy Instructor, Physics MS, University of South Florida BS, University of South Florida AA, Hillsborough Community College	Hayes, Ginny Instructor, Mathematics MED, University of Central Florida BS, University of Central Florida	Iwezulu, Kenneth Instructor, Mathematics MS, University of Ibadan BS, University of Ibadan
Gannon, Anne Instructor, Accounting MAC, Florida Atlantic University BS, Florida Atlantic University	Hazelton, Walter Instructor, Automotive Service Technology AA, Eastern Florida State College	Johansson, David Professor, English MA, University of Florida BA, New College of Florida
Garver, Gregory Instructor, Computer Science MS, Florida Institute of Technology BS, Florida Institute of Technology	Helme, Joe Instructor, Health Sciences MS, Georgia State University BS, Georgia State University AS, Gwinnett Technical College	Johnson, Carrie Instructor, Library Science MLS, The University of Alabama BA, University of Alabama in Huntsville CER, University of Alabama in Huntsville
Gilbert, Michael Instructor, Fire Science Technology AS, Eastern Florida State College CAS, Eastern Florida State College	Henderson, Lance Professor, Art MFA, Florida State University BA, Florida State University	Johnson, Stephen Professor, Computer Science PHD, Florida Institute of Technology EDS, Florida Institute of Technology MS, Florida Institute of Technology BS, Florida Institute of Technology
Gilbert, Robert Assistant Professor, Television/Digital Media MFA, University of South Florida BA, University of South Florida	Heneghan, Steve Instructor, Air Conditioning	Jones, Melissa Assistant Professor, Mathematics MS, Florida Institute of Technology BSME, University of Central Florida AA, Eastern Florida State College
Gothard, Katina Professor, Mathematics PHD, Capella University MS, Auburn University BS, Auburn University	Henry, Jeanine Assistant Professor, Theatre MA, Florida State University BA, Agnes Scott College	Jones, Warren Assistant Professor, English PHD, University of Central Florida MA, University of Central Florida MLS, Rollins College BA, Rollins College
Graham, Tonia Instructor, Criminal Justice MPA, University of Central Florida MS, University of Central Florida BA, University of Central Florida	Herber, Scott Assistant Professor, Biology MS, Nova Southeastern University BS, Kutztown University of Pennsylvania	Kahler, Holly Professor, Speech EDD, University of Central Florida MS, Florida Institute of Technology AB, Loyola College in Maryland AS, Eastern Florida State College
Grimes, Ilana Instructor, Humanities MLS, Rollins College BA, University of Central Florida	Hesher, Bruce Assistant Professor, Electronics MS, Webster University BS, Barry University AA, Eastern Florida State College AS, Daytona State College AS, Eastern Florida State College	Kahler, Richard Associate Professor, Computer Science MS, Florida Institute of Technology BSED, University of Kansas Main Campus
Groome, Maureen Assistant Professor, English MA, University of Central Florida BS, Eastern Michigan University	Hezlett, Rex Instructor, Emergency Medical Services AS, Eastern Florida State College	Karsak, Melanie Instructor, English MA, Gannon University BA, Penn State University Park
	Hilston, John Professor, Economics DED, University of Central Florida MAEC, Cleveland State University BS, Grove City College	Kenner, Anne Professor, Accounting DBA, Louisiana Tech University MBA, Delta State University BS, University of Maryland College Park

Kermani, Sasan Professor, Mathematics PHD, Florida Institute of Technology MS, Florida Institute of Technology MS, Southern Illinois University Edwardsville BA, Saint Louis University	Long, Steven Professor, Humanities PHD, Florida State University MA, Missouri State University BA, Missouri Southern State Col	Muro, Chris Assistant Professor, Political Science MA, University of Central Florida BA, Christendom College
Khan, Mansoor Assistant Professor, Humanities MA, Florida State University MA, Florida State University BA, Florida State University	Lubor, Paula Instructor, Nursing MS, Chamberlain Col of Nursing-IL BSN, Northern Michigan University	Neumann, Shai Associate Professor, Mathematics MS, Texas Tech University
Khoury, John Professor, Mathematics PHD, Florida Institute of Technology MS, California St Univ-Sacramento BA, University of the Pacific	MacArthur, Karen Assistant Professor, Library Science MS, Florida State University	Nghiem, Vinh Instructor, Mathematics PHD, University of Florida MS, Florida Atlantic University AB, Harvard University
Kim, ChanJi Associate Professor, Music PHD, University of Florida MA, New York University	Mandekern, Jeremy Associate Professor, Mathematics MS, Florida Institute of Technology BS, Florida Institute of Technology	Norris, Kelli Assistant Professor, Mathematics MS, University of West Florida BS, University of West Florida
Kise, Chuck Assistant Professor, Computer Applications MS, Nova Southeastern University BS, University of Florida	Marovich, Bradley Instructor, Mathematics MS, Florida State University BS, University of Florida	Norwich, Vicki Associate Professor, Mathematics MED, Armstrong Atlantic State U BS, Middle Tennessee State University
Klein, Bill Associate Professor, Fire Science Technology MA, Webster University BS, NY Institute of Technology	Marshall, Debra Assistant Professor, Sociology PHD, University of Central Florida MA, University of Central Florida BA, University of Central Florida GCERT, University of Central Florida	Ojwang, Joshua Assistant Professor, Chemistry PHD, Boston University
Kline, Sharon Instructor, Psychology MA, Rollins College AA, Eastern Florida State College	Maxwell, Brian Instructor, English PHD, University of North Dakota MFA, Eastern Washington University BA, University of Central Florida AA, Eastern Florida State College	Olund, Ashley Instructor, Library Science MA, University of South Florida
Koch, Marika Assistant Professor, Education MED, Northern Arizona University BA, San Diego State University	McBride, Mark Professor, English MA, University of Florida BA, University of North Florida	Ott, Karyn Professor, Humanities MA, University of Mississippi BA, University of Mississippi
Koukos, Niko Instructor, Emergency Medical Services BAS, Indian River State College AS, Eastern Florida State College AS, Eastern Florida State College CCC, Eastern Florida State College CER, Indian River State College	McCalla, Dorothy Associate Professor, Humanities MLS, Rollins College BA, Rollins College	Parnell, Maria Professor, Speech MS, College of New Rochelle BA, SUNY College at New Paltz
Kronis, Rita Professor, English PHD, University of South Florida MA, University of South Florida BA, University of South Florida AA, St Petersburg College	McCann, Jennifer Instructor, Dental Hygiene MHS, Nova Southeastern University BAS, St Petersburg College AA, Daytona State College AS, Daytona State College	Parrish, Rick Professor, History PHD, Florida State University MA, Georgia Southern University
Lake, Marsha Professor, Mathematics PHD, Florida Institute of Technology MED, Campbell University BA, U North Carolina Chapel Hill	McDonald, Penny Associate Professor, Biology MS, Long Island University BA, Hood College	Passerini, JoLee Assistant Professor, English MFA, The University of Alabama MLS, The University of Alabama BA, The University of Alabama
Lamb, Robert Professor, Music DMA, University of Cincinnati Main Campus MMUS, University of North Carolina Greensboro BA, Wake Forest University	McGinnis, Dale Instructor, Physical Science MS, Florida Institute of Technology BS, Florida Institute of Technology AA, Eastern Florida State College	Patria, Kathy Assistant Professor, English MA, University of Central Florida BA, Rollins College AA, Eastern Florida State College
Lanza, Sandi Associate Professor, Radiography MAT, Webster University BS, University of Albuquerque AAS, Amarillo College	McKnight, Holly Assistant Professor, Education PHD, Florida Institute of Technology MS, Nova Southeastern University BS, University of Central Florida AA, Eastern Florida State College	Patton, Melissa Instructor, Psychology EDD, Illinois Benedictine College MA, Concordia University BA, Drake University
Leib, Lisa Instructor, Health Sciences BS, University of Central Florida AA, Eastern Florida State College	McLallen, Wendy Instructor, English PHD, Florida State University MA, Florida State University BA, Stetson University	Payne, Beverly Instructor, Computer Applications MA, Webster University MBA, Capella University BA, Warner University
Leonard, Luke Instructor, Humanities MA, University of Central Florida BA, University of Central Florida	Melkonian, Sandi Instructor, Biology MS, Florida Institute of Technology BS, Florida Institute of Technology	Pedrick, Mandi Instructor, Health Sciences BS, Liberty University AS, Eastern Florida State College
Li, Zhengrong Instructor, Chemistry PHD, Texas Tech University MS, New Mexico Highlands University	Milford, Jessica Instructor, Dental Assisting BAS, St Petersburg College AS, Eastern Florida State College	Peterson, Karen Instructor, Computer Science MS, Rensselaer Polytechnic Institute BS, Rochester Institute of Technology
Lide, Hampton Instructor, Aerospace Technology	Miller, Gretchen Assistant Professor, Medical Laboratory Technology MA, University of Florida MS, University of Florida BA, Indiana University of Pennsylvania BS, Indiana University of Pennsylvania	Petrie, Chris Professor, Chemistry MS, Nova Southeastern University BS, The University of Alabama AA, Valencia College
Lieb, Andrew Instructor, English MFA, CUNY City College BA, Florida State University	Moisii, Cristina Associate Professor, Chemistry PHD, Florida State University	Phillips, Susan Associate Professor, Biology MS, University of Central Florida BS, University of Florida
Liechty, Melissa Professor, Biology PHD, Florida Institute of Technology MS, Florida Institute of Technology BS, University of the South	Mondschein, Dan Instructor, Computer Applications MBA, Webster University MS, Barry University BA, Warner University	Picchi, Aimee Associate Professor, Biology MS, Florida Institute of Technology BS, Virginia Tech
	Moore, Terri Professor, Speech PHD, Capella University MA, University of North Carolina Greensboro BA, University of South Florida	Piva, Susan Associate Professor, Nursing MS, Adelphi University BS, Adelphi University AAS, CUNY Queensborough Community College
		Pollard, Robin Assistant Professor, Nursing MSN, University of Central Florida BSN, University of Central Florida AA, Eastern Florida State College AS, Eastern Florida State College
		Puckett, Cynthia Professor, Sociology MS, The University of Memphis BS, Freed-Hardeman University

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Ramirez, Debra Assistant Professor, Dental Assisting BHS, University of Florida AS, Miami Dade College	Sayed Ali Samani, Shekufe Instructor, Nursing MSN, Walden University BS, Isfahan University AA, Sabzevar Faculty Med Sci GCERT, Kaplan University	Spring, Alicia Assistant Professor, Religion DMIN, Eden Theological Seminary MDIV, Eden Theological Seminary BS, Defiance College
Remer, Matt Instructor, Library Science MA, University of South Florida BA, University of Florida	Scalise, Kim Instructor, Nursing MSN, Excelsior College BS, SUNY Institute of Tech @ Utica/Ro CER, Excelsior College	Spring-Beerensson, Ashley Assistant Professor, Biology PHD, Florida Institute of Technology MS, Florida Institute of Technology BS, Syracuse University
Renee, Cheryl Professor, English MA, University of Central Florida BA, Rollins College	Schiff, Radhe Assistant Professor, Mathematics PHD, Florida Institute of Technology MS, Florida Institute of Technology BS, Florida Institute of Technology	Spurlock, Karen Instructor, Patient Care Technician MSN, Capella University BS, Kaplan University AS, Eastern Florida State College PAV, Eastern Florida State College
Rezeau, Michelle Associate Professor, Library Science MLS, University of Maryland BBA, James Madison University CAS, University of Pittsburgh Main Campus	Schledorn, Janna Assistant Professor, English MS, Florida State University BS, University of Florida	Steury, Elinda Associate Professor, Nursing PHD, University of Central Florida MSN, University of Central Florida BSN, University of Central Florida
Richard, Michelle Instructor, Office Technology MS, Warner University BA, Warner University AA, Eastern Florida State College	Schrader, Jessica Instructor, Biology PHD, Michigan State University PHD, Michigan State University	Stutte, Janice Assistant Professor, Reading MED, University of Georgia BS, Appalachian State University
Riddle, Alyce Associate Professor, Nursing MSN, University of Phoenix BS, University of Central Florida AA, Eastern Florida State College AS, Eastern Florida State College	Schroeder, Kristin Instructor, Health Sciences DPT, University St Augustine for Health Science BHS, University of Florida	Styron, Susan Associate Professor, Chemistry PHD, University of Alabama at Birmingham MBA, Ohio State University BS, Troy State University
Riding, Dan Instructor, Business MBA, Florida Institute of Technology MS, Florida Institute of Technology BA, University of Massachusetts Amherst	Sechrist, Melissa Instructor, Legal Assisting JD, Ohio Northern University BA, Florida Atlantic University	Thompson, Cindy Instructor, Nursing MS, Norwich University BSN, Jacksonville University
Rieger, Amy Associate Professor, History MA, University of North Dakota BA, Bemidji State University	Shaver, Kelly Assistant Professor, Child Development MA, Pacific Oaks College BA, Pacific Oaks College AS, Eastern Florida State College	Thompson, Jeanette Assistant Professor, Nursing MSN, University of Phoenix BSN, University of Phoenix AAS, Jefferson Davis Community College CER, Pensacola State College CER, Pensacola State College
Robinson, Melissa Assistant Professor, Health & P.E. BS, University of Saint Francis AAS, Sinclair Community College	Shedrow, David Instructor, Computer Science MS, NY Institute of Technology BA, Hofstra University BS, SUNY College Old Westbury	Touro, Jeff Instructor, Emergency Medical Services AS, NHTI Concord's CC
Rock, Patricia Instructor, Medical Assisting CAS, Eastern Florida State College	Sheehan, Susan Associate Professor, Radiography MS, Florida Institute of Technology BS, University of Central Florida	Uniacke, Sandy Assistant Professor, Nursing MSN, Walden University BSN, Franklin University AAS, William Rainey Harper College
Rodowicz, Edward Associate Professor, Computer Science MBA, Embry-Riddle Aeronautical University AB, Cornell University	Sibol, Christine Assistant Professor, Mathematics MA, University of South Florida BA, University of South Florida	VanBergen-Rylander, Carolyn Instructor, English PHD, University of Rochester MA, University of Rochester BA, Rollins College
Rose, Kristie Instructor, Phlebotomy MA, American Public University System BA, University of Central Florida AA, Eastern Florida State College	Simmons, David Professor, Humanities PHD, Florida State University MA, Evangel University MA, Florida State University BA, Florida State University AA, Eastern Florida State College	Vanderveer, Ron Instructor, Biology MS, Florida Institute of Technology BS, California St Univ-Long Beach
Rountree, Beth Instructor, Mathematics MS, Western Kentucky University BA, Western Kentucky University	Simpson, Cordia Assistant Professor, Nursing MSN, CUNY Hunter College BSN, CUNY Medgar Evers College	Wagner, Daniel Instructor, Biology PHD, Florida Institute of Technology MS, University of Maryland Eastern Shore BS, Florida Institute of Technology BS, Florida Institute of Technology
Rountree, Ron Instructor, Humanities MDIV, Fuller Theological Seminary	Simpson, Karen Professor, Library Science MS, Western Michigan University AB, Hope College	Waite, Annmarie Instructor, Nursing PHD, Barry University MSN, University of Miami BSN, University of Miami
Roy, Darcy Instructor, Medical Coder Biller PAVTE, Broward College	Simser, Jill Associate Professor, Library Science MA, University of South Florida BA, University of Central Florida	Wakim, Joseph Associate Professor, Mathematics MS, Florida Institute of Technology
Rubin, Janet Instructor, Speech PHD, Ohio State University MA, University of Connecticut BA, Penn State University Park	Smith, Annie Associate Professor, History MAT, Grambling State University BS, Grambling State University	Walker-Adams, Arlene Professor, Nursing EDD, Nova Southeastern University MS, Adelphi University BS, Adelphi University AAS, CUNY Borough of Manhattan Community College
Russo, Claude Associate Professor, Computer Science MA, Florida Institute of Technology MBA, Florida Institute of Technology BBA, University of Miami GCERT, University of Illinois Springfield	Smith, Ramona Professor, Biology PHD, University of Florida MS, Florida Institute of Technology BS, Florida Institute of Technology BS, Florida Institute of Technology	Wallace, Patty Instructor, Psychology MS, Chaminade University of Honolulu BS, Old Dominion University AAS, Southwest Virginia Community College
Rye, Rhonda Associate Professor, Speech MS, University of North Texas BA, University of Central Florida AA, Eastern Florida State College	Smith, Willie Associate Professor, Biology MS, Rensselaer Polytechnic Institute BA, Hampton University	
Sainsbury, Lily Professor, Mathematics MS, Florida Institute of Technology MS, Florida Institute of Technology	Spencer, Lynn Professor, Humanities MFA, Louisiana State U & A&M Col BFA, University of Tennessee Knoxville	
Sanchez, Konnie Instructor, Surgical Technology		

Wang, Stephanie
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MBA, Dowling College
MS, California St Univ-Los Angeles

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Professor, Sociology
EDD, University of Central Florida
MED, University of Central Florida

Wells, Carrie
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MA, Hardin-Simmons University
BA, University of Central Florida

Wendel, Douglas
Instructor, Mathematics
MS, Florida Institute of Technology
BA, Avila University

Wendel, Holly
Instructor, Mathematics
MS, University of Missouri-Kansas City
BS, Northwest Missouri State University

White, Joanna
Associate Professor, Art
MFA, Florida State University
BFA, Birmingham Southern College

Whitehead, Keith
Instructor, Computer Science
MS, Barry University
BS, Barry University
AS, Eastern Florida State College

Wilson, Chris
Instructor, Automotive Service
Technology

Wojtowicz, Bogumila
Assistant Professor, Mathematics
MS, Florida Atlantic University

Yakutova-Lorentz, Elmira
Professor, Mathematics
PHD, Russian State Medical University
MS, Moscow State University
BS, Foreign Institution
BS, Moscow State University

Yamamoto, Yoshiyuki
Professor, Mathematics
PHD, Polytechnic University
MS, New York University
BA, New York University

Yarnell, Lisa
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MA, University North Carolina Charlotte
BA, Emory University

Young, Robert
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MS, Nova Southeastern University
BA, University of Central Florida
AA, Eastern Florida State College

Yount, James
Professor, Biology
PHD, Florida Institute of Technology
EDS, Florida Institute of Technology
MS, Florida Institute of Technology
BS, Gannon University

Zacks, Harold
Instructor, Criminal Justice
MA, Anna Maria College
BS, Roger Williams College

Zuvich, Tatiana
Professor, Chemistry
PHD, Academy of Science
MS, Syktyvkar State University
BS, Syktyvkar State University

ASSESSMENT OF PRIOR LEARNING

Eastern Florida State College will make every attempt to maximize a student's past postsecondary academic history by carefully evaluating credit and applying it to equivalent Eastern Florida courses or using it for electives in programs where applicable. Additionally, students may accelerate their education by earning credit through acceleration mechanisms such as Prior Learning Assessment (PLA) for life experience and credit-by-exams.

Emails are sent to the student's EFSC email account the evening that a transcript evaluation is completed. Students can also view the applicability of transfer work to the degree through the myGPS degree audit on their myEFSC portal.

A minimum of 25 percent of the credits within a program must be taken through institutional coursework at EFSC. Credits awarded through any transfer mechanism, either traditional or accelerated credit, do not count toward the 25 percent residency requirement.

Evaluation of Transcripts from Other Postsecondary Institutions

Eastern Florida accepts college credit earned at other institutions as transfer credit if the institution is regionally accredited, or the institution is accredited by an accrediting body approved by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA) in accordance with specific policies. The mode of delivery (online, open-entry/open-exit, or hybrid) or the term design (compressed, fast track, traditional 15-16 weeks) does not factor into credit transferability. (See F.S. 1004.09 and Rule 6A-14.0304.)

Eastern Florida will consider each transcript and analyze credit for transfer in terms of level, content, quality, comparability, and degree program relevance. Credit accepted must represent collegiate course work appropriate to the degree, with content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Eastern Florida's degree programs.

Transfer Credit Award:

- Credit is awarded provided the credit earned is in an appropriate area, at an appropriate level, and a final grade of "C" or higher has been achieved.
- Transfer credits are awarded with a "grade" of TA, TB, or TC. Courses will count in attempts and satisfy prerequisites, but will not calculate into the student's grade point average at Eastern Florida. Courses with grades below a "C" will not normally be transferred. If transferred at the written request of the student, the earned grade (e.g. a "D") will transfer at face value and will calculate into the student's cumulative GPA.
- Courses taken by Eastern Florida students as "transient" at another institution will transfer back with the earned grade (e.g. a "C") which will transfer at face value and will calculate into the student's cumulative GPA.
- Credits earned at Eastern Florida are based on semester hours; therefore, all transfer work is converted to equivalent semester hours, i.e. quarter hours will be multiplied by .66 to obtain equivalent semester hours.
- Transfer work awarded prior to January 2013 and courses without a "T" in front of the grade contribute to the cumulative GPA of the student's Eastern Florida record.
- Credits earned at regionally-accredited institutions and non-public accredited institutions participating in the Florida Statewide Course Numbering System (SCNS) for which there are comparable courses or requirements at Eastern Florida are posted to the student's academic record as defined by the SCNS.
- Credits at the upper-division college level are not generally accepted for transfer for associate degree programs. Upper-division courses are accepted for transfer toward associate degrees only if the course meets a specific lower-division requirement or is equivalent per the SCNS.
- Credits awarded for online courses are evaluated in the same manner as face-to-face courses and the same policies for transfer apply. Also see section titled Massive Open Online Courses (MOOC.)
- Developmental courses in English, reading and math are not transferred. If the course was taken at a Florida College System (FCS) institution, the student's record will be annotated so that the student can take the next level course. Out-of-state or private college developmental credit does not qualify for transfer or placement purposes. Students who transfer without a college-level English or math course must take the placement exam unless otherwise exempt.
- Transcripts from international institutions, including those in the English language, require an official evaluation (at the expense of the student) from an external agency recommended by Eastern Florida. Students may find qualified agencies at: www.naces.org. See the section on "International Students" for more information.

All credit that is transferred to Eastern Florida will become part of the student's permanent academic record and will appear on the transcript. The credits will be applied in the most appropriate manner to the student's program of study in the areas of general electives, general education, program courses, and other academic requirements. In some cases, credit will contribute to excess hours on the student record.

Student Responsibilities for Award of Transfer Credit:

- Student must be active and degree seeking.
- It is the student's responsibility to ensure that all transcripts from other colleges are sent to the Admissions and Records Office to complete the admissions requirement. Transcripts may be sent electronically or by paper, and they must be sent directly from the institution to Eastern Florida and must be official, final transcripts. Consideration for transfer credit will be made only from an official transcript.
- **Students are advised to submit transcripts at least six weeks before the beginning of the semester.**
- Financial aid will not be awarded until all required transcripts are on file. Check the website for deadline dates.

Students play an active role in collecting required data for evaluation and may be asked to provide documentation from the sending institution about course content, faculty credentials, textbooks, or other criteria used in the evaluation process.

Students may appeal a transfer decision by contacting the Office of the Registrar at registrar@easternflorida.edu. Students are advised to provide thorough and complete documentation with the appeal. The request will be reviewed

by two or more members of the Office of the Registrar and appropriate faculty when necessary.

Massive Open Online Courses (MOOC)

In compliance with F.S. 1004.0961 and Rule 6A-14.0304 - Online Courses, the College offers the following guidelines regarding online courses taken prior to Eastern Florida enrollment. Eastern Florida recognizes the value of a massive open online course (MOOC) as an alternative mode of learning, especially for developing skills in reading, writing, and mathematics. However, MOOCs cannot be directly transferred to the College for credit-granting purposes. Students seeking credit for a MOOC must contact the institution offering the course to complete the credit requirements at that institution. The credit would then be awarded on that institution's transcript as credit and transferred to Eastern Florida for credit-transfer consideration.

Other ways MOOCs can produce college credit are through the American Council on Education (ACE) recommendation for credit, or the MOOC may contribute to prior learning assessment credit as one of the components considered for accelerated education.

Accelerated Credit Mechanisms

Life-Experience Acceleration Path (LEAP)

Eastern Florida recognizes that valid learning can take place in non-traditional and non-collegiate environments. The College has established the Office of Accelerated Education to oversee the **Life-Experience Accelerated Path (LEAP)** program. The program serves to assist students with previous work experience, prior education, military training, volunteering activities, etc., to accelerate their education by utilizing various Prior Learning Assessment (PLA) mechanisms, such as the ones listed below. For more information, complete the interest form at easternflorida.edu/go/leap or email leap@easternflorida.edu.

Eastern Florida defines accelerated credit mechanisms as standardized ways to earn credit outside a traditional academic environment. There are five generally accepted types of accelerated mechanisms:

1. National standardized exams in specified disciplines, also known as Credit by Exam
2. Credit by Institutional Exam (also called Challenge Exams)
3. Evaluated non-college programs: American Council on Education (ACE) evaluations of corporate training and military training
4. Credit for Adult Experiential Learning (CAEL) Portfolio Development
5. Credit through Articulation, Licensure, or Certification

A maximum of 45 semester hours of combined accelerated credit from the mechanisms above or other non-traditional means of earning credit may be applied toward an associate's degree of 60 hours.

Not all applications for accelerated credit requests will be approved. A maximum of 45 semester hours of combined credit from accelerated mechanisms and/or prior learning assessment by portfolio can be applied toward a degree.

Eastern Florida reserves the right to evaluate credit from other accelerated means as well. Students are welcome to submit documentation and official records for consideration. Examination scores must be submitted on an official score report from the organization administering the examination. Accelerated credit is posted to the academic record along with the source of the credit. Students planning to transfer to schools outside of the Florida State University System (SUS) or Florida College System (FCS) are responsible for determining the acceptability of this credit.

Students transferring to another institution after being awarded accelerated credit should review the transfer guidelines maintained by the receiving institution. Transfer of credit awarded through any accelerated mechanism is dependent upon the policies of the other colleges and universities, even if the credit appears on a transcript from Eastern Florida. The decision to accept transfer credit is made by the receiving institution.

Credit by Exam

Eastern Florida follows the Florida Department of Education guidelines in acceptance of credit for nationally standardized accelerated mechanisms, allowing students to proceed toward their educational goals as rapidly as possible. Credit is awarded in accordance with recommendations established by the statewide Articulation Coordinating Committee (ACC). Section 1007.27(2) Florida Statutes requires the ACC to establish passing scores, course and credit equivalents for the following:

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

Minimum satisfactory scores for accelerated credit are set by the State Board of Education and are subject to change. The state of Florida maintains an approved list of equivalencies and information for various kinds of accelerated opportunities. It can be found on the FloridaShines.org website.

General Guidelines

- Scores must be submitted on an official score report from the organization administering the examination.
- Students may earn a maximum of 45 credits through a combination of accelerated mechanisms.
- Duplicate credit cannot be awarded, i.e. if student has already received a grade of "C" or higher for a course, student will not be awarded credit for the course again.
- Courses may be used for grade forgiveness purposes if student did not previously pass the course.
- The grade of "S" is given for each course, and will not calculate into student's GPA.
- Students must be cognizant of initial testing and retake policies for each exam. Some exams require students to

wait a specific amount of time before they can retake the exam.

- For graduation purposes, exams must be taken and successfully passed prior to the last date of the month in which graduation is sought.

Advanced Placement (AP)

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

Students must provide an official transcript of the Advanced Placement test scores. Transcripts can be requested through the above website.

Cambridge (AICE)

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

International Baccalaureate (IB)

The International Baccalaureate program is a challenging curriculum offered in high schools around the world. It 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 are Advanced Placement courses. Eastern Florida will award IB diploma students college credit based upon IB exam scores. Students must request that official IB exam scores and high school transcript be sent to Eastern Florida for evaluation and the awarding of credit per State Board Rule 6A – 10.024(8). For more information about the IB program, or to request transcripts, visit <http://www.ibo.org>.

College Level Examination Program (CLEP)

CLEP exams test mastery of college-level material acquired in a variety of ways - through general academic instructions, significant independent study or extracurricular work. CLEP exam-takers include adults just entering or returning to school, military service members and traditional college students. More information about CLEP, including recent test information guides and how to order a transcript, can be found online at <https://clep.collegeboard.org/>

Defense Subject Standardized Tests (DSST Exams)

The Defense Subject Standardized Tests (DSST) Examination Program (formerly DANTEs Subject Standardized Tests) measures earned achievement in specific college courses and in calculated credit hours. More information about DSST exams, including descriptions of test content and sample examination questions, is available at www.getcollegecredit.com.

Students must provide an official transcript of the DSST test scores. Transcripts can be requested from the above website.

Excelsior College Examinations

Excelsior College Examinations (formerly known as Regents College Exams or the Proficiency Examination Program), are approved by the American Council on Education. Excelsior College itself is accredited by Middle States Association of Colleges and Schools (MSACS). More detailed information about Excelsior College Examinations can be found online at www.excelsior.edu/Excelsior_College/Excelsior_College_Examinations. Students must provide an official transcript of the Excelsior College Examination test scores. Transcripts can be requested from the above website.

UEXCEL Examinations

UEXCEL Credit-by-Examination program is developed jointly by Excelsior College and Pearson. Exams can be found online at: <http://www.uxceltest.com/about-uxcel>

Credit by Institutional Exam /Course Challenge Exam (CBIE)

Eligible students may earn college credit at Eastern Florida through successful completion of a Credit by Institutional Exam (CBIE) also known as a Course Challenge Exam. This option is not available for credit in courses for which CLEP or other national exam mechanisms exist, or for a course that has not been identified as eligible for CBIE. Credits received through CBIE do not apply toward the 25% residency requirement for Eastern Florida degrees and/or certificates.

A grade of "S" is given for each successfully completed exam, and will not calculate into student's GPA.

Eligibility for students to take a CBIE Exam

1. Student may only request an exam based upon the bank of exams that are currently available.
2. Student must be currently enrolled and in good academic standing at Eastern Florida.
3. Student must be an active degree-seeking student. If exam is requested to satisfy a prerequisite for admission to a limited access program, the program must be listed as a minor on the student's record.
4. Students may be provided the opportunity for CBIE for those courses where accelerated mechanisms have been identified in the course plans and/or otherwise approved by the appropriate cluster chair.
5. Student must have completed the residency requirement of 25% of credits for the applicable Eastern Florida degree or certificate.
6. Student must be otherwise eligible for enrollment in the course (i.e. has met placement and prerequisite standards, be within the allowable number of course attempts, etc.)
7. Student must not be currently enrolled in the course.
8. Student must not previously have received a grade of "C" or higher in the course.
9. Student must not previously have attempted CBIE for the course.
10. Student must have completed the appropriate request form, obtained the appropriate approvals, and paid the

- appropriate fee.
11. Student may attempt the same subject exam only once.

Procedure for student to request CBIE

1. Student will contact the office of the Coordinator of Accelerated Learning to obtain the *Credit by Institutional Exam / Course Challenge Exam* form to petition for CBIE. Student completes the student section of the form and submits it to Coordinator for review.
2. Coordinator will review the request to include:
 3. The eligibility of student for CBIE
 4. The eligibility of course for acceleration method
 5. The availability of exam in current inventory
 6. If the course and student meet eligibility requirements and a test for that course is not in the CBIE inventory, an exam may be requested from faculty. If an exam is in current inventory, the Coordinator, will verify with the faculty, Department Chair or Cluster Chair, the validity of the exam form matching current course content, prior to administration. If test form is made available and/or is current to administer, the CBIE process may continue.
 7. Coordinator will complete the *Credit by Institutional Exam / Course Challenge Exam* form indicating approval for the process to administer the CBIE exam.
 8. Student will take the *Approved* request form to any cashier on any campus to pay the current exam fee (per the College Fee Schedule/Testing Fees).
 9. Student will contact the office of the Coordinator of College-wide Testing to schedule the exam. At the scheduled appointment, student must provide photo identification and approved form with proof of fee payment.

Additional information may be obtained by contacting leap@easternflorida.edu

Evaluated Non-College Programs

American Council on Education (ACE)

The American Council on Education *National Guide to College Credit for Workforce Training* contains transfer credit recommendations for formal courses or examinations offered by various organizations, from businesses and unions to the government and military.

Eastern Florida follows equivalency course guidelines for the American Council of Education (ACE) in accordance with the Articulation Coordinating Committee of the state of Florida.

The College generally follows additional credit-granting recommendations of ACE but reserves the right to exercise its own judgment. To receive evaluation for credit, the student must provide an official transcript from ACE. Transcripts may be requested at www2.acenet.edu/credit/?page=transcripts

Credit for Military Training

In recognition of the advanced academic and technical content of many military educational experiences, Eastern Florida may grant appropriate credits for military training that is evaluated by the American Council of Education (ACE) as suitable for postsecondary credit. It is at the discretion of the College to award this credit; recommendations in the *ACE Guide* are advisory only and not binding on the College.

Credits will appear on the student's transcript as earned credit with an "S" grade only. No duplicate credit may be earned. A maximum of 45 semester hours of combined credit from accelerated mechanisms and/or prior learning assessment can be applied toward a degree.

Students who wish to receive transfer credit for military service in the Army, Marine Corps, Navy, and Coast Guard must provide an official Joint Services Transcript (JST). Order transcripts at <https://jst.doded.mil>

Students who wish to receive transfer credit for service in the Air Force must provide an official transcript from the Air University. Order transcripts at <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>.

Eastern Florida does not accept certificates or other training documents for evaluation.

Credit for Adult Experiential Learning (CAEL) Portfolio Development

In accordance with guidelines established by the Council for Adult and Experiential Learning (CAEL), degree-seeking students may receive college credit through portfolio development for prior learning experiences. If a standardized mechanism for college credit evaluation (e.g. credit-by-exam or articulated licensure or certification) is available, that option must be used in lieu of portfolio development.

Assessment by portfolio is a process through which a student documents that college-level learning experiences have been obtained through non-college experiences. Portfolio assessment may result in the award of credit for specific Eastern Florida courses within a student's program of study for up to 25% of the student's degree program, not to exceed the maximum 45 credit total for all accelerated credit.

Credit is awarded on a course-by-course basis. The recorded grade of the course(s) will be an "S" and will not affect the student's GPA. For more information, email leap@easternflorida.edu

Credit through Articulation, Licensure, or Certification

Eastern Florida maintains memorandums of understanding (MOU) for awarding credit based on various credentialing, certifications, and licensures, in addition to state-mandated articulation agreements. For more information on non-traditional credit awards, students should visit the web page: easternflorida.edu/go/careertech. Listed below are examples of the many types of articulation MOUs available.

Competency-Based Credit from National or State Credentials

Credit may be awarded when a credential or a license is broadly recognized in the industry or in the career area and the student has demonstrated experience in the field. Competency based credit pertains to specific national or state

credentials or licenses as reviewed and agreed upon by college faculty and administration. For information on the approved Competency-Based Credit agreements go to easternflorida.edu/go/careertech

Credit for Third Party Training or Licensure

Eastern Florida may award credit for industry training or licensure provided by external agencies for designated programs. An agreement between an external agency and the College may be created to articulate non-college coursework to credit courses. Local employers may provide in-house training to employees which is equivalent in content to credit courses offered in an AS degree program. To view local agreements go to easternflorida.edu/go/careertech.

High School Articulated Credit/Advance Standing Credit

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

Programs of Study have been created for specific technical program areas which include how to receive articulated high school credit. Call (321) 433-5771 or to view this information go to easternflorida.edu/go/careertech.

CAREER PLANNING AND DEVELOPMENT CENTER

Career Planning is an essential component of a well-rounded education — that's why Eastern Florida State College offers the collegewide Career Planning & Development Center, with a location on each campus. When you include career planning in each stage of your college experience, especially at the beginning before choosing a major, you can assess how your education and training at Eastern Florida can help you reach your goal of becoming a skilled and marketable employee.

Our Centers are designed to help you whether you're choosing your first career or switching careers. We provide resources for students, alumni, employers and job-seekers from the community, including:

- Self-Assessment and career exploration
- Employment Resources and Job Fairs
- Resume Review and Interview Tips
- Career Enrichment Workshops

Cooperative Education

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

Contact the Career Center closest to you to schedule a career assessment or ask questions about other resources. You can also visit the Career Center online at www.easternflorida.edu/go/careercenter.

Cocoa Campus
1519 Clearlake Road
EFSC/UCF Library
Building 12, Room 307
321-433-7324

Melbourne Campus
3865 North Wickham Road
Betty B. Parrish Student Center
Building 10, Room 112
321-433-5571

Palm Bay Campus
250 Community College Parkway
Library/Science Building
Building 2, Room 163
321-433-7503

Titusville Campus
1311 North US Highway 1
Student Center/Bookstore
Building 3, Room 121
321-433-7513



Career Planning and Development Center

CAREER EXPLORATION MADE SIMPLE

CAREERS	ASSESSMENT	COLLEGES	MAJORS
Career Database	Personality Test	Undergraduate Colleges	Majors Database
Video Library	Interest Inventory	Graduate Schools	What can I do with a Major in...?
Salary Calculator	Skills Profiler	Community Colleges	Top Ten Lists
Top Ten Lists	Values Assessment	Career Colleges	Majors Discussion Forums
Career Forums	CareerMatch™	Famous Alumni	Forums
Industry Database	Methodology	Financial Aid Guide	Online Resources
Online Resources	Assessment Forums	College Forums	More...
More...	More...	More...	More...



www.easternflorida.myplan.com



Cocoa Campus: 321-433-7324 | Melbourne Campus: 321-433-5571 | Palm Bay Campus: 321-433-7503 | Titusville Campus: 321-433-7513

CLASS ATTENDANCE.

The College recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course.

General Attendance Policy

Class attendance is required beginning with the first class meeting. Students are expected to attend all class sessions for which they are registered. It is the responsibility of the student to arrange to make up work missed because of legitimate class absences and notify the instructor when an absence will occur. The instructor determines the effect of absences on grades.

However, students who are receiving financial aid or veteran's benefits, who are reported as never attending a course, will be withdrawn from the class and benefits adjusted or rescinded. In order to obtain credit for a course, a student must be in attendance at least 85% of the contact hours listed for a particular course. However, based on documented unusual circumstances, individual instructors are given the option of allowing a student to complete the course based on the individual student's circumstances and his or her progress in the course.

eLearning students also have specific attendance requirements. Students are expected to "logon" to their classes on a regular basis (according to the class syllabus). It is the responsibility of the student to secure other resources to "attend" class if computer or Internet problems are encountered. See Section 415.9 Online Class Attendance.

Collegiate Representative

A collegiate representative is defined as a student who represents the college extramurally as a student-athlete, student-performing artist, student government member, or student academic competitor or award winner. These four categories are defined in the following manner;

1. Student-athlete defines an individual who engages in any Eastern Florida State College (EFSC) sponsored intercollegiate sport.
2. Student-performing artist defines an individual who engages in any EFSC sponsored performing arts events.
3. Student government member defines an individual who has been elected to the executive board of the campus based, EFSC Student Government Association and reports directly to the staff of the Office of Campus Student Activities.
4. Student-academic competitor defines an individual who has been invited to present his or her works at a recognized, academically-based conference, is academically competing (e.g. Brain Bowl), or participating in educational training (e.g. OUR workshop, rehearsal, scholarship auditions)
5. Student-Award winner defines an individual who receives a non-athletic award and the student is approved by EFSC to represent the college.

Students as defined in the section below are expected to attend all scheduled classes unless excused according to one of the criteria outlined below.

1. Student-athlete who is sponsored by EFSC and is participating in an athletic competition against another institution. Practices are not excused absences.
2. Student-performing artist who is sponsored by EFSC and is participating in an exhibition or recital, as part of a performing arts event. Practices are generally not considered an excused absence, but in the case of a dress rehearsal or ensemble rehearsal, it would be considered an excused absence.
3. Student government member who is sponsored by EFSC and is attending a mandatory training conference as part of the requirements for his or her elected position.
4. Student-academic competitor who is representing EFSC and has been invited to present his or her works at a recognized academically-based conference, is academically competing (e.g. brain bowl) on behalf of EFSC, or participating in EFSC approved educational training (e.g. OUR workshop, rehearsal, scholarship auditions).
5. Student-Award winner who receives a non-athletic award and is approved by EFSC to represent the college.

A student anticipating the need for an excused absence must notify the instructor in writing with documentation from the appropriate EFSC representative within the first week of the start of the term. A student anticipating a need to be excused from assignments due in an online course must provide documentation from the appropriate EFSC representative that the student's attendance at such college sponsored event **prevented** the student from performing work online. This documentation should reflect that the student did not have access to a computer and/or an internet connection for a specified period of time. In the case of a student-academic competitor, award winner, invitation to present at a conference, invitation to perform, or student-athlete invited to participate in a playoff series, the notification to the instructor must be made within three business days from the time of receipt of the invitation. The notification letter must originate from the appropriate EFSC representative, e.g. coach or sponsor, be written on EFSC letterhead, include the student's name, B-number, the student's category, and a list of anticipated absentee dates. This time away from the classroom will not be counted in the general attendance policy. The student is expected to complete all missed classroom and homework assignments within the time frame designated by the instructor.

Special Note:

*These parameters are not limited to those in specialized programs, but exist for the entire college community. In instances where a student fails to communicate his or her travel plans or extenuating circumstances in regards to this policy in a timely manner, the student **will not** be allowed to make up any missed work because of the time constraints of the course calendar.*

It will be at the instructor's discretion to allow the student the opportunity to make up an assignment that will adversely affect his or her grade.

Instructor-Specific Attendance Policy

Instructors are required to monitor their attendance and report students who are not attending class during the designated reporting periods – normally on a monthly basis – each term. Faculty members shall publish and distribute a class syllabus at the inception of each course. The syllabus should include the instructor's individual policies and procedures on student absenteeism, special circumstances under which students' absences may be excused, and their stipulations for making up work and exams missed during instructor-excused absences.

Religious Observances

In accordance with federal and state statutes, students enrolled in credit or certificate courses may be granted excused absences from classes that are scheduled during a religious holiday. During the first week of class, the student must request in writing approval from the instructor for the absence(s). The instructor should provide alternative arrangements for the student to complete the work scheduled for the missed session.

Students excused for religious observances will be expected to meet the class requirements for those days without undue delay.

Absences due to religious holidays are excluded from all absence calculations. In case of such absences, the instructor shall provide

equivalent assignments or the opportunity to make-up missed work without penalty.

Withdrawal from Class for Non-Attendance

A student who is excessively absent from class may be subject to administrative withdrawal from class. It is up to the instructor to decide whether the student is permitted to make up missed work. "Excessive absences" is defined as being absent more than 15% of class meetings (more than twice the number of class hours in one week.) See Section 415.5 Withdrawal from Class for Non-Attendance.

"Clock Hour Class Attendance" for an exception to this. Individual instructors must report students who never attend or stop attending class during the open reporting periods. Students who are reported as not attending will receive a final grade of "W7" Withdrawn Never Attended or "W8" Withdrawn Stopped Attending.

It is important that instructors report attendance during the open attendance period to avoid overpayment of financial aid to students, and to avoid a violation to the college for payment of fees to students who are not attending.

Individual faculty members are authorized to establish more rigorous attendance standards for their classes. Each semester, faculty members must notify students via their syllabus of the attendance standards for the class in which they are enrolled. Every semester, faculty must provide students in each class a course syllabus outlining their attendance policy, assignments, grades, office location, office hours and office telephone numbers.

Veterans

Under federal regulations, VA educational benefits will be discontinued for those students whose GPA falls below 2.0 in three consecutive terms. Students who have been warned or suspended should contact the Military & Veteran Service Center (321-433-7880).

Withdrawal due to Military Service

Currently enrolled students who are called to, or enlist in, active military service shall not incur academic or financial penalties by virtue of performing military service on behalf of our country.

Such student shall be permitted the option of either completing the course or courses at a later date without penalty, or withdrawing from the course or courses with a full refund of fees paid. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service. The transcript will reflect the non-punitive grade of "W6."

Student will provide a copy of military orders to the Associate Provost.

1. The Associate Provost will determine whether the student is allowed to complete the course(s) at a later date or withdraw with a full refund.

- a. If student chooses to complete the course(s) at a later date the Associate Provost will request the instructor(s) to create an "Incomplete Grade" contract that outlines student's course progress to date and outstanding assignments.
 - i. The Associate Provost will make a comment on the student's record in the database indicating decision and retain all documents.
 - ii. Instructor will award a final grade of "I – Incomplete."

Online Class Attendance The eLearning department has a strict attendance policy that must be adhered to by all online students.

- **3-Day Initial Attendance Policy:** Students must enter each of their online class(es) within the first 3 days of the semester. Students should ensure that they check with the instructor to determine any required initial attendance activities.
- **Regular Attendance Policy:** Students must maintain acceptable attendance in online course(s). Just logging into an online course does not constitute attendance. Students must complete a required activity. Failing to complete two consecutive weeks of required work in online course(s) may result in instructors reporting students as Stopped Attending and the college will withdraw those reported students for nonattendance from the course.
- If for some reason students anticipate missing an assignment, they should obtain prior approval or permission from their instructors. Students should not assume that they can ask for forgiveness or an extension after the fact. Documentation may be required by the instructor.

Important: If students decide not to attend their class(es) they should not assume that non-payment will result in being "dropped" from the class(es). There are many factors that will prevent students from being dropped for non-payment. It is the students' responsibility to review their account to ensure they are dropped for non-payment from the class(es). The students are responsible for any charges on their account, even if they did not attend, and outstanding charges will be sent to a collection agency to recover monies owed to the College.

Clock Hour Class Attendance

1. Only 10% class absence is permitted in a clock hour (vocational) course, unless stricter guidelines are defined in State frameworks. EXCUSED ABSENCES may only be counted if student does not have to make up the time to earn a certificate issued by the State.
2. No more than 10% of class time may be considered excused absences. An instructor may follow a stricter policy in his/her class.
3. Attendance Records: instructors must take attendance; they must be able to prove attendance by documented evidence.

Course Description

Courses and their descriptions are listed alphabetically by prefix. Following is the Directory of Course Number Prefixes. To locate courses in a given subject, consult the prefix directory below.

A

ACG 2021 - Financial Accounting

Credit Hours: 3

Introduction to the accounting cycle and preparation of financial statements including accounting for cash, receivables, inventories, payables, plant assets, stocks and bonds.

ACG 2071 - Managerial Accounting

Credit Hours: 3

Prerequisite: ACG 2021 with a grade of "C" or higher. This course covers accounting as it applies to managerial theory and practice; cost accounting concepts and relationships; forecasting and budgeting; business information requirements.

ACG 2100 - Intermediate Accounting 1

Credit Hours: 3

Prerequisite: ACG 2021 with a grade of "C" or higher. This course is a review of the Accounting Cycle and advanced work in the areas of temporary investments, receivables, inventories, plant assets, and investments in stocks and bonds.

ACG 2450 - Accounting Information Systems

Credit Hours: 3

Prerequisites: ACG 2021 and CGS 2100 - both courses with a grade of "C" or higher. The accounting applications of electronic data processing, including the preparation, interpretation, and use of computer information in financial decision making.

ACG 3024 - Accounting for Managers

Credit Hours: 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course addresses the use of accounting information by non-financial managers. Emphasis is placed on the interpretation of accounting information in order for a manager to participate effectively in decision making. Concepts introduced include the accounting cycle, accounting for merchandisers, cash and internal control, receivables and inventory control, long-term assets and depreciation, ratio analysis, breakeven and cost-volume profit, budgeting, cost planning and control, and capital budgeting.

ACG 3041 - Applied Financial Accounting

Credit Hours: 3

Prerequisite: ACG 3024 with a grade of "C" or higher. This course reviews financial statements and further examines financial accounting standards with emphasis on reporting cash, short-term investments, receivables, inventories, capital assets, current liabilities, contingencies, bonds, leases, pensions, and stockholders' equity.

ACG 3401 - Accounting Information Systems

Credit Hours: 3

Prerequisite: ACG 3024 with a grade of "C" or higher. This course provides a foundation in accounting information systems for a business organization. The course will cover business processes, risks, internal controls, and the design and implementation of an accounting information system (AIS).

ACG 4341 - Cost Accounting

Credit Hours: 3

Prerequisite: ACG 3024 with a grade of "C" or higher. This course covers planning, control and analysis of production, administrative and selling costs using budgeting and standard cost accounting techniques including variance analysis, inventory management, activity-based costing, capital budgeting, and strategic planning.

ACG 4631 - Essentials of Auditing

Credit Hours: 3

Prerequisite: ACG 3041 with a grade of "C" or higher. This course provides an introduction to auditing and the audit process. Topics include professional ethics, audit evidence and documentation, internal control, business risks, and audit planning. Special emphasis is given to auditing procedures for cash, receivables, inventories, plant assets, liabilities, stockholders' equity, revenues, cost of goods sold, and other expenses.

ACR 0022 - Domestic Refrigeration

Credit Hours: 90

This course outlines refrigerator construction, refrigerator/freezer combinations, evaporator, condenser, and compressor operation. Students will receive hands-on instruction including diagnosing electrical problems, analyzing components, and repairing refrigeration systems.

ACR 0060 - Residential Load Calculations

Credit Hours: 90

This course is the study of calculating heat gain and heat loss of a structure, air distribution and balance, and house drawings to scale. Students will receive hands-on training in duct fabrication and perform load calculations using manual J.

ACR 0061 - Psychrometrics Calculations

Credit Hours: 90

In this course students will study the composition of air and its properties using psychrometric charts. Students will plot dry-bulb and wet-bulb temperature, dew point temperature, enthalpy, absolute and relative humidity, calculate heat index, and learn to use a sling psychrometer.

ACR 0106 - Electricity for HVAC Single Phase

Credit Hours: 150

This is a theoretical and practical course covering single phase electrical systems and their relationship to the HVAC industry. Electrical safety alternating and direct current, parallel circuits, series circuits, and Ohm's Law will be introduced. Students will participate in hands-on instruction in the use of multiple electrical meter and the practical uses of Ohm's Law.

ACR 0107 - Electrical Circuitry for HVAC

Credit Hours: 90

This is a theoretical and practical course analyzing basic controls, troubleshooting complex circuits, identifying electrical components, and using electrical motors. Students will receive hands-on instruction to include wiring electrical circuit boards, low voltage circuits, air conditioning and heating equipment, and electric motors.

ACR 0122 - Refrigeration and Air Conditioning Components**Credit Hours: 150**

This is a theoretical and practical course explaining and identifying the major components of air-conditioning and refrigeration systems. Included in this course is application of refrigeration system charging and instrument calibration. Students will receive hands-on instruction including disassembling and re-assembling of various refrigeration and air-conditioning compressors.

ACR 0602 - Heat Pump Technology**Credit Hours: 150**

This is a theoretical and practical course introducing heat pump concepts including air source heat pumps, geothermal heat pumps, heat pump controls, heat pump components, and heat pump installations. Students will participate in computer simulations and hands-on instruction on troubleshooting and servicing heat pump systems.

ACR 0608 - Residential Heating Systems**Credit Hours: 120**

This is a theoretical and practical course concerning residential heating systems. Electric, natural gas, propane/butane, oil, and hydronic heating systems will be introduced. Students will receive hands-on instruction, as well as computerized simulation labs.

ACR 0701 - HVAC Troubleshooting and Repair**Credit Hours: 150**

This is a theoretical and practical course covering troubleshooting, typical operating conditions for commercial refrigeration, operation, maintenance and troubleshooting of chilled water air-conditioning systems, and commercial package rooftop units. Students will receive intensive training on environmental protection agency (EPA) certification and industry competency (ICE) exam certification. Students will receive hands-on instruction in troubleshooting, air-conditioning system, and computer simulation labs.

ACR 0704 - Introduction to Heating, Ventilation, Air Conditioning, and Refrigeration**Credit Hours: 150**

This is a theoretical and practical course outlining how environmental conditions are related to heating and air-conditioning technology. Refrigeration systems, general safety, tools and equipment, piping and tubing, and employability skills are introduced. Students will receive hands-on instruction including soldering and brazing techniques.

ACR 0705 - Mechanical Systems**Credit Hours: 120**

This theoretical and practical course covers the application of refrigeration systems, including commercial ice machines, freezers, absorption chill water systems, and cooling towers and pumps. Students will receive hands-on instruction on ice machine and refrigeration equipment maintenance as well as instruction using computer simulators.

ADV 1000 - Advertising**Credit Hours: 3**

A survey of product (service) promotion with emphasis on systematic planning of a complete campaign consisting of communication goals, positioning, media strategy and cost efficiency, and post evaluative testing.

ADV 2948 - Service-Learning Field Studies 1**Credit Hours: 1**

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

AERC 0006 - Automotive Assistor 1**Credit Hours: 150**

This course introduces the student to the procedures for automotive shop safety, tool and equipment orientation, hazardous waste handling and disposal, the use of service information, mathematical computations commonly used in the automotive industry, employability and communication skills, and entrepreneurship. Lab Fee.

AERC 0007 - Automotive Assistor 2**Credit Hours: 150**

This course presents the theory and application of preventative maintenance and minor repair of automobiles including safety inspections, preventative maintenance, cooling system repair and maintenance, transmission servicing, wheel and tire service, and electrical system diagnostic and repair procedures. Lab Fee.

AERC 0199 - Engine Repair**Credit Hours: 150**

A theoretical and practical application course of engine operation, engine components, construction and materials, and problem diagnosis including engine removal and replacement, disassembly, inspection, and reassembly to manufacturers' specifications. Successful completion of this course satisfies the current NATEF tasks and hours requirement for Engine Repair (A1). Lab Fee.

AERC 0299 - Automatic Transmissions and Transaxles**Credit Hours: 150**

A theoretical and practical application course of the operation, inspection, testing, diagnosis, in-vehicle servicing, and overhaul of automatic transmissions and transaxles. Successful completion of this course satisfies the current NATEF tasks and hours requirement for Automatic Transmission, Transaxle (A2). Lab Fee.

AERC 0399 - Manual Drivetrain**Credit Hours: 150**

A theoretical and practical application course that includes the diagnosis, service and repair of four and five-speed manual transmissions and transaxles, mechanical and hydraulic clutch systems; front and rear-wheel drive axles, all-wheel drive systems (AWD) and 4x4 transfer cases and drive systems. Successful completion of this course satisfies the current NATEF tasks and hours requirement for Manual Drivetrain and Axles (A3). Lab Fee.

AERC 0400 - Ford Maintenance and Light Repair 3

Credit Hours: 30

This course introduces the student to steering and suspension systems and tire inspection used on Ford and Lincoln/Mercury vehicles. The student will learn about different noise, vibration, and harshness (NVH) symptoms, characteristics and causes, tools and tests that will successfully diagnose and repair these concerns. Successful completion of this course and AERC 0499 satisfies the current NATEF tasks and hours requirement for Suspension and Steering (A4).

AERC 0499 - Suspension and Steering Systems**Credit Hours: 120**

Student technicians will learn the design, components, theory of operation, inspection, diagnosis, and service of suspension and steering systems, including front and rear suspensions, steering linkages, steering gears, steering columns, wheels, tires, and alignment angle measurement and adjustment. Successful completion of this course satisfies the current NATEF tasks and hours requirement for Suspension and Steering (A4). Lab Fee.

AERC 0507 - Ford Maintenance and Light Repair 2**Credit Hours: 30**

This course prepares technicians to perform accurate, timely, cost-effective diagnosis and repair of brake systems, heating systems, and refrigeration systems on Ford Motor Company vehicles, including Global Fundamentals Brake System Web-based training, Vehicle Brake Systems Web-based training, and Brake Service Procedures Web-based training. Successful completion of this course and AERC 0599 satisfies the current NATEF tasks and hours requirement for Brakes (A5).

AERC 0599 - Brake Systems**Credit Hours: 120**

In this course student technicians will learn the theory of operation, testing, diagnosis, and service of brake systems, including drum and disc brakes, hydraulic controls, power assist units, parking brakes, brake electrical circuits, and antilock brake systems. Successful completion of this course satisfies the current NATEF tasks and hours requirement for Brakes (AS).

AERC 0600 - Ford Maintenance and Light Repair 1**Credit Hours: 60**

This course provides the student with manufacturer specific training from Ford Motor Company using online service publications, basic electrical theory, basic electrical diagnosis and repair, battery, starting and charging system diagnosis and repair, and automotive electrical tools and testing. Successful completion of this course, AERC 0691, and AERC 0692, satisfies the current NATEF tasks and hours requirement for Electrical/Electronic Systems (A6). Lab Fee.

AERC 0691 - Automotive Electrical 1**Credit Hours: 90**

This course provides an in-depth study of electrical and electronic theory, wiring diagrams, test equipment, theory of operation, testing, diagnosis, and service of batteries, starting systems, charging systems, lighting systems, gauges, and power accessories (windows, door locks, windshield wipers, etc.) Lab Fee.

AERC 0692 - Automotive Electrical 2**Credit Hours: 150**

This course provides an in-depth study of electrical and electronic theory, wiring diagrams, test equipment, automotive computers and microprocessors, electrical and electronic test equipment, theory of operation, testing, diagnosis and service of cruise control, supplemental restraint systems, anti-theft systems, and body electronic controls. Successful completion of this course, AERC 0691, and AERC 0600 satisfies the current NATEF tasks and hours requirement for Electrical/Electronic Systems (A6). Lab Fee.

AERC 0797 - Heating and Air Conditioning Systems**Credit Hours: 150**

A theoretical and practical application course of air conditioning and heating system operation including Title IV of the Clean Air Act. Students will receive "hands-on" instruction in industry-accepted practices for recovery and recycling of refrigerant, service, repair, testing, and diagnosis of automotive air conditioning systems using state-of-the-art tools and equipment. Successful completion of this course satisfies the current NATEF tasks and hours requirement for Heating and Air Conditioning (A7). Lab Fee.

AERC 0885 - Engine Performance 1**Credit Hours: 150**

A theoretical and practical application course of study focusing on the automotive fuel, ignition, and emission control systems. Major topics include engine operation, solid state ignition, electronic fuel injection, and the use of comprehensive engine systems tests to isolate and repair common engine performance and emission system malfunctions. Lab Fee.

AERC 0886 - Engine Performance 2**Credit Hours: 150**

This is an advanced course in the diagnosis of electronic engine control malfunctions and diagnostic methods for the service and repair of engine performance problems. Students will acquire hands-on experience in the use of modern diagnostic tools including advanced scan tools, exhaust gas analyzers, smoke machines, EVAP, advanced EGR systems, fuel trim, and digital storage oscilloscopes. Successful completion of this course plus AERC 0885 satisfies the current NATEF tasks and hours requirement for Engine Performance (AS). Lab Fee.

AFR 1100 - Introduction to the Aerospace Workplace**Credit Hours: 3**

This course covers aerospace industry terminology and acronyms as well as hands-on activities related to tools, procedures, and standard practices. Emphasis on inspection procedures, workplace rules and regulations, safety procedures, good housekeeping practices and lessons learned.

AMH 2010 - US History to 1877**Credit Hours: 3**

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. This is a survey of the social, political, economic, geographic, and cultural development of the American people through Reconstruction. Emphasis is placed on enabling students to understand and appreciate the United States' diverse cultural heritage. This is a designated diversity-infused course.

AMH 2010H - Honors US History to 1877**Credit Hours: 3**

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing and admission to the EFSC Honors Program. Meets Gordon Rule and General Education requirements. A topical survey of America's historical development through the

Civil War intended to stimulate the students' awareness of broad influences in cultural development, primarily economics, ideas, and world view. Requires basic knowledge of American history, and reading and writing skills appropriate to Honors students.

AMH 2020 - US History Since 1877

Credit Hours: 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. Emphasizes the social, political, and economic factors instrumental in the rise of the United States to a position of world leadership. Enables students to better understand the problems of the present. Emphasis is placed on enabling students to understand and appreciate the United States' diverse cultural heritage. This is a designated diversity-infused course. This course is a state-designated core course.

AMH 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

AML 2010 - Survey of American Literature 1

Credit Hours: 3

Prerequisite: ENC 1101 or ENC 1101H with a grade of "C" or higher. A critical survey and study of American Literature from the early period to 1865. Study will include examination and analysis of various aspects, such as theme, motif, genre, literary periods, and the evolution of American Literature.

AML 2020 - Survey of American Literature 2

Credit Hours: 3

Prerequisite: ENC 1101 or ENC 1101H with a grade of "C" or higher. A critical survey and study of American Literature from 1865 to present. Study will include examination and analysis of various aspects, such as theme, motif, genre, literary periods, and the evolution of American Literature.

AML 2020H - Honors Survey of American Literature 2

Credit Hours: 3

Prerequisites: ENC 1101 or ENC 1101H with a grade of "C" or higher and admission to the EFSC Honors Program. A continuation of AML 2010. A critical survey and study of American literature from 1865 to the present with a focus on diversity in America. The course encourages engaging scholarly study, activities, and writing designed to foster independent learners.

AMT 0708 - Aviation Maintenance Technology General 1

Credit Hours: 225

This course introduces general hangar and shop safety, environmental concerns, mathematics, physics, basic aerodynamics, federal aviation regulations, publications and records, aircraft hardware and precision measuring instruments, blueprints and drawings, hand and power tools, and fluid lines and fittings. The course is part of a six course sequence to prepare individuals to take the FAA Airframe Certification exam. Lab Fee.

AMT 0709 - Aviation Maintenance Technology General 2

Credit Hours: 225

Prerequisite: AMT 0708 with a grade of "C" or higher. This course introduces basic electricity, DC electrical circuits, aircraft battery service and inspection, AC electrical circuits and solid-state circuits, introduce structural materials and processes, non-destructive inspection, aircraft cleaning and corrosion control, weight and balance, and aircraft ground operations and servicing. Lab Fee.

AMT 0712 - Aviation Maintenance Technology Airframe 1

Credit Hours: 225

Prerequisites: AMT 0708 and AMT 0709 - both courses with a grade of "C" or higher. This course introduces the skills necessary for aircraft structural assembly and rigging, and provide an understanding of aircraft non-metallics, and aircraft electrical systems. Lab Fee.

AMT 0713 - Aviation Maintenance Technology Airframe 2

Credit Hours: 225

Prerequisites: AMT 0708, AMT 0709, and AMT 0712 - all courses with a grade of "C" or higher. This course introduces the skills necessary for aircraft structural assembly and rigging, and provide an understanding of aircraft non-metallics, and aircraft electrical systems. Lab Fee.

AMT 0714 - Aviation Maintenance Technology Airframe 3

Credit Hours: 225

Prerequisites: AMT 0708, AMT 0709, AMT 0712, and AMT 0713 - all courses with a grade of "C" or higher. This course introduces the skills and knowledge necessary to understand, maintain, and repair aircraft hydraulics and pneumatics, landing gear systems, and aircraft atmospheric and climate control systems. Lab Fee.

AMT 0717 - Aviation Maintenance Technology Airframe 4

Credit Hours: 225

Prerequisites: AMT 0708, AMT 0709, AMT 0712, AMT 0713, and AMT 0714 - all courses with a grade of "C" or higher. This course introduces the skills and knowledge necessary to inspect and maintain ice and rain control, fire detection and extinguishing systems, instrument and position warning systems, pitot static, communications, and navigation systems, and conduct aircraft inspections. The student will also be able to safely fuel an aircraft. Lab Fee.

AMT 0821 - Aviation Maintenance Technology Powerplant 1

Credit Hours: 225

Prerequisite: AMT 0708 and AMT 0709 - both courses with a grade of "C" or higher. Corequisite AMT 0822. This course introduces the fundamentals of reciprocating engines, their ignition systems, fuel metering and induction systems. The course also covers reciprocating engine exhaust, cooling, lubricating, propellers, and propeller governing systems. Lab Fee.

AMT 0822 - Aviation Maintenance Technology Powerplant 2

Credit Hours: 225

Prerequisite: AMT 0708 and AMT 0709 - both courses with a grade of "C" or higher. Corequisite: AMT 0821. This course introduces reciprocating engine removal, overhaul, installation, and operation. The course also covers reciprocating engine inspection, troubleshooting, and maintenance. Lab Fee.

AMT 0823 - Aviation Maintenance Technology Powerplant 3**Credit Hours:** 225

Prerequisite: AMT 0821 and AMT 0822 - both courses with a grade of "C" or higher. Corequisite: AMT 0824. This course introduces the fundamentals of turbine engines, engine fire protection, and engine instrument systems. The course also covers turbine engine lubrication, cooling, ignition, fuel metering systems, and powerplant electrical systems. Lab Fee.

AMT 0824 - Aviation Maintenance Technology Powerplant 4**Credit Hours:** 225

Prerequisite: AMT 0822 with a grade of "C" or higher. Corequisite: AMT 0823. This course introduces turbine engine removal, overhaul, installation, and operation. The course also covers turbine engine inspection, troubleshooting, and maintenance. Lab Fee.

ANS 3440 - Principles of Animal Nutrition**Credit Hours:** 4

Prerequisite: CHM 1045 and CHML 1045 - both courses with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. This course investigates the nutrients required by animals, their functions, and utilization. It will also explore feed stuff composition and diet and ration formulation in various species.

ANS 4911 - Individual Mentored Research in Animal Science**Credit Hours:** 1 - 4

Prerequisite: Bachelor level animal science course with a grade of "C" or higher. Permission of the instructor required. Under faculty direction, students will engage in Animal Science research individually or in a student group. Students will complete at least 2 of the following tasks: identify a novel research question, analyze literature, design an experiment to test the question, acquire skills for experimentation, collect data, analyze data and present findings. The course will conclude with a written research report. It is recommended that students take either BSCC 2910, CHMC 2910, IDH 2009, or IDS 2911 prior to taking this course. This course may be taken for maximum credit of 4. Lab Fee.

ANSC 3006 - Introduction to Animal Science**Credit Hours:** 4

Prerequisite: Departmental approval or admission to Bachelor's program required. This course explores the role of production of animal species including poultry, bovine, porcine, equine, ovine and caprine in supporting the human population. It includes an introduction to the anatomy and physiology of digestion, growth, and reproduction and the genetics to livestock improvement.

ANT 2410 - Cultural Anthropology**Credit Hours:** 3

Introduction to the varieties of customs and patterns of social and cultural life of humankind. The study of behavior that is learned rather than genetically transmitted. Major divisions include anthropology and culture, sociocultural adaptations, ethnography.

ARH 2000 - Art Appreciation**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirement. The course provides a foundation for appreciation of the visual arts, through an introduction to selected global historical examples, the formal language of the visual arts, theoretical and critical perspectives, aesthetics, and a survey of contemporary arts with an emphasis on diversity. This is a designated diversity-infused course. This course is a state-designated core course.

ARH 2050 - Art History and Criticism Survey 1: Prehistory through Late Medieval**Credit Hours:** 3

Prerequisite: ENC 1101 or ENC 1101H with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. A survey of Western art from Prehistory through Late Medieval.

ARH 2051 - Art History and Criticism Survey 2: Early Renaissance to 20th Century**Credit Hours:** 3

Prerequisite: ENC 1101 or ENC 1101H with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. A survey of Western art from Early Renaissance to the 20th Century.

ART 2948 - Service-Learning Field Studies 1**Credit Hours:** 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

ARTC 1201 - Two-Dimensional Design**Credit Hours:** 3

Fundamentals of the basic elements and principles of design on two-dimensional planes. Investigates the vocabulary, theory, materials, and techniques involved in creating two-dimensional design forms. This course may be taken for maximum credit of 12.

ARTC 1203 - Three-Dimensional Design**Credit Hours:** 3

Fundamentals of the basic elements and principles of design on three-dimensionally related planes. The course investigates the vocabulary, theory, materials, and techniques involved in creating semi-three-dimensional and purely three-dimensional design forms. This course may be taken for maximum credit of 12. The student will be expected to purchase additional supplies.

ARTC 1300 - Drawing 1**Credit Hours:** 3

This course is an introduction to the fundamentals of drawing and composition using a variety of media. This course may be taken for maximum credit of 12. The student will be expected to purchase supplies above and beyond the lab fee cost. Lab Fee.

ARTC 1330 - Drawing 2**Credit Hours:** 3

Prerequisite: ARTC 1300 with a grade of "C" or higher or consent of instructor. An introduction to the fundamentals of drawing the human figure. This course may be taken for maximum credit of 12.

ARTC 1750 - Ceramics**Credit Hours:** 3

Introduction/ongoing course working with clay. Emphasis on pinch, slab, coil, and wheel building techniques in order to develop skills in clay design, construction, surface enrichment, glazing, and kiln firing. This course may be taken for maximum credit of 12. Lab Fee.

ARTC 2400 - Printmaking

Credit Hours: 3

A course in graphic arts design investigating the relief, silkscreen, papermaking, and etching printmaking techniques and processes. Emphasis is placed upon the student's individual visual response to the printmaking process and technique. This course may be taken for maximum credit of 12. Lab Fee.

ARTC 2500 - Painting 1

Credit Hours: 3

Prerequisite: ARTC 1300 with a "C" or higher or consent of instructor. This course focuses on observational and representational painting techniques using oil or acrylic paint. This course may be taken for maximum credit of 12. The student will be expected to purchase supplies for this course.

ARTC 2502 - Advanced Painting

Credit Hours: 3

Prerequisite: Consent of instructor. This course explores advanced painting techniques and practices with an emphasis on planning, research, and problem solving. This course may be taken for maximum credit of 12. The student will be expected to purchase supplies for this course.

ARTC 2540 - Watercolor

Credit Hours: 3

Prerequisite: ARTC 1300 with a grade of "C" or higher. This course focuses on observational and representational painting techniques using transparent watercolor paint. This course may be taken for a maximum credit of 12.

ARTC 2553 - Acrylic Painting

Credit Hours: 3

Prerequisite: ARTC 1300 with a grade of "C" or higher or consent of instructor. This course focuses on observational and representational painting techniques using acrylic paint. This course may be taken for maximum credit of 12.

ARTC 2701 - Sculpture

Credit Hours: 3

Prerequisite: ARTC 1201 or ARTC 1300 with a grade of "C" or higher or consent of instructor. This course is a survey of sculpture techniques with emphasis on the principles and elements of design as it relates to three-dimensional form. This course may be taken for a maximum credit of 12. Lab Fee.

ASC 2949 - Aerospace Internship

Credit Hours: 1 - 3

Prerequisite: Instructor approval required. This course provides an opportunity for students to practice and apply the skills gained in the aerospace program within an aerospace workplace. The internship enables students to develop and enhance practical skills, network with professionals, and prepare for a career in the field. Participation in this internship allows for further exploration of varied aspects of aerospace operations. This course can be taken a maximum of two times.

ASL 1140 - American Sign Language 1

Credit Hours: 4

A basic course in signs and signing principles using the Direct Experience method. Signs and principles are linked directly to concepts. The study of cultural references enables students to understand the deaf.

ASL 1150 - American Sign Language 2

Credit Hours: 4

Prerequisite: ASL 1140 with a grade of "C" or higher. An intermediate signing course emphasizing application of receptive and expressive skills.

ASL 2160 - American Sign Language 3

Credit Hours: 4

Prerequisite: SPA 1613 or ASL 1150 with a grade of "C" or higher. Students will develop the skills to recognize and produce different varieties of ASL discourse. Concepts to be introduced include: how to start and finish a narrative, how to describe and include details, and how to shift focus or change topics. You will learn to express yourself in "friendly" arguments, incorporating persuasive techniques and more sophisticated ways to share feelings and personal experiences.

ASL 2200 - American Sign Language 4

Credit Hours: 4

Prerequisite: SPA 2614 or ASL 2160 with a grade of "C" or higher. This course will focus on refining and building on discourse skills such as making your point, handling culturally loaded topics and expanding the use of ASL in informal and formal settings.

AST 1002 - Introduction to Astronomy

Credit Hours: 3

Meets General Education requirement. A study of the solar system, stars, galaxies, and cosmology. An elementary survey of astronomy as both a human activity and a physical science. Primarily for non-science majors. This course is a state-designated core course.

AST 1002H - Honors Introduction to Astronomy

Credit Hours: 3

Prerequisite: High School Algebra/equivalent and admission to the EFSC Honors Program. Meets General Education requirement. Topics include the solar system, stars, and galaxies. Primarily for Honors students who are non-science majors, the course addresses astronomy as both a human activity and a physical science. Observatory telescopes will be available for class projects.

AST 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

ATE 1001 - Introduction to Veterinary Technology

Credit Hours: 1

This course introduces legal and ethical standards, career opportunities, current issues, environmental safety, zoonotic disease risks, and professional conduct in veterinary medicine and veterinary technology.

ATE 1110 - Animal Anatomy

Credit Hours: 3

Corequisite: ATEL 1110. This course covers the fundamentals of anatomy with emphasis on locating and identifying anatomical regions and landmarks. It includes an introduction to descriptive and topographical terms and basic histology. Canine and feline anatomy will be emphasized. Ruminant and equine digestive and skeletal system differences will also be examined.

ATE 1211 - Animal Physiology

Credit Hours: 3

Prerequisites: ATE 1110 and ATEL 1110 - both courses with a grade of "C" or higher. This course is designed to acquaint the student with physiology of domestic animals. Emphasis is placed on the functions of organ systems relevant to veterinary technology. Aspects of physiology relating to the pathogenesis of certain diseases will be discussed.

ATE 1601 - Principles of Nutrition for Veterinary Technicians

Credit Hours: 1

This course introduces nutrition of animals including life energy requirements, nutritional factors contributing to disease, and treatment of nutritional diseases and deficiencies. Common grains, forages, and feeds, and nutritional supplements will be introduced. Toxic reactions to supplements, additives, poisonous plants, and other ingested supplements will be discussed. Hospital nutrition protocols based on case analysis will be developed.

ATE 1636 - Large Animal Clinical and Nursing Skills

Credit Hours: 2

Prerequisite: ATEL 1650 with a grade of "C" or higher. This course acquaints the student with the fundamentals of large animal breed identification, restraint, reproduction, lactation, physiology, and nutrition. The technician's role in veterinary care will be emphasized.

ATE 1742 - Applied Veterinary Medical Terminology

Credit Hours: 2

This course will familiarize the student with veterinary medical terminology, nomenclature, and documentation. Students will understand, formulate, articulate, document, and communicate effectively with colleagues and clients using the language of the veterinary medical professional.

ATE 1943 - Veterinary Work Experience 1

Credit Hours: 1

Corequisites: ATEL 1311 and ATEL 1650. This course is a clinical experience in a workplace approved and monitored by the instructor. Skills emphasized in Introduction to Exam Room and Clinic Procedures Lab (ATEL 1650) and Veterinary Office Procedures (ATEL 1311) and Introduction to Veterinary Technology (ATE 1001) will be reinforced.

ATE 1944 - Veterinary Work Experience 2

Credit Hours: 1

Prerequisite: ATE 1943 with a grade of "C" or higher. This course is a clinical experience in a work place approved and monitored by the instructor. Skills emphasized in Introduction to Anesthesia, Surgery, and Radiology (ATEL 1654), and Animal Clinical Pathology (ATE 2638 and ATEL 2638) will be reinforced. This course is a continuation of ATE 1943.

ATE 2613 - Small Animal Diseases and Pharmacology 1

Credit Hours: 3

Prerequisites: ATE 1110, ATEL 1110, and ATEL 1652 - all courses with a grade of "C" or higher. This course introduces basic pharmacology principles, calculations, and treatments for small animal infectious diseases. Preventative medicine and vaccinations will be emphasized. Common disease states and treatments of ophthalmic, aural, gastrointestinal, and urinary systems will be introduced.

ATE 2614 - Small Animal Diseases and Pharmacology 2

Credit Hours: 3

Prerequisites: ATE 2613 and ATEL 2613 - both courses with a grade of "C" or higher. This course covers dermatology, neurology, cardiology, respiratory medicine, reproduction/theriogenology, pediatrics, behavior medicine, transfusion medicine, and geriatrics. Pharmacological agents used to treat patients in each of the above areas will be covered. The student will understand common disease states in each system and their etiologies, pathogenesis, detection, treatment, and prevention.

ATE 2632 - Veterinary Surgical Nursing

Credit Hours: 3

Prerequisites: ATE 1110, ATEL 1650, and ATEL 1652 - all courses with a grade of "C" or higher. This course will provide information on basic animal nursing skills, principles of aseptic technique, anesthesia, pain management, surgical instrumentation for a variety of procedures, and basic principles of patient preparation and monitoring. Technical skills needed for medicating animals and surgical instrumentation will also be discussed.

ATE 2638 - Animal Clinical Pathology 1

Credit Hours: 3

Prerequisites: ATE 1110 and ATEL 1110 - both courses with a grade of "C" or higher. This course is designed to introduce the student to clinical pathology concepts in parasitology, hematology, and urinalysis. Common endo- and ectoparasites, their life cycles, treatment, and diagnosis will be discussed. Hematology and the kinetics of the hematopoietic and coagulation systems with emphasis on normal animal blood smears and common changes seen during disease states are emphasized. Urinalysis is discussed with emphasis on specific gravity, chemistry, and microscopic analysis.

ATE 2639 - Animal Clinical Pathology 2

Credit Hours: 3

Prerequisites: ATE 1211, ATE 2638 and ATEL 2638 - both courses with a grade of "C" or higher. This course covers selected topics in immunology, serology, hormonal analysis, and serum chemistry. Laboratory testing of the renal, hepatic, pancreatic, digestive, and endocrine systems are discussed as well as normal and abnormal exfoliative cytology.

ATE 2654 - Advanced Anesthesia, Surgery, and Radiography

Credit Hours: 3

Prerequisites: ATE 2632, ATEL 2632, and ATE 2613 - all courses with a grade of "C" or higher. The course is a continuation of previous surgical nursing courses. More advanced principles of surgical assisting and anesthesia are presented with a focus on veterinary

dentistry, dental radiography, radiographic safety, and radiographic technique chart development.

ATE 2661 - Large Animal Diseases

Credit Hours: 1

Prerequisites: ATE 1636 with a grade of "C" or higher. This course is designed to acquaint the student with the fundamentals of preventive medicine and common diseases in large animal species. Aspects of equine, bovine, ovine, caprine, and porcine diseases, disease prevention and treatment will be emphasized.

ATE 2710 - Emergency Medicine for Animals

Credit Hours: 2

Prerequisite: ATE 1211 and ATE 2639 - both courses with a grade of "C" or higher. This course acquaints the student with fundamentals of emergency veterinary medicine including office and record systems, veterinary emergency first aid, toxicology, and specialized radiological, medical, and surgical assisting. This is a capstone course and will build on concepts from previous courses.

ATE 2936 - Special Topics Seminar

Credit Hours: 1

Topics of special interest to students in the Veterinary Technology A.S. degree program. A portion of the course hours may be eligible for community service if the topic is deemed appropriate. This course may be taken for maximum credit of 3.

ATE 2945 - Veterinary Work Experience 3

Credit Hours: 1

Prerequisite: ATE 1944, ATE 2613 and ATEL 2632 - all courses with a grade of "C" or higher. This is a course consisting of supervised clinical experiences in a workplace approved by the instructor. Experiences may include exotic laboratory animal or specialty practice experience. This is a continuation of ATE 1944 Veterinary Work Experience 2.

ATE 2946 - Veterinary Work Experience 4

Credit Hours: 1

Prerequisite: ATE 2945 with a grade of "C" or higher. This is a capstone course consisting of supervised clinical experiences in a workplace approved by the instructor. Emphasis placed on emergency medical and surgical technical assisting and clinical pathology techniques. This course is a continuation of ATE 2945 Veterinary Work Experience 3.

ATEC 1671 - Laboratory Animal Medicine

Credit Hours: 2

This course introduces technical clinical aspects of laboratory animal care, including restraint and handling, common diseases, and nutrition. The animals studied include rabbits, mice, rats, guinea pigs, hamsters, and primates. Also discussed are institutional animal care and use in research facilities, basic physiologic characteristics, reproduction, common diseases of laboratory animals, regulations pertaining to laboratory animal care, and organizations that regulate laboratory animal care. Lab Fee.

ATEC 2050 - Small Animal Behavior

Credit Hours: 2

This course discusses normal canine and feline behavior, learning theory, and behavior modification techniques. Causes and treatment of behavioral issues, by pharmacologic and other methods, will also be discussed. A general overview of normal and abnormal equine behavior will also be included.

ATEC 2722 - Avian and Exotic Animal Medicine

Credit Hours: 2

Prerequisite: ATE 2638 and ATEL 2638 - both courses with a grade of "C" or higher. This course acquaints the student with the fundamentals of avian and exotic pet husbandry, physiology, management, and medicine. Reptiles, birds, and exotic mammals will be emphasized. Fish and amphibians will be introduced. Lab Fee.

ATEL 1110 - Animal Anatomy Laboratory

Credit Hours: 2

Corequisite: ATE 1110. This course is designed to acquaint the student with the structures and systems that make up an animal through the use of anatomic dissection. This laboratory will correlate with ATE 1110 lecture material and will help visualize concepts. Lab Fee.

ATEL 1311 - Veterinary Office Procedures

Credit Hours: 4

This course is designed to acquaint the student with office procedures, client education, mathematics and veterinary computer applications.

ATEL 1650 - Introduction to Exam Room and Clinical Procedures

Credit Hours: 1

This course is designed to acquaint the student with basic laboratory and nursing skills, including restraint, history taking, exam room techniques, administration of medication, basic parasitology, and basic clinical pathology procedures. Lab Fee.

ATEL 1652 - Introduction to Anesthesia, Surgery, and Radiography

Credit Hours: 1

Prerequisites: ATEL 1650, ATEL 1311, and ATE 1943 - all courses with a grade of "C" or higher. This course introduces skills used in veterinary practice for induction and monitoring of anesthesia, preparation of the patient for surgery, surgical assisting, and basic radiographic technique. Lab Fee.

ATEL 2501 - Professional Development and Ethics Seminar

Credit Hours: 1

This course acquaints the student with standards of ethical and humane veterinary practice, including laws and agencies governing the care, use, and movement of animals. Effective job seeking techniques and resume writing are explored. This capstone course acts as a Veterinary Technician National Examination (VTNE) Board review.

ATEL 2613 - Small Animal Diseases and Pharmacology 1 Laboratory

Credit Hours: 1

Prerequisites: ATE 1110 and ATEL 1652 - both courses with a grade of "C" or higher. The student will perform basic pharmacology calculations and routine procedures for diagnosis, prevention, and treatment of common small animal infectious diseases, and common ophthalmic, aural, gastrointestinal, and urinary disease states. Lab Fee.

ATEL 2614 - Small Animal Diseases and Pharmacology 2 Laboratory

Credit Hours: 1

Prerequisites: ATE 2613 and ATEL 2613 - both courses with a grade of "C" or higher. This course is designed to provide the student with competence in performing procedures related to the following subjects: Dermatology, Neurology, Cardiology, Respiratory, Reproduction, Pediatrics, Geriatrics, Behavior, and Blood Transfusion Medicine. Skills learned in ATE 2613 and ATEL 2613 will be reinforced. Lab Fee.

ATEL 2632 - Veterinary Surgical Nursing 2 Laboratory**Credit Hours: 1**

Prerequisites: ATE 1110, ATEL 1650, and ATEL 1652 - all courses with a grade of "C" or higher. This course will provide information on basic animal nursing skills, principles of aseptic technique, local and general anesthesia, tranquilization, analgesia, surgical instrumentation, hospital management, and basic principles of patient preparation and monitoring for a variety of procedures. Procedures for minimizing exposure to hazardous substances related to anesthesia and surgery in the small animal patient will also be discussed. Lab Fee.

ATEL 2638 - Animal Clinical Pathology 1 Laboratory**Credit Hours: 2**

Prerequisites: ATE 1110 and ATEL 1110 - both courses with a grade of "C" or higher. This course is designed to introduce the student to common parasites, their life cycles, and diagnostic testing. Hematology and the kinetics of the hematopoietic system are discussed with emphasis on normal animal blood smears, common changes seen during disease states, and changes in maturation of erythrocytes and leukocytes. Urinalysis and changes in health and disease are also discussed. Lab Fee.

ATEL 2639 - Animal Clinical Pathology 2 Laboratory**Credit Hours: 2**

Prerequisites: ATE 2638 and ATEL 2638 - both courses with a grade of "C" or higher. This course provides practical experience in clinical techniques related to hematology, blood chemistry, urinalysis, serology, and cytology including bone marrow analysis. Microbiology of fungi and bacteria will also be explored. Lab Fee.

ATEL 2654 - Advanced Anesthesia, Surgery, and Radiography Laboratory**Credit Hours: 1**

Prerequisites: ATE 2632, ATEL 2632 and ATE 2613 - all courses with a grade of "C" or higher. This course is a continuation of previous surgical nursing laboratories. More advanced principles of surgical assisting and anesthesia are presented with a focus on veterinary dentistry, radiography (dental and systemic), radiographic quality control, and radiographic safety. Lab Fee.

ATEL 2656 - Large Animal Clinical and Nursing Skills Laboratory**Credit Hours: 1**

Prerequisite: ATE 1636 with a grade of "C" or higher. This course is designed to acquaint the student with the common clinical procedures in large animal species. The role of the veterinary technician will be emphasized. Lab Fee.

B**BCH 4024 - Introduction to Biochemistry and Molecular Biology****Credit Hours: 4**

Prerequisites: CHM 2211 and CHML 2211 - both courses with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. This course is a comprehensive, one-semester biochemistry course intended for science majors. Course topics to be covered include physical biochemistry, intermediary metabolism of key catabolic and anabolic pathways, the mechanisms for in vivo regulation of these pathways; a survey of molecular biology, and enzymes kinetics. Students will also learn about the structures, functions, synthesis, and turnover of biologically-centered molecules such as proteins, nucleic acids, lipids, and carbohydrates.

BOTC 1010 - Botany**Credit Hours: 4**

Prerequisite: BSCC 1010 with a grade of "C" or higher. Meets General Education requirement. Advanced course recommended for biology and related majors to gain knowledge of major aspects of plant science. A survey of the major plant taxa with regard to representatives, structures, physiology, morphology, life histories, classification, ecology, and economic importance. Recommended for biological science majors and majors in related fields. Lab Fee.

BRC 4203 - Banking Regulations and Compliance**Credit Hours: 3**

Prerequisite: ACG 3024, BUL 3130, and ECP 3703 – all courses with a grade of "C" or higher. This course provides a managerial examination of the major operational functions of the banking industry including federal regulations and overall compliance issues. The course emphasizes capital, money, and interest; demand and time deposits, negotiable instruments, bank loans, mortgages, commercial lending, specialized financial services, wealth management, security, and business ethics.

BSC 2077 - Career Exploration in Biology**Credit Hours: 3**

This course assists the student in examining career choices within the field of biology. Students learn what career opportunities are available in biology and its sub-fields. Opportunities will be provided for career decision-making, educational planning, networking, interviewing, and job searching.

BSC 3424 - Nanotechnology**Credit Hours: 3**

Prerequisite: CHM 2211 and CHML 2211 - both courses with a grade of "C" or higher. This course will cover a broad range of subjects in the field of nanotechnology with particular emphasis on the fundamentals of nanotechnology and nanoscience; tools for making and measuring nanostructures; introduction to nanoelectronics, nanocomposites, and nanocatalysis; and applications of nanotechnology in biomedical and engineering fields.

BSC 4434 - Bioinformatics**Credit Hours: 3**

Prerequisite: PCB 3063 with a grade of "C" or higher. This course introduces students to the field of bioinformatics, specifically exploring theory and application of methods used to analyze large-scale biological data sets. Students will apply computational and statistical theories to high-throughput genomic data. The main focus of the course is distinguishing between the available tools while learning about genomics, structural bioinformatics, and functional genomics.

BSC 4870 - Principles of Pharmacology**Credit Hours: 3**

Prerequisite: BSCC 1010, BSCC 2094, and CHM 2210 - all courses with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. This course focuses on the biological mechanisms of drug absorption, distribution, metabolism, excretion, and mechanisms of action with an emphasis on cellular responses to drugs. Students will learn the basic mathematical principles of pharmacokinetics and receptor binding as well as the relationship between drug concentration and effects. The mechanisms of action and side effects of selected classes of drugs will be covered as well as background information on the pathological conditions they treat.

BSC 4911 - Individual Mentored Research in Biology/Biotechnology

Credit Hours: 1 - 4

Prerequisite: Bachelor level biology/biotechnology course with a grade of "C" or higher. Permission of the instructor required. Under faculty direction, students will engage in Biology/Biotechnology research individually or in a student group. Students will complete at least 2 of the following tasks: identify a novel research question, analyze literature, design an experiment to test the question, acquire skills for experimentation, collect data, analyze data and present findings. The course will conclude with a written research report. It is recommended that students take either BSCC 2910, CHMC 2910, IDH 2009, or IDS 2911 prior to taking this course. This course may be taken for maximum credit of 4. Lab Fee.

BSCC 1005 - Fundamentals of Biology

Credit Hours: 4

Prerequisite: Appropriate test score in reading or exemption from placement testing. Meets General Education requirement. An introduction to the fundamentals of biology to include the biology of plants, animals, and fungi; structure, function, and disorders of the human body; and organizational levels and interactions within the ecosystem. Lecture and lab are designed to meet the requirements for the AA degree; this class does not substitute for BSCC 1010 as a prerequisite for advanced science courses. Three hours of lecture and two hours of lab per week. This course is a state-designated core course. Lab Fee.

BSCC 1010 - General Biology 1

Credit Hours: 4

Prerequisite: Appropriate test score in reading or exemption from placement testing. Meets General Education requirement. An introduction to principles of biology to include a study of cell structure, function and reproduction; inheritance; development; metabolism; photosynthesis; evolution; and DNA technology. Three hours of lecture and two hours of lab per week. This course is a state-designated core course. Lab Fee.

BSCC 1010H - General Biology 1 Honors

Credit Hours: 4

Prerequisite: Appropriate test score in reading or exemption from placement testing and admission to the EFSC Honors Program. Meets General Education requirement. An introduction to principles of biology to include a study of: cell structure, function and reproduction; inheritance; development, metabolism, photosynthesis, evolution, and ecology of populations. In addition to the regular BSCC1010 course content, students will be expected to complete a research project. Two hours of lecture and two hours of lab per week.

BSCC 1011 - General Biology 2

Credit Hours: 4

Prerequisite: BSCC 1010 or BSCC 1010H with a grade of "C" or higher. Meets General Education requirement. A continuation of BSCC 1010 General Biology 1. An analysis of biological systems at the organism and supraorganism levels: unity and diversity of life, organism structure and function and ecology. Three hours of lecture and three hours of lab per week. Lab Fee.

BSCC 1084 - Survey of Human Anatomy and Physiology

Credit Hours: 4

Prerequisite: Appropriate test score in reading or exemption from placement testing. Meets General Education requirement. One semester course of human anatomy and physiology. Includes terminology; chemistry; cell biology and cellular respiration; tissues; survey of all organ systems. May be used for some Health Science programs and to meet the Biological Science requirement for graduation. This course is recommended for non-science majors and does not substitute for BSCC 1010 as the prerequisite for advanced science courses. Six hours of combined lecture and lab per week. Lab Fee.

BSCC 1362 - Tropical Ecology

Credit Hours: 4

Prerequisite: BSCC 1005 or higher with a grade of "C" or higher and consent of instructor. Meets General Education requirement. This international field course is designed primarily for majors in biology, natural science, and related fields, yet is open to students of all majors. It is an intensive, eight-week course that includes a two-week field component in a tropical environment. The course introduces students to the general principles of tropical ecology, emphasizing forest and marine ecology, conservation, biodiversity concepts, plant and animal interactions and adaptations, effects of human disturbance on native flora and fauna, and field research techniques. Students are expected to develop and apply skills in field research and in utilizing the scientific method.

BSCC 1426 - Introduction to Biotechnology Methods

Credit Hours: 4

Prerequisite: BSCC 1010 or equivalent with a grade of "C" or higher. An introduction to biotechnology, including the scientific basis of technologies necessary to work effectively in a biotechnology laboratory, with an emphasis on current applications in medicine, agriculture, forensics and the environment. Ethical, legal and social issues raised by biotechnology will be discussed. Basic skills will include: following procedures and keeping records; laboratory safety procedures for biological, chemical, and radiological hazards; laboratory mathematics and measuring; preparing solutions; the separation/manipulation of biomolecules; vector construction/transformation; and bacterial culture in its relation to the production of transgenics. Lab Fee.

BSCC 1427 - Introduction to Biotechnology Methods 2

Credit Hours: 4

Prerequisite: BSCC 1426 with a grade of "C" or higher. This course provides an advanced view of biotechnology emphasizing current applications in medicine, agriculture, forensics and the environment. Ethical, legal, and social issues raised by biotechnology, as well as bioprocessing and quality management issues, will be discussed. Topics include genomics and gene expression, nanotechnology, gene therapy, and biology of cancer, aging, and immune technologies. Lab Fee.

BSCC 2093 - Human Anatomy and Physiology 1

Credit Hours: 4

Prerequisite: BSCC 1010 or BSCC 1010H with a grade of "C" or higher. Meets General Education requirement. First of a two-semester human anatomy and physiology sequence emphasizing terminology; chemistry; cell biology; tissues; and the integumentary; skeletal, muscular, respiratory, and reproductive systems. Six hours of combined lecture and lab per week. Lab Fee.

BSCC 2094 - Human Anatomy and Physiology 2**Credit Hours:** 4

Prerequisite: BSCC 2093 with a grade of "C" or higher or consent of instructor. Meets General Education requirement. Second of a two-semester human anatomy and physiology sequence emphasizing terminology; nervous, sensory, cardiovascular, endocrine, lymphatic, digestive, and urinary systems. Three hours of lecture and three hours of lab per week. Lab Fee.

BSCC 2910 - Biological Research**Credit Hours:** 4

Prerequisites: BSCC 1005, BSCC 1010 or BSCC 1010H with a grade of "C" or higher. This course will introduce students to the general principles and practical implementation of biological research. Students will conduct research under the guidance of the instructor and may work individually or in a group. Skills to be learned include, but are not limited to: forming testable hypotheses; researching and critiquing literature; designing and conducting scientific experiments; collecting and organizing data; analyzing data and making appropriate conclusions; and presenting research results. Lab Fee.

BSCC 2948 - Service-Learning Field Studies 1**Credit Hours:** 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

BSCC 4422 - Methods and Applications in Biotechnology**Credit Hours:** 4

Prerequisite: BSCC 1426 and BSCC 1427 - both courses with a grade of "C" or higher. The course provides an advanced view into various aspects of biotechnology, including the scientific basis of biotechnology, and emphasizes current applications in medicine, agriculture, forensics, and the environment. Ethical, legal, and social issues raised by biotechnology, as well as bioprocessing and quality management issues, will be discussed. Topics include genomics and gene expression, plant and animal transgenesis, infectious disease, and biowarfare. Advanced concepts and use of basic biotech lab instruments necessary for recombinant DNA, RNA, and protein work will be stressed. Skills include: following procedures and keeping records; laboratory safety procedures for biological, chemical, and radiological hazards; laboratory mathematics and measurement; preparing solutions; the separation/manipulation of biomolecules, in particular DNA, RNA, and protein. Lab Fee.

BUL 2241 - Business Law 1**Credit Hours:** 3

A study of fundamental principles of law applicable to business transactions. The course specifically relates to the areas of legal environment of business, contracts, and sales contracts as set forth in the Uniform Commercial Code (UCC).

BUL 2242 - Business Law 2**Credit Hours:** 3

A study of fundamental principles of law applicable to government regulation, commercial paper, property, bailments, agency, and business organizations.

BUL 3130 - Legal, Ethical, and Social Aspects of Business**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course explores the nature of legal, ethical, and societal environments of business. Emphasis is placed on business, social, legal, political, and ethical responsibilities to both external and internal groups. Topics include corporate social responsibility, legal, political, and ethical aspects of business, state and federal laws, contracts, intellectual property, employment law, product liability, safety issues, and environmental regulation.

C**CAP 3783 - Database Systems with Big Data****Credit Hours:** 3

Prerequisite: COP 3703 and COP 3530 - both courses with a grade of "C" or higher. This is an introductory course in the theory and application of storing, retrieving, and analyzing big data using the Hadoop framework. Topics include an overview of historical and future trends in big data, an overview of the Hadoop ecosystem, planning a Hadoop cluster, installing and configuring Hadoop, the Hadoop Distributed File System, MapReduce, managing and scheduling jobs, and cluster administration and management.

CAP 3940 - Data Science Internship**Credit Hours:** 3

Prerequisite: Course must be taken during the last semester of the student's program. This course consists of a supervised work experience in an approved training environment. The internship provides an opportunity for students to develop the appropriate attitudes and skills necessary for success in data management science.

CAP 4770 - Data Mining**Credit Hours:** 3

Prerequisite: COP 3530 with a grade of "C" or higher. This is an introductory course in the theory and application of automatic knowledge exploration and discovery from data. Topics include data transformations, classification, regression, rule induction, clustering, and graphical models.

CAP 4773 - Capstone Project - Data Management Science**Credit Hours:** 3

Prerequisite: CAP 4770 with a grade of "C" or higher. This course integrates the knowledge, skills, and abilities learned in the Data Management Science Program through the completion of a comprehensive capstone project. This capstone course must be taken in the last semester of the program.

CCJ 1010 - Criminology**Credit Hours:** 3

In-depth examination of crime and criminality in our society. Criminology examines the causes and types of crime and means by which our society copes with it. Domestic violence, murder, and several other areas of criminology are highlighted.

CCJ 1020 - American Criminal Justice**Credit Hours:** 3

The philosophical and historical background of criminal justice; to evaluate their purpose, functions, administration, and related programs.

CCJ 1452 - Criminal Justice Administration**Credit Hours:** 3

Principles of management and methods of supervision and evaluation are surveyed. Administration and managerial concepts underlying decision making, policy formation, operational strategies and coordination and control procedures.

CCJ 2022 - Critical Issues in Criminal Justice**Credit Hours:** 3

Prerequisite: CCJ 1010 or CCJ 1020 with a grade of "C" or higher. In-depth examination of selected topics related to the study of crime and the American Criminal Justice System. Students will critically analyze a number of contemporary issues affecting enforcement, administration, law and corrections within the American social structural framework.

CCJ 2191 - Criminal Justice Practitioners (Human Behavior)**Credit Hours:** 3

Course concentrates on factors associated with human behavior of clients and practitioners of the criminal justice system. Emphasis is placed on understanding basic behavior patterns encountered by the criminal justice practitioner and how to react to them.

CCJ 2650 - Drugs, Alcohol and Crime**Credit Hours:** 3

Examination of use and abuse of alcohol and drugs, emphasizing physiological effects and social aspects relating to control measures and public safety.

CCJ 2948 - Service-Learning Field Studies 1**Credit Hours:** 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

CEN 3024 - Software Development 1**Credit Hours:** 3

Prerequisite: COP 2805 or COP 3330 with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. The course builds upon the concepts of object-oriented programming (OOP). Major topics include Agile software development methods, software development process models, software engineering process requirements, systems modeling development tools, architecture-driven software development techniques, the OOP design and implementation process, software testing methodologies and the software evolution process. Lab Fee.

CEN 4025 - Software Development 2**Credit Hours:** 3

Prerequisites: COP 2805 or COP 3330 and CEN 3024 with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. The course builds upon the concepts of object-oriented programming and CEN 3024. Major topics include sociotechnical systems (STS) general concepts, dependability and security engineering, security specifications, security assurance, developing dependable STS, designing secure STS application systems, using application frameworks, software product lines, component based software reuse and distributed STS architectural reuse patterns. Lab Fee.

CEN 4341 - Platform Technologies**Credit Hours:** 3

Prerequisites: CNT 3403, CTS 1321 and CTS 1383 - all courses with a grade of "C" or higher. Information Technology (IT) professionals will encounter a variety of platforms in their career. The role of the IT professional is to select, deploy, integrate, and administer platforms or components to support the organization's IT infrastructure. This knowledge area includes the fundamentals of hardware and software and their integration as essential components of IT systems. In support of this goal, students will build an intranet, linking an organization's web server, application server, database server, and enterprise resource planning (ERP) system. Lab Fee.

CEN 4722 - Human Computer Interaction**Credit Hours:** 3

Prerequisite: ISM 3113 and ISM 4041 - both courses with a grade of "C" or higher. This course examines the elements of Human-Computer Interaction (HCI) within the field of Information Technology. Students will learn user-centered methodologies for the design, development, evaluation, and employment of human-computer interactions, and methods for evaluating the usability of human-computer interaction interfaces. Lab Fee.

CEN 4802 - Software Integration, Configuration, and Testing**Credit Hours:** 3

Prerequisite: CEN 3024 with a grade of "C" or higher. This course explores issues associated with, and common approaches used, when integrating software subsystems. Lab Fee.

CEN 4949 - Internship**Credit Hours:** 3

Course must be taken during the last semester of the student's program. This course consists of a supervised work experience in an approved training environment. The internship provides an opportunity for students to develop the appropriate attitudes and skills necessary for success in the Information Technology (IT) world.

CET 1172 - Beginning PC Repair**Credit Hours:** 3

This course will provide the individual an understanding of the fundamentals of personal computers and associated peripherals, including an introduction to multimedia devices. This course will cover computer hardware, operating systems, networking and security. Students will receive hands-on experience with troubleshooting, repair, and maintenance. A computer will be disassembled/reassembled, an operating system installed and diagnostic software will be used to analyze the hardware and peripheral devices. This course will also cover lab safety, environmental issues, face-to-face and online communication skills, principles of laptop and portable devices, and removable storage devices. Lab Fee.

CET 1174 - Advanced PC Repair**Credit Hours:** 3

Prerequisite: CET 1172 with a grade of "C" or higher. This course will provide the individual an understanding of the logical architecture of personal computers and associated peripherals. Advanced topics of computer hardware, operating systems, networking and security will be covered. Students will receive hands-on experience with troubleshooting, repair, and maintenance. A computer/laptop/smartphone will be disassembled/reassembled, operating system installed. Diagnostic software will be used to

analyze the hardware and peripheral devices. Operating systems will be installed, diagnosed and networked within a peer to peer configuration. This course will also cover lab safety, environmental issues, face-to-face and online communication skills, and removable storage devices. Lab Fee.

CET 1176 - Computer Maintenance and Repair

Credit Hours: 3

Prerequisite: CGS 1000 with a grade of "C" or higher. This course will provide the individual with an understanding of the logical architecture of computing devices and associated peripherals. Topics of computer hardware, operating systems, networking, and security are covered. Students will receive online laboratory and hands-on experience with troubleshooting, repair, and maintenance. Computers will be disassembled and/or reassembled and operating system(s) will be installed. Diagnostic software will be used to analyze the hardware and peripheral devices. Operating systems will be installed, configured, diagnosed, and networked within a peer-to-peer configuration. This course will also cover lab safety, environmental issues, face-to-face and online communication skills, central processing units (CPU), memory, and removable storage devices. Lab Fee.

CET 2179 - A+ Test Preparation

Credit Hours: 3

Prerequisite: CET 1174 with a grade of "C" or higher or instructor permission. To instruct the student in the advanced technologies of the personal computer and their associated peripherals. The subjects covered will be processors and memory, bus architectures, chip sets, support circuitry, mass storage, external peripherals and A+ certification material. Lab Fee.

CET 2894 - Capstone in Cybersecurity

Credit Hours: 3

Corequisite: CTSC 2314. The objective of this course is to sharpen the student's Cyber Defense skills by preparing for and participating in Cyber Defense competitions. This Capstone course builds on the background from other foundation courses in Cyber Security and utilizes team-based consulting projects to provide students with methodologies and hands-on experiments for diagnosing and solving real-world cyber security and information assurance problems. Students will inventory a live network, conduct assessments and needs analysis, harden information systems, monitor the network infrastructure, detect and thwart attacks, respond to incidents, and prepare adequate reports.

CETC 1114 - Digital Fundamentals

Credit Hours: 4

Prerequisites: MAT 1033 and EET 1084 - both courses with a grade of "C" or higher or consent of instructor. This course covers number systems, logic gates, Boolean algebra, Karnaugh Map minimization techniques, adders, comparators, encoders, decoders, multiplexers, flip flops, counters, registers, memories, programmable logic devices (PLDs) and Integrated Circuit (IC) technologies. This course provides the student the opportunity to design and build various digital circuits. Lab Fee.

CETC 1123 - Microprocessor Fundamentals

Credit Hours: 4

Prerequisite: CETC 1114 with a grade of "C" or higher. An introduction to Microprocessor architecture, Bus architecture, and programming. Topics included are: overview of computers, microprocessor architecture, bus architecture, memory (R/W memory, ROM and EPROM), memory map, 8086 instruction set, loops, indexing, time delays and subroutines. Lab Fee.

CETC 2890 - Cybersecurity

Credit Hours: 3

Prerequisites: CTS 1321, CTSC 1134, CTS 1383, and CTSC 2120 - all courses with a grade of "C" or higher. This course focuses on one of the most important and urgent concepts in protecting computers and networks: Intrusion detection. This class will cover concepts and demonstrations of Footprinting, Scanning, Enumeration, Penetration, Privilege escalation, Covering Tracks and Back Doors. This course is aimed at providing essential basic skills and knowledge pertaining to information security, security threats, network attacks, and hacking, security models, policies, standards and people, risk management, malware viruses and Trojans, e-mail vulnerabilities and security, intrusion detection and prevention, ethical issues in information security, and social engineering techniques. Lab Fee.

CGS 1000 - Introduction to Computers

Credit Hours: 3

This course surveys the capabilities of digital computers. The student is presented with an overview of the software and hardware that make up a computer system. Topics include introduction to the Internet, application software, computer components, methods used in software development, operating systems, the computer numbering system, networking and communications, security, and related subjects. Lab Fee.

CGS 1555 - Introduction to the Internet

Credit Hours: 3

Introductory course. Topics covered include navigation of the Internet and World Wide Web, research fundamentals, browser use, mailing lists and newsreaders, security issues, email, FTP and Telnet, basics of electronic commerce, and HTML. Lab Fee.

CGS 1871 - Multimedia Presentations

Credit Hours: 3

Introduction to the application of commercial presentation programs and authoring software for personal computers. Topics for multimedia include sound, animation, still images, text, video and HTML. Lab Fee.

CGS 1949 - Co-op Work Experience 1

Credit Hours: 3

Prerequisite: Completion of two courses in major field. Provides students with an introductory work-based experience. Develops appropriate attitudes and skills required for occupational specialty and establishes an effective partnership between students and their employers. This course may be taken for maximum credit of 12.

CGS 2100 - Introduction to Microcomputer Applications

Credit Hours: 3

This course is an introduction to an application software suite commercially available for computers. Topics include managing files in current OSs (Operating Systems), word processing, spreadsheets, databases, and presentation software. Lab Fee.

CGS 2571 - Microcomputer Applications-Advanced

Credit Hours: 3

Prerequisite: CGS 2100 with a grade of "C" or higher. This course is a continuation of CGS 2100 covering advanced topics in word processing, spreadsheets, databases, and presentation software. Lab Fee.

CGS 2941 - Internship**Credit Hours:** 1 - 3

Prerequisite: Complete two courses in major field. Introduce basic principles of their field of study to provide an opportunity for students to develop appropriate attitudes and skills needed for successful employment and to establish an effective partnership between the student and cooperating employer. This course may be taken up to two times for credit.

CGS 2948 - Service-Learning Field Studies 1**Credit Hours:** 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

CHI 1120 - Chinese 1**Credit Hours:** 4

Chinese 1 is a course that provides basic communication skills for students who have limited or no prior knowledge of the Chinese language, but are interested in its functional use in everyday situations. Through in-class instructional activities and language lab work, students will learn basic grammar, sentence patterns, vocabulary, composition, and culture. The course is suitable in AA programs requiring essential skills as preparation for university-parallel programs.

CHM 1015 - Introduction to Chemistry**Credit Hours:** 3

Prerequisite: High school algebra 1 (if completed within the last three years) or high school algebra 1 and 2. Introductory course for students with inadequate backgrounds to develop and build mathematical skills and learn concepts required for entry into more rigorous chemistry courses. Will not meet general education requirement.

CHM 1025 - College Chemistry**Credit Hours:** 3

Prerequisite: MAT 1033 with a grade of "C" or higher. Corequisite: CHML 1025. Meets General Education requirement. This course is an introduction to the elementary principles of modern chemistry. This course prepares students without high school chemistry, or with an inadequate background, for CHM 1045. Modern chemical theories are used to develop an understanding of fundamentals of inorganic chemistry and its applications. An emphasis is placed on quantitative relationships and using dimensional analysis to solve problems.

CHM 1045 - General Chemistry 1**Credit Hours:** 3

Prerequisite: MAC 1105 with a grade of "C" or higher. Corequisite: CHML 1045. Meets General Education requirement. An introduction to principles of chemistry to include a study of quantum structure, reaction and the properties of matter; bonding and molecular shape; properties of the phases of matter; numerical analysis and manipulation. This course is a state-designated core course.

CHM 1045H - Honors General Chemistry 1**Credit Hours:** 3

Prerequisite: MAC 1105 with a grade of "C" or higher and admission to the EFSC Honors Program. Corequisite: CHML 1045H. Meets General Education requirement. The course is the first part of a rigorous two-course sequence in general chemistry intended for science majors. The course is designed to provide a unique environment based on collaborative and active learning. Major areas of concentration include modern theories of atomic and molecular structure, quantitative chemistry, physical chemistry, and the behavior of gases. This course is a state-designated core course.

CHM 1046 - General Chemistry 2**Credit Hours:** 3

Prerequisite: CHM 1045 with a grade of "C" or higher. Corequisite: CHML 1046. Meets General Education requirement. An introduction to principles of chemistry to include a study of equilibrium, reaction rate, and electrochemistry; nuclear chemistry; basic organic chemistry; and colligative properties of solutions.

CHM 1046H - Honors General Chemistry 2**Credit Hours:** 3

Prerequisites: CHM 1045 or CHM 1045H and CHML 1045 or CHML 1045H - both courses with a grade of "C" or higher and admission to the EFSC Honors Program. Meets General Education requirement. A continuation of General Chemistry 1 to include a study of equilibrium, reaction rate, electrochemistry, nuclear chemistry, basic organic chemistry and colligative properties of solutions. Students will also conduct an analysis on energy sources and resources. This course is designed to provide a unique environment based on collaborative and active learning.

CHM 2210 - Organic Chemistry 1**Credit Hours:** 3

Prerequisites: CHM 1046 and CHML 1046 - both courses with a grade of "C" or higher. Corequisite: CHML 2210. Meets General Education requirement. This course is the first part of a two-semester sequence in organic chemistry that studies the organization of carbon compounds and the unifying principles of their chemistry. The course covers the study of hydrocarbon compounds and their derivatives. The topics include nomenclature, synthesis, utilization of products, reaction mechanisms and stereo-chemical considerations of products.

CHM 2211 - Organic Chemistry 2**Credit Hours:** 3

Prerequisites: CHM 2210 and CHML 2210 - both courses with a grade of "C" or higher. Corequisite: CHML 2211. Meets General Education requirement. This course is the second part of a two-semester sequence in organic chemistry that studies the organization of carbon compounds and the unifying principles of their chemistry. The course covers the study of alcohols, ethers, carboxylic acids, and other organic compounds. The topics include structure, nomenclature, synthesis, utilization of products, reaction mechanisms, and stereo-chemical considerations of products as well as structure elucidation via spectrometric techniques.

CHM 2941 - Chemistry Internship**Credit Hours:** 1 - 3

Prerequisite: Complete two courses in Chemistry or consent of instructor. This is an internship and work experience in a science field or laboratory to develop the skills needed for employment which include setting, achieving, and evaluating goals for hands-on learning experiences in the sciences. This course may be taken for maximum credit of 6.

CHM 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

CHMC 2910 - Chemical Research**Credit Hours: 4**

Prerequisite: CHM1045 and CHML1045 or CHM1045H and CHML1045H - both courses with a grade of "C" or higher. This course will introduce students to the general principles and practical implementation of chemical research. Students will conduct research under the guidance of the instructor and may work individually or in a group. Skills to be learned include, but are not limited to the following: forming testable hypotheses; researching and critiquing literature; designing and conducting scientific experiments; collecting and organizing data; analyzing data and making appropriate conclusions; and presenting research results. Lab Fee.

CHMC 3005 - Physical Chemistry for Life Sciences**Credit Hours: 4**

Prerequisites: CHM 2211, CHML 2211, PHY 2049, and MAC 2312 - all courses with a grade of "C" or higher. This course will use mathematical models to measure, describe, and predict the behavior of chemical systems based on physical laws with emphasis on biological applications. The lecture component will cover principles of thermodynamics, gas laws, chemical equilibrium, kinetics, electron transfer reactions, elementary quantum theory, and spectroscopy. The laboratory component will focus on measurements and interpretation of physical properties related to the main lecture topics. Lab Fee.

CHMC 3120 - Analytical Chemistry with Laboratory**Credit Hours: 4**

Prerequisite: CHM 1046 and CHML 1046 - both courses with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. This course defines and illustrates the analytical approach to chemical analysis. It is devoted to the exploration of quantitative analysis, statistical treatment of data, acid-base equilibria and titrations, precipitation and complex formation, electrochemistry, oxidation-reduction, spectro-photochemical analytical methods and chromatographic techniques. This is a combined lecture and laboratory course. Lab Fee.

CHMC 4139 - Bioanalytical Instrumentation with Laboratory**Credit Hours: 4**

Prerequisite: CHMC 3120 with a grade of "C" or higher. This course is an introduction to the theory, design, and operation of advanced instrumentation currently used in research and quality assurance laboratories for analysis and characterization of organic and biomolecules. Topics include spectroscopic techniques, separation techniques, electrochemical methods, and statistical treatment of data. Principles of the techniques, instrument operation and instrument limitations will be discussed and laboratory experiments will be performed using instrumentation. Lab Fee.

CHMC 4410 - Physical Chemistry with Laboratory**Credit Hours: 4**

Prerequisites: CHM 1045, CHML 1045, CHM 1046, CHML 1046, PHYC 2053, PHYC 2054, and MAC 2313 - all courses with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. This course will use mathematical models to measure, describe, and predict the behavior of chemical systems based on physical laws. The lecture component will cover Principles of Thermodynamics, Gas Laws, Chemical Equilibrium, Kinetics, and Elementary Quantum Theory. The laboratory component will focus on measurements of physical properties related to the main lecture topics. Combined course: lecture and laboratory. Lab Fee.

CHML 1025 - College Chemistry Laboratory**Credit Hours: 1**

Corequisite: CHM 1025. Meets General Education requirement. Laboratory practices designed to help the student acquire basic chemical laboratory skills and to illustrate theoretical concepts studied in CHM 1025. Lab Fee.

CHML 1045 - General Chemistry 1 Laboratory**Credit Hours: 1**

Corequisite: CHM 1045. Meets General Education requirement. The course is the laboratory portion of the first part of a two-course sequence in general chemistry intended for science majors. The course is designed to provide a unique environment based on collaborative learning and modern day applications of chemistry. Experiments will illustrate the chemical concepts taught in the lecture part of the course and will provide students with the experience required to work in a modern chemistry laboratory. Lab Fee.

CHML 1045H - Honors General Chemistry 1 Laboratory**Credit Hours: 1**

Prerequisites: MAT 1033 with a grade of "C" or higher and admission to the EFSC Honors Program. Corequisite: CHM 1045H or CHM 1045. Meets General Education requirement. The course is the laboratory portion of the first part of a two-course sequence in general chemistry intended for science majors. The course is designed to provide a unique environment based on collaborative learning and modern day applications of chemistry. Experiments will illustrate the chemical concepts taught in the lecture part of the course and will provide students with the experience required to work in a modern chemistry laboratory. Lab Fee.

CHML 1046 - General Chemistry 2 Laboratory**Credit Hours: 1**

Prerequisites: CHM 1045 and CHML 1045 - both courses with a grade of "C" or higher. Corequisite: CHM 1046. Meets General Education requirement. A continuation of CHML 1045 with greater emphasis on analytical techniques and analysis and interpretation of data. Lab Fee.

CHML 1046H - Honors General Chemistry 2 Laboratory**Credit Hours: 1**

Prerequisite: CHML 1045 or CHML 1045H with a grade of "C" or higher and admission to the EFSC Honors Program. Corequisite: CHM 1046H or CHM 1046. Meets General Education requirement. A continuation of CHML 1045 or CHML 1045H with greater emphasis on analytical techniques and analysis and interpretation of data. The course is designed to provide a unique environment based on collaborative learning and modern day applications of chemistry. Lab Fee.

CHML 2210 - Organic Chemistry 1 Laboratory**Credit Hours: 1**

Prerequisites: CHM 1046 and CHML 1046 - both courses with a grade of "C" or higher. Corequisite: CHM 2210. Meets General Education requirement. A first course in fundamental techniques used in carrying out organic synthesis. Emphasis placed on basic procedural steps and lab reports. Lab Fee.

CHML 2211 - Organic Chemistry 2 Laboratory**Credit Hours:** 1

Prerequisites: CHM 2210 and CHML 2210 - both courses with a grade of "C" or higher. Corequisite: CHM 2211. Meets General Education requirement. A continuation of CHML 2210, with emphasis on application of techniques and multi-step synthesis. Lab Fee.

CIS 2321 - Systems Analysis and Design**Credit Hours:** 3

Prerequisite: COP 1000 or COP 1332 with a grade of "C" or higher. An introduction to the analysis of business data processing: feasibility studies, systems flow charts, and collection of relevant information. Lab Fee.

CIS 2381 - Foundations of Digital Forensics**Credit Hours:** 3

Digital forensics is the application of traditional forensic science principles and practices to obtain electronically stored evidence. Students develop a beginning background in forensic investigative procedures and techniques using natural and physical sciences to aid in computer data recovery.

CIS 3510 - Advanced I.T. Project Management**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course covers the general aspects of project management and emphasizes the important special considerations which apply to information technology projects. Major topics include general principles, processes and practices of information technology project management, techniques for planning, organizing, scheduling, and controlling software projects with a substantial focus on cost estimation and risk management. Lab Fee.

CISC 3391 - Computer Forensics**Credit Hours:** 3

Prerequisites: CTS 1321 and CTS 1383 - both courses with a grade of "C" or higher and departmental approval or admission to the Bachelor's program required. This class will introduce the students to investigating and analyzing computer systems and media using readily available open source tools. The student will use different forensic tools with Linux, OS X, and Windows systems. Well known forensic methods will be demonstrated using command-line and graphical open source computer forensic tools for examining a wide range of target systems and their artifacts. This is a hands-on course that requires prior knowledge of networking and Linux. Lab Fee.

CISC 3392 - Windows Forensics**Credit Hours:** 3

Prerequisites: CTS 1329, CTS 1383, and COP 2805 or COP 3330 - all courses with a grade of "C" or higher and departmental approval or admission to the Bachelor's program required. This course is an in-depth forensic analysis of Windows operating systems and media exploitation focusing on current and past Windows operating systems. The student will identify forensic evidence from a live Windows system as well as an acquired image. The course covers the use of open source tools and proprietary forensics tools. Forensics documentation and reporting including court room expert witness testimony procedures will be covered. Lab Fee.

CJC 2000 - American Corrections**Credit Hours:** 3

Overview of American Correctional System examining its historical and philosophical origins; State and Federal system and its problems, treatment approaches, future trends and related facilities and agencies.

CJC 2162 - Community Corrections**Credit Hours:** 3

Emphasis on community programs as alternatives to institutionalization. Programs include: halfway houses, work-release, and study release. Probation and parole and community resources in the corrections process, welfare and use of volunteers, as part of the process.

CJE 1000 - Introduction to Law Enforcement**Credit Hours:** 3

Introductory survey of the historical and philosophical development of Law Enforcement in a democratic society. The purpose, functions, organization, and issues such as brutality, corruption and diversity are discussed. Various policing styles, including community policing will be examined.

CJE 1440 - Crime Prevention**Credit Hours:** 3

An overview and analysis of crime prevention strategies used in the private and public sectors.

CJE 1640 - Introduction to Forensic Science**Credit Hours:** 3

This course exposes students to the capabilities and functions of a full-service crime laboratory. Also covered is evidence selection and submission to a crime lab in accordance with established standards and legal requirements.

CJE 1642 - Introduction to Crime Scene Technology**Credit Hours:** 3

This course is an introduction to crime scene investigation techniques. Emphasis is placed upon recording the crime scene, collecting and preserving physical evidence, and examination of evidence. Employment of techniques available to crime scene investigators will be demonstrated.

CJE 1643 - Advanced Crime Scene Technology**Credit Hours:** 4

This course covers advanced principles, theories, and applications in crime scene technology. Specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood spatter and recovery of buried bodies and surface skeletons are also included. Data analysis, reporting and plan of action development is emphasized. Lab Fee.

CJE 1644 - Crime Scene Safety**Credit Hours:** 3

This course covers potential health and safety hazards encountered at a crime scene. The course will introduce proper protective techniques to minimize risk to self and others. Emergency procedures and state and federal regulations are included.

CJE 1671 - Latent Fingerprint Development**Credit Hours:** 3

Prerequisite: CJE 1642 with a grade of "C" or higher. This course emphasizes the techniques involved in detection, enhancement and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods and surfaces will be analyzed and evaluated for proper application in both theory and practice. Lab Fee.

CJE 1672 - Fingerprint Classification

Credit Hours: 3

This course teaches the Henry modified system of fingerprint classification and prepares the student for a position as an inked fingerprint examiner.

CJE 1770 - Crime Scene Photography 1

Credit Hours: 3

Prerequisite: CJE 1642 with a grade of "C" or higher. This course includes basic crime scene photography skills including camera operation and exposure control, proficiency in relational photos and flash control for crime scene and evidentiary documentation. This course includes videography.

CJE 1772 - Crime Scene Photography 2

Credit Hours: 3

Prerequisite: CJE 1770 with a grade of "C" or higher. This course expands upon concepts, knowledge and skills taught in Crime Scene Photography 1 to include specialty light sources, darkroom techniques and procedures, filters and specialized equipment including black and white and color enlargers.

CJE 2330 - Ethics in Criminal Justice

Credit Hours: 3

A detailed exploration of ethical issues in criminal justice. This course will examine the relationship between ethics and justice from a historical viewpoint to contemporary diverse ethical issues. Morality and the law, human behavior, and ethical decision making will be addressed.

CJE 2600 - Investigations

Credit Hours: 3

To provide educational theory in the fundamentals of investigation, including procedures dealing with part one felony crimes; techniques of collection, preservation and transportation of evidence. Also examined are the rules of evidence.

CJJ 1540 - Juvenile Delinquency

Credit Hours: 3

This course examines some of the causes and impacts in our society as well as the juvenile justice system developed to deal with it.

CJK 0001 - Introduction to Law Enforcement

Credit Hours: 10

This course is designed to provide the student with an overview of the law enforcement officer basic training program, an understanding of the values and ethics required for criminal justice officers, the consequences of sexual harassment in the workplace, and the structure of the criminal justice system and related agencies.

CJK 0012 - Legal

Credit Hours: 62

This course will provide a solid legal foundation from which students may function as law enforcement officers. To act properly and effectively as law enforcement officers without infringing on citizens' rights, students must have an understanding of the Constitutional Amendments, federal, state, and local laws as well as familiarization with case law.

CJK 0013 - Interactions in a Diverse Community

Credit Hours: 40

Officers must be able to communicate effectively and professionally when interacting with people in a variety of circumstances. Those circumstances may include: physical and developmental disabilities, mental illness, a suicidal situation, substance abusers, juveniles, elderly, homeless, and a crisis situation. The correct response to a situation may be providing appropriate management intervention, and referral for individuals.

CJK 0014 - Interviewing and Report Writing

Credit Hours: 56

The officer must be able to understand parts of speech, grammar mechanics and the principles of report writing when writing effective law enforcement incident reports. An officer must be able to properly conduct an interview, take statements from individuals, take thorough, factual, and complete field notes, and properly assemble, organize, and complete the incident report.

CJK 0064 - Fundamentals of Patrol

Credit Hours: 35

Officers must be able to properly use radio equipment, understand the uses of the Florida and National Crime Information Centers and other electronic database resources, identify officer safety issues, use problem solving models identified in police work, how to safely patrol, conduct searches, and respond to calls for service.

CJK 0065 - Calls for Service

Credit Hours: 36

Officers must be able to respond to calls for service on a daily basis. These calls may include wellbeing and security checks, building alarms, environmental hazards, transportation requests, animal complaints, death notifications, disturbances, vehicles fires, parking enforcement, and people in crisis.

CJK 0077 - Criminal Investigations

Credit Hours: 50

This course will introduce the student to the steps involved in investigating any crime against a person, society, property, and economic crimes.

CJK 0078 - Crime Scene to Courtroom

Credit Hours: 35

The officer must have specific knowledge on processing a crime scene. An officer's first priority is to protect and preserve the scene to avoid contaminating evidence. An officer then must identify, protect, collect, preserve and maintain the physical evidence, or the prosecution of the suspect may be in jeopardy. After the processing of the scene, the office must conduct a follow-up investigation and at times, testify in different types of court proceedings.

CJK 0084 - DUI Traffic Stops**Credit Hours:** 24

Law enforcement officers make numerous traffic stops daily. All too often drivers are impaired by the use of alcohol or drugs, making them a hazard to themselves and other motorists. This course will train the student to conduct a DUI traffic stop, detect impaired driving, administer field sobriety tests, make arrests when appropriate, and record the evidence of a DUI violation.

CJK 0087 - Traffic Stops**Credit Hours:** 30

This course is intended to introduce the student to Florida traffic law and procedures for conducting safe and legal traffic stops. The student understands how to safely pull over a vehicle, identify the violation, obtain necessary driver/passenger information, complete the stop, make arrest, and document the traffic stop.

CJK 0088 - Traffic Crash Investigations**Credit Hours:** 32

This course is designed to provide the student with a foundation on how to conduct a traffic crash investigation using a step-by-step approach which encompasses the initial response through documenting the crash.

CJK 0092 - Critical Incidents**Credit Hours:** 44

Officers are first responders to emergency incidents. During this course, the student will complete and pass the IS-100 and IS-700 Incident Command System under the online National Incident Management System (NIMS). NIMS training will guide the officer in response to a national disaster, weapons of mass destruction incident, bomb threat, and a hazardous material incident.

CJK 0200 - Overview of Corrections**Credit Hours:** 14

Provides student with an overview of the correctional officer training program and the requirements for becoming a certified officer. Provides a legal foundation from which students may begin to function as correctional officers. Gives instruction on basic criminal justice values, ethics and ways to demonstrate professionalism when interacting with others. Students will learn about the command structure within the criminal justice agency. Students will acquire a working knowledge of federal and state laws and how to apply them to specific incidents.

CJK 0205 - Law Enforcement Cross-Over to Correctional Responding to Incidents and Emergencies**Credit Hours:** 12

Student will become effective in the use of equipment, crime scene control, chain of command procedures, documentation of scene involvement and how to handle daily responsibilities and operations in a correctional setting.

CJK 0300 - Introduction to Corrections**Credit Hours:** 32

This course provides an overview of the correctional officer training program and the requirements for becoming a certified officer in Florida. The course details basic criminal justice values, ethics, and ways to demonstrate professionalism when interacting with others. The command structure within a criminal justice agency will be discussed and the student will have a working knowledge of federal and state laws affecting correctional officers as they carry out a variety of responsibilities requiring a foundational knowledge of the law and the ability to apply law to specific incidents.

CJK 0305 - Communications**Credit Hours:** 40

Correctional officers use various forms of communication when managing inmates and interacting with others as part of their duties. Communication in a correctional setting includes verbal and nonverbal expression, written documentation, radio, telephone, and computer usage. This course provides practical communication skills that will assist new correctional officers in managing and supervising inmates, giving directions, answering questions, and interacting with others in a professional and safe manner. Topics include interpersonal communication, telecommunications, interviewing, note taking, and report writing.

CJK 0310 - Officer Safety**Credit Hours:** 16

Being a correctional officer is inherently stressful, dangerous, and possibly life threatening. Correctional officers are the first line of defense against violence, security breaches, and other safety hazards. It is the responsibility of correctional officers to provide this line of defense for themselves, but also to the public, facility staff, and inmates. This course provides an overview of safety and security concerns, identification, manipulation and deception, contraband, and searches. In order to mitigate these problems within a facility, correctional officers must be mentally present, persistent, and proactive in their duties.

CJK 0315 - Facility and Equipment**Credit Hours:** 8

Correctional officers are responsible for equipment and materials used to keep correctional facilities clean, safe, and secure. It is important for a correctional officer to have a basic knowledge of standard equipment used, including weapons, hazardous materials, and sensitive supplies. Officers must be very familiar with common problems found when managing equipment. This will help them complete their duty to support the safe and efficient operation of equipment and to provide a safe environment for inmates, staff and visitors.

CJK 0320 - Intake and Release**Credit Hours:** 18

In the performance of their duties, correctional officers may be assigned to conduct the intake, classification, or release of inmates. An officer must have knowledge of facility policies and procedures, state laws, and legal guidelines as they pertain to each part of the process. Intake, classification, and release processes include verification of identity, required documentation, person and property searches, property inventory, issuing hygiene items, fingerprinting, photographing, assessing custody levels, assigning housing, and releasing of inmates.

CJK 0325 - Supervising in a Correctional Facility**Credit Hours:** 40

The primary activity of a correctional officer is the care, custody, and control of inmates. Correctional officers require keen supervisory and observational skills to ensure officer safety, and the safe operation of the correctional facility. This course will introduce students to the observation and monitoring of inmates in various locations within and outside of the correctional facility.

CJK 0330 - Supervising Special Populations**Credit Hours:** 20

On a daily basis, a correctional officer interacts with a variety of individuals who have been grouped together. Special populations are part of this larger group. The officer may need to make considerations when supervising each of these groups of inmates. These special population groups have individual characteristics. The most common groups the officer will encounter are discussed, from most prevalent to least. The officer should be aware of these special populations and respond appropriately when interacting with and supervising them.

CJK 0335 - Responding to Incidents and Emergencies

Credit Hours: 16

One of the most important duties of a correctional officer is to apply knowledge, training, and reasonable judgment to ensure the safety and security of all persons at the facility during an emergency. Any incident can develop into an emergency. The officer is expected to be effective in the use of equipment, crime scene control, chain of custody procedures, and documentation of involvement in any incident or emergency.

CJK 0340 - Officer Wellness and Physical Abilities

Credit Hours: 30

This course is designed to give the student the tools to begin a fitness and wellness program to promote optimal health and stamina. Student's physical fitness levels will be evaluated at various stages of the program. Evaluation will consist of performance in the vertical jump, one-minute sit-ups, 300 meter run, maximum push-ups, and a 1.5 mile run.

CJK 0354 - Law Enforcement Cross-Over to Correctional Officer Wellness

Credit Hours: 12

This course is designed to give the criminal justice academy student the tools to begin a fitness program to promote optimal health and stamina. Students physical fitness will be evaluated at various stages throughout the program.

CJK 0393 - Crossover Program Updates

Credit Hours: 8

This course is designed to expand or update curriculum topics in the law enforcement program, highlight new techniques in a high liability area or provide for application of relevant case law.

CJKC 0020 - CMS Law Enforcement Vehicle Operations

Credit Hours: 48

This course will help officers to develop the skills required to safely operate a motor vehicle. The operation of a motor vehicle in a law enforcement setting is a dynamic and challenging task. The ability to drive in an emergency mode, communicate with dispatch, and remain aware of the actions of other drivers presents complexities not experienced in normal driving. This course is designed to help officers understand a vehicle's limits as well as their personal limits. An officer's awareness of the effects of physiological and psychological stressors on his or her driving is critical. Lab Fee.

CJKC 0031 - CMS First Aid for Criminal Justice Officers

Credit Hours: 40

This course includes an overview of CPR and first aid skills necessary for professionals working as correctional or law enforcement officers who serve as the first person on the scene of an emergency until EMS arrives. Lab Fee.

CJKC 0040 - CMS Criminal Justice Firearms

Credit Hours: 80

This course is designed to give the law enforcement or correctional officer student the basic skills and knowledge needed to safely operate a firearm; identify the weapons parts and ammunition; weapons cleaning and maintenance; handgun drawing and holstering; weapon loading and unloading; basic shooting principles; proficiency on the CJSTC basic firearms courses of firing with a handgun (revolver or semi-automatic pistol) during daylight and nighttime and firing long gun (shotgun or semi-automatic rifle/carbine) during daylight; proficiency for weapon handling; proper intervention for weapon malfunctions; and knowledge of survival shooting techniques. Lab Fee.

CJKC 0051 - CMS Criminal Justice Defensive Tactics

Credit Hours: 80

This course is designed to prepare prospective officers with the knowledge and skills to control subjects and defend themselves using appropriate defensive tactics use of force guidelines; subject resistance, situational factors, officer's response, and justification according to constitutional considerations and case law. Lab Fee.

CJKC 0096 - Criminal Justice Officer Physical Fitness Training

Credit Hours: 60

This course is designed to give the criminal justice basic recruit academy student the tools to begin a fitness program to promote optimal health and stamina. Student's physical fitness level will be evaluated at various stages throughout the basic recruit officer program. Lab Fee.

CJKC 0392 - Crossover Handgun Transition Course

Credit Hours: 24

This course is designed to review students with basic firearms safety procedures when using a handgun to include use of force decisions and ammunition use. Student will be required to qualify with a handgun in daylight and nighttime conditions. Lab Fee.

CJKC 0422 - Dart-Firing Stun Gun Use

Credit Hours: 8

This course is designed to introduce the law enforcement student to the basics of both the stun gun as well as the dart-firing stun gun and provide fundamental knowledge on this emerging tool in criminal justice. Students will be able to properly and safely operate a dart firing stun gun, document its use, and practice assessing in which situation to use it, based on statutory requirements. Lab Fee.

CJL 1400 - Criminal Procedures

Credit Hours: 3

Thorough study of rules governing admissibility of evidence focusing on the law of arrest, search and seizure and other due process requirements. Constitutional law is also examined as it relates to courtroom procedure.

CJL 1610 - Courtroom Presentation of Evidence

Credit Hours: 3

Prerequisite: CJE 1642 with a grade of "C" or higher. This course covers dress, grooming, speaking, listening and stress control during courtroom proceedings. Visual aid preparation and presentations of all evidence (commonly referred to as "scientific evidence") collected at the crime scene are also included. Mock trial exercises will be used.

CJL 2401 - Criminal Law**Credit Hours: 3**

The theory and purpose of criminal law procedures with emphasis on role of the US Supreme Court and the US Constitution. The F index crimes and legal defenses are also examined.

CLP 1001 - Human Adjustment**Credit Hours: 3**

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. This course explores the adjustment process of individuals as well as the importance of personal growth. The use of critical thinking skills to make appropriate decisions is a main focus with an emphasis on how individuals and groups cope with major life adjustments with regard to historical, economic, social, and cultural factors that influence mental processes and behaviors.

CLP 2140 - Abnormal Psychology**Credit Hours: 3**

Prerequisite: PSY 2012 or PSY 2012H or equivalent with a grade of "C" or higher. This course explores major types of psychological disturbances and maladaptive behaviors as well as various diagnostic categories, causation, terminology and therapeutic approaches.

CLP 2140H - Honors Abnormal Psychology**Credit Hours: 3**

Prerequisites: PSY 2012 or PSY 2012H or equivalent, with a grade of "C" or higher and admission to the EFSC Honors Program. The course explores major types of psychological disturbances and maladaptive behaviors as well as various diagnostic categories, causation, terminology, and therapeutic approaches to the treatment and epidemiology of mental health disorders. The Honors class will emphasize student leadership skills with student-led teaching.

CLP 2948 - Service-Learning Field Studies 1**Credit Hours: 1**

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

CNT 3403 - Network Defense Security**Credit Hours: 3**

Prerequisite: CTSC 2120 with a grade of "C" or higher and departmental approval or admission to the Bachelor's program required. This course provides a foundation in the fundamentals of network security defense including intrusion detection and firewalls. Students will examine advanced topics such as security policies, packet filtering and analysis, perimeter defense, virtual private networks, and network traffic signatures. Lab Fee.

CNT 3406 - Information Security Management**Credit Hours: 3**

Prerequisite: CTSC 2120 with a grade of "C" or higher or departmental approval and admission to Bachelor's program required. This course covers the fundamental concepts relating to information security management including confidentiality, integrity, availability, vulnerability, threats, risks and countermeasures. It includes an overview of current national legislation and regulations which impact information security management and a discussion on current business and common technical environments in which information security management has to operate. Lab Fee.

CNT 3702 - Infrastructure and Facilities Planning**Credit Hours: 3**

Prerequisites: CTSC 1134 or CGS 2263 - with a grade of "C" or higher and departmental approval or admission in Bachelor's program required. Students integrate computer and networking hardware and software into a robust, secure, redundant, and resilient infrastructure. Students research and present findings related to enterprise projects in computer networking design. Lab Fee.

CNT 4704 - Network Planning and Design**Credit Hours: 3**

Prerequisite: CTSC 2652 or Departmental approval and admission to Bachelor's program required. In this course, students will examine computer network goals, models and designs for both local-area networks and wide-area networks with specific emphasis on internetworking principles. They will evaluate current network technologies and use these in the planning of a network. Through simulation techniques and graph and queuing theory, students will plan the capacity of a network and analyze its performance. Lab Fee.

COM 3120 - Organizational Communication**Credit Hours: 3**

Prerequisite: ENC 1101 with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. Analysis of communication within organizations concentrating on interpersonal communication, nonverbal communication, and workplace group interaction.

COP 1000 - Principles of Programming**Credit Hours: 3**

Prerequisite: CGS 1000 with a grade of "C" or higher. This is a beginning level course teaching the essentials of logical computer programming (CP) design techniques, which use pseudocode terminology to create language independent algorithms (LIAs). Topics include the programming development process (PDP), flowcharts, the basic computer operations (COs), the use of arithmetic, assignment, logical, relational, increment, and decrement operators, input, output, constants, elementary data types (EDTs), file types, data structures types (DSTs), selection control structures (SCSs), repetition control structures (RCSs), single dimensional arrays, and using security coding techniques for validating user input. A current programming language will be used as a platform to demonstrate the LIAs. Lab Fee.

COP 1332 - Visual Basic Programming**Credit Hours: 3**

Prerequisite: COP 1000 with a grade of "C" or higher. This course introduces the student to the Visual Basic programming language. Topics include language syntax, data types, arithmetic expressions, logical expressions, control structures, repetitive control structures, arrays, collections, and string manipulation. Visual Basic object-oriented programming concepts including classes, inheritance, and polymorphism are covered. Students develop Visual Basic program applications using a software integrated development environment (IDE). Lab Fee.

COP 1657 - Introduction to Mobile Applications Programming

Credit Hours: 3

Prerequisite: CGS 1000 with a grade of "C" or higher. This course provides an introduction to mobile applications programming on popular operating system platforms. Students will become familiar with the software for creating mobile applications and the process of using the software development kit for each platform. Students will create, build, and run simple applications on each platform. Lab Fee.

COP 2070 - Visual Basic for Applications**Credit Hours: 3**

Prerequisites: CGS 2100 and COP 1332 - both courses with a grade of "C" or higher. This course uses the programming languages Visual Basic for Applications (VBA) to customize applications in the Microsoft Office suite of products. VBA offers a sophisticated set of programming tools developers can use to harness the power of Word, Excel, PowerPoint, and Access. Lab Fee.

COP 2333 - Visual Basic Programming Advanced**Credit Hours: 3**

Prerequisite: COP 1332 with a grade of "C" or higher. This course covers advanced topics using the Visual Basic programming language including, collections, multi-threading, inheritance, generics, polymorphism, XML documents, LINQ, GUI forms and controls, and interaction with databases and web services. Students will develop Visual Basic program applications using a software integrated development environment (IDE). Lab Fee.

COP 2334 - Introduction to C++ Programming**Credit Hours: 3**

Prerequisite: COP 1000 with a grade of "C" or higher. This course is an introduction to the C++ programming language syntax. Topics include implementation of loops, decision structures, functions, input/output operations, arrays, structures, and overloading. Introduction to object-oriented paradigms of classes, data abstraction, and encapsulation. In addition, secure application development concepts are reviewed. Lab Fee.

COP 2335 - C++ Programming Advanced**Credit Hours: 3**

Prerequisite: COP 2334 with a grade of "C" or higher. This course is a continuation of introduction to C++ programming. Topics include pointers, recursion, operator and function overloading, information hiding, inheritance, virtual functions (polymorphism), and traditional object-oriented programming. Standard data structures including arrays, stacks, queues, linked lists, and their implementations are covered. In addition, secure application development concepts are reviewed. Lab Fee.

COP 2360 - C# Programming**Credit Hours: 3**

Prerequisite: COP 1000 with a grade of "C" or higher. This course introduces the student to the C# programming language. Topics include language syntax, data types, arithmetic expressions, logical expressions, control structures, repetitive control structures, arrays, collections, and string manipulation. C# object oriented programming concepts including classes, inheritance, and polymorphism are covered. Students develop C# program applications using a software integrated development environment (IDE). Lab Fee.

COP 2362 - C# Programming Advanced**Credit Hours: 3**

Prerequisite: COP 2360 with a grade of "C" or higher. Advanced topics using the C# language including, collections, multi-threading, inheritance, generics, polymorphism, XML documents, LINQ, GUI forms and controls, and interaction with databases and web services. Students will develop C# program applications using a software IDE (Integrated Development Environment). Lab Fee.

COP 2671 - Mobile Applications Development**Credit Hours: 3**

Prerequisites: COP 1657 and COP 2334 or COP 2360 or COP 2800 - both courses with a grade of "C" or higher. This course provides project experience in the development of mobile applications on popular device platforms and cross-platform development. The course examines object-oriented programming concepts and their application to mobile application development. Students are introduced to mobile application interface design, learn how to use persistent data in a mobile application, and explore the process of adding images, sound, and video to applications. Lab Fee.

COP 2700 - Database Techniques**Credit Hours: 3**

Prerequisite: CGS 2100 with a grade of "C" or higher. This course introduces Relational Database Management System (RDBMS) data modeling concepts, database normalization process, entity relationship concepts, intermediate Structured Query Language (SQL) programming, physical design issues including centralized and distributed designs, concurrency, transaction processing, locking methods, database administration roles and responsibilities, and database security. Lab Fee.

COP 2800 - Introduction to Java Programming**Credit Hours: 3**

Prerequisite: COP 1000 or COP 1332 with a grade of "C" or higher. This course is an introduction to Java programming. The topics include loops, decision structures, input output (I/O) operations, arrays, references, classes, objects, inheritance, and data encapsulation. An introduction to GUI design using Java's Swing Package and other Java predefined packages is examined. Lab Fee.

COP 2805 - Advanced Java Programming**Credit Hours: 3**

Prerequisite: COP 2800 with a grade of "C" or higher. The course focuses on advanced Java programming concepts, including interfaces, packages, exception handling, and database interaction using Java Database Connectivity (JDBC), multithreading, and networking capabilities. This course is a continuation of Java's object-oriented features with major emphasis on class implementation. Advanced graphical user interface (GUI) design is implemented using Java's Swing package with a major emphasis on event handling. In addition, secure application development concepts are reviewed. Lab Fee.

COP 2812 - Introduction to XML**Credit Hours: 3**

Prerequisite: CGS 2100 or COP 2822 with a grade of "C" or higher. This course is an introduction to extensible markup language (XML). Topics include using document type definitions (DTD's), XML schema, cascading stylesheets (CSS) and extensible stylesheet language to create well-formed and valid XML documents. XML provides users with a uniform method for describing and exchanging structured data that is independent of applications or vendors. Lab Fee.

COP 2822 - Web Page Authoring

Credit Hours: 3

Prerequisite: CGS 2100 with a grade of "C" or higher. This course is designed to introduce the skills necessary for creating websites. The course uses the current versions of Hypertext Markup language (HTML) and Cascading Style Sheets (CSS). Topics include using graphics, audio, animation, video, tables, forms, using embedded and external CSS coding, and implementing security strategies. Lab Fee.

COP 2830 - Client Side Web Scripting**Credit Hours: 3**

Prerequisite: COP 2822 with a grade of "C" or higher. The Client Side Web Scripting course focuses on the skills a student requires for web application development with the focus in this course being on the client side scripting. Cascading Style Sheets and JavaScript are covered. Students will be introduced to Adobe Dreamweaver as a web application development tool. Lab Fee.

COP 2831 - Web Programming**Credit Hours: 3**

Prerequisites: COP 2822, COP 2335, and COP 2700 - all courses with a grade of "C" or higher. This course focuses on web application design and development with an emphasis on both client-side and server-side scripting. The primary topics include web programming using JavaScript and Hypertext Processor (PHP). In addition, the use of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), the Apache Web Server, and the My Structured Query Language (MySQL) database will be covered. Skills required for interactive web programming are provided in this course. Lab Fee.

COP 3330 - Object Oriented Programming**Credit Hours: 3**

Prerequisite: COP 2334 with a grade of "C" or higher and admission to Bachelor's program required. This course explores the concepts of Object-Oriented Programming (OOP) including abstraction, encapsulation, inheritance, polymorphism, and multithreading. Students will design, write, compile, execute, and debug Java object-oriented programs. Students will be introduced to software development tools including an Integrated Development Environment (IDE), a source code version control system, a unit testing framework, and the Unified Modeling Language (UML). In addition, the use of cryptographic libraries will be introduced. Lab Fee.

COP 3530 - Data Structures and Algorithm Analysis**Credit Hours: 3**

Prerequisite: COP 2334 or COP 2800 with a grade of "C" or higher. This is an elementary course in data structures and algorithm analysis. Topics include basic data structures, complexity analysis, sorting, hash tables, trees, queues, graphs, recursion, dynamic programming algorithms, and nondeterministic polynomial time (NP)-completeness.

COP 3703 - Database Design and Architecture**Credit Hours: 3**

Prerequisite: COP 2700 with a grade of "C" or higher and admission to Bachelor's program required. This course is an in-depth study of Database Management Systems (DBMS), information management, and retrieval concepts. The course focuses on the relational database model including the design and implementation of a database using a commercial DBMS. Key topics include an overview of database systems, database design, the relational model, physical design, indexing, transaction management, concurrency management, recovery, and tuning.

COP 3813 - Internet Programming**Credit Hours: 3**

Prerequisite: COP 3330 with a grade of "C" or higher. This course includes an overview of web systems, web standards, server configuration and portal design. Students will apply the fundamentals of interactive web design with a focus on active server pages programming. Lab Fee.

COP 4655 - Application Development for Mobile Devices**Credit Hours: 3**

Prerequisite: COP 3330 with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. An introduction to development techniques for mobile devices. This course covers the components for creating basic and more advanced mobile device applications including user interface (UI) components, persistence of data, application packaging, and more advanced interfaces of the mobile phone software developers kit (SDK). Students will design and develop applications for mobile devices. Sample applications that illustrate features and focus on UI implementation will be compiled and debugged. Students will master memory management techniques, delegation, archiving, and the proper use of view controllers. Students will learn to search and understand reference documentation so they can make use of the many methods and classes available in a mobile application platform. Lab Fee.

COP 4815 - Web Applications Programming**Credit Hours: 3**

Prerequisites: COP 2805 or COP 3330 and CTSC 1134, COP 2700, COP 2822, and COP 3813 - all courses with a grade of "C" or higher and departmental approval or admission to the Bachelor's program required. The course introduces the concepts and methods of configuring web-based servers and employing current server-side scripting languages to create, test and debug server applications. Students will be introduced to the concepts of employing client-side scripting languages to create, test and debug browser-based (BB) applications that communicate with the servers.

COP 4849 - Web Applications Programming**Credit Hours: 3**

Prerequisites: COP 2805 or COP 3330 and CTSC 1134, COP 2700, COP 2822 and COP 3813 - all courses with a grade of "C" or higher and departmental and admission to Bachelor's program required. The courses introduces the concepts and methods of configuring web-based servers and employing current server-side scripting language to create, test and debug server applications. Students will be introduced to the concepts of employing client-side scripting languages to create, test, and debug browser-based (BB) applications that communicate with the servers.

COP 4930 - Internship**Credit Hours: 3**

Prerequisite: Departmental approval or admission to Bachelor's program required. This course will expose students to real world application in a business setting. Students will obtain career-related experiences to utilize their classroom knowledge and skills.

COS 0001 - Beginning Cosmetology**Credit Hours: 120**

Corequisite: COSL 0001. This course focuses on the theoretical principles of cosmetology skills and knowledge as required by the

Florida State Board of Cosmetology including proper sanitation procedures, universal precautions, bacteriology, anatomy, physiology, diseases and disorders of the scalp, hair, and nails, chemistry of water and its effects with shampoo and conditioners, and basic knowledge in electricity as it pertains to salon appliances. Students will also be introduced to product knowledge for proper usage and prevention of waste.

COS 0080 - Intermediate Cosmetology

Credit Hours: 120

Corequisite: COSL 0080. This course focuses on theoretical principles in product costs, knowledge of waste, setting service charges, application, proper mixing techniques, correct product selection for permanent waving, and an in-depth study of color theory and chemistry in permanent color, semi-permanent color, temporary color, decolorizing products, high-lift colors, and toners.

COS 0870 - Advanced Salon Skills

Credit Hours: 90

Corequisite: COSL 0870. This course focuses on the business side of cosmetology. Students will research and develop business and marketing components to be implemented in a mock salon presentation as they apply previous knowledge to salon ownership including sales, management, budgets, advertising, public relations, staff development, community awareness and involvement. Additionally, students will be presented with written mock state board testing and applicable remediation in preparation for the Florida State Board licensing exam.

COS 0920 - Cosmetology Review for State Board

Credit Hours: 30 - 240

Prerequisite: Consent of instructor. A review to evaluate students with 1000 contact hours who need to earn the additional hours to meet state requirements. Lab Fee.

COSL 0001 - Beginning Salon Skills Laboratory

Credit Hours: 330

Corequisite: COS 0001. In this course students develop beginning dispensary awareness, inventory protocols, product rotation, proper appointment setting procedures, and maintenance of client files. Students will learn application and technical skills as applied to proper draping, handling of shears (scissors), thinning shears, razors, combs, brushes, clips, clippers, shampooing, conditioning, scalp manipulations, wet setting, blow dry styling, hair cutting, creating styles to suit client's facial structures, client consultations, basic manicuring and pedicuring services, inventory. Keeping accurate client service records will be emphasized. Lab Fee.

COSL 0080 - Intermediate Salon Skills Laboratory

Credit Hours: 330

Corequisite: COS 0080. In this course students develop application techniques and proper procedures for mixing in sanitation, draping, permanent waving, permanent color, highlighting, low lighting, decolorizing, toning, and artificial nail enhancements. Dispensary duties will be assigned to all students in preparation for the salon environment. Lab Fee.

COSL 0870 - Advanced Salon Skills Laboratory

Credit Hours: 210

Corequisite: COS 0872. In this course students develop advanced techniques in dimensional color and foil placements, specialty permanent wraps, and continued practice of all previously learned concepts with attention to detail, quality, and timeliness. Students will be required to take a mock practical exam and complete applicable remediation in preparation for the Florida State Board licensing exam. Lab Fee.

COT 4500 - Numerical Analysis

Credit Hours: 3

Prerequisites: COP 2335, MAC 1233, and MAS 2103 - all courses with a grade of "C" or higher. This is an elementary course in theory and application of numerical approximation techniques used in solving problems that cannot be solved exactly. Topics include solutions of equations, polynomial approximations, numerical differentiation and integration, and linear systems. All concepts involve case examples and fostering intuition for numerical limitations, degree of error, and the situations that warrant application of each concept. This course is suitable for data science, computer science, engineering, and mathematics majors.

CRW 2001 - Creative Writing 1

Credit Hours: 3

This introductory course builds creative writing skills in fiction, poetry, drama, and/or creative non-fiction. Student writing will be the primary basis for critical discussion with emphasis on fundamental aspects of technique. Lectures, readings, craft analysis, discussions, exercises and/or workshops provide students with the opportunity to develop the craft of creative writing.

CRW 2001H - Honors Creative Writing 1

Credit Hours: 3

Prerequisite: Admission to the EFSC Honors Program. This course is designed to help guide students in developing original written work, with an emphasis on contemporary writing techniques.

CRW 2002 - Creative Writing 2

Credit Hours: 3

A continuation of CRW 2001 but either course may be taken first. Designed to guide the student in developing original work with emphasis on contemporary writing techniques.

CRW 2002H - Honors Creative Writing 2

Credit Hours: 3

Prerequisite: Admission to the EFSC Honors Program. A continuation of CRW 2001 and CRW 2001H, but courses need not be taken in sequence. Designed to guide the Honors student in developing a heightened appreciation of the methodology of producing original work, with emphasis on contemporary writing techniques.

CRW 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

CSP 0001 - Cosmetology Specialist - Nails

Credit Hours: 60

This course covers the theory of safe and efficient work practices and related chemistry, bacteriology, basic anatomy, physiology, and

state laws pertaining to nail technology.

CSP 0265 - Facial Specialty - Theory

Credit Hours: 86

Corequisite: CSPL 0265. This course prepares students to enter the workforce as licensed facial/skincare specialists working in day spas, retail merchandising, or as sales representatives for cosmetics companies.

CSPL 0010 - Applied Cosmetology Specialist - Nails

Credit Hours: 180

This laboratory course provides the development of skills in performing the manipulative techniques required in the practice of nail specialties. Lab Fee.

CSPL 0265 - Applied Techniques - Facial Specialty

Credit Hours: 174

Corequisite: CSP 0265. This laboratory course provides salon experience in all areas of skin care. Diagnostic and consultation techniques are used. Practiced and assessed facial laboratory techniques enable students to achieve licensing as a facial skincare specialist in the state of Florida. Lab Fee.

CTS 1142 - Information Technology Project Management

Credit Hours: 3

Prerequisite: CGS 2100 with a grade of "C" or higher. This introductory course teaches the essentials of Information Technology Project Management. The course covers the basic aspects of project management and emphasizes the important special considerations which apply to information technology projects. Major topics include general principles, processes, and practices of information technology project management, techniques for planning, organizing, scheduling, and controlling software and infrastructure projects with focus on cost estimation and risk management. Lab Fee.

CTS 1154 - Help Desk Technical Support

Credit Hours: 3

Prerequisite: CGS 2100 with a grade of "C" or higher. This course provides students with a broad-based knowledge of Service Desk technologies, tools and techniques that will prepare students to implement and support enterprise support operations within an organization. Lab Fee.

CTS 1155 - Help Desk Customer Support

Credit Hours: 3

Prerequisite: CGS 2100 with a grade of "C" or higher. This course provides students with a broad-based knowledge of customer service support skills and techniques that will prepare students to implement and support enterprise support operations within an organization. Lab Fee.

CTS 1321 - Linux Networking and System Administration

Credit Hours: 3

Prerequisite: CGS 1000 with a grade of "C" or higher. This is an introductory hands-on course teaching the essentials of Linux networking and system administration. Topics include installation techniques, using Bourne and Bash command line shells, configuring Linux network servers/clients, local area networks (LANs), Linux scripting basics, configuring Linux networking security tools, and using Linux system administration and networking commands and utilities. Lab Fee.

CTS 1329 - Microsoft Client O/S

Credit Hours: 3

Prerequisite: CTSC 1134 with a grade of "C" or higher. This course introduces the student to the current Microsoft client operating system (O/S) within a network environment. Topics include operating system installation, configuration, administration, troubleshooting, device configuration, security and access control, network connectivity and system performance optimization. Lab Fee.

CTS 1383 - Microsoft Server O/S - Installation and Configuration

Credit Hours: 3

Prerequisite: CTS 1329 with a grade of "C" or higher. This course provides an introduction to the core concepts of the current Microsoft server operating system (O/S) and lays the foundation for more advanced concepts and courses. Topics covered include installation, user and group accounts, authentication, an introduction to Active Directory, Server Manager Console, server software, security and policy management using Network Access Protection, automated and remote administration, basic network connectivity, and backup and recovery. Lab Fee.

CTS 1605 - Introduction to Internet Protocol (IP) Communication

Credit Hours: 3

Prerequisites: CTSC 1134 and CTSC 1651 - both courses with a grade of "C" or higher. This course provides an overview of the technologies, standards, and advanced applications that drive the deployment of Internet Protocol (IP) communications, including voice over IP (VoIP), real time video, and other related services. The course explores the future of real time voice communications and the manner in which transmission is rapidly moving away from legacy methods towards converged IPv4 and IPv6 delivery models. Lab Fee.

CTS 2370 - Virtual Infrastructure- Planning and Design

Credit Hours: 3

Prerequisite: CTS 1383 or CTSC 1328 with a grade of "C" or higher. This course introduces the student to the concepts and capabilities of virtual architecture with a focus on the installation, configuration, and management of virtual infrastructures. This course covers fundamentals of virtual network design and implementation, fundamentals of storage area networks, virtual switching, and virtual system management. Lab Fee.

CTS 2371 - Virtual Computing- Deployment, Security, and Analysis (VMware)

Credit Hours: 3

Prerequisite: CTS 2370 with a grade of "C" or higher. This hands-on training course explores installation, configuration, and management of VMWare vSphere®, which consists of VMWare vSphere® ESXi™ and VMWare® vCenter Server™. This course is based on current versions of ESXi, vCenter, and vSphere Server. Lab Fee.

CTS 2384 - Directory Services

Credit Hours: 3

Prerequisites: CTSC 1134 and CTS 1383- both courses with a grade of "C" or higher. This course teaches the concepts of utilizing directory services from the major operating systems used in all business sectors. Students learn to install, configure, administrate, maintain, integrate and troubleshoot hosted directory services utilizing the current industry recognized operating systems from

Microsoft, Apple, and Linux. This course includes theory and hands-on lab exercises to develop the students knowledge of the subject material. Lab Fee.

CTS 2411 - Information Storage Management

Credit Hours: 3

Prerequisite: CTS 1383 with a grade of "C" or higher. This course introduces students to the concepts of managing advanced storage systems, protocols, and architectures, including Storage Area Networks (SAN), Network-Attached Storage (NAS), Fibre Channel Networks, Internet Protocol SANs (IP SAN), Internet Small Computer Serial Interface (iSCSI), and Content-Addressable Storage (CAS). Lab Fee.

CTS 2440 - Introduction to Oracle SQL and PL/SQL

Credit Hours: 3

Prerequisites: COP 1000, COP 2700 and CTS 1321 - all courses with a grade of "C" or higher. This course is an introduction to database technology using the Oracle database. The course covers relational database concepts and the Oracle structured query language (SQL) Developer tool. A strong SQL focus is emphasized. The student will use the SQL Plus environment for executing individual SQL statements and SQL scripts. The student will be introduced to many Oracle specific SQL statements. The student will be introduced to procedural (PL)SQL programming language fundamentals. The course prepares students for the Oracle Application Developer and Oracle Database Administrator exams. In addition, secure application development concepts are reviewed. Lab Fee.

CTS 2441 - Oracle Database Fundamentals 1

Credit Hours: 3

Prerequisite: CTS 2440 with a grade of "C" or higher or consent of instructor. This course provides the basic knowledge required to perform the most common database administration tasks. These tasks include managing user accounts, managing database instances, managing all database resources, configuring networking features, developing database backup and recovery strategies and policies, and basic performance tuning. The student will learn to perform backup and recovery using two strategies (user-managed backup and recovery, and Recovery Manager [RMAN]). The student will learn to use the Oracle Net Services and other networking utilities to maintain connectivity in an Oracle database environment. The course prepares students for the Oracle Database Administrator exam. Students with SQL experience may co-register for CTS 2440 and CTS 2441 with consent of instructor. Lab Fee.

CTSC 1134 - Network+

Credit Hours: 3

This course is designed to teach the skills and knowledge measured by the CompTIA Network+ certification exam. The course provides networking information and skills in the area of media and topologies, protocols, and standards, network implementation and network support. Lab Fee.

CTSC 1651 - Cisco Router Technology

Credit Hours: 3

Prerequisite: CGS 2263 or CTSC 1134 with a grade of "C" or higher. This course is designed to prepare a student to apply and understand the basics of networking hardware. The course covers beginning router configurations, routed and routing protocols, and an introduction to LAN switching. This course covers the first and second parts of a four-part series that is designed to prepare students for the Cisco Certified Networking Associate Examination (CCNA), and to prepare the student for the Cisco Certified Entry Network Technician Examination (CCENT). Lab Fee.

CTSC 2120 - Network Security Fundamentals

Credit Hours: 3

Prerequisite: CTSC 1134 with a grade of "C" or higher. This course is designed to provide a student with a broad-based knowledge of network security, and to prepare the student for further study in specialized fields. Students assess the security risks to an organization using the tools and techniques necessary to safeguard an organization's stored data. This course helps to prepare the student to take the CompTIA Security+ certification exam. Lab Fee.

CTSC 2314 - Network Defense and Countermeasures- Hardening the Infrastructure

Credit Hours: 3

Prerequisite: CETC 2890 with a grade of "C" or higher. Corequisite: CET 2894. This course provides a comprehensive analysis of a wide breadth of network security technologies that could be deployed to harden a network infrastructure against various attacks. The course covers the installation, and security configurations of various network devices including switches, access points, routers, proxy servers, firewalls, intrusion detection systems, intrusion prevention systems and other security and network appliances at different layers of the Open Systems Interconnection (OSI) model. Lab Fee.

CTSC 2325 - Microsoft Windows 2003 Network Infrastructure Administration

Credit Hours: 3

Prerequisite: CEN 1301 or CTS 1383 with a grade of "C" or higher or consent of instructor. This course is designed to prepare a student to design, plan, implement, and support Microsoft Windows 2003 on enterprise networks, and to take the related Microsoft Certification Exam 70-291. Lab Fee.

CTSC 2652 - Cisco Advanced Router Technology

Credit Hours: 3

Prerequisite: CTSC 1651 with a grade of "C" or higher. This course is designed to prepare a student to apply and understand the advanced principles and applications of networking hardware. The course covers advanced router configurations; LAN switching; network management; and advanced network design. This course will help prepare students for the Cisco Certified Networking Associate (CCNA) examination. Lab Fee.

D

DAA 1100 - Beginning Modern Dance

Credit Hours: 3

Elementary modern dance exercises and combinations based on recognized technical modern dance styles to promote an understanding of modern dance theory. This course is designed for the student without prior dance training. Improvisational exercises will also be incorporated. This course may be taken for maximum credit of 12.

DAA 1201 - Beginning Ballet

Credit Hours: 3

This course is for students that are familiar with basic ballet movement and are ready to develop and complete the basic movement vocabulary requirements. This course may be taken for maximum credit of 12.

DAA 1500 - Beginning Jazz Dance

Credit Hours: 3

Introduces the student to the many elements of jazz dance at the basic level. Jazz as an art form will be analyzed by technique, style and performance in the dance technique class environment. This course may be taken for maximum credit of 12.

DAA 1680 - Performance Repertory Company**Credit Hours: 3**

Prerequisite: Student must be actively enrolled in either DAA 1100, DAA 2101, DAA 1500, DAA 2501, DAA 1201, DAA 2202, DAA 2203, and accepted by audition or approval by faculty. Provides an opportunity for dancers to work in a repertory company and explore the various devices and skills of ensemble performance. This course strives to provide the dancers with performance opportunities throughout the semester, as well as culminates in a final stage performance. This course may be taken for maximum credit of 12.

DAA 2101 - Intermediate Modern Dance**Credit Hours: 3**

Prerequisite: DAA 1100 with a grade of "C" or higher or other equivalent experience or accepted by audition or approval of faculty. This course is designed for students with prior modern dance training and a desire to further develop their modern dance technique. Improvisational exercises will also be incorporated. This course may be taken for maximum credit of 12.

DAA 2202 - Intermediate Ballet**Credit Hours: 3**

Prerequisite: DAA 1201 with a grade of "C" or higher or other equivalent experience or accepted by audition or approval of faculty. This course is for students with a complete knowledge and mastery of the basic movement vocabulary requirements and are ready for intermediate ballet dance technique. Student will be able to demonstrate a clean single pirouette. This course may be taken for maximum credit of 12.

DAA 2501 - Intermediate Jazz Dance**Credit Hours: 3**

Prerequisite: DAA 1500 with a grade of "C" or higher or other equivalent experience, or accepted by audition or approval of faculty. Intermediate jazz for dancers with a background in fundamental placement and technique. Emphasis is placed on correct body positions and correct execution of advanced basic technique. Student must be able to complete a single clean jazz turn. This course may be taken for maximum credit of 12.

DAN 1740 - Dance Conditioning**Credit Hours: 1**

To increase technical skills through conditioning exercises appropriate for dancers. Dance conditioning is an excellent course to improve fundamentals for the beginning/intermediate and advanced dance student or athlete. This course may be taken for maximum credit of 12.

DEA 1010 - Introduction to Dental Assisting**Credit Hours: 2**

Prerequisite: Admission to Dental Assisting program required. Students gain theoretical knowledge in the history of dentistry, duties of the dental assistant and other dental team members, dental ethics and jurisprudence, professional conduct, patient relations, and dental terminology.

DEA 1051 - Dental Pharmacology and Pain Control**Credit Hours: 2**

Prerequisites: DES 1020 and DESL 1020 - both courses with a grade of "C" or higher. Students gain theoretical knowledge regarding pharmacological agents used in dentistry for local anesthesia and pain control, including monitoring nitrous-oxide conscious sedation.

DEA 1136 - Allied Dental Theory**Credit Hours: 2**

This course provides a scientific base in pharmacology, embryology/histology, oral pathology, microbiology, and nutrition.

DEA 1152 - Dental Psychology**Credit Hours: 1**

This course is designed to introduce students to the basic theories of psychology in order to better understand behavioral patterns as they relate to dentistry and dental patients.

DEA 1805 - Clinical Practice 1**Credit Hours: 4**

This course is designed to introduce students to the basic theories and procedures involved in general and specialty dental practices including restorative/cosmetic dentistry, endodontics, periodontics, pediatric dentistry, oral/maxillofacial surgery and implants, fixed and removable prosthodontics, special needs, and the culturally diverse patient.

DEA 1936 - Dental Seminar**Credit Hours: 1**

Students review for the Dental Assisting National Board exam and gain skills for seeking employment.

DEAL 1805 - Clinical Practice 1 Laboratory**Credit Hours: 5**

Prerequisites: DES 1200, DES 1800, DES 2100, DESL 1200, DESL 1800, DESL 2100 and DESC 2832 - all courses with a grade of "C" or higher. Corequisite: DEA 1805. Initial patient contact involving the application and practice of general chairside and specialty dental assisting functions in a clinical setting. Students gain additional patient experiences in the areas of expanded functions and radiographic techniques.

DEAL 1855 - Clinical Practice 2 Laboratory**Credit Hours: 5**

Prerequisites: DES 1200, DES 2100, DES 1800, DESL 1200, DESL 2100, DESL 1800, and DESC 2832 - all courses with a grade of "C" or higher. Continued practice in all the skill areas of the dental assisting curriculum. Supervised externships will be used in private dental offices and clinical settings. The student will apply all skills and competencies developed and increase her/his capabilities and proficiencies in dental assisting.

DEH 1130 - Oral Histology and Embryology**Credit Hours: 2**

Prerequisites: BSCC 1084 and MCBC 2010 - both courses with a grade of "C" or higher. This course is a study of embryonic development of the face and oral cavity and the process of tooth development. Included is a study of the microscopic anatomy of the teeth and supporting structures. Lab Fee.

DEH 1800 - Dental Hygiene 1

Credit Hours: 2

Prerequisite: DEHC 1003 with a grade of "C" or higher. This course provides the student theoretical knowledge behind the process of oral risk assessment, dental hygiene diagnosis, and treatment planning for individualized patient care. The student is introduced to advanced periodontal assessment and charting, root detoxification, care of implants, and interpretation of radiographic findings. Identification and special management techniques for a variety of patients to include the anxious, child, preadolescent, mentally challenged, culturally diverse, pregnant and victims of domestic violence or chemical abuse are introduced.

DEH 1802 - Dental Hygiene 2

Credit Hours: 2

Prerequisites: DEH 1800 and DEHL 1800 - both courses with a grade of "C" or higher. **Corequisite:** DEHL 1802. The course introduces the dental management and therapeutic needs of gerodontic, sensory impaired, homebound and disabled patients as well as the rationale and method for dietary assessment, analysis and counseling with the dental patient. Knowledge and indications regarding powered debridement instrumentation and air-powder polishing are introduced. Lab Fee.

DEH 2300 - Pharmacology and Pain Control

Credit Hours: 2

Prerequisites: BSCC 1084, CHM 1025, and CHML 1025 - all courses with a grade of "C" or higher. **Corequisite:** DEHL 2300. This course is a study of the administration, indications, contraindications, adverse reactions, and precautions of pharmaceutical preparations. Emphasis is on relationship to the dental clinical context. The student is familiarized with various agents used in dentistry for local anesthesia and pain control. Nitrous oxide/oxygen sedation and its use are covered.

DEH 2400 - General and Oral Pathology

Credit Hours: 3

Prerequisite: DEH 1130 with a grade of "C" or higher. **Corequisite:** DEHL 1802. Study of general pathology and human physiological response to disease and injury. Emphasis is given to the study and recognition of pathological conditions of the structures of oral cavity.

DEH 2701 - Community Dental Health 1

Credit Hours: 2

Prerequisites: DES 1840, DESL 1840, and SYG 2000 - all courses with a grade of "C" or higher. This course is the first in a two part series. Students are introduced to dental public health and the role of dental professionals. This includes dental public health delivery in the United States and abroad, governmental structures, workforce issues, and financing of dental care. Oral epidemiology, dental hygiene research methods, biostatistical concepts and evaluation of scientific literature are taught with application exercises. Dental public health program planning and evaluation are presented as students prepare for field experience as program developers and researchers in the subsequent Community Dental Health 2 course.

DEH 2804 - Dental Hygiene 3

Credit Hours: 2

Prerequisites: DEH 1802 and DEHL 1802 - both courses with a grade of "C" or higher. This course prepares student for the treatment of medically, physically, and/or mentally compromised patients and those with special needs. The student researches and analyzes a variety of complex medical conditions and their relationship to dental hygiene therapeutic care. The process of treatment planning and implementation of care on clinical patients is reinforced with emphasis on medically and periodontally involved patients.

DEH 2806 - Dental Hygiene 4

Credit Hours: 2

Prerequisite: DEH 2804 with a grade of "C" or higher. **Corequisite:** DEHL2806. This last clinical lecture course focuses on the understanding of ethics, professional codes, the law and risk management as applied to the dental hygiene practice setting. Students prepare to seek employment as dental hygienists. Other topics include current and future directions of the career field. The last course in the clinical lecture course series includes the introduction of advanced techniques and new technologies in patient care; the study of ethics and jurisprudence; and review of national and state board examination requirements to aid in student employment preparation. Lab Fee.

DEHC 1003 - Pre-Clinical Dental Hygiene

Credit Hours: 3

Prerequisite: DEH 1130 with a grade of "C" or higher. **Corequisites:** DES 1800 and DESL1800. This pre-clinical instrumentation course is foundational for all subsequent clinical courses. Psychomotor skills develop with extensive practice sessions using all basic categories of dental hygiene instruments. Students are introduced to the profession, professional conduct and decision-making. At completion of this pre-clinical course, the student moves into patient treatment on relatively non-complex patients in a closely supervised clinical environment. Lab Fee.

DEHC 2602 - Periodontology

Credit Hours: 3

Prerequisite: DEH 1802 and DEHL 1802 - both courses with a grade of "C" or higher. The study of the etiology, classification, treatment planning and treatment of periodontal disease is reinforced. Emphasis is on recognition and encompassing treatment of all classifications of diseases of the periodontium. The laboratory complements and expands the lecture material to include analysis of computerized cases, advanced therapeutics, microbial testing, and advanced instruments specific to periodontally involved patients. This course allows the student to clinically prepare a case study on a selected periodontally involved patient to include a variety of assessment, therapeutics, and end point outcome analysis procedures. Lab Fee.

DEHL 1800 - Dental Hygiene Clinic 1

Credit Hours: 3

Prerequisites: DEHC 1003, DESL 1200, DES 1800, and DESL 1800 - all courses with a grade of "C" or higher. **Corequisites:** DEH 1800 and DESL 1840. This is the first of four clinical dental hygiene courses. Students begin patient care on relatively non-complex patients in a closely monitored clinical environment. They apply clinic policies, safety practices, assessment procedures, radiographic techniques, instrumentation, stain removal and the application of fluorides learned in pre-clinical courses to create individualized care plans. New skills or more advanced techniques are attained in patient education, treatment planning, root detoxification, periodontal assessment and recording, instrument sharpening, debridement techniques inclusive of cleaning dental prostheses, stain removal and application of preventive adjunctive products. Lab Fee.

DEHL 1802 - Dental Hygiene Clinic 2**Credit Hours:** 2

Prerequisites: DEHL 1800 and DEH 1800 - both courses with a grade of "C" or higher. Corequisite: DEH 1802. This course provides continuing clinical practice and mastery of basic patient assessment and education, instrumentation, radiographic techniques, and customized treatment specific to individual patient care. Students are introduced to adjunctive techniques utilizing ultrasonic scaling devices and air-powder polishers. Lab Fee.

DEHL 2300 - Pharmacology and Pain Control Laboratory**Credit Hours:** 1

Prerequisite: BSCC 1084, CHM 1025 and CHML 1025 - all courses with a grade of "C" or higher. Corequisite: DEH 2300. This lab expands and lends application of the knowledge learned in DEH 2300. Critical thinking and care planning are developed with consideration for pharmacologic aspects of patient treatment. Safe dental hygiene practice is emphasized. This course provides student opportunities to practice pharmacology procedures and pain control practices in a laboratory and pre-clinical setting. Lab Fee.

DEHL 2702 - Community Dental Health 2**Credit Hours:** 1

Prerequisite: DEH 2701 with a grade of "C" or higher. This course is designed to give the dental hygiene student an opportunity to apply concepts and methods learned in DEH 2701 to realistic community settings. Student project and dental research will be designed and implemented inclusive of evaluation tools. Lab Fee.

DEHL 2804 - Dental Hygiene Clinic 3**Credit Hours:** 4

Prerequisites: DEH 1802 and DEHL 1802 - both courses with a grade of "C" or higher. Corequisites: DEH 2804 and DEHC 2602. This course emphasizes individualized evidence-based care planning for the periodontally and medically complex patient. The student demonstrates 'competency' in oral prophylaxis, root surface debridement and detoxification. Appropriate integration of newly introduced advanced techniques and technology such as nitrous oxide conscious sedation, intraoral photography, phase contrast microscopy, chemotherapeutics and nutritional counseling may be used. Comprehensive patient case reporting is required. Lab Fee.

DEHL 2806 - Dental Hygiene Clinic 4**Credit Hours:** 5

Prerequisites: DEH 2804 and DEHL 2804 - both courses with a grade of "C" or higher. Corequisite: DEH 2806. This course emphasizes increased efficiency in the provision of oral prophylaxis, root surface detoxification, comprehensive treatment planning and use of ultrasonics and air polishers. Critical thinking skill is emphasized during patient care to include evidence-based sequential treatment planning. Self-assessment and application of professional ethical judgment is expected in all areas of clinical practices. In addition, students prepare for state licensure and entry level employment. Lab Fee.

DEP 2004 - Developmental Psychology**Credit Hours:** 3

Prerequisite: PSY 2012 or PSY 2012H or equivalent with a grade of "C" or higher. This course analyzes the physical, psychological, social, and environmental factors in human growth and development.

DEP 2004H - Honors Developmental Psychology**Credit Hours:** 3

Prerequisite: PSY 2012 or PSY 2012H with a grade of "C" or higher and admission to the EFSC Honors Program. This course analyzes the physical, psychological, social, and environmental factors in human growth and development.

DEP 2948 - Service-Learning Field Studies 1**Credit Hours:** 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

DES 1020 - Head, Neck, and Dental Anatomy**Credit Hours:** 2

Corequisite: DESL 1020. This course studies the anatomy of head and neck with emphasis on the maxilla, mandible, and related oral structures. The permanent and deciduous dentitions are discussed including morphology, function, occlusion, eruption, and numbering systems. The bones of the cranium, muscles, blood supply, nerves, lymphatic system, salivary glands, and tongue are identified and described.

DES 1200 - Dental Radiography**Credit Hours:** 2

Prerequisites: DES 1020, DES 1800, DESL 1020, and DESL 1800 - all courses with a grade of "C" or higher. Corequisite: DESL 1200. This course provides the student with the fundamental knowledge of the nature, physics, and biological effects of radiation to maximize understanding of proper control and safety precautions to be used in exposing, processing, mounting, and evaluating diagnostically acceptable dental radiographs.

DES 1502 - Dental Office Management**Credit Hours:** 1

This course introduces the student to skills needed for the daily operation of the dental business office. The course includes communication and telephone techniques, appointment control, inventory control, ordering, recall systems, accounts receivable and payable, dental insurance, and an introduction to a dental software program.

DES 1600 - Office Emergencies**Credit Hours:** 1

Theory and practice in basic emergency procedures to manage medical emergencies occurring in the dental setting.

DES 1800 - Introduction to Clinical Procedures**Credit Hours:** 2

Topics in this introductory dental course include infection control techniques, the proper use of personal protective equipment, equipment maintenance and disinfection, methods of sterilization, patient/operator positioning, medical dental history, intra/extroral examination, dental charting, four-handed dentistry, coronal polishing, topical fluoride application, and cleaning removable appliances.

DES 1840 - Preventive Dentistry**Credit Hours: 2**

Prerequisites: DES 1020 and DESL 1020 - both courses with a grade of "C" or higher. Students are introduced to the philosophy and principles of preventive dentistry. The dental auxiliary's role in patient care utilizing proper methods for biofilm control in the treatment and prevention of periodontal disease and dental caries is emphasized. Levels of prevention, dental biofilm development, biofilm diseases, the gingiva and periodontal infections, calculus, stains, caries assessment and development, plaque indices, toothbrushing, auxiliary biofilm control techniques, fluorides, smoking cessation, and patient education are also discussed.

DES 2100 - Dental Materials**Credit Hours: 2**

Corequisite: DESL 2100. This course provides theoretical knowledge of the composition, preparation, and application of materials commonly used in dentistry.

DESC 2832 - Expanded Functions for Dental Auxiliaries**Credit Hours: 2**

This course is designed to provide the basic knowledge and clinical practice necessary for the dental auxiliary to perform expanded functions permitted by the rules and regulations of the Florida State Board of Dentistry. Lab Fee.

DESC 2833 - Expanded Functions for Dental Auxiliaries 2**Credit Hours: 3**

Prerequisite: DESC 2832 with a grade of "C" or higher. Students will gain theoretical knowledge and practical application of alternative methods in dentistry for retraction techniques, dental dam materials, matrix systems, impression systems, provisional crown and bridge fabrication, dental photography, and orthodontic expanded functions as permitted by the rules and regulations of the Florida State Board of Dentistry. Lab Fee.

DESL 1020 - Head, Neck, and Dental Anatomy Laboratory**Credit Hours: 1**

Corequisite: DES 1020. This laboratory course provides the student with an opportunity to use models, skulls and typodont teeth to identify head, neck, and dental anatomical structures. Lab Fee.

DESL 1200 - Dental Radiography Laboratory**Credit Hours: 1**

Corequisite: DES 1200. This course provides the student with laboratory experience in exposing, processing, mounting, and critiquing diagnostically acceptable intraoral and extraoral radiographs. Lab Fee.

DESL 1800 - Introduction to Clinical Procedures Laboratory**Credit Hours: 1**

This core course is designed for the practical application of dental clinical procedures and professionalism. Introductory skills are developed through practice in the dental clinical setting. Topics include: infection control techniques, equipment maintenance, disinfection, sterilization, patient/operator/assistant positioning, instrument transfer, oral evacuation, obtaining medical/dental histories, intra/extracranial exams, dental charting, coronal polishing, and fluoride application. Lab Fee.

DESL 1840 - Preventive Dentistry Laboratory**Credit Hours: 1**

Prerequisite: DES 1840 with a grade of "C" or higher. This course is a continuation of principles and tools learned in DES 1840. Students apply knowledge to clinical and case settings; critical thinking is developed specific to preventive patient care/educational plans. Topics and areas for skill development include: risk assessment, early disease detection, interceptive and preventive strategies, computerized entry of patient data, preventive care plans, application of medicaments, use of advanced assessment technology, instrument sharpening, and intraoral photography. Lab Fee.

DESL 2100 - Dental Materials Laboratory**Credit Hours: 1**

Corequisite: DESL 2100. This course enables students to transfer theory into technique by providing hands-on experience with dental equipment and materials covered in the Dental Materials lecture course. Lab Fee.

DSC 1003 - Foundation of Homeland Security**Credit Hours: 3**

Provides an introspective review of the history of U.S. Homeland defense initiative. Explores the evolution of homeland security and the agencies involved.

DSC 1005 - Terrorism in Today's World**Credit Hours: 3**

An examination of ideologies of a variety of social and political conflicts (international and domestic) that bring about Terrorism. The implications that these issues bring upon the criminal justice system will be examined as part of this course.

DSC 1032 - Preparation and Response for Terrorism**Credit Hours: 3**

This course focuses on the increased awareness of terrorism. The instituting of meaningful preventive measures while significantly increasing preparedness levels is studied. As well, the aspects of response techniques and recovery plans are explored.

DSC 1035 - Recognition and Investigation of Terrorism**Credit Hours: 3**

This course focuses on the identification of terrorist groups. The gathering of intelligence information and the analysis of the material is studied. The unique aspects of terrorism investigations versus the traditional investigation is also explored.

DSC 3079 - Foundations of Public Safety Management**Credit Hours: 3**

Prerequisite: Departmental approval or admission to Bachelor's program required. This course is presented as an overview of the history of public safety and the primary aspects of public safety management. Major administrative, managerial and leadership components of public safety organizations will be examined. Also addressed will be administrative concerns for special issues and challenges, such as coordinated public safety approaches and the roles of Law Enforcement, Emergency Management and the Fire Service, post-September 11, 2001 administrative world views, ethical foundations, critical thinking and analysis, and innovative solutions for pragmatic public safety problems.

DSC 3215 - Emergency Planning**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course studies the process and implementation of comprehensive emergency management plans for incident management and continuity of operations for all levels of government and all sectors of the community.

DSC 3226 - National Incident Management**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course teaches the standards and requirements for the full implementation of national incident management standards, and the development of the National Response Frameworks (formerly known as the National Response Plan).

DSC 4016 - Public Safety Policy and Law**Credit Hours:** 3

Prerequisite: DSC 3079 with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. This course will include an overview of homeland security laws and regulations, public safety requirements and policies, privacy rights in the context of security concerns, human resource issues, organizational structure, and management priorities. Students will explore FEMAs role in policy, law and management of natural and man-made disasters. Legal and policy issues impacting pertinent federal, state, local and private sector agencies will be examined.

DSC 4710 - Public Safety Management Capstone**Credit Hours:** 3

Prerequisite: DSC 3079, DSC 3215, DSC 3226, DSC 4016 - all courses with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. This course focuses on the integration of knowledge, skills, and abilities learned in the program through a capstone project. This course should be taken during the last semester of the program. The course will involve the student proposing a plan for public safety managers to handle a catastrophic event occurring in a community. The student will define the scope of the event and utilize concepts of disaster response as defined in prior program coursework from a public safety management prospective. The project will culminate with an oral presentation of the plan to an advisory board made up of public safety practitioners and faculty members.

E**EAP 0100 - Speaking Listening 1****Credit Hours:** 3

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the first of a six-course sequence focusing on listening and speaking skills. Students will develop the ability to understand and participate in brief conversations on familiar topics and practice pronunciation skills. Students must complete thirteen lab hours and obtain a passing grade to advance to EAP 0200.

EAP 0120 - Reading 1**Credit Hours:** 3

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the first level of a six-course sequence focusing on reading skills for speakers of other languages. Students will build vocabulary, dictionary, and comprehension skills. Upon successful completion of this course, the students will be able to read and comprehend short, simple texts. Students must complete thirteen hours of lab work and earn a passing grade to proceed to EAP 0220.

EAP 0185 - Grammar Writing 1**Credit Hours:** 6

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the first level of a six-course series focusing on combined grammar and composition skills course for speakers of other languages. Students will develop basic skills in grammar and writing structures as applied to academic English. Students will practice these skills in the context of guided discourse and simple paragraphs on personal topics with an emphasis on logical thought and mechanics. Students must complete thirteen hours of lab work and earn a passing grade to proceed to EAP 0285.

EAP 0200 - Speaking Listening 2**Credit Hours:** 3

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the second of a six-course sequence focusing on listening and speaking skills. Students continue developing the ability to understand frequently used words, simple phrases, and questions in oral contexts and to respond appropriately. Students will practice specific sound patterns in the lab and apply them when speaking. Students must complete thirteen lab hours and obtain a passing grade to advance to EAP 0300.

EAP 0220 - Reading 2**Credit Hours:** 3

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the second level of a six-course sequence focusing on reading skills for speakers of other languages. Students will learn systematic skills for vocabulary expansion and reading comprehension. Upon successful completion of this course, the students will be able to read and comprehend short texts. Students must complete thirteen hours of lab work and earn a passing grade to proceed to EAP 0320.

EAP 0285 - Grammar Writing 2**Credit Hours:** 6

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is second level of a six-course sequence focusing on combined grammar and composition skills for speakers of other languages. Students will develop essential knowledge of grammar and writing as applied to academic English. Students will practice sentence composition in the context of guided discourse on personal topics, with an emphasis on logical thought and mechanics. Students must complete thirteen hours of lab work and earn a passing grade to proceed to EAP 0385.

EAP 0300 - Speaking Listening 3**Credit Hours:** 3

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the third of a six-course sequence focusing on listening and speaking skills. Students will develop the ability to consistently produce consonant and vowel sounds, along with the stress, intonation, and rhythm patterns of American English as encountered in everyday communication. They will also demonstrate marked improvement in basic speaking and listening skills. Students must complete thirteen lab hours and obtain a passing grade to advance to EAP 0400.

EAP 0320 - Reading 3**Credit Hours: 3**

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the third level of a six-course sequence focusing on reading skills for speakers of other languages. Students will build on existing vocabulary and comprehension skills by applying critical reading methods. Upon successful completion of this course, the students will be able to read and comprehend basic text focused on familiar and academic topics. Students must complete thirteen hours of lab work and earn a passing grade to proceed to EAP 0420.

EAP 0385 - Grammar Writing 3**Credit Hours: 6**

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the third level of a six-course sequence focusing on combined grammar and composition skills for speakers of other languages. Students will build upon and reinforce skills learned in EAP 0285. Upon successful completion of this course, students will be able to write paragraphs on academic topics with simple, compound, and complex sentences using all basic verb tenses. Students must complete thirteen hours of lab work and earn a passing grade to proceed to EAP 0485.

EAP 0400 - Speaking Listening 4**Credit Hours: 3**

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the fourth of a six-course sequence focusing on listening and speaking skills. Students will apply pronunciation, phrasing, and intonation patterns of American English in academic and social settings and will further develop listening skills. Upon successful completion of this course, students will be able to converse freely on a broad spectrum of topics, use a variety of conversational techniques, and communicate a specific point of view. Students must complete thirteen lab hours and obtain a passing grade to advance to EAP 1500.

EAP 0420 - Reading 4**Credit Hours: 3**

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the fourth level of a six-course sequence focusing on reading skills for speakers of other languages. Students will build on existing vocabulary and comprehension skills by applying critical reading methods. Upon successful completion of this course, the students will be able to read text on familiar and basic academic topics. Students must complete thirteen hours of lab work and earn a passing grade to proceed to EAP 1520.

EAP 0485 - Grammar Writing 4**Credit Hours: 6**

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the fourth level of a six-course sequence focusing on the composition of academic paragraphs along with complex grammar and sentence skills for speakers of other languages. Upon successful completion of this course, students will be able to write grammatical sentences with all the verb tenses in active and passive voices. Students must complete thirteen hours of lab work and earn a passing grade to proceed to EAP 1540 and EAP 1560.

EAP 1500 - Speaking Listening 5**Credit Hours: 3**

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the fifth course in a five-course series focusing on listening and speaking skills for speakers of other languages. Students will develop communication, organization, and pronunciation skills necessary for effective academic presentation and discussion with an introduction to lecture note taking. Group discussions and presentations are an integral part of the course. Students must complete thirteen lab hours and obtain a grade of "C" or higher to advance to EAP 1620 and EAP 1640.

EAP 1520 - Reading 5**Credit Hours: 3**

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the fifth level of a six-course sequence focusing on reading skills for speakers of other languages. Students will build vocabulary and comprehension skills through critical reading methods. Upon successful completion of this course, the students will be able to choose appropriate strategies to read and interpret academic texts. Students must complete thirteen hours of lab work and earn a grade of "C" or higher to proceed to EAP 1620.

EAP 1540 - Writing 5**Credit Hours: 3**

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. Corequisite: EAP 1560. This is the fifth level of a six-course sequence focusing on academic composition, including complex grammar and sentence skills for speakers of other languages. Students will develop and write short essays in a variety of styles and practice using correct grammatical structures, punctuation and spelling. Students must complete thirteen hours of lab work and earn a grade of "C" or higher to proceed to EAP 1640.

EAP 1560 - Structure 5**Credit Hours: 3**

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. Corequisite: EAP 1540. This is the fifth level of a six-course sequence focusing on further development of English grammar skills for speakers of other languages. Upon successful completion of this course, students will be able to use standard English grammar in basic patterns involving interrogative, declarative, and exclamatory sentences. There is particular emphasis on usage of correct verb tense and common irregular patterns in parts of speech and other areas of grammar. Students must complete thirteen hours of lab work and earn a grade of "C" or higher to proceed to EAP 1640.

EAP 1620 - Reading 6**Credit Hours: 3**

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the sixth level of a six-course sequence focusing on reading skills for speakers of other languages. Students will read materials to increase their vocabulary, develop critical thinking skills, improve understanding of American culture and prepare for entrance into mainstream courses. Students will also learn to use College library resources. Upon successful completion of this course, the students will comprehend and interpret authentic college-level texts in content areas by applying appropriate reading strategies. Students must complete thirteen hours of lab work and earn a grade of "C" or higher to proceed to ENC 1101.

EAP 1640 - Advanced Composition

Credit Hours: 3

Prerequisite: Levels of English Proficiency Exam scores, written sample, and interview will determine placement. This is the sixth course of a six-course sequence focusing on academic composition skills, along with complex grammar and sentence skills for speakers of other languages. Students will apply advanced grammar skills and precise vocabulary usage to writing multi-paragraph essays in various modes. Emphasis is given to clear and logical development of ideas. Students must complete thirteen hours of lab work and earn a grade of "C" or higher to proceed to ENC 1101.

EAPL 0980 - Reading Skills and TOEFL Preparation**Credit Hours: 90**

A course designed to improve ESL student reading skills and academic vocabulary, with special focus on TOEFL preparation. Extensive language lab facilities and individualized student-teacher conferencing available.

ECO 2013 - Principles of Economics 1 (Macroeconomics)**Credit Hours: 3**

Meets General Education requirement. Introduction to the general theories of economics with practical applications. Topics include determination of price, national income accounting, economic stabilization, growth, money and banking, and monetary policy. This course is a state-designated core course.

ECO 2013H - Honors Principles of Economics 1 (Macroeconomics)**Credit Hours: 3**

Prerequisite: Admission to the EFSC Honors Program. Macroeconomics: introduction to the general theories of economics with practical applications. Topics include determination of prices, national income computation, economic stabilization growth, money and banking, and monetary policy.

ECO 2023 - Principles of Economics 2 (Microeconomics)**Credit Hours: 3**

Microeconomics: introduction covering theory and practical applications. Topics include economic growth, resource allocation, economics of the firm and international economics.

ECO 2023H - Honors Principles of Economics 2 (Microeconomics)**Credit Hours: 3**

Prerequisite: Admission to the EFSC Honors Program. Microeconomics: introduction covering theory and practical applications. Topics include economic growth, resource allocation, economics of the firm and international economics.

ECO 2948 - Service-Learning Field Studies 1**Credit Hours: 1**

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

ECP 3703 - Managerial Economics**Credit Hours: 3**

Prerequisite: Departmental approval or admission to Bachelor's program required. This course integrates microeconomic theory with practical quantitative and qualitative applications that managers must apply when considering various important decisions for the business enterprise.

EDF 1005 - Introduction to the Teaching Profession**Credit Hours: 3**

Prerequisite: ENC 1101 with a grade of "C" or higher. This is a survey course including historical, sociological and philosophical foundations of education; governance and finance of education; educational policies; legal, moral and ethical issues; and the professionalism of teaching. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator competencies. Students are required to complete a minimum of 15 hours of field-based experience with children and youth in school or similar settings and not via virtual modes of film or Internet. Students must obtain security clearance before obtaining hours in public schools.

EDF 2030 - Effective Classroom Management**Credit Hours: 3**

This course is designed to assist future and current teachers and support personnel in establishing a positive learning environment in the classroom. This course transfers to the upper division as elective credit only. It does not satisfy any prerequisite requirement.

EDF 2085 - Introduction to Diversity for Educators**Credit Hours: 3**

Prerequisite: ENC 1101 with grade of "C" or higher. Designed for the prospective educator, this course provides the opportunity to explore issues of diversity, including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, socioeconomic status, religion, language of origin, ethnicity, and age upon the educational experience. A minimum of 15 hours of field-based experience working with diverse populations of children and youth in schools or similar settings is required. Students must obtain security clearance before starting hours in public schools.

EDF 2130 - Child and Adolescent Development for Educators**Credit Hours: 3**

Prerequisite: ENC 1101 with a grade of "C" or higher. The goal of this course is for students to gain knowledge, to gain understanding, and to analyze the developmental stages and characteristics of individuals from infancy through adolescence, with application to learners in educational settings. The objectives in this course correlate to the Florida Educator Accomplished Practices and include a mandated 15-hour field experience requirement.

EDF 2720 - Children in Schools: Legal, Ethical, and Safety Concerns**Credit Hours: 3**

This course provides an analysis of the legal, ethical, and safety concerns in educational settings. This course is correlated to the Florida Educator Pre-professional and Accomplished Practices and contains a mandated 15-hour direct field experience/service learning component. Students desiring to complete the direct field experience must undergo a district approved level two security clearance.

EDF 2948 - Service-Learning Field Studies 1**Credit Hours: 1**

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

EDG 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

EEC 1200 - Early Childhood Curriculum

Credit Hours: 3

This course is designed to instruct students in the preparation of learning centers, in the choosing and constructing of learning materials, and in the methods of presentation to children in the curriculum areas of music, art, math, science, literacy, and fine and gross motor. One of three courses that combined meets the Florida Child Care Professional Credential (FCCPC) requirements for the State of Florida. Lab Fee.

EEC 1523 - Overview of Child Care Center Management

Credit Hours: 3

This course meets the educational requirement for the Foundational Level Child Care and Education Administrator Credential as defined by the State of Florida. This course includes: organizational leadership, personnel issues, financial and legal issues, and child care and education programming.

EEC 1601 - Assessment in Early Childhood Education

Credit Hours: 3

This course is designed to provide the early childhood professional with an overview of the importance of observation and assessment in planning developmentally appropriate programs for young children. The course covers the use of a variety of observation methods and developmentally appropriate assessment practices and instruments.

EEC 1701 - Child Growth and Development Birth-Eight

Credit Hours: 3

Student will gain knowledge of the growth and development of the total child, from birth to eight years old: physically; emotionally; socially; and intellectually through biological, family, social, economic, and cultural contexts.

EEC 2217 - Introduction to Language and Emergent Literacy

Credit Hours: 3

The course covers the cognitive development of young children through language and emergent literacy. Students plan, guide, and implement developmentally appropriate language and emergent literacy activities.

EEC 2223 - Early Childhood Art, Music, and Movement

Credit Hours: 3

This course covers the creative development of young children through art, music, and movement. Students plan, guide, and implement developmentally appropriate art, music, and movement activities.

EEC 2226 - Math and Science for Young Children

Credit Hours: 3

The course covers the cognitive development of young children through science and math. Students plan, guide, and implement developmentally appropriate science and math activities.

EEC 2251 - Developing Curriculum for Infants and Toddlers

Credit Hours: 3

This course is a study of the physical, social, emotional, and cognitive development of typical and atypical infants and toddlers, and the caregiving environment. The student learns the developmental profiles and characteristics of infants and toddlers in a specific age range, lists materials, and learns strategies which may be used with individual children to promote development.

EEC 2710 - Conflict Resolution in Early Childhood

Credit Hours: 3

Students will learn how to create safe, caring, and respectful environments for young children and their families, using techniques such as reflective listening, trust-building, and problem solving, to foster empathy, impulse control, and anger management in young children. One of three courses that combined meets the Florida Child Care Professional Credential (FCCPC) requirements for the State of Florida.

EEC 2734 - Health, Safety and Nutrition for the Young Child

Credit Hours: 3

This course provides an overview of the fields of health, safety, and nutrition as they relate to the young child birth to eight. Emphasis is placed on learning to incorporate concepts in health, safety, and nutrition into a quality early childhood learning environment.

EET 1084 - Introduction to Electronics

Credit Hours: 3

This course provides an introduction to the basic fundamentals, terminology, and applications used in the electronics industry. Topics include circuit theory principles for simple series and parallel circuit. Capacitance, inductance, transformers, and semiconductor diodes are also discussed in this course.

EET 2324 - Electronic Communications

Credit Hours: 3

Prerequisite: EETC 1025 with a grade of "C" or higher or consent of instructor. This course is an introduction to electronic communications. It covers the fundamental circuit building blocks of communication circuits such as: oscillators, mixers, filters, tuned circuits, and phase locked loops. Topics include amplitude modulation, frequency modulation, multiplexing and demultiplexing, satellite communications, antennas, and other modern electronic communication technologies.

EETC 1005 - Basic Electricity/Electronics

Credit Hours: 4

A comprehensive introduction using a broad based approach covering principles upon which modern electronic/electrical systems operate. Introduction to basics of electronics, measuring devices, basic units, resistance, conductors, measurement, sources,

series/parallel circuits, common DC/AC circuits, and safety will be covered. Lab Fee.

EETC 1025 - Circuit Fundamentals

Credit Hours: 4

This course covers direct current (DC) circuit components, resistance (R) and symbols, Ohm's Law, series DC circuits, and parallel DC circuits. Circuit analysis methods are also covered in this class. Alternating current (AC) generation, inductance (L), capacitance (C) and circuit time constants are discussed. Series resistance inductance (RL), resistance capacitance (RC), and resistance inductance (RLC) circuits are analyzed. Parallel resistance inductance (RL), resistance capacitance (RC) and resistance inductance (RLC) circuits are analyzed. Phasors, decibels, passive frequency filters and RLC resonant circuits are also covered. Lab Fee.

EETC 1141 - Analog Devices

Credit Hours: 4

Prerequisite: EETC 1025 with a grade of "C" or higher. This is the first course in a sequence in analog electronics. The topics covered in this course are the history of electronics, semiconductors diodes, diode rectifier circuits, zener, veractor, light emitting diodes (LED) and special diodes, bipolar transistors, small signal transistor amplifiers, power transistor amplifiers, and amplifier frequency response. After finishing this course, the student will be able to design unregulated power supplies, transistor audio amplifiers, audio power amplifiers, audio oscillators, limiters, clamps, and several other important circuits. Lab Fee.

EETC 1142 - Analog Circuits

Credit Hours: 4

Prerequisite: EETC 1141 with a grade of "C" or higher. This course is a continuation of EETC 1141. The topics covered in this course are: operational amplifiers, active filters, mixers, oscillators, function generator, timers, VCOs, PLLs, industrial switching devices such as SUSs, SCRs, DIACs, SBSs, TRIACs, UJTs, linear and switching regulators, optoelectronic devices, vacuum tubes. After finishing with this course, the student will be able to design pre-amplifiers using operational amplifiers (op-amps) oscillators, comparators and active filters using op-amps, linear regulated power supplies, switching power supplies, and several other important circuits. Lab Fee.

EETC 1610 - Through-Hole and Surface-Mount Soldering

Credit Hours: 3

A course for electronic technicians which includes high reliability through-hole soldering techniques, current industry soldering inspection techniques, electrostatic discharge awareness and prevention, and surface-mount techniques and an introduction to rework and repair. Lab Fee.

EETC 1611 - Standard Testing and Certification

Credit Hours: 2

Prerequisite: EETC 1610 with a grade of "C" or higher or consent of instructor. This Association Connection Electronics Industries (IPC) certification course consists of five modules and is the standard for electronics assembly manufacturing. The first module is a prerequisite for all other modules. After successful completion of the first module, students then begin soldering on the circuit board to demonstrate skills of circuit board assembly and acceptable solder workmanship. Topics included are: IPC policies and procedures, wire and terminal assembly, through-hole soldering and termination, surface mounting of components, and inspection skills. Upon successful completion and examination, the student will receive an IPC J-STD-001 Certified IPC specialist (CIS) certificate. Lab Fee.

EETC 2609 - Electronic Fabrication and Fiber Optics

Credit Hours: 3

Prerequisites: EETC 1005 and ETIC 2851 - both courses with a grade of "C" or higher. This course takes a hands-on approach to the soldering, wire wrapping, potting, crimping and cable lacing of electronic components and the basics of fiber optics and the fabrication of fiber optic cable assemblies, using a variety of connectors and splicing techniques. Printed circuit construction and repair are also covered as well as cable installation and troubleshooting. Lab Fee.

EETC 2620 - Advanced Surface-Mount Soldering Technology

Credit Hours: 3

Prerequisite: EETC 1610 with a grade of "C" or higher or consent of Instructor. This Association Connection Electronics Industries (IPC) certification course consists of an advanced hands-on surface mount and through hole rework and repair techniques for electronic assembly manufacturing. Upon successful completion and examination, the student will receive an IPC-7711/IPC-7721 Rework and Repair Certified IPC specialist (CIS) certificate. Lab Fee.

EETC 2724 - Schematic Capture and Modeling

Credit Hours: 3

Corequisite: EET 1084. This course is an introduction to electronic circuit drawing (schematic capture), computer simulation, and printed circuit board (PCB) design. Terminology and software tools are used to emphasize lectured material. Lab Fee.

EEX 2010 - Introduction to Special Education

Credit Hours: 3

An overview of legislation (PL 94-142, IDEA, and ADA) impacting special education and a survey of the classifications, characteristics, and current issues regarding exceptional education students. This course has a required 15 hour direct field experience component.

EEX 2758 - Enhancing Family Involvement in Education

Credit Hours: 2

Prerequisite: EEX 2010 with a grade of "C" or higher. This course is intended to help special education educators in working with families, other educators, and other professionals work in collaborative relationships. This course is required for students transferring to UCF College of Education, Exceptional Education.

EEX 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

EGN 1007 - Engineering Concepts and Methodologies

Credit Hours: 1

This course introduces students to the use of computer and application software for solving engineering problems. Students also explore engineering professionalism, ethics and teamwork to solve and present solutions to engineering problems. Lab Fee.

EGN 2312 - Engineering Analysis - Statics

Credit Hours: 3

Prerequisite: MAC 1311 and PHY 2048 - both courses with a grade of "C" or higher. This course covers the fundamental concepts of mechanics, including resultants of force systems, freebody diagrams, equilibrium of rigid bodies, analysis of structures, centroids, moments of area and inertia.

EGN 2322 - Engineering Analysis - Dynamics

Credit Hours: 3

Prerequisite: EGN 2312 and MAC 2313- both courses with a grade of "C" or higher. **Corequisite:** MAP 2302. This course covers calculations involving particles and rigid bodies in motion. Topics covered include mass and acceleration, work and energy, impulse and momentum.

EGS 1006 - Introduction to the Engineering Profession

Credit Hours: 1

A course that allows students to explore various Engineering professions. This course also provides an overview of the academic and professional requirements for various engineering disciplines. The course contains an online portion that students must complete.

EME 2040 - Introduction to Technology for Educators

Credit Hours: 3

This course is intended for Education majors and deals with the application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, hardware, software, and peripherals for the personal computer as well as data-driven decision-making processes. Focus is on identification of appropriate software for classroom application, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology. Students will be provided with an overview of the Florida Educator Accomplished Practices, Sunshine State Standards, the Professional Educator Competencies, and the National Educational Technology Standards.

EME 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

EMS 0000 - Public Safety Telecommunication

Credit Hours: 232

This course will prepare students for employment as a dispatcher: police, fire, ambulance. The content includes, but is not limited to, ethics and the role of the telecommunicator; standard telecommunication operating procedures; relationship to field personnel; understanding of command levels; typical layouts of message centers; use of performance aids; overview of emergency agencies; functions and terminology; use of correct words and grammar; communications equipment, functions and terminology; types of telecommunication equipment; malfunctions and maintenance agreements; proper and correct telephone and dispatching procedures and techniques; cooperation and reciprocal agreements with other agencies; federal, state, and local communication rules; emergency situations and operating procedures; emergency medical dispatch procedures; employability skills; leadership and human relations skills; and health and safety including CPR. Lab Fee.

EMS 1059 - First Responder: Emergency Care

Credit Hours: 3

The term first responder has been applied to the first individual who arrives at the scene regardless of credential held by that individual. This course provides students with the core knowledge, skills and attitudes to function in the capacity of a first responder as an integral part of the emergency medical services (EMS) system. On successful completion of this course, students are qualified to take the National Registry of EMT First Responder certifying examination. Lab Fee.

EMS 1119 - EMT

Credit Hours: 6

Corequisites: EMSL 1119 and EMS 1431. This course is designed to develop the skills necessary for the candidate to attain State of Florida or national registry certification as an emergency medical technician (EMT). It emphasizes the didactic instruction of pre-hospital emergency care procedures at the EMT level. The U.S. Department of Transportation Standard Curriculum as revised in 1994 is utilized for this program. This course must be passed with a grade of "C" or higher.

EMS 1431 - EMT Clinical Experience

Credit Hours: 2

Corequisites: EMS 1119 and EMSL 1119. This course is designed to develop the skills necessary for the candidate to attain State of Florida or national registry certification as an emergency medical technician (EMT). It emphasizes the field expertise and skills of hospital emergency and ambulance care procedures at the EMT level. This course must be passed with a grade of "C" or higher. Lab Fee.

EMS 1930 - Special Topics in Leadership for EMS

Credit Hours: 2

Prerequisite: Completion of Paramedic Program. This course is designed to provide the paramedic student an awareness of the challenges and issues confronting EMS leadership and management.

EMS 2010 - Anatomy and Physiology for the Paramedic

Credit Hours: 3

Basic information regarding the structure and function of the human body is presented in this course. The general concepts of anatomy and physiology to assist in the assessment and management of emergency patients by the paramedic in the pre-hospital field area are emphasized. Nervous, cardiovascular and respiratory systems are covered along with United States Department of Transportation (USDOT) National Standard Paramedic Curriculum Anatomy and Physiology objectives.

EMS 2603 - Paramedic 1

Credit Hours: 9

Prerequisites: EMS 1119, EMSL 1119, and EMS 1431 - all courses with a grade of "C" or higher. **Corequisites:** EMSL 2603 and EMS 2664. This is the first course in the sequence necessary for completion of the Paramedic Certificate curriculum. The course is designed to reinforce concepts and clinical skills learned at the EMT level and to integrate this knowledge with beginning advanced life support concepts and skills. Emphasis is placed on EMS Systems, illness and injury prevention, medical-legal issues, patient assessment, airway management and ventilation, pathophysiology, pharmacology, shock, and decision making regarding appropriate interventions for identified problems. This course includes Modules 1, 2, and 3 of the DOT National Standard Curriculum for Paramedic Program.

EMS 2604 - Paramedic 2**Credit Hours:** 9

Prerequisites: EMS 2603, EMS 2664, and EMSL 2603 - all courses with a grade of "C" or higher. Corequisites: EMSL 2604 and EMS 2665. This is the second course in the sequence necessary for completion of the Paramedic Certificate curriculum. Emphasis is placed on patient assessment and recognition of significant findings, pre-hospital diagnosis and differential diagnosis, treatment strategies, anatomy and physiology, pathophysiology, trauma and the management of respiratory emergencies, cardiac emergencies, endocrine and metabolic emergencies, neurological emergencies, gastrointestinal/genitourinary emergencies, toxicological emergencies, environmental conditions, pre-hospital differential diagnosis and treatment strategies, gynecologic emergencies, obstetrical emergencies, neonatal emergencies, pediatric emergencies, patients with special challenges, and assessment based management. This course includes Modules 4, 5, 6, and 7 of the DOT National Standard Curriculum for Paramedic Program. Must be passed with a grade of "C" or higher.

EMS 2605 - Paramedic 3**Credit Hours:** 8

Prerequisites: EMS 2604, EMS 2665, and EMSL 2604 - all courses with a grade of "C" or higher. Corequisites: EMSL 2605 and EMS 2659. The purpose of this portion of didactic classes is to ensure the student is ready to transition to the working world as a paramedic. They will be taught local protocols in order to enhance their internship with the fire departments they ride with. Advanced surgical skills such as surgical cricothyrotomy, needle cricothyrotomy, and femoral venipuncture will be learned. A portion of the class will be dedicated to infusion ports, dialysis shunts and central line access. The student will also receive their certification in International Trauma Life Support (or equivalent).

EMS 2659 - Paramedic Internship**Credit Hours:** 3

Prerequisites: EMS 2604, EMS 2665, and EMSL 2604 - all courses with a grade of "C" or higher. Corequisites: EMS 2605 and EMSL 2605. This is the last course necessary to complete the Paramedic Certificate Program. Under the auspices of the medical director, this course is designed to provide the student with intensive clinical experience which fosters the development of leadership skills, expands and further develops clinical skills, and allows for the transition from observer to team leader in the professional paramedic role. Documented student participation as the team leader during a "code" must be completed during this course if these skills have not been completed during the previous out-of-hospital clinical practicum. This course includes Module 8 of the DOT National Standard Curriculum for Paramedic Program. This course must be passed with a grade of "C" or higher. Lab Fee.

EMS 2664 - Paramedic 1 Clinical**Credit Hours:** 1

Prerequisites: EMS 1119, EMS 1431, and EMSL 1119 - all courses with a grade of "C" or higher. Corequisites: EMS 2603 and EMSL 2603. This course provides the opportunity for each student to develop competency in clinical skills within the hospital/field setting. Stresses the integration of basic computer skills, application of EMT and paramedic skills and techniques. Directed clinical experiences include emergency departments, medical examiner's office (autopsy), geriatric and mental health facilities. This course includes Modules 1, 2, and 3 of the DOT National Standard Curriculum for Paramedic Programs. Lab Fee.

EMS 2665 - Paramedic 2 Clinical**Credit Hours:** 2

Prerequisites: EMS 2603, EMS 2664 and EMSL 2603 - all courses with a grade of "C" or higher. Corequisite: EMS 2604 and EMSL 2604. This course provides the opportunity in hospital and out-of-hospital settings for each student to develop competency in clinical skills necessary to serve as a member of an advanced life support team. Stresses the integration of EMT and paramedic responsibilities so the student gains knowledge and confidence in clinical problem solving. Directed clinical experiences include pre-hospital, emergency departments and critical care units. This course includes Modules 4, 5, 6, and 7 of the DOT National Standard Curriculum for Paramedic Programs. (Professional liability insurance required.) Lab Fee.

EMSC 1810 - Transition to Paramedic**Credit Hours:** 3

This course is designed for students who have graduated from a non-regionally accredited school that is also not a CoAEMSP accredited program. The student may follow college procedure through a special admissions process to take this course and receive advanced placement in the program upon successful completion with a grade of "C" or higher.

EMSL 1119 - EMT Laboratory**Credit Hours:** 3

Corequisites: EMS 1119 and EMS 1431. This course is designed to develop the skills necessary for the candidate to attain State of Florida or national registry certification as an emergency medical technician (EMT). It emphasizes the hands-on skills needed for pre-hospital emergency care procedures at the EMT level. The U.S. Department of Transportation Standard Curriculum as revised in 1994 is utilized for this program. This course must be passed with a grade of "C" or higher. Lab Fee.

EMSL 2603 - Paramedic 1 Laboratory**Credit Hours:** 4

Prerequisites: EMS 1119, EMS 1431, and EMSL 1119 - all courses with a grade of "C" or higher. Corequisites: EMS 2603 and EMS 2664. This course is designed to reinforce concepts and clinical skills learned at the EMT level and to integrate this knowledge with beginning advanced life support concepts and skills. The laboratory exercises include a review of EMT skills, patient assessment, airway management, venipuncture/intravenous therapy pharmacology and administration techniques. This course includes Module 1, 2, and 3 of the DOT National Standard Curriculum for Paramedic Program. Lab Fee.

EMSL 2604 - Paramedic 2 Laboratory**Credit Hours:** 3

Prerequisites: EMS 2603, EMS 2664, and EMSL 2603 - all courses with a grade of "C" or higher. Corequisites: EMS 2604 and EMS 2665. During this competency-based laboratory, students will develop, practice, and master paramedic skills. Laboratory exercises emphasize patient assessment, trauma, and medical skills and treatment strategies, ECG equipment and interpretation, cardiac therapeutic interventions, application of computer skills including mega-code scenarios, trauma scenarios, medical scenarios, ECG recognition, and Advanced Cardiac Life Support resuscitative care receiving an ACLS certification. Laboratory exercises emphasize obstetrical and neonatal management, pediatric assessment, pediatric airway management and ventilation, intravenous and intraosseous therapy, medication administration, Pediatric Advanced Life Support (PALS) certification, advanced vascular devices used in home health and assessment-based management and operations. Lab Fee.

EMSL 2605 - Paramedic 3 Laboratory**Credit Hours:** 3

Prerequisites: EMS 2604, EMS 2665, and EMSL 2604 - all courses with a grade of "C" or higher. Corequisites: EMS 2605 and EMS 2659.

This laboratory is designed to focus on more advanced procedures such as surgical cricothyrotomy, needle cricothyrotomy, and femerol venipuncture. This laboratory is also designed to show the paramedic special procedures and patients such as: infusion port access, PICC line access, central line access, and dialysis shunt access in the emergent setting. International Trauma Life Support certification (or equivalent) will also be obtained. MCI and Bio-Terrorism training will also be held. Lab Fee.

ENC 1101 - Composition 1

Credit Hours: 3

Prerequisite: Appropriate reading and writing assessment scores or completion of required developmental education coursework. Meets Gordon Rule and General Education requirement. This course builds college-level composition skills for effective communication in a variety of contexts. Students will demonstrate mastery of writing as a process that includes prewriting, planning, drafting, revising, editing, and proofreading. Learning activities are designed to build students' competency in information literacy, research and documentation, critical thinking, and critical reading. Multiple written assignments, including one documented research project, and a minimum overall grade of "C" are mandatory to meet Gordon Rule and General Education requirements. This course is a state-designated core course.

ENC 1101H - Honors Composition 1

Credit Hours: 3

Prerequisite: Appropriate test score in reading and writing or exemption from placement testing and admission to the EFSC Honors Program. Meets Gordon Rule and General Education requirements. A course designed to fulfill the objectives of ENC 1101 in a setting of intensified study, discussion, and analysis of a wide variety of written work.

ENC 1102 - Composition 2

Credit Hours: 3

Prerequisite: ENC 1101, ENC 1101H, or equivalent with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. This course is a continuation of ENC 1101, with emphasis on writing about literature using various rhetorical strategies. Reading selections from fiction, poetry, drama, and/or creative nonfiction provide the basis for essay writing, literary analysis, and research. Multiple written assignments, including one documented research project, and a minimum overall grade of "C" are mandatory to meet Gordon Rule and General Education requirements.

ENC 1102H - Honors Composition 2

Credit Hours: 3

Prerequisites: ENC 1101 or ENC 1101H with a grade of "C" or higher and admission to the EFSC Honors Program. Meets Gordon Rule and General Education requirements. Continuation of ENC 1101 or ENC 1101H with emphasis on writing about literature. Selections from the areas of the short story, essay, novel, poetry, or drama provide the basis for advanced essay writing, research, and practice in literary analysis.

ENC 2210 - Technical Writing

Credit Hours: 3

Prerequisite: ENC 1101 with a grade of "C" or higher. This course develops writing skills needed in business, industry, and technology. Students produce a variety of workplace documents which may include letters, e-mail, memos, resumes, instructions, short and long reports, and proposals.

ENC 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

ENC 3241 - Technical Writing for Professionals

Credit Hours: 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing and departmental approval or admission to Bachelor's program required. A composition course focusing on writing for science, technology and healthcare. Assignments may include organizational communication (memos, emails, and letters), discussion forums or blogs, reports, summaries/abstracts, proposals, and oral presentations. Students use a variety of research and investigative techniques to produce in-depth documented papers on science, technology, or healthcare subjects for both classroom and workplace applications.

ENCV 0015 - Developmental Writing 1

Credit Hours: 4

Prerequisite: Appropriate placement test score in writing. Students will learn sentence building skills and paragraph development, including content development and organization, grammar, punctuation, and mechanics. Critical thinking and collaborative learning are emphasized. Classroom activities, computer labs, and other appropriate technology tools will be used to practice these skills. To exit the course, students must successfully complete course requirements and pass a two-part final exam.

ENCV 0025 - Developmental Writing 2

Credit Hours: 4

Prerequisite: ENCV 0015 with a grade of "S" or appropriate placement test score in writing. Students will learn college entry-level writing skills, including content development and organization for short essays, grammar, punctuation, and mechanics. Critical thinking and collaborative learning are emphasized. Classroom activities, computer labs, and other appropriate technology tools will be used to practice these skills. A collegewide final exam is required and is weighted into the total course grade. The final exam includes an in-class essay with a weight of 25% and an objective grammar exam with a weight of 10%.

ENCV 0027 - Combined Developmental Reading and Writing

Credit Hours: 4

Prerequisite: REAV 0007 or appropriate placement score in reading. This course covers, in combined form, the learning objectives of upper level Developmental Reading and Writing courses. Course delivery is a combination of class lecture, activities, and essay writing. The course is open to any exempt or non-exempt student with PERT scores of at least 84 in reading. However, students with PERT scores below 95 in writing or in reading, or with similar scores on comparable placement tests, are advised to enroll first in separate reading and /or writing courses. Successful completion of the course will satisfy the developmental reading and writing requirement and allow students to enroll in ENC 1101.

ENCV 0056 - Developmental Writing Modular

Credit Hours: 2

In collaboration with the instructor, students will design an individual learning plan and timeline for completion of all required

modules. Skills covered in this course include essay composition, introduction to research, word processing fundamentals, basic MLA formatting, and source citation. The course is open to any non-exempt or exempt student, but students with scores below 95 on PERT, or comparable scores on other placement tests, are advised to enroll first in ENCV 0025. This course may be taken for maximum credit of 8.

ENG 1002 - Critical Reading and Writing for College Success

Credit Hours: 3

Prerequisite: Non-exempt students must demonstrate college level proficiency in both writing and reading by achieving appropriate placement test scores or successfully completing ENCV 0025 or EAP 1640 for writing and REAV 0017 or EAP 1620 for reading. This course teaches essential skills in college-level critical reading and writing and develops study skills needed for success in a variety of courses. It provides an opportunity to polish computer and word processing skills and to use online resources effectively.

ENL 2012 - Survey of British Literature 1

Credit Hours: 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. A critical survey of the major works, literary movements, forms, and themes of British literature from the Anglo-Saxon period through the 18th century. Major works such as Beowulf and major authors such as Chaucer, Shakespeare, Milton, Donne, and Swift are emphasized.

ENL 2022 - Survey of British Literature 2

Credit Hours: 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. This is a critical survey of the major works, literary movements, forms, and themes of British literature from the Romantic period to the present.

ENL 2330 - Introduction to Shakespeare

Credit Hours: 3

Prerequisite: ENC 1101 or ENC 1101H with a grade of "C" or higher. Introduction to the life and works of William Shakespeare. This course explores Shakespeare's tragic, comedic, historical, and problem plays, prose, and poetry. Additional focus is placed on the relationship between Shakespeare's life and societal/historical factors important during the English Renaissance. An exploration of Shakespeare's work through various mediums, such as cinematic versions of the plays, staging of scenes from the plays, attending live plays, and readings, will be used in coordination with classroom lecture and discussion.

ENT 2000 - Introduction to Entrepreneurship

Credit Hours: 3

This course provides an overview and practical applications of the various activities involved in owning and operating a small business enterprise.

ENT 2112 - Business Plans

Credit Hours: 3

This course is specifically designed for students seeking a certificate in Entrepreneurship, or elective toward an A.S. degree in Business. It is the capstone course to obtain the Certificate in Entrepreneurship Operations.

ENT 2172 - Opportunity Analysis and Franchising

Credit Hours: 3

This course is designed as a "how to" specifically for students seeking a certificate in Entrepreneurship, or elective toward an A.S. degree in Business. Franchising is explored in depth from the perspective of the franchisor and franchisee.

ENT 2302 - Funding Acquisition and Legal Issues

Credit Hours: 3

This course is designed specifically for students seeking a Certificate in Entrepreneurship, or elective toward an A.S. degree in Business. Competencies and Learning outcomes are intended to provide a basic functional knowledge of the law, and the application required in the process of obtaining funds from various sources to start up and operate a small business.

ENT 2411 - Small Business Accounting and Finance

Credit Hours: 4

This course is designed specifically for students seeking a Certificate in Entrepreneurship, or elective toward an A.S. in Business. It does not fulfill the complete requirements for accounting toward the AS degree in Business.

ENT 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

ETD 2941 - Internship

Credit Hours: 3

This course is designed to enhance the students' learning in their field of study and to provide an opportunity for students to develop appropriate attitudes and skills needed for successful employment. The individual competencies will vary depending on employer and the specific area within the industry. Minimum of 90 hours will be worked in a long-term internship. This course may be taken for maximum credit of 6.

ETDC 1540 - Civil Drafting

Credit Hours: 4

Drafting course involving maps, drainage, plan and profile views, roadway cross-sections, earthwork, and land development drawings utilizing CAD software. Lab Fee.

ETDC 1801 - Pictorial Drafting

Credit Hours: 4

A course in technical illustrations involving Axonometric (isometric, diametric, and trimetric) projections, Oblique (cavalier and cabinet) projections, and Perspective projections for architectural and engineering drawings. This course is a manual drafting course, and requires a portable drafting board and drafting tools.

ETDC 2320 - AutoCAD Fundamentals

Credit Hours: 4

A course designed to teach the skills needed to operate the hardware and software involving CAD. Lab Fee.

ETDC 2322 - Pro-E Fundamentals**Credit Hours:** 4

An advanced CAD course utilizing the parametric modeling CAD program PRO E.

ETDC 2340 - Advanced AutoCAD**Credit Hours:** 4

Prerequisite: ETDC 2320 with a grade of "C" or higher. Advanced AutoCAD software applications to provide 2D and 3D enhancements. Topics to include paper space, tool bar customizing, plotting and internet, assembly, attributes and X reference, Raster vs. Vector. Lab Fee.

ETDC 2355 - AutoCAD 3D**Credit Hours:** 4

Prerequisite: ETDC 2320 with a grade of "C" or higher. An advanced course in AutoCAD using both 2D and 3D commands. Emphasis on the 3D environment, wire frame and solids modeling and Mechanical Desktop. Lab Fee.

ETDC 2357 - Parametric Modeling**Credit Hours:** 4

This is a course designed to introduce students to feature-based parametric modeling through a project-oriented approach. Lab Fee.

ETDC 2364 - SolidWorks Fundamentals**Credit Hours:** 3

This introductory course is designed to teach the student how to use the SolidWorks mechanical design automation software to build and modify parametric models of parts and assemblies. Students are also introduced to computer aided drawing and manufacturing (CAD/CAM) geometry for tool path processing used to create projects on computer numeric control (CNC) machining centers.

ETDC 2545 - Advanced Civil Drafting**Credit Hours:** 4

Prerequisite: ETDC 1540 with a grade of "C" or higher. An advanced CAD course utilizing software specializing in Civil 3D Model Based Design. Lab Fee.

ETI 1701 - Industrial Safety**Credit Hours:** 3

This course focuses on the theories and principles of occupational safety and health in a practical and useful real world job-related setting. The major topics include Occupational Safety and Health Administration (OSHA) compliance, safety standards, code enforcement, ergonomic hazards, mechanical hazards, falling, lifting, electrical hazards, fire hazards, industrial hygiene, radiation, noise, emergencies, and environmental safety.

ETI 2110 - Introduction to Quality Assurance**Credit Hours:** 3

Familiarization and training in application and effective utilization of the tools for Total Quality management (TQM) including process development, evaluation, improvement, and project leadership with special emphasis on statistical theory and methods that have proven effective in manufacturing and service organizations.

ETIC 1830 - Materials and Processes 1**Credit Hours:** 3

Prerequisite: Physical Science with a grade of "C" or higher. This course covers the physical properties and characteristics of common materials and commodities used in the aerospace industry. Materials compatibility, basic metallurgy, and treatment processes are also covered. Lab Fee.

ETIC 1832 - Materials and Processes 2**Credit Hours:** 3

This course provides information in aerospace applications of non-metallic materials. The use of adhesives, coatings, sealing, and issues with delaminations, and faulty bonds are covered. Lab Fee.

ETIC 1850 - Aerospace Systems**Credit Hours:** 4

Prerequisite: MAC 1105 with a grade of "C" or higher. This course provides an introduction to expendable and reusable spacecraft systems including hydraulic, pneumatic, electrical, propulsion, mechanical, HVAC, and ECLSS (Environmental Control and Life Support Systems). How systems interact with computer and data acquisition systems is also covered.

ETIC 1852 - Aerospace Test and Measurements**Credit Hours:** 4

This course covers electrical and mechanical testing procedures (primarily non-destructive testing), equipment, measurements, and instrumentation involved in aerospace systems. Verification of tool and equipment calibration is also covered.

ETIC 1853 - Aerospace Safety and Quality**Credit Hours:** 3

This course covers identification of hazards, personal protective equipment, safe practices, and protection of personnel, property, and equipment in the aerospace environment. Safety procedures, including OSHA regulations and hazardous materials handling, are also covered. Basic principles of quality assurance engineering relating to work processes will be discussed. The use of computer based tools for analysis and reporting will be covered.

ETIC 1855 - Aerospace Structural Fabrication 1**Credit Hours:** 3

Prerequisites: ETIC 1830 and ETIC 2851 - both courses with a grade of "C" or higher. This course provides an introduction to basic machining and fabrication skills, including mathematical computations and measurements as they apply to metal fabrication. Lab Fee.

ETIC 2121 - Non-Destructive and Destructive Testing**Credit Hours:** 3

Prerequisite: EET 1084 with a grade of "C" or higher or consent of instructor. This course covers the history, the advantages and disadvantages of non-destructive testing (NDT), the applications of NDT, and the new developments in nondestructive evaluation (NDE). Topics include detecting discontinuities in components during material processing, introduction to destructive testing, and the use of equipment, such as hardness testers and other testing equipment to perform the methods used in NDT. Lab Fee.

ETIC 2411 - Technical Task Analysis/Implementation

Credit Hours: 3

Prerequisite: Consent of instructor. A capstone course in the Aerospace Technology Program, this course applies the knowledge and skills acquired in previous classes through project completion. Tools, equipment, supplies, processes, and materials are selected and used as required for a given task.

ETIC 2460 - Composites Fundamentals**Credit Hours: 3**

Prerequisite: PMTC 1203 with a grade of "C" or higher. This course introduces the student to the theory, materials, and basic manufacturing processes of composites. This course focuses on basic composite theory, including fiber reinforcements, matrix systems, fabrication techniques, and safety. Lab Fee.

ETIC 2464 - Advanced Composites**Credit Hours: 3**

Prerequisite: ETIC 2460 with a grade of "C" or higher. This course introduces the student to common core materials that are used in composites manufacturing, and to the inspection and repair of composites structures. This course focuses on basic inspection and repair theory, including damage detections and repair instructions. Lab Fee.

ETIC 2851 - Applied Mechanics**Credit Hours: 4**

This course takes a hands-on approach to the identification, use and care of tools and equipment used in aerospace systems. Blueprint reading, geometric dimensioning, tolerancing, and English and metric measuring systems are included. Lab Fee.

ETIC 2856 - Aerospace Structural Fabrication 2**Credit Hours: 3**

Prerequisite: ETIC 1832 with a grade of "C" or higher. This course is a continuation of ETIC 1855 Aerospace Structural Fabrication 1. Knowledge, techniques, and skills are refined and enhanced. Projects are completed using composite materials common to industry. Lab Fee.

ETMC 1010 - Mechanical Measurement**Credit Hours: 1**

This course provides the basic foundation for mechanical measurement techniques used in manufacturing environments. The course will integrate the concepts, principles, and techniques of mechanical measurement with the use of various types of instruments including micrometers, verniers, calipers, gauges, and other types of measuring equipment.

ETMC 2318 - Aerospace Fluid Systems**Credit Hours: 3**

Prerequisite: ETIC 2851 with a grade of "C" or higher. This course includes a familiarization of fluid system components, characteristics, and applications. Cryogenic and hypergolic materials and high-pressure systems are also covered. Lab Fee.

ETP 1400 - Distributed Electric Power Generation and Storage**Credit Hours: 3**

An introduction to the background, essential theory, principles and future of "Distributed Electric Power Generation and Storage". Topics include: photovoltaic system components and configurations, panel assembly, introduction to micro-turbines, theory of operation, installation, operation, checkout, maintenance, troubleshooting, and repair.

ETP 1401 - Alternative/Renewable Energy Technologies**Credit Hours: 3**

An introduction to the background, essential theory, principles and future of power generation and storage. Topics include photovoltaic system components and configurations, panel assembly, introduction to micro turbines, theory of operation, installation, checkout, maintenance, troubleshooting and repair. Solar water and pool heating systems will also be covered.

ETP 1420 - Solar Thermal Technologies**Credit Hours: 3**

An introduction to the background, essential theory, principles and future of "Solar Thermal Technologies". Topics include: solar fundamentals, solar water heating systems and components, systems installation, check-out and start-up procedures, solar water heating troubleshooting, solar pool heating, and code and safety issues.

ETP 1550 - Alternative Fuels and Electric Vehicle Technologies**Credit Hours: 3**

An introduction to the background, essential theory, principles and future of "Alternative Fuels and Electric Technologies". Topics include: history of the automobile, world energy supply and demand for transportation, bi-fuel vehicles, liquid gas, bio-diesel, electric technology, electric vehicle components, fuel cell safety, and other sources of energy.

ETPC 2410 - Photovoltaic Technology**Credit Hours: 3**

Prerequisite: EET 1084 with a grade of "C" or higher. A study of photovoltaic (PV) electricity systems including theory of operation, site selection/survey, system components, system sizing, mechanical installation, and electrical hookup of grid tied/utility interactive and stand-alone systems.

ETS 1520 - Instrumentation Fundamentals**Credit Hours: 3**

Prerequisite: EET 1084 with a grade of "C" or higher or consent of instructor. Provides the student with a basic knowledge of instrumentation, and how sensors are used in industry. Topics include principles of temperature, pressure, flow and level, and the relationship of devices used to measure these principles for control.

ETS 1810 - Energy Efficient Buildings**Credit Hours: 3**

This is the foundation course for understanding the engineering principles in Energy Efficient Buildings. Topics include: energy efficient site selection, masonry, plumbing, materials, appliances, electrical and diagnostic testing.

ETSC 1240 - Fiber Optic Technologies**Credit Hours: 3**

A hands-on fiber optic course focused on the fabrication of fiber optic cable assemblies, using a variety of connectorization and splicing techniques. Cable installation and system troubleshooting techniques will also be presented. Lab Fee.

EUH 1000 - Western Civilization to 1648**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. A survey of the political, economic, social and cultural beginnings of civilization and the diffusion and accumulation of culture through 1648; ancient Near East, Greece, Rome, Medieval Age, Renaissance, and the Reformation. The student will be required to write extensively on historical topics.

EUH 1001 - Western Civilization Since 1648**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. Modern civilization from 1648 including the political, economic, and social factors embodied in Absolutism, the Enlightenment, The Age of Revolutions, Nationalism, Imperialism, effects of World War I, Totalitarianism, impact of World War II, and the struggle for peace in the modern world.

EUH 2948 - Service Learning Field Studies 1**Credit Hours:** 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

EVR 1001 - Introduction to Environmental Science**Credit Hours:** 3

Meets General Education requirement. A survey of basic chemical, biological, and physical principles of environmental science and ecology from scientific, sociological, political, economic and cultural perspectives designed to provide students with a basic understanding of the sociological, political, economic and cultural aspects of environmental science and the environmental problems humans currently face. Students will also examine the social impact of these issues on diverse groups within a given community. This is a designated diversity-infused course. This course is a state-designated core course.

EVR 2430 - Urban Ecology of Japan**Credit Hours:** 3

Prerequisite: Completion of one associate level science course with a grade of "C" or higher or consent of instructor. This course is an introduction to the field of sustainability and an exploration of practices leading to the development of sustainable cities. The course explores the concept of sustainable development of cities within local, regional, and global contexts. After this course, students will better understand the complex interactions that take place between humans, other organisms, and their urban environment.

EVR 2948 - Service-Learning Field Studies 1**Credit Hours:** 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

F**FFP 0010 - Fire Fighter 1****Credit Hours:** 206

Prerequisite: EMS 1059 with a grade of "C" or higher (or equivalent First Responder, EMT or Paramedic certification which exceeds this requirement). This is a special session program that prepares the student for safe, dependable, and prompt performance of a fire fighter's tasks during emergencies and in the fire station. Students learn the tasks, duties, and responsibilities of firefighting. Those who complete the course receive a State Competency Certificate as a volunteer fire fighter upon successful completion of all Florida Bureau of Fire Standards and Training requirements. This course is the prerequisite to FFP 0020. Lab Fee.

FFP 0020 - Fire Fighter 2**Credit Hours:** 192

Prerequisite: FFP 0010 with a grade of "C" or higher (equivalent course completion certificate issued by the Bureau of Fire Standards and Training may be substituted; other conditions may apply). This is a special session program that prepares the student for safe, dependable, and prompt performance of a fire fighter's tasks during emergencies and in the fire station. Students learn the tasks, duties, and responsibilities of firefighting. Those who complete the course receive state certification as a career fire fighter upon successful completion of the Florida Bureau of Fire Standards and Training requirements and state exam. Lab Fee.

FFP 1000 - Introduction to Fire Science**Credit Hours:** 3

Study of chemistry and physics of fire; detailed study of effects of fire on national economy, as well as review of fire experience in the United States; detailed examination of basic fire classifications, fire causes, and leading fire problems; survey of agencies involved in fire safety, fire protection, and hazardous materials; familiarization of the fire service.

FFP 1304 - Aerial Operations**Credit Hours:** 3

Classroom lectures and practices are conducted in the principles and uses of aerial and pumper (quint) apparatus, including the recognition of hazards which may be present during aerial operations. Classroom lectures and exercises will also identify the tactical and safe placement of aerial apparatus. Maintenance issues related to the safe operation of the vehicle and long-term care of the equipment will also be identified. Safe driving operations and maneuvering of the vehicle will be discussed. Student must have working knowledge of fire apparatus and provide their own Personal Protective Equipment as required.

FFP 1793 - Fire and Life Safety Educator 1**Credit Hours:** 3

This course provides the public educator with the knowledge and skills needed to successfully perform as a fire and life safety educator as addressed in National Fire Protection Association (NFPA) 1035. For those who practice the multidisciplinary profession of fire and life safety educator (including uniformed fire service personnel and other professionals), topics include fire behavior, community assessment, injury prevention, and juvenile fire-setting. The student will also develop presentation skills and formulate public education programs. This course meets the national certification criteria for Fire and Life Safety Education, Level 1.

FFP 2111 - Fire Chemistry**Credit Hours:** 3

This course is designed to show the different forms of matter and energy, common substances, and how they relate to fires. The chemical formulas of flammable and combustible substances, their bondings and separations, as well as the different chemical

reactions related to fire and oxidation are covered.

FFP 2120 - Building Construction and Codes

Credit Hours: 3

This course provides information on the types and methods of building construction and their effect on fire tactics and firefighter safety. Also discussed are effects of physical forces on structures during fires.

FFP 2301 - Fire Hydraulics

Credit Hours: 3

Prerequisite: FFP 1000 with a grade of "C" or higher. Application of hydraulics to assure effective water stream at fire ground, practical and specific problems related to water supply including water demands for sprinklers, standpipes, hose streams and nozzles.

Underwriters Laboratory and National Fire Protection Association standards are studied.

FFP 2302 - Fire Apparatus Operator

Credit Hours: 3

Prerequisite: FFP 2301 with a grade of "C" or higher. This course is designed to prepare the fire service employee for safe operations of fire department pumping apparatus and basic troubleshooting procedures for fire service pumps. This course meets NFPA 1002, Standard for Fire Department Apparatus Operators.

FFP 2505 - Fundamentals of Fire Prevention

Credit Hours: 3

Prerequisite: FFP 1000 with a grade of "C" or higher. Structure and organization of fire prevention organizations, conducting inspections; interpreting and applying code regulations. A study of procedures and techniques of fire prevention, including surveying and mapping, recognition and elimination of fire hazards, and fire risk analysis as applied to municipal and industrial occupancies.

FFP 2510 - Fire Protection Codes and Standards

Credit Hours: 3

Study of the origin and current use of codes and standards as they apply to fire and life safety. Course includes the use and application of the Life Safety Code with regard to occupancy, occupant load, and exiting requirements. (Course outline is derived from the Bureau of Fire Standards).

FFP 2521 - Plans Examination and Blueprint Reading

Credit Hours: 3

Reading and interpreting residential and commercial plans and blue prints are emphasized. Plats, plots, floor plans, elevations and architecture are examined. Basic mathematics and terminology used in surveying and construction are reviewed.

FFP 2540 - Fire Protection Systems and Extinguishing Agents

Credit Hours: 3

Prerequisite: FFP 1000 with a grade of "C" or higher. Functions and general design principles of suppression systems. Review of standards and principles of installation of detection, signaling and communication systems. Review of the characteristics and limitations of extinguishing agents.

FFP 2610 - Origin and Cause

Credit Hours: 3

This course is the study of the fire department's purpose and responsibilities in fire investigation, including emphasis upon proper procedures and practices for arson and other types of fire investigation. Fire causes, inspections, sources of ignition, origin, spread, speed and directional flow are stressed. A study of applicable laws and pertinent evidence as they relate to illegal fires is overviewed.

FFP 2720 - Company Officer Leadership

Credit Hours: 3

Designed to assist fire officers in solving the varied problems and situations they will be required to manage effectively in today's ever-changing fire service. The curriculum includes a review of fire department organization and administration, management theory, leadership, communication, motivation, and small group dynamics.

FFP 2740 - Fire Service Instructor

Credit Hours: 3

Study of chemistry and physics of fire; detailed study of effects of fire on national economy, as well as review of fire experience in the United States; detailed examination of basic fire classifications, fire causes, and leading fire problems; survey of agencies involved in fire safety, fire protection, and hazardous materials; familiarization of the fire service.

FFP 2741 - Fire Service Course Design

Credit Hours: 3

Emphasizes techniques that will assist the Fire Service Instructor develop skills in curriculum development including the importance of an Active Training program.

FFP 2770 - Ethical and Legal Issues for the Fire Service

Credit Hours: 3

This course deals with the entire spectrum of issues facing today's fire service leaders. Topics include: labor relations, human rights and diversity, conflicts of interest, and frameworks for ethical decision-making are used.

FFP 2810 - Firefighting Tactics and Strategy 1

Credit Hours: 3

This course is designed to cover basic factors involved in coping with an emergency scene, and determining the best use of available resources in protecting lives and property. The course emphasizes the changing nature of an emergency situation, and the ways in which the fire officer can evaluate the effectiveness of a proposed Incident Action Plan.

FFP 2811 - Fire Fighting Tactics and Strategy 2

Credit Hours: 3

Prerequisite: FFP 2810 with a grade of "C" or higher. This course will include a study of action plans, command and control, safety, building dynamics, sprinkler operations, fire company operations, and various types of fire. This is an advanced study intended for higher ranking officers using state and local provided scenarios.

FIL 1002 - Appreciation of the Motion Picture 1

Credit Hours: 3

Prerequisite: ENC 1101 with a grade of "C" or higher. A study of the art of film, with topics including the history of film, film genres,

independent films, cinematography, screenwriting and criticism.

FIL 1003 - Appreciation of the Motion Picture 2

Credit Hours: 3

Prerequisite: ENC 1101 with a grade of "C" or higher. Continuation of FIL 1002, but either course may be taken first. Significant films by American and foreign film makers are viewed and discussed; includes written and oral critique and reviews.

FIN 1100 - Personal Finance

Credit Hours: 3

The student will develop capabilities for managing income and expenditures with emphasis on saving and investment plans, buying/selling a house, acquiring health, auto and life insurance coverage, borrowing money and entering into various contracts.

FIN 2000 - Principles of Finance

Credit Hours: 3

Prerequisite: ACG 2021 with a grade of "C" or higher. This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, and capital structure.

FIN 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

FIN 3402 - Financial Management

Credit Hours: 3

Prerequisite: ACG 3024 and ECP 3703 – both courses with a grade of "C" or higher. This course introduces managerial finance concepts including fundamentals of finance and decision-making frameworks maximizing shareholders' investments. Students will investigate financial statement analysis, financial planning and forecasting, time value of money, risk and rates of return, asset valuation, capital budgeting, capital structure, dividend policy, and working capital management.

FIN 4232 - Money, Banking, and Financial Markets

Credit Hours: 3

Prerequisites: ACG 3024, ECP 3703, and FIN 3402 – all courses with a grade of "C" or higher. The primary objective of this course is to equip the student with a strong comprehension of the financial system, and the role of banks and central banks in developing and executing monetary policies. The student will develop both a qualitative and quantitative appreciation of money, interest rate dynamics, intermediation, and the characteristics of financial markets.

FIN 4323 - Bank Operations and Management

Credit Hours: 3

Prerequisite: FIN 3402 with a grade of "C" or higher. This course provides a managerial examination of the major operating functions of the banking industry. Emphasis will be on the student developing a solid foundation from a managerial perspective of money and interest, deposits, negotiable instruments, bank loans, mortgages, commercial lending, specialized services, security, and ethics.

FIN 4414 - Advanced Topics in Financial Management

Credit Hours: 3

Prerequisites: BRC 4203, FIN 4232, and FIN 4323 – all courses with a grade of "C" or higher. This capstone course is an advanced study of banking and financial management that relates the underlying principles of finance to the decision-making perspective of the financial manager. Selected topics include capital and cash budgeting, cash flow valuation, debt financing, financial planning and forecasting, long- and short-term finance, mergers and acquisitions, risk analysis, and working capital management. Students will apply financial management concepts and analytical techniques to analyze and solve real world financial problems and issues.

FRE 1120 - French 1

Credit Hours: 4

This course provides basic communication skills for students interested in the functional use of the language in everyday situations and/or students in AA and AS programs requiring essential skills as preparation for university parallel programs. The use of the Language Lab, tutorial, and individualized instruction are integral elements of the course.

FRE 1121 - French 2

Credit Hours: 4

Prerequisite: FRE 1120 with a grade of "C" or higher or one year of high school French or consent of instructor. French 2 provides basic communication for students interested in functional use of language in everyday situations and/or for students in AA and AS programs requiring essential skills in language as preparation for university parallel programs. Use of Language Lab, tutorial and individualized instruction are integral elements of the course.

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GEB 1011 - Introduction to Business

Credit Hours: 3

An introductory course in Business activities and operations. Major topics include the evolution of business organizations, ethics and social responsibilities of organizations, entrepreneurship, leadership and management theories, marketing, accounting, finance, as well as current issues in business enterprise.

GEB 1350 - Introduction to International Business

Credit Hours: 3

This course covers the analysis of socio-cultural and political conflicts affecting regulation of international trade: covers systems of payments, balance of trade and management operations of multi-national companies and the effects contrasting political systems on international business relationships.

GEB 2940 - Business Internship

Credit Hours: 3

This course consists of a supervised work experience in an approved training environment. The internship provides an opportunity for students to develop the appropriate attitudes and skills necessary for success in the business world.

GEB 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

GEB 3213 - Business Communications for Professionals

Credit Hours: 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course provides an analysis of communication within organizations concentrating on interpersonal communication, nonverbal communication, and workplace group interaction.

GEO 2000 - World Geography

Credit Hours: 3

An introductory course dealing with our relationship to the natural environment in the various climatic, regional, and economic areas of the world and the interrelationships and problems of conservation of natural resources.

GER 1120 - German 1

Credit Hours: 4

Course provides basic communication skills for student interested in functional use of the language in everyday situations and/or for students in AA and AS programs requiring essential skills as preparation for university parallel programs. The use of the language lab, tutorial and individualized instruction are integral elements of the course.

GER 1121 - German 2

Credit Hours: 4

Prerequisite: GER 1120 with a grade of "C" or higher or one year of high school German or consent of instructor. Continuation of GER 1120 provides basic communication for students interested in functional use of the language in everyday situations and/or for students in AA and AS programs requiring essential skills in the language as preparation for university parallel programs. The use of the language lab, tutorial and individualized instruction are integral elements of the course.

GER 2220 - German 3

Credit Hours: 4

Prerequisite: GER 1121 with a grade of "C" or higher or consent of instructor. This advanced course is a review of essential skills in the language in combination with social and cultural aspects of contemporary society. The integrated use of language laboratory, tutorial, and individualized instruction are essential elements that will be administered outside of regular class meeting time. This is a designated diversity-infused course.

GEY 2621 - Psychology of Aging

Credit Hours: 3

This course examines the psychological, physical, and social aspects of the aging process. In addition to introducing students to aging, this course also fosters personal reflection on values and attitudes towards aging and the elderly. This is a designated diversity-dedicated course.

GEY 3601 - Biology of Aging

Credit Hours: 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course includes an introduction and demographics of aging, social gerontology, pathophysiology (physical changes), cognitive and psychosocial changes, sensory and perceptual changes, pharmacotherapy, nutrition, counseling, oral health, sexuality, death and dying, and ethical perspectives, and health policy issues with the elderly.

GEY 3625 - Sociological Aspects of Aging

Credit Hours: 3

Prerequisite: Departmental approval or admission to Bachelor's program required. Consideration of human aging in a broad sociocultural context. Course emphasis will be on historical, philosophic, and demographic aspects of aging, theories of social gerontology, attitudes toward aging and the aged, cross-cultural perspectives on aging, the sociology of retirement, and aging and the community.

GIS 2040 - Fundamentals of Geographic Information Systems

Credit Hours: 3

This introductory course is designed for the student to acquire a basic understanding of geographic terms and concepts necessary for the appropriate use of Geographic Information Systems (GIS), using spatial variables, scale, map projection, and map coordinate systems. Lab Fee.

GIS 2047 - Applications of GIS, GPS, and Remote Sensing

Credit Hours: 3

Prerequisite: GIS 2040 with a grade of "C" or higher. Students in this course will use their knowledge of mapping and cataloging to complete numerous geospatial applications. Topics include displaying, managing, querying, symbolizing, and creating geospatial data. Students will learn the skills required to work on and/or build advanced Geographic Information Systems (GIS)/ Remote Sensing (RS) projects. Lab Fee.

GIS 2060 - Advanced Geographic Information Systems

Credit Hours: 3

Prerequisite: GIS 2047 with a grade of "C" or higher. This course is a continuation of Fundamentals of Geographic Information Systems (GIS) and Applications of GIS, global positioning systems (GPS), and remote sensing. Topics include: managing, analyzing, and displaying spatial information on a computer that combines computer cartography with a database management system. Students will continue their study of the United States (U.S.) GPS system and remote sensing, integrating these technologies with the GIS software. Lab Fee.

GLY 1000 - Introduction to Physical Geology

Credit Hours: 3

Meets General Education requirement. Study of the earth, its materials, surface features, the processes that formed and changed it, structure of the continents, earth's interior, and geologic time.

GRAC 1100 - Principles of Graphic Design

Credit Hours: 3

Learn design solutions that will turn your ideas into well-arranged compositions. Receive a comprehensive foundation in design. Use elements of design and principles of design to give form to your creative ideas. Lab Fee.

GRAC 1143 - Creative Computer Media**Credit Hours:** 3

Prerequisites: GRAC 1100, GRAC 2150, and GRAC 2156 - all courses with a grade of "C" or higher. Students will learn traditional art principles while working within industry standard computer graphic applications. Experimentation with line, shape, value volume and color will build knowledge of computer software applications and graphic design. Lab Fee.

GRAC 1160 - 2D Animation**Credit Hours:** 3

Prerequisites: GRAC 1100, GRAC 2150, and GRAC 2156 - all courses with a grade of "C" or higher. Put graphics in motion while learning concepts similar to cartoon animation in the most popular web animation application. Cell Animation, Inbetweening and Morphing are topics within animation projects that you will create for multimedia and the web. Lab Fee.

GRAC 1203 - Digital Type and Color**Credit Hours:** 3

Prerequisites: GRAC 1100, GRAC 2150, and GRAC 2156 - all courses with a grade of "C" or higher. This course shows the graphic designer how to incorporate good typography for each design. Traditional typesetting rules are combined with computer illustration and layout applications to create professional results. This course also instructs color trends and color perception. Lab Fee.

GRAC 1710 - Videography**Credit Hours:** 3

Prerequisites: GRAC 1100, GRAC 2150, and GRAC 2156 - all courses with a grade of "C" or higher. Make movies for multimedia and electronic publications. Learn how to use non-linear video editing software. Combine still images with movie clips. Edit and compile digital clips to create movies with composites, blue screen, and special effects. Lab Fee.

GRAC 2120 - Page Design and Layout**Credit Hours:** 3

Prerequisites: GRAC 1100, GRAC 2150, and GRAC 2156 - all courses with a grade of "C" or higher. Students will learn theories of design and layout using industry standard page layout computer applications. Student will build design and layout skills while creating flyers, brochures and advertisements. Creative projects will take concepts from initial design to final layout. Lab Fee.

GRAC 2150 - Raster Graphics**Credit Hours:** 3

In this course, students will use a Raster Image Application (currently Adobe Photoshop) to manipulate, enhance and combine scanned and stock images. Learn in-depth information about using an Image Application. Put together images or scans exactly as you imagine. Lab Fee.

GRAC 2156 - Vector Graphics**Credit Hours:** 3

Students will use Vector Illustration Applications to complete projects that are illustrative, technical and creative. This course contains projects that exercise vector draw tools to develop core skills that will be used in all courses and computer applications. Lab Fee.

GRAC 2157 - Integrated Design**Credit Hours:** 3

Prerequisites: GRAC 2150 and GRAC 2156 - both courses with a grade of "C" or higher. Students will combine the files from vector and raster based graphic applications and learn how to convert and integrate various file formats to create a single composition. Creative projects such as technical illustration, package designs and complex print illustrations will be assigned. Lab Fee.

GRAC 2162 - 3D Animation**Credit Hours:** 3

Prerequisites: GRAC 1100, GRAC 2150, and GRAC 2156 - all courses with a grade of "C" or higher. Create 3D animations with a state-of-the-art Broadcast Quality computer application. Learn how to create motion paths to animate objects and caricatures. Light the scene and be the cameraman, as you render your animation into a movie. Lab Fee.

GRAC 2168 - 3D Modeling**Credit Hours:** 3

Prerequisite: GRAC 2162 with a grade of "C" or higher. Create 3D objects within virtual space. Learn Texture Mapping and the use of Weight Maps. Learn the many types of modeling techniques like Extrude, Lathe, Skin, Bevel, and Booleans. Make organic caricature models using Splines, MetaBalls, and Subpatch. Lab Fee.

GRAC 2180 - Portfolio Development**Credit Hours:** 1

Prerequisite: All required Graphic Design Courses. Prepare yourself for employment with a well-crafted presentation of your skills. Present your work at its best with a printed portfolio and a self-promotion web site. Lab Fee.

GRAC 2201 - Digital Prepress**Credit Hours:** 3

Prerequisites: GRAC 1100, GRAC 2150, and GRAC 2156 - all courses with a grade of "C" or higher. Students learn the technical side of computer graphics in Digital Prepress. This course concentrates on color correction, color models, scanning techniques, resolution, color separations trapping and other press related topics. Insuring quality while creating and preparing computer art. Lab Fee.

GRAC 2582 - eMedia**Credit Hours:** 3

Prerequisites: GRAC 1160 and GRAC 2721 - both courses with a grade of "C" or higher. Combine previous web presentation knowledge, graphic art skills and your design ability to create complete visual solutions to real world projects. The eMedia course introduces industry standard software, current software that creates graphic components compatible with your existing core web site applications. Lab Fee.

GRAC 2721 - Web Site Design**Credit Hours:** 3

Prerequisites: GRAC 1100, GRAC 2150, and GRAC 2156 - all courses with a grade of "C" or higher. Create web pages with an industry standard WYSIWYG (what you see is what you get) web development application. Learn how to create web pages with graphics, hyperlinks, roll-overs, swap image, animation and sound. Upload your finished web sites to remote servers. Lab Fee.

HCP 0020 - Patient Care Assistant**Credit Hours: 75**

Prerequisites: HSC 0003, HCP 0121, and HCP 0332 - all courses with a grade of "C" or higher or a current Florida CNA license and a 50-hour Home Health Aide certificate. This course is for students who have completed an Articulated Nursing Assistant and Advanced Home Health Aide program and are adding skills to work in a health facility other than a nursing home. Clinical experiences will be in a local hospital and rehabilitation unit. Content includes, but is not limited to, the care of patients with acute common health problems, pre- and post-operative patients, and special procedures. Lab Fee.

HCP 0121 - Articulated Nursing Assistant**Credit Hours: 75**

This classroom, laboratory, and clinical course prepares the student who has successfully completed the fundamentals of health careers for employment as a Nursing Assistant. The focus is on basic patient care principles and the role of the nursing assistant in delivering resident care as a member of the healthcare team. Content includes, but is not limited to, communication, nutrition, physical comfort and safety functions, personal patient care, and infection control. Special emphasis is placed on care of the geriatric resident in the long-term care setting. Lab Fee.

HCP 0332 - Advanced Home Health Aide**Credit Hours: 50**

Prerequisites: HSC 0003 and HCP 0121 - both courses with a grade of "C" or higher or a current Florida CNA license. This classroom and laboratory course is for the student who has completed a nursing assistant program. Content includes, but is not limited to, role of the home health aide, communication, legal and ethical responsibilities, comfort and safety functions, nutrition, and infection control. This course meets the Florida requirements for Home Health Aide, medical error prevention, and assisting with self-administered medications. Lab Fee.

HCP 0621 - Articulated Nursing Assistant**Credit Hours: 75**

Corequisite: HSC 0003. This classroom, laboratory, and clinical course prepares the student who has successfully completed the fundamentals of health careers for employment as a Nursing Assistant. The focus is on basic patient care principles and the role of the nursing assistant in delivering resident care as a member of the healthcare team. Content includes, but is not limited to, communication, nutrition, physical comfort and safety functions, personal patient care, and infection control. Special emphasis is placed on care of the geriatric resident in the long-term care setting. Lab Fee.

HIM 1800 - Professional Practice Experience**Credit Hours: 6**

Prerequisites: BSCC 1084, CGS 2100, HIMC 1000, HIMC 1222, HIMC 1253, HIMC 1255, HIMC 1273, HSC 1531, HSC 1554, and HSCC 1000 - all courses with a grade of "C" or higher. This capstone course provides students actual coding and/or billing experience in health care setting. The student will participate in a wide range of duties, giving the student opportunity to apply knowledge of coding/billing procedures. There is no remuneration to the student. A grade of "C" or higher is required in all other courses and signature of program coordinator is required for registration.

HIM 2211 - Health Information Technology**Credit Hours: 2**

Corequisites: HIM 2214 and HIM 2500. This course will provide an in-depth look at the use of information systems technology in the health care delivery system, including information security, electronic clinical systems, and health records.

HIM 2214 - Healthcare Statistics**Credit Hours: 2**

Corequisites: HIM 2211 and HIM 2500. This course provides an introduction to the most frequently used healthcare statistics. Topics include terminology, definitions, computations, data display, and vital statistics. Students will learn to compute and interpret healthcare statistics. Students will review Institutional Review Board (IRB) processes and policies.

HIM 2500 - Continuous Quality Improvement and Related Basic Management and Supervision Principles**Credit Hours: 2**

Corequisites: HIM 2211 and HIM 2214. This course introduces the principles of the quality assessment process, a framework for gaining skills in collecting and analyzing data, benchmarking, the principles to develop effective skills in leadership and motivation, and team building techniques. Students will learn about the principles of total quality management, utilization management, risk management, medical staff credentialing, the accreditation process, and effective communication.

HIM 2652 - Electronic Health Records and Technology**Credit Hours: 2**

This course will review the history of electronic health records, trends, healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the issues associated with the transition from a paper based health record to an electronic health record.

HIMC 1000 - Introduction to Health Information Management**Credit Hours: 3**

Prerequisite: Limited Access Program. Acceptance to program required. Corequisite: HIMC 1253. This course will introduce the student to health information technology both as a work-based, task-oriented function and as part of a larger profession of health information management. The course begins with a view of the healthcare industry delivery systems continuing to the basic elements of health information technology, and a study of record keeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filing, numbering and retention of patient records, quantitative analysis, release of patient information, forms control and design, indexes and registers, reimbursement, regulatory and accrediting agencies, and alternate healthcare delivery systems.

HIMC 1222 - Introduction to ICD Coding Principles**Credit Hours: 3**

Prerequisite: Limited Access Program. Acceptance to program required. Corequisites: HIMC 1273 and HIMC 1255. This hybrid course is designed to introduce the student to the mechanics of using International Classification of Diseases (ICD) and review of current and future ICD coding systems (ICD-10-CM). Topics include the purpose and use of the ICD-9-CM classification system, coding conventions, coding principles, and the CMS official guidelines (inpatient and outpatient). Students will be required to assign ICD-9-CM/ICD-10-CM codes to diagnosis/procedure statements and case abstracts.

HIMC 1253 - CPT Coding Principles and Practice

Credit Hours: 3

Prerequisites: Limited Access Program. Acceptance to program required. Corequisite: HIMC 1000. This hybrid course provides a study and practice of the principles of Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) classification systems. This course provides a foundation using CPT/HCPCS coding conventions, rules, methodology and sequencing, data sets, documentation requirements, coding resources and ethics. Students will be required to assign CPT/HCPCS codes to procedural statements and case studies.

HIMC 1255 - Advanced Coding**Credit Hours: 3**

Prerequisite: Limited Access Program. Acceptance to program required. Corequisites: HIMC 1222 and HIMC 1273. This is a combined lecture/laboratory hybrid course providing an advanced continuation of International Classification of Diseases, 9th Revision, Clinical Modification (ICD), Current Procedural Terminology (CPT), and Healthcare Common Procedural Coding System (HCPCS) coding. Simulation of inpatient and outpatient coding, including ambulatory surgery, diagnostic testing and procedures, and physician services, using patient records and encoder software. Emphasis is placed on the use of official coding guidelines and compliance. In this course, the student is assigned physician office charts, outpatient hospital charts, and inpatient hospital charts to code. This course will prepare the student to work with reimbursement methodologies and issues, such as Ambulatory Payment Classifications (APCs). Lab Fee.

HIMC 1273 - Computerized Physician Office/Billing**Credit Hours: 3**

This hybrid course introduces the students to common administrative procedures performed in both small and large medical practices. Students learn the conceptual framework both for medical billing and use of electronic health records in medical documentation and patient management. Students will learn to input patient information, bill insurance companies, manage the accounts receivable, and run financial reports important to the day-by-day financial operations of the medical practice. Lab Fee.

HIMC 2805 - Health Information in Non-Acute Traditional Inpatient Settings**Credit Hours: 2**

Prerequisite: HIM 2211 with a grade of "C" or higher. This course is a combination of working in the health information management (HIM) lab and off-site experiences. Students will utilize software programs to produce schedules and registries. Students will also explore the current trends of outsourcing and alternative professional venues. Emphasis on documentation requirements, reimbursement systems, federal and state laws, and data sets for alternative levels of care. The course also explores issues relating to transcription, small medical offices, and HIM workforce preparedness.

HIMC 2820 - Professional Practice Experience Administrative and Technical**Credit Hours: 2**

Prerequisite: HIM 2211 with a grade of "C" or higher. This course is a combination of working in the HIM lab and off-site experiences. Students will practice their coding, research, analyze skills. Students will draft documentation including job descriptions, policies and procedures. They will also prepare CQI (Continuous Quality Improvement) projects, and present an in-service education. The students will have the opportunity to learn more about local healthcare facilities' approaches to patient care committees, registries, and the electronic health record.

HIMC 2934 - Health Information Management Certification Examination**Credit Hours: 1**

Prerequisite: HIM 2211 with a grade of "C" or higher and consent of instructor. This course is designed to assist students in preparing to take the National Certification Examination for Registered Health Information Technician (RHIT). During the course, there will be a review of the key components of the competencies outlined in the domains, subdomains and tasks from the examination.

HLP 1081 - Health Analysis and Improvement**Credit Hours: 2**

Meets General Education requirement. Students will become aware of their current health/fitness and will be provided a practical program to obtain and maintain optimal health and fitness. Analysis of current health status will be provided through a series of evaluation techniques. The student will be assisted in developing a fitness profile and a plan for healthy lifestyle modifications.

HMV 0100 - Introduction to Basic Culinary**Credit Hours: 300**

This course introduces students to basic knowledge of communication, math, and knife skills required of food preparation workers. Students identify career and job opportunities, examine and practice employability skills and function as team members. Students develop safety and sanitation habits, usages and care for commercial tools and equipment. Students prepare and present basic food, baked goods, and beverage items. Lab Fee.

HMV 0126 - Food Service Management and Customer Service Capstone**Credit Hours: 300**

This capstone course provides instruction in food and beverage preparation and management, legal responsibilities, regulations, business plans, team work, and technology. Students will demonstrate all culinary skills learned throughout program. Lab Fee.

HMV 0170 - Kitchen and Dining Room Operations**Credit Hours: 300**

In this course students will prepare and serve sauces, soups, basic food, and beverage items. Students will learn and perform kitchen, dining room, and bartending skills. Lab Fee.

HMV 0171 - Food, Beverage, and Pastries Preparation**Credit Hours: 300**

In this course students will prepare and serve food, beverages, desserts and pastries. Students will learn and perform kitchen, dining room, and bartending duties. Lab Fee.

HSA 3111 - US Healthcare Systems**Credit Hours: 3**

Prerequisite: Departmental approval or admission to Bachelor's program required. This course is designed to introduce the student to the organization, structure, and operation of the nation's health care system. The student will be able to identify more effectively their present and future roles as consumer, provider, manager, decision maker and analyst. The course examines an overview of the health care system, causes and characteristics of health service utilization, nature of wellness and disease, individual provider settings, financial and nonfinancial resources used and needed, measurement of quality of care, and current issues in delivery.

HSA 3180 - Healthcare Administrative Management

Credit Hours: 3

Prerequisite: Departmental approval or admission to Bachelor's program required. An introductory healthcare management course that covers a wide variety of healthcare settings, from hospitals to nursing homes and clinics. Filled with examples to engage the student's imagination, the important issues in healthcare management, such as ethics, cost management, strategic planning and marketing, information technology, and human resources are covered in this course.

HSA 3191 - Healthcare Automation and Technology**Credit Hours: 3**

Prerequisite: Departmental approval or admission to Bachelor's program required. A study of health information systems with focus on analysis of applications for information systems in the health care delivery system. Emphasis will be placed upon skills necessary to employ the methods used to evaluate a variety of information systems applications in the health care setting.

HSA 3223 - Management of Long-Term Care Facilities**Credit Hours: 3**

Prerequisite: Departmental approval or admission to Bachelor's program required. This course emphasizes the organization and functions of long-term care administration and covers long-term care providers, interaction in long-term care continuum, managing long-term care and future issues.

HSA 3502 - Healthcare Risk Management**Credit Hours: 3**

Prerequisite: Departmental approval or admission to Bachelor's program required. This course focuses on the theories, concepts and principles of health care risk management and development of an integration of concepts relevant to health care risk management. Current trends and issues in using, designing, and managing health care risk management systems will be examined. Students, applying evidence-based knowledge, will analyze the design and implementation of health care risk management systems.

HSA 3702 - Healthcare Research**Credit Hours: 3**

Prerequisite: Departmental approval or admission to Bachelor's program required. Research methods and information literacy are important because the health care profession is continually changing, which requires the allied health professional to possess new knowledge to function competently. The allied health professional should contribute to the body of knowledge and be able to effectively analyze resources to promote growth in the profession. The attitude of lifelong learning enables the professional to stay in step with the current health care environment and be prepared to help foster the future and increase awareness of the profession in the global community. The content is geared to increase and disseminate intellectual inquiry, information literacy and the use of scholarly research methods.

HSA 4170 - Healthcare Finance**Credit Hours: 3**

Prerequisite: Departmental approval or admission to Bachelor's program required. This course will familiarize the student with one of the primary responsibilities of health care managers – financial management. This will prepare students entering middle management to be more effective and efficient in achieving the institution's goals.

HSA 4340 - Human Resources Management in Health Services Organizations**Credit Hours: 3**

Prerequisite: Departmental approval or admission to Bachelor's program required. The course will provide students with the most common methods and applications involving the management of human resources within health-related organizations. Topics include employee recruitment, selection, training, evaluation, and retention and the most common practices of each.

HSA 4383 - Quality Improvement in Healthcare**Credit Hours: 3**

Prerequisite: HSA 3111 with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. This course is designed to acquaint the student with quality management concepts, tools, and techniques used in the health services industry and application of quality management theory to healthcare product and service outcomes.

HSA 4553 - Ethics in Healthcare**Credit Hours: 3**

Prerequisite: Departmental approval or admission to Bachelor's program required. This course includes an overview of ethical and legal issues in the health professions including contemporary ethical issues in disease management.

HSA 4850 - Capstone - Healthcare Management**Credit Hours: 3**

Prerequisite: Departmental approval required. This course is designed to guide new and future practicing healthcare managers and introduce the student to the customary activities of manager planning, organizing, decision making, staffing, motivating, and budgeting from the vantage point of various healthcare settings. Students will learn proven management concepts, techniques, models, and tools for managing individuals or teams with skill and ease. The course will be comprised of real-world healthcare settings in the form of an internship and covers many current topics such as the emerging implications of the Patient Protection and Affordable Care Act of 2010. (Students must meet the requirements of Florida Statute 456.0135, which requires a level 2 background check at their own expense.)

HSC 0003 - Basic Healthcare Worker**Credit Hours: 90**

This is the basic pre-clinical course of theory and student laboratory practice for students in the Patient Care Assistant program (includes Articulated Nursing Assistant, Advanced Home Health Aide, and Patient Care Assistant). Instructional content includes, but is not limited to, basic anatomy and physiology, healthcare delivery system, communication, legal and ethical issues, concepts of wellness and disease, infection control, safety, CPR, basic math and science, and computers in healthcare. Lab Fee.

HSC 1100 - Health**Credit Hours: 3**

To help the student change health behaviors through presentation of material relating to family health, personal health, potentials and limitations of drugs, values of sound nutritional practices, human sexuality and reproduction, functioning of the human body, and trends and techniques relating to current medical practices.

HSC 1149 - Principles of Analgesic and Anesthetic Pharmacology**Credit Hours: 1**

Prerequisites: ATE 1742 or HSC 1531 with a grade of "C" or higher. This course studies basic pharmacological substances used in

Health Sciences. Students will become familiar with the primary pharmacology and pharmacokinetics of various medications used within the health profession with a special focus on anesthetics and analgesics.

HSC 1531 - Medical Terminology

Credit Hours: 2

This course is an introduction to medical terminology and language used in the medical system. Emphasis is placed on building and analyzing medical terms with attention focused on prefixes, suffixes, and root words. Medical terms are correlated to specific human body systems as part of a basic overview of anatomy and physiology.

HSC 1532 - Advanced Medical Terminology

Credit Hours: 3

Advanced review of medical language used throughout the healthcare delivery system. Emphasis is placed on anatomy, physiology and pharmaceutical terms. Emphasis will also be placed on the ability to infer understanding of medical subjects, communication utilizing medical terminology with proper pronunciation and spelling.

HSC 1554 - Pathophysiology and Pharmacology

Credit Hours: 3

This course covers the nature, cause, and treatment of human diseases including the diagnostic, pharmacologic, and therapeutic modalities.

HSC 1641 - Medical Law, Ethics and Bioethics

Credit Hours: 2

This course will review the legal aspects of healthcare, in particular those released to health information management state and federal laws. Topics include legal terminology, confidential, access and release of information, HIPAA, tracking of disclosure information, liability, subpoena, dispositions, consents and authorization guidelines, privacy and healthcare liability.

HSC 2400 - First Aid and Safety

Credit Hours: 3

General first aid for the "citizen responder", providing the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until professional medical help arrives.

HSC 3032 - Health Education and Promotion

Credit Hours: 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course provides the student with an introduction to educational concepts and theory relative to Allied Health education. Topics included are course development and design, goals and objectives, instructional methods, education media and software, fundamentals of learning, and collaborative learning. Diversity in the student body, learning styles, and motivation will also be addressed.

HSC 3201 - Community Health

Credit Hours: 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course is designed to assist students in recognizing and analyzing the interrelationships between individuals, population groups, and communities. Students will explore the complex determinants of health and disease, the impact of economic, social, environmental and cultural concerns on community health status, and community organizations that help shape community health. Course content examines the history and foundations of community health by integrating concepts from behavioral, biological and natural sciences including epidemiology.

HSC 3537 - Health and Medical Terminology

Credit Hours: 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course teaches students proper medical and scientific terminology use within the context of human anatomy, physiology, and pathology. Writing and pronunciation exercises help students develop a command of medical terms.

HSC 3661 - Therapeutic Communication

Credit Hours: 3

Prerequisite: Departmental approval or admission to Bachelor's program required. Through lecture, discussion, and role-play in large and small groups, students learn appropriate verbal and nonverbal behavior with patients, families, and the healthcare team.

HSC 3801 - Clinical Observation/Volunteer Work

Credit Hours: 1

Prerequisite: Departmental approval or admission to Bachelor's program required. This course is designed to provide the student with an opportunity to learn about a specific health care field or gain knowledge about specific patient or client populations or issues through direct observation and/or hands on assistance. It also is designed to provide an opportunity for the student to consider his or her own values and responses to different health care situations and patient circumstances.

HSC 4184 - Healthcare Leadership

Credit Hours: 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course addresses behavioral styles contributing to leadership effectiveness. Students study specific styles for their contributions to motivating people and overall leadership effectiveness in healthcare.

HSC 4404 - Medical Disaster Management

Credit Hours: 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course introduces students to facets of natural and technological disasters including public health research designs and practices. Class lectures and discussions utilize recent and historical case studies to develop critical thinking and leadership skills needed by healthcare professionals in crisis situations. International, domestic, and regional issues are addressed, as well as the social, economic, and political aspects of disaster planning, preparedness, and mitigation.

HSC 4500 - Epidemiology

Credit Hours: 3

Prerequisite: STA 2023 or Biostatistics with a grade of "C" or higher and admission to Bachelor's program required. This course provides knowledge about the basic role and concepts of epidemiology in the healthcare system and biology. Case studies of various diseases, mental disorders, environmental health hazards, and accidents will be used to elucidate epidemiological concepts.

HSC 4851 - Health Sciences Internship**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. The health sciences internship is the capstone project for the BAS in Applied Health Sciences. It is a culminating project requiring the application and mastery of the program competencies. Students choose and work collaboratively with community organizations or agencies during the practical experience, based on their personal and professional interest for their career growth. This course to be taken in the last semester.

HSCC 1000 - Introduction to Healthcare**Credit Hours:** 3

The course focuses on core concepts common to all health care occupations. Content includes healthcare delivery systems with emphasis on health occupations, communication skills, legal and ethical responsibilities, wellness and disease concepts, infection control, CPR, introductory first aid and safety, medical terminology, employability and computer skills. Students will receive AHA CPR, oxygen therapy and tank transport skills. Lab Fee.

HUM 1020 - Introduction to the Humanities**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. A general introduction to the humanities and a primer course for understanding the process of creativity in the various arts disciplines. This integrated course is designed to assist students in exploring and analyzing their perception of creative expression. This course helps students increase their understanding and appreciation of the creative process through the study of representative examples in visual, literary, and performing arts disciplines from various cultures and historical periods. This course is a state-designated core course.

HUM 2211 - Humanities Survey: Ancient through Byzantine Culture**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. An integrated course designed to increase the student's understanding and appreciation of the creative process in cultures through the study of representative artifacts in literature, music, philosophy, religion, social history, architecture and visual arts from prehistory into the Byzantine era.

HUM 2211H - Honors Humanities Survey: Ancient through Byzantine Culture**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing and admission to the EFSC Honors Program. Meets Gordon Rule and General Education requirements. This Honors course is an integrated course designed to increase the student's understanding and appreciation of the creative process in cultures through the study of representative artifacts in literature, philosophy, religion, social history, architecture and visual arts from prehistory into the Byzantine era.

HUM 2230 - Humanities Survey: Byzantine through Enlightenment**Credit Hours:** 3

Prerequisite: Test score requirement same as ENC 1101. Meets Gordon Rule and General Education requirements. An integrated course designed to increase the student's understanding and appreciation of the creative process in cultures through the study of representative artifacts in literature, music, philosophy, religion, social history, architecture, and visual arts from the late Byzantine era until the 18th century. This is a designated diversity-infused course.

HUM 2230H - Honors Humanities Survey: Byzantine through Enlightenment**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing and admission to the EFSC Honors Program. Meets Gordon Rule and General Education requirements. An integrated course designed to increase the student's understanding and appreciation of the creative process in cultures through the study of representative artifacts in literature, music, philosophy, religion, social history, architecture, and visual arts from the late Byzantine era until the 18th century. This is a designated diversity-infused course.

HUM 2249 - Humanities Survey: Enlightenment through 21st Century**Credit Hours:** 3

Prerequisite: Appropriate test score in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. This is an integrated course designed to increase the student's understanding and appreciation of the creative process in cultures through the study of representative artifacts in literature, music, philosophy, religion, social history, architecture, and visual arts from the Enlightenment through the 21st century.

HUM 2249H - Honors Humanities Survey: Enlightenment through the 21st Century**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing and admission to the EFSC Honors Program. Meets Gordon Rule and General Education requirements. An integrated course designed to increase the student's understanding and appreciation of the creative process in cultures through the study of representative artifacts in literature, music, philosophy, religion, social history, architecture, and visual arts from the Enlightenment through the 21st century. This is a designated diversity-infused course.

HUM 2270 - Humanities in Latin America, Africa, and the Eastern World**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. An integrated course to increase awareness and knowledge of the creative voices in Africa, the Middle East, the Far East, and Latin America through representative music, literature, philosophy, and the visual arts from various historical periods.

HUM 2390 - Themes in the Humanities**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. An interdisciplinary introduction to the humanities, representing one or more chosen themes, problems, or aspects of human existence. Course themes will be explored through the visual arts, performing arts, music, literature, philosophy, drama, and/or religion.

HUM 2740 - Humanities Study Abroad**Credit Hours:** 3

Prerequisite: Test score requirement same as ENC 1101. Meets Gordon Rule and General Education requirements. An integrated course

designed to increase the student's understanding and appreciation of the creative process in cultures through the study of representative artifacts in literature, music, philosophy, religion, social history, architecture and visual arts from the pre-history through the 21st century.

HUM 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

HUN 1201 - Essentials of Nutrition

Credit Hours: 3

This is an introductory course of the scientific principles of nutrition covering the role of specific nutrients, their digestion, absorption, and metabolism; sources of the nutrients, and requirements of various age groups.

HUS 1001 - Introduction to Human Services

Credit Hours: 3

This course provides an interdisciplinary approach to the understanding of community human services agencies and systems. It introduces the student to the skills necessary for entry level and professional work in education, social work, mental health, human services administration, and supported employment. This course also reviews the historical development of social services and explores the societal values that served as the catalyst for the implementation of social services policies.

HUS 1302 - Basic Counseling Skills

Credit Hours: 3

This course is designed to facilitate development of basic communication skills necessary to develop an effective helping relationship with clients. Students will be introduced to basic procedures and skills in information management, assessment, evaluation, problem-solving, and referral procedures. It includes the utilization of special skills to assist individual, families, or groups in achieving objectives through exploration of a designated problem and its ramifications; examination of alternative solutions; and decision making.

HUS 1320 - Introduction to Crisis Intervention

Credit Hours: 3

This course provides a theoretical background for understanding the concept of crisis and the role of effective crisis intervention as an integral aspect of human service delivery systems. Students will learn strategies and techniques for understanding and helping people in crisis, as well as an understanding of their own emotional reactions and methods of coping in order to stay healthy and safe while working in the human services arena.

HUS 1801 - Human Services Practicum 1

Credit Hours: 3

Prerequisite: HUS 1001 and HUS 1302 both courses with a grade of "C" or higher. This course serves as a scheduled work experience, without remuneration, which helps the student bridge the gap between classroom and workplace. This opportunity is designed to prepare students to become entry-level human service practitioners. The practicum is an intensive field experience in human services and community agencies. Students continue to learn from observation and hands-on experience. This course is the first of two required practicum courses for the Human Services AS Degree.

HUS 2200 - Introduction to Group Dynamics

Credit Hours: 3

Prerequisite: HUS 1302 with a grade of "C" or higher. This course focuses on the communication behavior of individuals within group structures. Didactic and experiential techniques are used to explore the stages of group development, decision-making techniques, group problems, problem solving, resolution skills, norms, structures, leadership, authority, membership, ethics, cultural sensitivity, and intra- and inter-personal dynamics within small groups. This course incorporates experiential learning where students learn about group process via group exercises in class.

HUS 2318 - Domestic Abuse and Family Violence

Credit Hours: 3

This course is an introduction to the study of domestic abuse and family violence. It teaches human services workers both the evaluation as well as the outreach skills necessary for working in the field of domestic violence. The dynamics of partner violence, child abuse, elder abuse, and sibling violence are explored.

HUS 2415 - Case Management in Human Services

Credit Hours: 3

Prerequisite: HUS 1001 with a grade of "C" or higher. This course will explore various approaches used by the human services worker to help facilitate linking a client with needed community services. It is designed to introduce students to a variety of ways in which case management is used to assist vulnerable populations of clients.

HUS 2445 - Practices for Working with Dysfunctional Family Systems

Credit Hours: 3

This course focuses on the dynamics of family dysfunction including negative patterns of parental behavior, substance abuse, physical abuse, sexual abuse, neglect, emotional abuse, and mental illness. The course addresses a broad spectrum of issues including the characteristics of dysfunctional families as well as the traits and characteristics of functional families. Emphasis is placed on causes, effects, and roles of individuals within the family system.

HUS 2500 - Ethics in Human Services

Credit Hours: 3

Prerequisite: HUS 1001 with a grade of "C" or higher. This course will help students explore the relationship between the law, the framework of ethics, and human service organizations. Legal duties and the rights of clients and providers will be discussed. The course will also provide a forum for the exploration and analysis of ethical questions and value dilemmas encountered by managers and clinicians in human services.

HUS 2502 - Issues and Ethics in Domestic Abuse and Family Violence

Credit Hours: 3

This course explores theories explaining familial abuse and teaches evaluation and outreach skills. Legal issues relating to partner violence, child abuse, elder abuse, and sibling violence are addressed.

HUS 2531 - Issues of Aging and Family Dynamics**Credit Hours:** 3

This course examines how factors such as health, finances, and social roles, affect the elderly and influence family role changes and independence. It takes a holistic approach to the overall well-being of the elderly in particular and the family unit in general.

HUS 2535 - Elder Abuse and Aging**Credit Hours:** 3

This course is designed to give students an overview of abuse and neglect of the elderly in society. The course will focus on definitions of abuse, prevalence rates, background, and services available.

HUS 2821 - Human Services Practicum 2**Credit Hours:** 3

Prerequisite: HUS 1801 with a grade of "C" or higher. This course is a continuation of the practicum experience for the Human Services student. This is the second of two required practicum courses within the Human Services AS degree. The course serves as a scheduled work experience, without remuneration, which helps the student bridge the gap between classroom and workplace. This opportunity is designed to prepare students to become entry-level human service practitioners. The practicum is an intensive field experience in human services and community agencies. Students continue to learn from observation and hands-on experience. Students must choose a different practicum site than was chosen for Practicum 1.

I

IDH 2001H - Honors Seminar 1**Credit Hours:** 1

Prerequisite: Admission to the EFSC Honors Program or acceptance to Phi Theta Kappa. An Honors Seminar designed to allow students to explore issues important to self-discovery and academic growth and development. The seminar will bring together students, academic leaders, and guest lecturers to enrich the Honors experience. Topics are chosen to help students develop good listening, reasoning, and articulation skills. This course may be taken for maximum credit of 2.

IDH 2002H - Honors Seminar 2**Credit Hours:** 2

Prerequisite: Admission to the EFSC Honors Program or acceptance to Phi Theta Kappa. An Honors Seminar designed to allow students to explore issues important to self-discovery and academic growth and development. The seminar will bring together students, academic leaders, and guest lecturers to enrich the Honors experience. Topics are chosen to help students develop good listening, reasoning, and articulation skills. This course may be taken for maximum credit of 4.

IDH 2003H - Honors Seminar 3**Credit Hours:** 3

Prerequisite: Admission to the EFSC Honors Program or acceptance to Phi Theta Kappa. An Honors Seminar designed to allow students to explore issues important to self-discovery and academic growth and development. The seminar will bring together students, academic leaders, and guest lecturers to enrich the Honors experience. Topics are chosen to help students develop good listening, reasoning, and articulation skills. This course may be taken for maximum credit of 6.

IDH 2009 - Liberal Arts Research Methods**Credit Hours:** 3

This course introduces students to the general principles and practical implementation of qualitative and quantitative research in the Behavioral/Social sciences, Education, English, Humanities, and Communication. Skills to be developed include, but are not limited to, the following: formulating research questions; researching and critiquing literature; designing a research project proposal; identifying anticipated ethical issues throughout the sections of a proposal; completing institutional review board (IRB) training; submitting a complete written proposal; and presenting the proposal in an oral format for peer and faculty review.

IDS 2911 - Undergraduate Research**Credit Hours:** 1 - 4

Prerequisite: Grade of "C" or higher in one or more classes within the research discipline or consent of instructor. In this course, under faculty direction, students will engage in discipline-specific research individually or in a student group. Students will complete at least 2 of the following tasks: identify a novel research question, analyze literature, design an experiment to test the question, acquire skills for experimentation, collect data, analyze data, and present findings. It is recommended that students take either IDH 2009, BSCC 2910, or CHMC 2910 prior to taking this course. This course may be taken for maximum credit of 4 per semester and is repeatable for maximum credit of 6. Lab Fee.

ISM 3011 - Introduction to Information Technology Management**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. The course introduces fundamental concepts and methods related to the management of information technology systems in organizations. A broad range of topics will be covered, that will be kept abreast with technology changes. A successful completion of this course will equip the students with the knowledge of current information technology management and decision support systems. Lab Fee.

ISM 3113 - Information Systems Analysis and Design**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. Corequisite: ISM 3011. This course covers the fundamental concepts and methods to the management of information systems in organizations which includes analysis, design, implementation, and operation of information systems. Both procedural and object-oriented analysis design approaches are covered. Verification of information requirements against database design and systems development life cycles are also discussed. Lab Fee.

ISM 3320 - Information Systems Control**Credit Hours:** 3

Prerequisite: ISM 3011 with a grade of "C" or higher. This course covers the basic structure, control and purpose of information systems including database systems and referential integrity with an overview of the needs of security, integrity, availability, subject privacy, licensing, copyright and access management. It includes an overview of all aspects of network information systems in terms of both strategic and operational requirements, with discussions regarding the appropriate systems for specific environment and applications. Lab Fee.

ISM 3321 - Cybersecurity Fundamentals**Credit Hours:** 3

Prerequisites: CTSC 2120 with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. This course covers the basic knowledge and awareness of cyber security. The content of the course focuses on the vulnerabilities, attack

methods, detection and prevention techniques. It includes the design and maintenance of organizational information security policies and the identification of essential procedures for secure system implementations. Lab Fee.

ISM 3324 - Applications in Information Security

Credit Hours: 3

Prerequisite: COP 3330 with a grade of "C" or higher. This course develops important security concepts relative to software application development. Students will learn the role of security in all phases of the Software Development Life Cycle, consider security and privacy concerns in establishing system requirements, reduce opportunities for attackers to exploit potential system weak spots by applying a structured approach to threat scenarios to identify security vulnerabilities, determine risks from threats, and establish appropriate mitigations. Lab Fee.

ISM 4041 - Emerging Information Technologies

Credit Hours: 3

Prerequisite: ISM 3011 with a grade of "C" or higher. This course will expose students to emerging information technologies with a focus on how such technologies may be effectively and efficiently assessed. Students will learn how to help their organizations define, select, and adopt new information technologies.

ISM 4220 - Network Management for Informational Professionals

Credit Hours: 3

Prerequisite: Admission to Bachelor's program required. This course applies to students majoring in Computer Science and Information Technology. This course covers the fundamental concepts of data communications and networking with practical applications. Major topics include data communication networks, networking protocols and applications, network technologies, wired and wireless data communications, network security, and network administration. Lab Fee.

ISM 4300 - Information Systems Operations Management

Credit Hours: 3

Prerequisite: ISM 3113 or ISM 4041 with a grade of "C" or higher. This course covers management processes and procedures for planning, implementation, and operation of information systems with an emphasis on operational management. The course stresses the relationship between the strategic and operational planning of information systems. Social issues such as ethics, privacy and legal issues including intellectual property shall also be addressed. Lab Fee.

ISM 4314 - Project and Change Management for Technology

Credit Hours: 3

Prerequisites: ISM 3011 and ISM 3113 - both courses with a grade of "C" or higher. This course covers project related tasks with particular attention given to the information systems context. Topics include project selection and initiation, work structure and scope management, budgeting, procurement, scheduling and cost analysis. Additional topics will include quality control, communication plans, risk analysis and resource leveraging. Lab Fee.

ISS 2200 - Introduction to International Studies

Credit Hours: 3

Prerequisite: ENC 1101 with a grade of "C" or higher. An interdisciplinary class designed to explore the complex relationships between developed and developing nations, western and non-western cultures, contrasting government systems, and issues of regional and global importance. This is a diversity-dedicated course.

ISS 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

J

JPN 1120 - Japanese 1

Credit Hours: 4

An introduction to appreciation of the culture of Japan. Basic functional vocabulary includes greetings, daily situations, school room activities. Weather and time expressions will be introduced, along with reading and writing patterns of Hiragana and approximately 50 Kanji.

JPN 1121 - Japanese 2

Credit Hours: 4

Prerequisite: JPN 1120 with a grade of "C" or higher. Intermediate study to Katakana, Hiragana, and approximately 125 Kanji forms; the verbal system and simple sentence structure will be introduced, along with intermediate vocabulary for business, leisure and family activities.

JPN 2220 - Japanese 3

Credit Hours: 4

Prerequisite: JPN 1121 with a grade of "C" or higher. This intermediate course will introduce students to situations peculiar to society, enabling students to better communicate in the Japanese language. Idioms, as well as informal speech, will be taught and used resulting in more natural conversational techniques.

JPN 2221 - Japanese 4

Credit Hours: 4

Prerequisite: JPN 2220 with a grade of "C" or higher or consent of instructor. Japanese 4 is a continuation of Japanese language study at the intermediate level. Students will learn further vocabulary and grammar of the Japanese language. They will continue to increase their ability to read and write kanji, and to use and understand spoken and written Japanese. Continued practice of neutral polite language will be supplemented with study of casual speech, and both honorific and humble forms of the language. Knowledge of verb and adjective conjugations will be expanded from previously studied forms. Conjugations for expressing commands, requests, passive verbs and giving and receiving will also be covered.

L

LIS 1023 - Information Technology Literacy**Credit Hours:** 2

This course provides an introduction to fundamental computer and information literacy skills. Topics include basic computer concepts, EFSC student computing resources, common user applications, security, electronic communication, using the Internet as an academic research tool, effective search strategies, locating and using various information types, critical evaluation of information, plagiarism, copyright issues, and familiarization with citing sources.

LIS 2004 - Introduction to Internet Research**Credit Hours:** 1

This course introduces students to the concept of using the Internet as an information retrieval tool and teaches strategies for locating and analyzing information. The course is designed to help students develop the basic information literacy skills necessary for college course work, general research, and for lifelong learning in an information-centered society.

LIT 1000 - Introduction to Literature**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. A critical survey and study of literature focused on close reading, critical analysis, and appreciation of different forms of literature. This course explores the role literature has played in individual lives and society by examining different literary styles and genres. This course is a state-designated core course.

LIT 2090 - Contemporary Literature**Credit Hours:** 3

Study of modern literature as a reflection of the philosophy of modern life and a mirror of the student's world. Familiarization of students with recent trends in contemporary fiction and analysis of selected contemporary works.

LIT 2100 - Introduction to World Literature**Credit Hours:** 3

Students will explore humanity's search for identity and meaning through a comparative study of world literature.

LIT 2300 - Special Themes in Literature**Credit Hours:** 3

Prerequisite: Appropriate test score in reading and writing or exemption from placement testing. Intensive readings in a particular concept or topic of popular literary appeal. Examples may include mystery fiction, black writers, Latin American fiction. Please check with the instructor for specific content for a particular semester.

LIT 2300H - Honors - Special Themes in Literature**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing and admission to the EFSC Honors Program. Students will be introduced to the normal, non-honors content but will gain a heightened understanding of that content through participation in extra learning experiences, including in-depth readings and comprehensive exploration of a particular topic, theme, or concept in literature. Examples might be Victorian Literature, Women's Literature, Ethnic Literature. Some sections may include a travel experience (at the student's expense). See the instructor or Honors Program Director for specific content for a particular semester.

LIT 2352 - Ethnic Literature in the U.S.**Credit Hours:** 3

Prerequisite: ENC 1101 with a grade of "C" or higher. This course offers an exploration of ethnic literature including, but not limited to, American, Asian American, Latino/a American, Native American, African American, and Euro-American. Possible themes may include race, social class, gender, and identity.

LIT 2948 - Service-Learning Field Studies 1**Credit Hours:** 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

M**MAC 1105 - College Algebra****Credit Hours:** 3

Prerequisite: MAT 1033 with a grade of "C" or higher or appropriate placement test scores. Meets Gordon Rule and General Education requirements. Prepares the student for precalculus, statistics, essentials of calculus, and other related disciplines. Includes functions and function notation; domain, range, and graphs of functions and relations; operations on functions; inverse functions; linear, quadratic, rational, radical, exponential and logarithmic equations and functions; piecewise and higher degree monomial functions; systems of equations and inequalities; applications. This course is a state-designated core course.

MAC 1114 - College Trigonometry**Credit Hours:** 3

Prerequisite: MAC 1105 with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. Provides background for the calculus sequence or other disciplines involving skills in trigonometry. Includes properties and graphs of trigonometric functions and inverse trigonometric functions; trigonometric identities; conditional trigonometric equations, solutions of triangles; vector algebra; parametric equations; polar coordinates; applications.

MAC 1140 - Precalculus Algebra**Credit Hours:** 3

Prerequisite: MAC 1105 with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. An in-depth course in algebra which provides the algebra skills necessary for calculus. Topics include properties and graphs of polynomial, rational, and other algebraic functions; polynomial and rational inequalities; exponential and logarithmic functions, their properties and graphs; piecewise functions, conic sections; matrices and determinants; sequences and series; mathematical induction; the binomial theorem; applications.

MAC 1147 - Precalculus Algebra/Trigonometry**Credit Hours:** 5

Prerequisites: MAC 1105 with a grade of "C" or higher and High School Trigonometry. Meets Gordon Rule and General Education requirements. Equivalent to MAC 1140 and MAC 1114 but more intensely paced. Topics include properties and graphs of polynomial,

rational, and other algebraic functions; polynomial and rational inequalities; exponential and logarithmic functions, their properties and graphs; piecewise functions; conic sections; matrices and determinants; sequences and series; mathematical induction; the binomial theorem; properties and graphs of trigonometric functions; solutions of triangles; vector algebra; parametric equations; polar coordinates; applications.

MAC 1233 - Essentials of Calculus

Credit Hours: 3

Prerequisite: MAC 1105 with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. This course includes topics of limits, continuity, differentiation and integration of algebraic, exponential and logarithmic functions, and basic differential equations with applications to business, natural and social sciences.

MAC 1311 - Calculus 1 with Analytic Geometry

Credit Hours: 5

Prerequisites: MAC 1147 with a grade of "C" or higher or MAC 1140 and MAC 1114 - both courses with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. The course includes a study of transcendental functions, limits, continuity, derivatives and their applications, antiderivatives, and definite integrals. The course is the first of a three course sequence. This course is a state-designated core course.

MAC 1311H - Honors Calculus 1 with Analytic Geometry

Credit Hours: 5

Prerequisites: MAC 1147 with a grade of "C" or higher or MAC 1140 and MAC 1114 - both courses with a grade of "C" or higher and admission to the EFSC Honors Program. Meets Gordon Rule and General Education requirements. The course includes a study of transcendental functions, limits, continuity, derivatives and their applications, antiderivatives, and definite integrals. The course is the first of in a three- course sequence. The honors course requires students to work and learn cooperatively, carry out group activities in and out of class, submit team and individual projects, and increase depth of topic exploration. Instruction will emphasize a constructivist approach. This course is a state-designated core course.

MAC 2312 - Calculus 2 with Analytic Geometry

Credit Hours: 5

Prerequisite: MAC 1311 or MAC 1311H with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. The course includes a study of techniques of integration, selected topics in analytic geometry, polar coordinates, sequences and series, parametric equations, indeterminate forms, and application of the definite integral. The course is the second of a three course sequence.

MAC 2312H - Honors Calculus 2 with Analytical Geometry

Credit Hours: 5

Prerequisites: MAC 1311 or MAC 1311H with a grade of "C" or higher and admission to the EFSC Honors Program. Meets Gordon Rule and General Education requirements. The course includes a study of techniques of integration, selected topics in analytic geometry, polar coordinates, sequences and series, parametric equations, indeterminate forms, and application of the definite integral. The course is the second in a three-course sequence. The honors course requires students to work and learn cooperatively, carry out group activities in and out of class, submit team and individual projects, and increase depth of topic exploration. Instruction will emphasize a constructivist approach.

MAC 2313 - Calculus 3 with Analytic Geometry

Credit Hours: 5

Prerequisite: MAC 2312 or MAC 2312H with a grade "C" or higher. Meets Gordon Rule and General Education requirements. The course includes a study of three-dimensional coordinate systems, vectors, functions of several variables, partial differentiation, multiple integration, line integrals and an introduction to the solution of differential equations. This is the third of a three course sequence in calculus.

MAC 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

MAD 2104 - Discrete Mathematics

Credit Hours: 3

Prerequisite: MAC 1105 with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. This course includes a study of formal logic, combinatorics, mathematical induction, relation and function, recursion, and graph theory.

MAE 2801 - Elementary School Mathematics

Credit Hours: 4

Prerequisite: MAC 1105 or MGF 1106 or MGF 1107 with a grade of "C" or higher. Mathematics appropriate for the elementary school teacher including the six basic sets of numbers, concepts, number systems and geometry.

MAN 2021 - Business Management Principles

Credit Hours: 3

Principles of business administration, problems and practices related to the United States economy. Management functions of planning, organizing, directing, and controlling as applied to various facets of business are included.

MAN 2043 - Quality Management Control

Credit Hours: 3

This course provides an overview of the history and current practices related to product quality and process quality management for creating project deliverables. Topics include continuous process improvement, performance measures, statistical process control and benchmarking. Students will be introduced to the concepts of quality management including quality planning, quality assurance, and quality control. Concepts of team management, group processes, and problem-solving skills will be introduced. Various measurement tools for process improvement and control will be examined.

MAN 2125 - Supervision and Performance Improvement

Credit Hours: 3

In this course, students will develop and demonstrate skills necessary for supervisory roles in business including: identifying and communicating performance objectives and standards; leading, motivating, and coaching teams and individuals; and developing strategies to improve on-the-job performance.

MAN 3240 - Organizational Behavior**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course covers individual and group behaviors in organizations. Students develop an understanding of how organizational can be managed more effectively. Course content includes: organizational design and structure, culture and diversity, influence, power and politics; motivation, team and group dynamics, problem-solving and decision-making sciences, employee performance and commitment, conflict resolution and negotiation, stress management, business and personal ethics, and organizational change and development.

MAN 3303 - Management and Leadership**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course presents concepts, principles, and techniques of business leadership. Emphasis will be on developing a solid leadership foundation while centering on the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate basic leadership skill development as it relates to the core aspects of the management practice.

MAN 4162 - Customer Relations for Managers**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course teaches relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed.

MAN 4301 - Human Resource Management**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course is a study of the functions of Human Resource Management including job design, recruitment, selection, benefits and compensation, performance evaluation, reward systems, development of employees and formulation of human resource procedures. The strategic role of human resources and current issues will be discussed.

MAN 4320 - Human Resource Recruitment and Selection**Credit Hours:** 3

Prerequisite: MAN 4301 with a grade of "C" or higher. This course explores Human Resource staffing models, manpower forecasting and planning, internal and external recruitment, employment selection and staffing, and the hiring decision-making processes. Additional topics include job analysis and design, legal issues in recruitment and staffing, and manpower retention management.

MAN 4330 - Compensation Management**Credit Hours:** 3

Prerequisite: MAN 4301 with a grade of "C" or higher. This course provides a managerial perspective of compensation management to include strategic compensation, executive compensation, employee benefits, employer-sponsored retirement plans, healthcare insurance programs, legally required benefits, and contemporary issues or challenges for Human Resource Management and compensation professionals.

MAN 4350 - Human Resource Professional Development**Credit Hours:** 3

Prerequisite: MAN 4301 with a grade of "C" or higher. This course explores contemporary training and development issues affecting Human Resource Management and professional training specialists. Topics include strategic training, needs assessment, program design, training evaluation, traditional training methods, technology-based training techniques, career development and succession planning, social responsibility and legal issues, as well as the future of professional training and development.

MAN 4401 - Employer and Labor Relations**Credit Hours:** 3

Prerequisite: MAN 4320, MAN 4330, and MAN 4350 - all courses with a grade of "C" or higher. This course provides a managerial perspective of labor and manpower concepts with emphases on issues in industrial and post-industrial society and work organizations. Topics include labor history, labor law, collective bargaining, conflict management, grievance arbitration, grievance procedures, union organizing, impasse procedures, workplace discipline, globalization constraints, and current issues in labor-management relations.

MAN 4504 - Operational Decision Making**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course teaches approaches to improve the processes and productivity in organizations with an emphasis on managing a project from identification of needs through to end. Students will learn how to identify needs and then define, assign, and track items. Included is the importance of quality and outcomes, efficiency, forecasting, work flow processes, inventory control, design of goods and services, waiting lines, and critical paths.

MAN 4583 - Project Management**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course is designed to provide a fundamental understanding of the basic principles of program and project management including project initiation, evaluation, and selection. Core concepts examined in this course include project manager selection, project planning, risk management, and effective negotiation and conflict resolution techniques. Further, methods and techniques for project implementation including budgeting, scheduling, resource allocation, and other control methods are explored.

MAN 4720 - Strategic Management and Decision Making**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course emphasizes strategic planning and strategy implementation in an organization. Students learn how to formulate strategic, tactical, and operational goals and objectives; perform internal and external audits, identify problems, develop action plans, and evaluate action plans for effectiveness and results. Case studies are utilized to promote decision-making abilities.

MAN 4900 - Capstone - Management and Leadership**Credit Hours:** 3

Prerequisite: MAN 4504, MAN 4583, and MAN 4720 - all courses with a grade of "C" or higher. This course reviews the integration and application of knowledge, skills, and abilities learned through the Organizational Management Program through the completion of a comprehensive capstone project. This capstone course must be taken in the last semester of the program.

MAN 4901 - Capstone - Human Resource Management**Credit Hours:** 3

Prerequisites: MAN 4320, MAN 4330, and MAN 4350 - all courses with a grade of "C" or higher. This course explores Human Resource Management and strategic planning from a practitioner's perspective. The course focuses on creating systems using practical application of theory for selection and placement, training, internal and external recruitment, and compensation and benefits. Additional topics include job analysis and design, legal issues in recruitment and staffing, and manpower retention management.

MAP 2302 - Differential Equations**Credit Hours:** 3

Prerequisite: MAC 2312 or MAC 2312H with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. The course is an introduction to basic concepts, theory, methods, and applications of ordinary differential equations. The course emphasizes the standard techniques of solving ordinary differential equations including but not limited to performing series solution(s) and using Laplace transform.

MAR 2011 - Marketing Principles**Credit Hours:** 3

This course is a survey of various contemporary marketing practices that have evolved in conjunction with changes in consumer behavior and buying practices. Market research, planning, strategy, and tactics are explored with ethical considerations and entrepreneurship infused within the four functions of marketing: Product, Place, Price, and Promotion.

MAR 2640 - Marketing Decisions**Credit Hours:** 3

This course explores executive decision-making in the Marketing discipline including new market planning and development, channel mapping, market orientation and segmentation, product positioning, branding, value-based pricing, and competitive performance including offensive and defensive marketing strategies.

MAR 2720 - Marketing on the Internet**Credit Hours:** 3

Prerequisite: MAR 2011 with a grade of "C" or higher. Study of the Internet, its' culture, and procedures from a marketing perspective and examining the application of marketing theories to Internet businesses.

MAR 3023 - Marketing Management**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course provides an overview of the comprehensive marketing process and examines the methods and techniques for managing marketing activities as well as an analysis of the marketing process. Instructional emphases include the decision-making process, refinement of crucial skills needed to recognize and solve marketing problems, and the design process for competitive marketing strategies.

MAR 3503 - Consumer Behavior**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course provides a comprehensive analysis of consumer motivation and buying behavior in the marketplace. The cyclical natures of consumer markets are explored as mitigated by producer adaptation and consumer behavior adjustment. Further topics include product and technological innovation and understanding the behavioral aspects of the marketing process from producer to the end-item user or consumer.

MAR 4202 - Supply Chain Logistics Management**Credit Hours:** 3

Prerequisite: MAR 3023 with a grade of "C" or higher. This course provides an overview of integrated supply chain and logistics management by examining the strategic and operational decisions for planning, implementing, and controlling the procurement, storage, and distribution of materials, components, and finished goods. Emphasis is placed on product and information flows as facilitated by supply chain logistics strategies, transportation and distribution channel operations, facility and network design, inventory management, customer service, and outsourcing decisions.

MAR 4613 - Marketing Research**Credit Hours:** 3

Prerequisite: MAR 3023, MAR 3503, and MAR 4202 – all courses with a grade of "C" or higher. This course provides a systematic approach to the search for and analysis of information relevant to identifying and solving marketing problems and opportunities. Core concepts include formulating hypotheses, research design, interrogative techniques, data collection methods, sampling, and methods of analysis.

MAR 4952 - Capstone- Marketing Strategy**Credit Hours:** 3

Prerequisites: MAR 3023, MAR 3503, and MAR 4202 - all courses with a grade of "C" or higher. This course provides a practical approach to analyzing, planning, and implementing marketing strategies. Insights into the creative processes involved in applying the knowledge and concepts of marketing to the development and implementation of marketing strategy are examined.

MAS 2103 - Linear Algebra**Credit Hours:** 3

Prerequisite: MAC 1311 or MAC 1311H with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. This is the first course in linear algebra. The topics covered include but are not limited to matrices, systems of linear equations, determinants, linear transformations, vector spaces and subspaces, linear independence, bases, orthogonality, eigenvalues, eigenvectors, and some application problems.

MAT 1033 - Intermediate Algebra**Credit Hours:** 3

Prerequisite: MATV 0028 with a grade of "S", or MATV 0057 with a grade of "C" or higher, or appropriate placement scores. Prepares students for MAC 1105. Includes vocabulary, symbolism, basic operations with algebraic expressions, polynomials, linear equations and inequalities in two variables and their graphs, exponents, radicals and radical equations, quadratic equations and complex numbers, introduction to functions.

MATV 0018 - Developmental Mathematics 1**Credit Hours:** 3

Prerequisite: Appropriate score on placement exam. A course in the fundamental skills and concepts of arithmetic and algebra for

students needing to strengthen their mathematical backgrounds. Topics include: real numbers, percents, ratios, and linear equations with applications. The use of calculators is not permitted in this course.

MATV 0028 - Developmental Mathematics 2

Credit Hours: 3

Prerequisite: MATV 0018 with a grade of "S" or appropriate placement test score. An approach to mathematics through the elementary development of the rational number system and an introduction to algebraic concepts including the study of quadratic equations, integer exponents and their properties, radicals, rational expressions, factoring, graphing linear functions and interpreting graphs, solving linear equations and inequalities. Upon completion of this course, students are required to take a comprehensive final exam in order to complete the Developmental Education program. The use of calculators is not allowed.

MATV 0057 - Modularized Developmental Mathematics

Credit Hours: 3

Designed for all students including those below college level and those who opt out of the developmental sequence. Revised grading (A, B, C, F, S or W). Covers topics from MATV 0018 and MATV 0028. Uses an adaptive learning program. Students complete an initial assessment, then work on topics/objectives in which they are not already proficient. Provides an accelerated approach combining arithmetic and basic algebra concepts needed for success in college level courses. Topics include real numbers, percents, geometry, scientific notation, ratios and proportions, integer exponents and their properties, linear equations and inequalities, graphing linear functions, factoring, quadratic equations, rational and radical expressions. Upon completion, students are required to master all assigned modules in order to complete the Developmental Education Program. No calculators allowed. Course cannot be used toward AA or AS Degree requirement. This course may be taken for maximum credit of 9.

MCBC 2010 - Microbiology for Health Sciences

Credit Hours: 4

Prerequisite: BSCC 1010 or BSCC 1010H with a grade of "C" or higher. Meets General Education requirement. A study of the morphology, physiology, and metabolism of microorganisms; methods of media preparation; culturing and control of selected pathogens and sterilization/disinfection techniques; industrial applications of microbiology; and bacterial genetics. Students will develop knowledge, comprehension, and performance skills applicable to professional growth in: (a) the structure, metabolism, and activities of microbes including viruses, bacteria, protists, animals and fungi, (b) the major issues of microbiology, especially those related to human health and the environment, (c) the techniques of asepsis, staining, test interpretation, and culture, (d) the role and functional importance of the microbial world and its influences on professional and leisure life, and (e) fundamental techniques used in microbiology laboratories. Three hours lecture; three hours lab per week. Lab Fee.

MCBC 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

MCBC 3020 - Biology of Microorganisms

Credit Hours: 4

Prerequisite: BSCC 1010, CHM 2210, CHML 2210 - all courses with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. Upper level course in microbiology designed for majors as well as those enrolled in pre-professional programs. This course includes treatment of microorganisms including archaeans, bacteria, viruses, protists, protozoans, and certain fungi. Also includes topics such as history, taxonomy, comparative microbiology, pathological microbiology, microbial physiology and metabolism, microbial genetics, and applied and ecological microbiology. Three hours of lecture and three hours of lab per week. Lab Fee.

MEA 1808 - Medical Assistant Practicum Experience

Credit Hours: 6

This course serves as a scheduled work experience, without remuneration, which helps the student bridge the gap between classroom and workplace. This opportunity allows the student to apply newly obtained clinical and administrative skills and knowledge in a real-world setting, while still benefitting from instruction and supervision from experienced healthcare providers. Students continue to learn from observation and hands-on experience.

MEAC 1205 - Clinical Competencies

Credit Hours: 8

This course is designed to help students acquire the knowledge and skills required for employment in the clinical ambulatory care setting while also learning about distinct diverse cultural/international backgrounds. Healthcare providers must show compassion for different cultures, lifestyles, traditions, and expectations without judgment. This provides the skills needed to work and communicate effectively in a multicultural environment. Theory and lab are incorporated to enable the student to function effectively, professionally, and competently as a member of the physician's health care team. Topics include vital signs, electrocardiography, diagnostic procedures, assisting in surgery, parenteral and non-parenteral drug administration, principles of IV therapy, pediatrics, geriatrics, patients with special needs and emergency protocol. A study of these topics will enable the learner to be an efficient part of the healthcare team. Lab Fee.

MEAC 1260 - Medical Office Laboratory Procedures

Credit Hours: 4

This is a combination lecture and lab course designed for medical assistants to introduce the clinical laboratory, the safety associated with, and those entry-level skills associated with the role of the medical assistant. The learner will explore the microscope, basic knowledge of the Clinical Laboratory Independent Agency (CLIA), and how to perform rapid testing in the areas of microbiology, urinalysis, clinical chemistry, hematology, serology, immunohematology, and phlebotomy. Learners will engage in personal and community emergency preparedness. Students will receive and become proficient from hands-on both in the classroom and laboratory. Lab Fee.

MEAC 1336 - Administrative Competencies/Coding

Credit Hours: 8

This course provides both theory and lab practice introductions associated with a thorough range of the administrative skills a medical assistant should possess. Topics included are medical law and ethics, communication, appointments, scheduling, filing, insurance, coding/billing, managerial skills, accounts payable and receivable, quality improvement, and risk management. The course also introduces the student to the total patient encounter utilizing practice management and electronic health record software simulation as an integral part of the curriculum.

MEAC 1808 - Medical Assistant Practicum Experience**Credit Hours:** 6

This course serves as a scheduled work experience, without remuneration, which helps the student bridge the gap between classroom and workplace. This opportunity allows the student to apply newly obtained clinical and administrative skills and knowledge in a real-world setting, while still benefitting from instruction and supervision from experienced healthcare providers. Students continue to learn from observation and hands-on experience.

MET 2010 - Meteorology**Credit Hours:** 3

Meets General Education requirement. Emphasis on the study of weather elements, weather instruments, atmospheric motion, types of storms, forecasting, and world climates. Time devoted to analyzing weather maps.

MGF 1106 - Math for Liberal Arts 1**Credit Hours:** 3

Prerequisite: MAT 1033 with a grade of "C" or higher or suitable placement score. Meets Gordon Rule and General Education requirements. This course prepares students for Liberal Arts programs of study. Major topics include, but are not limited to, sets, logical reasoning, geometry and measurement, counting methods, probability, and statistics. This course is a state-designated core course.

MGF 1107 - Math for Liberal Arts 2**Credit Hours:** 3

Prerequisite: MAT 1033 with a grade of "C" or higher, or appropriate placement test scores. Meets Gordon Rule and General Education requirements. This is a general education mathematics course which includes the following topics: numeration systems, elementary number theory, financial mathematics, graph theory, and voting methods. This course is a state-designated core course.

MKA 1021 - Principles of Selling**Credit Hours:** 3

This course is a study of the buying-selling cycle with emphasis on the role of salespeople in the free-enterprise system. It is an introduction to sale management, application of sales principles, components of the sales presentation, buying motives, customer approach, and sales techniques.

MLT 0047 - Phlebotomy**Credit Hours:** 30

Prerequisite: 18 years of age or older. Corequisite: MLTL 0047. This is a course designed to explore the principles for collecting blood specimens for the purpose of laboratory analysis. Principles of basic cardiovascular anatomy and physiology, blood drawing equipment, safety procedures, standard precautions, specimen processing, and medical terminology will be stressed.

MLT 1040 - Laboratory Specimens and Microscopy**Credit Hours:** 3

Prerequisite: Admission into the MLT Program. A course designed to explore basic procedures for obtaining laboratory specimens. Laboratory safety, quality control, laboratory math and basic lab testing and microscopy of urine and body fluid specimens will be emphasized.

MLT 1300 - Hematology**Credit Hours:** 3

Prerequisite: Admission into the MLT Program. A course designed to introduce the student to blood components and laboratory tests for normal hematology, followed by a study of pathological hematology. Emphasis will be placed on anemias, leukemias, and abnormal hemoglobins.

MLT 1330 - Hemostasis**Credit Hours:** 2

Prerequisite: Admission into the MLT Program. This course is designed to introduce the student to the basics of laboratory test in hemostasis and to provide the student with simulated testing procedures for coagulation problems.

MLT 1440 - Parasitology and Mycology**Credit Hours:** 2

Prerequisite: Admission into the MLT Program. A course designed to explore the life cycles, mode of transmission and pathophysiology of clinically significant parasites and to explore the clinical importance of medically related fungi.

MLT 1500 - Immunology/Serology**Credit Hours:** 3

Prerequisite: Admission into the MLT Program. Corequisite: MLTL 1500. This course is designed to instruct in theory on principles of immunology and serological procedures including the action of antigens, formation of antibodies, types of immunity, and the methods of immunization involved in the prevention of disease.

MLT 1525 - Immunohematology**Credit Hours:** 3

Prerequisite: Admission into the MLT Program. Corequisite: MLTL 1525. A course designed to explore the immune response of the body as it relates to the area of immunohematology. Procedures and principles of blood banking will be examined.

MLT 1610 - Clinical Chemistry**Credit Hours:** 4

Prerequisite: MLT 2760 with a grade of "C" or higher. Corequisites: MLT 1300, MLTL 1230, and MLTL 2760. This course explores principles of biochemical reactions used for diagnostic evaluation of human physiology and organ systems. Procedures for quantification of electrolytes, blood gases, proteins, carbohydrates, hormones, lipids, enzymes and drugs and their medical implications in health and disease will be explored. Case-based instructional activities will be incorporated into the lecture sessions.

MLT 2401 - Medical Microbiology**Credit Hours:** 3

Prerequisite: Admission into the MLT Program. Corequisite: MLTL 2401. A course designed to introduce the procedures for cultivating pathogenic microorganisms from human specimens and to introduce the methods of bacterial identification that are used in a clinical setting. The relation of microorganisms to disease will be studied.

MLT 2760 - Clinical Instrumentation

Credit Hours: 3

Prerequisite: Admission into the MLT Program. A course designed to explore principles of operation and maintenance of the instruments used in the clinical laboratory. Safety, OSHA regulations, and quality control will be emphasized.

MLT 2930 - Pathology Seminar**Credit Hours: 2**

Prerequisites: MLT 1040, MLT 1300, MLT 1330, MLT 1440, MLT 1500, MLT 1525, MLT 1610, MLT 2401, and MLT 2760 - all courses with a grade of "C" or higher. Capstone course designed to guide MLT students in preparing for national certification examinations. Course consists of case-based learning, which students are required to complete PRIOR to coming to class, and review of pertinent areas of content, both of which are intended to prepare students in each of the five major disciplines, along with general laboratory practice of the clinical laboratory. Students will participate in field trips and symposiums as available in order to transition into the professional world.

MLTL 0047 - Phlebotomy Laboratory**Credit Hours: 30**

Prerequisite: 18 years of age or older. Corequisite: MLT 0047. This is a course designed to give the student practical experience in collecting blood specimens for the purpose of laboratory analysis. Capillary and venipuncture techniques will be performed with emphasis on safety and standard precautions. Lab Fee.

MLTL 0048 - Phlebotomy Clinical Rotation**Credit Hours: 105**

Prerequisites: 18 years of age or older, and MLT 0047 and MLTL 0047 - both courses with a grade of "C" or higher. This course includes actual hospital experience in which students gain proficiency in collecting, transporting, handling, and processing blood specimens for analysis.

MLTL 1046 - Core Lab 1: Basic Skills Module**Credit Hours: 1**

Prerequisite: Admission into the MLT Program. This course is designed to introduce specific skills necessary in the performance of obtaining manual dexterity and proficiency in laboratory procedures. Lab Fee.

MLTL 1230 - Core Lab 3: Microscopy Module**Credit Hours: 1**

Prerequisite: Admission into the MLT Program. Corequisite: MLT 1300. This is an intensive microscopy course designed to allow the MLT student to gain proficiency in identifying both normal and abnormal cells and conditions by use of the microscope and computer software in blood, urine, and body fluids. Lab Fee.

MLTL 1500 - Immunology/Serology Laboratory**Credit Hours: 1**

Prerequisite: Admission into the MLT Program. Corequisite: MLT 1500. This course is designed to instruct in hands-on principles of immunology and serological procedures including the action of antigens, formation of antibodies, types of immunity, and the methods of immunization involved in the prevention of disease. Lab Fee.

MLTL 1525 - Immunohematology Laboratory**Credit Hours: 1**

Prerequisite: Admission into the MLT Program. Corequisite: MLT 1525. A course designed to give the student some laboratory experience in the principles and techniques used in hospital blood bank departments. Lab Fee.

MLTL 2401 - Medical Microbiology Laboratory**Credit Hours: 2**

Corequisite: MLT 2401. A course designed to give the student practical experience in the isolation and identification of pathogenic organisms. Students will learn to differentiate between normal flora and pathogens. Lab Fee.

MLTL 2527 - Advanced Immunohematology Laboratory**Credit Hours: 1**

Prerequisites: Admission into the MLT Program; MLT 1525 and MLTL 1525 - both courses with a grade of "C" or higher. This course is designed to instruct the MLT student to gain proficiency in advanced immunohematology techniques not performed at all transfusion facilities. Lab Fee.

MLTL 2760 - Core Lab 2: Automation Module**Credit Hours: 1**

Prerequisite: Admission into the MLT Program. Corequisites: MLT 1300 and MLT 1610. This course is designed to introduce the MLT student to automated methods within the clinical laboratory through the use of available instrumentation in the student lab, supplemented with visits to prospective clinical laboratory sites for observation. Lab Fee.

MLTL 2806 - Core Laboratory Clinical Rotation**Credit Hours: 5**

Prerequisites: Admission into the MLT Program; CHM 1045, CHM 1046, MLT 1040, MLT 1300, MLT 1330, MLT 1610, MLT 2760, MLTL 1046, MLTL 1230, and MLTL 2760 - all courses with a grade of "C" or higher. Corequisite: All of the courses listed under prerequisites may be taken as corequisites as well. This course consists of supervised laboratory rotation in a clinical core laboratory facility.

MLTL 2807 - Transfusion Medicine Clinical Rotation**Credit Hours: 1**

Prerequisites: Admission into the MLT Program; CHM 1045, MLT 1525, and MLTL 1525 - all courses with a grade of "C" or higher. This course consists of supervised laboratory rotation in a clinical immunohematology, transfusion lab facility.

MLTL 2811 - Microbiology and Molecular Clinical Rotation**Credit Hours: 3**

Prerequisites: Admission into the MLT Program and CHM 1045, CHM 1046, MLT 1440, MLT 1500, MLT 2401, MLTL 2401, and MLTL 1500 - all courses with a grade of "C" or higher. This course consists of supervised laboratory rotation in a clinical microbiology/molecular laboratory facility.

MMC 1000 - Introduction to Mass Communications**Credit Hours: 3**

The course is a survey of all mass communication media, the effects of mass communication, the development of and new trends in

the mass media, requirements and opportunities of journalism and democracy, concepts of freedom of the press, and principles of understanding media audiences.

MMC 1100 - Writing for Mass Communications

Credit Hours: 3

Prerequisite: ENC 1101 with a grade of "C" or higher. This course is an introduction to the various media of mass communication with emphasis on the gathering and writing of news, stories, and features. The value of editorials, cartooning, and photojournalism is included.

MNA 2216 - Inventory Management

Credit Hours: 3

This course provides an analysis of inventory control problems and methods. Emphasis is placed on aggregate planning, demand forecasting, independent demand inventory systems, and inventory models.

MNA 2300 - Human Resources Management

Credit Hours: 3

The purpose of this course is to explore the theories and practices relating to the management of human resources. The role of the human resources department will be discussed in regards to its role in the corporate organization as well as meeting corporate personnel goals and objectives. The course will also explore HR's relationship with functional departments, departmental supervisors, as well as middle and executive management. The principles of job analysis, job description, job skills, recruitment and selection techniques, motivation and performance evaluation will be explored in depth.

MNA 2320 - Human Resource Recruitment and Staffing

Credit Hours: 3

This course examines the functions of recruitment, selection, staffing and training. Students will explore analysis of positions, recruitment of qualified applicants, the interview process, orientation, and training.

MNA 2325 - Human Resource Compensation and Benefits Administration

Credit Hours: 3

This course explores various compensation and benefits plans, related legal issues, the administration of compensation and benefit plans, and the business concepts utilized in the compensation and benefits area.

MUC 1211 - Music Composition 1

Credit Hours: 2

Prerequisite: MUT 1111 with a grade of "C" or higher or consent of instructor. This course addresses composition techniques through reading, listening, and writing. From solo instrument to chamber ensemble compositions, student assignments are given to explore the use of styles and devices of contemporary art music (written within the last 30 years). A music composition is an evolving work of art and is not fully realized until it is presented in concert. The culmination of composition lessons is a performance of one or more student works during one of the music department's weekly seminars. This course may be taken for maximum credit of 6. Lab Fee.

MUC 2221 - Music Composition 2

Credit Hours: 2

Prerequisite: MUC 1211 with a grade of "C" or higher or consent of instructor. This course is a continuation of MUC 1211 and addresses composition techniques through reading, listening, and writing. From solo instrument to chamber ensemble composition, student assignments are given to explore the use of styles and devices of contemporary art music (written within the last 30 years). A music composition is an evolving work of art and is not fully realized until it is presented in concert. The culmination of composition lessons is a performance of one or more student works during one of the music department's weekly seminars. This course may be taken for maximum credit of 6. Lab Fee.

MUG 2101 - Introduction to Conducting

Credit Hours: 3

Prerequisite: MUT 1111 with a grade of "C" or higher. This course is an introduction to the skill and art of musical conducting.

MUL 2010 - Survey of Music Literature

Credit Hours: 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. An integrated course designed to increase the student's understanding and appreciation of music in Western Civilization through the study of representative music examples from the Middle Ages through the 21st century. This course is a state-designated core course.

MUM 2600 - Introduction to Sound Recording Techniques

Credit Hours: 3

Corequisite: MUML 2600. An introduction to basic audio engineering and studio practices. Listening exercises, psychoacoustics, microphone characteristics, studio etiquette, techniques, practices and procedures of multi-track recording, acoustical balancing, editing, and over dubbing will be studied.

MUM 2604 - Multi-Track Mixdown (Post Production)

Credit Hours: 3

Prerequisites: MUM 2600 and MUML 2600 - both courses with a grade of "C" or higher. This course explores the application of signal processing gear as it relates to multi-track master mixdowns. In addition, software and hardware application of mixdown is applied to post-production practices.

MUMC 2606 - Principles of Digital Audio

Credit Hours: 3

Prerequisites: MUM 2600 and MUML 2600 - both courses with a grade of "C" or higher. A study of digital audio production techniques, which includes sampling, editing and mixing using a digital audio workstation. The student will complete audio recording projects using a variety of digital production techniques. Lab Fee.

MUMC 2623 - MIDI Electronic Music 1

Credit Hours: 3

An introduction to electronic musical application through lecture and studio instruction with an emphasis on the MIDI system, in conjunction with computers and digital audio. A basic knowledge of musical keyboard and notation is recommended but not required. Lab Fee.

MUML 2600 - Introduction to Sound Recording Techniques Laboratory**Credit Hours:** 1

Prerequisite: MUM 2600 with a grade of "C" or higher required for repeated course attempts. Corequisite: MUM 2600 (first attempt). This course is designed to provide students with "hands on" experience in conjunction with live performance activities. This course is a corequisite for MUM 2600 but may be taken alone after successful completion of MUM 2600. This course may be taken for maximum credit of 6. Lab Fee.

MUML 2604 - Multi-Track Mixdown (Post Production) Laboratory**Credit Hours:** 1

Prerequisites: MUM 2600 and MUML 2600 - both courses with a grade of "C" or higher. MUM 2604 with a grade of "C" or higher required for repeated course attempts. Corequisite: MUM 2604 (first attempt). This course allows for "hands on" application of signal processing gear as it relates to multi-track master mixdowns to stereo mastering machines. This course is a corequisite of MUM 2604 but may be taken alone after successful completion of MUM 2604. This course may be taken for maximum credit of 3. Lab Fee.

MUN 1120 - College Concert Band**Credit Hours:** 2

Prerequisite: Audition required. A performing wind and percussion ensemble. This course will provide a comprehensive study of music representing all musical periods and styles. Course may be taken for maximum credit of 12.

MUN 1210 - College Concert Orchestra**Credit Hours:** 1

A performing string ensemble. A comprehensive study of music with emphasis on style and form of orchestral literature from the 1700's to the present. This course is open to all students with previous experience on a strong instrument. This course may be taken for maximum credit of 12.

MUN 1280 - Brevard Community Orchestra**Credit Hours:** 1

Prerequisite: Audition required. The Brevard Community Orchestra provides instrumentalists in the college and community an opportunity to perform works representative of all historical periods of orchestral literature, to refine techniques of ensemble playing, and to present concerts each semester. Membership is by permission of the conductor and/or audition. String majors must participate. This course may be taken for maximum credit of 12.

MUN 1340 - Chamber Ensemble**Credit Hours:** 1

Prerequisite: Audition required. Corequisite: MUN 2340. A select performing choral organization which emphasizes small ensemble singing utilizing choral literature from all musical styles. Auditions required. May be taken for maximum credit of 12.

MUN 1380 - Community Chorus**Credit Hours:** 1

A community chorus open to all students, faculty and their families, and residents throughout the county from senior high age through senior citizen. Auditions may be required. This course may be taken for maximum credit of 12.

MUN 1430 - Instrumental Ensemble**Credit Hours:** 1

Prerequisite: Audition required. This is a performing ensemble with emphasis placed on literature of all historic periods for the small ensemble. Audition required. This course may be taken for maximum credit of 12.

MUN 1710 - Jazz Band**Credit Hours:** 1

Prerequisite: Instrument proficiency. An instrumental ensemble specializing in the music of the dance and jazz band idiom beginning with the big band era of the 40's and progressing to present day. This course may be taken for maximum credit of 12.

MUN 2340 - Concert Choir**Credit Hours:** 1

Prerequisite: High School Choir or equivalent. A choral organization open to all students with previous choral experience performing a varied selection of choral literature from all musical styles. Auditions may be required. This course may be taken for maximum credit of 12.

MUS 1010 - Student Seminar and Recital**Credit Hours:** 0

Corequisite: Applied Music. This course requires attendance and participation in student seminars and recitals of the Applied Music courses. This course may be taken for a maximum credit of 6.

MUSC 2360 - Introduction to Music Technology**Credit Hours:** 3

Prerequisite: This course introduces students to electronic musical application through lecture and studio instruction with an emphasis on the Musical Instrument Digital Interface (MIDI) system, in conjunction with computers and digital audio. Topics include sequencing, home studio production, Internet audio, and computer-aided notation. A basic knowledge of musical notation and computer systems is recommended, but not required. Lab Fee.

MUT 1111 - Music Theory 1**Credit Hours:** 3

Prerequisite: Appropriate test score in reading and music theory placement exam. Corequisite: MUT 1241 and MVK 1111. This course addresses rhythms, intervals, motifs, phrases, melodies, chords, and chord progressions in standard clefs through listening, playing, singing, and writing. At the end of the semester the student will be able to provide Roman-numeral and figured bass analysis for simple Bach chorales, identify and write non-harmonic tones, and part-write complete phrases for four voices.

MUT 1112 - Music Theory 2**Credit Hours:** 3

Prerequisite: MUT 1111 with a grade of "C" or higher. Corequisites: MUT 1242 and MVK 1112. A continuation of MUT 1111, this course addresses eighteenth-century common-practice harmony, modulation, secondary dominants and leading-tone chords, and instrumental forms of both the eighteenth and nineteenth centuries through reading, listening, analyzing, and writing. At the end of the semester the student will be able to provide Roman-numeral and figured-bass analysis for Bach chorales and identify modulations, secondary dominants and leading-tone chords, and part-write complete phrases for four voices.

MUT 1241 - Sight-Singing and Aural Skills 1**Credit Hours:** 1

Corequisite: MUT 1111 and MVK 1111. This course addresses rhythms, intervals, motifs, phrases, melodies, chords and chord progressions in the standard clefs through listening, playing, and singing. Students will be able to sight-sing simple melodies and rhythms, take melodic and rhythmic dictation, identify intervals and chord quality, and perform keyboard skills.

MUT 1242 - Sight-Singing and Aural Skills 2**Credit Hours:** 1

Prerequisite: MUT 1241 with a grade of "C" or higher. Corequisites: MUT 1112 and MVK 1112. This class is a continuation of MUT 1241. Students develop greater skill in sight-singing, melodic and rhythmic dictation, and aural discrimination.

MUT 2116 - Music Theory 3**Credit Hours:** 3

Prerequisite: MUT 1112 with a grade of "C" or higher. Corequisite: MUT 2246 and MVK 2121. This course addresses eighteenth-century common-practice harmony, modulation, secondary dominants and leading tone-chords, augmented Neapolitan sixth chords, borrowed chords, and instrumental forms of the eighteenth and nineteenth centuries through reading, listening, analyzing, and writing.

MUT 2117 - Music Theory 4**Credit Hours:** 3

Prerequisite: MUT 2116 with a grade of "C" or higher. Corequisites: MUT 2247 and MVK 2122. This course is a continuation of the advanced study of the theoretical aspects of music including chords, chord progressions, modulations, and form.

MUT 2246 - Sight-Singing and Aural Skills 3**Credit Hours:** 1

Prerequisite: MUT 1242 with a grade of "C" or higher. Corequisites: MUT 2116 and MVK 2121. This is an advanced course in which music majors to develop refined skills in sight singing, dictation, and aural discrimination.

MUT 2247 - Sight-Singing and Aural Skills 4**Credit Hours:** 1

Prerequisite: MUT 2246 with a grade of "C" or higher. Corequisites: MUT 2117 and MVK 2122. This course is a continuation of MUT 2246. It is an advanced course in which music majors refine skills in sight singing, dictation, rhythmic accuracy, and aural discrimination.

MUT 2948 - Service-Learning Field Studies 1**Credit Hours:** 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

MUTC 1001 - Fundamentals of Music**Credit Hours:** 2

To teach incoming students fundamental music theory and ear training in order to prepare them for the standard sequence of Music Theory and Ear Training for the music major. Additionally, the class will be constructed so as to teach adults the rudiments of music and music reading.

MVB 1211 - Trumpet Lessons**Credit Hours:** 1

Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVB 1212 - French Horn Lessons**Credit Hours:** 1

Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVB 1213 - Trombone Lessons**Credit Hours:** 1

Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVB 1215 - Tuba Lessons**Credit Hours:** 1

Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVB 1311 - Applied Trumpet**Credit Hours:** 2

Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVB 1312 - Applied French Horn**Credit Hours:** 2

Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVB 1313 - Applied Trombone**Credit Hours: 2**

Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVB 1315 - Applied Tuba**Credit Hours: 2**

Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVB 2321 - Applied Trumpet**Credit Hours: 2**

Prerequisite: MVB 1311 with a grade of "C" or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVB 1311 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVB 2322 - Applied French Horn**Credit Hours: 2**

Prerequisite: MVB 1312 with a grade of "C" or higher (4 credits). Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVB 1312 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVB 2323 - Applied Trombone**Credit Hours: 2**

Prerequisite: MVB 1313 with a grade of "C" or higher (4 credits). Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVB 1313 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVB 2325 - Applied Tuba**Credit Hours: 2**

Prerequisite: MVB 1315 with a grade of "C" or higher (4 credits). Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVB 1315 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVK 1111 - Class Piano 1**Credit Hours: 1**

Class instruction designed primarily for music majors who are preparing for keyboard proficiency exams. Students should be familiar with the names of the keys, understand time and meter, notation, and clefs. This course may be taken for a maximum credit of 4. Lab Fee.

MVK 1112 - Class Piano 2**Credit Hours: 1**

Prerequisite: MKV 1111 with a grade of "C" or higher. Class instruction designed for music majors who are preparing for keyboard proficiency exams. This course is a continuation of MKV 1111. This course may be taken for a maximum credit of 4. Lab Fee.

MVK 1211 - Piano Lessons**Credit Hours: 1**

Prerequisite: Approval by instructor or audition required. Private instruction offered to non-music majors with previous vocal, instrument or music reading experience. This course may be taken for a maximum credit of 12. Lab Fee.

MVK 1311 - Applied Piano**Credit Hours: 2**

Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVK 2121 - Class Piano 3**Credit Hours: 1**

Prerequisite: MKV 1112 with a grade of "C" or higher. Class instruction designed for music majors who are preparing for keyboard proficiency exams. Student should have facility with names of keys, time and meter, notation, clefs, sight-reading, transposition, and improvisation. This course may be taken for a maximum credit of 4. Lab Fee.

MVK 2122 - Class Piano 4**Credit Hours: 1**

Prerequisite: MKV 2121 with a grade of "C" or higher. Class instruction designed for music majors who are preparing for keyboard proficiency exams. This course is a continuation of MKV 2121. This course may be taken for a maximum credit of 4. Lab Fee.

MVK 2321 - Applied Piano**Credit Hours: 2**

Prerequisite: MVB 1311 with a grade of "C" or higher-4 credits. Corequisite: MUT 2116 or 2117. This course is a continuation of MVB 1311 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVP 1211 - Percussion Lessons

Credit Hours: 1

Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVP 1311 - Applied Percussion**Credit Hours: 2**

Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVP 2321 - Applied Percussion**Credit Hours: 2**

Prerequisite: MVP 1311 with a grade of "C" or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVP 1311 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1116 - Class Guitar**Credit Hours: 1**

Class in guitar instruction designed primarily for the beginner or the intermediate player who does not read music. This course may be taken for maximum credit of 12.

MVS 1211 - Violin Lessons**Credit Hours: 1**

Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVS 1212 - Viola Lessons**Credit Hours: 1**

Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVS 1213 - Cello Lessons**Credit Hours: 1**

Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVS 1214 - String Bass Lessons**Credit Hours: 1**

Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVS 1216 - Guitar Lessons**Credit Hours: 1**

Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVS 1311 - Applied Violin**Credit Hours: 2**

Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1312 - Applied Viola**Credit Hours: 2**

Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1313 - Applied Cello**Credit Hours: 2**

Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1314 - Applied String Bass**Credit Hours: 2**

Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 1316 - Applied Guitar**Credit Hours: 2**

Prerequisite: Department Chair approval, audition required. **Corequisite:** MUT 1111 or 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 2222 - Applied Viola

Credit Hours: 2

Prerequisite: MVS 1312 with a grade of "C" or higher (4 credits). **Corequisite:** MUT 2116 or MUT 2117. This course is a continuation of MVS 1312 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 2321 - Applied Violin

Credit Hours: 2

Prerequisite: MVS 1311 with a grade of "C" or higher (4 credits). **Corequisite:** MUT 2116 or MUT 2117. This course is a continuation of MVS 1311 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 2323 - Applied Cello

Credit Hours: 2

Prerequisite: MVS 1313 with a grade of "C" or higher (4 credits). **Corequisite:** MUT 2116 or MUT 2117. This course is a continuation of MVS 1313 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 2324 - Applied String Bass

Credit Hours: 2

Prerequisite: MVS 1314 with a grade of "C" or higher (4 credits). **Corequisite:** MUT 2116 or MUT 2117. This is a continuation of MVS 1314 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVS 2326 - Applied Guitar

Credit Hours: 2

Prerequisite: MVS 1316 with a grade of "C" or higher (4 credits). **Corequisite:** MUT 2116 or MUT 2117. This is a continuation of MVS 1316 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVV 1211 - Voice Lessons

Credit Hours: 1

Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVV 1311 - Applied Voice

Credit Hours: 2

Prerequisite: Department Chair approval, audition required. **Corequisite:** MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVV 2321 - Applied Voice

Credit Hours: 2

Prerequisite: MVV 1311 with a grade of "C" or higher (4 credits). **Corequisite:** MUT 2116 or 2117. This course is a continuation of MVV 1311 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVV 1211 - Flute Lessons

Credit Hours: 1

Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVV 1212 - Oboe Lessons

Credit Hours: 1

Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVV 1213 - Clarinet Lessons

Credit Hours: 1

Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVV 1214 - Bassoon Lessons

Credit Hours: 1

Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVW 1215 - Saxophone Lessons**Credit Hours: 1**

Prerequisite: Department Chair approval, audition required. Private instruction offered to non-music majors with previous instrumental or ensemble and music reading experience. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 12. Lab Fee.

MVW 1311 - Applied Flute**Credit Hours: 2**

Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 1312 - Applied Oboe**Credit Hours: 2**

Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 1313 - Applied Clarinet**Credit Hours: 2**

Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 1314 - Applied Bassoon**Credit Hours: 2**

Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or MUT 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 1315 - Applied Saxophone**Credit Hours: 2**

Prerequisite: Department Chair approval, audition required. Corequisite: MUT 1111 or 1112. Private instruction offered to Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 2321 - Applied Flute**Credit Hours: 2**

Prerequisite: MVW 1311 with a grade of "C" or higher (4 credits). Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVW 1311 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 2322 - Applied Oboe**Credit Hours: 2**

Prerequisite: MVW 1312 with a grade of "C" or higher (4 credits). Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVW 1312 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 2323 - Applied Clarinet**Credit Hours: 2**

Prerequisite: MVW 1313 with a grade of "C" or higher-4 credits. Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVW 1313 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 2324 - Applied Bassoon**Credit Hours: 2**

Prerequisite: MVW 1314 with a grade of "C" or higher (4 credits). Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVW 1314 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

MVW 2325 - Applied Saxophone**Credit Hours: 2**

Prerequisite: MVW 1315 with a grade of "C" or higher (4 credits). Corequisite: MUT 2116 or MUT 2117. This course is a continuation of MVW 1315 for Music majors with progress geared toward the achievement of professional standards of performance. Acceptance into this class is contingent upon approval and participation in an Allied Performing organization. This course may be taken for maximum credit of 6. Lab Fee.

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NUR 1021 - Fundamentals of Nursing**Credit Hours: 5**

Prerequisites: Admission to ADN Program; BSCC 2093 and BSCC 2094 - both courses with a grade of "C" or higher. Corequisites: MCBC 2010, NURL 1021, and PSY 2012. The theory course presents content in the fundamental knowledge and skills essential for delivering holistic care to clients across the life span, including end-of-life care. Principles of care, professional development, critical thinking and therapeutic communication skills are emphasized. Focus is on the nursing process utilizing Patterns of Health and Maslow's Hierarchy of Needs as a conceptual framework. Lab Fee.

NUR 1213 - Basic Medical-Surgical Nursing**Credit Hours: 5**

Prerequisites: NUR 1021, BSCC 2093, BSCC 2094, PSY 2012, and NURC 1141 - all courses with a grade of "C" or higher and NURL 1021 with a grade of "S". Corequisite: NURL 1213. Focus is on the theoretical application of the nursing process to clients across the life span. Pathophysiological and psychosocial concepts, principles of pharmacology, nutrition, and communication are incorporated in the process. Content includes growth and development, health promotion and maintenance, the surgical client, and common recurring medical-surgical conditions across the life span. Lab Fee.

NUR 2241 - Advanced Medical-Surgical Nursing**Credit Hours: 5**

Prerequisites: NUR 1213 with a grade of "C" or higher and NURL 1213 with a grade of "S". Corequisite: NURL 2241. The focus of the theory course is on the theoretical application of the nursing process to selected complex medical-surgical conditions as they occur across the life span. Related pathophysiological and psychosocial concepts, principles of nutrition, communication, pharmacology, and critical care aspects are included as they apply to the selected conditions. Lab Fee.

NUR 2463 - Nursing Care of the Childbearing Family**Credit Hours: 2**

Prerequisite: NUR 1021 with a grade of "C" or higher and NURL 1021 with a grade of "S". Corequisite: NURL 2463. Focus is on the theoretical application of the nursing process to the childbearing family. Related pathophysiological and psychosocial concepts, critical care aspects, principles of pharmacology, nutrition and communication are incorporated as they apply to the childbearing family. Lab Fee.

NUR 2522 - Nursing Care of the Psychiatric Client**Credit Hours: 1**

Prerequisites: NUR 1021 with a grade of "C" or higher and NURL 1021 with a grade of "S". Corequisite: NURL 2522. Focus is on the theoretical and clinical application of the nursing process in the care of clients with psychiatric/mental health disorders. Physiological, pathophysiological, and psychosocial concepts, principles of nutrition, communication, and pharmacology are included as they apply to selected situations. Lab Fee.

NUR 2650 - Transcultural Health - Study Abroad**Credit Hours: 3**

Prerequisite: Permission of the instructor required. This course is designed to provide students with the opportunity to gain a global health perspective through a study abroad. The student will travel to a supervised international site and experience local culture through interaction with healthcare providers and healthcare recipients from local communities. Healthcare systems and cultural values surrounding international healthcare will be explored through clinical experiences.

NUR 2801 - Nursing Leadership and Management**Credit Hours: 1**

Prerequisites: NUR 2241 with a grade of "C" or higher and NURL 2241 with a grade of "S". Corequisite: NURL 2801. Presents theoretical application of the nursing process to the management of the client in a variety of situations. Addresses leadership and management principles as related to the role of the nurse in the hospital and community. Lab Fee.

NUR 2813 - Nursing Issues and Trends**Credit Hours: 2**

Corequisite: NUR 2801. Review of legal and ethical issues, cultural diversity, oncology and pain management, sepsis and infections as they relate to critically ill clients, lab - data/nutrition, bioterrorism and disaster preparedness and continued preparation for the NCLEX examination.

NUR 2930 - Nursing Elective**Credit Hours: 1**

The course is designed to provide students the opportunity to enhance their knowledge in areas identified by employers as professional expectations, and explore other issues related to professional nursing/delivery of care.

NURC 1003 - Transition Course**Credit Hours: 5**

Prerequisites: Admission into the ADN Program; BSCC 2093, BSCC 2094, PSY 2012, MCBC 2010, and MAC 1105 or SYG 2000 - all courses with a grade of "C" or higher. Corequisite: NURL 2701. Designed to assist the student to transition into the professional nursing role. Emphasis is placed on the use of critical thinking skills in applying the nursing process to meet the needs of clients across the lifespan with alterations in health. Lab Fee.

NURC 1141 - Nursing Pharmacology 1**Credit Hours: 1**

Prerequisite: Admission into the ADN Program. This course combines theory and laboratory experiences to promote mastery of basic principles of pharmacotherapeutics and safe administration of medications. Emphasis is placed on dosage calculations and the relationship between drug therapy, life span, legal/ethical and cultural considerations in the application of the nursing process. Prevention and response to medication errors, client education regarding drug therapy are also considered. The course includes a medication administration lab. Continuous practice of dosage calculations is provided throughout the course. Lab Fee.

NURC 1142 - Nursing Pharmacology 2**Credit Hours: 2**

Prerequisite: NURC 1141 with a grade of "C" or higher. The course combines theory and laboratory experiences to promote mastery of pharmacological theory and application of the nursing process. Medications are presented according to functional classes. Students apply the nursing process to the preparation, administration, monitoring of side effects, and patient teaching required for safe administration of medications in each drug class.

NURL 1021 - Fundamentals Clinical Laboratory

Credit Hours: 4

Prerequisite: Admission into the ADN Program. Corequisites: MCBC 2010, NUR 1021, PSY 2012, and NURC 1141. Focus is on the application of the nursing process in the care of clients at different ages with an emphasis on the elderly. Provides opportunities in the campus lab and community settings for the student to apply theory, perform nursing skills, establish therapeutic relationships and begin to develop professional behaviors. Lab Fee.

NURL 1213 - Basic Medical-Surgical Clinical Laboratory**Credit Hours: 4**

Prerequisites: BSCC 2093, BSCC 2094, NUR 1021, NURC 1141, and PSY 2012 - all courses with a grade of "C" or higher and NURL 1021 with a grade of "S". Corequisites: DEP 2004, NUR 1213, and NURC 1142. Focus is on the clinical application of the nursing process to concepts of care across the life span. Includes growth and developmental assessment, health promotion and maintenance, and selected medical surgical conditions. Pathophysiological and psychosocial responses of the client to illness, principles of pharmacology, nutrition, and communication are utilized in the process. Lab Fee.

NURL 2241 - Advanced Medical-Surgical Nursing Clinical Laboratory**Credit Hours: 4**

Prerequisites: NUR 2463 and NUR 2522 - both courses with a grade of "C" or higher and NURL 2463 and NURL 2522 - both courses with a grade of "S". Corequisite: NUR 2241. Clinical application of the nursing process to selected complex medical-surgical conditions as they occur across the lifespan. Related pathophysiological and psychosocial concepts, principles of pharmacology, nutrition, communication techniques and critical care aspects are utilized in the process. Lab Fee.

NURL 2463 - Childbearing Family Clinical Laboratory**Credit Hours: 1**

Prerequisites: DEP 2004, NUR 1213, and NURC 1142 - all courses with a grade of "C" or higher and NURL 1213 with a grade of "S". Corequisite: NUR 2463. Clinical application of the nursing process in the management of the childbearing family, normal and at risk. Application of physiological, pathophysiological and psychosocial concepts, principles of nutrition, communications, and pharmacology concepts in the planning and implementation of care is addressed. Lab Fee.

NURL 2522 - Psychiatric Client Clinical Laboratory**Credit Hours: 1**

Prerequisites: DEP 2004, NUR 1213, and NURC 1142 - all courses with a grade of "C" or higher and NURL 1213 with a grade of "S". Corequisite: NUR 2522. Focus is on the clinical application of the nursing process in the care of clients with psychiatric/mental health disorders. Physiological, pathophysiological ad psychosocial concepts, principles of nutrition and communication as well as pharmacology are included as they apply to selected situations.

NURL 2701 - Transitional Clinical Laboratory**Credit Hours: 3**

Prerequisite: Admission into the ADN Program. Corequisite: NURC 1003. Clinical application of the nursing process in the care of the geriatric client, medical-surgical client, and child with alterations in health. Experiences will be in acute care and long-term care facilities. Lab Fee.

NURL 2801 - Leadership and Management Clinical Laboratory**Credit Hours: 3**

Prerequisites: NUR 2241 with a grade of "C" or higher and NURL 2241 with a grade of "S". Corequisite: NUR 2801. Clinical application of leadership and management skills in delivering care for clients across the lifespan in a variety of situations. Experiences will include community and hospital based assignments and a preceptorship in the acute care facility.

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OCBC 2010 - Marine Biology**Credit Hours: 4**

Prerequisite: BSCC 1010 with a grade of "C" or higher. Meets General Education requirement. A survey of global marine and estuarine ecosystems focusing on biological, chemical, and physical parameters influencing those ecosystems. Includes a study of the major phyla inhabiting these ecosystems, with particular but not exclusive focus on Brevard County marine environs. Lab Fee.

OCBC 2948 - Service-Learning Field Studies 1**Credit Hours: 1**

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

OCE 1001 - Oceanography**Credit Hours: 3**

Meets General Education requirement. Introduction to oceanography including the study of the seafloor, of seawater, currents, waves and tides, and life in the sea.

OCE 2948 - Service-Learning Field Studies 1**Credit Hours: 1**

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

OST 1055 - Career Planning**Credit Hours: 3**

Prerequisite: OST 1100 with a grade of "C" or higher. This course is designed to guide students through office career exploration job preparation to provide the strategies and skills necessary for a lifetime of career-related decision making. By exploring personal interests, values, and abilities through various assessment and reflection techniques, students will be able to define and clarify their own educational and career plans using several methods of career opportunity research.

OST 1100 - Keyboarding 1**Credit Hours: 3**

This course is designed to increase speed and accuracy in keyboarding skills. Students will format memos, letters, reports, and tables in a business setting using a popular word processing software.

OST 1110 - Keyboarding 2**Credit Hours: 3**

Prerequisite: OST 1100 with a grade of "C" or higher. This course brings a continued emphasis on keyboarding techniques, knowledge, and skills. Production exercises include business letters, memorandums, tables, and reports.

OST 1141 - Personal Keyboarding

Credit Hours: 1

This course is designed to teach touch operation of the alphabetic/numeric keyboard and numeric keypad. The student will acquire a basic keyboarding skill which is the foundation for personal and business keyboarding applications and which is also useful for computer data entry and retrieval.

OST 1212 - Shorthand

Credit Hours: 3

Prerequisite: OST 1100 with a grade of "C" or higher. This course is designed to teach the basic principles of Gregg shorthand with an emphasis from theory and development of skill in reading, writing, transcribing, and taking dictation at various speeds.

OST 1324 - Business Math and Office Accounting

Credit Hours: 3

This course is designed to teach the students instructional programs that prepare individuals to analyze, perform, and administer all levels of business procedures, business math operations, and accounting activities. Students will learn the application of concepts, systems, and technology of information processing as they apply to the office environment.

OST 1384 - Customer Service

Credit Hours: 3

This course is designed to teach students the skills, attitudes, and thinking patterns needed to earn stakeholder satisfaction and loyalty, thus raising their own levels of excellence as employees and as individuals.

OST 1435 - Legal Terminology

Credit Hours: 3

This course is designed to develop an understanding of legal terms in concert with their usage in the legal field. Emphasis is placed on learning terms in context through the study of law itself and on using legal terminology in many different ways, rather than relying on rote memorization of terms.

OST 1455 - Medical Office Accounts

Credit Hours: 3

Prerequisites: HSC 1532 and OST 1100 - both courses with a grade of "C" or higher. This course introduces the student to patient billing and Current Procedural Terminology (CPT) and International Classification of Diseases (ICD-9-CM), the major coding system for procedures and services performed by physicians for diagnoses used in hospitals and other healthcare settings.

OST 1581 - Professional Development in the Work Environment

Credit Hours: 3

This course is designed to provide techniques for the development of "people" skills essential for job success. Topics include developing a positive self-image, a professional self-image, ethics, time management, human relations and communication skills, leadership skills, organizational dynamics, interpersonal development skills, workplace skills, conflict management skills, and professional development.

OST 1582 - Ethics at Work

Credit Hours: 3

An introduction to ethical issues in the workplace. Current ethical issues including corporate governance and social responsibility. How individual moral philosophies and organizational factors affect ethical decision-making. Developing and monitoring an effective ethics program. How ethical issues vary between countries and their effects on the global economy. Creating a personal code of ethics and a personal work ethic.

OST 1601 - Machine Transcription 1

Credit Hours: 3

Prerequisite: 35 wpm or OST 1100 with a grade of "C" or higher. Use of transcribing equipment reinforces keyboarding skills, reviews language skills, and develops skills in proofreading, editing and composing.

OST 1602 - Machine Transcription 2

Credit Hours: 3

Prerequisite: OST 1601 with a grade of "C" or higher. Advanced machine transcription of dictated documents using more difficult terminology and software applications packages.

OST 1611 - Medical Machine Transcription

Credit Hours: 3

Prerequisites: HSC 1532 and OST 2135 - both courses with a grade of "C" or higher. This course provides training in using transcribing equipment, reinforcing typewriting skills, reviewing language skills; and developing proofreading, editing, and composing skills. The focus of this course is on medical terms used in preparing documents.

OST 1612 - Medical Machine Transcription 2

Credit Hours: 3

Prerequisite: OST 1611 with a grade of "C" or higher. Advanced medical machine transcription of dictated documents using advanced terminology and software applications packages.

OST 1621 - Legal Machine Transcription 1

Credit Hours: 3

Prerequisite: OST 1100 with a grade of "C" or higher. Training in use of transcribing equipment, to reinforce typewriting skills, legal language and skills, and to develop skills in proofreading, editing and composing.

OST 1622 - Legal Machine Transcription 2

Credit Hours: 3

Prerequisite: OST 1621 with a grade of "C" or higher. Advanced legal machine transcription of dictated documents using advanced terminology and software applications packages.

OST 1711 - Word Processing 1

Credit Hours: 3

Prerequisite: OST 1100 with a grade of "C" or higher. This course provides an opportunity for the student to acquire knowledge in

word processing concepts using popular computer word processing software. An emphasis is placed on the application of proofreading and grammar skills.

OST 1791 - Digital Information Management

Credit Hours: 3

Prerequisite: OST 1100 with a grade of "C" or higher. This course teaches students the electronic communication process as it is used in the automated electronic office environment. Specific emphasis will be given to the integration of a popular solution for managing time and information. This course will cover electronic mail, contacts, tasks, calendar, meetings, organization, and integration with other software in the suite. Lab Fee.

OST 1949 - Office Administration Co-op

Credit Hours: 3

This course consists of a supervised work experience in an approved training environment. This experience provides an opportunity for students to develop the appropriate attitudes and skills necessary for success in the business world. This course is a paid co-op position. Class must be taken during the last semester of the student's program.

OST 2131 - Legal Keyboarding

Credit Hours: 3

Prerequisite: Basic keyboarding and word processing skills. Familiarizes the student with various fields of law and the proper preparation of legal documents utilized in each. Preparation techniques, the efficient processing of the document using the computer and software program, and a clarification of the required language and clauses explored.

OST 2135 - Medical Keyboarding

Credit Hours: 3

Prerequisite: HSC 1532 and OST 1711 - both courses with a grade of "C" or higher. This course provides a continued emphasis on keyboarding techniques and application skills using the computer and software programs. Application problems include medical consultation letters, operative reports, history and physical exam reports, chart notes, and other applicable medical documents.

OST 2335 - Business Communications

Credit Hours: 3

In this course students will write effective business letters, memorandums, and reports. They will also develop techniques for oral communications with emphasis on promoting and maintaining good human relations in business.

OST 2355 - Records Management and Filing

Credit Hours: 3

In this course students will learn the principles, procedures, and systems of filing. This course covers the creation, storage, protection, control, use, and disposition of records. Basic considerations for selection of equipment and supplies are studied.

OST 2402 - Administrative Office Procedures

Credit Hours: 3

Prerequisite: OST 1100 with a grade of "C" or higher. In this course students will refine typing and other office skills including workplace skills, development of decision-making skills relating to the office, work habits, and working with others. Students will apply skills through the use of a specialized simulated office situation.

OST 2431 - Legal Office Procedures

Credit Hours: 3

Prerequisite: OST 1100 with a grade of "C" or higher. This course introduces students to a career as a legal professional. It presents basic legal concepts and the various fields of law and outlines the preparation of documents commonly used in these fields. Students will develop employability and decision-making skills relating to the legal office, work habits, and working with others.

OST 2461 - Medical Office Procedures

Credit Hours: 3

Prerequisite: OST 1100 with a grade of "C" or higher. This course will help students refine keyboarding and other medical office skills including workplace skills, decision-making skills, work habits, and working with others. Students will apply skills through the use of medical simulated office situations.

OST 2491 - Office Administration Internship

Credit Hours: 3

This course consists of a supervised work experience in an approved training environment. The internship provides an opportunity for students to develop the appropriate attitudes and skills necessary for success in the business world. This course is to be taken in the last semester of the program and is an unpaid position.

OST 2492 - Office Systems Technology Internship 2

Credit Hours: 3

Prerequisite: Departmental approval. Work in a selected business office a minimum of 15 hours per week. Attend seminars, answer questions, allow sharing of experiences, and provide further knowledge of varying aspects of secretarial work.

OST 2760 - Word Processing 2

Credit Hours: 3

Prerequisite: OST 1711 with a grade of "C" or higher. In this course students will acquire advanced knowledge of word processing concepts and application of keyboarding and formatting skills in the operation of word processing software. An emphasis is placed on editing and revising skills in the creation of office documents.

OST 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives students the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work in an office environment, a service-learning contract, and a written reflection of the experience.

OST 2949 - Co-op Work Experience 2

Credit Hours: 3

Prerequisite: Completion of two courses in major field. Introduces students to the basic principles in their fields of study and provides an opportunity for students to develop appropriate attitudes and skills needed for successful employment and establishes an effective partnership between the student and the employer. This course may be taken up to four times for credit.

P**PCB 3063 - Genetics****Credit Hours:** 3

Prerequisite: BSCC 1011 or BSCC 1426 and CHM 1046, CHML 1046 - all courses with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. An introduction to fundamental properties of inheritance in eukaryotic organisms, emphasizing examples in man. Basic concepts are developed for the nature, organization, transmission, expression, recombination, and function of genetic materials, and principle are derived for genetically characterizing populations.

PCB 3134 - Cell Biology**Credit Hours:** 3

Prerequisite: BSCC 1010, CHM 1046, and CHML 1046 - all courses with a grade of "C" or higher. This course serves as an in-depth exploration of cell structure and mechanics. Topics to be covered include structure and function of membranes, ion pumps, ion channels, transmembrane signaling, membrane transport, protein and nucleic acid functions, the role of endoplasmic reticulum (ER) and Golgi apparatus, the biosynthesis of intracellular organelles in animal and plant cells, the cytoskeleton, motility, cell-cell interactions, mitosis, the control of cell division, and discussions on molecular.

PCB 4233 - Immunology**Credit Hours:** 3

Prerequisite: BSCC 1010, CHM 1046, and CHML 1046 - all courses with a grade of "C" or higher and departmental approval or admission to Bachelor's program required. Immunology is the study the body's defense against foreign entities. This course entails the fundamental mechanisms of the immune system with applications in basic research medicine and public health. Mechanisms of innate and adaptive immunity, immunochemistry, antigen-antibody reactions, immunodeficiencies, and the development, activation, effector functions, and immune response regulation will be discussed.

PCB 4234 - Biology of Cancer**Credit Hours:** 3

Prerequisite: BSCC 2094, CHM 2210, and PCB 3063 - all courses with a grade of "C" or higher. This course focuses on the molecular, cellular and genetic mechanisms involved in carcinogenesis, tumor growth, and metastasis. Students will examine specific mutations that lead to loss of genomic integrity and uncontrolled cellular proliferation as well as immune system responses to cancer.

Environmental causes of cancer will be covered as well as current and future trends in diagnosis and treatment.

PEL 1121 - Beginning Golf**Credit Hours:** 1

This course offers instruction, training techniques, rules, history, and current information for the game of golf. Emphasis is placed on developing all-around golf skills in an effort to add a recreational activity to a student's daily lifestyle. This is an activity course that requires the student to be outdoors. This course may be taken for a maximum credit of 99. Lab Fee.

PEM 1109 - Circuit Training**Credit Hours:** 1

This course is designed for the development and maintenance of physical fitness through regular participation in a continuous sequence of a variety of activities such as cardiovascular exercise, calisthenics, weights, bands, balls, and weight-bearing exercises.

PEM 1114 - Cycle Fitness**Credit Hours:** 1

This course is designed for students to participate in indoor cycling group workouts. Students will learn the proper use of cycle bikes for a safe and effective workout. Students will learn basic instruction techniques and cardiovascular endurance through stationary cycling.

PEM 1121 - Yoga**Credit Hours:** 1

This course is designed to teach basic yoga movements and positions which contribute to flexibility, strength, and relaxation.

PEM 1131 - Weight Training**Credit Hours:** 1

This course offers instruction and practice in the proper techniques for developing strength, endurance, and flexibility. Emphasis is placed on the application of scientific principles and methods used to build, improve, and maintain proper muscular fitness and body composition. Students will learn appropriate weight lifting techniques through hands-on experience, participation, and guidance. This course may be taken for maximum credit of 99.

PEM 1141 - Aerobics**Credit Hours:** 1

Introduces the student to various forms of aerobic movement designed to improve cardiovascular endurance. This course may be taken for maximum credit of 99.

PEM 1176 - Kickboxing**Credit Hours:** 1

This course is designed to provide a total workout to improve cardiovascular endurance, coordination, balance, concentration, agility, and muscle tone using punches, kicks, combinations, aerobic activity, and light weights.

PGY 1100 - Basic Photography for Non-Majors**Credit Hours:** 3

The basics of camera handling and the guidelines to better composition are stressed. A non-lab course using slide film for all assignments.

PGYC 1401 - Photography 1**Credit Hours:** 3

An introductory course in basic camera handling techniques and black and white film exposure and printing techniques. Emphasis is placed on the aesthetic, technical, conceptual, and emotional qualities of the student's photographs. A 35 mm fully adjustable camera with manual capabilities is required. Lab Fee.

PGYC 1600 - Photojournalism**Credit Hours:** 3

Prerequisite: PGYC 1401 with a grade of "C" or higher. A basic course in the journalistic approach to photography. Topics covered include: photo essay, news portraits, picture story, wild art, illustration, push processing, on camera flash, layout, captioning, ethics,

as well as: spot news, general news, weather, sports, feature, and public relations photography. Emphasis is placed on deadlines and critique of course assignments.

PGYC 1800 - Photography with Digital Camera

Credit Hours: 3

An introductory course formulated to develop photographic skills with a digital camera. Emphasis is placed on aesthetic, technical, conceptual and emotional qualities of taking photographs. Access to a digital camera is required. Lab Fee.

PGYC 2210 - Portraiture

Credit Hours: 3

Prerequisite: PGYC 1401 with a grade of "C" or higher. This course introduces the student to portraiture photography. Students will identify and demonstrate a variety of portrait lighting techniques: broad, short, glamour, high key, fill flash, window light, and more with both artificial and natural light sources. They will also identify and demonstrate various posing techniques for full length, infant, couple, and group portraits. Lab Fee.

PGYC 2470 - Portfolio Development

Credit Hours: 4

Prerequisites: PGYC 1800 and PGYC 2806 - both courses with a grade of "C" or higher. This course will focus on developing a professional multimedia portfolio and self-promotional materials for the purpose of further study or professional marketing. Professional critiques will be conducted on individual portfolios. Lab Fee.

PGYC 2801 - Digital Imaging 1

Credit Hours: 3

Prerequisite: Consent of instructor. This course introduces the student to digital imaging with the application Photoshop. Students will identify and demonstrate a variety of digital imaging techniques; scanning, color spaces, color separation, color correction, retouching, and more. The course will survey the history and development of the media, and discuss hardware, image input and output, and software. Lab Fee.

PGYC 2802 - Digital Imaging 2

Credit Hours: 3

Prerequisite: PGYC 2801 with a grade of "C" or higher. Study of Photoshop's advanced functions: duotones, transfer curves, text effects, CMYK separation, advanced scanning, film recorder output, preflighting, and more. Photoshop's use with other color separation, page layout, and graphic design applications are investigated. Lab Fee.

PGYC 2806 - Advanced Digital Photography

Credit Hours: 3

Prerequisite: PGYC 1800 with a grade of "C" or higher. This course builds upon the skills introduced in PGYC 1800. Students will learn advanced techniques for image manipulation and explore the creation of their own photographic imagery using digital cameras, film recorders, scanners, printers and photo imaging software. Lab Fee.

PHC 4031 - Emerging and Infectious Diseases

Credit Hours: 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course addresses important infectious and zoonotic diseases and their impact on domestic and foreign human and animal populations and culturally diverse approaches to public health. It also explores principles of disease detection, diagnosis, prevention and control.

PHI 2010 - Introduction to Philosophy

Credit Hours: 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. A survey of theories in aesthetics, epistemology, ethics, logic, metaphysics, politics, religion, and semantics. Learners will consider philosophical problems as they relate to individuals and culturally diverse groups. This is a designated diversity-infused course. This course is a state-designated core course.

PHI 2010H - Honors Introduction to Philosophy

Credit Hours: 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing and admission to the EFSC Honors Program. Meets Gordon Rule and General Education requirements. This honors course surveys theories in aesthetics, epistemology, ethics, logic, metaphysics, politics, and religion. Learners will consider philosophical problems as they relate to individuals and culturally diverse groups. This is a designated diversity infused course. This course is a state-designated core course.

PHI 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

PHT 1121 - Functional Anatomy and Kinesiology

Credit Hours: 4

Prerequisite: Admission to Physical Therapist Assistant program required. This course covers palpation and observation skills relating to the analysis of human movement. The singular and combined functions of muscular and skeletal systems are studied. Principles of biomechanics, goniometry, and manual muscle testing procedures are reviewed.

PHT 1200 - Introduction to Physical Therapy

Credit Hours: 2

Prerequisite: Admission to Physical Therapist Assistant program required. This course introduces the student to the history and philosophy of physical therapy and the national organization. Emphasis is placed on team building concepts. Basic patient care skills, body mechanics, patient positioning, gait training, and wheelchair prescription are demonstrated and practiced. This course incorporates documentation skills as well as the legal/ethical issues associated with the Physical Therapist Assistant profession.

PHT 1213 - Therapeutic Exercise

Credit Hours: 2

Prerequisite: PHT 2252 with a grade of "C" or higher. This course provides an overview of the biomechanical, neurophysiological, and cardiovascular basis for the application of therapeutic exercise. The course introduces various types of exercise, exercise equipment, and general exercise protocols. This course will also cover advanced functional training, women's health, pediatrics, and lymphatics.

PHT 1300 - Pathology for the Physical Therapist Assistant**Credit Hours:** 3

Prerequisite: PHT 1121 with a grade of "C" or higher. This course is a study of systemic and organ-specific diseases and related medical terminology as they relate to the practice of physical therapy. The course explores the current literature in selected disease topics and associated pharmacological implications.

PHT 2140 - Rehabilitation Procedures**Credit Hours:** 3

Prerequisite: PHT 2804 with a grade of "S". This course focuses on prosthetics, orthotics, home assessments, wheelchair prescription, amputation, special equipment, functional capacity evaluations, psychosocial disorders, coordination, and sensory functioning.

PHT 2211 - Therapeutic Modalities**Credit Hours:** 2

Prerequisite: PHT 1200 with a grade of "C" or higher. This course examines the indications and contraindications of therapeutic modalities including superficial heat and cold, hydrotherapy, ultrasound, electrical stimulation, and the use of traction. This course also discusses wound care management and techniques of postural drainage.

PHT 2252 - Orthopedic Disabilities and Treatment**Credit Hours:** 4

Prerequisite: PHT 1121 with a grade of "C" or higher. This course focuses on the study of orthopedic diseases, syndromes, and injuries concentrating on those conditions most commonly treated with physical therapy. Emphasis is on the etiology, pathology, clinical presentation, and physical therapy intervention.

PHT 2804 - Physical Therapist Assistant Clinical Practicum 1**Credit Hours:** 2

Prerequisite: PHT 1213 with a grade of "C" or higher. This course is the first rotation in clinical education and introduces the student to the clinical setting. Application of skills is the emphasis of this course. Lab Fee.

PHT 2810 - Physical Therapist Assistant Clinical Practicum 2**Credit Hours:** 2

Prerequisite: PHT 2140 with a grade of "C" or higher. This course is the second rotation in clinical education and encourages students to further develop their skills in patient assessment and treatment. Lab Fee.

PHT 2820 - Physical Therapist Assistant Clinical Practicum 3**Credit Hours:** 2

Prerequisite: PHT 2810 with a grade of "S". This is the final rotation in clinical education and is a comprehensive experience to prepare students to become entry-level physical therapist assistants (PTA). Lab Fee.

PHT 2931 - Physical Therapist Assistant Seminar**Credit Hours:** 2

Prerequisite: PHT 2804 with a grade of "S". This course explores legal and ethical issues, employment techniques, quality assurance, and career development. Students will present their case studies. The course also provides a comprehensive curriculum review and presents details on applying for licensure.

PHTC 2162 - Neurologic Disabilities and Treatment**Credit Hours:** 3

Prerequisite: PHT 2252 with a grade of "C" or higher. This course focuses on the nervous system and its related disabilities. Emphasis is on disease etiology, pathology, clinical presentation, and physical therapy intervention. Basic neuroanatomy, sensory and motor systems, neurodevelopmental sequence, and reflexes are studied. This course combines lecture and hands-on activities. Lab Fee.

PHTL 1121 - Functional Anatomy and Kinesiology Laboratory**Credit Hours:** 2

Prerequisite: Admission to Physical Therapist Assistant program required. Palpation and observation skills relating to the analysis of human movement and the singular and combined functions of the muscular and skeletal systems, goniometry, muscle length, and manual muscle procedures are practiced. Gait assessment also performed. Lab fee.

PHTL 1200 - Introduction to Physical Therapy Laboratory**Credit Hours:** 2

Prerequisite: Admission to the Physical Therapist Assistant program required. This laboratory course begins the implementation of treatment techniques in patient positioning, vital signs, transfers, functional mobility, gait training with assistive devices, lifting precautions and infection control. Lab Fee.

PHTL 1213 - Therapeutic Exercise Laboratory**Credit Hours:** 3

Prerequisite: PHT 2252 with a grade of "C" or higher. This course provides hands-on experience with the application and teaching of various types of exercise, exercise equipment, and general exercise. Lab Fee.

PHTL 2140 - Rehabilitation Procedures Laboratory**Credit Hours:** 1

Prerequisite: PHT 2804 with a grade of "S". This course includes development of advanced knowledge in approaches to physical therapy treatment, prosthetics, orthotics, home assessments, wheelchair prescription, coordination, and sensory functioning. Lab Fee.

PHTL 2211 - Therapeutic Modalities Laboratory**Credit Hours:** 3

Prerequisite: PHT 1200 with a grade of "C" or higher. This course will include the application of therapeutic modalities for superficial heat and cold, electrical stimulation, and traction. Massage techniques, techniques for postural drainage, and compression wrapping will also be addressed. Lab Fee.

PHY 2025 - Introduction to Principles of Physics**Credit Hours:** 3

Prerequisite: MAC 1105 with a grade of "C" or higher (MAC 1140 recommended). Introduction to physical principles applied to topics from optics, circuit analysis and mechanics. Introduction to physics for students who have had no high school physics.

PHY 2048 - General Physics 1

Credit Hours: 4

Prerequisites: PHY 2025 (or high school physics) and MAC 1311 - both courses with a grade of "C" or higher. Corequisites: MAC 2312 and PHYL 2048. Meets General Education requirement. Quantitative and qualitative study of physical principles applied to mechanics and heat. This course is a state-designated core course.

PHY 2049 - General Physics 2**Credit Hours: 4**

Prerequisites: MAC 2312, PHY 2048 and PHYL 2048 - all courses with a grade of "C" or higher. Corequisite: PHYL 2049. Meets General Education requirement. This course is a continuation of PHY 2048 studying wave motion, electricity, magnetism, geometrical and physical optics.

PHYC 2053 - College Physics 1**Credit Hours: 4**

Prerequisite: MAC 1105 with a grade of "C" or higher. Corequisite: MAC 1114. Meets General Education requirement. This is a course in the study of physical principles as applied to mechanics and heat for students not taking calculus. Includes three hours of lecture, one hour of problem solving, and two hours of laboratory per week. This course is a state-designated core course. Lab Fee.

PHYC 2054 - College Physics 2**Credit Hours: 4**

Prerequisites: PHYC 2053 and MAC 1114 - both courses with a grade of "C" or higher. Meets General Education requirement. A study of physical principles as applied to wave motion, electricity and magnetism, optics, and selected topics in modern physics. Three hours of lecture, one hour problem session, and two hours of laboratory per week. Lab Fee.

PHYL 2048 - General Physics 1 Laboratory**Credit Hours: 1**

Prerequisites: PHY 2025 or high school physics, and MAC 1311 - both courses with a grade of "C" or higher. Corequisites: PHY 2048. Meets General Education requirement. This is the laboratory application of principles and techniques covered in PHY 2048. Two hours of laboratory per week. Lab Fee.

PHYL 2049 - General Physics 2 Laboratory**Credit Hours: 1**

Prerequisites: PHY 2048 and PHYL 2048 - both courses with a grade of "C" or higher. Corequisite: PHY 2049. Meets General Education requirement. This is the laboratory application of principles and techniques covered in PHY 2049. Two hours of laboratory per week. Lab Fee.

PLA 1003 - Introduction to the Paralegal Field and Legal System**Credit Hours: 3**

Corequisite: ENC 1101 and POS 2041 or Program Manager signature. This course introduces students to the paralegal field and the legal system. Students will examine the paralegal's role in the legal field, attributes and common duties of paralegals, professional and ethical standards, law office dynamics, employment opportunities, effective job search strategies and skills marketing. This course provides an overview of the federal and Florida state legal systems as well as methods for analyzing laws and briefing judicial opinions.

PLA 1104 - Legal Research**Credit Hours: 3**

Prerequisite: ENC 1101 with a grade of "C" or higher. This course provides student with knowledge of the resources used in conducting legal research and with instruction and practice regarding legal research methodology. The student will use the law library and computer access to databases in order to complete projects designed to teach the student how to use the vast array of legal resources available to the legal professional. Lab Fee.

PLA 1114 - Legal Writing**Credit Hours: 3**

Prerequisites: ENC 1101, PLA 1003 and PLA 1104 - all courses with a grade of "C" or higher. Students use and apply research skills developed in Legal Research and receive basic instruction and practice in effective legal writing skills. Lab Fee.

PLA 1423 - Contracts**Credit Hours: 3**

This course introduces the student to laws involving contract formation and terminology, with emphasis on Florida Law.

PLA 1465 - Bankruptcy**Credit Hours: 3**

A survey of bankruptcy practice and consumer debtor/creditor law. Reviews the Federal Bankruptcy code with emphasis on Chapter 7 and Chapter 11 bankruptcy filings.

PLA 1611 - Property Law**Credit Hours: 3**

Prerequisite: PLA 1003 with a grade of "C" or higher. This course is a study of fundamental principles of property law including the nature of property, the scope of real property ownership, types of estates and forms of concurrent ownership, transfers of interest in real property, and limitations upon real property rights. The duties and rights of buyers, sellers, brokers, easement owners, life tenants, and other persons with an interest in real property will be discussed.

PLA 2203 - Civil Procedure**Credit Hours: 3**

Prerequisite: PLA 1003 with a grade of "C" or higher. This course is a study of the process of civil litigation including investigation, pleadings, discovery, motion practice, and trial preparation. Students will learn the fundamentals of the Florida Rules of Civil Procedure, and will have the opportunity to learn practical skills including the preparation of basic pleadings, motions, and discovery documents.

PLA 2260 - Evidence**Credit Hours: 3**

This course focuses on the practical application of the rules of evidence. This course teaches principles and applications of the Federal Rules of Evidence and Florida Rules of Evidence within the criminal and civil contexts. The student will develop the knowledge and skill to utilize the mechanisms that affect the admissibility of evidence.

PLA 2273 - Torts

Credit Hours: 3

This course is a study of the liability that arises from causing harm to persons or property through intentional acts, negligence, and strict liability. The course addresses recognized defenses to tort claims, limitations on liability and damages. Students will learn general tort principles and will also focus upon Florida case law addressing major tort issues.

PLA 2304 - Criminal Law**Credit Hours: 3**

This course covers the major concepts found in substantive criminal law including the criminal act and criminal intent, principals and accessories, inchoate crimes, defenses, elements of major crimes, and the effect of constitutional guarantees upon the criminal statutes.

PLA 2308 - Criminal Procedure**Credit Hours: 3**

This course is concerned with the processes of prosecuting and defending criminal cases including search and seizure, arrest, identification, bail, discovery, preliminary proceedings, trials, sentencing, and post trial proceedings.

PLA 2426 - Contracts and Business Entities**Credit Hours: 3**

Prerequisite: ENC 1101 or PLA 1003 - both courses with a grade of "C" or higher. This course provides students with an overview of contract law and business entities. Students will analyze the essential requirements of a contract, the Uniform Commercial Code (UCC), performance and discharge of contractual obligations, third party rights, breach of contract, and remedies for breach. Students will examine entrepreneurship, the fundamental characteristics, principles and procedures of sole proprietorships, various forms of partnerships, limited liability companies, and various forms of corporations.

PLA 2433 - Business Organizations**Credit Hours: 3**

Prerequisite: PLA 1003 with a grade of "C" or higher. Course provides student with procedural information on such topics as corporations, partnerships, proprietorships and other business vehicles. A survey of the fundamental principles of the law applicable to each area.

PLA 2601 - Wills and Trusts**Credit Hours: 3**

Prerequisite: PLA 1003 with a grade of "C" or higher. This course covers testamentary arrangements for the disposition of income and property; estate and gift tax consequences; Medicaid and long-term care planning; preparation of wills and trusts.

PLA 2602 - Probate, Trust, and Guardianship Administration**Credit Hours: 3**

Prerequisite: PLA 1003 with a grade of "C" or higher. This course covers the administration of probate and trust estates and guardianships under the Florida Statutes and the Rules of Procedure.

PLA 2612 - Real Estate Transactions and Closings**Credit Hours: 3**

Prerequisite: PLA 1611 with a grade of "C" or higher or consent of instructor. Study of the procedures and instruments in a Real Estate transaction. Attention given to the contract, loan commitments, title work and closing instruments. An advanced Real Estate course.

PLA 2762 - Law Office Procedures**Credit Hours: 3**

Prerequisite: ENC 1102, PLA 1003, and PLA 1114 - all courses with a grade of "C" or higher. This course prepares students for a wide variety of tasks associated with a successful law practice including legal document preparation in the areas of litigation, family law, real estate, probate, trusts, and contracts; and utilization of local rules, statutes, and websites associated with the various areas of law. The course covers the necessary skills for a successful paralegal career including judgment, analysis, communication, and ethics.

PLA 2763 - Law Office Management**Credit Hours: 3**

Prerequisite: ENC 1101 and PLA 1003 - both courses with a grade of "C" or higher. This course teaches students the organization, operation, marketing, management of law offices, and ethical considerations. Students will learn how law offices function, essential office management skills, including timekeeping and billing; calendaring, docket control and case management; and records and file management.

PLA 2800 - Family Law**Credit Hours: 3**

A study of the elements of a valid marriage. Covers such topics as divorce and annulments, separations, custody and child support, paternity suits, adoptions and guardianships.

PLA 2940 - Paralegal Internship**Credit Hours: 4**

Prerequisites: Internship Audit required by Paralegal Program and Program Manager signature required. This course provides students with work experience in a legal environment such as private law firms, government agencies, legal organizations, corporate legal departments, or courts. Students will complete a minimum of 100 hours at the internship site in addition to various required assignments.

PMT 0101 - Welding Symbols and Blueprint Reading**Credit Hours: 90**

This course introduces the student to weld symbol interpretation in accordance with American Welding Society (AWS) standards. Welding details with symbols layout provide a systematic approach to blueprint reading. Fundamentals of drawing elements, scales, layouts, and title blocks are included.

PMT 0104 - Fundamentals of Metallurgy**Credit Hours: 90**

This course provides basic principles of metallurgy. Emphasis is placed on metallurgical terms for metal structures common to the science of materials. Understanding the distinctions between metallic properties of strength, hardness, and ductility provides insight for managing desirable material properties. Differences between ferrous and nonferrous metals are covered in simple definitions, diagrams, and charts highlighting standard industry terms and practices related to metal.

PMT 0121 - Shielded Metal Arc Welding Principles**Credit Hours: 60**

This course addresses principles related to Shielded Metal Arc Welding (SMAW) including SMAW power supplies, electrode holders, equipment set-up, joint configuration, layout, electrode selection, electrode manipulation, arc control, finished bead characteristics, and safety.

PMT 0131 - Gas Tungsten Arc Welding Principles**Credit Hours: 60**

This course provides students with the fundamentals of gas tungsten arc welding (GTAW). Emphasis is placed on power sources, controls, polarity settings, and high frequency usage concepts. Lectures will focus on GTAW torch components, setup, and safety.

PMTC 0111 - Oxygen/Fuel Gas Processes**Credit Hours: 45**

This course provides basic orientation for shop and construction site safety. Instruction includes oxyacetylene welding and cutting processes, safety and proper handling of compressed gas cylinders, fluent equipment set-up, operation, and storage. Emphasis is placed on proper adjustment of welding and cutting flames and material preparation. Use of personal protective equipment (PPE) and basics of shop safety are introduced. Lab Fee.

PMTC 0134 - Gas Metal Arc Welding Principles**Credit Hours: 90**

This course introduces terminology and procedures related to Gas Metal Arc Welding (GMAW, "MIG"), including power source configurations, hardware, equipment set-up, and consumable gun components. Students are presented with practical applications related to shielding gas flow, weld bead characteristics, and weld bead geometry needed for certifications in fillet and groove weld fabrication. Lab Fee.

PMTC 0153 - Plasma Arc Cutting**Credit Hours: 30**

This course introduces the student to the process of plasma arc cutting. The student will develop techniques of applying plasma arc cutting skills to nonferrous metals. Lab Fee.

PMTC 0164 - Welding Fabrication Fundamentals and Machine Elements**Credit Hours: 30**

This course introduces general drawing fundamentals, drawing construction, sketching, and drawing view placement, along with fabrication techniques, fabrication set-up, fixtures, jigs, and templates. Fabrication fundamentals including tack and fit-up technique using squares, plumb-bobs, levels, rulers, and machine elements are also introduced. Lab Fee.

PMTC 1203 - Introduction to Machining**Credit Hours: 3**

This course presents a practical overview of machine shop practices and equipment. It includes an introduction to blueprint reading, the use of precision measuring tools, and the care and use of basic metal fabrication equipment. Safety and quality practices receive a strong emphasis in this introductory course.

PMTC 2213 - Advanced Machining 1**Credit Hours: 3**

Prerequisite: PMTC 1203 with a grade of "C" or higher. This course concentrates on sheet metal fabrication techniques, riveting tools, and the care and use of manual lathes and mills. The course teaches machining theory and concepts and requires the student to safely and competently use manual machining equipment.

PMTC 2214 - Advanced Machining 2**Credit Hours: 3**

Prerequisite: PMTC 2213 with a grade of "C" or higher. This course concentrates on the theory and use of computer numeric control (CNC) lathes and vertical milling machines and includes computer numerical programming, linear and polar coordinate systems, machine part programming and tool paths.

PMTL 0104 - Fundamentals of Metallurgy Laboratory**Credit Hours: 30**

This course covers basic material identification, file hardness testing, and comparisons of hardness scales. Demonstrations are given utilizing a Rockwell Tester for material hardness along with tests for heat affected zone (HAZ) hazards due to welding processes. Experiments in heat treatment operations are conducted with Rockwell and Tensile tests verifying grain structure changes. Calculations are conducted demonstrating strength and percent elongation. Lab Fee.

PMTL 0121 - Shielded Metal Arc Welding 1 Laboratory**Credit Hours: 90**

This course introduces the student to basic arc manipulation, running beads, and cleaning the weld. Applications relating to starts/stops, bead geometry, and bead placement with advancement into vertical and overhead positions from flat and horizontal positions are addressed. General lab safety related to shielded metal arc welding is covered. Lab Fee.

PMTL 0131 - Gas Tungsten Arc Welding 1 Laboratory**Credit Hours: 90**

This course provides students with technical and practical skills needed to perform gas tungsten arc welding (GTAW) processes on ferrous and nonferrous base materials. Fundamentals of GTAW safety are addressed. Lab Fee.

PMTL 0138 - Gas Tungsten Arc Welding 2 Laboratory**Credit Hours: 90**

This course provides students with advanced instruction in a lab setting for Gas Tungsten Arc Welding (GTAW) practical skills needed to obtain certifications on ferrous and nonferrous base materials. Emphasis is placed on developing consistency in weld bead geometry and weld bead placement along with proper setup and finishing of GTAW welds. Lab Fee.

PMTL 0161 - Pipe Welding - Basics**Credit Hours: 90**

This course provides students with basic pipe end prep and joint fit-up techniques along with weld bead placement for grooved butt welds. Emphasis is placed on vertical E6010 root with E7018 hot fill and cap to completion on 6" SCH80 carbon steel. Lab Fee.

PMTL 0165 - Pipe Welding - Advanced

Credit Hours: 90

This course provides students with advanced filler material (F group) combinations needed to obtain advanced welding process certification. The use of Shielded Metal Arc Welding (SMAW or "Stick"), Gas Metal Arc Welding (GMAW or "MIG"), and Gas Tungsten Arc Welding (GTAW or "TIG") combined processes on low carbon and corrosion-resistant steel (stainless steel) is emphasized. This course is geared toward SG and 6G welding positions. Lab Fee.

PMTL 0168 - Pipe Welding Certification**Credit Hours: 75**

This course is designed to provide instruction for students working toward certification in plate, pipe, and tubing for multiple combinations of filler materials, base materials, and positions in accordance with American Welding Society (AWS) standard D1.1, American Petroleum Institute (API) code 1104, and American Society of Mechanical Engineers (ASME) welding codes. Lab Fee.

POS 2041 - American National Government**Credit Hours: 3**

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. A study of the federal government of the United States with its diverse historical background; the constitutional principles involved in our federal form of government; and the powers and functions of Congress, the Executive Branch, and the Judiciary. This course is a state-designated core course.

POS 2112 - State and Local Government**Credit Hours: 3**

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. This course is specifically designed to introduce the student to a wide variety of concepts and controversies associated with politics and public policy in our state and municipal government. A special emphasis is placed upon government and politics in the state of Florida; however, course content will review several states for comparative analysis. The course material provides student-centered opportunities for growth regarding critical thinking and problem-solving within the discipline of political science.

POS 2948 - Service-Learning Field Studies 1**Credit Hours: 1**

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

PRN 0030 - Pharmacology for Practical Nursing**Credit Hours: 60**

This course focuses on pharmacology and medication administration with an emphasis on the role of the practical nurse in safe administration of medications. Lab Fee.

PRN 0070 - Principles of Nutrition**Credit Hours: 30**

This course will examine nutrition as it impacts the process of achieving optimal health. This nursing perspective specifically focuses on disease entities, health promotion, and wellness nutrition. Essentials of nutrition, consumer alerts, and global issues of nutrition are also discussed.

PRN 0100 - Maternity and Newborn Nursing**Credit Hours: 60**

Prerequisites: PRN 0110 and PRN 0202 - both courses with a grade of "C" or higher and PRNL 0208 with a grade of "S". Corequisites: PRN 0203 and PRNL 0303. This course focuses on the concepts and principles applied to nursing care of the mother and baby during pregnancy, labor, and delivery including normal and complications of pregnancy, labor, delivery, puerperal, and the newborn period.

PRN 0110 - Pediatric Nursing**Credit Hours: 30**

Prerequisites: PRNC 0061, PRNC 0062, PRNL 0003, and PRNL 0069 - all courses with a grade of "C" or higher. Corequisites: PRN 0202 and PRNL 0302. This course focuses on the concepts and principles applied to nursing care of the child from prenatal period to adolescence.

PRN 0201 - Medical-Surgical Nursing 1**Credit Hours: 75**

Prerequisite: PRNC 0062 with a grade of "C" or higher. Corequisite: PRNL 0302. This course provides theoretical principles for practical nursing students to utilize nursing knowledge to plan care for clients across the lifespan in acute/long-term care and community health care settings. Lab Fee.

PRN 0202 - Medical-Surgical Nursing 2**Credit Hours: 75**

Prerequisite: PRN 0201 with a grade of "C" or higher. Corequisite: PRNL 0302. This course provides opportunity for practical nursing students to gain knowledge in medical-surgical nursing. The nursing process will be applied for clients across the lifespan in acute/long-term care and community health care settings. Lab Fee.

PRN 0203 - Medical-Surgical Nursing 3**Credit Hours: 60**

Prerequisite: PRN 0202 with a grade of "C" or higher. Corequisite: PRNL 0303. This course provides opportunity for practical nursing students to gain knowledge in advanced nursing. The nursing process will be applied for clients across the lifespan in acute-care/long term and community health care settings. Lab Fee.

PRN 0610 - Leadership and Management for Practical Nursing**Credit Hours: 30**

This course is designed to prepare the student for the National Council Licensing Exam - Practical Nursing. Topics also covered include personal and professional development and the leadership and management roles in long term care.

PRNC 0061 - Fundamentals of Nursing 1**Credit Hours: 120**

Prerequisite: Admission to Practical Nursing program. This course provides opportunity for entry-level practical nursing students to perform basic nursing skills for geriatric clients in a laboratory setting. Lab Fee.

PRNC 0062 - Fundamentals of Nursing 2**Credit Hours: 120**

Prerequisite: PRNC 0061 with a grade of "C" or higher. This course incorporates the role of the practical nurse in the delivery of healthcare services. Advanced theory and communication techniques pertaining to the practical nurse are included. Lab Fee.

PRNL 0003 - Fundamentals of Nursing 1 Clinical**Credit Hours: 90**

Prerequisite: PRNC 0061 with a grade of "C" or higher. Corequisite: PRNC 0062. This course provides opportunity for practical nursing students to perform basic nursing skills using the nursing process for geriatric clients in a clinical setting.

PRNL 0069 - Fundamentals of Nursing 2 Clinical**Credit Hours: 90**

Prerequisite: PRNC 0061 with a grade of "C" or higher. Corequisite: PRNC 0062. This course provides the opportunity for practical nursing students to perform basic nursing skills using the nursing process for geriatric clients in a clinical setting.

PRNL 0301 - Medical-Surgical Nursing 1 Clinical**Credit Hours: 105**

Prerequisites: PRNL 0003 with a grade of "S" Corequisites: PRN 0201 and PRN 0202. This course provides opportunity for practical nursing students to perform intermediate nursing skills using the nursing process for clients across the lifespan in an acute-care or community healthcare setting.

PRNL 0302 - Medical-Surgical Nursing 2 Clinical**Credit Hours: 105**

Prerequisite: PRNL 0301 with a grade of "S". Corequisite: PRN 0202. This course provides opportunity for practical nursing students to perform intermediate nursing skills using the nursing process for clients across the lifespan in an acute-care or community healthcare setting.

PRNL 0303 - Medical-Surgical Nursing 3 Clinical**Credit Hours: 300**

Prerequisite: PRNL 0302 with a grade of "S". Corequisite: PRN 0203. This course provides opportunity for practical nursing students to perform advanced nursing skills using the nursing process for clients across the lifespan in acute-care or community healthcare settings.

PSC 1341 - Physical Science for Today's World**Credit Hours: 3**

Prerequisite: MAT 1033 or higher with a grade of "C" or higher or consent of instructor. Meets General Education requirement. A survey of the principal physical and chemical aspects of our natural environment and how they are investigated. The topics covered include the metric system, motion, forces, energy, waves, properties of matter, atomic structure, and nuclear and chemical reactions. Although there is a math component to the course, the emphasis will be on scientific concepts and their application.

PSY 2012 - General Psychology 1**Credit Hours: 3**

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. This course explores the scientific field of psychology including research, learning, motivation, emotion, human development, personality, psychopathology, and therapeutic techniques. This course is a state-designated core course.

PSY 2012H - Honors General Psychology 1**Credit Hours: 3**

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing and admission to the EFSC Honors Program. Meets Gordon Rule and General Education requirements. This course explores the scientific field of psychology including research, learning, motivation, emotion, human development, personality, psychopathology, and therapeutic techniques. There is a special emphasis in the Honors class to include student leadership activities.

PSY 2014 - General Psychology 2**Credit Hours: 3**

Prerequisite: PSY 2012 or PSY 2012H with a grade of "C" or higher. This course explores diverse topics related to the field of psychology and is a continuation of General Psychology 1. The course is designed to give students a solid foundation in a variety of topics/issues in psychology such as research topics, biological issues, human development, cognitive processes, social psychology, and mental health.

PSY 2014H - Honors General Psychology 2**Credit Hours: 3**

Prerequisites: PSY 2012 or PSY 2012H with a grade of "C" or higher and admission to the EFSC Honors Program. This course explores diverse topics related to the field of psychology and is a continuation of General Psychology 1 or Honors General Psychology 1. The course is designed to give students a solid foundation in a variety of topics/issues in psychology such as research topics, biological issues, human development, cognitive processes, social psychology, and mental health. The Honors class will emphasize leadership as evidenced by student-led discussions and presentations.

PSY 2023 - Career Explorations in Psychology**Credit Hours: 3**

This course assists the student in examining career choices within the field of Psychology. Students learn what career opportunities are available in Psychology and its sub-fields. Opportunities will be provided for career decision making, educational planning, networking, interviewing, and job searching.

PSY 2948 - Service-Learning Field Studies 1**Credit Hours: 1**

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

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QMB 3250 - Quantitative Methods for Business Decisions**Credit Hours:** 3

Prerequisite: Departmental approval or admission to Bachelor's program required. An introduction to key quantitative method techniques used to solve problems in the real business world. Topics include descriptive data analysis, statistical decision making, prediction and forecasting.

R**REA 1105 - Speed and Critical Reading****Credit Hours:** 3

A college-level reading course providing students with a flexibility in reading needed both in the classroom and in life. Emphasis placed on textbook reading skills, speed, comprehension, vocabulary, concentration, study skills, and other individualized needs.

REAV 0007 - Development Reading 1**Credit Hours:** 4

Prerequisite: Appropriate placement test score in reading. This course is designed to build basic reading skills including word analysis and vocabulary development. Emphasis is placed on literal comprehension skills including recognition of main idea, supporting details, contextual analysis and critical thinking. Lab Fee.

REAV 0017 - Developmental Reading 2**Credit Hours:** 4

Prerequisite: REAV 0007 with a grade of "S" or appropriate placement test score in reading. This course is designed to give students a strong foundation in college-level reading skills including comprehension, reading rate, and critical thinking. Classroom activities, technology tools and labs, and other appropriate methods will be used to practice these skills. A collegewide final exam, with a weight of 25% of the course grade, is required. Lab Fee.

REAV 0056 - Developmental Reading Modular**Credit Hours:** 2

This course addresses, in condensed form, the same learning objectives of REAV 0017. It is designed to develop critical reading skills needed for success in college-level courses. Course delivery is a combination of class lecture, activities, and individually prescribed technology-based assignments. The course is open to any non-exempt student, but students with scores below 95 on PERT, or comparable scores on other placement tests, are advised to enroll first in REAV 0017. This course may be taken for maximum credit of 8.

REE 1040 - Real Estate Principles and Law**Credit Hours:** 4

Introductory real estate course, includes the study of contracts, mortgages, property rights, financing, appraising, planning and zoning, taxation and Florida license law. The course is required by the Florida Real Estate Commission for the student to be eligible to take the state salesman's examination.

REL 2300 - World Religions**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. A course designed to allow students to explore the theoretical and practical aspects of the religious experience; define the similarities and differences among the various religious systems; and develop a broadened perspective on religion. This is a designated diversity-dedicated course.

REL 2300H - Honors - World Religions**Credit Hours:** 3

Prerequisites: Appropriate test scores in reading and writing or exemption from placement testing and admission to the EFSC Honors Program. Meets Gordon Rule and General Education requirements. A course designed to allow students to explore the religions of theoretical, and practical aspects of the religious experience; define the similarities and differences among the various religious systems; and develop a broadened perspective on religion.

REL 2948 - Service-Learning Field Studies 1**Credit Hours:** 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

RET 1024 - Introduction to Respiratory Care**Credit Hours:** 2

This open-enrollment course is a comprehensive introduction to the respiratory care field and keeps students up-to-date with the latest advances and trends in professional practice. The course helps students gain a thorough understanding of the role of the respiratory therapist, scientific basis for treatment, and clinical applications. Lab Fee.

RET 1026 - Fundamentals of Respiratory Care**Credit Hours:** 3

Prerequisite: RET 1024 with a grade of "C" or higher. Fundamentals of basic respiratory care techniques and equipment, including respiratory pharmacology. Introductory physiotherapy along with medical gas, humidity and aerosol and hyperinflation therapy.

RET 1264 - Fundamentals of Respiratory Care 2**Credit Hours:** 3

Prerequisite: RET 1026 with a grade of "C" or higher. Corequisite: RET 1265. This course is a continuation of basic respiratory care techniques and equipment. Topics emphasized include a continuation of lung hyperinflation, bronchial hygiene therapies, radiography including CXR, CT, MRI and basic/advanced airway management. Lab Fee.

RET 1265 - Mechanical Ventilation**Credit Hours:** 3

Prerequisite: RET 1026 and RET 1264 - both courses with a grade of "C" or higher. This course involves an in-depth examination and application of mechanical ventilation principles and equipment. Current practice as well as innovations in the use of pressure and volume ventilation, clinical practice guidelines, patient-driven protocols and management of the patient ventilator system are presented.

RET 1293 - Cardiopulmonary Medicine**Credit Hours:** 3

Prerequisite: RET 1485 with a grade of "C" higher. This course is a study of the pathophysiology, clinical manifestations, assessment and treatment of cardiopulmonary diseases, commonly encountered in patients requiring respiratory care.

RET 1414 - Cardiopulmonary Diagnostics

Credit Hours: 3

Prerequisite: RET 1264 with a grade of "C" or higher. This course is a study of diagnostic techniques and instrumentation including pulmonary function testing, the electrocardiogram, treatment of cardiac anomalies and ACLS pharmacology. Lab Fee.

RET 1485 - Cardiopulmonary Anatomy and Physiology

Credit Hours: 3

A detailed study of the structure and function of the heart and lungs, including respiratory related abnormal physiological process and acid-base status.

RET 1931 - Special Topics in Respiratory Care

Credit Hours: 2

Prerequisite: RET 1293 with a grade of "C" or higher. This course includes sleep medicine, pulmonary rehabilitation, exercise physiology, nutrition, patient and family education, and respiratory care in the home.

RET 2280 - Critical Medicine in Respiratory Care

Credit Hours: 3

This course includes chest tube maintenance, vacuum systems, nasogastric and orogastric tube placement and maintenance as related to the practice of respiratory care. Chest radiography, cardiopulmonary stress testing, Holter monitoring and hemodynamic monitoring are also discussed. Advanced Cardiac Life Support concepts are reviewed.

RET 2350 - Cardiopulmonary Pharmacology

Credit Hours: 3

This course analyzes the history of pharmacology, regulatory agencies, and regulations concerning the use of drugs. The course will include drug action, absorption, and distribution in the human body with emphasis on respiratory, cardiac, and related drugs used in clinical settings.

RET 2483 - Patient Assessment and Interaction

Credit Hours: 2

An introduction to comprehensive patient assessment including medical ethics, Health Insurance Portability and Accountability Act (HIPPA), prevention of medical errors and hands-on assessment utilizing the Human Patient Simulator Lab. Lecture and laboratory experiences. Lab Fee.

RET 2714 - Neonatal/Pediatric Respiratory Care

Credit Hours: 3

This course includes instruction in the development and physiology of the fetal and neonatal lung, fetal and newborn circulation, neonatal pulmonary disorders, and treatment of pediatric and neonatal patients. Emphasis will be placed on respiratory care techniques, airway management, mechanical ventilation, pediatric therapy, and drugs and dosages for the pediatric and neonatal patient.

RET 2934 - Respiratory Care Seminar

Credit Hours: 2

This capstone course presents clinical simulations and future implications of respiratory care therapies. This seminar course also provides a review of all materials learned throughout the 5 semester program. Self-assessment advanced practitioner examinations are administered as a conclusion to this course. Employment and licensure requirements are also covered. Lab Fee.

RETL 1832 - Clinical Respiratory Care 1

Credit Hours: 1

This course is a clinical application of respiratory care procedures including humidity, aerosol and hyperinflation therapies, and medical gas. Ventilatory support and other adjunctive procedures are also included. Ethics in respiratory care are discussed. Lab Fee.

RETL 1833 - Clinical Respiratory Care 2

Credit Hours: 2

This course is a continuation of Clinical Respiratory Care 1. New areas of emphasis include blood gas analyzers, introduction to the intensive care unit, mechanical ventilation, and diagnostic and monitoring instrumentation, and techniques. Lab Fee.

RETL 2876 - Clinical Respiratory Care 3

Credit Hours: 2

This course is a continuation of RETL 1833 with emphasis in neonate and pediatric areas. Clinical rotations through specialty areas including home care agencies, cardiac catheterization lab, operating room, emergency room, and post-anesthesia recovery areas. Mini case studies are presented in post conference daily and weekly on assigned patients. Lab Fee.

RETL 2877 - Clinical Respiratory Care 4

Credit Hours: 4

Prerequisite: RETL 2876 with a grade of "C" or higher. The students continue their critical care rotations, exposure to special care areas adding skilled nursing facilities, long term care, pulmonary rehabilitation, pulmonary function testing laboratories and neonatal/pediatric areas. Students also complete case studies for oral presentation. As a final project, students will write a term-quality research paper on a pre-approved topic relevant to the practice of respiratory care. Lab Fee.

RETL 2934 - Respiratory Care Seminar

Credit Hours: 2

Prerequisite: RETL 2876 with a grade of "C" or higher. This capstone course presents clinical simulations and future implications of respiratory care therapies. This seminar course also provides a review of all materials learned throughout the 5-semester program. Self-assessment advanced practitioner examinations are administered as a conclusion to this course. Employment and licensure requirements are also covered. Lab Fee.

RTE 1000 - Clinical Seminar

Credit Hours: 3

Prerequisite: Admission into the Radiography Program. Introductory course for the limited access Radiography Program. Includes but not limited to an overview of medical imaging, orientation to academic and clinical responsibilities, basic imaging equipment, basic radiographic technique, primary radiation protection considerations, and patient care.

RTE 1092 - Basic X-Ray Machine Operator**Credit Hours:** 2

The course is designed to help students with no prior experience or course work as a basic x-ray machine operator. This course will qualify the student to safely operate x-ray equipment under the direct supervision of a licensed practitioner as well as prepare for the certification examination required of basic x-ray machine operators and to help them acquire the knowledge and skills needed to perform as a Basic X-Ray Operator.

RTE 1385 - Radiobiology and Radiation Protection**Credit Hours:** 2

This course studies the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

RTE 1418 - Principles of Radiographic Imaging 1**Credit Hours:** 2

This course introduces the student to the concepts of image production, image quality, and the technical factors affecting both. The relationships between image quality and exposure factors are also covered. Students will perform and apply calculations for setting technical factors to produce diagnostic radiographic images utilizing both digital and film-screen image receptors.

RTE 1457 - Principles of Radiographic Imaging 2**Credit Hours:** 2

This course, a continuation of Principles of Radiographic Imaging 1, examines the concepts of image production, image quality, and the technical factors affecting both. The applications of and relationships between image quality and exposure factors are also covered. Students will perform calculations for setting technical factors to produce diagnostic radiographic images utilizing both digital and film-screen image receptors.

RTE 1503 - Radiographic Procedures 1**Credit Hours:** 2

Corequisite: RTEL 1503. Emphasis on radiographic anatomy, procedures and positioning of the chest and extremities in both routine and trauma situations.

RTE 1513 - Radiographic Procedures 2**Credit Hours:** 2

This course, a continuation of Radiographic Procedures 1, provides instruction in anatomy and radiographic positioning of the appendicular skeleton, shoulder and pelvic girdle, and cervical and thoracic spines.

RTE 1523 - Radiographic Procedures 3**Credit Hours:** 2

This course is a continuation of RTE 1513. This course provides instruction in anatomy and radiographic positioning of the lumbar spine, bony thorax, skull, facial bones, and contrast studies of the biliary, gastrointestinal, and urinary systems.

RTE 1613 - Radiographic Physics**Credit Hours:** 2

This course introduces the fundamental principles of physics that underlie diagnostic x-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography.

RTE 1804 - Radiographic Clinical Education 1**Credit Hours:** 2

This is the first in a series of six clinical education courses. This course is designed to provide the student with the practical application, in a supervised clinical setting, of theory covered in the Radiographic Procedures courses. Students will rotate through assigned areas of the Clinical Centers and will have the opportunity to assist the staff radiographers as they perform basic radiographic procedures. Lab Fee.

RTE 1814 - Radiographic Clinical Education 2**Credit Hours:** 2

This is the second course in a series of six clinical education courses. This course is designed to provide the student with the practical application, in a supervised clinical setting, of theory covered in the Radiographic Procedure classes. Students will rotate through and assist staff radiographers in assigned radiographic procedure areas.

RTE 1824 - Radiographic Clinical Education 3**Credit Hours:** 2

Prerequisite: RTE 1814 with a grade of "C" or higher. Corequisite: RTE 1513. A continuation of the clinical orientation to the functions of a radiographer. Clinical experience in radiographic positioning, exposure and film critique.

RTE 2473 - Advanced Radiographic Imaging**Credit Hours:** 2

The content covered in this course includes dynamic imaging (fluoroscopy), image evaluation for artifacts, quality control, and quality assurance in radiographic imaging.

RTE 2533 - Radiographic Procedures 4**Credit Hours:** 2

In this course the student will explore specialized radiographic procedures and equipment. Pharmacology and contrast media will be discussed. The advanced modalities in imaging and radiation therapy will also be covered.

RTE 2563 - Radiographic Procedures 3**Credit Hours:** 2

Prerequisites: RTE 1503 and RTE 1513 - both courses with a grade of "C" or higher. Overview of specialized radiographic equipment and procedures including the advanced modalities of CT, MRI, Nuclear Medicine, and Sonography. Applications of computerized imaging with emphasis on digital radiography. Includes student presentations.

RTE 2570 - Computed Tomography Patient Care and Technique**Credit Hours:** 3

This course provides technical and patient care related content as it pertains to the technologist's role before, during, and after a Computed Tomography (CT) exam. Discussions include, but are not limited to, routine and emergency patient care, proper body mechanics, infection control and standard precautions, patient education, patient history and assessment, contrast media, patient

positioning, and scan parameters.

RTE 2571 - Physics and Instrumentation of Computed Tomography

Credit Hours: 3

This course imparts an understanding of the physical principles and instrumentation involved in Computed Tomography (CT). Contents include, but are not limited to, the historical development and evolution of CT, physical principles and instrumentation, computer basics, image processing, image reconstruction, image display, CT beam attenuation, linear attenuation coefficients, Hounsfield numbers, dose, image quality, quality control, and CT image artifacts.

RTE 2575 - Introduction to Magnetic Resonance Imaging (MRI)

Credit Hours: 3

This course is a study of the clinical applications and principles of magnetic resonance imaging. Basic Magnetic Resonance (MR) physics, history, hardware, safety and important aspects of the MR exam are among the topics covered to introduce the student to the MR imaging technology profession.

RTE 2576 - Physics and Instrumentation of Magnetic Resonance Imaging

Credit Hours: 3

This course provides the student with a comprehensive overview of magnetic resonance imaging (MRI) principles. Topics include, but are not limited to, magnetism, the history of MRI, nuclear MRI signal production, pulse sequencing, imaging parameters and tradeoffs, image formation, radio frequency (RF), gradients, system components, and MRI safety.

RTE 2577 - Magnetic Resonance Imaging Clinical Education 1

Credit Hours: 3

This course will allow the student, under direct supervision, to apply the skills necessary for patient and personal safety, obtain high quality magnetic resonance (MR) images, objectively alter protocols based on patient anatomy, pathology and physical condition, identify image quality and equipment problems, and make appropriate corrections.

RTE 2578 - Magnetic Resonance Imaging Clinical Education 2

Credit Hours: 3

Prerequisite: RTE 2577 with a grade of "C" or higher. This course is a continuation of RTE 2577 and will allow the student, under direct supervision, to apply the skills necessary for patient and personal safety, obtain high quality magnetic resonance (MR) images, objectively alter protocols based on patient anatomy, pathology and physical condition, identify image quality and equipment problems, and make appropriate corrections.

RTE 2593 - Magnetic Resonance Imaging Patient Care and Technique

Credit Hours: 3

Prerequisite: Admission to Magnetic Resonance Imaging program required. This course provides technical and patient care related content as it pertains to the technologists' role before, during, and after magnetic resonance imaging (MRI) examinations. Discussions include, but are not limited to, routine and emergency patient care, proper body mechanics, infection control and standard precautions, patient education, patient history and assessment, contrast media, patient positioning, and scan parameters.

RTE 2760 - Magnetic Resonance Imaging (MRI) Sectional Anatomy and Physiology 1

Credit Hours: 3

This is the first of two courses that provide a study of human anatomy as seen in axial, sagittal, coronal and oblique (as required) planes. Bony, muscular, vascular, organs and soft tissues of the following anatomical regions are studied: central nervous system (brain and spine), structures of the head and neck, and thoracic region. Focus will cover the common pathologies found in magnetic resonance imaging and their appearance with various imaging protocols. The study of normal anatomy and abnormal variations and its appearance in planes enables the student to better recognize abnormal conditions and thus make associated changes in imaging requirements to adequately demonstrate the patient's anatomy and physiology.

RTE 2762 - Cross-Sectional Anatomy

Credit Hours: 2

Prerequisites: RTE 1503 and RTE 1513 - both courses with a grade of "C" or higher. Introduction of cross-sectional anatomy for radiography students. Normal and abnormal anatomic structures of the brain, thorax, abdomen, pelvis, and extremities will be studied in multiplanar sections by CT and MRI images.

RTE 2763 - Advanced Sectional Anatomy

Credit Hours: 3

This course will introduce the student to concepts of disease processes for which computed tomography (CT) and magnetic resonance imaging (MRI) are used to diagnose. Detailed study of anatomical structures will be conducted systematically for location, relationship to other structures, and functions. Anatomical structures are located and identified in axial, sagittal, coronal, and oblique planes, as well as in three dimension. Illustrations and anatomy images will be compared with CT and MR/MRI images in the same imaging planes and at the same level, when applicable.

RTE 2771 - Magnetic Resonance Imaging (MRI) Sectional Anatomy and Physiology 2

Credit Hours: 3

This second course in sectional anatomy and pathology is a continuing study of human anatomy as seen in axial, sagittal, and coronal planes. The knowledge of the disease processes and their signal characteristics on different imaging sequences is studied. The students learn to recognize the need for additional sequences, changes in protocols, and the need for contract studies based upon the recognition of pathological changes.

RTE 2782 - Radiographic Pathology

Credit Hours: 2

This course is an introduction to diseases and their effects on the body. The diseases will be grouped according to the body systems with emphasis on those disease processes that are demonstrated radiographically.

RTE 2805 - Computed Tomography Clinical Education 1

Credit Hours: 3

Computed Tomography (CT) clinical education 1 is designed to sequentially develop, apply, integrate, and evaluate concepts and theories in performance of CT examinations. Practical clinical knowledge is gained through structured and sequential clinical assignments, team practices, and patient-centered clinical practices. Lab Fee.

RTE 2815 - Computed Tomography Clinical Education 2

Credit Hours: 3

Prerequisite: RTE 2805 with a grade of "C" or higher. This course is a continuation of RTE 2805 and is designed to sequentially develop, apply, integrate, and evaluate concepts and theories in performance of Computed Tomography (CT) examinations. Practical clinical knowledge is gained through structured and sequential clinical assignments, team practices, and patient-centered clinical practices.

RTE 2834 - Radiographic Clinical Education 4

Credit Hours: 2

Prerequisite: RTE 1824 with a grade of "C" or higher. A continuation of the clinical orientation to the functions of a radiographer. Clinical experience in radiographic positioning, exposure and film critique.

RTE 2844 - Radiographic Clinical Education 5

Credit Hours: 3

This is the fifth course in a series of six clinical education courses. This course is designed to provide the student with the practical application, in a supervised clinical setting, of theory covered in the Radiographic Procedure courses. Students will rotate through and assist staff radiographers in assigned radiographic and specialty procedure areas.

RTE 2854 - Radiographic Clinical Education 6

Credit Hours: 3

Prerequisite: RTE 2844 with a grade of "C" or higher. Increase knowledge of clinical education in radiography. The sessions cover a wide variety of clinical education activities in radiography at various clinical affiliates. A continuation of RTE 2844.

RTE 2931 - Radiographic Seminar

Credit Hours: 2

This course provides a reinforcement of comprehensive radiographic knowledge in preparation for the National Registry Boards. Multiple choice test taking skills will be enhanced and practiced. Employability skills and professional licensure will also be discussed. Course Fee.

RTE 3101 - Magnetic Resonance Imaging Patient Care and Technique

Credit Hours: 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course provides technical and patient care related content as it pertains to the technologists' role before, during, and after magnetic resonance imaging (MRI) examinations. Discussions include, but are not limited to, routine and emergency patient care, proper body mechanics, infection control and standard precautions, patient education, patient history and assessment, contrast media, patient positioning, and scan parameters.

RTE 3102 - Computed Tomography Patient Care and Technique

Credit Hours: 3

Prerequisite: Department approval or admission to the Bachelor's program required. This course provides technical and patient care related content as it pertains to the technologists' role before, during, and after a Computed Tomography (CT) examination. Discussions include, but are not limited to, routine and emergency patient care, proper body mechanics, infection control and standard precautions, patient education, patient history and assessment, contrast media, patient positioning, and scan parameters.

RTE 3591 - Physics and Instrumentation of Magnetic Resonance Imaging

Credit Hours: 3

Prerequisite: Departmental approval or admission to Bachelor's program required. This course provides the student with a comprehensive overview of magnetic resonance imaging (MRI) principles. Topics include, but are not limited to, magnetism, the history of MRI, nuclear MRI signal production, pulse sequencing, imaging parameters and tradeoffs, image formation, radio frequency (RF), gradients, system components, and MRI safety.

RTE 3595 - Physics and Instrumentation of Computed Tomography

Credit Hours: 3

Prerequisite: Departmental approval or admission to the Bachelor's program required. This course explores the physical principles and instrumentation involved in Computed Tomography (CT). Contents include, but are not limited to, the historical development and evolution of CT, physical principles and instrumentation, computer basics, image processing, image reconstruction, image display, CT beam attenuation, linear attenuation coefficients, Hounsfield numbers, dose, image quality, quality control, and CT image artifacts.

RTE 3765 - Advanced Sectional Anatomy

Credit Hours: 3

Prerequisite: Departmental approval or admission to the Bachelor's program required. This course will lead students through a detailed, systematic study of anatomical structures by location, relationship to other structures, and functions. Anatomical structures are located and identified in axial, sagittal, coronal, and oblique planes, as well as in three dimensions. Illustrations and anatomy images will be compared with computed tomography (CT) and magnetic resonance (MR/MRI) images in the same imaging planes and at the same level, when applicable. This course will also introduce the student to concepts of disease processes for which CT and MRI are used in diagnosis.

RTE 4940 - Computed Tomography Clinical Education 1

Credit Hours: 3

Prerequisite: Departmental approval or admission to the Bachelor's program required. Computed Tomography (CT) Clinical Education 1 is designed to sequentially develop, apply, integrate, and evaluate concepts and theories in performance of CT examinations. Practical clinical knowledge is gained through structured and sequential clinical assignments, team practices, and patient-centered clinical practices. Lab Fee.

RTE 4941 - Computed Tomography Clinical Education 2

Credit Hours: 3

Prerequisite: Departmental approval or admission to the Bachelor's program required. This course is a continuation of Computed Tomography Clinical Education 1 and is designed to sequentially develop, apply, integrate, and evaluate concepts and theories in performance of Computed Tomography (CT) examinations. Practical clinical knowledge is gained through structured and sequential clinical assignments, team practices, and patient-centered clinical practices.

RTE 4942 - Magnetic Resonance Imaging Clinical Education 1

Credit Hours: 3

Prerequisite: Departmental approval or admission to the Bachelor's program required. This course will allow the student, under direct supervision, to apply the skills necessary for patient and personal safety, obtain high quality magnetic resonance (MR) images, objectively alter protocols based on patient anatomy, pathology and physical condition, identify image quality and equipment problems, and make appropriate corrections.

RTE 4943 - Magnetic Resonance Imaging Clinical Education 2**Credit Hours:** 3

Prerequisite: Departmental approval or admission to the Bachelor's program required. This course is a continuation of Magnetic Resonance Imaging Clinical Education 2 and will allow the student, under direct supervision, to apply the skills necessary for patient and personal safety, obtain high quality magnetic resonance (MR) images, objectively alter protocols based on patient anatomy, pathology, and physical condition, identify image quality and equipment problems, and make appropriate corrections.

RTEC 1503 - Radiographic Procedures 1**Credit Hours:** 1

Prerequisite: Admission to the Radiography program required. This combination lecture and laboratory course provides instruction in medical and radiographic terminology. Emphasis will be placed on anatomy and radiographic positioning of the chest and abdomen.

RTEC 2130 - Pharmacology for Medical Imaging**Credit Hours:** 3

A combined lecture and laboratory course in the study of pharmacology and venipuncture related to the administration of drugs and contrast media for radiographic examinations and the practical applications of the described drugs and contrast media.

RTEL 1418 - Radiographic Image Analysis 1**Credit Hours:** 1

This laboratory experience will concentrate on the evaluations of radiographic images. The student will identify anatomical structures shown, evaluate positioning, critique the images for errors , artifacts , and areas in need of improvement. Discussion on imaging techniques will be also be addressed.

RTEL 1457 - Radiographic Image Analysis 2**Credit Hours:** 1

This laboratory experience is a continuation of Radiographic Image Analysis 1 and will concentrate on the evaluations of radiographic images, specifically those covered in Radiographic Procedures 3. The student will identify anatomical structures shown, evaluate positioning, critique the images for errors and artifacts, and identify areas for improvement. Imaging techniques will also be addressed.

RTEL 1513 - Radiographic Procedures Laboratory 2**Credit Hours:** 1

This course provides laboratory instruction in the radiographic procedures presented in the Radiographic Procedures 2 lecture course. These radiographic exams include the appendicular skeleton, shoulder, pelvic girdle, and cervical and thoracic spine. Lab Fee.

RTEL 1523 - Radiographic Procedures 3 Laboratory**Credit Hours:** 1

This laboratory is a continuation of Radiographic Procedures 2 Laboratory. Instruction covers those procedures presented in Radiographic Procedures 3. These include positioning of the lumbar spine, bony thorax, skull, facial bones, gastrointestinal, and renal systems.

RTV 1000 - Survey of Broadcasting**Credit Hours:** 3

An introduction to the historical, technological, legal, economic, programming and career aspects of radio and television broadcasting.

RTV 1510 - Television Studio Production**Credit Hours:** 3

A practical approach in learning the theory and techniques used in television studio production with emphasis on camera operation, lighting, audio mixing, producing and directing.

RTV 1520 - Video Field Production**Credit Hours:** 3

A practical approach to acquiring and applying fundamental professional skills to digital video camera work and non-linear editing through a variety of hands-on video production projects. This course provides an introduction to the tools, techniques, principles and concepts of producing, assembling, and mixing digital video and audio. Story development, creativity, planning, and organizational skills are featured as a part of the production process.

RTV 2100 - Writing for Electronic Media**Credit Hours:** 3

This course is designed to provide fundamental instruction and practice in writing for the electronic media, including radio/television news, commercials, program scripts, and industrial programming.

RTV 2512 - Advanced Studio Production**Credit Hours:** 3

Prerequisite: RTV 1510 with a grade of "C" or higher. This course provides practical experience in advanced television production skills and techniques involving program production.

RTV 2532 - Advanced Video Field Production**Credit Hours:** 3

Prerequisite: RTV 1520 with a grade of "C" or higher. This course offers practical experience in advanced television field production skills and techniques involving the use of A/B roll editors and non-linear digital editing equipment.

RTV 2600 - Radio and Television Announcing**Credit Hours:** 3

This course develops broadcast announcing abilities through interpretation, ad-lib, on-camera performance, voice and diction, interview and talk programs, delivering commercials, sports announcing, role of the disk jockey and the technical side.

RTV 2940 - WEFS-TV Practicum/Radio or TV**Credit Hours:** 3

Students will gain industry experience by working at WEFS-TV or another television or radio station.

RTV 2941 - Internship**Credit Hours:** 2

Prerequisite: Thirty AS degree hours. Students will gain experience working at a radio or TV facility.

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SBM 2000 - Small Business Management**Credit Hours:** 3

This course provides the student an opportunity to learn and practice hands-on technical execution of many of the key issues, necessities, opportunities, and challenges faced by small business entrepreneurs.

SCC 1002 - Introduction to Private Security**Credit Hours:** 3

An examination of the nature of private/industrial security including history and development, organization and management, legal issues and loss prevention techniques. Both personal and physical security issues are studied.

SLS 1101 - Success Strategies for College and Life**Credit Hours:** 3

This course helps students to be successful in college and life by empowering them to make wise choices. It assists students in developing greater confidence and motivation, focusing on self-esteem, self-awareness, self-management, interpersonal communication, and emotional intelligence. Students assess interests, learning styles, and career aspirations while learning college customs, reviewing study skills, and exploring their own definitions of a rich, fulfilling life.

SLS 1301 - Career Exploration**Credit Hours:** 3

A course that concentrates on career assessment, exploration, and experience through job shadowing. Students evaluate their own interests, abilities, values, and aptitudes. Opportunities will be provided for career decision-making and hands-on experience.

SLS 1371 - Experiential Portfolio Development 1**Credit Hours:** 1

Prerequisite: Recommendation of Assessment Counselor. This course is designed to assist persons with significant learning from prior experience to assemble portfolio(s) for evaluation. Portfolios may be submitted for up to 25% of the total credits a student must take to be awarded a degree. This course may be taken for maximum credit of 16.

SLS 2261 - Leadership**Credit Hours:** 3

This course is designed for students to learn the processes of leadership, which is the process of influencing human behavior so as to accomplish predetermined goals. Students will be given the opportunity to model leadership skills.

SLS 2261H - Honors Leadership**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing and admission to the EFSC Honors Program. This course is designed for students to learn the processes of leadership, which is the process of influencing human behavior so as to accomplish predetermined goals. Students will be given the opportunity to model leadership skills by producing a community event.

SLS 2401 - Discover Your Major and Career**Credit Hours:** 3

This course assists the student in examining career choices and related majors. The course focuses on assessment of college major and future career choices using self-exploration and available major and career options based on the individual's assessment outcomes. Opportunities will be provided for educational planning, networking, career decision making, interviewing, and job searching.

SLS 2948 - Service-Learning Field Studies 1**Credit Hours:** 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

SON 1311 - Cross-Sectional Anatomy**Credit Hours:** 2

Prerequisite: Admission to Diagnostic Medical Sonography program required. This course provides basic sectional anatomy of the head, neck, thorax, abdomen, pelvis, extremities, and obstetrics, which allows the ultrasound student to develop sufficient comfort with cross-sectional images. The student will be able to identify a sizable number of clinically significant structures. Students will build on their knowledge of human anatomy and physiology using transverse, coronal, and sagittal MRI, CT and ultrasound imaged sections of the human body.

SON 2000 - Introduction to Sonography**Credit Hours:** 2

Prerequisite: Admission to the Diagnostic Medical Sonography program required. This course provides an entry-level exploration of the historical, professional and occupational development of medical imaging with an emphasis on diagnostic medical sonography. Current uses and future trends are discussed in the areas of diagnostic radiology, computed tomography, (CT), magnetic resonance imaging (MRI), mammography, and nuclear medicine. Clinical exploration through the radiology department's imaging sections coupled with laboratory assignments and case studies will give the student full understanding of the entire function of a medical imaging department. Case studies of the various imaging modalities and how to correlate these findings with ultrasound will be emphasized. Medical-legal issues as well as ethics are also discussed. Radiation safety practices will be discussed. Ergonomics in sonography (working smarter) will be discussed.

SON 2061 - Sonography Seminar**Credit Hours:** 2

This course is comprehensive, covering all topics that appear in the current American Registry of Diagnostic Medical Sonography (ARDMS) test content outline for general abdomen, obstetrics and gynecology, breast, and vascular technology, as well as the American Registry of Radiologic Technologists sonography primary pathway examination (ARRT-RT(S)).

SON 2111 - Abdominal Sonography 1**Credit Hours:** 2

This course is an introduction to the cross-sectional anatomy of the abdominal area and its recognition on sonographic visualization systems.

SON 2112 - Abdominal Sonography 2

Credit Hours: 2

This course is a continuance of SON 2111 and is designed to provide an in-depth presentation of the abdominal area, stressing deviations from the normal and the methods used to create a diagnostically acceptable study.

SON 2121 - Obstetrical Sonography 1**Credit Hours: 2**

Prerequisite: Admission to the Diagnostic Medical Sonography program required. This course is an introduction to the cross-sectional anatomy of the female reproductive system with an existing pregnancy. This course emphasizes the detection of normal obstetric anatomy as well as its associated anomalies and deviation from the normal. The planes that must be sonographically imaged for accurate diagnosis are stressed.

SON 2122 - Obstetrical Sonography 2**Credit Hours: 2**

This course is a continuance of SON 2121 and is designed to emphasize the detection of obstetrical anomalies, pathology, and the deviation from normal. The planes that must be sonographically imaged for accurate diagnosis are stressed.

SON 2125 - Sonography of the Female Pelvis**Credit Hours: 2**

This course is an introduction to the cross-sectional anatomy of the female reproductive system without an existing pregnancy. The sonographic recognition of normal and abnormal anatomy as well as gynecological physiology are discussed.

SON 2144 - Sonography of Superficial Structures**Credit Hours: 2**

This course emphasizes sonographic features and characteristics of normal and abnormal anatomy of superficial structures. The course integrates clinical and diagnostic procedures of the male pelvis, abdominal wall, non-cardiac chest, neck, thyroid, para-thyroid glands, infant hips, and pylorus.

SON 2147 - Sonography of the Breast**Credit Hours: 2**

This course emphasizes the sonographic features and characteristics of normal and abnormal breast anatomy. The course will also integrate clinical and diagnostic procedures for the male and female breast.

SON 2170 - Vascular Technology**Credit Hours: 2**

This course details the hemodynamics of the circulatory system and the sonographic imaging and vascular technological assessment of the systemic arterial and venous systems, as well as the extra-cranial vascular system. This course provides a foundation for the use of techniques in vascular diagnosis. Emphasis is placed on a thorough understanding of the basic principles underlying the Doppler examination and clinical applications using color and spectral Doppler techniques.

SON 2176 - Advanced Vascular Sonography**Credit Hours: 4**

This course is a continuation of the material covered in SON 2171. Sonographic imaging and Doppler assessment of the cerebrovascular and peripheral vascular systems are stressed. Doppler analysis of both normal and abnormal flow patterns of the cerebrovascular and peripheral vascular systems will be emphasized. Interpretation of test results will be covered. Lab Fee.

SON 2211 - Ultrasound Physics and Instrumentation 1**Credit Hours: 1**

Prerequisite: Admission to the Diagnostic Medical Sonography program required. This course emphasizes study of the principles of diagnostic ultrasound, the fundamental properties of ultrasonic physics, stressing tissue interactions, and interfaces. Focusing characteristics, methods, intensity, and power considerations are introduced along with system resolution considerations.

SON 2212 - Ultrasound Physics and Instrumentation 2**Credit Hours: 1**

This course is a study of the principles of diagnostic ultrasound, the fundamental properties of ultrasonic physics, stressing tissue interactions, and interfaces. The course also focuses on the characteristics, methods, intensity, and power considerations as well as system resolution considerations.

SON 2804 - Practicum 1**Credit Hours: 2**

Prerequisite: Admission to the Diagnostic Medical Sonography program required. This course introduces the student to clinical education requiring application of the knowledge learned within the didactic setting as well as the skills laboratory. Professionalism and personal interaction are stressed along with technical abilities. As the student progresses, he or she will perform examinations with less and less supervision. Lab Fee.

SON 2814 - Practicum 2**Credit Hours: 2**

Prerequisite: Admission to the Diagnostic Medical Sonography program required. This course is a continuation of applied learning in the clinical setting with increased responsibility in problem solving and critical thinking based on the individual patient situation. This course further introduces the student to clinical education, requiring application of the knowledge learned within the didactic setting as well as the skills laboratory. Lab Fee.

SON 2824 - Practicum 3**Credit Hours: 3**

This course is an application of all the material presented requiring the student to make judgment decisions regarding current acceptable clinical practices. Professional interaction with other professionals and patients is stressed. The student is expected to progress to the point where, after successful testing, he or she may be accepted as a competent sonographer for general, vascular, and breast sonographic exams.

SON 2834 - Practicum 4**Credit Hours: 3**

This course is designed to add additional clinical competencies to those gained in the specialties mastered in the first year. Emphasis on specialty of echocardiography with clinical application of classroom material. Students will be expected to make judgment decisions regarding the technical aspects of diagnostic sonographic exams. Lab Fee.

SON 2844 - Practicum 5**Credit Hours:** 3

This course requires the student to interact in a professional manner, to make judgment decisions regarding technical aspects, and to become a competent sonographer. Students will master skills emphasizing echocardiography and cardiovascular examination techniques. Clinical application of classroom material is presented. Lab Fee.

SONL 2013 - Fundamentals of Sonography Laboratory 2**Credit Hours:** 1

This lab course incorporates ultrasound scanning techniques using ultrasound equipment to practice the principles and protocols to the performance of adequate diagnostic sonographic imaging and Doppler procedures in a supervised setting. Lab fee.

SONL 2211 - Ultrasound Physics and Instrumentation Laboratory 1**Credit Hours:** 1

Prerequisite: Admission to the Diagnostic Medical Sonography program required. This course emphasizes study of the principles of diagnostic ultrasound, the fundamental properties of ultrasonic physics, stressing tissue interactions, and interfaces. Focusing characteristics, methods, intensity, and power considerations are introduced with system resolution considerations. Lab Fee.

SONL 2212 - Ultrasound Physics and Instrumentation Laboratory 2**Credit Hours:** 1

The application of principles of diagnostic ultrasound, the fundamental properties of physics, stressing tissue interactions, and interfaces are covered. The lab also focuses on the characteristics, methods, intensity, and power considerations as well as system resolution considerations. Lab Fee.

SONL 2400 - Introduction to Echocardiography Laboratory**Credit Hours:** 1

This course includes laboratory sessions that are designed to provide opportunities for the students to practice basic skills of sonographic scanning techniques of normal cardiac structures including real-time and Doppler scanning techniques. Performance of special tests will be practiced on a cardiac simulator. This course incorporates basic ultrasound scanning techniques using ultrasound equipment to practice the principles and protocols to the performance of basic Cardiac diagnostic sonographic imaging and Doppler procedures in a supervised setting. Lab Fee.

SONL 2401 - Echocardiography 2 Laboratory**Credit Hours:** 1

Laboratory sessions for Echocardiography 2 Laboratory are designed to provide opportunities for the students to practice advanced skills of sonographic scanning techniques of normal and abnormal cardiac structures including real-time and Doppler scanning techniques. Performance of special tests will be practiced on a cardiac simulator. This course incorporates advanced ultrasound scanning techniques using ultrasound equipment to practice the principles and protocols to the performance of entry-level cardiac diagnostic sonographic imaging and Doppler procedures in a supervised setting. Lab Fee.

SONL 2941 - Directed Study Practicum**Credit Hours:** 1 - 3

Prerequisite: Admission to the Diagnostic Medical Sonography Program required. This course is the practical application of all the material presented and requires the student to make judgment decisions regarding current acceptable clinical practices. Professional interaction with other professionals and patients is stressed. The student is expected to progress to the point where, after successful testing, he or she may be accepted as a competent sonographer for general, vascular, and breast sonographic exams.

SOW 1051 - Human Service Experience 1**Credit Hours:** 1

This course provides students with a service-learning experience in a public/social service organization. Students will complete twenty hours of volunteer work.

SOW 1052 - Human Service Experience 2**Credit Hours:** 1

This course provides students with a service-learning experience in a public/social service organization. Students will complete twenty hours of volunteer work.

SOW 1053 - Human Service Experience 3**Credit Hours:** 1

This course provides students with a service-learning experience in a public/social service organization. Students will complete twenty hours of volunteer work.

SOW 2054 - Community Involvement**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets General Education requirement. Community involvement provides the student with a unique opportunity to examine community service and citizenship in many different facets of our diverse community through both practice and critical reflection. This is a designated diversity-infused course.

SOW 2054H - Honors Community Involvement**Credit Hours:** 3

Prerequisites: Appropriate test scores in reading and writing or exemption from placement testing and admission to the EFSC Honors Program. Meets General Education requirement. Honors Community Involvement provides the Honors Program student with a unique opportunity to examine community service, citizenship, and leadership through both practice and critical reflection. Completion of this course will satisfy the community service requirement for those seeking an Honors Program Diploma.

SOW 2948 - Service-Learning Field Studies 1**Credit Hours:** 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

SPC 2052 - Voice and Speech Improvement**Credit Hours:** 3

This course introduces students to the basics of voice and speech production: vocal quality and expressiveness, articulation,

pronunciation, fluency. Students will be provided with the skills for self-appraisal and enhancement of their personal speech and voice patterns thus helping them more effectively for future academic and career pursuits. This course includes an exploration of the impact and influences of various ethnic, regional, and foreign cultures on American English speech and vocal patterns. This is not a General Education course. It is an elective to meet the requirements of an AA degree.

SPC 2300 - Interpersonal Communication

Credit Hours: 3

In this course students gain an understanding of concepts, strategies, and theories that will enable them to identify, understand, and demonstrate clear and effective interpersonal communication. Students discuss one-to-one communication in personal and professional settings. Management of communication breakdowns and interpersonal conflicts are examined. Students explore the role communication plays in building and maintaining healthy relationships.

SPC 2608 - Fundamentals of Speech Communication

Credit Hours: 3

Meets General Education requirement. This basic course in effective oral communication concentrates on improving speaking and listening through individual and group speech activities. Preparatory activities for speech presentations will promote awareness, tolerance, and acceptance of people from different ethnicities, cultures, socioeconomic levels, age groups, genders, and other defining cultural/ethnic differences. A grade of "C" or higher is needed to fulfill AA graduation requirements.

SPC 2608H - Honors Fundamentals of Speech Communication

Credit Hours: 3

Prerequisite: Admission to the EFSC Honors Program. Meets General Education requirement. This honors course in effective oral communication concentrates on improvement of speaking and listening skills through individual and group speech activities, analyses and interpretation of speeches, and high level experiences on or off campus. Research and organizational skills will be stressed. Preparatory activities for speech presentations will promote awareness, tolerance, and acceptance of people from different ethnicities, cultures, socioeconomic levels, age groups, gender, or other defining cultural/ethnic differences. This is a designated diversity-infused course. A grade of "C" or higher is needed to fulfill AA graduation requirements.

SPC 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

SPM 3004 - Introduction to Sports Management

Credit Hours: 3

This course presents an introduction to the scope and responsibilities of a sports management career.

SPM 3024 - Issues in Sports

Credit Hours: 3

This course is a study of organized sports in contemporary society. Students will explore the complex nature of sports as a social institution. Issues such as race, gender, ethnicity, and social class will be examined as they relate to the sports industry. Additionally, students will explore the impact of economics, ethics, politics, religion, and the electronic or print media as a controlling influence in the sports world.

SPN 1120 - Spanish 1

Credit Hours: 4

This is an introductory course that provides basic communication skills for students interested in the functional use of Spanish in everyday situations by integrating basic grammar, vocabulary, composition, and culture through a conversational approach to Spanish. This course is suitable for students in A.A. programs requiring essential skills as preparation for university parallel programs. The use of the language lab, tutorial, and individual instruction are integral course components. The fourth credit hour may be administered outside of regular class meeting time.

SPN 1121 - Spanish 2

Credit Hours: 4

Prerequisite: SPN 1120 with a grade of "C" or higher or one year of high school Spanish with a grade of "C" or higher. This course is the second half of the beginning course designed to provide basic communication skills for students interested in the functional use of the language in everyday situations and/or for those students in AA and AS programs who require essential skills as preparation for their university parallel programs. The use of the Language Lab, tutorial and individualized instruction are integral elements of the course. The fourth credit hour may be administered outside of the regular class meeting time.

SPN 2220 - Spanish 3

Credit Hours: 4

Prerequisite: SPN 1121 with a grade of "C" or higher or two years high school Spanish with a grade of "C" or higher. This is an intermediate course review of essential skills in the language in combination with social and cultural aspects of contemporary society, with integrated use of language laboratory, tutorial, and individualized instruction as essential elements of the course. The fourth credit hour may be administered outside of regular class meeting time.

SPN 2221 - Spanish 4

Credit Hours: 4

Prerequisite: SPN 2220 or SPN 2000 with a grade of "C" or higher or three years high school Spanish with a grade of "C" or higher. This course is an intermediate review of essential skills in the language in combination with social and cultural aspects of contemporary society, with integrated use of language laboratory, tutorial, and individualized instruction as essential elements of the course. The fourth credit hour may be administered outside of regular class meeting time.

SPN 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

STA 2023 - Statistics

Credit Hours: 3

Prerequisite: MAC 1105 with a grade of "C" or higher. Meets Gordon Rule and General Education requirements. An elementary statistics

course with emphasis on mathematical concepts and suitable for students of business, mathematics, education and the sciences. Topics include: (i) measure of central tendency and spread; (ii) probability; (iii) binomial, normal, and t, and Chi-square distributions; (iv) statistical inference, and (v) linear regression and correlation. This course is a state-designated core course.

STA 2023H - Honors Statistics

Credit Hours: 3

Prerequisites: MAC 1105 or higher with a grade of "C" or higher and admission to the EFSC Honors Program. Meets Gordon Rule and General Education requirements. This is an elementary statistics course with emphasis on mathematical concepts suitable for students of business, mathematics, education, and the sciences. Topics include measure of central tendency and spread; probability; binomial, normal, t, and Chi-square distributions; statistical inference, and linear regression and correlation. The honors course requires students to work cooperatively, carry out group activities in and out of class, submit team and individual projects, and increase depth of topic exploration. This course is a state-designated core course.

STA 3024 - Statistics 2 for Data Scientists

Credit Hours: 3

Prerequisites: MAC 1233 and STA 2023 - both courses with a grade of "C" or higher. An intermediate to advanced level in Statistics. Topics include multivariate statistics, nonparametric tests, simulation, permutation tests and some database techniques.

STS 1302 - Introduction to Surgical Technology

Credit Hours: 3

This course introduces students to surgery and the professional roles and responsibilities of the surgical technologist in various healthcare settings. Professional standards and various types of healthcare services, delivery systems, hospital organizational structure, communication, surgery design, healthcare agencies, and accrediting agencies will be discussed. Lab Fee.

STS 1307 - Surgical Equipment and Instrumentation

Credit Hours: 3

This course prepares students for the roles of the surgical technologist, the scrub role in surgical procedures, tissue handling techniques, passing of instruments, wound closure, identifying instruments, and utilizing equipment in the operating room environment.

STS 1308 - Perioperative Patient Care Concepts

Credit Hours: 3

This course introduces students to adult, pediatric, geriatric, bariatric, and special needs patient care concepts. Discussion on types of consents, transportation, and transfer of the surgical patient, preoperative patient routines, safety issues, and death will be included.

STS 1310 - Surgical Techniques and Procedures

Credit Hours: 2

This course focuses on the use of sterile technique, establishment of a surgical conscience, surgical microbiology, and methods of sterilization. In lab and hospital settings, the students will continue to learn and practice aseptic technique, disinfection, antisepsis, and sterilization processes.

STS 1323 - Surgical Procedures 1

Credit Hours: 3

This course prepares students to assist in surgical procedures. Topics include the review of anatomy, physiology, pathophysiology, relevant equipment, supplies, and techniques regarding general, otorhinolaryngological, gynecological and obstetrical, genitourinary, orthopedic, and diagnostic surgery.

STS 2179 - Surgical Biomedical Fundamentals

Credit Hours: 2

This course covers technology applications in healthcare including surgical terms, basic computer skills, and the relationship between technology and medicine. Interpretation of information from electronic medical documents will also be covered.

STS 2324 - Surgical Procedures 2

Credit Hours: 3

This course covers anatomy, physiology, patient care, special instruments, procedures, and equipment used within the specialty areas of neurosurgery, thoracic, cardiovascular, transplantation, and replantation surgery.

STS 2340 - Surgical Pharmacology

Credit Hours: 2

This course introduces students to most commonly used pharmacological agents for surgical patients in each phase of the perioperative experience and in the treatment of complications and emergencies.

STS 2360 - Professional Skills for the Surgical Technologist

Credit Hours: 2

This course covers the fundamentals of standard practice for surgical technologists. Students will learn and analyze the foundations, healthcare laws, ethics, and moral issues related to surgical technology.

STS 2944 - Surgical Clinical 1

Credit Hours: 2

This course is the first in a series of three clinical courses. This course is an introduction to the clinical environment of surgery, implementation of principles of aseptic technique, identification and use of instruments, suture, and needles, transportation and positioning of patients, and the development of skill in hand scrubbing, gowning, and gloving procedures. Students begin to concentrate on clinical experience by circulating and scrubbing on all phases of surgery.

STS 2945 - Surgical Clinical 2

Credit Hours: 2

This course is the second in a series of three clinical courses. In this course students will concentrate their clinical experience by circulating and scrubbing in on all phases of specialty surgery and assisting in the use of special instruments, procedures, and surgical equipment.

STS 2946 - Surgical Clinical 3

Credit Hours: 2

This is the third in a series of three clinical courses. This course is an introduction to the clinical environment of surgery, implementation of principles of aseptic technique, identification and use of instruments, suture, and needles, transportation and

positioning of patients, and the development of skill in hand-scrubbing, gowning, and gloving procedures. Students concentrate on clinical experience by circulating and scrubbing on all phases of surgery.

STSC 1370 - Surgical Clinical 1

Credit Hours: 2

This course is an introduction to the clinical environment of surgery, implementation of principles of aseptic technique, identification and use of instruments, use of suture and needles, transportation and positioning of the patients, and the development of skill in hand scrubbing, gowning, and gloving procedures. Students begin to concentrate on clinical experience by circulating and scrubbing on all phases of surgery.

STSC 2371 - Surgical Clinical 2

Credit Hours: 2

In this clinical course the student will concentrate on the clinical experience by circulating and scrubbing on all phases of specialty surgery and assisting in the use of special instruments, procedures, and equipment used with the surgery.

STSC 2372 - Surgical Clinical 3

Credit Hours: 2

In this course the student will continue to build their surgical technology skills and concentrate in the clinical experience by circulating and scrubbing on all phases of specialty surgery and assisting in the use of special instruments, procedures, and equipment used with the surgery.

STSL 1327 - Principles and Practices of Surgical Technology Laboratory

Credit Hours: 2

This course is an introduction to proper handling, assembly, and sterilization of instruments, equipment, and supplies. Techniques and procedures include surgical scrubbing prior to surgical procedures; gowning, gloving, and assisting surgical team members; counting instruments, sponges, needles, and other items on the sterile field; performing initial steps of surgical procedures; and handling sterile equipment and supplies during an operation. Lab Fee.

SYG 2000 - Introduction to Sociology

Credit Hours: 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. This course is a study of the structure, functions, and dynamics of change in society. Major topics include sociological theory, method, and application. Other areas of study include culture, social institutions and structure, socialization, social inequality, issues of power and control, and the sociological imagination. This course is a state-designated core course.

SYG 2000H - Honors Introduction to Sociology

Credit Hours: 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing and admission to the EFSC Honors Program. Meets Gordon Rule and General Education requirements. This Honors course is designed to maximize the experience of students who are interested in the pursuit of majors in the social sciences; however, it is open to all Honors students. This course is intended to allow interested students to develop a deeper understanding of integral core concepts in the discipline of sociology.

SYG 2010 - Social Problems

Credit Hours: 3

A general introduction to the sociological study of social problems. Major topics include: the nature of social problems, poverty, inequality, racism, sexism, drug and alcohol abuse, crime and violence, urban and environmental problems, global issues, health, education, science and technology.

SYG 2010H - Honors Social Problems

Credit Hours: 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing and admission to the EFSC Honors Program. This Honors course is designed for students interested in the pursuit of majors in the social sciences; however, it is open to all Honors students. The course is designed to encourage students interested in majoring in the social sciences to explore historical and contemporary social problems with an emphasis on current social problems in the United States.

SYG 2340 - Sociology of Sexuality

Credit Hours: 3

Prerequisite: SYG 2000 or SYG 2000H with a grade of "C" or higher. Explore the social context of sex and gender. Investigate the wide-ranging similarities and differences in women's and men's experiences through an examination of media stereotyping, gender roles, sex segregation in the workforce, sexual politics, and the experiences of women and men in society. A contextual view of sex and gender as sociological constructs and as central organizing features of social structures. Topics to be discussed include: origins of sex/gender systems; theoretical explanations for gender inequalities; the mechanisms by which masculinity and femininity are created and maintained; variations in constructions by age, class, ethnicity, race, and sexual orientation; and gendered violence. This is a designated diversity-infused course.

SYG 2430 - Marriage and Family

Credit Hours: 3

Development, maintenance, and enrichment of personally satisfying marital relationships emphasizing the individual's values, needs, and expectations. Topics include: marital and family relationships, conflict resolutions, communication, reproduction, sexuality, and after-marriage relationships.

SYG 2930 - Special Topics in Sociology

Credit Hours: 3

This course is an interdisciplinary introduction to sociology, representing one or more chosen sociological themes, social problems, or aspects of society. Topics will change from semester to semester.

SYG 2948 - Service-Learning Field Studies 1

Credit Hours: 1

This course gives the student the opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

T

TARC 1120 - Architectural Drafting**Credit Hours:** 4

A course in the latest technological information methodology and standards relating to drafting design and construction. The development of architectural drawings for residential structures, including drawings of the site, floor plan, foundation, elevations, and details utilizing CAD. Lab Fee.

TARC 2122 - Advanced Architectural Drafting**Credit Hours:** 4

Prerequisite: TARC 1120 with a grade of "C" or higher. An advanced CAD course utilizing software specializing in Architectural 3D Model Based Design. Lab Fee.

TAX 2000 - Federal Tax Accounting 1**Credit Hours:** 3

Prerequisite: ACG 2021 with a grade of "C" or higher. This course covers the application of the Internal Revenue Code and tax preparation software to prepare personal tax returns. Concepts covered include: income inclusions and exclusions; business income and expenses; itemized deductions; credits and special taxes. Rules regarding capital gains/losses and depreciation are covered.

TAX 4001 - Federal Income Tax Accounting**Credit Hours:** 3

Prerequisite: ACG 3024 with a grade of "C" or higher. This course provides an introduction to federal income taxation and is designed for the students pursuing a career in accounting. It develops a basic understanding of the federal income tax laws as they relate to individuals and businesses and provides a framework for integrating income tax planning into their decision-making process.

THE 2000 - Theatre Appreciation**Credit Hours:** 3

Meets Gordon Rule and General Education requirements. This course introduces students to the elements and processes of theatre. Play production and performance, theatre artists, dramatic literature, and theatre history are studied. Students will read plays and attend theatrical performances. This course is a state-designated core course.

THE 2051 - Children's Theater**Credit Hours:** 3

A course designed to acquaint the student with the literature, techniques and production of children's theatre. This course can be taken for maximum credit of 12.

THE 2100 - History of the Theatre**Credit Hours:** 3

Prerequisite: Appropriate test scores in reading and writing or exemption from placement testing. Meets Gordon Rule and General Education requirements. This survey course covers theatre history and production from ancient Greece to the present. Topics will include performance elements, technical elements, major figures, and movements. Students also will read and discuss plays representative of significant theatrical periods.

TPA 1210 - Stagecraft 1**Credit Hours:** 3

This course introduces students to the technical aspects of theatre production. It includes practical application using tools and constructing scenic elements. This course may be taken for maximum credit of 12.

TPA 1211 - Stagecraft 2**Credit Hours:** 3

Prerequisite: TPA 1210 with a grade of "C" or higher. Stagecraft is a study of the various crafts/skills necessary for the production of a play. This course may be taken for maximum credit of 12.

TPAL 1290 - Theatre Workshop**Credit Hours:** 1

A practicum course in which credit is given for satisfactory completion of work on college productions. This course can be taken for maximum credit of 12.

TPP 1110 - Acting 1**Credit Hours:** 3

This course introduces students to the acting process through class exercises, improvisation, and application to text. Emphasis is placed on playing objectives within the context of obstacles and in relationship with other characters. This course may be taken for maximum credit of 6.

TPP 1111 - Acting 2**Credit Hours:** 3

Prerequisite: TPP 1110 with a grade of "C" or higher. A continuation of TPP 1110 with emphasis on period acting styles and classical (verse) acting. This course may be taken for maximum credit of 6.

TPP 2185 - Orientation to Acting**Credit Hours:** 3

This course is an overview of the process of stage acting. Through exercises and improvisational techniques, specific modern acting styles and techniques will be explored.

TPP 2220 - Theatre Audition Workshop**Credit Hours:** 3

Students will develop and present audition monologues in four styles: Realism (comic and serious), classical (Shakespeare), and musical. Students will develop and practice techniques for cold readings from scripts and develop personal acting resumes. This course may be taken for maximum credit of 6.

TPP 2282 - Basic Acting: Voice and Movement**Credit Hours:** 3

Designed to develop in the actor effective vocal and physical control and flexibility through exercise in relaxation, breathing, physicalization, and the integration of voice, body and imagination. This course may be taken for maximum credit of 6.

TPP 2300 - Introduction to Directing**Credit Hours:** 3

Lectures, demonstrations and discussions explain, analyze and evaluate the theories, techniques and principles of directing for the stage. Workshop projects help the student to develop their directing style.

TPP 2930 - Selected Topics in Theatre Performance

Credit Hours: 3

Prerequisite: TPP 1110 with a grade of "C" or higher. Selected topics in theatre performance based on the needs and areas of interest of the class and performance. May include laboratory and field work as part of the class. Topics may include workshops on Meisner, Grotowski and Viewpoints as well as student products and internships. This course may be taken for maximum credit of 9.

TPPC 2190 - Theatre Rehearsal and Performance

Credit Hours: 3

This class will review stage and acting basics then produce a performance project: play and/or related presentational style. This course may be taken for maximum credit of 12.

TRA 2010 - Transportation

Credit Hours: 3

This is an introductory course in transportation systems that explores the role and importance of transportation in the distribution of goods. The course focuses on the infrastructure of the freight transportation system, modes of transportation, transportation regulations, and public policy. Students will be introduced to the carrier cost structures, operating characteristics, and policy regulations governing various transportation modes.

TRA 2131 - Purchasing

Credit Hours: 3

This course provides an overview of the roles and responsibilities involved in logistics procurement (purchasing). Emphasis is placed on purchasing procedures, purchase orders, technology used in purchasing operations, inventory control, purchasing documentation and communication, current issues faced in purchasing, supply law and ethics, and global supply.

TRA 2142 - Regulatory Compliance for Logistics Managers

Credit Hours: 3

This is an introductory course in contemporary logistics that examines the role and importance of logistics including all aspects of transportation throughout the supply chain. Emphases include strategic and financial logistics, procurement, and the major elements of logistics systems and processes. Students will be introduced to inventory, warehousing, and transportation management as well as the macro-environmental influences on international logistics.

TRA 2152 - Operations Management

Credit Hours: 3

This course provides an overview of the roles and responsibilities involved in operations management and introduces concepts and techniques related to the design, planning, control, and improvement of operations management. Emphasis is placed on managing different types of logistic operations and general managerial functions and skills.

Z

ZOO 4911 - Individual Mentored Research in Zoology

Credit Hours: 1 - 4

Prerequisite: Bachelor level zoology course with a grade of "C" or higher. Permission of the instructor required. Under faculty direction, students will engage in Zoology research individually or in a student group. Students will complete at least 2 of the following tasks: identify a novel research question, analyze literature, design an experiment to test the question, acquire skills for experimentation, collect data, analyze data and present findings. The course will conclude with a written research report. It is recommended that students take either BSCC 2910, CHMC 2910, IDH 2009, or IDS 2911 prior to taking this course. This course may be taken for maximum credit of 4. Lab Fee.

ZOOC 1010 - Zoology

Credit Hours: 4

Prerequisite: BSCC 1010 with a grade of "C" or higher. Meets General Education requirement. Advanced course recommended for biology and related majors providing a basic understanding of the animal kingdom and associated terminology as well as skills in observation and dissection of animals. Includes study of animal taxonomy, morphology, physiology, embryology, histology, ecology, life history, and economic importance. Three hours of lecture and two hours of lab per week. Lab Fee.

ZOOC 4232 - Comparative Parasitology

Credit Hours: 4

Prerequisite: BSCC 1010 with a grade of "C" or higher or completion of an Associate in Science in Veterinary Technology, Nursing, Medical Laboratory Technology, or Dental Hygiene. This course covers the biology of eukaryotic parasites with an emphasis on species of medical and veterinary importance. Students will learn the taxonomy, morphology, life cycle, pathogenesis, transmission, control, diagnosis, and treatment of various parasite genera and species. Socioeconomic impacts of parasitism and global incidence will also be discussed. Lab fee.

ZOOC 4603 - Developmental Biology

Credit Hours: 5

Prerequisite: BSCC 1010, CHM 1046, and CHML 1046 - all courses with a grade of "C" or higher. This course explores embryology and subsequent development of vertebrate and invertebrate animals, with an emphasis on humans. Topics to be covered include gametogenesis, fertilization, cleavage, gastrulation, neurulation, organogenesis, morphogenesis, and the development of form and patterns in organisms with stress placed on genetic cues and regulation. Lab Fee.

Directory of Course Number Prefixes

Courses and their descriptions are listed alphabetically by prefix. Following is the Directory of Course Number Prefixes. To locate courses in a given subject, consult the prefix directory below.

Course prefix starts with: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [Z](#)

PREFIX	TITLE	PREFIX	TITLE	Top
A				
ACG	Accounting - General	ANT	Anthropology	
ACR	HVACR - Technical/Trades	APA	Accounting - Applied	
ADV	Advertising	ARE	Art Education	
AERC	Auto Mechanics Lec/Lab	ARH	Art History	
AFR	Aerospace Studies	ART	Art	
AMH	American History	ARTC	Art Lec/Lab	
AML	American Literature	ASC	Aeronautical Science	
AMT	Aviation Maintenance Tech	ASL	American Sign Language	
ANE	Anesthesia Technology	AST	Astronomy	
ANEC	Anesthesia Tech Lc/Lb	ATE	Animal Science Technology	
ANS	Animal Science	ATEC	Animal Science Tech Lc/Lb	
ANSC	Animal Science Combined	ATEL	Animal Science Tech Lab	
B				Top
BCH	Biochemistry (Biophysics)	BSC	Biological Science	
BOTC	Botany	BSCC	Biological Science Lc/Lb	
BRC	Banking Related Courses	BUL	Business Law	
C				Top
CCJ	Criminology & Criminal Jus	CJKC	Criminal Justice Lc/Lb	
CEN	Computer Software Enginee	CJL	Law and Process	
CET	Computer Engineering Tech	CLP	Clinical Psychology	
CETC	Computer Engr Lec/Lab	CNT	Computer Networks	
CGS	Computers Genr Studies	COM	Communication	
CHI	Chinese	COP	Computer Programming	
CHM	Chemistry	COS	Cosmetology	
CHMC	Chemistry Lecture/Lab	COSL	Cosmetology Lab	
CHML	Chemistry Lab	COT	Computing Theory	
CIS	Computer Science and Info	CRW	Creative Writing	
CISC	Forensics & Dis Response	CSP	Cosmetology - Specialized	
CJC	Corrections	CSPL	Facial Tech Lab	
CJE	Law Enforcement	CTS	Computer Technology Skills	
CJJ	Juvenile Justice	CTSC	Computer Tech Skill Lc/Lb	
CJK	Criminal Justice Basic Tr			
D				Top
DAA	Dance, Emph on Activity	DEHL	Clinical Dental Hyg Lab	
DAN	Dance	DEP	Developmental Psychology	
DEA	Dental Assisting	DES	Dental Support	
DEAL	Dental Assisting Lab	DESC	Dental Assisting Lc/Lb	
DEH	Dental Hygiene	DESL	Dental Assisting Lab	
DEHC	Clinical Dental Lec/Lab	DSC	Domestic Security	
E				Top
EAP	English as a Second Lang	ENC	English Composition	
EAPL	English Second Lang Lab	ENCV	Writing Developmental Ed	
ECO	Economics	ENG	English- General	
ECP	Economic Problems and Plcy	ENL	English Literature	
EDF	Education Foundation/Polic	ENT	Entrepreneurship	
EDG	Education General	ETD	Engineering Tech: Draftin	
EDP	Educational Psychology	ETDC	Drafting Lecture/Lab	
EEC	Education Early Childhood	ETI	Engineering Tech Industria	
EET	Electronic Engineering Tec	ETIC	Drafting Lec/Lab	
EETC	Electronics Lec/Lab	ETMC	Electronics Lecture/Lab	
EEX	Education Exceptional Chil	ETP	Electronic Tech: Power	
EGN	Engineering General	ETPC	Electronic Tech: Power	
EGS	Engineering Support	ETS	Engineering Tech: Specialt	
EME	Education Technology/Media	ETSC	Engineering Tech: Special	
EMS	Emergency Medical Services	EUH	European History	
EMSC	EMT Lec/Lab	EVR	Environmental Studies	
EMSL	Emergency Medical Lab			
F				Top
FFP	Firefighting & Protection	FIN	Finance	
FIL	Film	FRE	French Language	
G				Top
GEB	General Business	GIS	Geography Info Science	
GEO	Geography Systematic	GLY	Geology	
GER	German	GRAC	Photography Lec/Lab	
GEY	Gerontology			
H				Top
HCP	Health Care Providers Asst	HSC	Health Sciences	
HIM	Health Information Mgmt	HSCC	Health Sciences Lec/Lab	
HIMC	Health Info Mgmt Lec/Lab	HUM	Humanities	
HP	Health, Leisure & PE	HUN	Human Nutrition	

HSA	Health Svcs Administration	HUS	Human Services	Top
IDH	Interdisciplinary Honors	INDC	Interior Design	
IDS	Interdisciplinary Studies	ISM	Information Systems Mgmt	
IND	Interior Design	ISS	Interdisciplinary Soc Scie	Top
J				
JPN	Japanese Language			Top
L				Top
LIS	Library and Inform Studies	LIT	Literature	Top
M				Top
MAC	Mathematics Calc & Precalc	MUC	Music Composition	
MAD	Mathematics - Discrete	MUE	Music Education	
MAE	Mathematics Education	MUG	Music Conducting	
MAN	Management	MUL	Music Literature	
MAP	Mathematics - Applied	MUM	Music Cmmrcial/Mgmt/Admin	
MAR	Marketing	MUMC	Music Comm/Mgmt/Admin	
MAS	Mathematics - Algebraic St	MUML	Music Comm/Mgmt/Admin Lab	
MAT	Mathematics	MUN	Music Ensembles	
MATV	Math Developmental Ed	MUO	Music Opera Music Theatre	
MCBC	Microbiology Lec/Lab	MUS	Music	
MEA	Medical Assisting Tech	MUSC	Music Lec/Lab	
MEAC	Medical Assisting	MUT	Music Theory	
MET	Meteorology	MUTC	Music Theory Lec/Lab	
MGF	Mathematics Genr & Finite	MVB	Applied Music Brasses	
MKA	Marketing Applications	MVK	Applied Music Keyboard	
MLT	Medical Lab Technology	MVP	Applied Music Percussion	
MLTL	Medical Lab Tech (Lab)	MVS	Applied Music Strings	
MMC	Mass Media Communications	MVV	Applied Music Voice	
MNA	Management - Applied	MVW	Applied Music Woodwinds	
MTB	Mathematics Tech & Busines			
N				Top
NUR	Nursing Genr Undergrad	NURL	Nursing Lab	
NURC	Nursing Lec/Lab			Top
O				Top
OCBC	Biological Oceanography	OST	Office Systems Technology	
OCE	General Oceanography			Top
P				Top
PCB	Process Biology	PHYL	Physics Lab	
PEL	Physical Education Land	PLA	Paralegal/Legal Assistant	
PEM	Physical Education Perform	PMT	Precision Metal Technology	
PGY	Photography	PMTC	Arc Welding Lec/Lab	
PGYC	Photography Lec/Lab	PMTL	Arc Welding Lab	
PHC	Public Health Concentratio	POS	Political Science	
PHI	Philosophy	PRN	Practical Nursing	
PHT	Physical Therapy	PRNC	Nursing Lec/Lab	
PHTL	Physical Therapy Lab	PRNL	Nursing Lab	
PHY	Physics	PSC	Physical Science	
PHYC	Physics Lec/Lab	PSY	Psychology	
Q				Top
QMB	Quant Methods in Business			Top
R				Top
REA	Reading	RTE	Radiologic Technology	
REAV	Reading Developmental Ed	RTEC	Radiology Lec/Lab	
REE	Real Estate	RTEL	Radiology Lab	
REL	Religion	RTV	Radio - Television	
RET	Respiratory Care	RUS	Russian Language	
RETL	Respiratory Care Lab			Top
S				Top
SBM	Small Business Management	SPN	Spanish Language	
SCC	Security	SPW	Spanish Literature Writing	
SLS	Student Life Skills	STA	Statistics	
SON	Sonography	STS	Surgical Tech Studies	
SONL	Sonography Lab	STSC	Surgical Tech Lec/Lab	
SOW	Social Work	STSL	Surgical Technology Lab	
SPC	Speech Communication	SYG	Sociology, General	
SPM	Sports Management			
T				Top
TARC	Architectural Drafting	TPAL	Theatre Perform/Admin Lab	
TAX	Taxation	TPP	Theatre Performance & Trng	
THE	Theatre Studies & Genr	TPPC	Theatre Performance/Lab	
TPA	Theatre Production & Adm	TRA	Transportation Mgmt	
Z				Top
ZOO	Zoology	ZOOC	Zoology Lec/Lab	

FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fl doe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

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

Example of Course Identifier

Prefix	Level Code (1st digit)	Century Digit (2nd digit)	Decade Digit (3rd digit)	Unit Digit (4th digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman Level at this institution)	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

General Rule for Course Equivalencies

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

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

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

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

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

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Non-regionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the ESFC Office of the Registrar, 321-433-7284 or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

Becoming a **CORE Scholar** Benefits You!

**Employers want academic knowledge AND qualities
gained outside the classroom**

**Learn skills that will help you succeed in college
and your career!**

The Core Scholar Program is open to all EFSC students

- Struggling students to academic superstars
- Students who don't join in extracurricular activities or those at every event
- Students confused about their career goals or those with a solid plan

Gain these experiences:

- Get personalized success coaching
- Focus on your academic interests
- Learn study skills, time management, organization
- Access to peer tutors

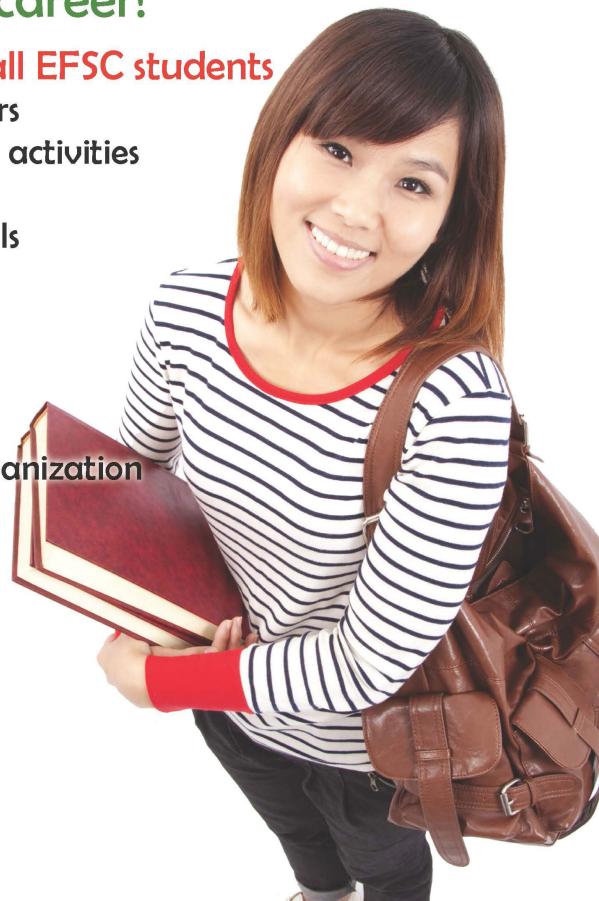
Strengthen your essential skills.

Become a successful student.

Become a Core Scholar!



**Eastern Florida
STATE COLLEGE**



QEP10482

For additional information contact your campus Associate Provost Office

Eastern Florida State College

Degrees and Certificates

Bachelor of Applied Science Degree

Associate in Arts Degree

Associate in Science Degrees

Technical Certificates

Vocational Certificates

Core Abilities

Eastern Florida State College's goal is to prepare students to live and work in a dynamically changing world by emphasizing student growth and lifelong learning. In keeping with our institutional mission and vision, EFSC promotes the development of the five key Core Abilities. These also line up with the five broad categories of state college general education learning outcomes defined in 2007 by a special task force of the State of Florida Council of Instructional Affairs.

WORK COOPERATIVELY

- Learner demonstrates the ability to act cooperatively and effectively in a diverse environment
- Learner demonstrates respectful interpersonal skills with working with others
- Learner provides and accepts constructive feedback
- Learner contributes to a group with ideas, suggestions, and effort

THINK CRITICALLY & SOLVE PROBLEMS

- Learner demonstrates the ability to research, evaluate, interpret, synthesize, and apply knowledge and understanding of problem-solving activities
- Learner demonstrates the integration of culturally and aesthetically based knowledge and understanding of problem-solving activities
- Learner demonstrates the integration of mathematically and scientifically based knowledge and understanding into problem-solving activities

PROCESS INFORMATION

- Learner identifies, locates, and uses appropriate technology and informational tools for research purposes
- Learner gathers required information
- Learner selects, synthesizes, and organizes information
- Learner evaluates and documents sources

MODEL ETHICAL & CIVIC RESPONSIBILITY

- Learner accepts responsibility for his/her learning
- Learner demonstrates respect for the rights, views, and work of others
- Learner exhibits personal and academic honesty
- Learner exhibits responsibility in personal, civic, professional and educational environments

COMMUNICATE EFFECTIVELY

- Learner applies appropriate reading, writing, speaking, new media, and active listening skills to express information, ideas, and opinions
- Learner uses appropriate technology that supports or facilitates communication
- Learner communicates effectively, appropriately, and professionally in verbal, nonverbal, and written forms

PREPARING FOR TRANSFER

Florida's Statewide Articulation Agreement, general education requirements, common prerequisites, Statewide Course Numbering System and the Florida Virtual Campus (FLVC) assist students in transitioning smoothly from two-year to four-year college or university programs. Students are provided certain guarantees and protections to ensure the Associate in Arts (AA) degree program is comparable to the first two years of a four-year program.

Statewide Articulation Agreement

The Statewide Articulation Agreement guarantees the transfer of 60 credits earned as part of the AA degree. However, students are not guaranteed transfer into the college or university of their choice. Admission to certain limited access programs and high-demand universities is very competitive. Admission can be based on GPA, completion of common prerequisites and completion of foreign language requirements, among other requirements. The articulation agreement guarantees transfer students will have an equal opportunity to compete against native students to enter limited-access programs. It is the student's responsibility to know the transfer admission requirements and be as prepared as possible to compete for a place in the four-year program. Students can find these requirements and track progress at floridashines.org

Florida Virtual Campus

The Florida Virtual Campus (FLVC) is a statewide provider of innovative educational services for Florida's K-20 community. Working collaboratively with the state's 12 public universities, 28 public colleges, K-12 school districts, and other partners, FLVC provides services that help students succeed in school and life after graduation. Those services include:

- An array of academic advising, career readiness, and distance learning resources for students and parents, available through the FloridaShines website
- Support for the academic libraries at the state's public colleges and universities, including a discovery tool used by students and faculty to access library resources and an integrated library management system used by library staff
- Tools and training materials used by academic advisors, distance learning staff, librarians, and other staff at Florida's public colleges and universities to provide services to their students and faculties

FloridaShines works with the state's 40 colleges and universities and other partners to help students succeed in school and beyond. Students can check their transcript; register for an online course or search libraries across the state. FloridaShines is Florida's student hub of innovative educational services. Visit floridashines.org.

Florida colleges and universities have many articulation agreements in place that allow students to transition easily from one degree program to another. There are articulation agreements for Industry Certifications, Career Technical Certificates, Associate of Science, and Associate of Arts degrees. Transfer (or articulation) agreements protect the credits earned by students during their freshman and sophomore years at Florida colleges.

2+2 Program Admission

Students who earn a two-year Associate of Arts degree at a state college are guaranteed admission into one of the state's 12 universities to complete a four-year baccalaureate degree. If you are currently enrolled in a state college, you can find out what courses you need to meet the requirements of the four-year baccalaureate program you select.

Transfer Student Bill of Rights

Those who earn an Associate in Arts degree (A.A.) from a Florida public university, state college, or community college are guaranteed certain rights under the Statewide Articulation Agreement. A list of rights is provided below:

- Admission to one of the state universities, except to limited access programs which have additional admission requirements;
- Acceptance of at least 60 semester 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 Florida public 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 (i.e., CLEP, AP, Excelsior College Examinations, Dual Enrollment, Early Admission, International Baccalaureate, and University of Cambridge International Examinations);
- No additional General Education Core requirements;
- Advance knowledge of selection criteria for limited access programs; and
- Equal opportunity with native university students to enter limited access programs.
- Should any guarantee be denied, students have the right to appeal at the college level. If the denial is upheld at the college level and there is still a question of potential violation of the Statewide Articulation Agreement, the student may contact the Office of Articulation for assistance. The Office of Articulation, in consultation with the Articulation Coordinating Committee, will review and attempt to resolve all student transfer difficulties. Contact Information: Florida Department of Education, Office of Articulation, 325 W. Gaines St., Room 1401, Tallahassee, FL 32399-0400, Phone: (850) 245-0427

Transfer Checklist

- Identify a baccalaureate program of interest early in your AA degree path (by 30 hours).
- Meet with your academic advisor to discuss degree requirements and transfer options.
- Use the advising audits on floridashines.org to find requirements and track progress toward AA graduation and transfer.
- Check with the transfer service office at the institution to which you are transferring to obtain information on transfer policies, financial aid opportunities and other assistance.

Tips for transfer students

When applying for admission to a state university, transfer students who have not yet completed the AA degree will be evaluated on their high school transcripts as well as college coursework. Transfer students without an AA degree and less than 60-credit hours must compete with all entering freshman applicants to the college or university.

Each undergraduate transfer student admitted to the State University System (SUS) is expected to demonstrate competency of foreign language or American Sign Language equivalent to the second high school level or higher (Spanish 2, Haitian Creole 2, etc.) Students transferring to a state university without meeting the foreign language admissions requirement in high school may meet the requirement by successfully completing a postsecondary foreign language or American Sign Language Elementary 2 course; demonstrating equivalent foreign language competency on the basis of scores determined by the Articulation Coordinating Committee (ACC) Credit-By-Exam Equivalencies, as adopted by the Board of Governors and accessible at www.fldoe.org/articulation/; or demonstrating equivalent foreign language or American Sign Language competency through other means approved by the university.

It is strongly recommended that a student complete the AA degree prior to transferring. If this is not possible, students are encouraged to at least complete the 36-hour general education block at their initial institution.

Students wishing to receive accommodations for a disability have a responsibility to inform the disability services center at the four-year institution. A student with a disability may be eligible for a special admission review under Florida law.

A special admission review may apply if documentation can be provided that failure to meet an admission requirement is related to the disability and failure does not constitute a fundamental alteration in the nature of the program. Contact the admissions director for more information.

Stay Close to Home: Transfer Options

Both the University of Central Florida and Florida Institute of Technology offer programs designed to ease the transition to these nearby universities.

DirectConnect to UCF

The program helps you prepare for your bachelor's degree program while attending Eastern Florida State College - and makes the transition to UCF smooth and worry-free. Plus, the admissions process will be easier and faster, and you'll enjoy small class sizes and personalized advising. You can start preparing to finish your bachelor's degree while working on your associate's degree. For more information on the DirectConnect to UCF program visit the program's website at <http://regionalcampuses.ucf.edu/directconnect/> or call 321.433.7821.

EFSC-Florida Tech Track

Florida Institute of Technology has partnered with EFSC to create the EFSC-Florida Tech Track. This is a dual-admissions program designed to help Florida high school graduates pursue an Associate of Arts degree from EFSC followed by a bachelor's degree at Florida Tech's Melbourne campus.

Who is eligible to participate?

- Any Florida high school student who has completed the full-time undergraduate application process for Florida Tech
- Any currently enrolled Eastern Florida State College Student who applies to Florida Tech before earning 30 credits at EFSC

For more information view an information sheet at

<http://www.easternflorida.edu/admissions/documents/florida-tech-track-sheet.pdf> or contact: EFSC–Florida Tech Track Coordinator, Florida Institute of Technology, (800) 888-4348 or (321) 674-8030.

Florida Department of Economic Opportunity: Postsecondary Education Employment & Earning Outcomes Report

The following report provides information about employment and earning outcomes, pursuant to s.445.07.F.S. It focuses on the median first-year earnings of recent graduates and completers from Florida's public postsecondary educational institutions – State University System of Florida, FCS, and District Technical Centers. http://www.beyondeducation.org/temp/ER_Report.pdf

EFSC PROGRAMS AND ADMISSION REQUIREMENTS

Following is a list of degree and certificate programs offered during the 2016-2017 academic year.

Major Code	Program Description	AA or AS Degree	Meta-Major	Limited Access Program**	Test	Eligible for Financial Aid	Locations
Bachelor of Applied Science (B.A.S.)							
Applied Health Sciences							
HSBSADAH	Advanced Allied Health Specialization	Associate*	HSCI		Yes	BCET	
HSBSBMSC	Biomedical Science Specialization	Associate*	HSCI		Yes	BCET	
HSBSMDIM	Medical Imaging Sciences Specialization	Associate*	HSCI		Yes	BCET	

Computer Information Systems Technology							
CTBSCSCT	Cybersecurity Specialization	Associate*	STEM		Yes	BCEM	
CTBSDSBS	Data Science Specialization	Associate*	STEM		Yes	BCEM	
CTBSNSCT	Networking Systems Specialization	Associate*	STEM		Yes	BCEM	
CTBSPDCT	Program Development/Software Development Specialization	Associate*	STEM		Yes	BCEM	
CTBSPMCT	Project Management Specialization	Associate*	STEM		Yes	BCEM	

Organizational Management							
OMBSACCO	Accounting Specialization	Associate*	BUSN		Yes	CEM	
OMBSBAFI	Banking and Financial Management Specialization	Associate*	BUSN		Yes	CEM	
OMBSBUMG	General Business Specialization	Associate*	BUSN		Yes	CEM	
OMBSHCMG	Healthcare Management Specialization	Associate*	BUSN		Yes	CEM	
OMBSHRMG	Human Resource Specialization	Associate*	BUSN		Yes	CEM	
OMBSPSMG	Public Safety Specialization	Associate*	BUSN		Yes	CEM	
OMBSMKTS	Sales and Marketing Specialization	Associate*	BUSN		Yes	CEM	
OMBSSPMA	Sports Management Specialization	Associate*	BUSN		Yes	CEM	

Major Code	Program Description	Standard HS Diploma or Equivalent	Meta-Major	Limited Access Program**	Test	Eligible for Financial Aid	Locations
Associate in Arts (A.A.)							
GENR	Associate in Arts	Yes			CPT	Yes	BCEMT 

Associate in Science (A.S.)							
ATAS	Aerospace Technology	Yes	INMC	Yes	CPT	Yes	C
BUAS	Business Administration	Yes	BUSN		CPT	Yes	BCEMT 
CHAS	Chemical Technology	Yes	STEM		CPT	Yes	BCEMT
	CHASBIO Biomedical Technology Specialization	Yes	STEM		CPT	Yes	BCEMT
	CHASBTO Biotechnology Specialization	Yes	STEM		CPT	Yes	BCEMT
	CHASCT Chemical Technology Specialization	Yes	STEM		CPT	Yes	BCEMT
	CHASEGR Engineering Specialization	Yes	STEM		CPT	Yes	BCEMT
CIAS	Computer Information Technology	Yes	STEM		CPT	Yes	BCEMT
	CIASDBA Database Administrator Specialization	Yes	STEM		CPT	Yes	BCEMT
	CIASHDS Help Desk Specialization	Yes	STEM		CPT	Yes	BCEMT
	CIASMIS Management Information Systems Specialization	Yes	STEM		CPT	Yes	BCEMT
CPAS	Computer Programming and Analysis	Yes	STEM		CPT	Yes	BCEMT
	CPASAP Advanced Programming Specialization	Yes	STEM		CPT	Yes	BCEMT
	CPASMAD Mobile Applications Development Specialization	Yes	STEM		CPT	Yes	BCEMT
	CPASVPB Visual Basic Programming Specialization	Yes	STEM		CPT	Yes	BCEMT

	CPASWAP	Web Applications Programming Specialization	Yes	STEM	CPT	Yes	BCEMT
CRAS	Crime Scene Technology		Yes	PBSA	CPT	Yes	EM
CJAS	Criminal Justice Technology		Yes	PBSA	CPT	Yes	EM 
DMAS	Dental Assisting Technology and Management		Yes	HSCI	Yes	CPT	Yes
	DMASMGT	Dental Practice Management Specialization	Yes	HSCI	Yes	CPT	Yes
	DMASEDU	Education Specialization	Yes	HSCI	Yes	CPT	Yes
	DMASMKT	Product Marketing, Sales, and Educational Programs Specialization	Yes	HSCI	Yes	CPT	Yes
DHAS	Dental Hygiene		Yes	HSCI	Yes	CPT	C
SOAS	Diagnostic Medical Sonography		Yes	HSCI	Yes	CPT	M
DTAS	Digital Television/Digital Media Production		Yes	AHSC	CPT	Yes	CEM
DRAS	Drafting and Design Technology		Yes	INMC	CPT	Yes	CM
CCAS	Early Childhood Education		Yes	EDUC	CPT	Yes	CEM
EMAS	Emergency Medical Services		Yes	PBSA	CPT	Yes	M
ETAS	Engineering Technology		Yes	INMC	CPT	Yes	BC
	ETASATO	Advanced Technology Specialization	Yes	INMC	CPT	Yes	BC
	ETASAESO	Alternative Energy Systems Specialization	Yes	INMC	CPT	Yes	BC
	ETASEO	Electronics Specialization	Yes	INMC	CPT	Yes	BC
FRAS	Fire Science Technology		Yes	PBSA	CPT	Yes	M
GDAS	Graphics Technology		Yes	AHSC	CPT	Yes	CM
IMAS	Industrial Management Technology		Yes	INMC	CPT	Yes	CE
MDAS	Medical Assisting Advanced		Yes	HSCI	Yes	CPT	Yes
MLAS	Medical Laboratory Technology		Yes	HSCI	Yes	CPT	Yes
NSAS	Network Systems Technology		Yes	STEM	CPT	Yes	BCEMT
	NSASNI	Network Infrastructure Specialization	Yes	STEM	CPT	Yes	BCEMT
	NSASNCS	Network Security/Cybersecurity Specialization	Yes	STEM	CPT	Yes	BCEMT
	NSASNV	Network Virtualization Specialization	Yes	STEM	CPT	Yes	BCEMT
NUAS	Nursing RN		Yes	HSCI	Yes	CPT	M
OFAS	Office Administration		Yes	BUSN	CPT	Yes	EMT 
	OFASADM	Administrative Specialization	Yes	BUSN	CPT	Yes	EMT 
	OFASLGL	Legal Office Specialization	Yes	BUSN	CPT	Yes	EMT 
	OFASMED	Medical Office Specialization	Yes	BUSN	CPT	Yes	EMT 
LGAS	Paralegal Studies (Legal Assisting)		Yes	PBSA	CPT	Yes	M
	LGASLTG	Litigation Specialization	Yes	PBSA	CPT	Yes	M
	LGASTRA	Transactional Specialization	Yes	PBSA	CPT	Yes	M
	LGASGEN	General Specialization	Yes	PBSA	CPT	Yes	M

PTAS	Physical Therapist Assistant	Yes	HSCI	Yes	CPT	Yes	C
RDAS	Radiography	Yes	HSCI	Yes	CPT	Yes	M
RCAS	Respiratory Care	Yes	HSCI	Yes	CPT	Yes	M
HUAS	Social and Human Services	Yes	SBHS		CPT	Yes	CEM 
HUASAS	Aging Services Specialization	Yes	SBHS		CPT	Yes	CEM 
HUASDVS	Domestic Violence Services Specialization	Yes	SBHS		CPT	Yes	CEM 
STAS	Surgical Services	Yes	HSCI	Yes	CPT	Yes	C
TLAS	Transportation and Logistics	Yes	BUSN		CPT	Yes	BCEMT
VTAS	Veterinary Technology	Yes	HSCI	Yes	CPT	Yes	C

Major Code	Program Description	Standard HS Diploma or Equivalent	Meta-Major	Limited Access Program**	Test	Eligible for Financial Aid	Locations
Advanced Technical Certificate (A.T.C.)							
CTTC	Computed Tomography	Associate*	HSCI	Yes		No	M 
MRTC	Magnetic Resonance Imaging	Associate*	HSCI	Yes		No	M 
NSTC	Network Security Forensics	Associate*	STEM	Yes		No	CM

Applied Technology Diploma (A.T.D.)

DATD	Dental Assisting	Yes	HSCI	Yes	CPT, TABE	Yes	C
EMTD	Emergency Medical Technician - Basic	Yes	PBSA	Yes		No	M

Major Code	Program Description	Standard HS Diploma or Equivalent	Meta-Major	Limited Access Program**	Test	Eligible for Financial Aid	Locations
College Credit Certificate (C.C.C.)							
AACC	Accounting Technology Management	Yes	BUSN			Yes	BCEMT 
AOCC	Accounting Technology Operations	Yes	BUSN			Yes	BCEMT 
ASCC	Accounting Technology Specialist	Yes	BUSN			No	BCEMT 
AGCC	Aging Services	Yes	SBHS			Yes	CEM 
AECC	Alternative Energy Systems Specialist	Yes	INMC			Yes	BC
ATCC	Applied Technology Specialist	Yes	INMC			Yes	BCMT
AFCC	AutoCAD Foundations	Yes	INMC			No	CM
BDCC	Broadcast Production	Yes	INMC			Yes	CEM
ENCC	Business Entrepreneurship	Yes	BUSN			No	BCEMT 
BMCC	Business Management	Yes	BUSN			Yes	BCEMT 

	BMCCMGMT Management Specialization	Yes	BUSN		Yes	BCEMT	
	BMCCMRKT Marketing Specialization	Yes	BUSN		Yes	BCEMT	
CECC	Central Sterile Processing Technologist	Yes	HSCI	Yes	CPT/R	C	
CMCC	Child Care Center Management Specialization	Yes	EDUC		No	CM	
CHDI	Child Development Early Intervention	Yes	EDUC		Yes	CEM	
CNCC	CNC Machinist/Fabricator	Yes	INMC		No	C	
CFCC	Composite Fabrication and Testing	Yes	INMC		Yes	BC	
CPCC	Computer Programmer	Yes	STEM		Yes	CEM	
CRCC	Crime Scene Technician	Yes	PBSA			M	
CJCC	Criminal Justice Technology Specialist	Yes	PBSA			EM	
DVCC	Digital Video Fundamentals and Production	Yes	AHSC		Yes	C	
VICC	Domestic Violence Services	Yes	SBHS		Yes	CEM	
DACC	Drafting Design	Yes	INMC		Yes	CM	
ESCC	Engineering Technology Support Specialist	Yes	STEM		Yes	BC	
EOCC	Entrepreneurship Operations	Yes	BUSN		Yes	BCEMT	
GICC	Geographical Information Systems	Yes	STEM		Yes	C	
DPCC	Graphic Design Production	Yes	AHSC		Yes	CM	
DSCC	Graphic Design Support	Yes	AHSC		No	CM	
HDCC	Help Desk Support Technician	Yes	STEM		Yes	BCEMT	
HRCC	Human Resources Administrator	Yes	BUSN		Yes	BCEM	
INCC	Infant/Toddler Specialization	Yes	EDUC		No	CM	
MPCC	Interactive Media Productions	Yes	AHSC		Yes	CM	
MSCC	Interactive Media Support	Yes	AHSC		No	CM	
IPCC	IP Communications	Yes	STEM		Yes	CM	
MACC	Medical Assistant Specialist	Yes	HSCI	Yes	CPT/R	Yes	C
CDCC	Medical Information Coder/Biller	Yes	HSCI	Yes	CPT/R	Yes	C
MECC	Medical Office Management	Yes	BUSN		Yes	CET	
NICC	Network Infrastructure	Yes	STEM		Yes	BCMT	
NECC	Network Security	Yes	STEM		Yes	BCM	
NACC	Network Server Administration	Yes	STEM		Yes	BCMT	
NTCC	Network Support Technician	Yes	STEM		Yes	BCMT	

NVCC	Network Virtualization	Yes	STEM		Yes	BCM
OMCC	Office Management	Yes	BUSN		Yes	CET 
OSCC	Office Specialist	Yes	BUSN		Yes	CET 
OFCC	Office Support	Yes	BUSN		CET	
OACC	Oracle Certified Database Administrator	Yes	BUSN		No	BCEM
PARA	Paramedic	Yes	PBSA	Yes	Yes	M
PHCC	Photography	Yes	AHSC		Yes	C
PSCC	Preschool Specialization	Yes	EDUC		No	CM
SWCC	Scientific Workplace Preparation	Yes	STEM	CPT	Yes	BCMT
TVCC	Television Studio Production	Yes	AHSC		No	C
WDCC	Web Development Specialist	Yes	AHSC		No	BCEMT

Major Code	Program Description	Standard HS Diploma or Equivalent	Meta-Major	Limited Access Program**	Test	Eligible for Financial Aid Locations
Postsecondary Adult Vocational Certificate (P.A.V.)						
AIR2	Air Conditioning, Refrigeration, and Heating Technology	Yes	INMC	Yes	TABE	Yes BC
AUT2	Automotive Service Technology	Yes	INMC	Yes	TABE	Yes C
LEA2	Auxiliary Law Enforcement Officer	Yes	PBSA	Yes	BAT	No M
ACAM	Aviation Airframe Mechanics	Yes	INMC	Yes	TABE	Yes M
APPM	Aviation Powerplant Mechanics	Yes	INMC	Yes	TABE	Yes M
CUL2	Commercial Foods and Culinary Arts		BUSN	Yes	TABE	Yes CT
COR2	Correctional Officer	Yes	PBSA	Yes	BAT	No M
COS2	Cosmetology	Yes	BUSN	Yes	TABE	Yes C
LEC2	Crossover from Correctional Officer to Law Enforcement Officer	Yes	PBSA	Yes	BAT	No M
CRL2	Crossover from Law Enforcement Officer to Correctional Officer	Yes	PBSA	Yes	BAT	No M
FAC2	Facials Specialty		BUSN	Yes		No C
FRI2	Fire Fighter I/II	Yes	PBSA	Yes		No M
LEB2	Florida Law Enforcement Academy	Yes	PBSA	Yes	BAT	Yes M 
NAI2	Nails Specialty		BUSN	Yes		No C
PTC2	Patient Care Assistant	Yes	HSCI			No MT
PHL2	Phlebotomy	Yes	HSCI	Yes		No CT
LPN2	Practical Nursing	Yes	HSCI	Yes	TABE	Yes M

PST2	Public Safety Telecommunication	Yes	PBSA	Yes		Yes	M
WEL2	Welding Technology	Yes	INMC	Yes	TABE	Yes	C

TEST DESCRIPTIONS:

BAT - Criminal Justice Basic Abilities Test
CPT - Common Placement Test (PERT, SAT, ACT)
CPT/M - CPT Math Subtest
CPT/R - CPT Reading Subtest
CPT/RW - CPT Reading and Writing Subtests
TABE - Test of Adult Basic Education

LOCATIONS: **B** - Palm Bay, **C** - Cocoa, **E** - eLearning, **M** - Melbourne, **T** - Titusville

Location indicates a campus that offers one or more of the program courses. Student may take a required course wherever it is offered, but may need to attend more than one campus to complete the entire program.

* Student must have earned an associate degree or higher from a regionally accredited institution.

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

 Degree offered online

META-MAJOR:

AHSC - Arts, Humanities, Communications, Design
 BUSN - Business
 EDUC - Education
 HSCI - Health Sciences
 INMC - Industry, Manufacturing, Construction
 PBSA - Public Safety
 SBHS - Social/Behavioral Sciences, Human Services
 STEM - Science, Technology, Engineering, Math

THIS SUPPLEMENT SUPERSEDES ALL OTHERS. EFFECTIVE DATE: JULY 2016

Meta-Major	Program
Arts, Humanities, Communications, Design (AHSC)	<u>Digital Television/Digital Media Production (DTAS)</u> <u>Graphics Technology (GDAS)</u> <u>Digital Video Fundamentals and Production (DVCC)</u> <u>Graphic Design Production (DPCC)</u> <u>Graphic Design Support (DSCC)</u> <u>Interactive Media Productions (MPCC)</u> <u>Interactive Media Support (MSCC)</u> <u>Photography (PHCC)</u> <u>Television Studio Production (TVCC)</u> <u>Web Development Specialist (WDCC)</u>
Business (BUSN)	<u>Business Administration (BUAS)</u> <u>Office Administration (OFAS)</u> <u>Transportation and Logistics (TLAS)</u> <u>Organizational Management (OMBS)</u> Accounting Specialization (OMBSACCO) Banking and Financial Management Specialization (OMBSBAFI) General Business Specialization (OMBSBUMG) Healthcare Management Specialization (OMBSHCMG) Human Resource Specialization (OMBSHRMG) Public Safety Specialization (OMBSPSMG) Sales and Marketing Specialization (OMBSMKT) Sports Management Specialization (OMBSSPMA)
	<u>Accounting Technology Management (AACC)</u> <u>Accounting Technology Operations (AOCC)</u> <u>Accounting Technology Specialist (ASCC)</u> <u>Business Entrepreneurship (ENCC)</u> <u>Business Management (BMCC)</u> <u>Entrepreneurship Operations (EOCC)</u> <u>Human Resources Administrator (HRCC)</u> <u>Medical Office Management (MECC)</u> <u>Office Management (OMCC)</u> <u>Office Specialist (OSCC)</u> <u>Office Support (OFCC)</u> <u>Oracle Certified Database Administrator (OACC)</u>
	<u>Commercial Foods and Culinary Arts (CUL2)</u> <u>Cosmetology (COS2)</u> <u>Facials Specialty (FAC2)</u> <u>Nails Specialty (NAI2)</u>
Education (EDUC)	<u>Early Childhood Education (CCAS)</u> <u>Child Care Center Management Specialization (CMCC)</u> <u>Child Development Early Intervention (CHDI)</u> <u>Infant/Toddler Specialization (INCC)</u> <u>Preschool Specialization (PSCC)</u>
Health Sciences (HSCI)	<u>Dental Assisting Technology and Management (DMAS)</u> <u>Dental Hygiene (DHAS)</u> <u>Diagnostic Medical Sonography (SOAS)</u> <u>Medical Assisting Advanced (MDAS)</u> <u>Medical Laboratory Technology (MLAS)</u> <u>Nursing RN (NUAS)</u> <u>Physical Therapist Assistant (PTAS)</u> <u>Radiography (RDAS)</u> <u>Respiratory Care (RCAS)</u> <u>Surgical Services (STAS)</u> <u>Veterinary Technology (VTAS)</u> <u>Computed Tomography (CTTC)</u> <u>Magnetic Resonance Imaging (MRTC)</u> <u>Dental Assisting (DATD)</u> <u>Applied Health Sciences (HSBS)</u> Advanced Allied Health Specialization (HSBSADAH) Biomedical Science Specialization (HSBSBMSC) Medical Imaging Sciences Specialization (HSBSMDIM)
	<u>Central Sterile Processing Technologist (CECC)</u> <u>Medical Assistant Specialist (MACC)</u> <u>Medical Information Coder/Biller (CDCC)</u>

	Patient Care Assistant (PTC2) Phlebotomy (PHL2) Practical Nursing (LPN2)
Industry, Manufacturing, Construction (INMC)	Aerospace Technology (ATAS) Drafting and Design Technology (DRAS) Engineering Technology (ETAS) Industrial Management Technology (IMAS)
	Alternative Energy Systems Specialist (AECC) Applied Technology Specialist (ATCC) AutoCAD Foundations (AFCC) Broadcast Production (BDCC) CNC Machinist/Fabricator (CNCC) Composite Fabrication and Testing (CFCC) Drafting Design (DACC)
	Air Conditioning, Refrigeration, and Heating Technology (AIR2) Automotive Service Technology (AUT2) Aviation Airframe Mechanics (ACAM) Aviation Powerplant Mechanics (APPM) Welding Technology (WEL2)
Public Safety (PBSA)	Crime Scene Technology (CRAS) Criminal Justice Technology (CJAS) Emergency Medical Services (EMAS) Fire Science Technology (FRAS) Paralegal Studies (Legal Assisting) (LGAS)
	Emergency Medical Technician - Basic (EMTD)
	Crime Scene Technician (CRCC) Criminal Justice Technology Specialist (CJCC) Paramedic (PARA)
	Auxiliary Law Enforcement Officer (LEA2) Correctional Officer (COR2) Crossover from Correctional Officer to Law Enforcement Officer (LEC2) Crossover from Law Enforcement Officer to Correctional Officer (CRL2) Fire Fighter I/II (FRI2) Florida Law Enforcement Academy (LEB2) Public Safety Telecommunication (PST2)
Science, Technology, Engineering, Math (STEM)	Chemical Technology (CHAS) Computer Information Technology (CIAS) Computer Programming and Analysis (CPAS) Network Systems Technology (NSAS)
	Network Security Forensics (NSTC)
	Computer Information Systems Technology (CTBS)
	Cybersecurity Specialization (CTBSCSCT) Data Science Specialization (CTBSDSBS) Networking Systems Specialization (CTBSNSCT) Program Development/Software Development Specialization (CTBSPDCT) Project Management Specialization (CTBSPMCT)
	Computer Programmer (CPCC) Engineering Technology Support Specialist (ESCC) Geographical Information Systems (GICC) Help Desk Support Technician (HDCC) IP Communications (IPCC) Network Infrastructure (NICC) Network Security (NECC) Network Server Administration (NACC) Network Support Technician (NTCC) Network Virtualization (NVCC) Scientific Workplace Preparation (SWCC)
Social/Behavioral Sciences, Human Services (SBHS)	Social and Human Services (HUAS)
	Aging Services (AGCC) Domestic Violence Services (VICC)

BACHELOR OF APPLIED SCIENCE

The Bachelor of Applied Science Degree (BAS) is a career-oriented degree that builds on skills acquired in the workplace or through previous coursework. The BAS programs are designed for students who already hold an Associate in Science degree (A.S.) or higher from a regionally accredited institution, including recent graduates and those with experience in the work force. Students with an A.A. are reviewed for admission on a case-by-case basis.

Students will complete 120 credit hours of coursework; 60 of which are obtained from the student's Associate degree. Also within the 120 hours, students will complete 36 hours of general education courses. Students who are in need of technical electives will work with a BAS advisor to determine the courses best suited to their plan of study.

Admissions

Students must complete an application for admission to the Bachelor of Applied Science program at Eastern Florida State College and pay the application fee. See the "Programs and Admission Requirements" listing for specific admission requirements. Applicants must hold an Associate's degree or higher from a regionally accredited institution prior to acceptance into a BAS program. Students who are in their last semester of the Associate's degree may also apply.

Associate in Arts/General Education Requirement

Students must satisfy 36 credits of general education courses as required for the Associate in Arts (A.A.) degree. This includes the following:

Area 1	Communications	9 credits
Area 2	Mathematics	6 credits
Area 3	Natural Science	7 credits
Area 4	Humanities	6 credits
Area 5	Social/Behavioral Science	8 credits

See the A.A. Degree Planning Guide for a list of courses that may be used in each area. Additionally, students must complete the 24 elective credits required for the A.A.

Technical Electives

Students must complete 21 credits of electives within the BAS. These will include general education courses if needed by those students with an A.S., or courses within a technical concentration for those with an A.A. will work with a BAS advisor to determine the courses best suited to their plan of study.

Foreign Language Requirement

BAS graduates must demonstrate proficiency in a foreign language through any of the following means: completion of two years of high school instruction in the same foreign language, completion of a college-level course at the Elementary-2 level (or higher) in a foreign language or in American Sign Language (ASL) (e.g., SPN 1121 Spanish 2, FRE 1121 French 2, ASL 1150 American Sign Language 2), achievement of minimum scores on a foreign language proficiency exam, achievement of a score of three (3) or higher on the Advanced Placement exam in a foreign language, or completion of a high school diploma from a foreign country where the student studied in a language other than English.

Graduation Requirements for the Bachelor of Applied Science (BAS) Degree

Responsibility for meeting the requirements of graduation rests with the student. The Bachelor of Applied Science Degree is awarded to those students who have:

1. Filed an 'Intent to Graduate' Application and paid the graduation fee. Applications submitted after the published deadline will incur a late fee.
2. Satisfactorily completed a prescribed course of study that totals 120 hours.
3. Completed 36 semester hours of general education coursework in accordance with the Associate in Arts general education requirements.
4. Completed the foreign language requirement.
5. Completed at least 25% (30 credits) of the credit hours required for the degree through instruction at EFSC.
6. Completed all coursework with a final grade.
 - Students with a grade of "Incomplete" will not be processed for graduation until a final grade is posted. For graduation in the term of application, the final grade must be posted within the first three weeks of the following term. If the final grade is not posted within the first three weeks of the following term, student must reapply and repay. Student may request to have the "I" converted to a permanent 'F' if the course is not required for the credits to graduate.
7. Achieved a cumulative GPA of 2.00 or higher in all college work attempted. Transfer coursework is included in the cumulative GPA.
8. Submitted all outstanding transcripts and removed all financial obligations to the college. Final transcript and diploma will not be released until student has removed all financial obligations to the college.

Excess Hours Advisory Statement

Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a university. It is critical that students, including those entering Florida College System institutions, are aware of the potential for additional course fees. For the 2012-13 academic year and thereafter, "excess hours" are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours ($110\% \times 120$). All students whose educational plan may include earning a bachelor's degree should make every effort to enroll in and successfully complete those courses that are required for the intended major on their first attempt. Florida College System students intending to transfer to a state university should identify a major or "transfer program" early and, by the time the student earns 30 semester hours of college credit, be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge. --Published by Florida College System, May 18, 2012.



Applied Health Sciences

Bachelor of Applied Science - Code HSBS

This program is designed to provide students with the necessary skills and knowledge to begin or advance their careers in the health sciences field. Concentrations in allied health science, biomedical science, and medical imaging science* will prepare graduates for employment in public, private, and non-profit sectors.

Students who have completed or who are in the last semester of coursework needed to complete an Associate of Science or an Associate of Arts degree may apply. The program prerequisites will include an earned Associate in Science degree; students with an earned Associate in Arts degree will be reviewed on a case by case basis. **All BAS degrees require completion of Florida's standard baccalaureate degree requirements (36 hours of General Education and demonstration of foreign language competence). Contact the BAS Program Specialist at BAS@easternflorida.edu for more information.**

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

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

Select one specialization:

- Applied Health Sciences - Advanced Allied Health
- Applied Health Sciences - Biomedical Science
- Applied Health Sciences - Medical Imaging Sciences*

*Medical Imaging Sciences specialization is open to medical imaging professionals, i.e., Registered Radiographers, Nuclear Medicine Technologists, Radiation Therapists, and Sonographers only. Applicants must be in good standing with the American Registry of Radiologic Technologists, the American Registry of Diagnostic Medical Sonographers, or the Nuclear Medicine Technology Certification Board. Separate application must be made for entry into the Computed Tomography and Magnetic Resonance Imaging programs.

Note:

ASSOCIATE DEGREE		Credits Needed: 60
GENERAL EDUCATION OR TECHNICAL CONCENTRATION		Credits Needed: 21
General Education (for A.S. degree students) or Technical Concentration (for A.A. degree students)		
APPLIED HEALTH SCIENCE - CORE COURSES		Credits Needed: 6
ENC 3241	Technical Writing for Professionals	3
HSC 4851	Health Sciences Internship	3
SELECT THE SPECIALIZATION THAT BEST FITS YOUR CAREER GOALS		Credits Needed: 33
ADVANCED ALLIED HEALTH SPECIALIZATION		Credits Needed: 33
Specialization Code - HSBSADAH		
ADVANCED ALLIED HEALTH MAJOR COURSES		Credits Needed: 27
HSA 3111	US Healthcare Systems	3
HSA 3180	Healthcare Administrative Management	3
HSA 3191	Healthcare Automation and Technology	3

HSA 3223	Management of Long-Term Care Facilities	3
HSA 4170	Healthcare Finance	3
HSA 4340	Human Resources Management in Health Services Organizations	3
HSA 4383	Quality Improvement in Healthcare	3
HSC 3032	Health Education and Promotion	3
HSC 3201	Community Health	3
ADVANCED ALLIED HEALTH ELECTIVES		Credits Needed: 6
GEY 3601	Biology of Aging	3
GEY 3625	Sociological Aspects of Aging	3
HSA 3502	Healthcare Risk Management	3
HSA 3702	Healthcare Research	3
HSA 4553	Ethics in Healthcare	3
HSC 3661	Therapeutic Communication	3
HSC 3801	Clinical Observation/Volunteer Work	1
HSC 4184	Healthcare Leadership	3
HSC 4404	Medical Disaster Management	3
HSC 4500	Epidemiology	3
BIOMEDICAL SCIENCE SPECIALIZATION		Credits Needed: 33
Specialization Code - HSBSBMSC		
BIOMEDICAL SCIENCE MAJOR COURSES		Credits Needed: 12
BCH 4024	Introduction to Biochemistry and Molecular Biology	4
HSC 3801	Clinical Observation/Volunteer Work	1
MCBC 3020	Biology of Microorganisms	4
PCB 3063	Genetics	3
BIOMEDICAL SCIENCE PLAN A		Credits Needed: 12
Complete Plan A or B		
BSCC 4422	Methods and Applications in Biotechnology	4
CHMC 3005	Physical Chemistry for Life Sciences	4
CHMC 3120	Analytical Chemistry with Laboratory	4
CHMC 4410	Physical Chemistry with Laboratory	4
BIOMEDICAL SCIENCE PLAN B		Credits Needed: 12
Complete Plan A or B		
HSA 3702	Healthcare Research	3
HSC 4500	Epidemiology	3
PCB 4233	Immunology	3
PHC 4031	Emerging and Infectious Diseases	3
BIOMEDICAL SCIENCE ELECTIVES		Credits Needed: 9
ANS 3440	Principles of Animal Nutrition	4

ANS 4911	Individual Mentored Research in Animal Science	1 - 4
ANSC 3006	Introduction to Animal Science	4
BSC 3424	Nanotechnology	3
BSC 4434	Bioinformatics	3
BSC 4870	Principles of Pharmacology	3
BSC 4911	Individual Mentored Research in Biology/Biotechnology	1 - 4
CHMC 4139	Bioanalytical Instrumentation with Laboratory	4
HSA 3502	Healthcare Risk Management	3
HSC 3537	Health and Medical Terminology	3
HSC 4184	Healthcare Leadership	3
HSC 4404	Medical Disaster Management	3
PCB 3134	Cell Biology	3
PCB 4234	Biology of Cancer	3
ZOO 4911	Individual Mentored Research in Zoology	1 - 4
ZOOC 4232	Comparative Parasitology	4
ZOOC 4603	Developmental Biology	5

MEDICAL IMAGING SCIENCES SPECIALIZATION Credits Needed: 33

Specialization Code- HSBSMDIM

MEDICAL IMAGING SCIENCES MAJOR COURSES		Credits Needed: 12
HSA 4553	Ethics in Healthcare	3
HSC 3661	Therapeutic Communication	3
HSC 4184	Healthcare Leadership	3
RTE 3765	Advanced Sectional Anatomy	3

MEDICAL IMAGING SCIENCES PLAN A Credits Needed: 12

Complete Plan A or Plan B

RTE 3101	Magnetic Resonance Imaging Patient Care and Technique	3
RTE 3591	Physics and Instrumentation of Magnetic Resonance Imaging	3
RTE 4942	Magnetic Resonance Imaging Clinical Education 1	3
RTE 4943	Magnetic Resonance Imaging Clinical Education 2	3

MEDICAL IMAGING SCIENCES PLAN B Credits Needed: 12

Complete Plan A or Plan B

RTE 3102	Computed Tomography Patient Care and Technique	3
RTE 3595	Physics and Instrumentation of Computed Tomography	3
RTE 4940	Computed Tomography Clinical Education 1	3
RTE 4941	Computed Tomography Clinical Education 2	3

MEDICAL IMAGING SCIENCES TECHNICAL ELECTIVES Credits Needed: 9

HSA 3111	US Healthcare Systems	3
HSA 3180	Healthcare Administrative Management	3

HSA 3191	Healthcare Automation and Technology	3
HSA 3502	Healthcare Risk Management	3
HSC 3201	Community Health	3
HSC 3801	Clinical Observation/Volunteer Work	1
HSC 4404	Medical Disaster Management	3
Total Credit Hours:120		

Note: Successfully complete the Florida foreign language requirement; see "Foreign Language Requirement" in the Associate in Arts section. Foreign language taken at the college level **does not** satisfy the General Education or Technical Concentration credits.



Computer Information Systems Technology

Bachelor of Applied Science - Code CTBS

The degree is intended to provide students with the skills and knowledge necessary to enter the workforce in a mid-level management position. Graduates will demonstrate mastery of skills needed in the rapidly growing program field of Information Systems and will lead to employment in public, private, and nonprofit sectors. Concentrations in cybersecurity, data science, networking systems, program development/software development, and project management will prepare graduates for entry level as well as administrative/managerial positions in business, industry, technical, healthcare services, and other related industries.

Students who have completed or who are in the last semester of coursework needed to complete an Associate in Science or an Associate in Arts degree may apply. The program prerequisites will include an earned Associate in Science degree; students with an earned Associate in Arts degree will be reviewed on a case by case basis. All BAS degrees require completion of Florida's standard baccalaureate degree requirements (36 hours of General Education and demonstration of foreign language competence). Contact the BAS Program Specialist at BAS@easternflorida.edu for more information.

For AS degree students: Most AS degrees include 15 credits in General Education. Therefore, once admitted to the BAS program, AS students who have not completed required General Education requirements will need to continue to take General Education credit hours. These credits will be considered part of the remaining General Education, upper division portion of the 60 credits required for the BAS degree. Students must work with the BAS Program Specialist to review the General Education requirements.

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

Students wishing to enter this program will need the following prerequisites:

- MAC 1311 - Calculus 1
- PHY 2048 - General Physics 1
- COP 2334 - C++ Programming or other programming course

Students with an A.S. degree may have taken these prerequisite courses, but if not, they will be required and an advisor can help with course planning.

Select one specialization:

- Computer Information Systems Technology - Cybersecurity (Code: CTBSCSCT)
- Computer Information Systems Technology - Data Science (Code: CTBSDSBS)
- Computer Information Systems Technology - Networking Systems (Code: CTBSNSCT)
- Computer Information Systems Technology - Program Development/Software Development (Code: CTBSPDCT)
- Computer Information Systems Technology - Project Management (Code: CTBSPMCT)

Note:

ASSOCIATE DEGREE		Credits Needed: 60
GENERAL EDUCATION OR TECHNICAL CONCENTRATION		Credits Needed: 21
General Education (for A.S. degree students) or Technical Concentration (for A.A. degree students)		
COMPUTER INFORMATION SYSTEMS TECHNOLOGY - CORE COURSES		Credits Needed: 12
COM 3120	Organizational Communication	3
ISM 3011	Introduction to Information Technology Management	3
ISM 4300	Information Systems Operations Management	3
MAN 4504	Operational Decision Making	3
CHOOSE ONE SPECIALIZATION		Credits Needed: 27
Choose 27 credits from <i>one</i> of the following specializations:		

CYBERSECURITY SPECIALIZATION		Credits Needed: 27
Specialization Code - CTBSCSCT		
CEN 4341	Platform Technologies	3
CEN 4949	Internship	3
CISC 3391	Computer Forensics	3
CISC 3392	Windows Forensics	3
CNT 3403	Network Defense Security	3
CNT 4704	Network Planning and Design	3
COP 3330	Object Oriented Programming	3
COP 3703	Database Design and Architecture	3
COP 3813	Internet Programming	3
COP 4849	Web Applications Programming	3
ISM 3113	Information Systems Analysis and Design	3
ISM 3321	Cybersecurity Fundamentals	3
ISM 3324	Applications in Information Security	3
ISM 4041	Emerging Information Technologies	3
DATA SCIENCE SPECIALIZATION		Credits Needed: 27
Specialization Code - CTBSDSBS		
CAP 3783	Database Systems with Big Data	3
CAP 3940	Data Science Internship	3
CAP 4770	Data Mining	3
CAP 4773	Capstone Project - Data Management Science	3
COP 3330	Object Oriented Programming	3
COP 3530	Data Structures and Algorithm Analysis	3
COP 3703	Database Design and Architecture	3
COT 4500	Numerical Analysis	3
ISM 3113	Information Systems Analysis and Design	3
ISM 3324	Applications in Information Security	3
STA 3024	Statistics 2 for Data Scientists	3
NETWORKING SYSTEMS SPECIALIZATION		Credits Needed: 27
Specialization Code - CTBSNSCT		
CEN 4341	Platform Technologies	3
CEN 4949	Internship	3
CNT 3403	Network Defense Security	3
CNT 3406	Information Security Management	3
CNT 3702	Infrastructure and Facilities Planning	3
CNT 4704	Network Planning and Design	3
COP 3330	Object Oriented Programming	3
ISM 3113	Information Systems Analysis and Design	3
ISM 3320	Information Systems Control	3

ISM 3324	Applications in Information Security	3
ISM 4041	Emerging Information Technologies	3
ISM 4220	Network Management for Informational Professionals	3

PROGRAM DEVELOPMENT/SOFTWARE DEVELOPMENT SPECIALIZATION Credits Needed: 27

Specialization Code - CTBSPDCT

CEN 3024	Software Development 1	3
CEN 4025	Software Development 2	3
CEN 4802	Software Integration, Configuration, and Testing	3
CEN 4949	Internship	3
COP 3330	Object Oriented Programming	3
COP 3703	Database Design and Architecture	3
COP 3813	Internet Programming	3
COP 4655	Application Development for Mobile Devices	3
COP 4849	Web Applications Programming	3
ISM 3113	Information Systems Analysis and Design	3
ISM 3324	Applications in Information Security	3
ISM 4041	Emerging Information Technologies	3

PROJECT MANAGEMENT SPECIALIZATION

Credits Needed: 27

Specialization Code - CTBSPMCT

CEN 4722	Human Computer Interaction	3
CEN 4949	Internship	3
CIS 3510	Advanced I.T. Project Management	3
CNT 3406	Information Security Management	3
COP 3330	Object Oriented Programming	3
COP 3703	Database Design and Architecture	3
ISM 3113	Information Systems Analysis and Design	3
ISM 3320	Information Systems Control	3
ISM 3324	Applications in Information Security	3
ISM 4041	Emerging Information Technologies	3
ISM 4314	Project and Change Management for Technology	3
MAN 4583	Project Management	3

Total Credit Hours:120

Note: Successfully complete the Florida foreign language requirement; see "Foreign Language Requirement" in the Associate in Arts section. Foreign language taken at the college level **does not** satisfy the General Education or Technical Concentration credits.



Organizational Management

Bachelor of Applied Science - Code OMBS

This program is designed to provide the skills and knowledge necessary to enter the workforce in a management level position in a wide variety of fields.

Students who have completed or who are in the last semester of coursework needed to complete an Associate in Science or an Associate in Arts degree may apply. **The program prerequisites will include an earned Associate in Science degree; students with an earned Associate in Arts degree will be reviewed on a case by case basis. All BAS degrees require completion of Florida's standard baccalaureate degree requirements (36 hours of General Education and demonstration of foreign language competence). Contact the BAS Program Specialist at BAS@easternflorida.edu for more information.**

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

For A.A. degree students: Once admitted to the BAS program, A.A. students will need to take 21 credit hours of appropriate technical concentration courses. Students must work with the BAS Program Specialist for proper technical course selection. Technical concentration courses will be used as part of the total 60 credit hours required for the BAS degree. A.A. students will be admitted on a case-by-case basis.

Select one specialization:

- Organizational Management - Accounting (Code: OMBSACCO)
- Organizational Management - Banking and Financial Management (Code: OMBSBAFI)
- Organizational Management - General Business (Code: OMBSBUMG)
- Organizational Management - Healthcare Management (Code: OMBSHCMG)
- Organizational Management - Human Resource Management (Code: OMBSHRMG)
- Organizational Management - Public Safety (Code: OMSPSMG)
- Organizational Management - Sales and Marketing (Code: OMBSMKT)
- Organizational Management - Sports Management (Code: OMSSPMA)

Note:

ASSOCIATE DEGREE		Credits Needed: 60
GENERAL EDUCATION OR TECHNICAL CONCENTRATION		Credits Needed: 21
General Education (for A.S. degree students) or Technical Concentration (for A.A. degree students)		
ORGANIZATIONAL MANAGEMENT - CORE COURSES		Credits Needed: 24
ACG 3024	Accounting for Managers	3
BUL 3130	Legal, Ethical, and Social Aspects of Business	3
COM 3120	Organizational Communication	3
ECP 3703	Managerial Economics	3
MAN 3240	Organizational Behavior	3
MAN 3303	Management and Leadership	3
MAN 4301	Human Resource Management	3
QMB 3250	Quantitative Methods for Business Decisions	3
CHOOSE ONE SPECIALIZATION		Credits Needed: 15
ACCOUNTING SPECIALIZATION		Credits Needed: 15
Specialization Code - OMBSACCO		

ACG 3041	Applied Financial Accounting	3
ACG 3401	Accounting Information Systems	3
ACG 4341	Cost Accounting	3
ACG 4631	Essentials of Auditing	3
TAX 4001	Federal Income Tax Accounting	3

Note- Students wishing to enter the Accounting specialization will need the following course prerequisites:

- ACG 2021 - Financial Accounting
- ACG 2071 - Managerial Accounting

BANKING AND FINANCIAL MANAGEMENT SPECIALIZATION Credits Needed: 15

Specialization Code - OMBSBAFI

BRG 4203	Banking Regulations and Compliance	3
FIN 3402	Financial Management	3
FIN 4232	Money, Banking, and Financial Markets	3
FIN 4323	Bank Operations and Management	3
FIN 4414	Advanced Topics in Financial Management	3

GENERAL BUSINESS SPECIALIZATION Credits Needed: 15

Specialization Code - OMBSBUMG

ACG 4341	Cost Accounting	3
MAN 4504	Operational Decision Making	3
MAN 4583	Project Management	3
MAN 4720	Strategic Management and Decision Making	3
MAN 4900	Capstone - Management and Leadership	3

HEALTHCARE MANAGEMENT SPECIALIZATION Credits Needed: 15

Specialization Code - OMBSHCMG

HSA 3111	US Healthcare Systems	3
HSA 3180	Healthcare Administrative Management	3
HSA 3191	Healthcare Automation and Technology	3
HSA 4383	Quality Improvement in Healthcare	3
HSA 4850	Capstone - Healthcare Management	3

HUMAN RESOURCE SPECIALIZATION Credits Needed: 15

Specialization Code - OMBSHRMG

MAN 4320	Human Resource Recruitment and Selection	3
MAN 4330	Compensation Management	3
MAN 4350	Human Resource Professional Development	3
MAN 4401	Employer and Labor Relations	3
MAN 4901	Capstone - Human Resource Management	3

PUBLIC SAFETY SPECIALIZATION Credits Needed: 15

Specialization Code - OMBSPSMG

DSC 3079	Foundations of Public Safety Management	3
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DSC 3215	Emergency Planning	3
DSC 3226	National Incident Management	3
DSC 4016	Public Safety Policy and Law	3
DSC 4710	Public Safety Management Capstone	3
SALES AND MARKETING SPECIALIZATION		Credits Needed: 15
Specialization Code - OMBSMKTS		
MAR 3023	Marketing Management	3
MAR 3503	Consumer Behavior	3
MAR 4202	Supply Chain Logistics Management	3
MAR 4613	Marketing Research	3
MAR 4952	Capstone- Marketing Strategy	3
SPORTS MANAGEMENT SPECIALIZATION		Credits Needed: 15
Specialization Code - OMBSSPMA		
SPM 3004	Introduction to Sports Management	3
SPM 3024	Issues in Sports	3
SPM 3104	Sports Facilities Management	3
SPM 3306	Sports Marketing	3
SPM 4505	Sports Finance	3
Total Credit Hours:120		

Note: Successfully complete the Florida foreign language requirement; see "Foreign Language Requirement" in the Associate in Arts section. Foreign language taken at the college level **does not** satisfy the General Education or Technical Concentration credits.

ASSOCIATE IN ARTS

General Information

A student wishing to transfer to an upper division university should be enrolled in courses leading to the Associate in Arts degree (A.A.). The A.A. degree is the freshman and sophomore years of a four-year bachelor's degree. Eastern Florida State College offers a wide range of pre-professional courses designed to prepare students to transfer to upper division universities.

The transfer articulation agreement between state universities and colleges in Florida (State University System (SUS)) and (Florida College System (FCS)) allows each institution to develop its own general education requirements and determine what electives are allowed for the granting of the Associate in Arts degree. A student who completes the general education program at a FCS institution will not be required to complete other general education requirements at the four-year university.

A student should realize that upper division universities also set their own academic requirements for entry into specific programs. The College will make every effort to advise a student concerning upper division requirements for each major. However, for reliable information concerning which electives to choose while in residence at EFSC, each student is encouraged to consult with the dean, department chair, advisor or registrar of the school he or she expects to attend. Students are strongly encouraged to declare a major upon first enrolling at the College, because courses selected for electives may have to be used to meet university prerequisites to degree programs.

Meta-Majors

A student who has determined a professional program of study should become thoroughly familiar with the requirements for admission into that program at the particular four-year university to which he or she plans to transfer. The following meta-major academic pathways are established for the purpose of advising Florida College System associate degree seeking students of the gateway courses that are aligned with their intended academic and career goals. A meta-major is a collection of academic programs that have common or related content, and the intent is for Florida College System institutions to be able to advise associate degree-seeking students based on the selection of a meta-major academic pathway. Rule 6A-14.065 identifies eight meta-majors, and also specifies the gateway courses in English and mathematics that are appropriate for each meta-major.

Meta-Major Academic Pathways

- Arts, humanities, communication and design
- Business
- Education
- Health sciences
- Industry/manufacturing and construction
- Public safety
- Science, technology, engineering and mathematics
- Social and behavioral science and human services

Gateway Courses

Each meta-major has defined "gateway" courses for English and mathematics as follows:

- **English** - ENC1101 is the gateway English course for all meta-major academic pathways
- **Math** - The gateway courses for each of the Academic pathways is defined as follows:
 - **Arts, humanities, communication and design** - MAC1105, College Algebra OR MGF1106, Liberal Arts Math OR MGF1107, Finite Math OR STA2023, Elementary Statistics
 - **Business** - MAC1105, College Algebra or STA2023, Elementary Statistics
 - **Education** - MAC1105, College Algebra OR MGF1106, Liberal Arts Math OR MGF1107, Finite Math OR STA2023, Elementary Statistics
 - **Health sciences** - MAC1105, College Algebra OR MGF1106, Liberal Arts Math OR MGF1107, Finite Math OR STA2023, Elementary Statistics
 - **Industry/manufacturing and construction** - MAC1105, College Algebra OR MGF1106, Liberal Arts Math OR MGF1107, Finite Math OR STA2023, Elementary Statistics
 - **Public safety** - MAC1105, College Algebra OR MGF1106, Liberal Arts Math OR MGF1107, Finite Math OR STA2023, Elementary Statistics
 - **Science, technology, engineering and mathematics** - MAC1105, College Algebra
 - **Social and behavioral science and human services** - MAC1105, College Algebra OR MGF1106, Liberal Arts Math OR MGF1107, Finite Math OR STA2023, Elementary Statistics

EFSC has created several A.A. advising tracks, called Transfer GPS: Your Graduation Plan for Success, for which specific plans have been developed on the basis of information provided by the Florida State University System. All EFSC advising tracks lead to a General Associate in Arts degree. The Transfer GPS plans are located on the website at easternflorida.edu/academics/degrees-certifications/aa-associate-in-arts/transfer-gps/

Students may also view a degree audit by going to myGPS: Graduation Plan for Success on the myEFSC portal.

University Parallel Program

The Associate in Arts (A.A.) degree is designed for students interested in pursuing a four-year bachelor's degree. Programs of study leading to the A.A. degree consist of a general education component of 36 credit hours as well as 24 credits of college-transfer electives for a total of 60 credits. See the AA Planning Guide at the end of this section to learn about EFSC's general education requirements.

The program requirements to enter specific majors within the State University System and the Florida College System are quite varied. Students are encouraged to decide on an upper-division major when they enroll at EFSC and follow the state-prescribed advising track for that major.

Students should meet with an advisor to assist them in selecting both general education core courses and recommended electives for their selected advising track to prepare for the chosen upper-division major.

Within the 60 credit hours, students must successfully complete 36 credit hours of general education courses in each of the subject areas of communications, mathematics, humanities, behavioral/social sciences, and natural sciences. A specific number of credit hours are required in each subject area. A grade of "C" or higher must be earned in all courses designated as Gordon Rule.

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

While students who earn an A.A. degree are guaranteed admission to one of the eleven public Florida universities, they are not guaranteed admission to a limited access program within the institution. These programs limit enrollment to a specific number of applicants and have more rigorous admission standards, so it is imperative that students take all steps necessary to be eligible while at the College.

CORE COURSE Requirements

Pursuant to Florida Statute Section 1007.25(3) and SBE Rule 6A.14.0303, first-time-in-college students entering a FCS institution (including former dual enrollment students entering college for the first time following high school graduation in fall 2015 or thereafter), coursework for an Associate in Arts degree shall include demonstration of competency in a foreign language pursuant to s.1007.262, Florida Statutes. Competency may be met through any of the following means: completion of two years of high school instruction in the same foreign language, completion of a college-level course at the Elementary-2 level (or higher) in a foreign language or in American Sign Language (ASL) (e.g., SPN 1121 Spanish 2, FRE 1121 French 2, ASL 1150 American Sign Language 2), achievement of minimum scores on a foreign language proficiency exam, achievement of a score of three (3) or higher on the Advanced Placement exam in a foreign language, or completion of a high school diploma from a foreign country where the student studied in a language other than English.

Foreign Language Requirement

Beginning with students initially entering a Florida College System institution or state university in 2014-2015 and thereafter, (including former dual enrollment students entering college for the first time following high school graduation in fall 2014 or thereafter), coursework for an Associate in Arts degree shall include demonstration of competency in a foreign language pursuant to s.1007.262, Florida Statutes. Competency may be met through any of the following means: completion of two years of high school instruction in the same foreign language, completion of a college-level course at the Elementary-2 level (or higher) in a foreign language or in American Sign Language (ASL) (e.g., SPN 1121 Spanish 2, FRE 1121 French 2, ASL 1150 American Sign Language 2), achievement of minimum scores on a foreign language proficiency exam, achievement of a score of three (3) or higher on the Advanced Placement exam in a foreign language, or completion of a high school diploma from a foreign country where the student studied in a language other than English.

Meta-Majors

Florida Legislature passed a bill and updated Rule 6A-14.065 to create the concept of "meta-majors." A meta-major is a collection of academic programs that have common or related content, and the intent is for Florida College System institutions to be able to advise associate degree-seeking students based on the selection of a meta-major academic pathway. The rule identifies eight meta-majors, and also specifies the gateway courses in English and mathematics that are appropriate for each meta-major.

Excess Hours Advisory Statement

Students should be aware of a provision affecting the tuition charges at the universities. Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a Bachelor's 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 110% of the hours required for a Bachelor's degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours ($120 \times 110\%$).

All students whose educational plan may include earning a Bachelor's degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or transfer plan 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 non-essential to the intended major, may contribute to a potential excess hours surcharge.

This law was passed by the Legislature to encourage each student to complete the Bachelor's degree in the most efficient way possible.

Grade Forgiveness

A course repeated after the conferral of the A.A. degree at EFSC may not be used to forgive the equivalent course taken prior to the award of the degree. Only courses designated as repeatable for credit may be retaken for credit to the maximum credit allowable. While honors courses may be used for grade forgiveness, the honors and regular version of a course cannot both be taken for credit.

Diversity-Infused Courses

Eastern Florida State College recognizes that learning communities are comprised of and enriched by people of many ethnicities and cultures. Promoting awareness, acceptance, and tolerance by studying diversity issues are goals of the general education curriculum at Eastern Florida College. Designated in the course listings and descriptions are courses designed to explore the diverse backgrounds of individuals in one or more of the following areas: race/ethnicity, gender, social class/caste, religion, age, sexual orientation, and physical/mental ability.

Students are encouraged to broaden their knowledge of diversity by including a wide range of these courses in their chosen programs of study. Specific requirements depend on intended major at the university - see an advisor.

General Education

Each public institution has a 36-hour general education program that is part of the AA degree and uniquely designed to introduce students to the fundamental knowledge, skills and values essential to the study of academic disciplines. The articulation agreement guarantees the 36-hour general education block of credit earned at any public college or university will be accepted in total by any other public institution in Florida and no further courses will be required to meet the general education component. However, if students transfer prior to completing the 36-hour general education requirement, the student may be required to take additional courses to meet the general education requirement at the receiving institution. If students must transfer prior to receiving the AA degree, it is recommended they complete the 36-hour general education block prior to transferring. Starting in 2015-16, courses taken to fulfill the general education core requirement are guaranteed to transfer and fulfill core requirements at receiving institutions.

At EFSC, the general education core for the associate in arts degree consists of 36 semester hours of coursework as follows: Communications (9 credits.) Mathematics (6 credits.) Natural Science (7 credits.) Humanities (6 credits.) and Social/Behavioral Science (8 credits.) Students should work with an advisor to ensure they complete the correct general education courses for their intended major.

Gordon Rule (College-Level Communication and Computation Skills)

The Gordon Rule, State Rule 6A-10.030, requires baccalaureate and associate in arts students to complete six semester hours of English and six semester hours of additional courses in which the student must demonstrate college-level writing skills through multiple assignments. Additionally, baccalaureate and associate in arts students must complete six semester hours of mathematics at the college level or higher. The mathematics portion of the requirement is satisfied by taking the appropriate mathematics courses. EFSC uses a writing-across-the-curriculum approach to meet the writing requirement. In addition to the required composition courses, any of the required humanities, social sciences, and behavioral sciences courses also help fulfill this requirement. A minimum grade of "C" is required in all courses fulfilling the writing and mathematics portion of the Gordon Rule.

30-Hour Advising

Florida College System associate in arts students are required to identify the bachelor's degree program and college/university of interest by the time they earn 30 hours.

Once a student identifies the program and institution of interest, the Florida College will let the student know about the common prerequisite requirements. The purpose of the 30-hour advising rule is to improve articulation and reduce excess credit hours.

Graduation Requirements for the Associate in Arts (A.A.) degree

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

1. Filed an Intent to Graduate Application and paid the graduation fee. Applications submitted after the published deadline will incur a late fee.
2. Satisfactorily completed a prescribed course of study totaling 60 semester hours that include 36 semester hours of general education coursework and 24 hours of elective credit.
3. Completed at least 25% of the credit hours (15) required for the degree through instruction at EFSC.
4. Completed all coursework with a final grade. Students with a grade of "Incomplete" will not be processed for graduation until a final grade is posted. For graduation in the term of application, the final grade must be posted within the first three weeks of the following term. If the final grade is not posted within the first three weeks of the following term, student must reapply and repay. Student may request to have the "I" converted to a permanent 'F' if the course is not required for the credits to graduate.
5. Achieved a cumulative GPA of 2.00 or higher in all college work attempted. Transfer coursework is included in the cumulative GPA.
6. Achieved a "C" or higher in all courses used to fulfill communications, mathematics, humanities, and social/behavioral sciences general education requirements.
7. Completed the CORE courses as defined in each subject area.
8. Demonstrated foreign language competency.
9. Submitted all outstanding transcripts and removed all financial obligations to the college. Final transcript and diploma will not be released until student has removed all financial obligations to the college.

College-Level Communication and Computation Skills

In compliance with Florida State Board of Education Administrative Rule 6A-10.030, the College has established Gordon Rule standards through designated courses in communications, the humanities, social sciences, and behavioral sciences. This strategy will continue the College's tradition of using a writing-across-the-curriculum approach in its degree programs.

GENERAL EDUCATION

The general education core for the associate in arts degree consists of 36 semester hours of coursework as outlined in the subject areas below. Students must also complete 24 elective credits. Student should meet with an advisor to create an educational plan based on intended major and transfer institution.

Graduation Requirements:

- Per FDOE Rule 6A-14.0303, prior to the award of an A.A. degree, first-time-in-college students entering a Florida College System institution in the fall term 2015 and thereafter must complete at least one (1) CORE COURSE from each of the general education subject areas listed below. *Successful completion of a course for which a CORE COURSE is an immediate prerequisite shall be considered to have satisfied the core.*
- Students must demonstrate foreign language competency
- Completion of appropriate 60 credits with a cumulative GPA of 2.0 or higher.

DEVELOPMENTAL EDUCATION COURSES

Students should meet with an advisor to determine if they must take developmental education courses or if

they can be exempted per F.S. 1005.30 – Common Placement Testing for Public Postsecondary Education. List required courses below:

AREA 1 - COMMUNICATIONS		Required Total 9 Credits in Communications				
	Course Number	Title	Credits	Gordon Rule	Gen Ed Course	CORE Course
	ENC 1101	Composition 1	3	Y	Y	Y
	ENC 1101	Composition 2	3	Y	Y	N
	SPC 2608	Fundamentals of Speech Communication	3	N	Y	N

AREA 2 - MATHEMATICS		Required Total 6 Credits in Mathematics				
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6 semester hours – 2 courses or equivalent honors course

Students must complete two courses with a grade of "C" or higher. At least one of the two required courses must be selected from those designated as "CORE Course" to meet the mandatory FDOE Mathematics requirement. All prerequisites must be observed. Students should select courses with a thorough understanding of the mathematics requirements for their particular upper division major at their transfer university. MAT 1033 - Intermediate Algebra may be required as a prerequisite; the course will satisfy elective credit only.

	Course Number	Title	Credits	Gordon Rule	Gen Ed Course	CORE Course
	MAC 1105	College Algebra	3	Y	Y	Y
	MAC 1114	College Trigonometry	3	Y	Y	N
	MAC 1140	Precalculus Algebra	3	Y	Y	N
	MAC 1147	Precalculus Algebra/Trigonometry	5	Y	Y	N
	MAC 1233	Essentials of Calculus	3	Y	Y	N
	MAC 1311	Calculus 1 with Analytic Geometry	5	Y	Y	Y
	MAC 2312	Calculus 2 with Analytic Geometry	5	Y	Y	N
	MAC 2313	Calculus 3 with Analytic Geometry	5	Y	Y	N
	MAD 2104	Discrete Mathematics	3	Y	Y	N
	MAP 2302	Differential Equations	3	Y	Y	N
	MAS 2103	Linear Algebra	3	Y	Y	N
	MGF 1106	Math for Liberal Arts 1	3	Y	Y	Y
	MGF 1107	Math for Liberal Arts 2	3	Y	Y	Y
	STA 2023	Statistics	3	Y	Y	Y

AREA 3 - NATURAL SCIENCE		Required Total 7 Credits in Natural Science				
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PLAN A: Complete one course from Life/Biological Science and one course from Physical Science (lab required where indicated)

Or PLAN B: Complete 8 credit hours of sequential Chemistry or Physics courses with labs, e.g., CHM 1045 and 1046 with labs or PHY 2048 and 2049 with labs.

At least one of required courses must be selected from those from those designated as "CORE Course" to meet the mandatory FDOE Natural Sciences requirement.

LIFE/BIOLOGICAL SCIENCE

	Course Number	Title	Credits	Gordon Rule	Gen Ed Course	CORE Course
	BOTC 1010	Botany	4	N	Y	N
	BSCC 1005	Fundamentals of Biology	4	N	Y	Y
	BSCC 1010	General Biology 1	4	N	Y	Y
	BSCC 1011	General Biology 2	4	N	Y	N

	BSCC 1084	Survey of Human Anatomy and Physiology	4	N	Y	N
	BSCC 2093	Human Anatomy and Physiology 1	4	N	Y	N
	BSCC 2094	Human Anatomy and Physiology 2	4	N	Y	N
	MCBC 2010	Microbiology for Health Sciences	4	N	Y	N
	OCBC 2010	Marine Biology	4	N	Y	N
	ZOOC 1010	Zoology	4	N	Y	N

PHYSICAL SCIENCE

	Course Number	Title	Credits	Gordon Rule	Gen Ed Course	CORE Course
	AST 1002	Introduction to Astronomy	3	N	Y	Y
	CHM 1025	College Chemistry	3	N	Y	N
	CHM 1045	General Chemistry 1	3	N	Y	Y
	CHM 1046	General Chemistry 2	3	N	Y	N
	CHM 2210	Organic Chemistry 1	3	N	Y	N
	CHM 2211	Organic Chemistry 2	3	N	Y	N
	EVR 1001	Introduction to Environmental Science	3	N	Y	Y
	GLY 1000	Introduction to Physical Geology	3	N	Y	N
	MET 2010	Meteorology	3	N	Y	N
	OCE 1001	Oceanography	3	N	Y	N
	PHY 2048	General Physics 1	4	N	Y	Y
	PHY 2049	General Physics 2	4	N	Y	N
	PHYC 2053	College Physics 1	4	N	Y	Y
	PHYC 2054	College Physics 2	4	N	Y	N
	PSC 1341	Physical Science for Today's World	3	N	Y	N

AREA 4 - HUMANITIES in Humanities

Required Total 6 Credits

6 semester hours – 1 course from each list or equivalent honors course

Select one course from List 1 and one from List 2. At least one of the two required courses must be selected from designated as "CORE Course" to meet the mandatory FDOE Humanities CORE COURSE requirement.

LIST 1

	Course Number	Title	Credits	Gordon Rule	Gen Ed Course	CORE Course
	ARH 2000	Art Appreciation	3	Y	Y	Y
	HUM 1020	Introduction to the Humanities	3	Y	Y	Y
	LIT 1000	Introduction to Literature	3	Y	Y	Y
	MUL 2010	Survey of music Literature	3	Y	Y	Y
	PHI 2010	Introduction to Philosophy	3	Y	Y	Y
	THE 2000	Theatre Appreciation	3	Y	Y	Y

LIST 2

	Course Number	Title	Credits	Gordon Rule	Gen Ed Course	CORE Course

	ARH 2050	Art History and Criticism Survey 1: Pre History through Late Medieval	3	Y	Y	N
	ARH 2051	Art History and Criticism Survey 2: Early Renaissance to 20th Century	3	Y	Y	N
	HUM 2211	Humanities Survey: Ancient through Byzantine Culture	3	Y	Y	N
	HUM 2230	Humanities Survey: Byzantine through Enlightenment	3	Y	Y	N
	HUM 2249	Humanities Survey: Enlightenment through the 21st Century	3	Y	Y	N
	HUM 2270	Humanities: Latin America, Africa, & Eastern World	3	Y	Y	N
	HUM 2390	Themes in the Humanities	3	Y	Y	N
	HUM 2740	Humanities Study Abroad	3	Y	Y	N
	REL 2300	World Religions	3	Y	Y	N
	THE 2100	History of the Theatre 1	3	Y	Y	N

**AREA 5 - SOCIAL/BEHAVIORAL SCIENCE
Social/Behavioral Science**

Required Total 8 Credits in

Three different courses are required. Select one course from List 1, one course from List 2, and one course from List 3, or equivalent honors course. At least one of the three required courses must be selected from designated as "CORE Course" to meet the mandatory FDOE Social Sciences requirement.

LIST 1: BEHAVIORAL SCIENCE

	Course Number	Title	Credits	Gordon Rule	Gen Ed Course	CORE Course
	CLP 1001	Human Adjustment	3	Y	Y	N
	PSY 2012	General Psychology 1	3	Y	Y	Y
	SYG 2000	Introduction to Sociology	3	Y	Y	Y

LIST 2: SOCIAL SCIENCE

	Course Number	Title	Credits	Gordon Rule	Gen Ed Course	CORE Course
	AMH 2010	US History to 1877	3	Y	Y	N
	AMH 2020	US History since 1877	3	Y	Y	Y
	EUH 1000	Western Civilization to 1648	3	Y	Y	N
	EUH 1001	Western Civilization since 1648	3	Y	Y	N
	ISS 2200	Introduction to International Studies	3	Y	Y	N
	POS 2041	American National Government	3	Y	Y	Y
	POS 2112	State and Local Government	3	Y	Y	N

LIST 3: SOCIAL/BEHAVIORAL SCIENCE

	Course Number	Title	Credits	Gordon Rule	Gen Ed Course	CORE Course
	AMH 2010	US History to 1877	3	Y	Y	N
	AMH 2020	US History since 1877	3	Y	Y	Y
	CLP 1001	Human Adjustment	3	Y	Y	N
	ECO 2013	Principles of Economics 1	3	N	Y	Y
	EUH 1000	Western Civilization to 1648	3	Y	Y	N
	EUH 1001	Western Civilization since 1648	3	Y	Y	N
	HLP 1081	Health Analysis and Improvement	2	Y	Y	N

	ISS 2200	Introduction to International Studies	3	Y	Y	N
	POS 2041	American National Government	3	Y	Y	Y
	POS 2112	State and Local Government	3	Y	Y	N
	PSY 2012	General Psychology 1	3	Y	Y	Y
	SOW 2054	Community Involvement	3	N	Y	N
	SYG 2000	Introduction to Sociology	3	Y	Y	Y

ELECTIVES
Required Total 24 Elective Credits

Choose electives based on the transfer requirement at your intended university. Visit the myGPS Transfer Plans on the EFSC website. Electives may include foreign language if not completed in high school. Excess credits from areas above will become elective credits. For example, if you complete 9 credits in Social/Behavioral Sciences, 1 credit will satisfy an elective credit.

FOREIGN LANGUAGE REQUIREMENT MET

Pursuant with F.S. 1007.262, students entering EFSC as a first-time-in-college student in fall 2014 and thereafter must demonstrate competency in a foreign language at a level equal to two years of high school world language (sequential, in the same language) to satisfy graduation requirements for the A.A. degree.



Associate in Arts

Associate in Arts - Code GENR

- ALL NEW (first time in college) STUDENTS must take an entry-level placement test prior to registration. Students who have scores from ACT or SAT within the last two years may use those scores for placement, and must provide an official copy of the test scores. Students who have been awarded an associate's degree or higher from a regionally accredited school are exempt from placement testing. Official transcripts must be presented for exemption.
- Completion of appropriate 60 semester hours with a GPA of 2.0 or higher. Included are the General Education requirements (36 credits) and elective courses (24 credits).
- Specific requirements depend on area of concentration - see an advisor.
- Honors courses will satisfy requirements in their related areas.

Note:

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

I. COMMUNICATIONS (9 CREDIT HOURS)		Credits Needed: 9	Level
Students must complete all three (3) of the following with a grade of "C" or higher:			
ENC 1101	*Composition 1	3	FA1
ENC 1102	Composition 2	3	SP1
SPC 2608	Fundamentals of Speech Communication	3	FA1
* Satisfies FLDOE Core Course Requirement			
II. MATHEMATICS (6 CREDIT HOURS)		Credits Needed: 6	Level
A minimum of 6 credit hours from the following list, successfully completed with a grade of "C" or higher.			
NOTE: All prerequisites must be observed.*			
Students should select courses with a thorough understanding of the mathematics requirements for their particular upper division major at the transfer university of choice. See an advisor.			
MAC 1105	*College Algebra	3	SP1
MAC 1114	College Trigonometry	3	
MAC 1140	Precalculus Algebra	3	
MAC 1147	Precalculus Algebra/Trigonometry	5	
MAC 1233	Essentials of Calculus	3	
MAC 1311	*Calculus 1 with Analytic Geometry	5	
MAC 2312	Calculus 2 with Analytic Geometry	5	
MAC 2313	Calculus 3 with Analytic Geometry	5	
MAD 2104	Discrete Mathematics	3	
MAP 2302	Differential Equations	3	
MAS 2103	Linear Algebra	3	

MGF 1106	*Math for Liberal Arts 1	3	
MGF 1107	*Math for Liberal Arts 2	3	
STA 2023	*Statistics	3	

* Satisfies FLDOE Core Course Requirement

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

III. NATURAL SCIENCE (7 CREDIT HOURS)		Level
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PLAN A (7 credit hours)

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

PLAN B

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

LIFE/BIOLOGICAL SCIENCE:		Level
BOTC 1010	Botany	4
BSCC 1005	*Fundamentals of Biology	4
BSCC 1010	*General Biology 1	4
BSCC 1011	General Biology 2	4
BSCC 1084	Survey of Human Anatomy and Physiology	4
BSCC 2093	Human Anatomy and Physiology 1	4
BSCC 2094	Human Anatomy and Physiology 2	4
MCBC 2010	Microbiology for Health Sciences	4
OCBC 2010	Marine Biology	4
ZOOC 1010	Zoology	4

* Satisfies FLDOE Core Course Requirement

PHYSICAL SCIENCE:		Level
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The Lab component(s) must be completed to meet the requirements for the following courses: CHM 1025; CHM 1045; CHM 1046; CHM 2210; CHM 2211; PHY 2048; and PHY 2049.

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

PSC 1321	Physical Science Survey 1	3	
PSC 1331	Physical Science Survey 2	3	
PSC 1341	Physical Science for Today's World	3	

* Satisfies FLDOE Core Course Requirement

IV. HUMANITIES (6 CREDIT HOURS)

Credits Needed: 6 Level

The Humanities requirement may be satisfied by the completion of one course from List 1 and one course from List 2.

LIST 1

Credits Needed: 3 Level

ARH 2000	*Art Appreciation	3	
HUM 1020	*Introduction to the Humanities	3	
LIT 1000	*Introduction to Literature	3	
MUL 2010	*Survey of Music Literature	3	
PHI 2010	*Introduction to Philosophy	3	
THE 2000	*Theatre Appreciation	3	

* Satisfies FLDOE Core Course Requirement

LIST 2

Credits Needed: 3 Level

Choose one course from List 1 **and** one of the following:

ARH 2050	Art History and Criticism Survey 1: Prehistory through Late Medieval	3	
ARH 2051	Art History and Criticism Survey 2: Early Renaissance to 20th Century	3	
HUM 2211	Humanities Survey: Ancient through Byzantine Culture	3	
HUM 2230	Humanities Survey: Byzantine through Enlightenment	3	
HUM 2249	Humanities Survey: Enlightenment through 21st Century	3	
HUM 2270	Humanities in Latin America, Africa, and the Eastern World	3	
HUM 2390	Themes in the Humanities	3	
HUM 2740	Humanities Study Abroad	3	
REL 2300	World Religions	3	
THE 2100	History of the Theatre	3	

V. SOCIAL/BEHAVIORAL SCIENCE (8 CREDIT HOURS)

Credits Needed: 8 Level

The Social/Behavioral Science requirement may be satisfied by the completion of List 1, 2, or 3. (Minimum 3 credits from Behavioral Science and 3 credits from Social Science.)

LIST 1

Level

Behavioral Science- 3 credits

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

* Satisfies FLDOE Core Course Requirement

LIST 2		Level
Social Science - 3 credits		
AMH 2010	US History to 1877	3
AMH 2020	*US History Since 1877	3
EUH 1000	Western Civilization to 1648	3
EUH 1001	Western Civilization Since 1648	3
ISS 2200	Introduction to International Studies	3
POS 2041	* American National Government	3
POS 2112	State and Local Government	3
* Satisfies FLDOE Core Course Requirement		
LIST 3		Level
Behavioral/Social Science Option - 2 Credits		
AMH 2010	US History to 1877	3
AMH 2020	*US History Since 1877	3
CLP 1001	Human Adjustment	3
ECO 2013	*Principles of Economics 1 (Macroeconomics)	3
EUH 1000	Western Civilization to 1648	3
EUH 1001	Western Civilization Since 1648	3
HLP 1081	Health Analysis and Improvement	2
ISS 2200	Introduction to International Studies	3
POS 2041	* American National Government	3
POS 2112	State and Local Government	3
PSY 2012	* General Psychology 1	3
SOW 2054	Community Involvement	3
SYG 2000	*Introduction to Sociology	3
* Satisfies FLDOE Core Course Requirement		
VI. ELECTIVES (24 CREDIT HOURS)		Credits Needed: 24
Students should select electives based on common program prerequisites for the intended upper division major.		
VII. FOREIGN LANGUAGE REQUIREMENT		Level
Beginning with students initially entering Eastern Florida State College in 2014-15 and thereafter, coursework for an Associate in Arts degree shall include demonstration of competency in a foreign language at a level equal to two years of high school world language (sequential, in the same language) or American Sign Language coursework. This is pursuant to F.S. 1007.262.		
Total Credit Hours:60		

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

CAREER AND TECHNICAL PROGRAMS

www.easternflorida.edu/qo/careertech

Career and Technical Programs are college credit programs designed to meet student career goals and workforce needs. The College offers more than 90 innovative career and technical college credit programs. Each program is taught by experienced faculty from the career areas. Career and technical courses connect real-world application with theory and many courses involve hands-on learning. Some certificate programs can be completed in as short as one semester. Associate in Science (A.S.) degrees can be completed in as short as two to three years.

The following career and technical programs are offered at EFSC:

- **Associate in Science (A.S.)**

The Associate in Sciences is a two-year technical degree that contains 15-18 credit hours of transferable general education. **Some A.S. degrees will articulate to universities. All EFSC A.S. degrees will transfer to the EFSC BAS degrees.**

- **Advanced Technical Certificate (A.T.C.)**

Advanced Technical Certificates are designed for individuals who have already completed a degree (at least an associate degree) and are seeking advanced, specialized preparation in a particular career field to supplement their degree. Eastern Florida offers Advanced Technical Certificates in a few limited career areas in which advanced training beyond the associate degree level is needed.

- **Applied Technology Diploma (A.T.D.)**

The Applied Technology Diploma (A.T.D.) is part of an AS degree and leads to employment in a specific occupation. An ATD may consist of either vocational credit or college credit.

- **College Credit Certificates (C.C.C.)**

College Credit Certificates are short-term career education program that are part of an AS degree.

- **Postsecondary Adult Vocational Program (P.S.A.V.)**

Courses in the Postsecondary Adult Vocational Certificates consist of job preparatory programs, excluding Continuing Workforce Education, through which a student receives a vocational certificate upon completion of instruction.

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

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

Accident Insurance Requirements

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

Student Accident Insurance - Required

Aerospace
Aircraft Airframe Mechanic
Air Conditioning, Refrigeration & Heating Technology Apprenticeship
Automotive Service Technology
Cardiovascular Echocardiography
Commercial/Foods & Culinary Arts
Computed Tomography
CNC Machinist
Continuing Education
Correctional Officer
Cosmetology
Crossover Correctional to Law Enforcement
Facials Specialty
Nails Specialty
Dental Assisting
Dental Hygiene
Emergency Medical Services
Emergency Medical Technician
Fire Fighter
Health Information Technology
Florida Law Enforcement Academy
Magnetic Resonance Imaging (MRI)
Medical Assisting
Medical Information Coder/Biller
Medical Laboratory Technology
Nursing RN (Associate Degree)
Paramedic
Patient Care Assistant
Phlebotomy
Practical Nursing
Radiography
Respiratory Care
Surgical Technology
Veterinary Technology
Welding Technology

Student Accident Insurance - Recommended

Engineering Technology
Fire Science Technology
Healthcare Continuing Education

Liability Insurance - Required

Automotive Service Technology
Cosmetology
Culinary Operations
Facials Specialty
Nails Specialty
Dental Assisting
Dental Hygiene
Emergency Medical Services
Emergency Medical Technician
Fire Fighter 1
Health Information Technology
Medical Assisting
Medical Information Coder/Biller
Medical Laboratory Technology
Nursing RN (Associate Degree)
Paramedic
Patient Care Assistant
Phlebotomy
Practical Nursing
Radiography
Respiratory Care
Surgical Technology
Veterinary Technology
Welding Technology

Liability Insurance - Recommended

Fire Science Technology
Healthcare Continuing Education

Associate in Science (A.S.) Degrees

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

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

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

Admissions

Students must complete an application for admission to Eastern Florida State College and pay the application fee. An additional application to the program may be required if it is limited access. See the "Programs and Admission Requirements" listing for specific admission requirements such as testing and high school graduation.

General Education Requirements:

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

WRITTEN COMMUNICATIONS: 3 credits required
ENC 1101 Composition 1

COMPUTATION: 3 credits required

Math requirements differ by program. Some programs have specific math requirements which must be met for graduation. If not specifically designated, student may satisfy the math requirement with one of the following courses. All prerequisites must be observed.

MAC 1105	College Algebra
MAC 1114	College Trigonometry
MAC 1140	Precalculus Algebra
MAC 1147	Precalculus Algebra/Trigonometry
MAC 1233	Essentials of Calculus
MAC 1311	Calculus 1 with Analytic Geometry
MAC 1311H	Honors Calculus 1 with Analytic Geometry
MAC 2312	Calculus 2 with Analytical Geometry
MAC 2312H	Honors Calculus 2 with Analytic Geometry
MAC 2313	Calculus 3 with Analytic Geometry
MAD 2104	Discrete Mathematics
MAP 2302	Differential Equations
MAS 2103	Linear Algebra
MAT 1033	Intermediate Algebra
MGF 1106	Math for Liberal Arts 1
MGF 1107	Math for Liberal Arts 2
STA 2023	Statistics
STA2023H	Honors Statistics

COMPUTATION/NATURAL SCIENCE: 3 credits required

If specified in the program, students may select a science course to satisfy the computation/natural science requirement. However, all A.S. students must demonstrate college level mathematics competency by completing all required developmental education courses, even if their program allows the use of a natural science course. Students who are exempted from the placement test are not required to take developmental education mathematics courses. Student may satisfy the natural science requirement with one of the following courses. All prerequisites must be observed.

BOTC 1010 Botany

BSCC 1005	Fundamentals of Biology
BSCC 1010	General Biology
BSCC 1011	General Biology 2
BSCC 1084	Survey of Human Anatomy & Physiology
BSCC 2093	Human Anatomy & Physiology 1
BSCC 2094	Human Anatomy & Physiology 2
MCBC 2010	Microbiology
OCBC 2010	Marine Biology
ZOOC 1010	Zoology
AST 1002	Astronomy
CHM 1025	College Chemistry with Lab
CHM 1045	General Chemistry 1 with Lab
CHM 1046	General Chemistry 2 with Lab
CHM 2210	Organic Chemistry 1 with Lab
CHM 2211	Organic Chemistry 2 with Lab
EVR 1001	Introduction to Environmental Science
GLY 1000	Geology
MET 2010	Meteorology
OCE 1001	Oceanography
PHY 2048	General Physics 1 with Lab
PHY 2049	General Physics 2 with Lab
PHYC 2053	College Physics 1
PHYC 2054	College Physics 2
PSC 1341	Physical Science for Today's World

ORAL COMMUNICATIONS: 3 credits required

SPC 2608 Fundamentals of Speech Communications

HUMANITIES REQUIREMENT: 3 credits required

Unless specified in the program, students may satisfy the humanities requirement with one of the following courses. All prerequisites must be observed.

ARH 2000	Art Appreciation
ARH 2050	Art History & Survey 1: Prehistory – Late Medieval
ARH 2051	Art History & Survey 2: Early Renaissance – 20 th Cen
HUM 1020	Introduction to the Humanities
HUM 2211	Humanities Survey: Ancient - Byzantine Cultures
HUM 2230	Humanities Survey: Byzantine - Enlightenment
HUM 2249	Humanities Survey: Enlightenment - 21 st Century
HUM 2270	Humanities in Latin Amer, Africa, & Eastern World
HUM 2390	Themes in Humanities
HUM 2740	Humanities Study Abroad
LIT 1000	Introduction to Literature
MUL 2010	Survey of Music Literature
PHI 2010	Introduction to Philosophy
REL 2300	World Religions
THE 2000	Theatre Appreciation
THE 1100	History of the Theatre 1

SOCIAL/BEHAVIORAL SCIENCE: 3 credits required

Unless specified in the program, students may satisfy the social/behavioral science requirement as follows. If the program specifies "Behavioral Science" choose from list 1. If the program specifies "Social Science" choose from list 2. If the program specifies "Social/Behavioral Science" choose from list 3. All prerequisites must be observed.

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

LIST 2: Social Science

AMH 2010	U.S. History to 1877
AMH 2020	U.S. History since 1877
EUH 1000	Western Civilization to 1648
EUH 1001	Western Civilization since 1648
ISS 2200	Introduction to International Studies
POS 2041	American National Government
POS 2112	State & Local Government

LIST 3: Social/Behavioral Science

AMH 2010	U.S. History to 1877
AMH 2020	U.S. History since 1877
CLP 1001	Human Adjustment
ECO 2013	Principles of Economics 1 (Macroeconomics)
EUH 1000	Western Civilization to 1648
EUH 1001	Western Civilization since 1648
ISS 2200	Introduction to International Studies
POS 2041	American National Government
POS 2112	State & Local Government
PSY 2012	General Psychology 1
SOW 2054	Community Involvement
SYG 2000	Introduction to Sociology

Graduation Requirements for the Associate in Science (A.S.) degree

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

1. Filed an 'Intent to Graduate' Application and paid the graduation fee. Applications submitted after the published deadline will incur a late fee.
2. Satisfactorily completed a prescribed course of study that totals at least 60 hours.
3. Satisfied entry assessment requirements and/or completed with a grade of "S" or better all required developmental education in reading, writing, and mathematics.
4. Completed at least 25% of the credit hours required for the degree through instruction at EFSC.
5. Completed all coursework with a final grade. Students with a grade of "Incomplete" will not be processed for graduation until a final grade is posted. For graduation in the term of application, the final grade must be posted within the first three weeks of the following term. If the final grade is not posted within the first three weeks of the following term, student must reapply and repay. Student may request to have the "I" converted to a permanent 'F' if the course is not required for the credits to graduate.
6. Achieved a cumulative GPA of 2.00 or higher in all college work attempted. Transfer coursework is included in the cumulative GPA.
7. Submitted all outstanding transcripts and removed all financial obligations to the college. Final transcript and diploma will not be released until student has removed all financial obligations to the college.
8. Students who are applying for an A.S. degree with imbedded College Credit Certificates (C.C.C.) do not need to apply for the CCCs. They will be awarded automatically for any or all certificates for which requirements have been met.

A.S. Degrees and Specializations

Please be aware that EFSC offers several A.S. degrees with multiple specializations. Students may receive a specific A.S. degree only one time. While students may take courses from multiple specializations, the degree will be awarded only once. For example, student earns the A.S. in Engineering Technology, with the Advanced Technology Specialization. Student then completes all courses in the Electronics Specialization. Student COULD NOT receive the A.S. in Engineering Technology again. However, student COULD receive a degree in Graphics Technology when all requirements for that degree are met.



Aerospace Technology

Associate in Science - Code ATAS

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

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	SU1
MAC 1105	College Algebra	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	SU2
	Humanities Requirement	3	SU1
	Social/Behavioral Science Requirement	3	SU2
MAJOR COURSES		Credits Needed: 43	Level
AFR 1100	Introduction to the Aerospace Workplace	3	FA1
EETC 1005	Basic Electricity/Electronics	4	SP1
EETC 2609	Electronic Fabrication and Fiber Optics	3	FA2
ETIC 1830	Materials and Processes 1	3	SP1
ETIC 1832	Materials and Processes 2	3	FA2
ETIC 1850	Aerospace Systems	4	FA2
ETIC 1852	Aerospace Test and Measurements	4	SP2
ETIC 1853	Aerospace Safety and Quality	3	SP1
ETIC 1855	Aerospace Structural Fabrication 1	3	FA2
ETIC 2411	Technical Task Analysis/Implementation	3	SP2
ETIC 2851	Applied Mechanics	4	FA1
ETIC 2856	Aerospace Structural Fabrication 2	3	SP2
ETMC 2318	Aerospace Fluid Systems	3	SP2
SUPPORT COURSES		Credits Needed: 6	Level
CGS 2100	Introduction to Microcomputer Applications	3	SP1
PSC 1341	Physical Science for Today's World	3	FA1

TECHNICAL ELECTIVES (OPTIONAL)			Level
ASC 2949	Aerospace Internship	1 - 3	
ETDC 2364	SolidWorks Fundamentals	3	
Total Credit Hours:64			

For application and program information contact:

Aerospace Programs at (321) 433-7081

or email aerospace@easternflorida.edu



Business Administration

Associate in Science - Code BUAS

The Business Administration AS degree program has the following associated College Credit Certificates (CCC's):

- Accounting Technology Management CCC
- Accounting Technology Operations CCC
- Accounting Technology Specialist CCC
- Business Entrepreneurship CCC
- Business Management CCC
- Entrepreneurship Operations CCC
- Human Resources Administrator CCC

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

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 24	Level
ENC 1101	Composition 1	3	FA1
ENC 1102	Composition 2	3	SP1
MAC 1105	College Algebra	3	FA1
MAC 1233	Essentials of Calculus	3	SP1
SPC 2608	Fundamentals of Speech Communication	3	FA1
	Humanities Requirement	3	SP1
	Social/Behavioral Science Requirement	6	SU1
MAJOR COURSES		Credits Needed: 18	Level
ACG 2021	Financial Accounting	3	FA2
ACG 2071	Managerial Accounting	3	SP2
CGS 2100	Microcomputer Applications	3	FA1
ECO 2013	Principles of Economics 1 (Macroeconomics)	3	FA2
ECO 2023	Principles of Economics 2 (Microeconomics)	3	SP2
STA 2023	Statistics	3	FA2
TECHNICAL ELECTIVES		Credits Needed: 18	Level
ACG 2100	Intermediate Accounting 1	3	
ACG 2450	Accounting Information Systems	3	

ADV 1000	Advertising	3	
BUL 2241	Business Law 1	3	
BUL 2242	Business Law 2	3	
COP 2822	Web Page Authoring	3	
ENT 2000	Introduction to Entrepreneurship	3	
ENT 2112	Business Plans	3	
ENT 2172	Opportunity Analysis and Franchising	3	
ENT 2302	Funding Acquisition and Legal Issues	3	
ENT 2411	Small Business Accounting and Finance	4	
FIN 1100	Personal Finance	3	
FIN 2000	Principles of Finance	3	
GEB 1011	Introduction to Business	3	
GEB 1350	Introduction to International Business	3	
GEB 2940	Business Internship	3	
MAN 2021	Business Management Principles	3	
MAR 2011	Marketing Principles	3	
MAR 2640	Marketing Decisions	3	
MAR 2720	Marketing on the Internet	3	
MAT 1033	Intermediate Algebra	3	
MKA 1021	Principles of Selling	3	
MKA 1302	Business Seminar/Practicum 1	3	
MKA 1312	Business Seminar/Practicum 2	3	
MNA 2300	Human Resources Management	3	
MNA 2320	Human Resource Recruitment and Staffing	3	
MNA 2325	Human Resource Compensation and Benefits Administration	3	
OST 1582	Ethics at Work	3	
OST 2335	Business Communications	3	
OST 2355	Records Management and Filing	3	
REE 1040	Real Estate Principles and Law	4	
SBM 2000	Small Business Management	3	
SLS 2261	Leadership	3	
TAX 2000	Federal Tax Accounting 1	3	
Total Credit Hours:60			



Chemical Technology

Associate in Science - Code CHAS

The Chemical Technology AS degree program has the following associated College Credit Certificate (CCC):

- Scientific Workplace Preparation CCC

This degree program prepares students for employment as laboratory technicians, or to provide supplemental training for persons previously or currently employed in these occupations.

Upon completion of the program, the student will be able to assist chemists and chemical engineers by performing chemical and physical laboratory tests for various purposes such as quality control monitoring of on-going production operations, research and development, and the maintenance of health and safety standards in the laboratory.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	FA1
MAC 1105	College Algebra	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	SU1
	Humanities Requirement	3	SP1
	Social/Behavioral Science Requirement	3	SU1
MAJOR COURSES		Credits Needed: 15	Level
BSCC 1010	General Biology 1	4	FA1
CHM 1045	General Chemistry 1	3	FA1
CHM 1046	General Chemistry 2	3	SP1
CHML 1045	General Chemistry 1 Laboratory	1	FA1
CHML 1046	General Chemistry 2 Laboratory	1	SP1
CGS 1000	Introduction to Computers	3	SP1
OR CGS 2100	Microcomputer Applications	3	SP1
SELECT ONE SPECIALIZATION FROM BELOW:		Credits Needed: 16	Level
BIOMEDICAL TECHNOLOGY SPECIALIZATION			Level
Specialization Code - CHASBIO			
BSCC 1011	General Biology 2	4	
BSCC 1426	Introduction to Biotechnology Methods	4	
BSCC 2093	Human Anatomy and Physiology 1	4	

BSCC 2094	Human Anatomy and Physiology 2	4	
BIOTECHNOLOGY SPECIALIZATION			Level
Specialization Code - CHASBTO			
BSCC 1426	Introduction to Biotechnology Methods	4	
BSCC 1427	Introduction to Biotechnology Methods 2	4	
CHM 2210	Organic Chemistry 1	3	
CHM 2211	Organic Chemistry 2	3	
CHML 2210	Organic Chemistry 1 Laboratory	1	
CHML 2211	Organic Chemistry 2 Laboratory	1	
CHEMICAL TECHNOLOGY SPECIALIZATION			Level
Specialization Code - CHASCT			
CHM 2210	Organic Chemistry 1	3	
CHM 2211	Organic Chemistry 2	3	
CHML 2210	Organic Chemistry 1 Laboratory	1	
CHML 2211	Organic Chemistry 2 Laboratory	1	
PHY 2048	General Physics 1	4	
AND PHY 2049	General Physics 2	4	
OR			
PHYC 2053	College Physics 1	4	
AND PHYC 2054	College Physics 2	4	
ENGINEERING SPECIALIZATION			Level
Specialization Code - CHASEGR			
EGN 1007	Engineering Concepts and Methodologies	1	
EGN 2312	Engineering Analysis - Statics	3	
EGN 2322	Engineering Analysis - Dynamics	3	
EGS 1006	Introduction to the Engineering Profession	1	
PHY 2048	General Physics 1	4	
PHY 2049	General Physics 2	4	
TECHNICAL ELECTIVES		Credits Needed: 18	Level
<i>Note: Courses in the four specializations above can be used as technical electives as long as they are not being used to fulfill the specialization requirement.</i>			
ECO 2023	Principles of Economics 2 (Microeconomics)	3	
ENC 2210	Technical Writing	3	
HSC 1531	Medical Terminology	2	
HSCC 1000	Introduction to Healthcare	3	
MAC 1147	Precalculus Algebra/Trigonometry	5	
MAC 1233	Essentials of Calculus	3	
MAC 1311	Calculus 1 with Analytic Geometry	5	
MAC 2312	Calculus 2 with Analytic Geometry	5	

MAC 2313	Calculus 3 with Analytic Geometry	5	
PHY 2025	Introduction to Principles of Physics	3	
PHYL 2048	General Physics 1 Laboratory	1	
PHYL 2049	General Physics 2 Laboratory	1	
STA 2023	Statistics	3	
Total Credit Hours:64			



Computer Information Technology

Associate in Science - Code CIAS

The Computer Information Technology AS degree program has the following associated College Credit Certificates (CCC's):

- Geographic Information Systems (GIS) CCC
- Help Desk Support Technician CCC

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

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

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

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

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	SP1
	Computation Requirement	3	FA1
	Humanities Requirement	3	SU1
	Social/Behavioral Science Requirement	3	SP1
COMPUTER PROGRAMS - CORE COURSES		Credits Needed: 21	Level
CET 1176	Computer Maintenance and Repair	3	SP1
CGS 1000	Introduction to Computers	3	FA1
CGS 2100	Introduction to Microcomputer Applications	3	FA1
COP 2700	Database Techniques	3	SP1
CTS 1142	Information Technology Project Management	3	SU1
CTS 1329	Microsoft Client O/S	3	FA2
CTSC 1134	Network+	3	SP1

SELECT ONE SPECIALIZATION FROM BELOW:		Credits Needed: 24	Level
DATABASE ADMINISTRATOR SPECIALIZATION			Level
Specialization Code: CIASDBA			
COP 1000	Principles of Programming	3	
COP 2812	Introduction to XML	3	
CTS 1321	Linux Networking and System Administration	3	
CTS 1383	Microsoft Server O/S - Installation and Configuration	3	
CTS 2440	Introduction to Oracle SQL and PL/SQL	3	
CTS 2441	Oracle Database Fundamentals 1	3	
	Technical Electives	6	
HELP DESK SPECIALIZATION			Level
Specialization Code: CIASHDS			
COP 1000	Principles of Programming	3	
CTS 1154	Help Desk Technical Support	3	
CTS 1155	Help Desk Customer Support	3	
CTS 1321	Linux Networking and System Administration	3	
CTS 1383	Microsoft Server O/S - Installation and Configuration	3	
	Technical Electives	9	
MANAGEMENT INFORMATION SYSTEMS SPECIALIZATION			Level
Specialization Code: CIASMIS			
ACG 2021	Financial Accounting	3	
ACG 2071	Managerial Accounting	3	
COP 1000	Principles of Programming	3	
GEB 1011	Introduction to Business	3	
MAN 2021	Business Management Principles	3	
	Technical Electives	9	
TECHNICAL ELECTIVES			Level
CGS 2571	Microcomputer Applications-Advanced	3	
CGS 2941	Internship	1 - 3	
CGS 2948	Service-Learning Field Studies 1	1	
CIS 2321	Systems Analysis and Design	3	
COP 2822	Web Page Authoring	3	
CTS 1321	Linux Networking and System Administration	3	
CTSC 2120	Network Security Fundamentals	3	
ENC 2210	Technical Writing	3	
ETDC 1540	Civil Drafting	4	
GRAC 2150	Raster Graphics	3	
TARC 1120	Architectural Drafting	4	



Computer Programming and Analysis

Associate in Science - Code CPAS

The Computer Programming and Analysis AS degree program has the following associated College Credit Certificates (CCC's):

- Computer Programmer CCC
- Web Development Specialist CCC

This program is designed to prepare students for entry-level program development and analysis positions in the software development environment. Students currently employed in the field can supplement and upgrade their skills through a variety of offerings in programming languages and applications.

The **Advanced Programming** specialization prepares students for developing applications using the advanced programming features of both C# and Java. Students will use the features of both languages to develop multi-threaded applications, database applications, client server applications, and advanced Graphical User Interface (GUI) applications.

The **Mobile Application Development** specialization prepares students for developing applications for mobile devices with a concentration on current technology. Students study the most widely used mobile development environments used by businesses. A hands on environment will be provided by implementing a common solution using multiple development environments and multiple devices. Students develop capabilities in the analysis, evaluation and implementation of Mobile Computing principles as well as the appreciation of mobile platform project development issues, including design, development, communication, management, information security, usability, and related issues.

The **Visual Basic Programming** specialization prepares students for developing applications using Microsoft's Visual Basic. Students will become familiar with the Integrated Development Environment (IDE), Database Applications using ADO.NET, Web Services, and Web Applications using ASP.NET. Students will learn to design the Graphical User Interface (GUI), develop VB code, and set properties for Objects which make up a Visual Basic Application.

The **Web Applications Programming** specialization prepares students for developing web applications. Students will learn to program both client side and server side applications using industry recognized standards, programming languages, and tools. The standards include Hypertext Markup Language (HTML), Cascading Style Sheets (CSS) and Extensible Markup Language (XML). The client side and server side programming will be implemented using JavaScript and Hypertext Processor (PHP). The open source tools include My Structured Query Language (MySQL), and the Apache Web Server.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	SU1
	Computation Requirement	3	FA1
	Humanities Requirement	3	SP1
	Social/Behavioral Science Requirement	3	SU1
COMPUTER PROGRAMS - CORE COURSES		Credits Needed: 21	Level
CET 1176	Computer Maintenance and Repair	3	SP1
CGS 1000	Introduction to Computers	3	FA1
CGS 2100	Microcomputer Applications	3	FA1

COP 2700	Database Techniques	3	SP1
CTS 1142	Information Technology Project Management	3	SP2
CTS 1329	Microsoft Client O/S	3	FA2
CTSC 1134	Network+	3	SP2
MAJOR COURSES		Credits Needed: 18	Level
COP 1000	Principles of Programming	3	SP1
COP 2334	Introduction to C++ Programming	3	FA2
COP 2335	C++ Programming Advanced	3	SP2
COP 2360	C# Programming	3	FA2
COP 2800	Introduction to Java Programming	3	SP1
COP 2822	Web Page Authoring	3	FA2
SELECT ONE SPECIALIZATION FROM BELOW:		Credits Needed: 6	Level
ADVANCED PROGRAMMING SPECIALIZATION			Level
Specialization Code - CPASAP			
COP 2362	C# Programming Advanced	3	SP2
COP 2805	Advanced Java Programming	3	FA2
MOBILE APPLICATIONS DEVELOPMENT SPECIALIZATION			Level
Specialization Code - CPASMAD			
COP 1657	Introduction to Mobile Applications Programming	3	FA2
COP 2671	Mobile Applications Development	3	SP2
VISUAL BASIC PROGRAMMING SPECIALIZATION			Level
Specialization Code - CPASVPB			
COP 1332	Visual Basic Programming	3	FA2
COP 2333	Visual Basic Programming Advanced	3	SP2
WEB APPLICATIONS PROGRAMMING SPECIALIZATION			Level
Specialization Code - CPASWAP			
COP 2812	Introduction to XML	3	FA2
COP 2831	Web Programming	3	SP2
Total Credit Hours:60			



Crime Scene Technology

Associate in Science - Code CRAS

The Crime Scene Technology AS degree program has the following associated College Credit Certificate (CCC):

- Crime Scene Technician CCC

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

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

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	SP1
	Computation /Natural Science Requirement	3	FA1
	Humanities Requirement	3	SU1
	Social/Behavioral Science Requirement	3	SU1
MAJOR COURSES		Credits Needed: 31	Level
CCJ 1020	American Criminal Justice	3	FA1
CJE 1640	Introduction to Forensic Science	3	SP1
CJE 1642	Introduction to Crime Scene Technology	3	FA1
CJE 1643	Advanced Crime Scene Technology	4	SP1
CJE 1644	Crime Scene Safety	3	FA2
CJE 1671	Latent Fingerprint Development	3	FA2
CJE 1672	Fingerprint Classification	3	SP2
CJE 1770	Crime Scene Photography 1	3	FA2
CJE 1772	Crime Scene Photography 2	3	SP2
CJL 1610	Courtroom Presentation of Evidence	3	SP2
TECHNICAL ELECTIVES		Credits Needed: 14	Level
BSCC 1084	Survey of Human Anatomy and Physiology	4	
CCJ 1010	Criminology	3	

CCJ 2022	Critical Issues in Criminal Justice	3	
CCJ 2650	Drugs, Alcohol and Crime	3	
CGS 2100	Microcomputer Applications	3	
CJE 1000	Introduction to Law Enforcement	3	
CJE 2330	Ethics in Criminal Justice	3	
CJE 2600	Investigations	3	
CJL 1400	Criminal Procedures	3	
DSC 1005	Terrorism in Today's World	3	
ENC 2210	Technical Writing	3	
HSC 1532	Advanced Medical Terminology	3	
OST 2335	Business Communications	3	
PSC 1321	Physical Science Survey 1	3	
SOW 1051	Human Service Experience 1	1	
SOW 1052	Human Service Experience 2	1	
Total Credit Hours:60			



Criminal Justice Technology

Associate in Science - Code CJAS

The Criminal Justice Technology AS degree program has the following associated College Credit Certificate (CCC):

- Criminal Justice Technology Specialist CCC

This program is designed for students interested in broadening their knowledge of criminal justice and for field professionals seeking incentive benefits, career enhancement, or to increase their on-the-job competence. Many of the credits earned may be transferable to a baccalaureate degree program.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	SP1
	Computation/Natural Science Requirement	3	FA2
	Humanities Requirement	3	SU1
	Social/Behavioral Science Requirement	3	SP2
MAJOR COURSES		Credits Needed: 33	Level
CCJ 1010	Criminology	3	FA1
CCJ 1020	American Criminal Justice	3	SP1
CCJ 1452	Criminal Justice Administration	3	SP2
CCJ 2650	Drugs, Alcohol and Crime	3	FA1
CJC 2000	American Corrections	3	FA2
CJE 2600	Investigations	3	FA2
CJL 1400	Criminal Procedures	3	SP2
CJL 2401	Criminal Law	3	FA2
DSC 1003	Foundation of Homeland Security	3	SP1
POS 2041	American National Government	3	SP2
POS 2112	State and Local Government	3	SP1
SUPPORT COURSES		Credits Needed: 3	Level
CGS 2100	Microcomputer Applications	3	SP2
TECHNICAL ELECTIVES		Credits Needed: 9	Level
CCJ 2022	Critical Issues in Criminal Justice	3	

CCJ 2191	Criminal Justice Practitioners (Human Behavior)	3	
CCJ 2948	Service-Learning Field Studies 1	1	
CJC 2162	Community Corrections	3	
CJE 1000	Introduction to Law Enforcement	3	
CJE 1440	Crime Prevention	3	
CJE 1642	Introduction to Crime Scene Technology	3	
CJE 1643	Advanced Crime Scene Technology	4	
CJE 1644	Crime Scene Safety	3	
CJE 2330	Ethics in Criminal Justice	3	
CJJ 1540	Juvenile Delinquency	3	
DSC 1005	Terrorism in Today's World	3	
DSC 1032	Preparation and Response for Terrorism	3	
DSC 1035	Recognition and Investigation of Terrorism	3	
HSC 2400	First Aid and Safety	3	
SCC 1002	Introduction to Private Security	3	
SOW 1051	Human Service Experience 1	1	
SOW 2054	Community Involvement	3	
			Level

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

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

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

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

Total Credit Hours:60	
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Dental Assisting Technology and Management

Associate in Science - Code DMAS

The Dental Assisting Technology and Management AS degree program has the following associated Advanced Technical Diploma (ATD):

- Dental Assisting Technology and Management ATD

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

Three specializations are available: Education; Product Marketing, Sales and Education Programs; or Dental Practice Management. Courses for the three AS degree specializations are available online.

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

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 16	Level
BSCC 1084	*Survey of Human Anatomy and Physiology	4	SP1
ENC 1101	Composition 1	3	SP1
SPC 2608	Fundamentals of Speech Communication	3	SP1
SYG 2000	Introduction to Sociology	3	SP1
	Humanities Requirement	3	SP1

*This course is to be completed in the one-year ATD program.

MAJOR COURSES		Credits Needed: 46	Level
DEA 1010	*Introduction to Dental Assisting	2	SU1
DEA 1051	*Dental Pharmacology and Pain Control	2	SP2
DEA 1136	*Allied Dental Theory	2	SP2
DEA 1152	*Dental Psychology	1	SU2
DEA 1805	*Clinical Practice 1	4	SP2
DEA 1936	*Dental Seminar	1	SU2
DEAL 1805	*Clinical Practice 1 Laboratory	5	SP2
DEAL 1855	*Clinical Practice 2 Laboratory	5	SU2
DES 1020	*Head, Neck, and Dental Anatomy	2	SU1
DES 1200	*Dental Radiography	2	FA1
DES 1502	*Dental Office Management	1	SP2

DES 1600	*Office Emergencies	1	SP2
DES 1800	*Introduction to Clinical Procedures	2	FA1
DES 1840	*Preventive Dentistry	2	FA1
DES 2100	*Dental Materials	2	FA1
DESC 2832	*Expanded Functions for Dental Auxiliaries	2	FA1
DESC 2833	*Expanded Functions for Dental Auxiliaries 2	3	SU2
DESL 1020	*Head, Neck, and Dental Anatomy Laboratory	1	SU1
DESL 1200	*Dental Radiography Laboratory	1	FA1
DESL 1800	*Introduction to Clinical Procedures Laboratory	1	FA1
DESL 2100	*Dental Materials Laboratory	1	FA1
HSCC 1000	*Introduction to Healthcare	3	SU1

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

SELECT ONE SPECIALIZATION FROM BELOW:	Credits Needed: 6	Level
DENTAL PRACTICE MANAGEMENT SPECIALIZATION		Level

Specialization Code: DMASMGMT

ACG 2021	Financial Accounting	3	FA2
CGS 2100	Microcomputer Applications	3	FA2
MAN 2021	Business Management Principles	3	FA2
OST 2335	Business Communications	3	FA2

EDUCATION SPECIALIZATION		Level
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Specialization Code: DMASEDU

CGS 2100	Microcomputer Applications	3	FA2
EDF 1005	Introduction to the Teaching Profession	3	FA2
EDF 2085	Introduction to Diversity for Educators	3	FA2
EME 2040	Introduction to Technology for Educators	3	FA2

PRODUCT MARKETING, SALES, AND EDUCATIONAL PROGRAMS SPECIALIZATION		Level
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Specialization Code: DMASMKT

CGS 2100	Microcomputer Applications	3	FA2
GEB 1011	Introduction to Business	3	FA2
MAR 2011	Marketing Principles	3	FA2
MKA 1021	Principles of Selling	3	FA2

TECHNICAL ELECTIVES	Credits Needed: 2	Level
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SOW 1051	Human Service Experience 1	1	FA2
SOW 1052	Human Service Experience 2	1	FA2
SOW 1053	Human Service Experience 3	1	FA2
	Open Elective	2	FA2

Total Credit Hours:70

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



Dental Hygiene

Associate in Science - Code DHAS

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

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

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

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

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations:PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 19	Level
CHM 1025	College Chemistry	3	SP1
CHML 1025	College Chemistry Laboratory	1	SP1
ENC 1101	Composition 1	3	SU1
PSY 2012	General Psychology 1	3	SU2
SPC 2608	Fundamentals of Speech Communication	3	SP2
SYG 2000	Introduction to Sociology	3	FA2
	Humanities Requirement	3	SP2
MAJOR COURSES		Credits Needed: 58	Level
DEH 1130	Oral Histology and Embryology	2	SU1
DEH 1800	Dental Hygiene 1	2	SP1
DEH 1802	Dental Hygiene 2	2	SU2
DEH 2300	Pharmacology and Pain Control	2	SP1
DEH 2400	General and Oral Pathology	3	SU2
DEH 2701	Community Dental Health 1	2	FA2
DEH 2804	Dental Hygiene 3	2	FA2
DEH 2806	Dental Hygiene 4	2	SP2
DEHC 1003	Pre-Clinical Dental Hygiene	3	FA1

DEHC 2602	Periodontology	3	FA2
DEHL 1800	Dental Hygiene Clinic 1	3	SP1
DEHL 1802	Dental Hygiene Clinic 2	2	SU2
DEHL 2300	Pharmacology and Pain Control Laboratory	1	SP1
DEHL 2702	Community Dental Health 2	1	SP2
DEHL 2804	Dental Hygiene Clinic 3	4	FA2
DEHL 2806	Dental Hygiene Clinic 4	5	SP2
DES 1020	Head, Neck, and Dental Anatomy	2	SU1
DES 1200	Dental Radiography	2	FA1
DES 1502	Dental Office Management	1	SP1
DES 1600	Office Emergencies	1	SP1
DES 1800	Introduction to Clinical Procedures	2	FA1
DES 1840	Preventive Dentistry	2	FA1
DES 2100	Dental Materials	2	FA1
DESC 2832	Expanded Functions for Dental Auxiliaries	2	FA1
DESL 1020	Head, Neck, and Dental Anatomy Laboratory	1	SU1
DESL 1200	Dental Radiography Laboratory	1	FA1
DESL 1800	Introduction to Clinical Procedures Laboratory	1	FA1
DESL 1840	Preventive Dentistry Laboratory	1	SP1
DESL 2100	Dental Materials Laboratory	1	FA1
SUPPORT COURSES		Credits Needed: 11	Level
BSCC 1084	Survey of Human Anatomy and Physiology	4	SU1
HUN 1201	Essentials of Nutrition	3	SU1
MCBC 2010	Microbiology for Health Sciences	4	SU2
Total Credit Hours:88			

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



Diagnostic Medical Sonography

Associate in Science - Code SOAS

The program prepares graduates to work in Diagnostic Medical Sonography. The Diagnostic Medical Sonographer is a highly skilled individual qualified by academic and clinical experience to provide diagnostic patient services using ultrasound and related diagnostic techniques and is responsible for producing the best diagnostic information possible with the available resources. Diagnostic Medical Sonographer's acquire and evaluate data, while exercising discretion and judgment in performance of the clinical examination.

Effective January 2017, this program moved from the Cocoa campus to the Melbourne campus.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	FA2
MAC 1105	College Algebra	3	PR
SPC 2608	Fundamentals of Speech Communication	3	SP1
PSY 2012	General Psychology 1	3	SP2
OR SYG 2000	Introduction to Sociology	3	SP2
	Humanities Requirement	3	SP2
MAJOR COURSES		Credits Needed: 39	Level
SON 1311	Cross-Sectional Anatomy	2	FA1
SON 2000	Introduction to Sonography	2	FA1
SON 2061	Sonography Seminar	2	SP2
SON 2111	Abdominal Sonography 1	2	SP1
SON 2112	Abdominal Sonography 2	2	SU1
SON 2121	Obstetrical Sonography 1	2	SP1
SON 2122	Obstetrical Sonography 2	2	SU1
SON 2125	Sonography of the Female Pelvis	2	FA2
SON 2144	Sonography of Superficial Structures	2	FA2
SON 2147	Sonography of the Breast	2	SP2
SON 2170	Vascular Technology	2	FA2
SON 2211	Ultrasound Physics and Instrumentation 1	1	FA1
SON 2212	Ultrasound Physics and Instrumentation 2	1	SP1
SON 2804	Practicum 1	2	FA1
SON 2814	Practicum 2	2	SP1
SON 2824	Practicum 3	3	SU1

SON 2834	Practicum 4	3	FA2
SON 2844	Practicum 5	3	SP2
SONL 2211	Ultrasound Physics and Instrumentation Laboratory 1	1	FA1
SONL 2212	Ultrasound Physics and Instrumentation Laboratory 2	1	SP1

Note: A grade of "C" is necessary in each major course for progression and graduation.

SUPPORT COURSES		Credits Needed: 23	Level
BSCC 1010	General Biology 1	4	PR
BSCC 2093	Human Anatomy and Physiology 1	4	PR
BSCC 2094	Human Anatomy and Physiology 2	4	FA1
CGS 1000	Introduction to Computers	3	SP1
HSC 1531	Medical Terminology	2	SP1
HSCC 1000	Introduction to Healthcare	3	PR
PHY 2025	Introduction to Principles of Physics	3	PR
Total Credit Hours:77			

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



Digital Television/Digital Media Production

Associate in Science - Code DTAS

The Digital Television/Media Production AS degree program has the following associated College Credit Certificates (CCC's):

- Broadcast Production CCC
- Digital Video Fundamentals and Production CCC
- Television Studio Production CCC

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

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

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	FA1
	Computation Requirement	3	SU1
	Humanities Requirement	3	SU1
	Social/Behavioral Science Requirement	3	FA2
MAJOR COURSES		Credits Needed: 37	Level
CGS 1871	Multimedia Presentations	3	FA1
COP 2822	Web Page Authoring	3	SP1
FIL 1002	Appreciation of the Motion Picture 1	3	SP2
MUM 2600	Introduction to Sound Recording Techniques	3	SP1
MUML 2600	Introduction to Sound Recording Techniques Laboratory	1	SP1
PGYC 2801	Digital Imaging 1	3	FA1
PGYC 2802	Digital Imaging 2	3	SP1
RTV 1000	Survey of Broadcasting	3	SP1
RTV 1510	Television Studio Production	3	FA2
RTV 1520	Video Field Production	3	FA2
RTV 2100	Writing for Electronic Media	3	FA2
RTV 2512	Advanced Studio Production	3	SP2
RTV 2532	Advanced Video Field Production	3	SP2

TECHNICAL ELECTIVES		Credits Needed: 8	Level
Technical Electives are grouped according to focus area to assist students with their specialized interest. However, students may choose any technical elective without following a particular focus group.			
AUDIO			Level
MUM 2604	Multi-Track Mixdown (Post Production)	3	
MUMC 2606	Principles of Digital Audio	3	
MUML 2604	Multi-Track Mixdown (Post Production) Laboratory	1	
MUSC 2360	Introduction to Music Technology	3	
GENERAL			Level
PGYC 2470	Portfolio Development	4	
RTV 2600	Radio and Television Announcing	3	
RTV 2940	WEFS-TV Practicum/Radio or TV	3	
RTV 2941	Internship	2	
GRAPHICS			Level
GRAC 1100	Principles of Graphic Design	3	
GRAC 1143	Creative Computer Media	3	
GRAC 1160	2D Animation	3	
GRAC 2150	Raster Graphics	3	
GRAC 2156	Vector Graphics	3	
GRAC 2162	3D Animation	3	
PHOTOGRAPHY			Level
PGYC 1401	Photography 1	3	
PGYC 1600	Photojournalism	3	
PGYC 1800	Photography with Digital Camera	3	
PGYC 2210	Portraiture	3	
PGYC 2806	Advanced Digital Photography	3	
Total Credit Hours:60			



Drafting and Design Technology

Associate in Science - Code DRAS

The Drafting and Design Technology AS degree program has the following associated College Credit Certificates (CCC's):

- AutoCAD Foundations CCC
- Drafting Design CCC

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

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

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	SU1
	Computation Requirement	3	SP1
	Humanities Requirement	3	FA2
	Social/Behavioral Science Requirement	3	SU1
MAJOR COURSES		Credits Needed: 32	Level
ETDC 1540	Civil Drafting	4	SP1
ETDC 2320	AutoCAD Fundamentals	4	FA1
ETDC 2340	Advanced AutoCAD	4	FA2
ETDC 2355	AutoCAD 3D	4	SP1
ETDC 2357	Parametric Modeling	4	SP2
ETDC 2545	Advanced Civil Drafting	4	FA2
TARC 1120	Architectural Drafting	4	FA1
TARC 2122	Advanced Architectural Drafting	4	SP1
SUPPORT COURSES		Credits Needed: 6	Level
CGS 2100	Microcomputer Applications	3	
ENC 1102	Composition 2	3	
OR ENC 2210	Technical Writing	3	
OR OST 2335	Business Communications	3	

OR SLS 1101	Success Strategies for College and Life	3	
TECHNICAL ELECTIVES		Credits Needed: 9	Level
CGS 1871	Multimedia Presentations	3	
COP 1000	Principles of Programming	3	
EET 1084	Introduction to Electronics	3	
ETD 2941	Internship	3	
ETDC 1801	Pictorial Drafting	4	
ETDC 2322	Pro-E Fundamentals	4	
ETDC 2364	SolidWorks Fundamentals	3	
ETMC 1010	Mechanical Measurement	1	
GRAC 2156	Vector Graphics	3	
Total Credit Hours:62			



Early Childhood Education

Associate in Science - Code CCAS

The Early Childhood Education AS degree program has the following associated College Credit Certificates (CCC's):

- Child Development Early Intervention CCC
- Child Care Center Management Specialization CCC
- Infant/Toddler Specialization CCC
- Preschool Specialization CCC

This degree program prepares students to work as infant/toddler teachers, preschool teachers, child development curriculum coordinators, and child development center directors in both private and public child development programs. A student who completes this degree will also be able to transfer several courses into the Early Childhood degree at most universities.

This program includes the coursework to earn the state-approved *Florida Child Care Professional Credential* (FCCPC-formerly CDAE) with the completion of **EEC 1001 Introduction to Early Childhood Education**, **EEC 1200 Early Childhood Curriculum**, **EEC 2710 Conflict Resolution in Early Childhood Education**, and **EEC 2251 Developing Curriculum for Infants and Toddlers**. If pursuing this credential, students should enroll in these courses first.

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

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	SP1
SPC 2608	Fundamentals of Speech Communication	3	FA1
PSY 2012	General Psychology 1	3	SU1
OR SYG 2000	Introduction to Sociology	3	SU1
	Computation / Natural Science Requirement	3	FA2
	Humanities Requirement	3	SU1
MAJOR COURSES		Credits Needed: 36	Level
EEC 1001	*Introduction to Early Childhood Education	3	SP1
EEC 1200	*Early Childhood Curriculum	3	SP1
EEC 1523	Overview of Child Care Center Management	3	FA2
EEC 1601	Assessment in Early Childhood Education	3	SP1
EEC 1701	Child Growth and Development Birth-Eight	3	FA2
EEC 2217	Introduction to Language and Emergent Literacy	3	SP1
EEC 2223	Early Childhood Art, Music, and Movement	3	FA2
EEC 2226	Math and Science for Young Children	3	FA2
EEC 2251	*Developing Curriculum for Infants and Toddlers	3	FA1

EEC 2710	*Conflict Resolution in Early Childhood	3	FA1
EEC 2734	Health, Safety and Nutrition for the Young Child	3	FA1
EEX 2010	Introduction to Special Education	3	SP2

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

SUPPORT COURSES		Credits Needed: 9	Level
EME 2040	Introduction to Technology for Educators	3	SP2
	Elective (select any course)	6	SP2
Total Credit Hours:60			



Emergency Medical Services

Associate in Science - Code EMAS

The Emergency Medical Services AS degree program has the following associated Advanced Technical Diploma (ATD) and College Credit Certificate (CCC):

- Emergency Medical Technician (ATD)
- Paramedic (CCC)

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

Interested students should call (321) 433-5637 or visit the Public Safety Institute website at www.easternflorida.edu for more information.

All A.S. degree-seeking students must be Florida certified as an EMT and complete a COAEMSP accredited Paramedic program and satisfy assessment requirements.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	FA1
	Computation /Natural Science Requirement	3	SU1
	Humanities Requirement	3	SU1
	Social/Behavioral Science Requirement	3	SP1
MAJOR COURSES		Credits Needed: 53	Level
<i>Note: Emergency Medical Technician-Basic is an Applied Technology Diploma program which enables the student to apply to the Paramedic College Credit Certificate program. The EMT component of this program is not eligible for financial aid.</i>			
EMS 1119	EMT	6	SP1
EMS 1431	EMT Clinical Experience	2	SP1
EMS 2603	Paramedic 1	9	FA2
EMS 2604	Paramedic 2	9	SP2
EMS 2605	Paramedic 3	8	SU2
EMS 2659	Paramedic Internship	3	SU2
EMS 2664	Paramedic 1 Clinical	1	FA2
EMS 2665	Paramedic 2 Clinical	2	SP2
EMSL 1119	EMT Laboratory	3	SP1
EMSL 2603	Paramedic 1 Laboratory	4	FA2

EMSL 2604	Paramedic 2 Laboratory	3	SP2
EMSL 2605	Paramedic 3 Laboratory	3	SU2
TECHNICAL ELECTIVES		Credits Needed: 5	Level
BSCC 1084	Survey of Human Anatomy and Physiology	4	FA1
EMS 1059	First Responder: Emergency Care	3	
EMS 1930	Special Topics in Leadership for EMS	2	
EMSC 1810	Transition to Paramedic	3	
HSC 1531	Medical Terminology	2	FA1
HSC 1641	Medical Law, Ethics and Bioethics	2	
SLS 1101	Success Strategies for College and Life	3	
Total Credit Hours:73			

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



Engineering Technology

Associate in Science - Code ETAS

The Engineering Technology AS degree program has the following associated College Credit Certificates (CCC's):

- Alternative Energy Systems Specialist CCC
- Applied Technology Specialist CCC
- Composite Fabrication and Testing CCC
- CNC Machinist Fabricator CCC
- Engineering Technology Support Specialist CCC

The Engineering Technology AS degree prepares students for an entry position in a wide range of manufacturing and electronics organizations by learning the fundamentals appropriate for all types of manufacturing. This program also provides supplemental training for individuals previously or currently employed in the manufacturing industry. After completing the first year of core courses, students are prepared to take the Manufacturing Skill Standards Council (MSSC) test. The specializations available in this degree allow the student to seek employment in different occupations in the high-growth manufacturing and advanced technology industries.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	SP1
MAC 1105	College Algebra	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	SU1
	Humanities Requirement	3	FA2
	Social/Behavioral Science Requirement	3	SU1
MAJOR COURSES		Credits Needed: 18	Level
EET 1084	Introduction to Electronics	3	FA1
ETDC 2364	SolidWorks Fundamentals	3	SP1
ETI 1701	Industrial Safety	3	FA1
ETI 2110	Introduction to Quality Assurance	3	SP1
ETIC 1830	Materials and Processes 1	3	SP1
PMTC 1203	Introduction to Machining	3	FA1
SELECT ONE SPECIALIZATION FROM BELOW:		Credits Needed: 27	Level
ADVANCED TECHNOLOGY SPECIALIZATION			Level
Specialization Code: ETASATO			
EETC 1610	Through-Hole and Surface-Mount Soldering	3	
EETC 2620	Advanced Surface-Mount Soldering Technology	3	
ETIC 2121	Non-Destructive and Destructive Testing	3	

ETIC 2460	Composites Fundamentals	3	
ETMC 1010	Mechanical Measurement	1	
ETS 1520	Instrumentation Fundamentals	3	
ETSC 1240	Fiber Optic Technologies	3	
	Technical Electives	8	

ALTERNATIVE ENERGY SYSTEMS SPECIALIZATION Level

Specialization Code: ETASAESO

EETC 1025	Circuit Fundamentals	4	
ETP 1400	Distributed Electric Power Generation and Storage	3	
ETP 1401	Alternative/Renewable Energy Technologies	3	
ETP 1420	Solar Thermal Technologies	3	
ETPC 2410	Photovoltaic Technology	3	
	*Technical Electives	11	

* See instructor for additional approved electives.

ELECTRONICS SPECIALIZATION Level

Specialization Code: ETASEO

CETC 1114	Digital Fundamentals	4	
EET 2324	Electronic Communications	3	
EETC 1025	Circuit Fundamentals	4	
EETC 1141	Analog Devices	4	
EETC 1142	Analog Circuits	4	
	Technical Electives	8	

TECHNICAL ELECTIVES Level

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

ADVANCED TECHNOLOGY OR ELECTRONICS			Level
CETC 1123	Microprocessor Fundamentals	4	
EETC 1611	Standard Testing and Certification	2	
EETC 2724	Schematic Capture and Modeling	3	
ETIC 2464	Advanced Composites	3	

ALTERNATIVE ENERGY SYSTEMS Level

ETP 1550	Alternative Fuels and Electric Vehicle Technologies	3	
ETS 1810	Energy Efficient Buildings	3	

GENERAL Level

EETC 1611	Standard Testing and Certification	2	
PMTC 2213	Advanced Machining 1	3	
PMTC 2214	Advanced Machining 2	3	

Total Credit Hours:60



Fire Science Technology

Associate in Science - Code FRAS

Students learn the theory of fire science as well as practical application. Courses are also utilized to qualify fire personnel for career advancement. Entrance recommendations: 1) High School graduate or academic equivalent 2) Interest and aptitude in the firefighting field 3) Florida Minimum Standards Certificate of Compliance.

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

Students who possess a State of Florida Firefighter Minimum Standards Certificate of Compliance may request a credit for FFP 1000. Interested students should call (321) 433-5707 or visit the Fire Science website at www.easternflorida.edu for more information.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	FA1
	Computation /Natural Science Requirement	3	SP1
	Humanities Requirement	3	SP2
	Social/Behavioral Science Requirement	3	FA2
MAJOR COURSES		Credits Needed: 36	Level
FFP 1000	Introduction to Fire Science	3	FA1
FFP 2111	Fire Chemistry	3	SP2
FFP 2505	Fundamentals of Fire Prevention	3	SU1
FFP 2510	Fire Protection Codes and Standards	3	FA2
FFP 2521	Plans Examination and Blueprint Reading	3	FA2
FFP 2540	Fire Protection Systems and Extinguishing Agents	3	FA1
FFP 2610	Origin and Cause	3	SP2
FFP 2720	Company Officer Leadership	3	SP1
FFP 2770	Ethical and Legal Issues for the Fire Service	3	SU1
FFP 2780	Fire Department Administration, Management, and Supervision	3	SU1
FFP 2810	Firefighting Tactics and Strategy 1	3	SP1
FFP 2811	Fire Fighting Tactics and Strategy 2	3	SP1
TECHNICAL ELECTIVES		Credits Needed: 9	Level
FFP 1304	Aerial Operations	3	

FFP 1793	Fire and Life Safety Educator 1	3	
FFP 2120	Building Construction and Codes	3	
FFP 2301	Fire Hydraulics	3	
FFP 2302	Fire Apparatus Operator	3	
FFP 2740	Fire Service Instructor	3	
FFP 2741	Fire Service Course Design	3	
Total Credit Hours:60			

Note:

- A grade of "C" or higher is necessary in each major course for progression and graduation.
- These courses satisfy the curriculum required by the Bureau of Fire Standards and Training for the Fire Officer 1 Certification Examination: FFP 2120, FFP 2720, FFP 2740 and FFP 2810.
- These courses satisfy the curriculum required by the Bureau of Fire Standards and Training for the Fire Officer 2 Certification Examination: FFP 2540, FFP 2741, FFP 2770 and FFP 2811.
- These courses satisfy the curriculum required by the Bureau of Fire Standards and Training for the Pump Operator Certification Examination: FFP 2301 and FFP 2302.
- These courses satisfy the curriculum required by the Bureau of Fire Standards and Training for the Fire Inspector Certification Examination: FFP 2120, FFP 2505, FFP 2510, FFP 2521 and FFP 2540. Must also satisfy Florida Statutes 633.081.
- Fire Officer 1 and Fire Officer 2 may have additional course and testing requirements. Contact the Fire Science Office at (321) 433-5707.



Graphics Technology

Associate in Science - Code GDAS

The Graphics Technology AS degree program has the following associated College Credit Certificates (CCC's):

- Graphic Design Production CCC
- Graphic Design Support CCC
- Interactive Media Productions CCC
- Interactive Media Support CCC

If you are creative and want to enter the area of graphic design, this is the degree you've been looking for! Learn all the industry standard applications: Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe After Effects, and Corel Painter to pursue employment in print, animation, and web design. Software versions change quickly and our degree keeps current with up to the minute software versions. Our classes concentrate on core application skills while completing creative and useful projects. Computer graphic application skills combined with your creativity result in printed and digital examples geared toward the construction of an impressive portfolio. Easy access to Eastern Florida State College along with live classes and low student to instructor ratio combine to make an ideal environment for accomplishment.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	SP1
SPC 2608	Fundamentals of Speech Communication	3	SU1
	Computation Requirement	3	FA1
	Humanities Requirement	3	SU1
	Social/Behavioral Science Requirement	3	FA2
MAJOR COURSES		Credits Needed: 40	Level
ARTC 1201	Two-Dimensional Design	3	SP2
ARTC 1300	Drawing	3	FA1
GRAC 1100	Principles of Graphic Design	3	FA1
GRAC 1160	2D Animation	3	FA2
GRAC 1710	Videography	3	FA2
GRAC 2120	Page Design and Layout	3	SP1
GRAC 2150	Raster Graphics	3	FA1
GRAC 2156	Vector Graphics	3	FA1
GRAC 2157	Integrated Design	3	SP1
GRAC 2162	3D Animation	3	SP2
GRAC 2180	Portfolio Development	1	SP2
GRAC 2201	Digital Prepress	3	SP1
GRAC 2582	eMedia	3	SP2

GRAC 2721	Web Site Design	3	FA2
TECHNICAL ELECTIVES		Credits Needed: 9	Level
ARTC 1330	Drawing 2	3	
GRAC 1143	Creative Computer Media	3	
GRAC 1203	Digital Type and Color	3	
GRAC 2168	3D Modeling	3	
Total Credit Hours:64			



Industrial Management Technology

Associate in Science - Code IMAS

The Industrial Management Technology program is primarily designed to provide supervisory and business management skills for individuals who have achieved technical proficiency from prior training programs or work experience. This degree focuses on providing an opportunity to complete college level coursework appropriate for management roles and upward mobility within their respective fields for individuals currently working in the industry. The required course work enhances previously mastered technical skills and prepares individuals for supervisory and/or advanced technical positions. General education courses are required to ensure good communication and computational skills.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

GENERAL EDUCATION COURSES		Credits Needed: 15
ENC 1101	Composition 1	3
MAC 1105	College Algebra	3
SPC 2608	Fundamentals of Speech Communication	3
	Humanities Requirement	3
	Social/Behavioral Science Requirement	3
MAJOR COURSES		Credits Needed: 21
ACG 2021	Financial Accounting	3
ACG 2071	Managerial Accounting	3
CGS 2100	Introduction to Microcomputer Applications	3
GEB 1011	Introduction to Business	3
MAN 2021	Business Management Principles	3
MAN 2125	Supervision and Performance Improvement	3
MAR 2011	Marketing Principles	3
TECHNICAL ELECTIVES		Credits Needed: 24
BUL 2241	Business Law 1	3
EET 1084	Introduction to Electronics	3
ETDC 2364	SolidWorks Fundamentals	3
ETI 1701	Industrial Safety	3
ETI 2110	Introduction to Quality Assurance	3
ETIC 1830	Materials and Processes 1	3
MNA 2300	Human Resources Management	3
OST 1581	Professional Development in the Work Environment	3
PMTC 1203	Introduction to Machining	3
TARC 1120	Architectural Drafting	4

Approved Apprenticeship Program equal to 4 or more years (24 technical elective credits)
Approved Apprenticeship Program equal to 3 or more years (18 technical elective credits)
Approved PSAV Program equal to 1,500 or more clock hours (24 technical elective credits)
Approved PSAV Program equal to 900 -- 1,499 clock hours (21 technical elective credits)
Approved PSAV Program equal to 600 -- 899 clock hours (18 technical elective credits)

Total Credit Hours:60



Medical Assisting Advanced

Associate in Science - Code MDAS

The Medical Assisting Advanced AS degree program has the following associated College Credit Certificate (CCC):

- Medical Assistant Specialist CCC

A Medical Assistant works under the direct supervision of a licensed physician and is a highly skilled, unique, and versatile part of the healthcare delivery team. This program prepares students as significant members of the healthcare team with the specific roles of managing and maintaining the office, to treating and examining patients, and assisting the physician. Classroom theory and clinical practice prepares the student for capabilities that range from general front office transcription, managerial and supervisory functions. Clinical performance includes non-intravenous injections, phlebotomy, diagnostic testing, surgical technique and assisting, pharmaceutical principles, and administration of medication. Specialty areas are medical law and ethics, coding and billing, radiology, and EKG. This program includes general education courses which build a strong foundation for the sciences, mathematics, and communications as well as specialty courses that assist with leadership and health information management.

A student can enter the program at the beginning of the spring, summer, or fall semesters. Interested students should call (321) 433-7575 or visit the Health Sciences website at <http://www.easternflorida.edu> for more information. During the course work, students are prepared to apply and sit for the National AMT Certification test which recognizes the Registered Medical Assistant. Upon completion of the program, students receive a certificate in Introduction to Electrocardiography, CPR, AIDS, Phlebotomy, Injections, and the Associate in Science (AS) degree as a Medical Assistant Advanced. It is recommended that individuals interested in the program contact Kris Hardy, Program Director 433-7545 or Patricia Rock, Instructor 433-5267 for proper progression and class schedule.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	SP2
MAC 1105	College Algebra	3	SU2
PSY 2012	General Psychology 1	3	SP2
SPC 2608	Fundamentals of Speech Communication	3	SP2
	Humanities Requirement	3	FA2
MAJOR COURSES		Credits Needed: 44	Level
BSCC 2093	Human Anatomy and Physiology 1	4	FA1
BSCC 2094	Human Anatomy and Physiology 2	4	SP1
CGS 2100	Microcomputer Applications	3	FA1
HSC 1531	Medical Terminology	2	FA1
HSCC 1000	Introduction to Healthcare	3	FA1
MEA 1808	Medical Assistant Practicum Experience	6	SU1
MEAC 1205	Clinical Competencies	8	FA2
MEAC 1260	Medical Office Laboratory Procedures	4	SP1
MEAC 1336	Administrative Competencies/Coding	8	SP1

RTE 1092	Basic X-Ray Machine Operator	2	SP1
SUPPORT COURSES		Credits Needed: 6	Level
HIMC 1000	Introduction to Health Information Management	3	FA2
SLS 2261	Leadership	3	SP2
Total Credit Hours:65			

Note:

- A grade of "C" or higher is necessary in each major course for progression and graduation.
- Students must achieve 80% on all clinical/administrative competencies to pass courses that begin with MEA or MEAC regardless of their academic grade.
- Students must have taken MEAC 1205 and MEAC 1260 immediately prior to MEA 1808; otherwise stop-out students will need to repeat one of the two courses listed to be placed in MEA 1808.



Medical Laboratory Technology

Associate in Science - Code MLAS

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018 - (773) 714-8880. Upon completion of the program, the student will be able to take the examination for national certification and is eligible for state license as required by the Florida Clinical Laboratory Law.

Admission to the Medical Laboratory Technology program is limited. Admission requirements for the program are available in the program application packet at the Cocoa Health Sciences building 20, room 211. For more information, contact millerg@easternflorida.edu.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	PR
MAT 1033	Intermediate Algebra	3	PR
SPC 2608	Fundamentals of Speech Communication	3	PR
	Humanities Requirement	3	PR
	Social/Behavioral Science Requirement	3	PR
MAJOR COURSES		Credits Needed: 45	Level
MLT 1040	Laboratory Specimens and Microscopy	3	SU1
MLT 1300	Hematology	3	SP2
MLT 1330	Hemostasis	2	FA2
MLT 1440	Parasitology and Mycology	2	FA2
MLT 1500	Immunology/Serology	3	SP2
MLT 1525	Immunohematology	3	FA2
MLT 1610	Clinical Chemistry	4	SP2
MLT 2401	Medical Microbiology	3	FA2
MLT 2760	Clinical Instrumentation	3	SP2
MLT 2930	Pathology Seminar	2	SU2
MLTL 1046	Core Lab 1: Basic Skills Module	1	SU1
MLTL 1230	Core Lab 3: Microscopy Module	1	SP2
MLTL 1500	Immunology/Serology Laboratory	1	SP2
MLTL 1525	Immunohematology Laboratory	1	FA2
MLTL 2401	Medical Microbiology Laboratory	2	FA2
MLTL 2527	Advanced Immunohematology Laboratory	1	SU2

MLTL 2760	Core Lab 2: Automation Module	1	FA2
MLTL 2806	Core Laboratory Clinical Rotation	5	SU2
MLTL 2807	Transfusion Medicine Clinical Rotation	1	SU2
MLTL 2811	Microbiology and Molecular Clinical Rotation	3	SU2
SUPPORT COURSES		Credits Needed: 16	Level
BSCC 1010	General Biology 1	4	PR
BSCC 1426	Introduction to Biotechnology Methods	4	FA1
CHM 1045	General Chemistry 1	3	PR
CHM 1046	General Chemistry 2	3	PR
CHML 1045	General Chemistry 1 Laboratory	1	PR
CHML 1046	General Chemistry 2 Laboratory	1	PR
Total Credit Hours:76			

Notes:

- A grade of "C" or higher is necessary in each major course for progression and graduation.
- Program Manager approval required prior to scheduling clinical rotations.
- General Biology and General Chemistry 1 and 2 must be completed prior to beginning MLT coursework.
- All MLT lecture courses must be successfully completed prior to scheduling clinical rotations.
- Summer term online courses will also be offered in fall term.



Network Systems Technology

Associate in Science - Code NSAS

The Network Systems Technology AS degree program has the following associated College Credit Certificates (CCC's):

- IP Communications CCC
- Network Infrastructure CCC
- Network Security CCC
- Network Server Administration CCC
- Network Support Technician CCC
- Network Virtualization CCC

This degree program provides students with the training necessary to install, secure, maintain, and troubleshoot computer networks. The curriculum includes both hands-on experience and theoretical knowledge. Students will gain general and specific knowledge of the current "industry standard" network systems at the LAN and WAN levels, using both software and hardware based course offerings. The students will develop skills in multi-user/multi-process operating systems, troubleshooting, network protocols, network administration management, client-server, application administration, cloud networking, network security and defense, and virtual computing. Graduates will be prepared to take certification exams in current networking operating systems and technologies. Typical employment positions for graduates of this program include entry-level system administrators, network technicians, and help desk staff.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	SP1
	Computation Requirement	3	FA1
	Humanities Requirement	3	SU1
	Social/Behavioral Science Requirement	3	SP1
COMPUTER PROGRAMS - CORE COURSES		Credits Needed: 21	Level
CET 1176	Computer Maintenance and Repair	3	SP1
CGS 1000	Introduction to Computers	3	FA1
CGS 2100	Microcomputer Applications	3	FA1
COP 2700	Database Techniques	3	SP1
CTS 1142	Information Technology Project Management	3	SU1
CTS 1329	Microsoft Client O/S	3	FA2
CTSC 1134	Network+	3	SP1
MAJOR COURSES		Credits Needed: 12	Level
CTS 1321	Linux Networking and System Administration	3	SU1
CTS 1383	Microsoft Server O/S - Installation and Configuration	3	FA2

CTSC 1651	Cisco Router Technology	3	FA2
CTSC 2120	Network Security Fundamentals	3	FA2
SELECT ONE SPECIALIZATION FROM BELOW:		Credits Needed: 12	Level
NETWORK INFRASTRUCTURE SPECIALIZATION			Level
Specialization Code - NSASNI			
CTS 2370	Virtual Infrastructure- Planning and Design	3	FA2
CTS 2384	Directory Services	3	FA2
CTSC 2314	Network Defense and Countermeasures- Hardening the Infrastructure	3	FA2
CTSC 2652	Cisco Advanced Router Technology	3	SP2
NETWORK SECURITY/CYBERSECURITY SPECIALIZATION			Level
Specialization Code - NSASNCS			
CET 2894	Capstone in Cybersecurity	3	SP2
CETC 2890	Cybersecurity	3	SU1
CIS 2381	Foundations of Digital Forensics	3	SP2
CTSC 2314	Network Defense and Countermeasures- Hardening the Infrastructure	3	FA2
NETWORK VIRTUALIZATION SPECIALIZATION			Level
Specialization Code - NSASNV			
CTS 2370	Virtual Infrastructure- Planning and Design	3	SU1
CTS 2371	Virtual Computing- Deployment, Security, and Analysis (VMware)	3	FA2
CTS 2384	Directory Services	3	SP2
CTS 2411	Information Storage Management	3	SP2
Total Credit Hours:60			



Nursing RN

Associate in Science - Code NUAS

This program prepares students for entry-level positions as professional registered nurses. The practice of professional nursing means the performance of those acts requiring substantial specialized knowledge, judgment and nursing skill based upon applied principles of psychological, biological, physical, and social sciences. The professional nurse is responsible and accountable for making decisions that are based upon the individual's educational preparation and experience in nursing.

Admission to the Nursing program is limited. Interested students should call (321) 433-7575 or visit the Institute of Nursing website at www.easternflorida.edu for more information. Upon completion of the program the student may make application to take the State Board of Nursing Examination for Registered Nurses NCLEX-RN.

Effective January 2017, this program moved from the Cocoa and Palm Bay campuses to the Melbourne campus. The Transition to RN program will continue to be offered at the Titusville campus.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 16	Level
BSCC 2093	Human Anatomy and Physiology 1	4	PR
ENC 1101	Composition 1	3	PR
PSY 2012	General Psychology 1	3	PR
SPC 2608	Fundamentals of Speech Communication	3	PR
	Humanities Requirement	3	PR
MAJOR COURSES		Credits Needed: 42	Level
NUR 1021	Fundamentals of Nursing	5	FA1
NUR 1213	Basic Medical-Surgical Nursing	5	SP1
NUR 2241	Advanced Medical-Surgical Nursing	5	FA2
NUR 2463	Nursing Care of the Childbearing Family	2	SU1
NUR 2522	Nursing Care of the Psychiatric Client	1	SU1
NUR 2801	Nursing Leadership and Management	1	SP2
NUR 2813	Nursing Issues and Trends	2	SP2
NUR 2930	Nursing Elective	1	SU1
NURC 1141	Nursing Pharmacology 1	1	FA1
NURC 1142	Nursing Pharmacology 2	2	SP1
NURL 1021	Fundamentals Clinical Laboratory	4	FA1
NURL 1213	Basic Medical-Surgical Clinical Laboratory	4	SP1

NURL 2241	Advanced Medical-Surgical Nursing Clinical Laboratory	4	FA2
NURL 2463	Childbearing Family Clinical Laboratory	1	SU1
NURL 2522	Psychiatric Client Clinical Laboratory	1	SU1
NURL 2801	Leadership and Management Clinical Laboratory	3	SP2

SUPPORT COURSES		Credits Needed: 14	Level
BSCC 2094	Human Anatomy and Physiology 2	4	PR
DEP 2004	Developmental Psychology	3	PR
MCBC 2010	Microbiology for Health Sciences	4	PR
MAC 1105	College Algebra	3	PR
OR MAT 1033	Intermediate Algebra	3	PR
OR SYG 2000	Introduction to Sociology	3	PR

Note: A grade of "C" or higher is necessary in all courses for progression and graduation.

TRANSITION TO ASSOCIATE DEGREE NURSING		Level
<p>The Transition to Associate Degree Nursing Program is designed for qualified Florida-licensed practical nurses, paramedics, or registered/certified respiratory therapists who wish to be awarded advanced standing in the Eastern Florida Associate in Science Degree in Nursing. The program is twelve months in length and is in a hybrid format. To be considered, the following must be met:</p> <ul style="list-style-type: none"> • TEAS-V test score of 69% in Reading Comprehension and 58.7% Adjusted Individual Total Score • Completed developmental education courses (if required) • Graduate of a regionally accredited postsecondary institution • Active Florida license/certificate • Minimum of two years of experience in field of licensure within the last three years • Current American Heart Association Healthcare Provider CPR Card • Completion of an online course • Completion of the following courses with a grade of "C" or higher BSCC 2093 Human Anatomy and Physiology 1 (4 credits) <p>BSCC 2094 Human Anatomy and Physiology 2 (4 credits)</p> <p>DEP 2004 Developmental Psychology (3 credits)</p> <p>ENC 1101 Composition 1 (3 credits)</p> <p>MCBC 2010 Microbiology for Health Sciences (4 credits)</p> <p>MAC 1105 College Algebra (3 credits)</p> <p>OR</p> <p>MAT 1033 Intermediate Algebra (3 credits)</p> <p>OR</p> <p>SYG 2000 Introduction to Sociology (3 credits)</p> <p>PSY 2012 General Psychology 1 (3 credits)</p>		
Total Credits: 24		
<p>In addition to the above, a point system is utilized by the Nursing Admissions Committee in the selection process. Please review the criteria on the Nursing Institute website at www.easternflorida.edu.</p>		
<p>Once admitted, the student will be awarded 10 additional credit hours for the degree following successful completion of the Transition Course and Transition Clinical Lab. These 10 credits substitute for NUR 1021, NURL 1021, NUR 1213, and NURL 1213.</p>		
Total Credits: 10		

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

GENERAL EDUCATION COURSES		Credits Needed: 6	Level
SPC 2608	Fundamentals of Speech Communication	3	PR

	Humanities Requirement	3	PR
MAJOR COURSES		Credits Needed: 32	Level
NUR 2241	Advanced Medical-Surgical Nursing	5	FA1
NUR 2463	Nursing Care of the Childbearing Family	2	SP1
NUR 2522	Nursing Care of the Psychiatric Client	1	SP1
NUR 2801	Nursing Leadership and Management	1	SP1
NUR 2813	Nursing Issues and Trends	2	SP1
NUR 2930	Nursing Elective	1	SP1
NURC 1003	Transition Course	5	SU1
NURC 1141	Nursing Pharmacology 1	1	SU1
NURC 1142	Nursing Pharmacology 2	2	SU1
NURL 2241	Advanced Medical-Surgical Nursing Clinical Laboratory	4	FA1
NURL 2463	Childbearing Family Clinical Laboratory	1	SP1
NURL 2522	Psychiatric Client Clinical Laboratory	1	SP1
NURL 2701	Transitional Clinical Laboratory	3	SU1
NURL 2801	Leadership and Management Clinical Laboratory	3	SP1
<i>Note: A grade of "C" or higher is necessary in each major course for progression and graduation.</i>			
Total Credit Hours:72			

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



Office Administration

Associate in Science - Code OFAS

The Office Administration AS degree program has the following associated College Credit Certificates (CCC's):

- Medical Office Management CCC
- Office Management CCC
- Office Specialist CCC
- Office Support CCC

This program prepares students for office employment. Upon completion of the first year of study, students will be prepared for an entry-level office job and may receive a College Credit Certificate. The second year of study offers further skill development as well as business and general education courses enabling the student to advance in an office career. Students with appropriate education in keyboarding and/or shorthand may substitute a higher level office technology course. Students who have completed keyboarding and shorthand in the Brevard County Public School system should check the articulation agreement under the program acceleration section of the college catalog. Entrance recommendations: Above-average grades in high school English.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	SU1
	Computation/Natural Science Requirement	3	SP2
	Humanities Requirement	3	SP1
	Social/Behavioral Science Requirement	3	SU1
MAJOR COURSES		Credits Needed: 30	Level
CGS 2100	Introduction to Microcomputer Applications	3	FA1
OST 1100	Keyboarding 1	3	FA1
OST 1324	Business Math and Office Accounting	3	FA2
OST 1384	Customer Service	3	FA1
OST 1581	Professional Development in the Work Environment	3	FA2
OST 1582	Ethics at Work	3	SP2
OST 1791	Digital Information Management	3	SP2
OST 2335	Business Communications	3	SP1
OST 2355	Records Management and Filing	3	FA1
OST 1949	Office Administration Co-op	3	SP2
OR OST 2491	Office Administration Internship	3	SP2
SELECT ONE SPECIALIZATION:		Credits Needed: 15	Level

ADMINISTRATIVE SPECIALIZATION				Level
Specialization Code - OFASADM				
CGS 2571	Microcomputer Applications-Advanced		3	FA2
OST 1055	Career Planning		3	SP2
OST 1212	Shorthand		3	FA2
OST 1711	Word Processing 1		3	SU1
OST 2402	Administrative Office Procedures		3	SP2
LEGAL OFFICE SPECIALIZATION				Level
Specialization Code - OFASLGL				
CGS 2571	Microcomputer Applications-Advanced		3	FA2
OST 1212	Shorthand		3	SP2
OST 1435	Legal Terminology		3	FA2
OST 1711	Word Processing 1		3	SU1
OST 2431	Legal Office Procedures		3	SP2
MEDICAL OFFICE SPECIALIZATION				Level
Specialization Code - OFASMED				
HSC 1532	Advanced Medical Terminology		3	SU1
OST 1455	Medical Office Accounts		3	SP2
OST 1611	Medical Machine Transcription		3	SP2
OST 2135	Medical Keyboarding		3	FA2
OST 2461	Medical Office Procedures		3	FA2
Total Credit Hours:60				



Paralegal Studies

Associate in Science - Code LGAS
(Legal Assisting)

The goal of this program is to educate, train and prepare students for a paralegal career. Our curriculum is carefully developed and emphasizes practical skills and knowledge in both substantive and procedural law that is designed to enhance the student's ability to succeed in the legal profession. During the semester-long internship, students will bridge the gap between classroom learning and real-world legal experience while gaining work-related references and networking opportunities to enhance marketability as a legal professional.

Paralegals work under the supervision of a licensed attorney. Paralegal duties may include legal research; drafting of memoranda, legal forms, and correspondence; client interviews, case investigation and witness interviews; case and practice management; as well as participation in trials. Paralegals work in traditional private law firms, agencies of the state and national government, offices for criminal prosecution and criminal defense, and the legal departments of corporations involved in banking, insurance, real estate, and technology.

Paralegal Studies courses are offered in the day and evening on the Melbourne campus. The following courses may be taken by any qualified student and are recommended for those who may be interested in becoming a Paralegal: PLA 1003, PLA 2304 and PLA 2800. In order to take any other Paralegal Studies courses, a student *must* be declared a Paralegal Studies major.

Interested students should contact Erin Bradley, Paralegal Studies Program Specialist at 321-433-5494 or bradley@easternflorida.edu, prior to registering for courses.

Graduates of this program are eligible to become certified through successful completion of the certification examination from the National Association of Legal Assistants (NALA).

***Paralegals may not provide legal services directly to the public except as permitted by law. Florida prohibits the practice of law by non-lawyers.**

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 21	Level
ENC 1101	Composition 1	3	FA1
ENC 1102	Composition 2	3	SP1
MAT 1033	Intermediate Algebra	3	SU1
POS 2041	American National Government	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	SU1
	Behavioral Science Requirement	3	FA2
	Humanities Requirement	3	SU2
MAJOR COURSES		Credits Needed: 31	Level
PLA 1003	Introduction to the Paralegal Field and Legal System	3	FA1
PLA 1104	Legal Research	3	SP1
PLA 1114	Legal Writing	3	FA2
PLA 1611	Property Law	3	SP2
PLA 2203	Civil Procedure	3	SP1
PLA 2260	Evidence	3	FA2

PLA 2308	Criminal Procedure	3	SP2
PLA 2762	Law Office Procedures	3	SP2
PLA 2763	Law Office Management	3	SP1
PLA 2940	Paralegal Internship	4	SU2
SELECT ONE SPECIALIZATION FROM BELOW:		Credits Needed: 9	Level
LITIGATION SPECIALIZATION			Level
Specialization Code - LGASLTG			
PLA 1465	Bankruptcy	3	
PLA 2273	Torts	3	
PLA 2304	Criminal Law	3	
PLA 2800	Family Law	3	
TRANSACTIONAL SPECIALIZATION			Level
Specialization Code - LGASTRA			
PLA 2426	Contracts and Business Entities	3	
PLA 2601	Wills and Trusts	3	
PLA 2602	Probate, Trust, and Guardianship Administration	3	
PLA 2612	Real Estate Transactions and Closings	3	
REE 1040	Real Estate Principles and Law	4	
GENERAL SPECIALIZATION			Level
Specialization Code - LGASGEN			
PLA 1465	Bankruptcy	3	
PLA 2273	Torts	3	
PLA 2304	Criminal Law	3	
PLA 2426	Contracts and Business Entities	3	
PLA 2601	Wills and Trusts	3	
PLA 2602	Probate, Trust, and Guardianship Administration	3	
PLA 2612	Real Estate Transactions and Closings	3	
PLA 2800	Family Law	3	
PLA 2932	Special Topics	3	
REE 1040	Real Estate Principles and Law	4	
SUPPORT COURSES		Credits Needed: 3	Level
CGS 2100	Introduction to Microcomputer Applications	3	FA1
Total Credit Hours:64			

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Students are required to take a minimum of 10 credit hours of legal specialty courses in traditional format.

A grade of "C" or higher is necessary in each major course for progression and

graduation. Only courses/credits with a grade of "C" or higher may be accepted for transfer (additional requirements may apply).

At least 25% of the total credits for the degree must be earned at EFSC of which a minimum of 12 credit hours must be Paralegal Studies major courses.

Not all courses are offered every semester and are subject to instructor availability. Courses may be canceled by the college at anytime.

PLA courses have pre-requisites or co-requisites. PLA 2940 can only be taken the last full semester prior to graduation from Paralegal Studies Program.



Physical Therapist Assistant

Associate in Science - Code PTAS

This program prepares the qualified student for employment as a Physical Therapist Assistant.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. Admission to the Physical Therapist Assistant program is limited. Interested students should call (321) 433-7575 or visit the Health Sciences website at www.easternflorida.edu for more information.

Effective 8/1/2016, Eastern Florida State College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; Phone: 703-706-3245; email: accreditation @apta.org.) Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	FA1
MAT 1033	Intermediate Algebra	3	FA2
PSY 2012	General Psychology 1	3	SP2
SPC 2608	Fundamentals of Speech Communication	3	FA2
	Humanities Requirement	3	SU2
MAJOR COURSES		Credits Needed: 42	Level
PHT 1121	Functional Anatomy and Kinesiology	4	SP1
PHT 1200	Introduction to Physical Therapy	2	SP1
PHT 1213	Therapeutic Exercise	2	FA2
PHT 1300	Pathology for the Physical Therapist Assistant	3	SU1
PHT 2140	Rehabilitation Procedures	3	SP2
PHT 2211	Therapeutic Modalities	2	SU1
PHT 2252	Orthopedic Disabilities and Treatment	4	SU1
PHT 2804	Physical Therapist Assistant Clinical Practicum 1	2	SP2
PHT 2810	Physical Therapist Assistant Clinical Practicum 2	2	SU2
PHT 2820	Physical Therapist Assistant Clinical Practicum 3	2	SU2
PHT 2931	Physical Therapist Assistant Seminar	2	SU2
PHTC 2162	Neurologic Disabilities and Treatment	3	FA2
PHTL 1121	Functional Anatomy and Kinesiology Laboratory	2	SP1

PHTL 1200	Introduction to Physical Therapy Laboratory	2	SP1
PHTL 1213	Therapeutic Exercise Laboratory	3	FA2
PHTL 2140	Rehabilitation Procedures Laboratory	1	SP2
PHTL 2211	Therapeutic Modalities Laboratory	3	SU1

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

SUPPORT COURSES		Credits Needed: 17	Level
BSCC 1010	General Biology 1	4	FA1
BSCC 2093	Human Anatomy and Physiology 1	4	SP1
BSCC 2094	Human Anatomy and Physiology 2	4	SU1
HSC 1531	Medical Terminology	2	FA1
HSCC 1000	Introduction to Healthcare	3	FA1
Total Credit Hours:74			



Radiotherapy

Associate in Science - Code RDAS

This program prepares the qualified student for employment as a technologist in diagnostic radiography. Graduates will be eligible to sit for the national certifying examination administered by the American Registry of Radiologic Technologists.

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

Effective January 2017, this program moved from the Cocoa campus to the Melbourne campus.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	SU2
MAC 1105	College Algebra	3	FA2
SPC 2608	Fundamentals of Speech Communication	3	SP2
	Humanities Requirement	3	SP2
	Social/Behavioral Science Requirement	3	FA2
MAJOR COURSES		Credits Needed: 62	Level
BSCC 1010	General Biology 1	4	SU1
BSCC 2093	Human Anatomy and Physiology 1	4	FA1
BSCC 2094	Human Anatomy and Physiology 2	4	SP1
CGS 1000	Introduction to Computers	3	FA2
HSC 1531	Medical Terminology	2	SU2
HSCC 1000	Introduction to Healthcare	3	SU1
RTE 1000	Clinical Seminar	3	SU1
RTE 1385	Radiobiology and Radiation Protection	2	FA1
RTE 1418	Principles of Radiographic Imaging 1	2	FA1
RTE 1457	Principles of Radiographic Imaging 2	2	SP1
RTE 1513	Radiographic Procedures 2	2	FA1
RTE 1523	Radiographic Procedures 3	2	SP1
RTE 1613	Radiographic Physics	2	SP1
RTE 1804	Radiographic Clinical Education 1	2	FA1
RTE 1814	Radiographic Clinical Education 2	2	SP1
RTE 1824	Radiographic Clinical Education 3	2	SU2

RTE 2473	Advanced Radiographic Imaging	2	SP2
RTE 2533	Radiographic Procedures 4	2	FA2
RTE 2782	Radiographic Pathology	2	FA2
RTE 2834	Radiographic Clinical Education 4	2	SU2
RTE 2844	Radiographic Clinical Education 5	3	FA2
RTE 2854	Radiographic Clinical Education 6	3	SP2
RTE 2931	Radiographic Seminar	2	SP2
RTEC 1503	Radiographic Procedures 1	1	SU1
RTEL 1418	Radiographic Image Analysis 1	1	FA1
RTEL 1457	Radiographic Image Analysis 2	1	SP1
RTEL 1513	Radiographic Procedures 2 Laboratory	1	FA1
RTEL 1523	Radiographic Procedures Laboratory 3	1	SP1
Total Credit Hours:77			

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



Respiratory Care

Associate in Science - Code RCAS

The program prepares graduates to work in Respiratory Care. Respiratory Care is a specialty dealing with the diagnosis, treatment, and rehabilitation of patients with cardiorespiratory diseases. The degree satisfies the requirements established by the National Board of Respiratory Care and qualifies the graduate as a candidate for the national registry examination. Graduates may apply for state licensure upon completion of the program.

The Eastern Florida State College Respiratory Care Therapist program, CoARC program number 200618, Associate in Science, Cocoa Campus holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com). This status signifies that a program that has been granted an Approval of Intent has demonstrated sufficient compliance to initiate a program in accordance with the through the completion and submission of an acceptable Provisional Accreditation Self Study Report (PSSR), completion of an initial on-site visit, and other documentation required by the CoARC. The conferral of Provisional Accreditation denotes a new program that has made significant progress towards meeting the Standards of Accreditation. The program will remain on Provisional Accreditation until achieving Continuing Accreditation. It is recognized by the National Board for Respiratory Care (NBRC) toward eligibility to the Respiratory Care Credentialing Examination(s). Enrolled students completing the program under Provisional Accreditation are considered graduates of a CoARC accredited program.

Effective January 2017, this program moved from the Cocoa campus to the Melbourne campus.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	SP1
MAT 1033	Intermediate Algebra	3	SP1
PSY 2012	General Psychology 1	3	SP1
SPC 2608	Fundamentals of Speech Communication	3	SU1
	Humanities Requirement	3	SU1
MAJOR COURSES		Credits Needed: 42	Level
RET 1024	Introduction to Respiratory Care	2	SU1
RET 1026	Fundamentals of Respiratory Care	3	SP2
RET 1264	Fundamentals of Respiratory Care 2	3	SP2
RET 1265	Mechanical Ventilation	3	SU2
RET 1293	Cardiopulmonary Medicine	3	SU2
RET 1414	Cardiopulmonary Diagnostics	3	SU2
RET 1485	Cardiopulmonary Anatomy and Physiology	3	SP2
RET 1931	Special Topics in Respiratory Care	2	FA2
RET 2280	Critical Medicine in Respiratory Care	3	FA2
RET 2350	Cardiopulmonary Pharmacology	3	FA1
RET 2483	Patient Assessment and Interaction	2	SP2

RET 2714	Neonatal/Pediatric Respiratory Care	3	FA2
RET 2934	Respiratory Care Seminar	2	FA2
RETL 1832	Clinical Respiratory Care 1	1	FA1
RETL 1833	Clinical Respiratory Care 2	2	SP2
RETL 2876	Clinical Respiratory Care 3	2	SU2
RETL 2877	Clinical Respiratory Care 4	4	FA2
SUPPORT COURSES		Credits Needed: 19	Level
BSCC 1010	General Biology 1	4	SP1
BSCC 2093	Human Anatomy and Physiology 1	4	SU1
BSCC 2094	Human Anatomy and Physiology 2	4	FA1
CHM 1015	Introduction to Chemistry	3	SP1
MCBC 2010	Microbiology for Health Sciences	4	FA1
Total Credit Hours:76			

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



Social and Human Services

Associate in Science - Code HUAS

The Social and Human Services AS degree program has the following associated College Credit Certificates (CCC's):

- Aging Services CCC
- Domestic Violence Services CCC

The social and human services field focuses on improving the lives of others, under the supervision of social workers, psychologists, sociologists, and other professionals, human services providers work to ease and prevent problems caused by poverty, inadequate housing, unemployment, domestic violence, and illness. These professionals work with people in family settings, group settings, and as individuals, primarily providing counseling and life skills lessons.

Graduates of this program may choose to work in staff positions at hospitals, mental health clinics, residential facilities, and community service agencies, or continue on to a human services bachelor degree program or related field such as social work, psychology, gerontology, etc.

The Aging specialization places special emphasis on the elderly while the Domestic Violence specialization is designed to prepare students to work with domestic violence, child abuse, and those that have suffered trauma.

For more information contact Barbara Kennedy at kennedyb@easternflorida.edu or 321-433-5014.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 18	Level
ENC 1101	Composition 1	3	FA1
MAT 1033	Intermediate Algebra	3	FA1
PSY 2012	General Psychology 1	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	FA1
SYG 2000	Introduction to Sociology	3	SU1
	Humanities Requirement	3	SP1
MAJOR COURSES		Credits Needed: 33	Level
CGS 2100	Microcomputer Applications	3	SP1
CLP 2140	Abnormal Psychology	3	SP1
DEP 2004	Developmental Psychology	3	SU1
HUS 1001	Introduction to Human Services	3	SP1
HUS 1302	Basic Counseling Skills	3	FA2
HUS 1320	Introduction to Crisis Intervention	3	FA2
HUS 1801	Human Services Practicum 1	3	FA2
HUS 2200	Introduction to Group Dynamics	3	FA2
HUS 2415	Case Management in Human Services	3	SP2
HUS 2500	Ethics in Human Services	3	SP2
HUS 2821	Human Services Practicum 2	3	SU2

SELECT ONE SPECIALIZATION FROM BELOW:	Credits Needed: 9	Level
AGING SERVICES SPECIALIZATION		Level
Specialization Code - HUASAS		
GEY 2621	Psychology of Aging	3 SP2
HUS 2531	Issues of Aging and Family Dynamics	3 SP2
HUS 2535	Elder Abuse and Aging	3 SU2
DOMESTIC VIOLENCE SERVICES SPECIALIZATION		Level
Specialization Code - HUASDVS		
HUS 2318	Domestic Abuse and Family Violence	3 SP2
HUS 2445	Practices for Working with Dysfunctional Family Systems	3 SP2
HUS 2502	Issues and Ethics in Domestic Abuse and Family Violence	3 SU2
Total Credit Hours:60		



Surgical Services

Associate in Science - Code STAS

The Surgical Services AS degree program has the following associated College Credit Certificate (CCC):

- Central Sterile Processing Technologist CCC

The Surgical Technologist works with the surgeon, anesthesiologist or anesthetist, and professional registered nurse as a member of the direct patient care team during surgery. The surgical technologist assists by preparing and handling supplies and equipment to maintain a safe and therapeutic environment for the patient through specific techniques and practices designed to exclude all pathogenic microorganisms from the operative wound. High School diploma or GED required.

Admission to the Surgical Technology program is limited. Interested students should call (321) 433-7575 or visit the Health Sciences website at www.easternflorida.edu for more information. Upon successful completion of the Surgical Technology program, the student is qualified to make application to the National Certification Examination for Surgical Technologists.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION REQUIREMENTS		Credits Needed: 15	Level
ENC 1101	Composition 1	3	FA1
MAT 1033	Intermediate Algebra	3	FA1
PSY 2012	General Psychology 1	3	FA1
SPC 2608	Fundamentals of Speech Communication	3	SU1
	Humanities Requirement	3	SP1
MAJOR COURSES		Credits Needed: 31	Level
STS 1302	Introduction to Surgical Technology	3	FA2
STS 1307	Surgical Equipment and Instrumentation	3	FA2
STS 1308	Perioperative Patient Care Concepts	3	FA2
STS 1310	Surgical Techniques and Procedures	2	FA2
STS 1323	Surgical Procedures 1	3	SP2
STS 2179	Surgical Biomedical Fundamentals	2	SP2
STS 2324	Surgical Procedures 2	3	SP2
STS 2340	Surgical Pharmacology	2	SP2
STS 2360	Professional Skills for the Surgical Technologist	2	SP2
STS 2944	Surgical Clinical 1	2	FA2
STS 2945	Surgical Clinical 2	2	SP2
STS 2946	Surgical Clinical 3	2	SP2
STSL 1327	Principles and Practices of Surgical Technology Laboratory	2	FA2

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

SUPPORT COURSES		Credits Needed: 18	Level
BSCC 1010	General Biology 1	4	FA1
BSCC 2093	Human Anatomy and Physiology 1	4	SP1
BSCC 2094	Human Anatomy and Physiology 2	4	SU1
HSC 1531	Medical Terminology	2	SP1
MCBC 2010	Microbiology for Health Sciences	4	SP1
Total Credit Hours:64			



Transportation and Logistics

Associate in Science - Code TLAS

This program is designed for students who seek employment in the field of logistics and/or the transportation industry. Also, this program is appropriate for students who decide to utilize this articulated AS career path to transfer to any Florida public university as a junior to complete a four-year bachelor's degree in business. This program will help students develop managerial knowledge to become valuable assets to any company. Instruction in this program provides a balanced curriculum of general education and topical subjects in transportation and logistics. Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

GENERAL EDUCATION COURSES		Credits Needed: 15
ENC 1101	Composition 1	3
MAC 1105	College Algebra	3
SPC 2608	Fundamentals of Speech Communication	3
	Humanities Requirement	3
	Social/Behavioral Science Requirement	3
MAJOR COURSES		Credits Needed: 36
ACG 2021	Financial Accounting	3
CGS 2100	Introduction to Microcomputer Applications	3
GEB 1011	Introduction to Business	3
MAN 1943		
MAN 2043	Quality Management Control	3
MAN 2125	Supervision and Performance Improvement	3
MNA 2216	Inventory Management	3
OST 1581	Professional Development in the Work Environment	3
TRA 2010	Transportation	3
TRA 2098	Warehouse Management	3
TRA 2131	Purchasing	3
TRA 2152	Operations Management	3
TECHNICAL ELECTIVES		Credits Needed: 13
ACG 2071	Managerial Accounting	3
BUL 2241	Business Law 1	3
BUL 2242	Business Law 2	3
CGS 2571	Microcomputer Applications-Advanced	3
ECO 2023	Principles of Economics 2 (Microeconomics)	3
MAC 1233	Essentials of Calculus	3

MAN 2021	Business Management Principles	3
MAR 2011	Marketing Principles	3
QMB 2100	Business Statistics	3
STA 2023	Statistics	3
TRA 2142	Regulatory Compliance for Logistics Managers	3
Total Credit Hours:64		



Veterinary Technology

Associate in Science - Code VTAS

This program is a two-year associate in science degree program available in a full or part-time offering. The curriculum includes relevant general education courses, veterinary technology, and veterinary support courses. Students complete at least two years of academic study including clinical practice under the supervision of Eastern Florida faculty in the college's veterinary technology building and designated external clinical sites. General education courses and support courses may be completed prior to admission to the program or concurrently with program courses. Completion of all general education courses prior to program application will aid in obtaining bonus points toward program selection (details in program application packet).

Admission to the Veterinary Technology program is limited. Admission requirements for the program are available in the program application packet at the Cocoa Health Sciences, Building 20, Room 211. Interested students should call (321) 433-7575 or visit the Health Sciences website at www.easternflorida.edu for more information.

After successful completion of the Veterinary Technology program and national boards, the graduate may apply for state certification in veterinary technology.

Note:

All A.S. degree - seeking students must satisfy entry assessment requirements and complete all required developmental education courses in reading, writing, and mathematics.

Courses are guaranteed to be offered in the designated term. Full time students who follow the prescribed plan of study below should complete the program within two years. This plan does not include any required developmental education or prerequisite courses.

Term designations: PR-Program Prerequisites; FA1-Fall 1; FA2-Fall 2; SP1-Spring 1; SP2-Spring 2; SU1-Summer 1; SU2-Summer 2;

GENERAL EDUCATION COURSES		Credits Needed: 15	Level
ENC 1101	Composition 1	3	SU1
MAC 1105	College Algebra	3	SU1
SPC 2608	Fundamentals of Speech Communication	3	SU1
	Humanities Requirement	3	SU2
	Social/Behavioral Science Requirement	3	SU2
MAJOR COURSES		Credits Needed: 58	Level
ATE 1110	Animal Anatomy	3	SP1
ATE 1211	Animal Physiology	3	FA1
ATE 1601	Principles of Nutrition for Veterinary Technicians	1	FA1
ATE 1636	Large Animal Clinical and Nursing Skills	2	SP1
ATE 1742	Applied Veterinary Medical Terminology	2	SP1
ATE 1943	Veterinary Work Experience 1	1	SP1
ATE 1944	Veterinary Work Experience 2	1	FA1
ATE 2613	Small Animal Diseases and Pharmacology 1	3	SP2
ATE 2614	Small Animal Diseases and Pharmacology 2	3	FA2
ATE 2632	Veterinary Surgical Nursing	3	SP2
ATE 2638	Animal Clinical Pathology 1	3	FA1
ATE 2639	Animal Clinical Pathology 2	3	SP2
ATE 2654	Advanced Anesthesia, Surgery, and Radiography	3	FA2

ATE 2661	Large Animal Diseases	1	SP2
ATE 2710	Emergency Medicine for Animals	2	FA2
ATE 2945	Veterinary Work Experience 3	1	SP2
ATE 2946	Veterinary Work Experience 4	1	FA2
ATEC 1671	Laboratory Animal Medicine	2	FA1
ATEC 2722	Avian and Exotic Animal Medicine	2	FA2
ATEL 1110	Animal Anatomy Laboratory	2	SP1
ATEL 1311	Veterinary Office Procedures	4	SP1
ATEL 1650	Introduction to Exam Room and Clinical Procedures	1	SP1
ATEL 1652	Introduction to Anesthesia, Surgery, and Radiography	1	FA1
ATEL 2501	Professional Development and Ethics Seminar	1	FA2
ATEL 2613	Small Animal Diseases and Pharmacology 1 Laboratory	1	SP2
ATEL 2614	Small Animal Diseases and Pharmacology 2 Laboratory	1	FA2
ATEL 2632	Veterinary Surgical Nursing 2 Laboratory	1	SP2
ATEL 2638	Animal Clinical Pathology 1 Laboratory	2	FA1
ATEL 2639	Animal Clinical Pathology 2 Laboratory	2	SP2
ATEL 2654	Advanced Anesthesia, Surgery, and Radiography Laboratory	1	SU2
ATEL 2656	Large Animal Clinical and Nursing Skills Laboratory	1	SP2

TECHNICAL ELECTIVES (OPTIONAL)

Level

Elective courses are optional courses and cannot be substituted for any of the program major courses. However, students are encouraged to take them to better prepare themselves for a career in Veterinary Technology.

ATE 1001	Introduction to Veterinary Technology	1	SU2
ATE 2936	Special Topics Seminar	1	SU2
ATEC 2050	Small Animal Behavior	2	SU2
Total Credit Hours:73			

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

ADVANCED TECHNICAL CERTIFICATE

Advanced Technical Certificates are designed for individuals who have already completed a degree (at least an associate degree) and are seeking advanced, specialized preparation in a particular career field to supplement their degree. Eastern Florida State College offers Advanced Technical Certificates in limited career areas in which advanced training beyond the associate degree level is needed.

Admissions Requirements

All A.T.C. programs at EFSC are considered "limited access" and require a separate admissions application to be submitted in addition to an application for admission to the College. Check the website or consult with an advisor for information. Students must have completed at least an Associate in Science or Associate in Applied Science degree that is relevant to the A.T.C.

Advanced Technical Certificate Graduation Requirements

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

1. Filed an 'Intent to Graduate' Application and paid the graduation fee. Applications submitted after the published deadline will incur a late fee.
2. Satisfactorily completed all courses within the program.
3. Completed at least 25% of the credit hours required for the degree through instruction at EFSC.
4. Completed all coursework with a final grade. Students with a grade of "Incomplete" will not be processed for graduation until a final grade is posted. For graduation in the term of application, the final grade must be posted within the first three weeks of the following term. If the final grade is not posted within the first three weeks of the following term, student must reapply and repay. Student may request to have the "I" converted to a permanent 'F' if the course is not required for the credits to graduate.
5. Achieved a cumulative GPA of 2.00 or higher in the courses that comprise the program.
6. Submitted all outstanding transcripts and removed all financial obligations to the college. Final transcript and diploma will not be released until student has removed all financial obligations to the college.

Financial Aid

See the "[EFSC Programs and Admissions Requirements](#)" pages at the beginning of this section for eligible programs.



Computed Tomography

Advanced Technical Certificate - Code CTTC

This program provides working radiologic technologists R.T. (R) with the didactic and clinical (if needed) training needed to perform advanced Computed Tomography (CT) scans and may qualify students to sit for the advanced certification examination offered by the American Registry of Radiologic Technologist (ARRT).

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

Effective January 2017, this program moved from the Cocoa campus to the Melbourne campus.

Note:

MAJOR COURSES		Credits Needed: 15
RTE 3102	Computed Tomography Patient Care and Technique	3
RTE 3595	Physics and Instrumentation of Computed Tomography	3
RTE 3765	Advanced Sectional Anatomy	3
RTE 4940	Computed Tomography Clinical Education 1	3
RTE 4941	Computed Tomography Clinical Education 2	3
		Total Credit Hours:15



Magnetic Resonance Imaging

Advanced Technical Certificate - Code MRTC

This program provides working radiologic technologists R.T. (R) with the didactic and clinical (if needed) training needed to perform advanced Magnetic Resonance Imaging (MRI) scans and qualify students to sit for the advanced certification examination offered by the American Registry of Radiologic Technologists (ARRT).

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

Effective January 2017, this program moved from the Cocoa campus to the Melbourne campus.

Note:

MAJOR COURSES		Credits Needed: 15
RTE 3101	Magnetic Resonance Imaging Patient Care and Technique	3
RTE 3591	Physics and Instrumentation of Magnetic Resonance Imaging	3
RTE 3765	Advanced Sectional Anatomy	3
RTE 4942	Magnetic Resonance Imaging Clinical Education 1	3
RTE 4943	Magnetic Resonance Imaging Clinical Education 2	3
		Total Credit Hours:15



Network Security Forensics

Advanced Technical Certificate - Code NSTC

This twelve credit Advanced Technical Certificate (ATC) program prepares students for employment in the network security field. The program provides coursework in cybersecurity, digital forensics, intrusion detection, and application programming control architectures.

The ATC in Network Security Forensics is offered to candidates currently enrolled in the Computer Information Systems Technology (CIST) Bachelor of Applied Science Program. This program provides a pathway to the CIST BAS in Networking Systems Specialization.

This program is a deliverable of the XCEL-IT grant program for Cyber Security.

Following successful completion of the program courses, the candidate may be eligible to apply for certification leading to a Global Information Assurance Certification (GIAC) in Certified Forensic Analysis (GCFA).

Note:

MAJOR COURSES		Credits Needed: 12
CISC 3391	Computer Forensics	3
CISC 3392	Windows Forensics	3
COP 3703	Database Design and Architecture	3
ISM 3321	Cybersecurity Fundamentals	3
		Total Credit Hours:12

APPLIED TECHNOLOGY DIPLOMA

The Applied Technology Diploma (A.T.D.) consists of a course of study that is part of an Associate in Science (A.S.) degree, is less than 60 credit hours, is approximately 50% technical components (non-general education), and leads to employment in a specific career field.

Graduation Requirements for the Applied Technology Diploma

Responsibility for meeting the requirements for graduation rests with the student. The Applied Technology Diploma is awarded to those students who have:

1. Satisfactorily completed courses within the selected program.
2. Met all admissions requirements, including submission of all high school and prior college transcripts.
3. Completed at least 25% of the program credit hours through coursework at Eastern Florida State College.
4. Achieved a cumulative GPA of 2.00 or higher in the courses that comprise the program.
5. Filed an "Intent to Graduate" Application on or before the published deadline. This includes the payment of graduation fee.
6. Removed all financial obligations to the college. Final transcript and diploma will not be released until student has removed all financial obligations to the college.

Financial Aid

Not all A.T.D. programs are eligible for financial aid. See the "[EFSC Programs and Admissions Requirements](#)" pages at the beginning of this section for eligible programs.



Dental Assisting

Applied Technology Diploma - Code DATD

This ATD is part of the Dental Assisting and Technology Management AS degree program.

The dental assistant's primary role is to assist the dentist with chairside procedures. The dental assistant also works independently performing delegated duties such as taking X-rays, impressions, placing sealants, and polishing the crowns of the teeth. This program provides preparation for all aspects of dental assisting including clinical, laboratory, and office responsibilities. Clinical skills assisting the dentist and performing expanded duties are mastered onsite at our newly remodeled dental clinic on the Cocoa campus and at local dental offices and clinics. Laboratory skills include pouring and trimming models of the teeth and fabrication of bleaching trays. Business office skills taught include scheduling patient appointments and filing insurance claims.

The Applied Technical Degree (ATD) is a one year, 50 college credit degree. The ATD program is offered on campus during the day and online with evening labs (Outreach).

Fifty credits from the Dental Assisting ATD transfer into the Dental Assisting Technology and Management AS degree. Twenty-two credits from the Dental Assisting ATD transfer into the Dental Hygiene AS degree. Courses that transfer into the Dental Hygiene AS degree must be current within the past three years.

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

Note:

MAJOR COURSES		Credits Needed: 50
BSCC 1084	Survey of Human Anatomy and Physiology	4
DEA 1010	Introduction to Dental Assisting	2
DEA 1051	Dental Pharmacology and Pain Control	2
DEA 1136	Allied Dental Theory	2
DEA 1152	Dental Psychology	1
DEA 1805	Clinical Practice 1	4
DEA 1936	Dental Seminar	1
DEAL 1805	Clinical Practice 1 Laboratory	5
DEAL 1855	Clinical Practice 2 Laboratory	5
DES 1020	Head, Neck, and Dental Anatomy	2
DES 1200	Dental Radiography	2
DES 1502	Dental Office Management	1
DES 1600	Office Emergencies	1
DES 1800	Introduction to Clinical Procedures	2
DES 1840	Preventive Dentistry	2
DES 2100	Dental Materials	2
DESC 2832	Expanded Functions for Dental Auxiliaries	2
DESC 2833	Expanded Functions for Dental Auxiliaries 2	3
DESL 1020	Head, Neck, and Dental Anatomy Laboratory	1
DESL 1200	Dental Radiography Laboratory	1
DESL 1800	Introduction to Clinical Procedures Laboratory	1
DESL 2100	Dental Materials Laboratory	1
HSCC 1000	Introduction to Healthcare	3

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

Total Credit Hours:50

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



Emergency Medical Technician - Basic

Applied Technology Diploma - Code EMTD

This ATD is part of the Emergency Medical Services AS degree program.

A one-semester college credit applied technology diploma program in pre-hospital emergency medical care designed for persons involved in rescue, emergency care of the sick or injured, and ambulance attendants. Upon successful completion, the student is eligible to take the National Registry examination.

Admission to the Emergency Medical Technician program is limited. Interested students should call (321) 433-5637 or visit the Public Safety Institute website at www.easternflorida.edu for more information.

Note:

MAJOR COURSES		Credits Needed: 11
The three courses listed below are all corequisites.		
EMS 1119	EMT	6
EMS 1431	EMT Clinical Experience	2
EMSL 1119	EMT Laboratory	3
<i>Note: To receive a diploma, a student must meet college testing requirements and earn a grade of "C" or higher in each major course for progression.</i>		
Total Credit Hours:11		

Note: To receive a diploma, a student must meet college testing requirements and earn a grade of "C" or higher in each major course for progression.

COLLEGE CREDIT CERTIFICATE

College Credit Certificates (C.C.C.) are programs of study of fewer than 60 credits that consists of courses that are part of an Associate in Science degree program (AS). This program of study leads to employment in a specific occupational field or prepares student for career advancement. Upon completion of the C.C.C. program, students continuing their education in the related A.S. degree program may have the credit applied toward the A.S. degree as noted in specific catalog listings. A standard high school diploma (or GED) is a requirement for admission.

Admissions

Students must complete an application for admission to Eastern Florida State College and pay the application fee. An additional application to the program may be required if it is limited access. See the "Programs and Admission Requirements" listing for specific admission requirements such as testing and high school graduation.

Graduation Requirements for the College Credit Certificate

Responsibility for meeting the requirements for graduation rests with the student. The College Credit Certificate is awarded to those students who have:

1. Filed an 'Intent to Graduate' Application and paid the graduation fee. Applications submitted after the published deadline will incur a late fee.
 - Note: if student is applying for the A.S. degree in which the C.C.C. is imbedded, student does not have to apply for the C.C.C. It will be awarded automatically.
2. Satisfactorily completed all courses within the program.
3. Completed at least 25% of the clock hours required for the certificate through instruction at EFSC.
4. Achieved a cumulative GPA of 2.00 or higher in the courses that comprise the program.
5. Completed all coursework with a final grade.
 - Students with a grade of "Incomplete" will not be processed for graduation until a final grade is posted. For graduation in the term of application, the final grade must be posted within the first three weeks of the following term. If the final grade is not posted within the first three weeks of the following term, student must reapply and repay. Student may request to have the "I" converted to a permanent 'F' if the course is not required for the credits to graduate.
6. Submitted all outstanding transcripts and removed all financial obligations to the college. Final transcript and diploma will not be released until student has removed all financial obligations to the college.

College Credit Certificates and Specializations

Please be aware that EFSC offers C.C.C.s with multiple specializations. Students may receive a specific C.C.C. only one time. While students may take courses from multiple specializations, the degree will be awarded only once. For example, student earns the C.C.C. Office Specialist, with the General Office Specialization. Student then completes all courses in the Legal Office Specialization. Student COULD NOT receive the C.C.C. Office Specialist again. However, student COULD receive a C.C.C. in Network Infrastructure when all requirements for that degree are met.

Financial Aid

Not all C.C.C. programs are eligible for financial aid. See the "[EFSC Programs and Admissions Requirements](#)" pages at the beginning of this section for eligible programs.



Accounting Technology Management

College Credit Certificate - Code AACC

This certificate is part of the Business Administration AS degree program.

This certificate program prepares students with job-entry employment skills for accounting positions in business, industry, and public service sectors. This program enables the student to receive a college credit certificate and to demonstrate job-entry proficiency. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Business Administration.

Note:

MAJOR COURSES		Credits Needed: 27
ACG 2021	Financial Accounting	3
ACG 2071	Managerial Accounting	3
ACG 2100	Intermediate Accounting 1	3
ACG 2450	Accounting Information Systems	3
BUL 2241	Business Law 1	3
CGS 2100	Microcomputer Applications	3
ECO 2013	Principles of Economics 1 (Macroeconomics)	3
FIN 2000	Principles of Finance	3
TAX 2000	Federal Tax Accounting 1	3
		Total Credit Hours:27



Accounting Technology Operations

College Credit Certificate - Code AOCC

This certificate is part of the Business Administration AS degree program.

The purpose of this program is to prepare students for entry-level accounting employment or to provide supplemental training for persons previously or currently employed. The content prepares individuals in the principles, procedures, and theories of organizing and maintaining financial records and preparing financial reports. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Business Administration.

Note:

MAJOR COURSES		Credits Needed: 18
ACG 2021	Financial Accounting	3
ACG 2071	Managerial Accounting 1	3
ACG 2100	Intermediate Accounting 1	3
ACG 2450	Accounting Information Systems	3
CGS 2100	Microcomputer Applications	3
ECO 2013	Principles of Economics 1 (Macroeconomics)	3
		Total Credit Hours:18



Accounting Technology Specialist

College Credit Certificate - Code ASCC

This certificate is part of the Business Administration AS degree program.

The purpose of this program is to prepare students for entry-level positions in accounting and business or to provide supplemental training for persons previously or currently employed. The content introduces individuals to the process of data entry into an accounting information system and includes the preparation, presentation, and analysis of business reports. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Business Administration.

Note:

MAJOR COURSES		Credits Needed: 12
ACG 2021	Financial Accounting	3
ACG 2450	Accounting Information Systems	3
CGS 2100	Microcomputer Applications	3
ECO 2013	Principles of Economics 1 (Macroeconomics)	3
		Total Credit Hours:12



Aging Services

College Credit Certificate - Code AGCC

This certificate is part of the Social and Human Services AS degree program.

An Aging Services Specialist works under the direct supervision of social workers, psychologists, sociologists, and other professionals.

This College Credit Certificate Program is designed to be the first educational step to a professional career in Social and Human Services with an emphasis in the area of aging. It will provide credit course work for those employed in human service agencies as well supplemental education for those already working in the field. It will provide credit course work for those employed in aging service occupations as well as those who seek to enter the profession without experience.

This certificate program provides academic coursework specifically related to issues with aging as well as a three-credit practicum where students gain fieldwork experience. Credits earned in this certificate also apply to the Associates Degree (AS) in Social and Human Services.

Note:

MAJOR COURSES		Credits Needed: 18
GEY 2621	Psychology of Aging	3
HUS 1001	Introduction to Human Services	3
HUS 1302	Basic Counseling Skills	3
HUS 1801	Human Services Practicum 1	3
HUS 2531	Issues of Aging and Family Dynamics	3
HUS 2535	Elder Abuse and Aging	3
		Total Credit Hours:18



Alternative Energy Systems Specialist

College Credit Certificate - Code AECC

This certificate is part of the Engineering Technology AS degree program.

This certificate program will prepare students to meet the industry-specific skills needed for technicians in the new and emerging alternative and renewable energy fields, including occupational titles such as Electrical Technician, Industrial Engineering Technician, Solar Photovoltaic Installer and Solar Power Plant Technician, Solar Thermal Installer and Technician, Energy Auditor and Smart Grid Technician. This program also provides supplemental training for persons previously or currently employed in occupations related to energy production, distribution and storage. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Engineering Technology.

Note:

MAJOR COURSES		Credits Needed: 18
EET 1084	Introduction to Electronics	3
ETI 1701	Industrial Safety	3
ETP 1400	Distributed Electric Power Generation and Storage	3
ETP 1401	Alternative/Renewable Energy Technologies	3
ETP 1420	Solar Thermal Technologies	3
ETPC 2410	Photovoltaic Technology	3
		Total Credit Hours:18



Applied Technology Specialist

College Credit Certificate - Code ATCC

This certificate is part of the Engineering Technology AS degree program.

This certificate program will prepare the student for entry-level employment in electronics assembly field, or to provide supplemental training for individuals previously or currently employed. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Engineering Technology.

Note:

MAJOR COURSES		Credits Needed: 16
EET 1084	Introduction to Electronics	3
EETC 1610	Through-Hole and Surface-Mount Soldering	3
EETC 2620	Advanced Surface-Mount Soldering Technology	3
ETMC 1010	Mechanical Measurement	1
ETSC 1240	Fiber Optic Technologies	3
PMTC 1203	Introduction to Machining	3
		Total Credit Hours:16



AutoCAD Foundations

College Credit Certificate - Code AFCC

This certificate is part of the Drafting and Design Technology AS program.

This certificate program teaches the skills needed to operate the hardware and software involving Computer Aided Drafting (CAD). Some of the topics covered include an emphasis on the 3D environment, wire frame and solids modeling, and land development drawings utilizing CAD. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Drafting and Design Technology.

Refer to course descriptions to determine prerequisites.

Note:

MAJOR COURSES		Credits Needed: 15
ETDC 2320	AutoCAD Fundamentals	4
ETDC 2340	Advanced AutoCAD	4
ETDC 2355	AutoCAD 3D	4
CGS 2100	Microcomputer Applications	3
OR ETDC 1540	*Civil Drafting	4
*(4 credit hour course)		
		Total Credit Hours:15



Broadcast Production

College Credit Certificate - Code BDCC

This certificate is part of the Digital Television/Media Production AS degree program.

This certificate program develops the essential studio and location production skills (camera, sound, lighting, editing) adding an overview of historical and contemporary media development. Students develop informational and investigative writing and interviewing skills. Special emphasis is placed on producing and directing documentary and news style programs. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Digital Television/Media Production.

Note:

MAJOR COURSES		Credits Needed: 24
FIL 1002	Appreciation of the Motion Picture 1	3
RTV 1000	Survey of Broadcasting	3
RTV 1510	Television Studio Production	3
RTV 1520	Video Field Production	3
RTV 2100	Writing for Electronic Media	3
RTV 2512	Advanced Studio Production	3
RTV 2532	Advanced Video Field Production	3
RTV 2940	WEFS-TV Practicum/Radio or TV	3
		Total Credit Hours:24



Business Entrepreneurship

College Credit Certificate - Code ENCC

This certificate is part of the Business Administration AS degree program.

This certificate program builds a foundation for the student interested in becoming an entrepreneur by learning and practicing specific skills and necessary knowledge associated with the inception of an idea, product, process or service developing into a viable small business. Some competency in computer operations and applications for business presentations is required. Exposure to entrepreneurial practitioners and opportunities for conferences, seminars and competitions are included, along with a personal psychological profile to determine the student's potential for success. Teaching and learning modes involve lecture, online, individual research and field experience. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Business Administration.

Note:

MAJOR COURSES		Credits Needed: 12
ENT 2000	Introduction to Entrepreneurship	3
MAR 2011	Marketing Principles	3
MKA 1021	Principles of Selling	3
SBM 2000	Small Business Management	3
		Total Credit Hours:12



Business Management

College Credit Certificate - Code BMCC

This certificate is part of the Business Administration AS degree program.

This certificate program qualifies graduates for positions in a wide range of organizations, offering specializations in Management and Marketing.

The Management Option focuses on important fundamentals appropriate for all types of business, marketing, accounting, finance, law, management, and the application of modern technology are emphasized.

The Marketing Option is an intensive study of selling, advertising, and marketing combined with basic business courses. Students will learn what sells and why, who buys and when and how to package your message for the most effective results. A few specific skills include planning media strategy, examining basic principles of marketing in an international environment, and corporation stock and bond issues. Graduates are prepared for entry-level positions in the areas of marketing, customer service, and sales. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Business Administration.

NOTE: Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

Note:

MANAGEMENT SPECIALIZATION		Credits Needed: 24
Specialization Code - BMCCMgmt		
ACG 2021	Financial Accounting	3
ACG 2071	Managerial Accounting	3
BUL 2241	Business Law 1	3
CGS 2100	Microcomputer Applications	3
ECO 2013	Principles of Economics 1 (Macroeconomics)	3
ECO 2023	Principles of Economics 2 (Microeconomics)	3
MAN 2021	Business Management Principles	3
GEB 1011	Introduction to Business	3
OR MAR 2011	Marketing Principles	3
MARKETING SPECIALIZATION		Credits Needed: 24
Specialization Code - BMCCMRKT		
ACG 2021	Financial Accounting	3
ADV 1000	Advertising	3
GEB 1011	Introduction to Business	3
MAR 2011	Marketing Principles	3
MAR 2640	Marketing Decisions	3
MKA 1021	Principles of Selling	3
CGS 2100	Microcomputer Applications	3
OR OST 1582	Ethics at Work	3
MAN 2021	Business Management Principles	3
OR SLS 2261	Leadership	3
		Total Credit Hours:24



Central Sterile Processing Technologist

College Credit Certificate - Code CECC

This certificate is part of the Surgical Services AS degree program.

The responsibility of a sterile processing technician involves keeping the medical facility as sterile as possible by sterilizing equipment, instruments and other needed devices.

High School diploma or GED required. Interested students should call (321) 433-7575 or visit the Health Sciences website at www.easternflorida.edu for more information.

Note:

MAJOR COURSES		Credits Needed: 15
STS 1302	Introduction to Surgical Technology	3
STS 1307	Surgical Equipment and Instrumentation	3
STS 1308	Perioperative Patient Care Concepts	3
STS 1310	Surgical Techniques and Procedures	2
STS 2944	Surgical Clinical 1	2
STSL 1327	Principles and Practices of Surgical Technology Laboratory	2
SUPPORT COURSES		Credits Needed: 15
BSCC 1010	General Biology 1	4
BSCC 2093	Human Anatomy and Physiology 1	4
MCBC 2010	Microbiology for Health Sciences	4
SPC 2608	Fundamentals of Speech Communication	3
		Total Credit Hours:30



Child Care Center Management Specialization

College Credit Certificate - Code CMCC

This certificate is part of the Early Childhood Education AS degree program.

The certificate program consists of coursework in leadership, administration, educational programming and financial issues associated with managing a quality child care program. Credits earned in this certificate also apply to the Child Development Early Intervention Certificate and the Associate in Science (AS) degree in Early Childhood Education.

View background screening and licensure requirements at www.dcf.state.fl.us/programs/childcare.

Note:

MAJOR COURSES		Credits Needed: 12
EEC 1001	Introduction to Early Childhood Education	3
EEC 1200	Early Childhood Curriculum	3
EEC 1523	Overview of Child Care Center Management	3
EEC 2710	Conflict Resolution in Early Childhood	3
		Total Credit Hours:12



Child Development Early Intervention

College Credit Certificate - Code CHDI

This certificate is part of the Early Childhood Education AS degree program.

This Certificate has the following associated CCC:

- Infant/Toddler Specialization

The certificate program offers a planned sequence of courses leading to the Child Development Early Intervention Certificate. This certificate is for persons interested in becoming paraprofessionals in the school system working with infants and pre-kindergarten children with disabilities and their families. Additionally, this program of study will prepare staff in early care and education centers to provide a developmentally appropriate program for infants, toddlers, and children with special needs.

This program includes the coursework to earn the state-approved *Florida Child Care Professional Credential (FCCPC)* with the completion of **EEC 2251 Developing Curriculum for Infant and Toddlers, EEC 1001 Introduction to Early Childhood Education, EEC 1200 Early Childhood Curriculum, and EEC 2710 Conflict Resolution in Early Childhood**. If pursuing this credential, students should enroll in these courses first. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Early Childhood Education.

View background screening and licensure requirements at www.dcf.state.fl.us/programs/childcare.

Note:

MAJOR COURSES		Credits Needed: 36
EEC 1001	*Introduction to Early Childhood Education	3
EEC 1200	*Early Childhood Curriculum	3
EEC 1523	Overview of Child Care Center Management	3
EEC 1601	Assessment in Early Childhood Education	3
EEC 1701	Child Growth and Development Birth-Eight	3
EEC 2217	Introduction to Language and Emergent Literacy	3
EEC 2223	Early Childhood Art, Music, and Movement	3
EEC 2226	Math and Science for Young Children	3
EEC 2251	*Developing Curriculum for Infants and Toddlers	3
EEC 2710	*Conflict Resolution in Early Childhood	3
EEC 2734	Health, Safety and Nutrition for the Young Child	3
EEX 2010	Introduction to Special Education	3
* These courses meet the Florida Child Care Professional Credential (FCCPC) for the State of Florida.		
Total Credit Hours:36		



CNC Machinist/Fabricator

College Credit Certificate - Code CNCC

This certificate is part of the Engineering Technology AS degree program.

This college credit certificate program offers a sequence of courses to prepare students for entry-level computer numeric control machining positions within the manufacturing industry. Content includes, but is not limited to, safety and quality practices, familiarity with computer-aided drafting/computer-aided manufacturing software, proper use of hand tools, and maintenance and operation of manual machining and computer numeric control (CNC) equipment. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Engineering Technology.

Refer to Course descriptions to determine prerequisites.

Note:

MAJOR COURSES		Credits Needed: 12
ETDC 2364	SolidWorks Fundamentals	3
PMTC 1203	Introduction to Machining	3
PMTC 2213	Advanced Machining 1	3
PMTC 2214	Advanced Machining 2	3
		Total Credit Hours:12



Composite Fabrication and Testing

College Credit Certificate - Code CFCC

This certificate is part of the Engineering Technology AS degree program.

This certificate program will prepare the student for entry-level employment in composite material fabrication, composite production of fiberglass lamination and fabrication, or to provide supplemental training for individuals previously or currently employed. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Engineering Technology.

Note:

MAJOR COURSES		Credits Needed: 19
ETI 1701	Industrial Safety	3
ETIC 1830	Materials and Processes 1	3
ETIC 2121	Non-Destructive and Destructive Testing	3
ETIC 2460	Composites Fundamentals	3
ETIC 2464	Advanced Composites	3
ETMC 1010	Mechanical Measurement	1
PMTC 1203	Introduction to Machining	3
		Total Credit Hours:19



Computer Programmer

College Credit Certificate - Code CPCC

This certificate is part of the Computer Programming and Analysis AS degree program.

This certificate program is designed to prepare students for entry-level program development and analysis in the computer environment. The core courses provide introduction to the computer, applications used on the microcomputer, and training in programming language, procedural logic and design. The computer languages are introduced in a progressive delivery starting with structured programming (sequential, iteration, and decision making) used in procedural language, and then progressing to object-oriented language and visual language. Students currently employed in the field can supplement and upgrade their skills through a variety of offerings in programming languages, system analysis and applications. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Computer Programming and Analysis.

Refer to course descriptions to determine prerequisites.

Note:

MAJOR COURSES		Credits Needed: 33
CGS 1000	Introduction to Computers	3
CGS 2100	Microcomputer Applications	3
CIS 2321	Systems Analysis and Design	3
COP 1000	Principles of Programming	3
COP 1332	Visual Basic Programming	3
COP 2333	Visual Basic Programming Advanced	3
COP 2334	Introduction to C++ Programming	3
COP 2335	C++ Programming Advanced	3
COP 2700	Database Techniques	3
COP 2800	Introduction to Java Programming	3
COP 2805	Advanced Java Programming	3
		Total Credit Hours:33



Crime Scene Technician

College Credit Certificate - Code CRCC

This certificate is part of the Crime Scene Technology AS degree program.

The certificate program is designed to prepare students for entry-level employment in the field of criminalistics. Positions include but are not limited to: Forensic Science Technician, Crime Scene Technician, Medical Examiner Investigator, Medical Investigator, Insurance Investigator, Legal Investigator, Forensic Paralegal, Crime Scene Investigator and Laboratory Technician. Crime scene technicians are employed by local, state, and federal law enforcement agencies, the State Attorney Offices, public defender offices, medical examiners, law firms, and private industry. Individuals considering enrollment must have excellent written and oral communication skills and reading and critical thinking skills. Basic computer skills, including keyboarding, are strongly recommended prior to enrollment.

Note:

MAJOR COURSES		Credits Needed: 28
CCJ 1020	American Criminal Justice	3
CJE 1640	Introduction to Forensic Science	3
CJE 1642	Introduction to Crime Scene Technology	3
CJE 1643	Advanced Crime Scene Technology	4
CJE 1644	Crime Scene Safety	3
CJE 1671	Latent Fingerprint Development	3
CJE 1672	Fingerprint Classification	3
CJE 1770	Crime Scene Photography 1	3
CJL 1610	Courtroom Presentation of Evidence	3
		Total Credit Hours:28



Criminal Justice Technology Specialist

College Credit Certificate - Code CJCC

This certificate is part of the Criminal Justice AS degree program.

The certificate program is designed to prepare students for entry-level employment in the field of criminal justice and expand the skills of those practitioners already working in the field. Individuals considering enrollment must have excellent written and oral communication skills and reading and critical thinking skills. Basic computer skills, including keyboarding, are strongly recommended prior to enrollment.

Note:

MAJOR COURSES		Credits Needed: 24
CCJ 1010	Criminology	3
CCJ 1020	American Criminal Justice	3
CCJ 1452	Criminal Justice Administration	3
CJC 2000	American Corrections	3
CJE 1000	Introduction to Law Enforcement	3
CJJ 1540	Juvenile Delinquency	3
CJL 1400	Criminal Procedures	3
CJL 2401	Criminal Law	3
		Total Credit Hours:24



Digital Video Fundamentals and Production

College Credit Certificate - Code DVCC

This certificate is part of the Digital Television/Media Production AS degree program.

This certificate program develops camera, lighting and non-linear editing skills necessary for producing professional digital video. Special emphasis is placed on advanced digital post-production techniques using software such as Photoshop and After Effects. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Digital Television/ Media Production.

Note:

MAJOR COURSES		Credits Needed: 12
PGYC 2801	Digital Imaging 1	3
PGYC 2802	Digital Imaging 2	3
RTV 1520	Video Field Production	3
RTV 2532	Advanced Video Field Production	3
		Total Credit Hours:12



Domestic Violence Services

College Credit Certificate - Code VICC

This certificate is part of the Social and Human Services AS degree program.

A Domestic Violence Services Specialist works under the direct supervision of social workers, psychologists, sociologists, and other professionals. This College Credit Certificate Program is designed to be the first educational step to a professional career in Social and Human Services with an emphasis in the area of domestic violence. It will provide credit course work for those employed in human service agencies as well supplemental education for those already working in the field. It will provide credit course work for those employed in domestic violence service occupations as well as those who seek to enter the profession without experience.

This certificate program provides academic coursework specifically related to issues in domestic violence as well as a three-credit practicum where students gain fieldwork experience. Credits earned in this certificate also apply to the Associates Degree (AS) in Social and Human Services.

Note:

MAJOR COURSES		Credits Needed: 18
HUS 1001	Introduction to Human Services	3
HUS 1302	Basic Counseling Skills	3
HUS 1801	Human Services Practicum 1	3
HUS 2318	Domestic Abuse and Family Violence	3
HUS 2445	Practices for Working with Dysfunctional Family Systems	3
HUS 2502	Issues and Ethics in Domestic Abuse and Family Violence	3
		Total Credit Hours:18



Drafting Design

College Credit Certificate - Code DACC

This certificate is part of the Drafting and Design Technology AS degree program.

This certificate program prepares students for employment as a designer/draftsman. The program is designed to give the student a broad base of drafting instruction and its application into various design professions. The curriculum uses the latest technological information methodology and standards relating to drafting design and construction. Previous drafting experience or permission from an instructor are needed to pursue courses for this certificate. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Drafting and Design Technology.

Refer to course descriptions to determine prerequisites.

Note:

MAJOR COURSES		Credits Needed: 24
ETDC 1540	Civil Drafting	4
ETDC 2320	AutoCAD Fundamentals	4
ETDC 2340	Advanced AutoCAD	4
ETDC 2355	AutoCAD 3D	4
TARC 1120	Architectural Drafting	4
TARC 2122	Advanced Architectural Drafting	4
		Total Credit Hours:24



Engineering Technology Support Specialist

College Credit Certificate - Code ESCC

This certificate is part of the Engineering Technology AS degree program.

This certificate prepares students for initial employment with an occupational title such as Engineering Support Specialist or Engineering Specialist to support engineering design, manufacturing, processes and production, test and/or maintain product quality, or to provide supplemental training for persons previously or currently employed in these occupational areas.

This certificate aligns with the Manufacturing Skill Standards Council (MSSC). MSSC skill standards define the knowledge, skills, and performance needed by today's frontline manufacturing workers. After completing this core and the General Education requirements in the AS degree, it is anticipated that students will be prepared to pass the MSSC Production Technician Certification. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Engineering Technology.

Note:

MAJOR COURSES		Credits Needed: 18
EET 1084	Introduction to Electronics	3
ETDC 2364	SolidWorks Fundamentals	3
ETI 1701	Industrial Safety	3
ETI 2110	Introduction to Quality Assurance	3
ETIC 1830	Materials and Processes 1	3
PMTC 1203	Introduction to Machining	3
		Total Credit Hours:18



Entrepreneurship Operations

College Credit Certificate - Code EOCC

This certificate is part of the Business Administration AS degree program.

This 25 credit-hour certificate program prepares individuals who are seeking to own, operate, or manage an entrepreneurial business enterprise, with the knowledge and skills to perform required short term functions. It is intended to be open end - open exit with regard to all 8 (non-prerequisite) courses so that the student can take all or parts of this certificate to concentrate specifically in the academic areas needed, avoiding duplication of previous life-long experiential learning. The overall objective of the program is job creation. You may take whatever courses you need. However, completion of the full certificate is encouraged. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Business Administration.

Note:

MAJOR COURSES		Credits Needed: 25
ENT 2000	Introduction to Entrepreneurship	3
ENT 2112	Business Plans	3
ENT 2172	Opportunity Analysis and Franchising	3
ENT 2302	Funding Acquisition and Legal Issues	3
ENT 2411	Small Business Accounting and Finance	4
MAR 2011	Marketing Principles	3
MKA 1021	Principles of Selling	3
SBM 2000	Small Business Management	3
		Total Credit Hours:25



Geographical Information Systems

College Credit Certificate - Code GICC

This certificate is part of the Computer Information Technology AS degree program.

This certificate program is designed to prepare students to acquire understanding of Geographic Information Systems (GIS), including concepts of spatial variables, scale, map projection, and map coordinate systems. Topics include displaying, managing, querying, symbolizing, and creating geospatial data. Students will learn the skills required to work on and/or build advanced Geographic Information Systems (GIS)/ Remote Sensing (RS) projects.

Students currently employed in the GIS field can supplement and upgrade their skills through a variety of offerings in this Geographic Information Systems certificate that include courses that employ the latest in GIS methods and techniques. Some credits earned in this certificate also apply to the Associate in Science (AS) degree in Computer Information Technology.

Refer to course descriptions to determine prerequisites.

Note:

MAJOR COURSES		Credits Needed: 21
ETDC 1540	Civil Drafting	4
GIS 2040	Fundamentals of Geographic Information Systems	3
GIS 2047	Applications of GIS, GPS and Remote Sensing	3
GIS 2060	Advanced Geographic Information Systems Software	3
GRAC 2150	Raster Graphics	3
TARC 1120	Architectural Drafting	4
CGS 2941	Internship	1 - 3
OR CGS 2948	Service-Learning Field Studies 1	1
		Total Credit Hours:21



Graphic Design Production

College Credit Certificate - Code DPCC

This certificate is part of the Graphics Technology AS degree program.

This certificate program is made up of eight courses within the Graphic Design Technology AS degree. These courses build on the Graphic Design Support Certificate. Within this certificate there is specific instruction about designing with type, creating page layouts and illustrations using multiple graphic applications. Products from this certificate are primarily for print; Illustrations, Composite Compositions, and Digital Mechanicals. Although still images for print are created, the principles and application skills are interchangeable with web development. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Graphics Technology.

Refer to course descriptions to determine prerequisites.

Note:

MAJOR COURSES		Credits Needed: 24
ARTC 1300	Drawing	3
GRAC 1100	Principles of Graphic Design	3
GRAC 1203	Digital Type and Color	3
GRAC 2120	Page Design and Layout	3
GRAC 2150	Raster Graphics	3
GRAC 2156	Vector Graphics	3
GRAC 2157	Integrated Design	3
GRAC 2201	Digital Prepress	3
		Total Credit Hours:24



Graphic Design Support

College Credit Certificate - Code DS^CC

This certificate is part of the Graphics Technology AS degree program.

This certificate program is made up of five courses that begin the Graphic Design Technology AS degree. These core courses hold essential information and build vital skills that are necessary to all related certificates. Included in the Graphic Design Support certificate is Digital Prepress, a class specifically for preparing files for print. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Graphics Technology.

Refer to course descriptions to determine prerequisites.

Note:

MAJOR COURSES		Credits Needed: 15
ARTC 1300	Drawing	3
GRAC 1100	Principles of Graphic Design	3
GRAC 2150	Raster Graphics	3
GRAC 2156	Vector Graphics	3
GRAC 2201	Digital Prepress	3
		Total Credit Hours:15



Help Desk Support Technician

College Credit Certificate - Code HDCC

This certificate is part of the Computer Information Technology AS degree program.

This certificate program prepares the student to become a support technician who will provide hands-on technical assistance such as computer repair and software installation. This certificate also prepares the student for industry certification. High tech companies have a continuing need for trained customer support specialists to staff the help desk; answer customer calls and provide timely assistance in solving technical problems. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Computer Information Technology.

Refer to course descriptions to determine prerequisites.

Note:

MAJOR COURSES		Credits Needed: 18
CET 1176	Computer Maintenance and Repair	3
CTS 1154	Help Desk Technical Support	3
CTS 1155	Help Desk Customer Support	3
CTS 1329	Microsoft Client O/S	3
CTS 1383	Microsoft Server O/S - Installation and Configuration	3
CTSC 1134	Network+	3
		Total Credit Hours:18



Human Resources Administrator

College Credit Certificate - Code HRCC

This certificate is part of the Business Administration AS degree program.

This certificate program prepares students for entry-level positions in a human resource management department. Students will become acquainted with basic business operations, records management, the major functions of human resource management and key legislation affecting the management of human resources. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Business Administration.

The student will be required to complete an approved internship. The internship assignment must provide experience in a human resource department.

Note:

MAJOR COURSES		Credits Needed: 21
GEB 1011	Introduction to Business	3
GEB 2940	Business Internship	3
MNA 2300	Human Resources Management	3
MNA 2320	Human Resource Recruitment and Staffing	3
MNA 2325	Human Resource Compensation and Benefits Administration	3
OST 2335	Business Communications	3
OST 2355	Records Management and Filing	3
		Total Credit Hours:21



Infant/Toddler Specialization

College Credit Certificate - Code INCC

This certificate is part of the Early Childhood Education AS degree program and the Child Development Early Intervention College Credit Certificate.

The certificate program consists of coursework in curriculum, environments and areas of child development associated with infants, toddlers and preschool children. These courses may be applied toward the Child Development Early Intervention Certificate and the AS degree in Early Childhood Education.

This program includes the coursework to earn the state-approved Florida Child Care Professional Credential (FCCPC-formerly CDAE) with completion of **EEC 2251 Developing Curriculum for Infant and Toddlers**, **EEC 1001 Introduction to Early Childhood Education**, **EEC 1200 Early Childhood Curriculum**, and **EEC 2710 Conflict Resolution in Early Childhood Education**. If pursuing this credential, students should enroll in these courses first.

Note:

MAJOR COURSES		Credits Needed: 12
EEC 1001	*Introduction to Early Childhood Education	3
EEC 1200	*Early Childhood Curriculum	3
EEC 2251	*Developing Curriculum for Infants and Toddlers	3
EEC 2710	*Conflict Resolution in Early Childhood	3
*These courses meet the Florida Child Care Professional Credential (FCCPC) requirement for the State of Florida.		
		Total Credit Hours:12



Interactive Media Productions

College Credit Certificate - Code MPCC

This certificate is part of the Graphics Technology AS degree program.

This certificate program is made up of eight courses within the Graphics Technology AS degree. These courses build on the Interactive Media Support Certificate. Within the certificate there is specific instructions about web site construction, web animation, nonlinear editing, and graphics for the web. Products from this certificate are web sites and stand alone animations and movies. Credits earned in this certificate will apply to the Associate in Science (AS) Graphics Technology.

Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

Note:

MAJOR COURSES		Credits Needed: 24
ARTC 1300	Drawing 1	3
GRAC 1100	Principles of Graphic Design	3
GRAC 1160	2D Animation	3
GRAC 1710	Videography	3
GRAC 2150	Raster Graphics	3
GRAC 2156	Vector Graphics	3
GRAC 2582	eMedia	3
GRAC 2721	Web Site Design	3
		Total Credit Hours:24



Interactive Media Support

College Credit Certificate - Code MSCC

This certificate is part of the Graphics Technology AS degree program.

This certificate program is made up of five courses that begin the Graphic Design Technology AS Degree. These core courses hold essential information and build vital skills that are necessary to all related certificates. Included in the Interactive Media Support Certificate is Web Site Design, a class specifically for creating web sites. Credits earned in this certificate will apply to the Associates in Science (AS) degree in Graphics Technology.

Students may be required to take prerequisites or acquire consent from an instructor to pursue courses for this certificate.

Note:

MAJOR COURSES		Credits Needed: 15
ARTC 1300	Drawing	3
GRAC 1100	Principles of Graphic Design	3
GRAC 2150	Raster Graphics	3
GRAC 2156	Vector Graphics	3
GRAC 2721	Web Site Design	3
		Total Credit Hours:15



IP Communications

College Credit Certificate - Code IPCC

This certificate is part of the Network Systems Technology AS degree program.

This certificate program is designed to prepare students for entry-level IP Communication positions to include IP based voice, video, and security configurations. The core courses provide introduction to IP Communication design and operations, network infrastructure configuration and data protection, and understanding the essential elements of IP Communications. The techniques and skills are introduced in a progressive delivery starting with computer networking, client and server operating systems, security protection and testing methods, routing and switching, and elements of IP communication analysis.

Students currently employed in the Networking field can supplement and upgrade their skills through a variety of offerings in IP Communication systems administration, network design, protection and security methods and techniques. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Network Systems Technology.

Refer to course descriptions to determine prerequisites.

Note:

MAJOR COURSES		Credits Needed: 32
CET 1176	Computer Maintenance and Repair	3
CGS 2941	Internship	1 - 3
COP 2700	Database Techniques	3
CTS 1142	Information Technology Project Management	3
CTS 1329	Microsoft Client O/S	3
CTS 1383	Microsoft Server O/S - Installation and Configuration	3
CTS 1605	Introduction to Internet Protocol (IP) Communication	3
CTSC 1134	Network+	3
CTSC 1651	Cisco Router Technology	3
CTSC 2120	Network Security Fundamentals	3
CTSC 2652	Cisco Advanced Router Technology	3
		Total Credit Hours:32



Medical Assistant Specialist

College Credit Certificate - Code MACC

This certificate is part of the Medical Assisting Advanced AS degree program.

A Medical Assistant works under the direct supervision of a licensed physician and is a highly skilled, unique, and versatile part of the health care delivery team. This certificate program prepares students as significant members of the health care team with the specific roles of physical management and maintenance of the office, to treatment and examination of patients, and assisting the physician. Classroom theory and clinical practice prepares the student for capabilities that range from general front office transcription, managerial and supervisory functions. Clinical performance includes non-intravenous injections, phlebotomy, diagnostic testing, surgical technique and assisting, pharmaceutical principles, and administration of medication. Specialty areas are medical law and ethics, coding and billing, radiology, and EKG.

A student can enter the program at the beginning of the spring, summer, or fall semesters. Interested students should call (321) 433-7575 or visit the Health Sciences website at www.easternflorida.edu for more information.

During the course work, students are prepared to apply and sit for the National AMT Certification test which recognizes the Registered Medical Assistant.

Upon completion of the program, students receive a certificate in Introduction to Electrocardiography, CPR, AIDS, Phlebotomy, Injections, and the College Credit Certificate as a Medical Assistant Specialist.

It is recommended that individuals interested in the program contact Kris Hardy, Program Director 433-7545 or Patricia Rock, Instructor 433-5267 for proper progression and class schedule.

Note:

MAJOR COURSES		Credits Needed: 44
BSCC 2093	Human Anatomy and Physiology 1	4
BSCC 2094	Human Anatomy and Physiology 2	4
CGS 2100	Microcomputer Applications	3
HSC 1531	Medical Terminology	2
HSCC 1000	Introduction to Healthcare	3
MEA 1808	Medical Assistant Practicum Experience	6
MEAC 1205	Clinical Competencies	8
MEAC 1260	Medical Office Laboratory Procedures	4
MEAC 1336	Administrative Competencies/Coding	8
RTE 1092	Basic X-Ray Machine Operator	2
		Total Credit Hours:44

Note:

- A grade of "C" or higher is necessary in each major course for progression and graduation.
- Students must achieve 80% on all clinical/administrative competencies to pass courses that begin with MEA or MEAC regardless of their academic grade.
- Students must have taken MEAC 1205 and MEAC 1260 immediately prior to MEA 1808; otherwise stop-out students will need to repeat one of the two courses listed to be placed in MEA 1808.



Medical Information Coder/Biller

College Credit Certificate - Code CDCC

This college credit certificate program prepares the student for entry level employment as a medical coder and/or biller in ambulatory/physician office/hospital outpatient settings. Medical Information/Medical Record Coding is the transformation of verbal descriptions of disease, injury and procedures into numerical designations. Universally recognized coding systems provide information for reimbursement of healthcare claims, medical statistics and research.

The Medical Coder/Biller is an integral member of the professional healthcare team and this program offers individuals the opportunity to pursue a business-related career that is an essential part of the healthcare industry. Medical Coder/Billers are detail-oriented, analytical and have exemplary organizational skills. If a career combining medicine and information technology appeals to you, our program is a proven training ground for success.

Typical responsibilities include:

- Analyzing medical records and assigning codes to diagnoses and procedures
- Organizing records to be used for patient billing, insurance claims and account management
- Tabulating information for health surveys, research studies and improved patient care
- Communicating with other healthcare personnel to clarify diagnoses or obtain additional information

Graduates are prepared and eligible to sit for three national certifications:

- Certified Coding Associate (CCA) exam - American Health Information Management Association www.ahima.org
- Certified Professional Coder-Apprentice (CPC-A) and/or Certified Professional Coder-Hospital-Apprentice (CPC-H-A) exams
- American Academy of Professional Coders www.aapc.com

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

Note:

MAJOR COURSES		Credits Needed: 37
BSCC 1084	Survey of Human Anatomy and Physiology	4
CGS 2100	Microcomputer Applications	3
HIM 1800	Professional Practice Experience	6
HIMC 1000	Introduction to Health Information Management	3
HIMC 1222	Introduction to ICD Coding Principles	3
HIMC 1253	CPT Coding Principles and Practice	3
HIMC 1255	Advanced Coding	3
HIMC 1273	Computerized Physician Office/Billing	3
HSC 1532	Advanced Medical Terminology	3
HSC 1554	Pathophysiology and Pharmacology	3
HSCC 1000	Introduction to Healthcare	3
		Total Credit Hours:37

Note: A grade of "C" or higher is necessary in each major course for progression and to receive certificate.



Medical Office Management

College Credit Certificate - Code MECC

This certificate is part of the Office Administration AS degree program.

This certificate program is comprised of selected courses offered as a part of the Office Administration program. It is designed to provide the student with the fundamentals in computer applications, mathematics, and business communications that will be valuable to the student planning to work in a medical office environment. The program is also designed to assist in training or retraining of existing employees that are changing roles or positions.

Note:

MAJOR COURSES		Credits Needed: 34
CGS 2100	Microcomputer Applications	3
HSC 1532	Advanced Medical Terminology	3
OST 1055	Career Planning	3
OST 1100	Keyboarding 1	3
OST 1324	Business Math and Office Accounting	3
OST 1455	Medical Office Accounts	3
OST 1581	Professional Development in the Work Environment	3
OST 1611	Medical Machine Transcription	3
OST 2335	Business Communications	3
OST 2355	Records Management and Filing	3
OST 2461	Medical Office Procedures	3
OST 2948	Service-Learning Field Studies 1	1
		Total Credit Hours:34



Network Infrastructure

College Credit Certificate - Code NICC

This certificate is part of the Network Systems Technology AS degree program.

This certificate program is designed to prepare students for entry-level network server administrator position. The core courses provide introduction to understanding networking fundamentals, routing concepts, routing protocols, router configuration skills, LAN design and concepts, VLAN configuration skills, basic wireless concepts and configuration, wide area networks (WAN), Wide Area Network configuration skills, network security, Remote Access, and IP Addressing Services. The techniques and skills are introduced in a progressive delivery starting with computer networking, client and server operating systems, security protection and testing methods, and advanced elements of router and switching methods and administration.

Students currently employed in the field can supplement and upgrade their skills through a variety of offerings in computer systems administration, network design and protection, and security methods and techniques. Credits earned in this certificate apply to the Associate in Science (AS) degree in Network Systems Technology.

Refer to course descriptions to determine prerequisites.

Note:

MAJOR COURSES		Credits Needed: 21
CET 1176	Computer Maintenance and Repair	3
CTS 1321	Linux Networking and System Administration	3
CTS 1329	Microsoft Client O/S	3
CTS 1383	Microsoft Server O/S - Installation and Configuration	3
CTSC 1134	Network+	3
CTSC 1651	Cisco Router Technology	3
CTSC 2652	Cisco Advanced Router Technology	3
		Total Credit Hours:21



Network Security

College Credit Certificate - Code NECC

This certificate is part of the Network Systems Technology degree program.

This certificate program is designed to prepare students for entry-level network security technician position. The core courses provide introduction to network design and operations, securing network infrastructure and protecting data, performing ethical hacking and security penetration testing, responding to cybersecurity incidents, and understanding essential elements of forensic analysis. The techniques and skills are introduced in a progressive delivery starting with computer networking, client and server operating systems, security protection and testing methods, and elements of forensic analysis.

Students currently employed in the field can supplement and upgrade their skills through a variety of offerings in computer systems administration, network design and protection, and security methods and techniques. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Network Systems Technology.

Refer to course descriptions to determine prerequisites.

Note:

MAJOR COURSES		Credits Needed: 30
CET 2894	Capstone in Cybersecurity	3
CETC 2890	Cybersecurity	3
CIS 2381	Foundations of Digital Forensics	3
CTS 1321	Linux Networking and System Administration	3
CTS 1383	Microsoft Server O/S - Installation and Configuration	3
CTS 2371	Virtual Computing- Deployment, Security, and Analysis (VMware)	3
CTSC 1134	Network+	3
CTSC 1651	Cisco Router Technology	3
CTSC 2120	Network Security Fundamentals	3
CTSC 2314	Network Defense and Countermeasures- Hardening the Infrastructure	3
		Total Credit Hours:30



Network Server Administration

College Credit Certificate - Code NACC

This certificate is part of the Network Systems Technology AS degree program.

This certificate program is designed to prepare students for entry-level network server administrator position. The core courses provide introduction to network design and operations, securing network infrastructure and protecting data, operating system concepts and practices, network security fundamentals, directory infrastructure and installation, maintaining network servers and services, securing data transmission and authentication, and planning for business continuity and high availability. The techniques and skills are introduced in a progressive delivery starting with computer networking, client and server operating systems, security protection and testing methods, and advanced elements of server administration.

Students currently employed in the field can supplement and upgrade their skills through a variety of offerings in computer systems administration, network design and protection, and security methods, and techniques. Credits earned in this certificate also apply to the Associate in Science (AS) in Network Systems Technology.

Refer to course descriptions to determine prerequisites.

Note:

MAJOR COURSES		Credits Needed: 24
CET 1176	Computer Maintenance and Repair	3
CTS 1321	Linux Networking and System Administration	3
CTS 1383	Microsoft Server O/S - Installation and Configuration	3
CTS 2370	Virtual Infrastructure- Planning and Design	3
CTS 2384	Directory Services	3
CTSC 1134	Network+	3
CTSC 1651	Cisco Router Technology	3
CTSC 2120	Network Security Fundamentals	3
		Total Credit Hours:24



Network Support Technician

College Credit Certificate - Code NTCC

This certificate is part of the Network Systems Technology AS degree program.

This certificate program is designed to prepare students for entry-level network support technician position. The core courses provide introduction to computer network maintenance and support, networking fundamentals, operating systems, and network security fundamentals. The techniques and skills are introduced in a progressive delivery starting with computer networking, client and server operating systems, and security methods.

Students currently employed in the field can supplement and upgrade their skills through a variety of offerings in computer systems administration, network design and protection, and security methods and techniques. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Network Systems Technology.

Refer to course descriptions to determine prerequisites.

Note:

MAJOR COURSES		Credits Needed: 21
CET 1176	Computer Maintenance and Repair	3
CTS 1321	Linux Networking and System Administration	3
CTS 1329	Microsoft Client O/S	3
CTS 1383	Microsoft Server O/S - Installation and Configuration	3
CTSC 1134	Network+	3
CTSC 1651	Cisco Router Technology	3
CTSC 2120	Network Security Fundamentals	3
		Total Credit Hours:21



Network Virtualization

College Credit Certificate - Code NVCC

This certificate is part of the Network Systems Technology AS degree program.

This certificate program is designed to prepare students for entry-level network server administrator position. The core courses provide an introduction to fundamentals of computer virtualization, installing and configuring the virtualization server platform, installing, configuring and managing virtualized clients, and planning for business continuity and high availability. The techniques and skills are introduced in a progressive delivery starting with, client and server operating systems, computer virtualization methods, and elements of server administration.

Students currently employed in the field can supplement and upgrade their skills through a variety of offerings in computer systems administration, client and server virtualization in a networked environment. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Network Systems Technology.

Refer to course descriptions to determine prerequisites.

Note:

MAJOR COURSES		Credits Needed: 18
CTS 1321	Linux Networking and System Administration	3
CTS 1383	Microsoft Server O/S - Installation and Configuration	3
CTS 2370	Virtual Infrastructure- Planning and Design	3
CTS 2371	Virtual Computing- Deployment, Security, and Analysis (VMware)	3
CTS 2384	Directory Services	3
CTS 2411	Information Storage Management	3
		Total Credit Hours:18



Office Management

College Credit Certificate - Code OMCC

This certificate is part of the Office Administration AS degree program.

This certificate program is comprised of selected courses offered as a part of the Office Administration Program. It is designed to provide the student with the fundamentals in computer applications, mathematics, and business communications that will be valuable to the student working in an office environment. The program is also designed to assist in training or retraining of existing employees that are changing roles or positions.

Note:

MAJOR COURSES		
CGS 2100	Microcomputer Applications	3
OST 1055	Career Planning	3
OST 1100	Keyboarding 1	3
OST 1212	Shorthand	3
OST 1324	Business Math and Office Accounting	3
OST 1581	Professional Development in the Work Environment	3
OST 2335	Business Communications	3
OST 2355	Records Management and Filing	3
OST 2402	Administrative Office Procedures	3
		Total Credit Hours:27



Office Specialist

College Credit Certificate - Code OSCC

This certificate is part of the Office Administration AS degree program.

This certificate program is comprised of selected courses offered as part of the Office Administration program. It is designed to provide the student with the fundamentals in computer applications, mathematics, and business communications that will be valuable to the student planning to work in an office environment. The program is also designed to assist in training or retraining of existing employees that are changing roles or positions.

Note:

MAJOR COURSES		Credits Needed: 18
CGS 2100	Microcomputer Applications	3
OST 1055	Career Planning	3
OST 1100	Keyboarding 1	3
OST 1324	Business Math and Office Accounting	3
OST 1581	Professional Development in the Work Environment	3
OST 2335	Business Communications	3
		Total Credit Hours:18



Office Support

College Credit Certificate - Code OFCC

This certificate is part of the Office Administration AS degree program.

This certificate program is comprised of selected courses offered as a part of the Office Administration Program. It is designed to provide the student with the fundamentals in computer applications, keyboarding, and business communications that will be valuable to the student working in an office environment. The program is also designed to assist in training or retraining of existing employees that are changing roles or positions.

Note:

MAJOR COURSES		Credits Needed: 12
CGS 2100	Microcomputer Applications	3
OST 1055	Career Planning	3
OST 1100	Keyboarding 1	3
OST 2335	Business Communications	3
		Total Credit Hours:12



Oracle Certified Database Administrator

College Credit Certificate - Code OACC

This certificate program provides students with the training necessary to maintain an Oracle database, and prepares students for the Oracle Database Administrations Certification. Oracle databases are among the most sophisticated databases currently available and are used by large corporations to store corporate-wide information. An Oracle database allows for multiple-user access, control of the level of user access, and the development of specific procedures for accessing information. Opportunities for employment of students with experience in Oracle databases include state and federal government agencies, medium-to-large corporations, and Internet-based companies.

Students may be required to take prerequisites or acquire consent from an instructor.

Note:

MAJOR COURSES		Credits Needed: 15
COP 2812	Introduction to XML	3
CTS 1321	Linux Networking and System Administration	3
CTS 1383	Microsoft Server O/S - Installation and Configuration	3
CTS 2440	Introduction to Oracle SQL and PL/SQL	3
CTS 2441	Oracle Database Fundamentals 1	3
		Total Credit Hours:15



Paramedic

College Credit Certificate - Code PARA

This certificate is part of the Emergency Medical Services AS degree program.

This certificate program in pre-hospital advanced life support is specifically designed for current Florida Certified Emergency Medical Technicians who demonstrate proficiency in their current field work. Upon successful completion, the student is eligible to take the Florida Paramedic certification examination and/or National Registry Examinations.

Admission to the Paramedic program is limited. Interested students should call (321) 433-5637 or visit the Public Safety Institute website at www.easternflorida.edu for more information.

Note:

MAJOR COURSES		Credits Needed: 42
EMS 2603	Paramedic 1	9
EMS 2604	Paramedic 2	9
EMS 2605	Paramedic 3	8
EMS 2659	Paramedic Internship	3
EMS 2664	Paramedic 1 Clinical	1
EMS 2665	Paramedic 2 Clinical	2
EMSL 2603	Paramedic 1 Laboratory	4
EMSL 2604	Paramedic 2 Laboratory	3
EMSL 2605	Paramedic 3 Laboratory	3
		Total Credit Hours:42

Note: A grade of "C" or higher is necessary in each course for progression and to receive certificate.



Photography

College Credit Certificate - Code PHCC

This certificate program is designed to provide basic course work that will prepare students to work in the photographic field. Recipients of this certificate will be better prepared to seek positions in industry, business or private enterprise, or to enhance an active amateur career.

Note:

MAJOR COURSES		Credits Needed: 22
PGYC 1401	Photography 1	3
PGYC 1600	Photojournalism	3
PGYC 1800	Photography with Digital Camera	3
PGYC 2210	Portraiture	3
PGYC 2470	Portfolio Development	4
PGYC 2801	Digital Imaging 1	3
PGYC 2806	Advanced Digital Photography	3
		Total Credit Hours:22



Preschool Specialization

College Credit Certificate - Code PSCC

Credits earned in this certificate also apply to the Associate in Science (AS) degree in Early Childhood Education.

The certificate program consists of coursework in curriculum, environments, and areas of child development associated with preschool aged children. Credits earned in this certificate also apply to the Child Development Early Intervention Certificate and the Associate in Science (AS) in Early Childhood Education.

Note:

MAJOR COURSES		Credits Needed: 12
EEC 1001	Introduction to Early Childhood Education	3
EEC 1200	Early Childhood Curriculum	3
EEC 1601	Assessment in Early Childhood Education	3
EEC 2710	Conflict Resolution in Early Childhood	3
		Total Credit Hours:12



Scientific Workplace Preparation

College Credit Certificate - Code SWCC

This certificate is part of the Chemical Technology AS degree program.

This program prepares students for entry-level employment in a science or health-related industry. This program meets prerequisite requirements for several health science Associate in Science (AS) degrees. Credits earned in this certificate will also apply to the Associate in Science degree in Chemical Technology.

Note:

GENERAL EDUCATION COURSES		Credits Needed: 9
ENC 1101	Composition 1	3
MAC 1105	College Algebra	3
OR MAT 1033	Intermediate Algebra	3
	Social/Behavioral Science Requirement	3
MAJOR COURSES		Credits Needed: 16
BSCC 1010	General Biology 1	4
BSCC 2093	Human Anatomy and Physiology 1	4
BSCC 2094	Human Anatomy and Physiology 2	4
MCBC 2010	Microbiology for Health Sciences	4
TECHNICAL ELECTIVES		Credits Needed: 1
SPC 2608	Fundamentals of Speech Communication	3
		Total Credit Hours:26



Television Studio Production

College Credit Certificate - Code TVCC

This certificate is part of the Digital Television/Media Production AS degree program.

This certificate program is designed to provide students with the basic skills required to produce broadcast quality television in the studio and professional video on location. Students learn studio and location lighting, multi-camera directing, audio recording and mixing, and digital video shooting and editing skills. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Digital Television/Media Production.

Note:

MAJOR COURSES		Credits Needed: 12
RTV 1510	Television Studio Production	3
RTV 1520	Video Field Production	3
RTV 2512	Advanced Studio Production	3
RTV 2532	Advanced Video Field Production	3
		Total Credit Hours:12



Web Development Specialist

College Credit Certificate - Code WDCC

This certificate is part of the Computer Programming and Analysis AS degree program.

This certificate program provides the student with the knowledge and hands-on experience to perform system administration tasks for both popular industry databases and operating systems. This program also prepares the students to work with Open Source operating systems and databases. In addition, students will learn to develop Web applications incorporating both client side and server side Web programming technologies. Typical entry-level positions for graduates of the program include Junior DBA, Junior Web Master, Junior System Administrator and Junior Web Developer. Credits earned in this certificate also apply to the Associate in Science (AS) degree in Computer Programming and Analysis.

Refer to course descriptions to determine prerequisites.

Note:

MAJOR COURSES		Credits Needed: 35
CGS 1000	Introduction to Computers	3
CGS 2100	Microcomputer Applications	3
COP 1332	Visual Basic Programming	3
COP 2333	Visual Basic Programming Advanced	3
COP 2700	Database Techniques	3
COP 2800	Introduction to Java Programming	3
COP 2812	Introduction to XML	3
COP 2822	Web Page Authoring	3
COP 2831	Web Programming	3
CTS 1321	Linux Networking and System Administration	3
CTS 2440	Introduction to Oracle SQL and PL/SQL	3
CGS 2932	Special Topics in Computer Technology	2
OR CGS 2941	Internship	2
		Total Credit Hours:35

CLOCK HOUR CERTIFICATE PROGRAMS

EFSC has converted all Postsecondary Adult Vocational Certificate (P.A.V.) programs to clock-hour programs. A P.A.V. consists of a series of courses that prepare students for entry level employment in specific career fields. Upon completion of the certificate program, students continuing their education in a related A.S. degree program may be awarded credit in selected A.S. degree courses as noted in the institution's catalog listings.

Students will be assessed tuition by the clock-hour, and transcripts will reflect the clock-hours attended instead of "credits."

Admissions

Students must complete an application for admission to Eastern Florida State College and pay the application fee. An additional application to the program may be required if it is limited access. See the "Programs and Admission Requirements" listing for specific admission requirements such as testing and high school graduation.

Financial Aid

Students enrolled in clock hour programs, who earned a standard high school diploma or equivalent, may be eligible for financial aid including: PELL Grants, work study, scholarships, guaranteed bank loans, Work Force Development, veterans benefits. Not all programs are eligible for financial aid. See the "Programs and Admission Requirements" listing for eligible programs.

Testing

Some programs require the student to take the TABE (Test of Adult Basic Education) and meet minimum cutoff scores in reading, language, and mathematics prior to graduating with the certificate. Law Enforcement and Corrections programs require the Criminal Justice Basic Abilities Test (BAT.) Check the "Programs and Admission Requirements" listing for test requirements.

Graduation Requirements for the Postsecondary Adult Vocational Certificate

Responsibility for meeting the requirements for graduation rests with the student. The P.A.V. is awarded to those students who have:

1. Filed an 'Intent to Graduate' Application and paid the graduation fee. Applications submitted after the published deadline will incur a late fee.
2. Satisfactorily completed all courses within the program.
3. Completed at least 25% of the clock hours required for the certificate through instruction at EFSC.
4. Achieved a cumulative GPA of 2.00 or higher in the courses that comprise the program.
5. Completed all coursework with a final grade.
 - Students with a grade of "Incomplete" will not be processed for graduation until a final grade is posted. For graduation in the term of application, the final grade must be posted within the first three weeks of the following term. If the final grade is not posted within the first three weeks of the following term, student must reapply and repay. Student may request to have the "I" converted to a permanent 'F' if the course is not required for the credits to graduate.
6. Submitted all outstanding transcripts and removed all financial obligations to the college. Final transcript and diploma will not be released until student has removed all financial obligations to the college.

Veterans

Veterans enrolled in P.A.V. programs may be eligible to receive benefits. Please contact the Military & Veterans Services office to determine eligible programs. Veterans certified under a P.A.V. program will be certified to the VA in clock hours per week instead of credit hours per term. If a program is measured in clock hours, benefits are paid based on clock hours of attendance per week. The beginning date, ending date, and number of clock hours a student is scheduled to attend each week must be reported. If clock hours per week vary and the benefit amount is affected, the variance must be reported for calendar weeks, Sunday through Saturday, between the beginning and ending dates.

Full-time measurement is 18 clock hours if classroom instruction predominates and 22 clock hours if shop practice predominates. The clock hour measurement for all approved programs measured and paid by clock hours is listed in WEAMS (Web Enabled Approval Management System).

Rate of Pursuit (for Chapter 33 Post 9/11)

VA will convert clock hours to credit and then calculate rate of pursuit. The monthly housing allowance is paid if rate of pursuit is more than 50%. Estimated amounts are in the table below. Please remember that the VA Regional Processing Office makes final determinations regarding payments.

	Shop Predominates	Theory Predominates
100%	22 clock hours or more	18 clock hours or more
90%	19 – 21 clock hours	16 – 17 clock hours
80%	17 – 18 clock hours	14 – 15 clock hours
70%	15 – 16 clock hours	12 – 13 clock hours
60%	13 – 14 clock hours	10 – 11 clock hours

Training Time, All other Chapters (30, 32, 35, 1606, and 1607)

Clock hour training time for all other chapters is measured as follows:

-	Shop Predominates	Theory Predominates
Full	22 clock hours or more	18 clock hours or more
3 / 4	16 – 21 clock hours	13 – 17 clock hours
1 / 2	11 – 15 clock hours	9 – 12 clock hours

*Less than $\frac{1}{2}$ time	*1 – 10 clock hours	*1 – 8 clock hours
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*VA only pays tuition and fees when training time is less than $\frac{1}{2}$ time.

Note: Eastern Florida State College Vocational Certificate programs prepare the student for an entry-level job in a career field. Selected courses may supplement the theoretical knowledge and skills of employed workers



Air Conditioning, Refrigeration, and Heating Technology

Postsecondary Adult Vocational Certificate - Code AIR2

This certificate program gives completers employment opportunities as paraprofessionals in installation, service, and repair by mechanical and refrigeration contractors, dealers, and related commercial businesses. Students will study basic refrigeration, electrical circuitry, load calculations, and residential systems.

Admission requirements for the program are available in the program application packet at the Palm Bay Campus, Building 1, Room 153. Interested students should call (321) 433-5294 or visit the Career & Technical Programs website at www.easternflorida.edu for more information.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0450
ACR 0106	Electricity for HVAC Single Phase	0150
ACR 0122	Refrigeration and Air Conditioning Components	0150
ACR 0704	Introduction to Heating, Ventilation, Air Conditioning, and Refrigeration	0150
COMPLETION GROUP 2		Clock Hours Needed: 0450
ACR 0061	Psychometrics Calculations	0090
ACR 0107	Electrical Circuitry for HVAC	0090
ACR 0602	Heat Pump Technology	0150
ACR 0608	Residential Heating Systems	0120
COMPLETION GROUP 3		Clock Hours Needed: 0450
ACR 0022	Domestic Refrigeration	0090
ACR 0060	Residential Load Calculations	0090
ACR 0701	HVAC Troubleshooting and Repair	0150
ACR 0705	Mechanical Systems	0120
		Total Clock Hours: 1350



Automotive Service Technology

Postsecondary Adult Vocational Certificate - Code AUT2

Graduates of this 2-year ASE certified training program will be qualified for entry-level employment with automobile dealerships, fleet operators, automotive specialty shops, mass merchandisers, and independent retailers. Using state-of-the-art diagnostic and test equipment, students will learn operational theory, diagnostic procedures, and industry accepted methods of service and repair of current automotive systems. All courses contain periods of classroom lecture, practical demonstration, and "hands-on" laboratory experience to provide a comprehensive and thorough learning experience for the student.

The Eastern Florida State College Automotive Technology program is recognized by the National Institute for Automotive Service Excellence (ASE) as having met the requirements for master certification in all eight areas of automotive service specialization.

Students are admitted to the Automotive Service Technology program in the fall term. Admission requirements for the program are available in the program application packet at the Cocoa Campus, Building 16, Room 214. Interested students should call (321) 433-7499 or visit the Career & Technical Programs website at www.easternflorida.edu for more information.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0450
AERC 0006	Automotive Assistor 1	0150
AERC 0007	Automotive Assistor 2	0150
AERC 0885	Engine Performance 1	0150
COMPLETION GROUP 2		Clock Hours Needed: 0450
AERC 0199	Engine Repair	0150
AERC 0600	Ford Maintenance and Light Repair 1	0060
AERC 0691	Automotive Electrical 1	0090
AERC 0692	Automotive Electrical 2	0150
COMPLETION GROUP 3		Clock Hours Needed: 0450
AERC 0299	Automatic Transmissions and Transaxles	0150
AERC 0400	Ford Maintenance and Light Repair 3	0030
AERC 0499	Suspension and Steering Systems	0120
AERC 0507	Ford Maintenance and Light Repair 2	0030
AERC 0599	Brake Systems	0120
COMPLETION GROUP 4		Clock Hours Needed: 0450
AERC 0399	Manual Drivetrain	0150
AERC 0797	Heating and Air Conditioning Systems	0150
AERC 0886	Engine Performance 2	0150
		Total Clock Hours: 1800



Auxiliary Law Enforcement Officer

Postsecondary Adult Vocational Certificate - Code LEA2

This certificate program provides the student with minimum standards training to become a Law Enforcement Auxiliary Officer. Auxiliary officers work with police or sheriff agencies and provide assistance to certified officers and law enforcement agency staff. Applicants must successfully complete the basic abilities test (BAT) for Law Enforcement.

For testing information (BAT) contact Brevard Police Testing Center at (321) 433-5638. For applications and program inquiries, contact the program coordinator (321) 433-5075. Training is conducted at the Melbourne Campus, Public Safety Institute, Criminal Justice Center, Building 8.

Entrance Requirements:

- Applicant must have a high school diploma or equivalent
- Applicant must be at least 19 years of age
- Applicant must be a citizen of the United States
- Applicant must not have been convicted of any felony offenses or any misdemeanor offenses involving perjury, false statements or domestic violence
- Applicant must pass a physical examination and drug screening
- Applicant must be of good moral character
- Applicant must satisfy the requirements of a criminal history background check
- Applicant must not have been dishonorably discharged from the Armed Forces of the United States

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0183
CJK 0240	Law Enforcement Auxiliary Introduction	0027
CJK 0241	Law Enforcement Auxiliary Patrol and Traffic	0019
CJK 0242	Law Enforcement Auxiliary Investigations	0017
CJKC 0031	CMS First Aid for Criminal Justice Officers	0040
CJKC 0051	CMS Criminal Justice Defensive Tactics	0080
COMPLETION GROUP 2		Clock Hours Needed: 0136
CJKC 0020	CMS Law Enforcement Vehicle Operations	0048
CJKC 0040	CMS Criminal Justice Firearms	0080
CJKC 0422	Dart-Firing Stun Gun Use	0008
		Total Clock Hours: 0319



Aviation Airframe Mechanics

Postsecondary Adult Vocational Certificate - Code ACAM

This program prepares students for a rewarding career in the commercial and general aviation industries. Instruction consists of academic as well as laboratory training designed to prepare individuals for the Federal Aviation Administration (FAA) written, oral, and practical certification examination for the Airframe Mechanic rating. With this rating, individuals will be qualified for a position as an Aviation Maintenance Technician with the FAA Airframe Rating. It is recommended that students pursue both the Airframe and Powerplant ratings for maximum employment potential.

FAA certified maintenance technicians have the important responsibility of keeping aircraft and related equipment working safely and efficiently. Aviation Maintenance Technicians employed by the industry perform routine inspection, maintenance, servicing, and repairs and engage in the manufacture or assembly of new aircraft.

Students are admitted to the Aviation Airframe Mechanics program on a selective basis. The program is structured as a full-time, cohort program. Application packets are available at the Career & Technical Programs website at www.easternflorida.edu or by calling (321) 433-5440.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0450
AMT 0708	Aviation Maintenance Technology General 1	0225
AMT 0709	Aviation Maintenance Technology General 2	0225
COMPLETION GROUP 2		Clock Hours Needed: 0900
AMT 0712	Aviation Maintenance Technology Airframe 1	0225
AMT 0713	Aviation Maintenance Technology Airframe 2	0225
AMT 0714	Aviation Maintenance Technology Airframe 3	0225
AMT 0717	Aviation Maintenance Technology Airframe 4	0225
		Total Clock Hours: 1350

Note: A grade of "C" or higher is necessary in each course for progression and graduation.



Aviation Powerplant Mechanics

Postsecondary Adult Vocational Certificate - Code APPM

This program prepares students for a rewarding career in the commercial and general aviation industries. Instruction consists of academic as well as laboratory training designed to prepare individuals for the Federal Aviation Administration (FAA) written, oral and practical certification examination for the Powerplant Mechanic rating. With this rating, individuals will be qualified for a position as an Aviation Maintenance Technician with the FAA Powerplant Rating. It is recommended that students pursue both the Airframe and Powerplant ratings for maximum employment potential.

FAA certified maintenance technicians have the important responsibility of keeping aircraft and related equipment working safely and efficiently. Aviation Maintenance Technicians employed by the industry perform routine inspection, maintenance, servicing, and repairs and engage in the manufacture or assembly of new aircraft.

Students are admitted to the Aviation Powerplant Mechanics program on a selective basis. The program is structured as a full-time, cohort program. Application packets are available at the Career & Technical Programs website at www.easternflorida.edu or by calling (321) 433-5440.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0450
AMT 0708	Aviation Maintenance Technology General 1	0225
AMT 0709	Aviation Maintenance Technology General 2	0225
COMPLETION GROUP 2		Clock Hours Needed: 0900
AMT 0821	Aviation Maintenance Technology Powerplant 1	0225
AMT 0822	Aviation Maintenance Technology Powerplant 2	0225
AMT 0823	Aviation Maintenance Technology Powerplant 3	0225
AMT 0824	Aviation Maintenance Technology Powerplant 4	0225
		Total Clock Hours: 1350



Commercial Foods and Culinary Arts

Postsecondary Adult Vocational Certificate - Code CUL2

This certificate program is designed to prepare students for employment in the culinary industry. Graduates will be qualified for positions including, but limited to, food and dessert preparers, kitchen and dining room helpers, and baker and cook's assistants. This program is for the serious minded culinary student covering kitchen safety, garde manager (cold food manager), baking, saucier, purchasing, and preparing most food items used in the kitchen.

Students are admitted to the Commercial Foods and Culinary Arts program in July of each year. Admission requirements for the program are available in the program application packet at the Cocoa Campus, Building 16, Room 214. Interested students should call (321) 433-7499 or visit the Career & Technical Programs website at www.easternflorida.edu for more information.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0600
HMV 0100	Introduction to Basic Culinary	0300
HMV 0170	Kitchen and Dining Room Operations	0300
COMPLETION GROUP 2		Clock Hours Needed: 0600
HMV 0126	Food Service Management and Customer Service Capstone	0300
HMV 0171	Food, Beverage, and Pastries Preparation	0300
		Total Clock Hours: 1200



Correctional Officer

Postsecondary Adult Vocational Certificate - Code COR2

This certificate program meets minimum education standards for correctional officers as required by the Florida Department of Law Enforcement (FDLE), Criminal Justice Standards and Training Commission (CJSTC). Correctional Officers are employed by state correctional institutions, city or county jails, and other correctional facilities that provide secure inmate supervision. Correctional Officers are responsible for providing care, custody, and control of inmates housed in these facilities. The Correctional Officer, Florida CMS program provides the student with an overview of the correctional system as well as basic correctional skills and procedures. This program will prepare the student to sit for the State Examination administered by FDLE. Individuals must be at least 19 years of age to sit for the State Exam.

Admission to the Correctional Officer program is limited by Special Application and testing. For information on how to apply for this program contact the Public Safety Institute at (321) 433-5635. For testing information (Basic Abilities Test, BAT) contact the Brevard Police Testing and Selection Center at (321) 433-5638. This program is offered at the Melbourne Campus Public Safety Institute.

Entrance Requirements:

- Applicant must have a high school diploma or equivalent.
- Applicant must be a citizen of the United States.
- Applicant must not have been dishonorably discharged from the Armed Forces of the United States.
- Applicant must not have been convicted of any felony, or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
- Applicant must take the Basic Abilities Test (BAT) and achieve required scores.
- Applicant must have a physical examination prior to program entry. These forms are part of the application packet available at the Public Safety Institute.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0224
CJK 0300	Introduction to Corrections	0032
CJK 0305	Communications	0040
CJK 0310	Officer Safety	0016
CJK 0315	Facility and Equipment	0008
CJK 0320	Intake and Release	0018
CJK 0340	Officer Wellness and Physical Abilities	0030
CJKC 0051	CMS Criminal Justice Defensive Tactics	0080
COMPLETION GROUP 2		Clock Hours Needed: 0196
CJK 0325	Supervising in a Correctional Facility	0040
CJK 0330	Supervising Special Populations	0020
CJK 0335	Responding to Incidents and Emergencies	0016
CJKC 0031	CMS First Aid for Criminal Justice Officers	0040
CJKC 0040	CMS Criminal Justice Firearms	0080
		Total Clock Hours: 0420



Cosmetology

Postsecondary Adult Vocational Certificate - Code COS2

This certificate program prepares the student for successful completion of the State Board Licensing Examination which is required for the practice of cosmetology. Students learn creative hair styling, hair design, and application of cosmetics to the skin, hair, and scalp.

Admission to the Cosmetology program is limited. Admission requirements for the program are available in the program application packet at the Cocoa Health Sciences Building 20, Room 124. Interested students should call (321) 433-7499 or visit the website at www.easternflorida.edu for more information.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0450
COS 0001	Beginning Cosmetology	0120
COSL 0001	Beginning Salon Skills Laboratory	0330
COMPLETION GROUP 2		Clock Hours Needed: 0450
COS 0080	Intermediate Cosmetology	0120
COSL 0080	Intermediate Salon Skills Laboratory	0330
COMPLETION GROUP 3		Clock Hours Needed: 0300
COS 0870	Advanced Salon Skills	0090
COSL 0870	Advanced Salon Skills Laboratory	0210
		Total Clock Hours: 1200

Note: A grade of "C" or higher is necessary in each course for progression and graduation.



Crossover from Correctional Officer to Law Enforcement Officer
Postsecondary Adult Vocational Certificate - Code LEC2

This program provides minimum standards training for Certified Corrections Officers who wish to become certified or hold dual certification as a Law Enforcement Officer. Applicants must pass the Basic Abilities Test (BAT) for Law Enforcement for entrance into this program.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0289
CJK 0001	Introduction to Law Enforcement	0010
CJK 0012	Legal	0062
CJK 0013	Interactions in a Diverse Community	0040
CJK 0014	Interviewing and Report Writing	0056
CJK 0064	Fundamentals of Patrol	0035
CJK 0065	Calls for Service	0036
CJK 0077	Criminal Investigations	0050
COMPLETION GROUP 2		Clock Hours Needed: 0229
CJK 0078	Crime Scene to Courtroom	0035
CJK 0084	DUI Traffic Stops	0024
CJK 0087	Traffic Stops	0030
CJK 0088	Traffic Crash Investigations	0032
CJK 0092	Critical Incidents	0044
CJK 0393	Crossover Program Updates	0008
CJKC 0020	CMS Law Enforcement Vehicle Operations	0048
CJKC 0422	Dart-Firing Stun Gun Use	0008
		Total Clock Hours: 0518



Crossover from Law Enforcement Officer to Correctional Officer

Postsecondary Adult Vocational Certificate - Code CRL2

This program provides minimum standards training for Certified Law Enforcement Officers who wish to become certified or hold dual certification as a Correctional Officer. Applicants must pass the Basic Abilities Test (BAT) for Corrections for entrance into this program.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0122
CJK 0300	Introduction to Corrections	0032
CJK 0305	Communications	0040
CJK 0310	Officer Safety	0016
CJK 0315	Facility and Equipment	0008
CJK 0320	Intake and Release	0018
CJK 0330	Supervising Special Populations	0020
CJK 0393	Crossover Program Updates	0008
COMPLETION GROUP 2		Clock Hours Needed: 0076
CJK 0325	Supervising in a Correctional Facility	0040
CJK 0330	Supervising Special Populations	0020
CJK 0335	Responding to Incidents and Emergencies	0016
		Total Clock Hours: 0198



Facials Specialty

Postsecondary Adult Vocational Certificate - Code FAC2

This certificate program is designed to prepare students for employment as a facial specialist. They may work in beauty salons, day spas, dermatologists' offices, plastic surgeons' offices, major cosmetic companies, as well as theme parks as make-up specialists. Classroom and clinical instruction prepares the student to function as an esthetician in varied settings and roles.

Admission to the Cosmetology program is limited. Admission requirements for the program are available in the program application packet at the Cocoa Health Sciences Building 20, Room 124. Interested students should call (321) 433-7549 or visit the Health Sciences website at www.easternflorida.edu for more information.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0260
CSP 0265	Facial Specialty - Theory	0086
CSPL 0265	Applied Techniques - Facial Specialty	0174
Total Clock Hours: 0260		

Note: A grade of "C" or higher is necessary in each course for progression and graduation.



Fire Fighter I/II

Postsecondary Adult Vocational Certificate - Code FRI2

This certificate program prepares students for safe, dependable, and prompt performance of a fire fighter's tasks during emergencies and in the fire station. Students learn the tasks, duties, and responsibilities of fire fighting. Those who successfully complete the course and meet all Bureau of Fire Standards and Training (BFST) requirements and testing receive state certification. Florida Statutes require this certification for employment in the fire service. High School diploma or GED required.

The first module (Part 1) concerns those subjects addressed in the NFPA 1001 Professional Qualifications Standard for Fire Fighter 1 and meets the BFST requirement for volunteer fire fighter. The second module (Part 2) addresses those subject areas in NFPA 1001 for Fire Fighter 2 and meets the BFST requirement for career fire fighter. To be eligible for enrollment, students must meet all state and Eastern Florida requirements which include but are not limited to:

- State medical exam
- Clear record of misdemeanors and felonies
- Be of good moral character
- Eastern Florida physical agility test

Admission to the Fire Training Academy program is limited. Interested students should call (321) 433-5707 or visit the Public Safety Institute website at www.easternflorida.edu for more information.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0206
FFP 0010	Fire Fighter 1	0206
COMPLETION GROUP 2		Clock Hours Needed: 0192
FFP 0020	Fire Fighter 2	0192
		Total Clock Hours: 0398

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



Florida Law Enforcement Academy

Postsecondary Adult Vocational Certificate - Code LEB2

This certificate program meets minimum education standards for law enforcement officers as required by Florida Statutes. The Law Enforcement Officer program is a highly structured and disciplined program with specific standards, procedures, and regulations. Law Enforcement Officers provide for the protection and safety of the community through prevention and control of crime, enforcing the laws, maintaining civil order, regulating traffic, and providing emergency services. The program curriculum prepares the student to sit for the State Examination administered by the Florida Department of Law Enforcement.

For applications, testing information, and program inquiries contact the Brevard Police Testing Center (321) 433-5638. Training is conducted at the Melbourne Campus. Day and evening programs are available.

Entrance Requirements:

- Applicants must take and pass the Basic Abilities Test (BAT) for Law Enforcement Officers prior to program entrance.
- Applicants must be at least 19 years old to sit for the State Examination.
- Applicant must be a citizen of the United States.
- Applicant must have a high school diploma or equivalent.
- Applicant must not have been dishonorably discharged from the Armed Forces of the United States.
- Applicant must not have been convicted of any felony offenses or of a misdemeanor offense involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony or misdemeanor involving perjury or false statement shall not be eligible for employment or appointment as an officer.
- Satisfy the requirements of a criminal history background check.
- Be of good moral character.
- Applicant must have a physical exam prior to program entry and pass a drug screening.
- Applicant must possess a valid Driver's License.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0405
CJK 0001	Introduction to Law Enforcement	0010
CJK 0012	Legal	0062
CJK 0013	Interactions in a Diverse Community	0040
CJK 0014	Interviewing and Report Writing	0056
CJK 0077	Criminal Investigations	0050
CJK 0078	Crime Scene to Courtroom	0035
CJK 0092	Critical Incidents	0044
CJKC 0031	CMS First Aid for Criminal Justice Officers	0040
CJKC 0096	Criminal Justice Officer Physical Fitness Training	0060
CJKC 0422	Dart-Firing Stun Gun Use	0008
COMPLETION GROUP 2		Clock Hours Needed: 0365
CJK 0064	Fundamentals of Patrol	0035
CJK 0065	Calls for Service	0036
CJK 0084	DUI Traffic Stops	0024
CJK 0087	Traffic Stops	0030
CJK 0088	Traffic Crash Investigations	0032
CJKC 0020	CMS Law Enforcement Vehicle Operations	0048
CJKC 0040	CMS Criminal Justice Firearms	0080
CJKC 0051	CMS Criminal Justice Defensive Tactics	0080

Total Clock Hours: 0770



Nails Specialty

Postsecondary Adult Vocational Certificate - Code NAI2

This program prepares the student for successful completion of the manicuring/pedicuring/nail extension requirements set by the State Board of Cosmetology to obtain a Nails Specialty certification.

Admission requirements for the program are available in the application packet at the Cocoa Health Sciences Building 20, Room 124. Eastern Florida State College offers this program in January, May, and August of each year. Interested students should call (321) 433-7549 or visit the Career & Technical Programs website at www.easternflorida.edu for more information.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0240
CSP 0001	Cosmetology Specialist - Nails	0060
CSPL 0010	Applied Cosmetology Specialist - Nails	0180
Total Clock Hours: 0240		

Note: A grade of "C" or higher is necessary in each course for progression and graduation.



Patient Care Assistant

Postsecondary Adult Vocational Certificate - Code PTC2

This certificate program is designed to prepare students for employment as Patient Care Assistants, Nursing Assistants, and Home Health Aides. It also offers supplemental training for persons previously or currently employed in any of these occupations who have the prerequisite course work. Classroom, laboratory, and clinical instruction prepare the student to function as a member of the healthcare team in varied settings and roles. Upon completion of the program, the student will receive a Postsecondary Adult Vocational Certificate in Patient Care Assistant. Certificates for Articulated Nursing Assistant, Advanced Home Health Aide, HIV/AIDS, First Aid, Domestic Violence, and BLS/CPR will be given upon completion of these modules. During course work the student is prepared for the Florida Nursing Assistant Certification Exam.

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

Note:

COMPLETION GROUP 1		Credits Needed: 290
HCP 0020	Patient Care Assistant	0075
HCP 0121	Articulated Nursing Assistant	0075
HCP 0332	Advanced Home Health Aide	0050
HSC 0003	Basic Healthcare Worker	0090
		Total Clock Hours: 0290

Note: A grade of "C" or higher is necessary in each course for progression and graduation.



Phlebotomy

Postsecondary Adult Vocational Certificate - Code PHL2

This certificate is designed to prepare students for employment as a phlebotomist in lab and hospital settings in 16 weeks. The program consists of a 6-week minimester course with lab, followed by a 10-week supervised hospital experience consisting of 105 hours. Upon completion of the program, students are eligible to take a national certification exam.

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

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0165
MLT 0047	Phlebotomy	0030
MLTL 0047	Phlebotomy Laboratory	0030
MLTL 0048	Phlebotomy Clinical Rotation	0105
Total Clock Hours: 0165		



Practical Nursing

Postsecondary Adult Vocational Certificate - Code LPN2

This certificate program prepares the student to become eligible for licensure as a practical nurse. Employment opportunities are available in long-term care facilities, hospitals, doctors' offices, and health maintenance organizations. Upon completion of the basic fundamentals of nursing course, the student is eligible to seek certification as a nursing assistant. Upon successful completion of the program, the student may make application to take the State Board of Nursing Examination for Practical Nurses NCLEX-PN.

Admission to the Practical Nursing program is limited. Interested students should call (321) 433-7575 or visit the Institute of Nursing website at www.easternflorida.edu for more information.

Effective January 2017, this program moved from the Cocoa campus to the Melbourne campus.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0480
PRN 0030	Pharmacology for Practical Nursing	0060
PRNC 0061	Fundamentals of Nursing 1	0120
PRNC 0062	Fundamentals of Nursing 2	0120
PRNL 0003	Fundamentals of Nursing 1 Clinical	0090
PRNL 0069	Fundamentals of Nursing 2 Clinical	0090
COMPLETION GROUP 2		Clock Hours Needed: 0420
PRN 0070	Principles of Nutrition	0030
PRN 0110	Pediatric Nursing	0030
PRN 0201	Medical-Surgical Nursing 1	0075
PRN 0202	Medical-Surgical Nursing 2	0075
PRNL 0301	Medical-Surgical Nursing 1 Clinical	0105
PRNL 0302	Medical-Surgical Nursing 2 Clinical	0105
COMPLETION GROUP 3		Clock Hours Needed: 0450
PRN 0100	Maternity and Newborn Nursing	0060
PRN 0203	Medical-Surgical Nursing 3	0060
PRN 0610	Leadership and Management for Practical Nursing	0030
PRNL 0303	Medical-Surgical Nursing 3 Clinical	0300
TRANSITION TO PRACTICAL NURSING		

Qualified Florida Certified Nursing Assistants who hold a valid credential and wish to become a practical nurse may submit an application for the Transition to Practical Nursing which provides the opportunity to receive advanced standing in the LPN program.

To qualify, the following admission criteria must be met:

- Active Florida Certified Nursing Assistant Certificate
- One year or more of work experience in the field of certification
- Health history and immunization records
- Satisfactory performance on TABE and TEAS tests. A fee will be charged for the TEAS test
- Completion of EFSC Institute of Nursing Application Packet for the Transition Program, including documentation for the meeting of any coursework requirements
- Nursing Committee approval

Upon successful completion of the above, the student is admitted into the Transition for Practical Nursing course.

Upon successful completion of the Transition course with a grade of "C" or higher, the student will be awarded 4 credit hours for Fundamentals of Nursing and will be admitted to the LPN program. Admission to the program is limited. Interested students should call (321) 433-7575 or visit the Institute of Nursing website at www.easternflorida.edu for more information.

Total Clock Hours: 1350



Public Safety Telecommunication

Postsecondary Adult Vocational Certificate - Code PST2

This certificate program meets minimum education standards for Florida police, fire, and emergency medical dispatchers. The program prepares the student to sit for the certification examination administered by the Florida Department of Health. The course content includes, but is not limited to, ethics, role of the telecommunicator, operating procedures, command levels, message centers, performance aids, emergency agencies, terminology, telecommunication equipment, malfunctions and maintenance agreements, telephone and dispatching procedures and techniques, emergency situations, emergency medical dispatch procedures, employability skills, leadership, human relations skills, health and safety, HAZMAT, and CPR.

Students must complete a special program application and be approved by the Dean of the Public Safety Institute. All applicants must submit to a fingerprint check verifying the applicant has no criminal convictions. Call the Melbourne Campus at (321) 433-5635 for an application and further program information and requirements.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0232
EMS 0000	Public Safety Telecommunication	0232
Total Clock Hours: 0232		



Welding Technology

Postsecondary Adult Vocational Certificate - Code WEL2

This certificate program provides the theory and practical experience necessary in developing a basic foundation in the skill of welding. The successful completion of this program enables the student to enter the welding trade at the entry-level.

Job opportunities are unlimited for persons willing to apply themselves and learn the welding trade. Welding is a highly skilled and high paying trade that requires training and determination. The Eastern Florida welding program is designed to train students to become certified welders.

Admission requirements for the program are available in the program application packet at the Cocoa Campus, Building 16, Room 214. Interested students should call (321) 433-7499 or visit the Career & Technical Programs website at www.easternflorida.edu for more information.

Note:

COMPLETION GROUP 1		Clock Hours Needed: 0525
PMT 0101	Welding Symbols and Blueprint Reading	0090
PMT 0104	Fundamentals of Metallurgy	0090
PMT 0121	Shielded Metal Arc Welding Principles	0060
PMT 0131	Gas Tungsten Arc Welding Principles	0060
PMTC 0111	Oxygen/Fuel Gas Processes	0045
PMTL 0121	Shielded Metal Arc Welding 1 Laboratory	0090
PMTL 0131	Gas Tungsten Arc Welding 1 Laboratory	0090
COMPLETION GROUP 2		Clock Hours Needed: 0525
PMTC 0134	Gas Metal Arc Welding Principles	0090
PMTC 0153	Plasma Arc Cutting	0030
PMTC 0164	Welding Fabrication Fundamentals and Machine Elements	0030
PMTL 0104	Fundamentals of Metallurgy Laboratory	0030
PMTL 0138	Gas Tungsten Arc Welding 2 Laboratory	0090
PMTL 0161	Pipe Welding - Basics	0090
PMTL 0165	Pipe Welding - Advanced	0090
PMTL 0168	Pipe Welding Certification	0075
		Total Clock Hours: 1050

DUAL ENROLLMENT

The Dual Enrollment Program enables eligible secondary level public school, private school and home education students to enroll in selected courses offered by Eastern Florida.

The postsecondary credits earned through dual enrollment count toward both a college degree or certificate and a high school diploma or completion of the home education program. Students must meet the minimum un-weighted high school GPA requirement for their selected program of study to qualify for Dual Enrollment. Minimum high school GPA requirements include:

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

Students pursuing an Associate in Arts or Associate in Science Degree must also present college-ready reading and writing scores on the ACT, PERT or SAT.

Eastern Florida requires that new students complete the admissions process prior to registering for the first time. Dual enrollment applicants must:

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

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

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

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

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

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

Early Admission

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

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

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

Early College Credit Option (ECCO)

ECCO provides qualified high school students currently admitted to Eastern

Florida State College through Dual Enrollment the opportunity to:

1. Retake a dual enrollment course for grade forgiveness on the student's college record.
2. Enroll in EFSC courses not available through Dual Enrollment.
3. Register for additional EFSC courses beyond the number permitted through Dual Enrollment.

Credits earned using the Early College Credit Option will count toward the student's associate degree or college credit certificate and the grade will be posted on the student's college transcript. The credits will NOT count toward high school graduation and the grade earned in the course will not be posted on the student's high school transcript.

Because the student is not earning credit toward high school graduation (dual credit), the student is not considered dual enrolled in a course taken through ECCO. The Brevard County School Board does not pay the tuition cost or provide the required textbook for the course. This is the public school student's responsibility. Private school and home school students are also responsible for tuition costs and obtaining textbooks for courses taken through ECCO.

Students must meet the following requirements to enroll in a course through the Early College Credit Option (ECCO):

1. Be in grades 10, 11 or 12
2. Attend a public school, private school that has an articulation agreement with EFSC or home school program that is in compliance with FS 1007.271(13)
3. Provide verification of a cumulative un-weighted high school GPA of 3.0 or higher
4. Present college-ready Reading and Writing scores on the ACT, SAT or PERT
5. Have been admitted to Eastern Florida State College through Dual Enrollment

Students taking a class through ECCO are responsible for the following costs:

1. All tuition and fees charged to regularly-enrolled (non-dual enrollment) EFSC students
2. Instructional materials

EFSC IN BRIEF

Eastern Florida State College, located on Florida's Space Coast, is a four-year, co-educational, publicly supported postsecondary institution. It was established in 1960 as Brevard Junior College. Also established in 1960 was Carver Junior College to provide educational opportunities to the African-American residents of Brevard County. In 1963, the two schools merged to become Brevard Junior College. It was renamed Brevard Community College in 1970 and became Eastern Florida State College on July 1, 2013, when it began offering a growing number of baccalaureate degrees.

Cocoa Campus

1519 Clearlake Road

Cocoa, FL 32922

(321) 433-7300

[**www.easternflorida.edu**](http://www.easternflorida.edu)



Cocoa Campus, located on beautiful Clearlake, is the oldest campus. The Nursing and Health Sciences Institute, and the following technologically advanced facilities are located on this campus: Astronaut Memorial Planetarium, EFSC/UCF Joint Use Library, Florida Solar Energy Center, and a new STEM facility designed to house classrooms, labs and workforce facilities targeting subjects of science, technology, engineering, and mathematics.

Together, these facilities comprise the main components for the Florida Circle of Science and Technology. The Clark Maxwell, Jr. Lifelong Learning Center, a cooperative effort between EFSC and the University of Central Florida (UCF), is also located on the campus. This unique instructional facility houses programs for EFSC and UCF, and enables students to complete bachelors and masters degrees without leaving Brevard County.

Melbourne Campus

3865 North Wickham Road

Melbourne, FL 32935

(321) 433-5550

[**www.easternflorida.edu**](http://www.easternflorida.edu)



Located on a spacious 120-acre site, the Melbourne Campus is the college's flagship campus that provides state-of-the-art classrooms and laboratory facilities that allow students to earn a growing number of Bachelor Degrees in select workforce-related fields, two-year associate degrees, and technical and vocational certificates.

The campus is the site of a major expansion project that includes a new Public Safety Institute, Health Sciences Institute, and other planned buildings in technology and business to support more than 30 new programs that have been created in business, health care, and computer technology to provide students with opportunities in today's fasted growing career fields.

It also serves as the hub for the college's highly popular online programs and is home to the renowned Maxwell C. King Center for the Performing Arts, a 2,000 seat venue for live theater, concert and Broadway productions for all ages.

It's also the site of the Titans Athletic Complex that includes new or upgraded facilities for soccer, tennis, baseball, softball, basketball and volleyball. The soccer complex is the home field for the Orlando City Soccer Club's OCB team in the USL, which has brought professional soccer to Brevard County. It also hosts major NJCAA and Florida High School championship tournaments.

Palm Bay Campus

250 Community College Parkway

Palm Bay, FL 32909

(321) 433-5200

[**www.easternflorida.edu**](http://www.easternflorida.edu)



Conveniently located just off the Malabar Road exit of I-95, Eastern Florida's Palm Bay Campus sits alongside the tranquil Lake Titan. The campus provides the full



complement of general education classes required for the Bachelor of Applied Science degree or for the transfer to Florida state universities, as well as technical and vocational courses in areas of study such as computer programming, engineering technology, air conditioning, and business administration.

Additionally, the campus offers courses in health sciences including medical assisting, emergency nursing and medical services. It is also home to a new Fire Training Academy and Fire Training Center that trains new firefighters for Brevard County cities and Brevard Fire-Rescue, and provides advanced training for veteran firefighters.

A walking trail winds around Lake Titan, and Brevard County operates the Palm Bay Aquatic Center just south of the main campus. Palm Bay Campus provides baccalaureate and graduate education by housing a University of Central Florida regional campus.

Titusville Campus

1311 North U.S. 1

Titusville, FL 32796

(321) 433-5100

www.easternflorida.edu



The Titusville Campus offers small classes and many student support opportunities. It also has a vibrant Student Government Association and a robust student club presence. The smaller campus is a community of learners where student success is everyone's goal. The personal service that students receive is complemented by state-of-the-art classrooms and laboratories on a beautiful 120-acre campus that is located on the Indian River Lagoon waterfront, part of the Intracoastal Waterway. The campus specializes in information technology, health sciences, and environmental, natural and life sciences, which are supported by its location near the Kennedy Space Center and the Canaveral National Seashore. Titusville shares a campus setting with the Parrish Medical Center and is developing joint programs in the health sciences, including a new dedicated phlebotomy classroom and lab. The campus also provides a variety of culinary arts and biomedical courses. The Titusville Campus is dedicated to ensuring that students will achieve their dreams while reaching their academic and technology goals in a caring, student-centered familial environment.

Nursing and Health Sciences Institute

1519 Clearlake Road

Cocoa, FL 32922

(321) 433-7575

www.easternflorida.edu/academics/health-nursing/



The Nursing and Health Sciences Institute offers coursework district wide, on the Cocoa, Melbourne, Palm Bay, and Titusville campuses, as well as through online classes. The Nursing and Health Sciences Institute, headquartered on the Cocoa Campus, provides state-of-the-art classrooms and clinical laboratory facilities where students learn to apply their specialized skills. Coursework within the Nursing and Health Sciences Institute can lead to a Bachelor's degree, Associate in Science degree, Applied Technology Diploma, Advanced Technical Certificate, College Credit Certificate, or Postsecondary Adult Vocational Certificate. Many of

the traditional face-to-face courses are available in hybrid and online format. Applications to the Nursing and Health Sciences Institute programs are accepted online. For program information, including program application deadlines, contact the Health Sciences Advisors and Admissions Specialists at (321) 433-7575.

eLearning at Eastern Florida

3865 North Wickham Road.

Melbourne, FL 32935

(321) 433-7100

<http://www.easternflorida.edu/academics/elearning/>



EFSC's nationally recognized online curriculum includes complete B.A.S., A.A. and A.S. degree programs. eLearning courses are specifically designed for students with busy schedules who are up for the challenge of online learning. *eLearning provides an opportunity for students to learn beyond the boundaries of a physical classroom.* Our dedicated faculty and staff are committed to creating an environment that is academically challenging,



rewarding, flexible and accessible entirely online.

Workforce Development

1519 Clearlake Road

Cocoa, FL 32922

(321) 433-7500

www.easternflorida.edu/workforce



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

Public Safety Institute

3865 North Wickham Road

Melbourne, FL 32935

(321) 433-5075

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



The Public Safety Institute's main facility and administrative offices are centrally located on the Melbourne Campus. The Institute offers basic recruit academy certificate programs in Law Enforcement, Corrections, and Fire Fighter in addition to programs of study in Public Safety Telecommunications (911 dispatch), Emergency Medical Services (EMS) programs and continuing education courses for our community's emergency service professionals. The EMS programs

include the Emergency Medical Technician (EMT) and Paramedic diploma and certificate programs. The EMT program may also be available at the Titusville and Palm Bay campuses during various semesters. The basic Firefighter II Academy training is conducted at the Port Canaveral satellite location.

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

The Brevard Police Testing Center is housed in the Public Safety Institute on Melbourne Campus and is the primary point of contact for applicants wishing to attend the law enforcement academy, receive Equivalency of Training evaluation, or apply for inclusion in the county-wide law enforcement employment pool. The Sheriff of Brevard County or any Brevard Chief of Police may also direct their respective agency's applicants to BPTC for screening.

Astronaut Memorial Planetarium and Observatory

1519 Clearlake Road • Building 19

Cocoa, FL 32922

(321) 433-7373 or (321) 433-7372

www.easternflorida.edu/planet



Located on the Cocoa Campus of Eastern Florida State College, the EFSC Planetarium and Observatory is a beacon in the community and is recognized as one of the finest planetariums in the country with an innovative history of groundbreaking technological advances. Since 1975, the facility has been serving the students of EFSC plus Brevard County Schools, community groups, and the general public with informal



educational experiences designed to stimulate students' minds and imaginations, ultimately inspiring further education and pursuit of careers in science.

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

The Discovery Movie Theater features a three story tall movie screen and a 70mm large-format movie projector. The film library consists of science documentaries from National Geographic, IMAX and many others. Shot on location at some of the most exotic places on the planet, the colorful, larger- than-life imagery truly "takes you there". Visit the website for more information on shows and operating hours.

WEFS-TV

1519 Clearlake Road

Roger W. Dobson Building • Building 13

Cocoa, FL 32922

www.wefstv.org

WEFS-TV operates four broadcast channels which offer cultural, educational and general interest programs to approximately 1.5 million households in central Florida.

EFSC/UCF Joint-Use Library

1519 Clearlake Road • Building 12

Cocoa, FL 32922

(321) 433-7255

www.easternflorida.edu/library



The Eastern Florida State College Cocoa Campus Library is a joint use facility with the University of Central Florida-Brevard Campus and the Florida Solar Energy Center. It is located in a three-story, 121,000 square-foot building facing Clearlake on the Cocoa Campus. EFSC libraries offer a combined print collection of more than 180,000 volumes. Electronic resources include over 100 databases, 60,000+ electronic books, e-audio books, a growing collection of digitally streamed video and music content, and over 60 research guides or LibGuides. Ask-a-Librarian services (www.askalibrarian.org) include email or "real time" chat research help.

Online library resources are easily accessed by logging in to myEFSC (www.my.easternflorida.edu), or the library website,

www.easternflorida.edu/library. The facility offers professional research assistance and instruction. In addition, online resources, wireless internet access and printing are available on open use computers.

Clark Maxwell, Jr., Lifelong Learning Center

1519 Clearlake Road • Building 3

Cocoa, FL 32922

The Center, a cooperative partnership between Eastern Florida State College and the University of Central Florida, is the first joint-use facility of its kind for two higher education institutions in the state of Florida. This unique instructional and service facility offers area residents the opportunity to obtain their career goals while remaining in Brevard County.

Maxwell C. King Center for the Performing Arts

3865 North Wickham Road • Building 9

Melbourne, FL 32935

(321) 242-2219

www.kingcenter.com



The \$12.5 million cultural center, located on the Melbourne campus, opened



in April 1988. The architecturally and technically unique six-story center features a 2,016-seat performing arts theatre with a 6,000 square-foot main stage and a 226-seat Studio Theatre. The King Center plays an important educational and cultural role in the College and on the Space Coast. The Center is a versatile multi-use facility. Students of musical theatre, drama, ballet, dance and symphonic music have opportunities to enjoy these genres performed on the King Center stage. Occasionally, the theatre offers chat back opportunities with production casts for EFSC students. In addition, the Center showcases the finest in popular recording artists, classical musicians, comedy, Jazz, country and rock music entertainment.

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

**Eastern Florida State College Foundation, Inc.
3865 N. Wickham Rd. Melbourne, FL 32935
(321) 433-7055**

www.easternflorida.edu/foundation

Established in 1971, the Eastern Florida State College Foundation, Inc., is a 501(c)(3) not-for-profit organization and a direct support organization of Eastern Florida State College. As the fundraising arm of EFSC, the Foundation exists to support the College and advance its commitment to be the community's center for quality teaching and lifelong learning while also providing financial resources for student scholarships. The EFSC Foundation relies on donations from individuals, corporations, and other supporters that contribute to its overall mission. For more information about the EFSC Foundation and available giving options, or for information about scholarship opportunities, call (321) 433-7055 or visit the Foundation's website.

Center for Teaching Excellence

1311 North U.S. #1
Titusville, FL 32796
(321) 433-53013

cte@easternflorida.edu

The Center for Teaching Excellence at Eastern Florida State College strives to strengthen teaching across all campuses by connecting faculty with the latest resources, technology tips and teaching ideas. The CTE also facilitates faculty collaboration and the discussion of new developments in higher education - helping members of the faculty in their role as innovators. Simply put: the CTE is a clearinghouse for all the tools that support excellence in teaching.



FROM THE PRESIDENT... *Welcome to Eastern Florida State College*



Thank you for your interest in Eastern Florida State College where our Bachelor's Degree and Associate's Degree programs provide you a strong path to career success in fast-growing job fields.

Our Bachelor's Degrees in Business, Health Care and Computer Information Technologies are in high-demand among regional businesses and industries building a skilled 21st Century workforce.

We also offer more than 100 Associate's Degree and certificate programs that provide you excellent career opportunities.

Our programs are provided in flexible formats for your convenience, including online courses and day and evening classes on our Titusville, Cocoa, Melbourne and Palm Bay campuses.

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

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

Meanwhile, our many technical and vocational programs allow graduates to enter the workforce, or to retrain for the ever changing requirements of business and high-tech industry. We take great pride in the consistently high level of job placements for our graduates.

At Eastern Florida State College, we are committed to helping you reach your full potential.



EASTERN FLORIDA STATE COLLEGE

Board of Trustees

ALAN H. LANDMAN



A Brevard County resident since 1987, Mr. Landman received his undergraduate degree from the University of Florida in 1984 and his Juris Doctorate degree from the University of Florida in 1987. Mr. Landman worked for one of Brevard's largest law firms until 1993 when he started his own practice specializing in criminal and family law. He is a member of the Florida Bar and is licensed to practice law in four United States District Courts, the Supreme Court of Florida and the United States Supreme Court. Mr. Landman was nationally recognized in 2004 when one of his criminal trials was aired on Court T.V. In 1999, Florida Today named him as the top DUI attorney in Brevard County after an analysis of more than 10,000 cases. Mr. Landman was appointed to the Eighteenth Circuit Judicial Nominating Commission on September 11, 2008. Mr. Landman served as President for the Indian Harbour Beach Little League and has contributed to, or been involved with, numerous community schools and charities. Mr. Landman was appointed to the Board (succeeding Clarence McCotter) for a term beginning June 19, 2009 and ending May 31, 2013. Gov. Scott reappointed Landman for a second four-year term that ends in May 2017. Landman is the Board's current Chair, a position he previously held from August 2011 to August 2014, followed by a term as Vice Chair.

MYRA IGO HALEY



Ms. Myra Igo Haley, a resident of Indian Harbour Beach, brings more than 25 years of professional experience to the EFSC Board of Trustees. She spent the first seven years of her career in the health care industry at three hospitals in Indianapolis, Indiana, where she worked first as a staff nurse, and later as a patient care manager, nursing manager and supplemental administrator. Ms. Haley transitioned out of the health care industry when she moved to Melbourne, Florida in 1992. From 1994 to 2000, Ms. Haley served as President of Suntree Properties, Inc. She currently serves as the President of The Suntree Partners, a position she has held since 1992, and President of the Igo Family Foundation, a position she has held since 1995. Beyond her accomplished career, Ms. Haley is an active community member serving on multiple boards including the boards of Health First Foundation, Holy Trinity Episcopal Academy, Rossetter House Museum, and Renaissance Administration. Prior to her appointment to the EFSC Board of Trustees, she also contributed her time and talents to EFSC as a member of the Board of Directors for the Maxwell C. King Center for the Performing Arts. She currently serves on the Board of Directors of the Eastern Florida State College Foundation. Ms. Haley holds a Bachelor's degree in business administration from the University of Mississippi and a diploma degree from Baptist Memorial Hospital School of Nursing in Memphis, Tennessee. She was appointed to the College Board of Trustees on June 21, 2011 (succeeding Ms. Dixie Sansom's seat) and reappointed in August 2014 for a term that runs through May 31, 2018.

DEWEY L. HARRIS



A Brevard County resident for more than 40 years, Mr. Harris earned a Bachelor's degree in history and international affairs from Florida State University in 1968. He taught elementary school in Brevard County for 10 years, including Stevenson Elementary School in Merritt Island, before moving to Inverness, Florida where he and his wife opened a private elementary school, which they operated for three years. Mr. Harris went on to earn a Bachelor's degree in accounting from the University of Central Florida in 1979 and has been practicing accounting ever since. He started his accounting career at Davies, Houser & Secret, C.P.A., P.A. in Cocoa, Florida. In September 2000, Mr. Harris started his own accounting firm, Harris, Miller & Bernhardt, P.A., which serves not only Brevard County business and property owners, but also international clients who do business or own property in Brevard County. In addition to his professional career, Mr. Harris has been actively involved in numerous community organizations in Brevard County over the past three decades. He currently serves as a board member for Circles of Care and the Cocoa Village Playhouse, which he has been involved with for 18 years. Mr. Harris was appointed to the College Board of Trustees (succeeding James Theriac) for a term beginning August 10, 2010 and reappointed in August 2014 for a term that runs through May 31, 2018.

MOSES L. HARVIN



Moses L. Harvin is the President and CEO of American Services Technology, Inc., a company that serves federal agencies including the Air Force, Army, Department of Veterans Affairs and Department of Energy. Mr. Harvin is the first African American as elected Chairman of the Board of Directors for the Cocoa Beach Area Chamber of Commerce, and was elected as a member of the Board of Trustees for Claflin University in South Carolina. Mr. Harvin is a member of the following organizations: Civilian and Military Council, Eastern Florida State College Foundation Board of Governors, National Minority Supplier Development Council, National Contract Management Association, Florida/NASA Business Incubation Center (TRDA), United Way of Brevard, Association of the United States Army, Lead Brevard, Host of Brevard, National Space Club, and Mt. Moriah Missionary Baptist Church. Mr. Harvin received an undergraduate degree from Claflin University and a Master's Degree from Webster University. He received his commission in the U.S. Army from South Carolina State University. In a distinguished military career, during which he rose to the rank of major, Mr. Harvin received the Bronze Star, Meritorious Service Medal and Joint Service Medal. Mr. Harvin also earned the U.S. Army Ranger Tab. Harvin was first appointed to the College's Board of Trustees for a term beginning November 8, 2011 and reappointed in July 2015 for a term that ends May 31, 2019. He was named the Board's Vice Chair in August 2015.

RONALD HOWSE



EFSC Trustee Ronald Howse is a self-employed investor, licensed civil engineer and land surveyor. The Cocoa resident received his Bachelor's Degree from the University of Central Florida. "The focus of the college on helping the community and working closely with businesses is phenomenal," said Howse. "My daughter also went to then-BCC, had a great experience and is now in medical school so this is a way for me to give something back." His appointment by Gov. Rick Scott is for a term that began July 15, 2015, and ending May 31, 2019.

Mission, Vision and Core Abilities

Our Mission

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

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

Our Vision

Eastern Florida State College is committed to being our community's center for quality teaching and lifelong learning.

Core Abilities

Eastern Florida State College's goal is to prepare students to live and work in a dynamically changing world by emphasizing student growth and lifelong learning. In keeping with our institutional mission and vision, EFSC promotes the development of the five key Core Abilities. These also line up with the five broad categories of state college general education learning outcomes defined in 2007 by a special task force of the State of Florida Council of Instructional Affairs.

WORK COOPERATIVELY

- Learner demonstrates the ability to act cooperatively and effectively in a diverse environment
- Learner demonstrates respectful interpersonal skills with working with others
- Learner provides and accepts constructive feedback
- Learner contributes to a group with ideas, suggestions, and effort

THINK CRITICALLY & SOLVE PROBLEMS

- Learner demonstrates the ability to research, evaluate, interpret, synthesize, and apply knowledge and understanding of problem-solving activities
- Learner demonstrates the integration of culturally and aesthetically based knowledge and understanding of problem-solving activities
- Learner demonstrates the integration of mathematically and scientifically based knowledge and understanding into problem-solving activities

PROCESS INFORMATION

- Learner identifies, locates, and uses appropriate technology and informational tools for research purposes
- Learner gathers required information
- Learner selects, synthesizes, and organizes information
- Learner evaluates and documents sources

MODEL ETHICAL & CIVIC RESPONSIBILITY

- Learner accepts responsibility for his/her learning
- Learner demonstrates respect for the rights, views, and work of others
- Learner exhibits personal and academic honesty

- Learner exhibits responsibility in personal, civic, professional and educational environments

COMMUNICATE EFFECTIVELY

- Learner applies appropriate reading, writing, speaking, new media, and active listening skills to express information, ideas, and opinions
- Learner uses appropriate technology that supports or facilitates communication
- Learner communicates effectively, appropriately, and professionally in verbal, nonverbal, and written forms

FOLLOW-UP REPORT 2014-2015

For 2013-2014 Career Technical Completers

PROGRAM TITLE	Enrolled	Completed	In Pool	Employed In Field	Active Military	Continuing Education
Associate in Science Degree (A.S. & A.A.S.)						
Aerospace Technology	68	13	8	3	0	5
AS in Database Technology	0	0	0	0	0	0
Business Administration And Management	618	20	27	24	0	3
Chemical Technology	259	23	23	7	0	14
Computer Information Administrator	279	24	22	16	0	5
Computer Programming And Applications	249	21	17	11	0	6
Crime Scene Technology	133	12	10	7	0	1
Criminal Justice Technology	125	9	8	4	0	4
Dental Assisting and Tech Mgmt	2	2	2	2	0	0
Dental Hygiene	23	11	10	10	0	0
Drafting & Design Technology	87	7	6	4	0	2
Early Childhood Education A.D.	205	23	17	12	0	5
Electronics Engineering Technology	0	0	0	0	0	0
Emergency Medical Services - Assoc Deg	33	12	11	10	0	1
Engineering Technology	193	22	19	18	0	1
Fire Science Technology	68	10	7	4	0	3
Graphic Design Technology	121	10	8	8	0	0
Interior Design Technology	41	5	4	4	0	0
Internet Services Technology	0	0	0	0	0	0
Medical Laboratory Technology - Assoc De	59	18	15	15	0	0
Networking Administrator	171	24	22	16	0	6
Nursing (Associate Degree) R.N.	325	134	127	123	0	2
Office Administration	161	16	12	10	0	1
Paralegal Studies (Legal Asst)	246	39	30	23	0	5
Radiography	44	17	14	12	0	1
Television & Media Productions	109	15	12	4	0	6
Veterinary Technology	60	10	10	10	0	1
Postsecondary Adult Vocational Certificate (P.S.A.V.)						
A/C Refrigeration & HTG Technology	108	35	27	18	4	4
Accounting Operations	7	3	2	2	0	0
Applied Welding Technologies	22	15	12	11	0	1
Automotive Service Technology	37	1	1	1	0	0
Aux Law Enf Officer	7	0	0	0	0	0
Correctional Officer	40	34	32	27	0	3
Cosmetology	81	29	22	17	0	2
Culinary Operations	20	5	4	3	0	0
Customer Assistance Tech.	3	3	3	2	0	1
Digital Design	0	0	0	0	0	0
Electrician	0	0	0	0	0	0
Facials Specialty	6	6	3	1	0	2
Fire Fighting	56	46	41	29	0	10
Law Enforcement	105	78	70	67	0	2
Machining	0	0	0	0	0	0

Medical Assisting	72	20	20	16	0	2
Medical Secretarial	10	3	0	0	0	0
Nail Specialty	0	0	0	0	0	0
Patient Care Assistant	40	161	147	62	0	76
Phlebotomy	39	47	38	23	0	11
Practical Nursing	64	24	22	19	0	1
Surgical Technology	47	19	18	15	0	3
X Corr to Law Enforcement	0	0	0	0	0	0
X Law Enf to Corr Officer	5	5	5	5	0	0

Program Title	Enrolled	Completed	In	Employed	Active	Continuing
	Pool	In Field	Pool	In Field	Military	Education

College Credit Certificates (C.C.C.)

Accounting Applications	20	1	0	0	0	0
Accounting Technology Management	0	0	1	1	0	0
Accounting Technology Oper.	14	5	4	3	0	1
Accounting Technology Spec.	3	8	7	4	0	2
Alternative Energy Systems	7	3	1	1	0	0
Applied Technology Specialist	6	8	6	2	0	4
AutoCAD Foundations Technology	4	10	6	3	0	2
Broadcast Production	8	11	8	2	0	6
Business Dev & Entrepreneurship	22	4	2	1	0	1
Business Management	57	13	13	11	0	2
Chemical Laboratory Specialist	9	2	2	0	0	2
Child Care Center Mgmt.	4	14	13	11	0	2
Child Dev Early Intervention	51	10	8	6	0	2
Cisco CCNA Certificate	12	11	10	6	0	4
Composite Fabrications & Testing	4	5	5	5	0	0
Computer Programming	36	2	2	1	0	1
Computer Specialist	20	11	10	4	0	6
Digital Video Fundamentals	1	4	3	0	0	3
Drafting Arch Design Tech	9	12	11	9	0	2
Educational Assisting	4	1	1	1	0	0
Electronic Commerce	1	0	1	0	0	0
Engineering Support Specialist	13	11	8	5	0	3
Entrepreneurship Marketing	7	2	2	2	0	0
Graphic Design Production	25	7	7	5	0	2
Graphics Design Support	1	15	15	5	0	9
Home Staging Specialist	4	10	8	5	0	3
Human Resources Administrator	40	8	6	5	0	1
Infant Toddler	7	90	70	34	0	31
Information Technology Specialist	15	5	5	3	0	2
Information Technology Tech.	17	11	9	3	0	6
Interactive Media Production	9	3	2	2	0	0
Interactive Media Support	0	7	7	4	0	3

Kitchen & Bath Specialization	1	5	4	4	0	0
Marketing Operations	0	0	0	0	0	0
Medical Inf Coder/Biller	37	13	11	8	0	1
Office Specialist	52	19	17	10	0	5
Oracle Certified DBA	4	2	2	2	0	0
Paramedic	41	5	5	5	0	0
Photography	59	15	11	3	0	4
Pre-School	2	12	11	6	0	5
Scientific Workplace Prep	139	34	34	20	0	14
Television Studio Productions	2	18	11	5	0	6
Web Development Specialist	18	0	0	0	0	0

Applied Technology Diploma (A.T.D.)

Dental Assisting Tech & Mgmt	52	24	21	16	0	3
Emergency Medical Technician	97	56	49	27	0	21
Medical Clinical Lab Tech	3	3	3	2	0	1

PROGRAM TITLE	Enrolled	Completed	In	Employed	Active	Continuing
	Pool	In Field			Military	Education
VOCATIONAL TOTALS	5385	1547	994	930	4	351
ASSOCIATE IN ARTS	10505	2280	2008	388	0	1620

AA program placement figures only include those students who are continuing their education.

STUDENT DEMOGRAPHICS



Statistics Based on 2014-2015 Reporting

Year

Annual Student Enrollment 23,794

Annual College Credit Enrollment 21,420

Average Age Student Enrollment 26.82

Average Age Credit Enrollment 25.32

Breakdown of Student Enrollment by Ethnicity

2 or more 3.54%

Asian 2.57%

Black 11.78%

Hispanic 11.61%

Native American 0.49%

Pacific Islander 0.31%

White 68.25%

Unknown 1.46%

Breakdown of Student Enrollment by Gender

Female 58.32%

Male 41.53%

Unknown 0.15%

Enrollment Status/ College Credit

Full-Time 35.13%

Part-Time 64.87%

Degrees Sought

Associate in Arts 63.52%

Associate in Science 16.42%

Certificate 6.97%

Bachelor of Applied Science 3.92%

Annual Graduation by Program

Associate in Arts	2,266
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Associate in Science	489
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Bachelor of Applied Science	42
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College Credit Certificate	1,229
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Postsecondary Adult Certificate	530
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Advanced Technology Diploma	95
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Mean GPA of EFSC transfer students enrolled in the State University System	2.99
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Percentage of EFSC transfer students enrolled in the State University System with GPA's at or above 2.5	76.90%
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Top Ten College/Career Programs by Enrollment:

Associate in Arts

Organizational Management - BAS

Business Administration and Management
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Chemical Technology

Nursing (Associate Degree) R.N.

Computer Information Technology

Computer Programming and Analysis

Early Childhood Education

Paralegal Studies (Legal Assistant)

Criminal Justice Technology

EQUAL ACCESS / EQUAL OPPORTUNITY

In accordance with Federal and State laws as well as Board Governance Policy [400.1], Eastern Florida State College is dedicated to providing a nondiscriminatory environment which promotes equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, race, national origin, color, ethnicity, genetics, religion, gender, gender preference, pregnancy, disabilities, marital status, veteran status, ancestry or political affiliation in its programs, activities, or employment



Inquiries regarding the College's nondiscrimination policies may be directed to Ms. Darla Ferguson, Chief Equity and Diversity Officer, Cocoa Campus, George Washington Carver Administration Building 2, 1519 Clearlake Road, Cocoa, FL 32922, telephone 321-433-7080 or e-mail fergusond@easternflorida.edu or to

Dr. Michael Richey, Title IX Compliance Coordinator, Melbourne Campus, Building 2, Room 205, 3865 North Wickham Road, Melbourne, FL 32935, telephone 321-433-5559 or email richey.m@easternflorida.edu.

Official representatives of the College to include supervisors, staff and faculty are required to report all complaints or concerns regarding unwelcome sexual conduct and/or non-consensual sexual contact, including sexual harassment, sexual violence, dating violence, domestic violence, sexual assault/sexual battery, and stalking to the Chief Equity and Diversity Officer or to their supervisor in a timely manner (within 24 hours). The complainant's desire to keep the matter confidential does not exempt employees from this directive. Failing to report these matters in a timely basis is a serious offense and will most likely result in disciplinary action.

Inquiries regarding veterans' programs may be directed to the Military & Veterans Service Center, Student Services Center/Administration, Building 1, Room 140, 3865 North Wickham Road, Melbourne, Florida 32935, 321-433-5531 or the Military & Veterans Service Center, Ralph M. Williams Student Center, Building 11, Room 212, 1519 Clearlake Road, Cocoa, Florida 32922; 321-433-7137.

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

Students who feel that they have been injured in some fashion by unfair treatment (on the part of a College employee, or under any of the College policies, procedures, programs or activities) or by discrimination or harassment (on the basis of age, race, national origin, color, ethnicity, genetics, religion, gender or gender preference, pregnancy, disabilities, marital status, veteran status, ancestry or political affiliation have the right to initiate informal and (optionally) formal grievance procedures.

Equal Access/Equal Opportunity

INFORMAL PROCESS.

The College encourages individuals to discuss issues and attempt to work out differences in a non-confrontational manner. This informal process is defined as the verbal discussion between the student and the staff or faculty member most closely associated with the concern. The informal process is intended to encourage a satisfactory resolution to a complaint at the earliest possible time; however, the informal process is not a mandatory step in order to access the formal process.

The Advising Coordinator on each campus is the designated ombudsman for each campus. The ombudsman is not directly involved in any formal complaint or grievance process but will be available to inform the student on his rights and College processes for informal or formal complaint and grievance procedure. The Advising Coordinator will report such activities directly to the Vice President of Academic Affairs as designee of the President.

Filing an Informal Complaint

An individual who believes that he/she is the victim of discrimination or harassment should file a complaint with the Equity Officer. This will require that the complainant contact the Equity Officer and complete a grievance input form, identifying himself/herself, the respondent, the date(s) that the incident(s) took place and the place(s) of the alleged discriminatory action(s), describing the alleged incident(s) and identifying the resolution sought.

10 business days

Once the Equity Officer receives a complaint, he/she has ten (10) working days to contact the appropriate College official to arrange for the official to attempt to resolve the differences between the complainant and the respondent. The Equity Officer will monitor the progress of the grievance resolution and, if no satisfactory resolution is achieved within the allotted time frame, escalate the matter to the Campus Associate Provost.

10 business days

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

FORMAL PROCESS.

If the Informal Process does not yield an acceptable resolution for the student; or, if the Informal Process is bypassed, the College Equity Officer will initiate the Formal Grievance Process.

10 business days

Utilizing the information gathered during the Informal Process or in the Formal Process request, the Equity Officer has ten (10) business days from completion of the Informal Process to investigate and analyze further the grievance (interview complainant, witnesses, respondent; research legal aspects) and forward the findings to the Provost.

10 business days

The Provost has ten (10) business days to resolve this matter.

15 business days

If the Provost cannot resolve the issue, the Equity Officer has fifteen (15) business days to convene a three member Hearing Panel, consisting of one person each from complainant peer group, respondent peer group, College administration. Appointed members of the Hearing Panel shall be limited to full-time employees and full-time students. The Hearing Panel shall convene the hearing, calling together interested parties, witnesses and other parties deemed necessary as advisors. They will obtain, review and analyze all relevant records, documents, etc. and submit a recommendation to the Equity Officer. **Note:** At any point in time, if due process requires further investigation, a written notice will be sent to the complainant and the respondent.

5 business days

After the close of the hearing, the Equity Officer has five (5) business days to prepare a report outlining each issue the panel considered, summaries of important evidence brought to bear on the issue, conclusions, and recommendations. The Equity Officer will communicate the outcome in writing to the complainant and all involved parties.

INVESTIGATION PROCESS

The College will consider every claim of harassment or discrimination on an individual basis. In order to ensure an adequate, reliable, and impartial investigation, the Equity Officer:

- will meet with complainant as soon as possible for both schedules within the 10 days and the complainant shall be primarily responsible for his/her presentation;
- will meet with the respondent to allow for an explanation of the respondent's position;
- will conduct interviews with the witnesses when relevant to the case, including witnesses that interested/involved parties have suggested;
- will review all interview information with equal fairness to complainant, respondent, and all witnesses;
- will recall witnesses or call additional new witnesses as deemed necessary or helpful to reach a fair decision;
- will include only evidence relevant to the case (when/if/as available);

- will not discuss the case with anyone outside of the investigation process in order to preserve confidentiality;
- will apply the preponderance of evidence standard during this process in order to prove or disprove the allegation or violation;
 - the purpose of the hearing,
 - the issues considered,
 - a summary of the testimony and evidence presented,
 - findings of fact discovered during the investigation,
 - recommendation for final disposition of the case.

APPEAL PROCESS

If the student is not satisfied with the decision of the Hearing Panel, he/she must contact the Equity Officer in writing to request an appeal within five (5) business days of student's receipt of reported findings. The Equity Officer will forward the appeal request and case file to the President within five (5) business days of receipt of student's appeal.

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

DISCRIMINATION/HARASSMENT PREVENTION

The College will take steps to prevent recurrence of any discrimination and to correct any discriminatory effects on the complainant and others, if appropriate.

CONFIDENTIALITY

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

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

OTHER PROCEDURES

In accordance with Federal and State laws as well as College Policy, Eastern Florida State College has established grievance/complaint procedures for College Faculty and Staff to follow as well as these student procedures. Please refer to EFSC Procedures 200 and 201. Grievance procedures for Faculty and Staff can also be found on the Eastern Florida State College Intranet Web site or by contacting the Associate Vice President/Chief Equity Officer, Cocoa Campus, Carver Administration, Building 2, Room 103, 1519 Clearlake Road, Cocoa, Florida 32922.

FINANCIAL AID

Eastern Florida State College makes postsecondary education possible for all individuals in the community. The primary purpose of the Financial Aid Department at Eastern Florida State College is to provide assistance to those individuals who, without such aid, would be unable to attend college. For additional information, please call an EFSC Financial Aid Office or visit the website at www.easternflorida.edu/go/aid for the most current information.

DEADLINES

To have eligibility for financial aid processed in time for tuition and fees to be paid by financial aid, students must submit all required documents by the Financial Aid Document Deadlines:

- Fall Term 2016 – July 7, 2016
- Spring Term 2016 – December 1, 2016
- Summer Term 2017 – April 20, 2016

The last day to submit a 2016-17 Free Application for Federal Student Aid (FAFSA) is June 30, 2017.



Late Applicants

Students may still apply for aid after the deadlines and the EFSC Office of Financial Aid will make every effort to process documents submitted after the deadlines as quickly as possible. However, the Office of Financial Aid cannot guarantee that students who submit documents late will be notified of eligibility prior to the Fee Due Date. Students who miss the published deadlines should be prepared to pay in full or enroll in the tuition payment plan.

Scholarship Deadline

The deadline to apply for 2016-17 EFSC Foundation Scholarships is June 15, 2016. An additional application cycle may be opened at the discretion of the EFSC Foundation and Office of Financial Aid if remaining funds are available.

APPLICATION INSTRUCTIONS

Students must apply for financial aid each academic year.

1. Apply for admission to EFSC. Only admitted students are awarded financial aid.
2. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. EFSC's school code number is **001470**.
3. Respond to any requests from the Office of Financial Aid for additional documentation.
4. Provide EFSC Admissions with proof of high school graduation or equivalency.
 - Submit an official final copy of your high school transcript or GED score report, or, if you are a college transfer student, provide an official copy of your transcript from each regionally accredited institution you have attended pursuant to EFSC's admission policy.
 - If you are a transfer student who has not earned an associate's degree you must also provide completion of high school (high school transcript with graduation date, GED transcript, home school affidavit).
 - EFSC may prepare a financial aid award letter without receiving final high school or college transcripts, but aid will **NOT AUTHORIZE OR DISBURSE** aid until these documents are received.

Verification

The federal government requires that some applications be reviewed for accuracy through a process called "verification." If you are selected for this process, you will be required to provide additional documentation to our office for review. You will be notified through your Titan e-mail account that additional documentation is required.

Appeals

Students have the right to appeal

1. ineligibility due to failure to make Satisfactory Academic Progress,
2. their financial aid award based on a change in circumstances impacting the family's ability to pay, and
3. dependency status due to unusual circumstances.

See the Office of Financial Aid's website or contact the Office for more details.

GENERAL ELIGIBILITY

- demonstrate financial need (for most programs)
- be a U.S. citizen or an eligible noncitizen
- have a valid Social Security number
- be registered with Selective Service (male students only)
- be a degree-seeking student at EFSC or be a certificate-seeking student in an eligible College Certificate or Postsecondary Adult Vocational certificate
- take courses required the degree or certificate
- be enrolled at least half-time to be eligible for Direct Loan Program funds
- maintain satisfactory academic progress
- not be in default on a federal student loan and not owe money on a federal student grant
- sign the certification statement on the Free Application for Federal Student Aid (FAFSA®) stating that federal student aid will only be used for educational purposes; and
- have a high school degree or recognized equivalent

Transient Students

Students from other institutions who are visiting EFSC as transient students are not eligible for financial aid at Eastern Florida State College. Transient students should contact their home institution's Office of Financial Aid to determine your eligibility for financial aid.

Developmental & EAP Coursework

A maximum of 30 combined credit hours of developmental coursework and English for Academic Purposes (EAP) hours can be funded with financial aid.

Repeat Coursework

Federal financial aid will pay for only one repeat of a previously passed course. "D" is a passing grade for financial aid purposes.

Courses in Program of Study

You cannot receive federal financial aid for classes that do not count toward your degree or certificate.

DISBURSEMENT OF FINANCIAL AID

- Your financial aid payment will be based on the number of credits in which you are enrolled that apply toward your degree or certificate.
- Your financial aid award amount will be based on your enrollment status as of the first Drop/Refund Deadline for the term or, in the case of late awards, at the time the award is approved.
- You must be meeting all eligibility requirements at the time payment is made in order for your payment to be issued.
- Financial aid will not disburse until class attendance is confirmed.
- If you are registered for classes starting in a later part of term (i.e. Minimester B, the late 12 week term, Summer Term C, or Summer Term D), your Pell Grant and SEOG will disburse in multiple payments to correspond to the various parts of term. Funds for later parts of term will not disburse until after class attendance is confirmed.
- First-time borrowers of federal student loans are subject to a 30-day disbursement delay.
- Loans awarded for two semesters will be split evenly between the two semesters. Loans awarded for only one semester will be disbursed in two equal installments during the semester.
- Loans will not disburse until attendance is confirmed in at least 6 hours.
- Please refer to the Office of Financial Aid's website at www.easternflorida.edu/go/aid for more details about disbursement dates.

SATISFACTORY ACADEMIC PROGRESS – CREDIT HOUR PROGRAMS

Students need to maintain Satisfactory Academic Progress (SAP) to be eligible for federal aid and state aid. The SAP requirements are designed to keep students on track to complete their academic programs in a timely manner by achieving minimum academic standards.

DETERMINING SATISFACTORY ACADEMIC PROGRESS

Minimum Standards

- SAP has both qualitative and quantitative standards.
- All three of the following requirements must be met to maintain SAP eligibility:
 1. **Minimum Cumulative GPA of 2.0 (Qualitative)**
 - The Cumulative Grade Point Average (GPA) of all credit hour courses on a student's EFSC transcript must be **2.0** or higher.
 2. **Minimum 67% Completion Ratio (Quantitative)**
 - The calculation for determining the completion ratio is: Total Credit Hours Earned/Total Credit Hours Attempted = Completion Ratio.
 - The Completion Ratio must be **67%** or greater. Fractions of 0.5 and above are rounded up. For example, 66.7% is rounded to 67%.
 - Courses with a letter grade of A, B, C, or D or a grade of S for pass/fail classes are included in both Total Credit Hours Earned and Total Credit Hours Attempted. All other grades are considered unsuccessful attempts and are excluded from Total Credit Hours Earned but included in Total Credit Hours Attempted.
 3. **Within Maximum Time Frame (Quantitative)**
 - Students must complete their degrees or certificates within **150%** of the published length of the program.
 - Once a student attempts 150% of the credit hours needed for his/her EFSC degree or certificate program, the student is no longer eligible for financial aid. For example, students in the 60 credit hour Associate in Arts program lose eligibility after attempting 90 credit hours.

Frequency of Evaluation

- SAP is evaluated at the conclusion of each term (fall, spring, and summer) after grades are posted by the Office of Registrar.
- SAP calculations are based on the student's program of study at the time of the evaluation.
- All periods of enrollment at EFSC count when assessing progress, even periods in which the student did not receive financial aid. Gaps in enrollment do not reset a student's SAP status.

Course Incompletes

- Incomplete grades are included in Total Credit Hours Attempted for the Completion Ratio.
- It is the student's responsibility to notify the Office of Financial when an incomplete grade is resolved so SAP can be recalculated.

English for Academic Purposes (EAP) and Remedial Credits

- EAP and Remedial credit hours are included in all SAP calculations.

Repeated Coursework

- Only the most recent grade is included in the computation of the Minimum Cumulative GPA. Exception: if student repeats a course in which he earned an "A", "B" or "C", the first passing grade will be included.
- All attempts of repeated courses are included in the Completion Ratio and Maximum Time Frame calculations.

Transfer Credit from other Institutions

- All transfer grades and credit hours accepted by EFSC are included in the Completion Ratio and Minimum Cumulative GPA calculations.
- The acceptance of transfer credits is subject to EFSC's admission and academic policies.

Transfer of Credit from other EFSC Programs

- If a student changes majors or academic programs, all credit hours reflected on the EFSC transcript are still included in the Minimum Cumulative GPA, Completion Ratio and Maximum Time Frame evaluation even if classes do not apply to the new major or academic program.
- Students who exceed the Maximum Time Frame due to a change of major may submit an appeal.

Withdrawals

- All course withdrawals are included in Total Credit Hours Attempted for the Completion Ratio.

SAP STATUSES & NOTIFICATION

Making Progress

- Students who are meeting the minimum SAP standards are Making Progress and eligible for aid.

Warning Status

- Students will be placed on Warning status after one semester of not meeting the Cumulative GPA and/or Completion Ratio standards.
- Students on Warning are eligible for financial aid. No appeal is necessary.
- Students must meet both the Cumulative GPA and Completion Ratio by the end of their Warning semester or they will be placed on Financial Aid Suspension and become ineligible for aid.
- If a student is on Warning, not attending one or more semesters does not affect or change the Warning status. The student will remain on Warning upon reenrolling.

Suspension Status

- Students who fail to meet the Minimum Cumulative GPA and/or Completion Ratio standards during the semester of enrollment while on Warning are placed on Suspension.
- Students who exceed 150% of the published length of their program of study are automatically placed on Suspension without first being placed on Warning.
- Students on Suspension are NOT eligible for state or federal financial aid.
- Students on Suspension may appeal if they have special circumstances.

Probation

- Approved appeals result in a status of Probation.
- Students on Financial Aid Probation are eligible to receive financial assistance as long as they meet the conditions of the Financial Aid Academic Plan as specified in the appeal notification. If students fail to meet the standards in their Financial Aid Academic Plan, they again placed on Suspension and ineligible for financial aid.

Notifications

- All students who submit a Free Application for Federal Student Aid (FAFSA) are notified by Titan e-mail of their SAP status at the end of each term for which they enroll during the academic year corresponding to the FAFSA submission if they are in Warning or Suspended status.
- It is the student's responsibility to read notifications sent to his/her Titan e-mail account.
- A student not reading his/her Titan e-mail is **NOT** an acceptable excuse for not knowing one's SAP status or the terms of a Financial Aid Academic Plan.

APPEALS

- A student who has lost financial aid eligibility due to extenuating circumstances may appeal.
- Submission of an appeal does not guarantee approval of an appeal.
- Appeals must be submitted no later than two weeks prior to the last day of the semester or part of term for which the aid is sought. Financial aid cannot be reinstated retroactively for a past semester.
- Extenuating circumstances that may be considered include, but are not limited to, personal illness or accident, serious illness or death within the immediate family, other circumstances beyond the reasonable control of the student, major changes, and second degrees.
- Appeals must be submitted in writing to the Office of Financial Aid using the form published by the Office of Financial Aid.
- Supporting documentation from third-parties is highly encouraged. To be considered documentation must relate to the time period during which SAP standards were not met. Examples of documentation may include but are not limited to an obituary notice, divorce decree, or a letter from a physician, attorney, social services agency, parole officer, employer, etc.
- A student must demonstrate that the condition or situation which caused the student to fail the SAP standards has been resolved.
- Approved appeals result in the status of Financial Aid Probation. Denial appeals remain on Suspension.
- Students are notified of appeal results via Titan email.
- A student whose appeal is denied may submit a written request for a review of the appeal to the Director of Financial Aid. The Director of Financial Aid's decision is final.

REGAINING ELIGIBILITY

A student on Suspension may only regain eligibility for financial aid by two methods:

1. Submitting an appeal that is approved by the Office of Financial Aid, or

2. Successfully completing enough coursework to once again meet the minimum SAP standards (Minimum Cumulative GPA of 2.0, Completion Ratio of at least 67%, and within 150% of published program length).
 - Students must notify the Office of Financial Aid in writing once the above requirements have been met.

Paying for one's classes or sitting out a term is NOT sufficient to reestablish eligibility.

REPAYMENT OF UNEARNED FINANCIAL AID – RETURN OF TITLE IV FUNDS

If a student receives federal financial aid and completely withdraws from all classes within the first 60% of the term, stop attending all classes without notification, or has a break in attendance during the semester, a pro-rated portion of the student's financial aid may need to be repaid. The student will be responsible for the amount of aid that must be repaid.

CLOCK HOURS PROGRAMS

The following provisions apply to clock hour programs:

- Aid for clock hour programs is disbursed according to completion group.
- The initial installment will disburse after the Office of Financial Aid receives confirmation that the student has begun attendance.
- Subsequent installments will disburse once the student has completed the necessary number of weeks and hours and has passed the classes within a completion group.
- The Office of Financial Aid cannot release subsequent disbursements until we receive attendance records verifying the time and dates the student's attendance.
- Clock hour students must clock in and clock out of classes.
- Withdrawing from classes or ceasing to attend class may result in owing back a portion of federal aid.
- No more than 10% of class time may be considered excused absences. An instructor may follow a stricter policy in his/her class.
- If you stop attending classes or withdraw from the program, you may owe back a portion of your federal aid.

FINANCIAL AID PROGRAMS AVAILABLE

GRANTS

Grants are a type of aid that do not have to be repaid and may be awarded if you show financial need based on the Free Application for Federal Student Aid (FAFSA). The grants listed here are administered by EFSC based on state and federal regulations.

Federal Pell Grant

- This is a federal grant program for students with the highest financial need.
- Students with a prior bachelor's degree are not eligible.
- Initial awards are estimated based on the results of the FAFSA. Estimates will change if any criteria used to determine your eligibility, such as major, degree status, satisfactory academic progress, income or family information changes.
- Actual payment will not be determined until after the Drop/Refund Deadline of the term listed in the Academic Calendar in the online official catalog.
- Students do not have to be enrolled full time to receive a Pell Grant award. The amount actually paid from the Federal Pell Grant will be prorated if students enroll for less than 12 credits in a given term.
- Students must attend class to be eligible for the Pell Grant. If a student is withdrawn for non-attendance prior to the actual payment of Pell Grant funds, payment for the withdrawn class(es) may not be made.
- Students are eligible to receive a Pell Grant award for no more than 12 terms of full time equivalency enrollment regardless of major, catalog year or initial term or enrollment in a post-secondary institution.

Federal Supplemental Educational Opportunity Grant (FSEOG)

- This is a need-based federal grant awarded to Pell Eligible students with exceptional financial need.
- Limited funding is available and is awarded on a first come-first served basis.

Florida Student Assistance Grant (FSAG)

- FSAG is a need-based program for students who meet Florida residency requirements.
- Priority is given to qualified renewal students and students with high unmet financial need.
- Limited funding is available in this program, and funding is awarded on a first come-first served basis.
- FSAG is available for fall and spring terms only.
- For additional details and regulations, visit www.floridastudentfinancialaid.org.

LOANS

Loans are a type of financial aid that must be repaid. To be eligible for federal loans, students must begin attendance in at least six credit hours (half-time). EFSC determines the amount of federal loans a student can borrow based on the cost of attendance, the other financial aid a student receives, and the annual and aggregate limits set by the Department of Education. Students must sign a Promissory Note and complete entrance loan counseling to receive federal student loans.

Federal Direct Subsidized Loans

- Direct Subsidized Loans are available to undergraduate students with financial need.
- The interest is subsidized while students are enrolled at least half-time and in grace periods.
- Students who are first-time borrowers on or after July 1, 2013 may not receive Direct Subsidized Loans for more than 150% of the published length of their academic program.

Federal Direct Unsubsidized Loans

- Direct Unsubsidized Loans do NOT require financial need.
- Students are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If students choose not to pay the interest while in school and during grace periods and deferment or forbearance periods, the interest will accrue (accumulate) and be capitalized (that is, the interest will be added to the principal amount of your loan).

Federal Direct Parent PLUS Loans

- PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay for college.

- The loans do not require financial need, but the borrower cannot have adverse credit.
- The student must complete the Free Application for Federal Student Aid (FAFSA).
- Loan amounts must not exceed the cost of education less other financial aid.

Private Loans

- Banks and financial institutions also offer students loans.
- Students are encouraged to compare rates and terms to those of Federal Direct Loans.
- EFSC does not maintain a private lender list.

SCHOLARSHIPS

Bright Futures

Bright Futures is a state scholarship awarded to Florida high school graduates who demonstrate high academic achievement. Eligibility is determined by the Florida Department of Education Office of Student Financial Assistance (OSFA). Applications and eligibility criteria are available from your high school guidance office or from the Florida Department of Education Web site: www.floridastudentfinancialaid.org. EFSC receives an electronic roster about eligible EFSC scholarship recipients from OSFA.

You must designate EFSC as the school you plan to attend and must enroll for at least six credits of college-level course work each term. You must be classified as a Florida resident for tuition purposes and be a degree-seeking student. Initial award amounts are estimated. **Actual payment will be based on your actual tuition charges.** Bright Futures awards are available for Fall and Spring Terms only and will not cover the required access fee or lab fees.

If you withdraw from any course(s) that were paid for by a Florida Bright Futures Scholarship, you are responsible for repaying the cost of tuition and fees for those course(s). If the withdrawal was due to illness or emergency beyond your control, you may appeal to the Office of Financial Aid by May 15, 2017.

For full details about the Bright Futures program and program regulations, review the Bright Futures Student Handbook available at www.floridastudentfinancialaid.org.

EFSC Foundation Scholarships

All students are encouraged to apply for scholarships via Titan Scholarships, EFSC's online scholarship application system, to be considered for scholarships funded by generous donations to the EFSC Foundation. Current and admitted students can log in to [myEFSC](#) and click on the Scholarships icon. There are two different kinds of "opportunities" in Titan Scholarships — scholarships to which you will "auto match" if you meet the qualifications and scholarships you "apply to" because they require additional information. While submission of the Free Application for Federal Student Aid (FAFSA) is not required, [submitting a FAFSA](#) will increase your likelihood of "auto matching" with opportunities if your FAFSA results indicate you have financial need.

The scholarship deadline for 2016-17 applications is June 15, 2016. An additional application cycle may be opened at the discretion of the EFSC Foundation and Office of Financial Aid if remaining funds are available.

Institutional Scholarships

EFSC offers a variety of scholarships based on academic merit, athletic or artistic talent, and leadership skills. See the [EFSC website](#) for additional information.

Titan Advantage Scholarship

The Titan Advantage Scholarship is EFSC's most prestigious academic scholarship. The Titan Advantage Scholarship supplements the Bright Futures Scholarship awarded to Florida Academic Scholars (FAS) to cover remaining tuition costs and mandatory fees for the fall and spring semesters. Additionally, after completion of at least 6 credit hours during the preceding fall or spring semester, students can receive summer funding to cover 100% of tuition and mandatory fees for up to 6 credit hours. Students must maintain eligibility for the Florida Academic Scholars award to receive the Titan Advantage Scholarship.

Outside Scholarships

Many clubs, organizations, and businesses outside of EFSC offer scholarships to college students. Students can obtain information about these awards from high school guidance offices, libraries, or from the Internet. EFSC posts information about select local scholarships online at a scholarship bulletin board at <http://www.easternflorida.edu/admissions/financial-aid-scholarships/scholarship-information/outside-scholarships.cfm>. Students are strongly encouraged to pursue outside scholarship opportunities. All scholarships should be reported to the Office of Financial Aid.

WORK STUDY

This is a federal work program for students with financial need that employs students in campus offices. As a work-study employee, students may work up to 20 hours per week and earn at least minimum wage. Interested students should visit the Campus Provost's Office to inquire about available positions. If hired, students receive a paycheck from EFSC's Payroll Department every two weeks based on the numbers of hours worked and the hourly wage.

Various campus departments also hire a limited number of Student Assistants who do not qualify for work study. Students may inquire with the campus Provost's Office regarding Student Assistants positions if interested in on-campus employment.

RIGHTS & RESPONSIBILITIES

As a student financial aid consumer

You have the right to:

- Be informed about financial aid application procedures, cost of attendance, aid available and renewal requirements.
- Have confidential protection of your financial aid records. The contents of your financial aid file are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Request a review of decisions made by the Eastern Florida State College financial aid staff. A letter explaining your situation in detail should be submitted to the Director of Financial Aid.

You have the responsibility to:

- Complete applications correctly and on time.
- Check your Titan e-mail account regularly.
- Read and understand all materials sent to you from the Office of Financial Aid and other financial aid agencies by e-mail

- and/or letter; keep copies of all forms and materials submitted.
- Know and comply with the rules governing your aid program(s).
 - Comply with the provisions of any promissory note and all other agreements you sign.
 - Register for the appropriate number of credits and maintain satisfactory academic progress.
 - Request personal assistance if you have questions or do not understand the information provided to you.
 - Register for courses that count toward your degree or certificate.
 - Attend class.

GRADUATION

Students who are ready to graduate must submit an Intent to Graduate Application by the prescribed application deadline during the term in which they plan to graduate. It is advised that students review their degree progress either via myGPS or with an advisor. The application form may be completed either online along with the credit card payment, or a paper application may be completed, signed by the student and a student advisor, or the student may complete an online audit and sign prior to submitting the application to verify that the student has or will have completed all degree requirements within the term applying*. Degrees are not conferred until all grades have been posted and a final verification of the student's record is completed by the Office of the Registrar.

*Students who live outside of Brevard County may run an audit via myGPS and apply online.

The College holds two commencement ceremonies for graduating students: a spring ceremony in May and a summer/fall ceremony in December. Students who reside in North Brevard and Health Science majors walk in the noon ceremony while students who reside in South Brevard walk in the 3:30 pm ceremony. Students who complete their requirements for graduation during the summer will be officially graduated in the summer and the degree or certificate awarded and mailed. Summer graduates are invited to "walk" in the summer/fall ceremony.

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



Graduation Fees

A graduation fee of \$20 per degree must accompany the application. The application deadline date is published each term in the Schedule of Classes, the Academic Calendar and on the EFSC website: www.easternflorida.edu. If student is applying for an Associate in Science degree that has imbedded College Credit Certificates (CCCs), there is no charge for the CCC diplomas."

Late Fee

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

Re-Application Fee

Students who do not complete all graduation requirements in the term of initial application must submit a new Intent to Graduate Application by the published deadline and pay the \$20 graduation processing fee(s) in the term they complete their requirements.

Duplicate or Replacement Diploma

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

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

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

As of July 1, 2013 all replacement diplomas requested are printed as an Eastern Florida State College diploma. Replacement diplomas for degrees originally conferred before the name change from BCC to EFSC include the statement: "Degree granted by Brevard Community College. This institution officially became Eastern Florida State College on July 1, 2013."

Financial Obligations

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

Graduation with Honors

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

Graduation with Multiple Degrees

Students may earn more than one degree or certificate from EFSC. Students may earn only one Associate in Arts degree in the state of Florida; however, they may earn unlimited Associate in Science degrees. While some Associate in Science degrees and College Credit Certificates have multiple options, students may receive the respective degree/certificate only once. The transcript and diploma will be posted with the degree name, not the specialization.

Transcripts from other institutions

Students must satisfy all EFSC admissions requirements before they will be awarded a degree from the College. This may include submission of official high school and college transcripts. If the outstanding transcripts are not received, the degree will not be awarded.

Governing Catalog

The college catalog is the official document that describes the policies, academic programs and requirements for students attending Eastern Florida State College. Students are held responsible for knowing and adhering to the policies and requirements that affect them.

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

- The initial governing catalog term is the same as the initial term of registration. To maintain that catalog term, student must complete at least one course within three



consecutive terms. Completion of a course means student earned a grade in the course, including a letter grade, I or W%. Spring, summer, and fall are each considered a term.

- The governing catalog is valid five academic years. The governing catalog for students whose catalog has expired will be the one in effect in the next term of enrollment.
- A student may officially declare any subsequent catalog as his/her governing catalog and follow its requirements providing he/she has continuous enrollment and the catalog is not more than 5 years old.
- If a student changes his/her degree or certificate program, he/she is required to choose from the current program offerings and follow the requirements of that catalog.
- The governing catalog for students pursuing limited access programs will be the catalog in effect when they are accepted into the program.
- After three consecutive terms of non-attendance, student will be inactivated and catalog term will be updated upon readmission.
- In all instances, students who return to EFSC after enrolling at another college or university (except with transient or cross-registration permission) must follow the university graduation requirements of the catalog in effect at the time of their readmission.



Official Catalog

The official version of the catalog is the online version on the EFSC website. Should the Board of Trustees approve changes in program requirements to be effective within an academic year, the revised requirements will be available in the online catalog. It is expected that the only changes will be the correction of errors and the inclusion of new courses and programs approved for offering mid-year; however, in rare instances changes to policy may occur mid-year.

Course Waiver/Substitution

A student may request a course waiver or substitution for a degree requirement by submitting a Petition for Course Waiver or Petition for Course Substitution form to the Office of the Registrar. The Office of the Registrar will consult with the appropriate program or cluster chairs to verify that the change will not impact the integrity of the program.

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

HEALTH, SAFETY, AND SECURITY

Campus Security

The EFSC Security Department operates 24 hours a day, 7 days a week, including holidays. The campus Security office can be reached at the following numbers; however, if there is an injury or extreme emergency - call 911 first, then the Campus Security department.

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

The Florida Department of Law Enforcement has established a toll-free number (1-888-FL-PREDATOR) and a website (www.offender.fdl.state.fl.us/offender/homepage.do) that allows the public to request information about sexual predators and sex offenders living in their communities and around the state. Eastern Florida State College takes pride in providing safe and secure campuses for its students, faculty, and staff.

Campus Safety

Each year, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), Eastern Florida State College publishes an Annual Security Report containing crime statistics and institutional policies and procedures relating to safety and security, including information about crime reporting, emergency announcements, sexual misconduct, alcohol and drugs, safety awareness, and resources available to the College community. The Annual Security Report can be obtained at any campus Security office, the Campus Security home page, or online at: <http://www.easternflorida.edu/documents/asr.pdf>. Anyone wishing to learn more about the Clery Act is asked to visit the Campus Security home page or contact any EFSC Security Office. Keeping students, faculty and staff safe is the highest priority of EFSC.

Emergency Notifications

Eastern Florida State College has implemented an emergency alert notification system known as "Titan Alerts" that delivers reliable text and email messages anytime there is an emergency or potential adverse weather conditions on campus that pose a safety concern for students, faculty or staff.

To enroll in Titan Alerts, log into the myEFSC portal and click on the Titan Alerts link. There is no charge from EFSC for using this service, but there may be a nominal fee from your cell phone carrier to receive text messages.

Parking Regulations

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

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

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

Cocoa Campus Security Building 1 Room 100
Melbourne Campus Security Building 1 Room 123
Palm Bay Campus Security Building 1 Room 101B
Titusville Campus Security Building 1 Room 101A

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

The deadline for having a parking permit is by the end of the first week of classes each term. Students who do not have a parking permit after this date will be issued \$15 parking citations by EFSC Campus Security for each occurrence.

Student Photo ID Cards

Students must have a Student ID card. These can be obtained through Security at the same time they pick up their parking permits at any of the campus security offices.

2016-2017 Parking Permits

To request and purchase a 2016-17 annual parking permit, students must follow these steps:

1. Request a parking permit electronically by logging onto Titan Web Services using your Student ID Number and password. After you log in, click on Student Services > Parking Permits > Request a Permit. Students either must select a vehicle that is already registered at EFSC or add a new vehicle to the EFSC registry. Click Submit once the parking permit request is complete. Once a student clicks the submit button, his or her account will be charged \$40 plus tax per vehicle and his or her request for a permanent parking permit will be processed. A printable temporary parking permit will be provided in Titan Web Services, which students can print and use immediately.
2. Prior to the expiration date listed on the temporary parking permit, students must turn in the temporary parking permit at the campus security office for an annual parking permit to avoid parking citations on campus. Once students receive their parking permit, students must adhere the permit to the left side of their vehicle's rear bumper or exterior lower left side of their vehicle's rear glass window. Parking permits must be adhered to motorcycles in a visible location.

Parking permits are now available through Titan Web Service's parking permit request system. Students registered for classes who wish to park a vehicle on any of EFSC's four campuses are encouraged to request your parking permit today.

Student Health

The College conforms to the American College Health Association's recommended standards for confidentiality of information pertaining to the medical situation of employees and students as presented in the Recommended Standards for a College Health Program, 4th edition, 1984. These standards include: "... no specific detailed information concerning complaints or diagnosis to be provided to faculty, administrators, or even parents without the expressed written permission of the patient in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974." Although Eastern Florida State College does not REQUIRE vaccination against meningococcal disease or Hepatitis B for students, EFSC strongly

encourages everyone attending the College to be aware of the symptoms, risk factors, preventative measures, and treatment for these diseases.

Drug-Free Campus

Because the likelihood of success is dramatically reduced for students who abuse drugs, Eastern Florida State College is determined to have drug-free campuses. Illegal use of drugs or alcohol will not be tolerated on any EFSC campus or at any EFSC- sponsored event off campus.

Eastern Florida State College requires applicants to commit themselves to obeying the law and refraining from illegal drug and alcohol activity on its campuses and at its events. Applicants who cannot agree to sign this pledge will not be granted admission to Eastern Florida State College. However, they will be offered referral counseling to inform them of drug rehabilitation services in the community which may help them. The Student Services Office on each campus can provide further information.

A student who is convicted for a drug-related offense that occurred on campus or while in attendance at a college event will be sanctioned up to and including suspension or expulsion. A student who tests positive for an illegal drug or controlled substance during screening for college-related programs or for program-related clinicals will also be sanctioned up to and including suspension or expulsion.

The College has the responsibility to refer for prosecution anyone engaging in illegal drug or controlled-substance activity on its campuses or off-campus events. A student who is convicted of any drug offense must report it to the Associate Provost or Dean on his/her campus within five days. Students may contact the same office for an explanation of appeal rights for each step of the disciplinary process.

Smoking

Smoking of any tobacco products and electronic cigarettes are strictly prohibited within all College work areas, including conference rooms, classrooms, restrooms, stairwells and hallways. Smoking is also prohibited in any vehicle (to include golf carts) the College owns, hires, or leases. Smoking on College property will only be allowed at designated smoking areas. Employees, students and visitors may use designated smoking areas only. Proper disposal of smoking material in the ash urns provided is required.

Hepatitis B

Hepatitis B is a virus that infects the liver. With this disease, signs and symptoms occur in about 30% to 50% of patients infected. Only 30% have jaundice (yellowing of the skin and whites of the eyes). Children under the age of five rarely have symptoms of hepatitis. When and if symptoms occur, patients may show signs of jaundice, fatigue, abdominal pain, loss of appetite, nausea, vomiting, and joint pain. Some patients will become chronically infected with Hepatitis B. This will occur in up to 90% of children born to mothers who are infected, 30% of children infected at one to five years, and six percent of persons infected after age five. Death from chronic liver disease occurs in 15-25% of chronically infected persons - 1.2 million individuals are chronic carriers of Hepatitis B in the United States. The World Health Organization (WHO) estimates that approximately 5% of the world's populations are chronically infected with Hepatitis B. One million die from Hepatitis B worldwide each year. In the United States approximately 80 thousand become infected and approximately 3,000 die annually from Hepatitis B. Risk factors for Hepatitis B are individuals whom have multiple sex partners or diagnosis of sexually transmitted diseases, sex contacts of infected persons, injection drug users, household contacts of chronically infected persons, infants born to infected mothers, infants/ children of immigrants from areas with high rates of Hepatitis B, some health care workers, and hemodialysis patients.

You should not be vaccinated with this vaccine if:

- You have ever had a life threatening allergic reaction to baker's yeast(used to make bread)
- You have ever had a severe allergic reaction to previous dose of Hepatitis vaccine
- Or, you are moderately or severely ill at the time of a scheduled vaccine with Hepatitis B (you should wait until you recover from the condition).

Individuals who take these vaccines should have few if any side effects. These diseases are always much more severe than the vaccine. A few individuals may experience:

- Soreness and/or redness where the shot was administered, lasting a day or two,
- Mild to moderate fever, again lasting a day or two. Severe reaction is extremely rare!

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

HIV, AIDS and Other Life-Threatening Diseases

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

Meningococcal Disease

An acute bacterial disease, Meningococcal Disease is characterized by sudden symptoms of fever, intense headache, nausea and often vomiting, stiff neck and frequently a petechial (small purplish red spots) rash which may appear pink in color. Symptoms may mimic Influenza. Approximately 2,500 to 3,000 individuals are diagnosed with Meningococcal disease in the United States annually. Most cases seem to occur in the late winter to early spring. Although Meningococcal disease is primarily seen among very small children, this disease occurs commonly in children and young adults. College students particularly those who reside in dormitories may be at increased risk for Meningococcal disease. The general population may have an incidence of 1.1 per 100,000 while those students in dormitories have a rate of three to five cases per 100,000. Transmission occurs by direct contact, including droplets from the nose and throat of infected persons.

The exchange of saliva by kissing, sharing of food utensils, and sharing cigarettes is the most common modes of transmission among college students. Before early diagnosis, modern therapy and supportive measures the death rate exceeded 50%. The vaccine is administered with one dose for individuals two years of age. The vaccine may be given to pregnant females. You should not be vaccinated with this vaccine if you have had a serious allergic reaction to a previous dose of this vaccine or are mildly ill at the time of scheduled Meningococcal vaccine.

Student Insurance

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

Counseling / EFSCares

EEFSCares is a free, confidential student counseling service available to all part- and full-time enrolled students that provides 24-hour counseling seven days a week. The service is a college partnership with BayCare Behavioral Health, a Florida community-based health care organization. When any enrolled EFSC student calls the toll free telephone number, 1-800-878-5470, a BayCare Life Management operator will explain how to access the EEFSCares counseling service, also referred to as the Student Assistance Program (SAP). You'll be connected to a licensed mental health provider who will assess your personal situation and refer you to local face-to-face counseling providers, if needed.

EFSC students are eligible to receive unlimited free telephone assessments and up to three free, individual face-to-face counseling sessions per year. EFSC does not track your information. This is a private, confidential service to help you when you need it most.

**For immediate assistance: Call the EEFSCares Hotline at
1-800-878-5470**

For additional information:

Dr. Laura Sidoran
Student Assistance Program Liaison
321-433-7008
sidoranl@easternflorida.edu



**Free and confidential
student counseling
services available**

EEFSCares

800-878-5470

www.easternflorida.edu/student-life/counseling-efscares

HONORS PROGRAM

For more information or for an application, call the Honors Program Associate Director (321) 433-5591.

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



Honors Program Benefits

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

- Small classes
- An environment promoting scholarly research as well as independent and critical thinking
- Recognition at graduation for Honors Diploma graduates and Honors Program Affiliates
- Convocation Dinner Reception for honors diploma and honors affiliate graduates

Admissions Requirements

To enroll in the Honors Program, students can submit an online Honors Program Application, or ask an EFSC advisor for more information. The Honors office and advisors will verify students have met the Honors Criteria. To get to the online application: to to the EFSC website, click on "Academic & Career Options" and click on "Honors Program" on the dropdown menu. Then, click "Apply Online" on the bottom right of the main Honors page. Students interested in taking Honors courses may also visit the Honors Program office on the Melbourne Campus Bldg. 1, Room 126. (Note: students may not be enrolled in honors classes and developmental classes at the same time.)

Applicants must meet the following requirements:

For students with no college experience or less than 12 hours of college credit:

- Have a high school GPA of 3.5 or above on a 4.0, unweighted scale **or**
- Have an SAT combined score of 1100 or above, or an ACT composite score of 26 or above **or**
- Have CPT or FELPT score of 100 or above on Sentence Skills and 97 or above in Reading **or**
- Have a PERT score of 116 or above on Sentence Skills and Reading.

For students with 12 hours or more of college credit:

- Have a 3.5 cumulative GPA from at least 12 credit hours of college-level work (for students currently enrolled at EFSC; no more than 6 credit hours will be accepted for transfer from another accredited postsecondary school). Additionally, students may not be enrolled in Honors classes and College Prep classes at the same time.

Program Options

Students may participate in the Honors Program as an Honors Student (seeking an Honors Diploma) or as an Honors Affiliate (simply seeking access to the Honors classes and program benefits). Both levels require that students meet the aforementioned qualifications for admission to the program. In order to be eligible for an Honors Diploma, Honors Students must complete a minimum of 18 credit hours of Honors classes, service-learning and leadership requirements while maintaining overall cumulative GPA of at least 3.5. Honors Affiliates do not need to complete 18 credit hours of courses, but may still take Honors classes. Admission requirements are the same, but Honors Affiliates are only required to complete 9 hours of Honors courses and do not need to perform the Service Learning and leadership requirements. However, they are required to maintain a cumulative GPA of at least 3.5. Transcripts, will note the Honors classes taken.



Honors Diploma Graduation Requirements

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

Completion of leadership requirements (may be met through completion of SLS 2261H or 48 hours of leadership experience approved through the Honors office.) For more information or an application, call the Honors Program Associate Director (321) 433-5591.

Honors EFSC/UCF 2+2 Program at Cocoa

Students interested in completing their baccalaureate degree with UCF "University Honors" distinction may now do so through an agreement EFSC has with the Burnett Honors College. Upon completion of the A.A. degree and admission into UCF's Burnett Honors College, EFSC students can transfer to "University Honors" at UCF when they submit the following information to the Burnett Honors College:

- A completed University Honors Application
- A transcript showing
 - 18 credit hours of Honors course work
 - 3.5 overall GPA
- A copy of the student's EFSC Honors diploma.
- Students wishing to be a part of UCF's Burnett Honors College, must graduate from EFSC's Honors Program



Honors AA students who are admitted to "University Honors" under the

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

Phi Theta Kappa

Phi Theta Kappa's mission is to both recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through participation in leadership, service, and fellowship projects, as well as being eligible for millions of dollars in transfer scholarships.

PTK Eligibility Requirements

Eligible students will receive letters asking them to join this prestigious honor society when they have completed the following:

- 12 or more college credits hours
- A cumulative grade-point average of 3.5 or higher

Each of the four geographic campuses has a chapter of Phi Theta Kappa. Phi Theta Kappa Honor Society graduates are eligible to wear gold colored stoles, blue and gold cords, and tassels in recognition of their academic achievement as well as recognition on their diplomas and transcripts.



Military & Veteran Services



Service Center

Veterans attending Eastern Florida State College can access special services through this Center to meet their often unique educational and personal needs.

Services offered include:

- Access to veteran-specific financial aid information
- A student orientation program tailored for veterans
- Training for faculty and staff on the special assistance veterans may need inside and outside the classroom
- A computer work area where veterans can get help accessing information on their VA benefits
- Mentoring and tutoring programs through local veteran and community organizations; Coordination with Collegiate Veteran's Society, a student club dedicated to help fellow veterans in the transition from military to college life.
- Monthly visits from representatives of the Department of Veterans' Affairs to assist veterans with a range of issues
- Qualified specialists to provide on-campus support for veteran specific transition concerns, and increasing outreach to veterans through the College's EFSCares student counseling program.

Offices of the Military & Veterans Service Center are located on the Cocoa and Melbourne Campuses, but representatives from the Center hold office hours on the Palm Bay and Titusville Campuses every month. Additionally, any EFSC student who served in the military can visit or call the Military & Veterans Service Center.

U.S. Veterans and Eligible Dependents Applying for Veteran's Education Benefits

Eastern Florida State College is fully accredited and approved for veteran's training. Veterans and other eligible dependents planning on using their veteran's education benefits should contact the Military & Veterans Service Center, Ralph M. Williams Student Center, (Building 11), Room 113, Cocoa Campus or the Student Services Center (Building 1), Room 140, Melbourne Campus at the earliest opportunity. Applications and instructions for completing a VA Education Benefit package will be provided during the initial visit. All new students must also file an admission application and meet all of the admission requirements. Once this is completed and you have registered for classes, return to the Military & Veterans Service Center to request certification for education benefits. Bring a copy of your application for education benefits or Certificate of Eligibility, class schedule, DD214, and, if needed, a signed Prep Memo from an advisor. Each term thereafter you are required to notify the Military & Veterans Service Center that you are registered and request to be certified. The Military & Veterans Service Center will not certify you automatically.

Standards of Academic Progress

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

Attendance Standards

Regular class attendance is required beginning with the first class meeting. EXCESSIVE ABSENCES is defined as being absent more than 15% of class meetings. However, instructors can establish a more rigorous attendance standard for their individual classes. If a veteran student exceeds the maximum authorized absences, instructors may withdraw a student for non-attendance and the Military & Veterans Service Center will adjust the student's VA education benefits accordingly. It is the policy of the Department of Veterans' Affairs that veteran students who withdraw from a class after the established drop deadline or are administratively withdrawn will be required to repay all benefits received for those classes unless mitigating circumstances are determined as excusable by the Department of Veterans' Affairs. The only exception to this policy is that the VA will allow students to withdraw one time for a maximum of six credit hours without having to furnish mitigating circumstances and/or repay benefits. Students receiving veteran's

benefits who are reported as never attending a course will be withdrawn (W7) from the class and benefits adjusted or rescinded. Students are required to attend courses until the end of the term. If a student receives an "F" and the instructor reports a last date of attendance before finals week, the student's education benefits will be adjusted down, effective the last date of attendance. The VA Regional office determines if benefits will stop effective the last date of attendance or possibly taken back to the beginning of term causing a large overpayment.

Enrollment Policies/Procedures

Students are entitled to receive educational benefits only if pursuing an approved program of courses leading to a degree or vocational objective. Random selection of classes for VA payment is prohibited. Coursework must be part of an approved program of study as reported to the VA. Deficiency/Developmental classes can be certified for VA benefits if a college program advisor documents that the college-accepted testing method reveals that secondary level training is needed for the student to reach a certain mastery level necessary for pursuit of a postsecondary program of education. If the student entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma, or a student is serving as an active duty member of any branch of the United States Armed Services, he/she is not required to take the common placement test, nor is he/she required to enroll in Deficiency/Developmental classes.

For students who fall under these guidelines, the VA office will not certify Deficiency/Developmental classes.

Any Deficiency/Developmental class must be taught in a classroom setting to be certified for VA educational benefits. The Military & Veterans Service Center cannot certify a veteran to take an online or hybrid Deficiency/Developmental course. VA students who complete a developmental class before the end of the term will have their benefits reduced accordingly. The instructor will notify the Military & Veterans Service Center by memorandum of the date the course was completed.

VA RATE TABLE	15-19 weeks	13 weeks	12 or 11 weeks	10 weeks	9 weeks	8 weeks	6 weeks
Full	1 2	9 - 1 2	8 - 1 2	7 - 1 2	6 - 1 2	6 - 1 2	4 - 1 2
3 / 4	9 - 1 1	7 - 8	6 - 7	5 - 6	5	4 - 5	3
1 / 2	6 - 8	6 - 5	4 - 5	4	3 - 4	3	2
Tuition	1 - 5	1 - 4	1 - 3	1 - 3	1 - 3	1 - 2	1

Graduation Electives

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

Reserve Officers' Training Corps (ROTC)

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

ROTC Admission Requirements

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

CONTINUING EDUCATION

Workforce Training and Certifications

EFSC offers continuing education and non-credit courses to both individuals who wish to upgrade their skills and knowledge, and employers seeking customized or contract training for their employees.

Courses are designed to provide the participant with employable, work-ready skills, enhance and improve knowledge, and provide professional development opportunities beyond current job requirements. Courses focus on supporting growth industries or emerging technologies to provide the participant with an opportunity to engage in advanced technical training and learn current workplace practices.

Workforce Training offers courses in:

- Alternative Energy
- Business Administration
- Computer Applications
- Electronics/Fiber Optics/Precision Soldering
- Foreign Languages
- Health Sciences
- Human Resources
- Industry Certifications
- Insurance Pre-Licensing

Online continuing education courses are offered through a partnership with ed2go. Courses are highly interactive and are taken entirely over the Internet. Courses are available to meet short-term professional development and enrichment needs or longer term career goals. All courses are led by expert instructors. New classes start each month.

For more information or to register for courses please call (321) 433-7500 or see www.easternflorida.edu/workforce.

Corporate Services offers customized contract training to area employers including courses to improve both technical and soft skills. Training can be provided on-site at employer locations or at EFSC facilities. Corporate Services' skilled and experienced instructors facilitate training programs to increase the competitive advantage of a business or organization by:

- Developing more competent employees with broader skill sets
- Providing learning opportunities to improve morale
- Increasing analytical and critical thinking skills to innovate and solve problems
- Educating employees to increase production

For more information about EFSC Corporate Services please call (321) 433-7505.



Small Business Development

The Small Business Development Center offers specialized training and education for new and existing small businesses and entrepreneurs in order to help them succeed and grow. As part of the Florida Small Business Development Center Network (FSBDC) fee based and no cost seminars and workshops are offered to address a variety of topics, such as business start-up, basic management techniques, business planning, record keeping, specific industry issues, government contracting, international trade, marketing, social media, and more. Contact (321) 433-5570 or visit www.easternflorida.edu/go/sbdc for more information.



REGISTRATION

Meet with an Advisor

All first-time degree-seeking students must meet with an advisor. Students are encouraged to consult with an advisor every term to monitor progress. Student advisors will assist students to develop an educational plan of study, select classes, and address other academic concerns.

Academic advising is available on all campuses by appointment or on a walk-in basis. Advisors are located in the Student Services Center at each campus. Students and advisors will have more time to interact during non-peak registration times. Childcare services available for students at EFSC Cocoa and Melbourne campuses. For more information, please visit, <http://www.easternflorida.edu/community-resources/child-development-centers/>

Register for Classes

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

Visit www.easternflorida.edu/go/register for registration instructions.

Prior to registering, students should check the Academic Calendar to determine registration dates. Students should also visit an advisor during non-registration periods to discuss academic progress and map out an education plan.

Course Load - Semester Hours	
Maximum Course Load	18
Advisor's Signature Needed	19 – 21
Associate Provost/Dean Approval	22 or more

Registration Holds

Students' records may have a hold that prevents them from registering for classes. Typical reasons for a hold include outstanding debt, incomplete admission records, or missing placement test results. Check with the appropriate department to clear the hold.

Auditing a Class

Students who have been admitted to EFSC and who wish to take classes without receiving credit may request to audit a class. The following guidelines apply:

- Student must have a standard diploma from an accredited high school, State issued GED, or be a homeschool graduate.
- Students must submit a Request to Audit form to the Admissions and Records Office to register.
- Student may change from audit to credit or credit to audit up until the published Last Day to Drop with Refund.
- Fees for audited classes are the same as graded classes.
- Students should confirm their audit status with the instructor at the first class meeting.
- Classes taken on an audit basis may not be counted when calculating eligibility for Veterans benefits, financial assistance, or certification of enrollment by outside agencies.
- Students auditing classes must meet all class prerequisites, including appropriate test scores.
- Students may not audit college developmental classes (SBE Rule 6A-14.0301). Other limited access classes also may not be available for audit.
- Student will receive a grade of "AU" for classes audited. Classes that are audited will not affect the grade point average or academic standing, and will not award credits.
- Audited classes count as "attempts" toward full cost tuition. Class tests or examinations are not required of the student auditing a class. However, class attendance is expected.

Dropping a Class

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

Pay Your Fees

- Fees will be assessed to the student upon registration for classes. The student's portion of fees must be paid by the deadline established in the Academic Calendar. While students may be dropped from class(es) for nonpayment of fees, students are responsible for dropping classes they do not plan to take. Check the Academic Calendar for Important Term Dates including Fee Due Deadlines. Visit the website at easternflorida.edu/admissions/tuition-and-fees/how-to-pay.cfm for convenient payment options.
- Stop by a campus cashier's office to pay your fees with cash or check. Go online to pay your fees with a credit card.
- Consider an on-campus student assistant position or federal work-study job, if eligible. Visit a campus provost office for more information.

Late Registration Fee

A one-time per term late registration fee of \$50 will be assessed to students who register for classes after each part of term's published fee due date. The fee will be assessed during the add/drop periods.

Student Photo ID Card

Students must obtain a Photo Identification Card. These can be obtained through Security at the same time they pick up their parking permits at any of the campus security offices. The photo ID card is designed to be carried in the wallet, and also serves as the student's library card. There is no charge for the card. However, there will be a charge for replacement of lost cards. To obtain a Student Photo ID Card, take a copy of your class registration, along with a photo ID, to the campus security office. Make sure that the name and address on the registration and photo ID are the same.

Obtain a Parking Decal

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

EFSC campuses and is strictly enforced. Student records may be placed on hold for unpaid fines.

Late Class Additions

Students should be aware that they are responsible for meeting instructor requirements for all classes. Adding a class late, even during add/drop, does not preclude students from completing assignments and attendance required beginning the first day of class.

Dropping vs Withdrawing from a Class

The difference between dropping a class and withdrawing from a class is based on the time of the semester at which the student takes action:

- **Drop:** If a student drops a class, the class will not be included on the transcript and the student will receive a refund of tuition and fees paid for the class.
- **Withdraw:** If a student withdraws from a class, the class will be included on the transcript as a class attempt and the student will **not** receive a refund of tuition and will be responsible for all associated class fees.

Please note: Dropping or withdrawing a class must be completed per instructions below. "Walking away" from a class, without officially dropping or withdrawing, may adversely affect the student's transcript and/or academic standing.

Dropping a Class

If a student must drop a class, the same methods as registration can be used, and must be done by the published Last Day to Drop a Class with Refund. Any tuition paid for a class dropped by the deadline will be refunded. The class will not appear on the student's transcript. After the published Last Day to Drop a Class with Refund, a student must withdraw from the class following required procedures, and will not receive a refund.

Withdrawing from a Class

Student must complete the Class Withdrawal Form and submit to the Admissions and Records Office by the published withdrawal date per the Academic Calendar.

If a student withdraws from a class, the class will be included on the transcript with a 'W.' This 'W' indicates to transcript reviewers that the student attempted the class but eventually withdrew prior to completing the class for a letter grade. 'W's do not count towards a student's EFSC GPA but do count as class attempts. Students will not receive a refund of tuition and fees paid for the class if they withdraw.

Once withdrawn from a class, student MAY NOT continue to attend the class for the remainder of the term.

Before withdrawing, student should:

- Talk with the professor to discuss progress in the class.
- See a Student Advisor to discuss how a withdrawal will affect career and education plans.
- Contact the campus Financial Aid office to review the status of financial aid.

Be aware that class withdrawals:

- May increase the cost of education
- Will result in required repayment of class fees paid by a Bright Futures scholarship
- May affect financial aid status, including the requirement to repay a portion of federal aid
- May affect VA status and may cause interruption of benefits
- May result in having to pay, per State statute, the full cost tuition to retake the class
- May affect anticipated graduation date
- May result in being denied admission to limited access programs
- May affect immigration status if attending EFSC on a nonimmigrant visa

Conditions that apply to a First or Second Attempt in a Class

During a first or second attempt in the same class at EFSC, student will receive a final grade of 'W' - Withdrawn and the withdrawal will count as an attempt at that class. Student will not receive credit for the class, and the 'W' will not be calculated in the grade point average at EFSC; however, the enrollment will count in total attempts in the specific class. Please note that federal financial aid will only pay for ONE repetition of a previously passed class.

Note: A student is not permitted to withdraw after the withdrawal deadline.

Conditions That Apply to a Third Attempt in a Class

Per Florida Statute, students may have only three attempts per class at EFSC, including the original grade, repeat grades, and withdrawals. Upon the third attempt:

- student will be charged full cost tuition,
- student will receive a letter grade,
- student cannot withdraw from the class.

Administrative Withdrawal or Withdrawal for Non-Attendance

(Ref. EFSC Procedure 415: Class Attendance and Withdrawals)

Student may be administratively withdrawn without permission for non-compliance with Florida Statutes and rules or EFSC policies and procedures related to student behavior and conduct. If student is administratively withdrawn from a class, student will receive a final grade of 'W' or 'F'.

A student who is excessively absent from class may be subject to administrative withdrawal from class. It is up to the instructor to decide whether the student is permitted to make up missed work. "Excessive absences" is defined as being absent more than 15% of class meetings (more than twice the number of class hours in one week.) Individual instructors must report students who never attend or stop attending class during the open reporting periods. Students who are reported as not attending will receive a final grade of 'W7' - Withdrawn Never Attended or 'W8' - Withdrawn Stopped Attending.

Enrollment Certification

Eastern Florida State College has authorized the National Student Clearinghouse to provide enrollment and degree verifications. Current term enrollment will not be certified until after the published Last Day to Drop with Refund. Classes that are dropped, withdrawn, audited, or are non-credit classes do not count in credit hours toward enrollment verification. Students may obtain an enrollment certificate through Titan Web.

The College certifies student enrollment according to the following:

- FT (full time) 12 or more credit hours

- QT (3/4 time) 9 – 11 credit hours
- HT (half time) 6 – 8 credit hours
- LT (less than half time) under 6 credit hours

Students enrolled in PAV/Clock Hour Programs will be certified as follows:

- FT (full time) classes meeting 300 or more hours per term
- QT (quarter time) classes meeting 225 – 229 hours per term
- HT (half time) classes meeting 150 – 224 hours per term
- LT (less than half) classes meeting 1 – 149 hours per term

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

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

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



Student Code of Conduct

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

1. **Academic Dishonesty** - Cheating, plagiarism and any other misrepresentation of work are prohibited. Students who are found to be in violation of this standard may receive severe sanctions including a failing grade in their respective course and, depending on the circumstances, possible expulsion from Eastern Florida State College.
2. **Alcoholic Beverages (See #25 also)** - Possession of alcoholic beverages is prohibited on the campuses of Eastern Florida State College and at any College-sponsored activity or event unless officially approved for a specific function by the President.
3. **Animals** - Animals are not permitted in any of the College facilities unless they are ADA recognized service animals or animals that are part of an approved course or presentation. The College procedure for animal use on campus must be followed.
4. **Arson** - No student shall commit or aid in the intentional commission of an act which results in fire being ignited that causes damage or is intended to cause damage, to the property of the College or to the property of any other person.
5. **Assault and/or Battery** - No student shall threaten or inflict bodily harm or discomfort on another.
6. **Breach of Peace** - Conduct or expression on College owned or controlled property which disrupts the orderly functioning of the College or is lewd, indecent or obscene is prohibited. Cellular telephones and audible pagers should only be used outside of classrooms.
7. **Children on Campus** - Because of potential disruptiveness to the learning environment, non-enrolled children are not permitted to visit a class in session or a lab. Children will not be permitted to remain in the common areas of College buildings without adult supervision. Only registered students are allowed to sit in class.
8. **College-sponsored Activities and Events** - Use of College facilities must be approved by the proper College authority. All College-sponsored activities and events, e.g., outdoor concerts, student rallies, outside speakers, etc. are subject to any limitations and provisions established by the appropriate College official.
9. **Complicity** - A student present during the commission of an act by another student which constitutes a violation of College policy may also be charged if the former student's subsequent behavior constitutes support of the violation. Students witnessing any act(s) which constitute(s) a violation of College policy are required to report such incidents to the proper authorities. Confidentiality of the identity of students reporting violations will be maintained as it is not the intent of the College to burden innocent witnesses.
10. **Conduct** - Conduct or expression that is considered, disruptive, lewd, indecent or obscene is prohibited.
11. **Contracting or Representation in the Name of the College** - Students, including those acting as officers within any of the Student Government Association or clubs, are prohibited from contracting in the name of Eastern Florida State College and may not claim to be official representatives of the College. Students will not endorse a product in a manner which implies an official endorsement by the College.
12. **Cosmetology Prohibited Act** - Student cosmetology services shall be performed only in the lab under the supervision of an instructor. All services must be approved in advance by the instructor. Services shall not be performed in restrooms, hallways, or other areas. Students are expected to adhere to the professional standards associated with licensure expectations. **Florida Statute 477.0263** - Cosmetology services shall be performed only by licensed cosmetologists in licensed salons. **Florida Statute 477.0265. Prohibited acts**. It is unlawful for any person to engage in the practice of cosmetology or a specialty without an active license as a cosmetologist or registration as a specialist issued by the department pursuant to the provisions of this chapter. Any person who violates any provision of this section commits a misdemeanor of the second degree, punishable as provided in §.775.082 or §.775.083.
13. **Damage or Destruction of Property** - Accidental damage, vandalism or malicious damage to property belonging to Eastern Florida State College or others may require restitution from the person(s) responsible for such damage and/ or may result in disciplinary action.
14. **Defamation, Threats and Extortion** - Verbal or written communication which exposes any individual or group to hatred, contempt, or ridicule and thereby injures the person, property, or reputation of another is prohibited.
15. **Disruption** - In accordance with F.S. 1006.61 (1): "Any person who accepts the privilege extended by the laws of this state of attendance at any public postsecondary educational institution shall, by attending such institution, be deemed to have given his or her consent to the policies of that institution, the State Board of Education, and the laws of this state. Such policies shall include prohibition against disruptive activities at public postsecondary educational institutions."
16. **Distribution or Sale of Literature or Goods** - Distribution or sale of literature or goods on the campuses must be approved by the Associate Provost or Provost.
17. **Dress and Appearance** - Students are expected to maintain standards of personal appearance and dress which are conducive and appropriate to the maintenance of health, welfare and safety for themselves and for their associates in the community. Dress worn by students must be of sufficient quality and quantity to properly cover and protect the body, including shirt and shoes.
18. **Duplication of Keys** - Duplication of College keys is prohibited.
19. **Failure to Pay Financial Obligations** - The College may initiate disciplinary proceedings against a student who has

allegedly refused to pay or failed to pay a debt he/she owes to the College. If a student fails to pay the College an amount due, disciplinary action may be initiated. College transcripts will not be issued to any student who has not satisfied all financial obligations to the College. Students will not be allowed to register for classes until account is cleared.

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

21. **Firearms, Weapons, Fireworks, Explosives** -

A. Introduction

EASTERN FLORIDA STATE COLLEGE is committed to maintaining an educational and workplace environment that is free of violence. The College further recognizes the existence of extensive legislative acts and constitutional provisions pertaining to the rights and obligations of those who own or possess firearms, specifically those addressing the right to carry, store, and transport firearms on one's person and within motor vehicles.

B. Authority

1. While on College grounds or facilities or at College-sponsored activities and events, students, staff, faculty, administration, employees, and invitees, hereinafter referred to as "person", are prohibited from introducing, exhibiting, possessing, using, storing, buying or selling weapons, firearms, destructive devices, or explosives. [§790.001; §790.115, F.S. (2013)]

2. Exceptions: The following circumstances shall not be a violation of this policy/procedure:

a. It is lawful and is not a violation of Florida Statute or EASTERN FLORIDA STATE COLLEGE policy/procedure for a person 18 years of age or older to possess a concealed firearm or other weapon for self-defense or other lawful purpose within the interior of a private vehicle (conveyance), without a carry license, if the firearm or other weapon is securely encased or is otherwise not readily accessible for immediate use.

Nothing in this policy prohibits the carrying of a legal firearm other than a handgun anywhere in a private conveyance when such firearm is being carried for a lawful use.[§790.115; §790.25; §790.251, F. S. (2013)]

b. A firearm in the possession of a law enforcement officer who is authorized to possess the firearm whether on or off duty, by the employing law enforcement agency.

c. Any other possession of a firearm specifically authorized pursuant to the provisions of F.S. §790.115, (2013).

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

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

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

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

- Will not possess, sell, purchase, deliver, use, manufacture, distribute or be under the influence of illegal drugs, alcohol or other controlled substances while present on any Eastern Florida State College campus or in attendance at any College-sponsored event on or off campus.

- Will notify the College within five (5) days of any conviction for any offense relating to the possession, sale, purchase, delivery, use, manufacture or distribution of illegal drugs or controlled substances.

- Has read, understood and will obey the College drug policy. Applicants who refuse to sign the drug-free certification document may be refused admission to the College. If an applicant cannot agree to accept the above conditions for admission to the College, he or she may be offered counseling which may include information as to where to obtain rehabilitative services. The statement of certification will be considered a legal contract between the student and the college and such contract will be considered broken upon conviction of an offense relating to the possession, sale, purchase, delivery, use, manufacture or distribution of illegal drugs or controlled substances. The term "conviction" means an adjudication of guilt by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

- A student who is convicted for a drug-related offense that occurred on campus or while in attendance at a College event will be sanctioned up to and including suspension or expulsion.

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

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

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

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

- 30. Outside Speakers** - Speakers may be invited to address a campus audience by a recognized student organization and the Student Government Association. These invitations must be approved by the Associate Provost or Provost.
- 31. Public Laws** - Any act by a student which constitutes a charge of a violation of public law, occurring either on or off campus, may establish cause of legal and/or disciplinary action by the College.
- 32. Providing False Information** - No student shall knowingly give false or perjured testimony in any College investigation or proceeding. No student shall knowingly give false information to a College official or show reckless disregard for truth.
- 33. Recognition of Student Groups** - In order to be classified as a student organization, established, recognized procedures must be met and approved by the Provost.
- 34. Search and Seizure** - College officials may search lockers or other College property for suspicious cause. If necessary, local law enforcement may be contacted for follow up
- 35. Smoking** - Smoking – Consumption of any tobacco products and electronic cigarettes is strictly prohibited within all College work areas, including conference rooms, classrooms, restrooms, stairwells, and hallways. Smoking is also prohibited in any vehicle (to include golf carts) the College owns, hires, or leases. Smoking on College property will only be allowed at designated smoking areas. Employees, students, and visitors may use designated smoking areas only. Proper disposal of smoking material in the ash urns provided is required.
- 36. Theft or Other Abuse of Computer Time, including but not limited to:**
- a. Unauthorized entry into a file to use, read, change contents or for any other use.
 - b. Unauthorized transfer of a file or unauthorized copying of licensed products.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computer facilities including laptop and wireless access to interfere with the work of another student, faculty member or College official.
 - e. Use of computing facilities including laptop and wireless access to send obscene or abusive messages.
 - f. Use of computer facilities including laptop and wireless access to interfere with the normal operations of the College computing system.
 - g. Use of computing facilities including laptop and wireless access to download obscene materials.
 - h. Violation of other established computer lab policies or laptop computer loan agreements.
- 37. Theft, Unauthorized Possession and/or Sale of Property** - Students involved in theft, unauthorized possession and/or sale of property not belonging to them are subject to College disciplinary action as well as to arrest and prosecution by legal authorities. Students are required to make full restitution. Students in possession of property owned or controlled by the College (i.e., the bookstore, library, audio-visual department, athletic department) or by another person, without authorization or payment for such property, will be subject to College disciplinary action.
- 38. Threat to any College Guest** - The active threat of violence against any guest of the College is strictly forbidden.
- 39. Unauthorized Use of College Facilities** - The unauthorized use of, or entry into, any College facilities (i.e., classrooms, labs, athletic fields), whether by force or not, is prohibited.
- 40. Unauthorized Recordings** – The unauthorized use of recordings including, but not limited to, the recording of personal conversations, meetings, or activities; use of a camera, video, phone, or other device to record another person or group without expressed permission or prior authorization; recording of classes or academic lectures. **EXCEPTION:** Academic accommodation per approval and permission through the Student Access for Improved Learning (SAIL).
- 41. Use of College Mail Services** - Use of College mail services is limited to official business of the College or College-sponsored or approved College-related organizations. Students must receive approval from the campus Associate Provost Office in order to use College mail services.
- 42. Use of Vehicles** - Riding bicycles in hallways, in buildings, or on walkways is prohibited. Motorized vehicles, roller skating and skateboarding are prohibited in areas other than designated roadways on the campuses of Eastern Florida State College. **EXCEPTION:** Motorized vehicles for handicapped persons may be used on walkways and in buildings.
- 43. Violation of Probationary Status** - A student, who is alleged to have violated the Code of Conduct, while being subject to disciplinary or final disciplinary probation, may be charged with the separate offense of violating disciplinary probation.
- 44. Violations of Law** - Federal and state law, respective county and city ordinances, and all College and Board of Trustees rules and regulations will be strictly enforced.

Student Appeal Procedures In-Class/Academic Issues Student Code of Conduct

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

Procedure for Academic Appeals

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

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

Administrative Appeal

Administrative issues include issues with administration, registration, late withdrawals due to medical problems or other extenuating circumstances.

Procedure for Administrative Appeals

1. Administrative student issues should be addressed as soon as possible with the appropriate staff member.
2. If not resolved through step 1, the student may submit a formal appeal form with **attached documentation** to the Campus Associate Provost's/Dean's office for processing and resolution. Appeal forms, as well as additional information regarding the appeal process, are available through the campus Associate Provost/Dean's office. **Appeals will only be accepted within two years from the date of the incident or issue on which the appeal is based.**
3. If not resolved at step 2, the student may request in writing, through the Associate Provost's/Dean's office, a review by the Provost. The request must be received within ten days of student notification of the resolution and must contain additional documentation that is pertinent to the appeal.
4. If not resolved at this level, the student may request, with additional documentation that is pertinent to the appeal, a review by a campus based appeal committee. This request must be in writing and received in the Associate Provost's/ Dean's office no later than five days following the student's receipt of written notification in follow up to the appeal. This committee will make recommendations to the Provost. The decision of the Provost is final.
5. If the student feels that the established procedures were violated, the student may request an administrative review by the appropriate Vice President. This is NOT a re-trial of the incident, but a procedural review. The request for administrative review must be made in writing through the Provost's Office within five days of receiving the written report stipulating the findings and sanctions. The decision of the Vice President is final.

Campus Appeal Committee for Administrative Appeals

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

Disciplinary Sanctions

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

1. **Expulsion.** Mandatory separation from the College with no promise of future re-admission. A student who has been expelled is barred from enrolling at or visiting any of the campuses or centers of Eastern Florida State College. The Provost will present recommendations for expulsion to the President, or his designee. Only the President, or his designee, may authorize an expulsion.
2. **Suspension.** Mandatory separation from the College for a period of time as specified in the order of suspension. A student who has been suspended is barred from enrolling at or visiting any of the campuses or centers of Eastern Florida State College during the suspension. The student may re-enroll at the College when the suspension order has elapsed. The Provost will present recommendations for suspension to the President. Only the President or his designee may authorize a suspension.
3. **Temporary Suspension.** The Associate Provost or Provost may temporarily suspend any student when: (1) the student is ordered by an administrator, officer or faculty member to cease or desist any activity which disrupts the orderly operation of the College and (2) the student persists in activity which is disruptive after receiving the warning and order. The Associate Provost or Provost shall determine whether or not the suspension shall continue until a hearing is held on the merits of the respective case. A student on temporary suspension is barred from visiting privileges and class attendance at any of the campuses or centers of Eastern Florida State College.
4. **Final Disciplinary Probation.** A disciplinary sanction serving notice to a student that the behavior is in flagrant violation of College standards and that the following conditions exist:
 - a. The sanction is for the remainder of the student's attendance at the College.
 - b. Another conviction of a violation of the Student Code of Conduct will result in the imposition of the minimum sanction of suspension.
5. **Disciplinary Probation.** A disciplinary sanction serving notice to a student that the student's behavior is in serious violation of College standards and that continued enrollment depends upon the maintenance of satisfactory citizenship during the period of probation.
6. **Disciplinary Censure.** A disciplinary sanction serving notice to a student that the student's behavior has not met College standards. This sanction remains in effect for the duration of one complete semester. Future violations of the Student Code of Conduct, if occurring while disciplinary censure is in effect, could result in more serious disciplinary sanctions.
7. **Restitution.** Reimbursement for damage to, or misappropriate use of, property of the College or other persons. Reimbursement may take the form of rendering repair or compensating for damages.
8. **Restriction or Revocation of Privileges.** Temporary or permanent loss of privileges, including, but not limited to, the use of a particular College facility or parking privileges.

Eastern Florida State College is committed to a policy of equal opportunity and equal access in all areas of the College, including the enrollment of students, and the employment of faculty and staff.

STUDENT RECORDS

Notification of Rights under the Family Educational Rights and Privacy Act for Postsecondary Institutions

Each term, Eastern Florida State College informs currently attending students of their rights under the Family Educational Rights and Privacy Act (FERPA) and the regulations relating to FERPA Public Law 20 U.S.C. § 1232g; 34 CFR Part 99 promulgated by the Department of Education and Florida Statute 1002.22.

FERPA affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the College receives a request for access. A student should submit to the Registrar or Director of Campus Admissions a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask EFSC to amend a record should write [the school official responsible for the record], clearly identify the part of the record the student wants changed, and specify why it should be changed. If EFSC decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before EFSC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. EFSC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information

Pursuant to FERPA regulations (20 U.S.C. § 1232g; 34 CFR Part 99.37) and Florida Statute 1002.22, Eastern Florida State College hereby designates the following categories of student information as "directory information," which may be made public for College purposes unless the student is in an exempt category as defined by Florida Statute 119.071(4)(d)1).

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

Such information may be disclosed at the discretion of the College for any legitimate purpose as defined by the College, except as provided in the opt-out option. The College may share any portion of student records with postsecondary institutions to which the student is enrolled or intends to enroll, or with the student's high school or governing school board as necessary to provide for pathways of transfer, degree completion, or other legitimate educational purpose on behalf of the student pursuant to 20 U.S.C. § 1232g; 34 CFR Part 99.33 and 99.34.



What does this mean?

When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records. Only the student may request access to his or her education records. Only the student may register for classes. The student may grant permission for a third party to do this only by signing a release form which specifies exactly who, what and when the designated person may access the student's information.

Opt-Out Option

Students may opt-out of disclosure of directory information. To do so, a student must complete, sign, and submit, in person, to the campus Admission and Records Office a "Request for Confidential Status of Directory Information" form. Students who qualify as exempt from disclosure of directory information by Florida Statute 119.071 (4)(d)1) and current and former military service members who served since September 11, 2001, their spouses, and dependents are required to notify the Registrar by completing, signing, and submitting the "Request for Confidential Status of Directory Information." The request may be made at any time and remains in effect unless and until the student submits a request for it to be removed or the student is deceased.

If the student does not complete and submit the appropriate form requesting the withholding of directory information, the College assumes the student consents to the disclosure of such information. The status of disclosure is binding and all records will be noted "confidential" until the status is revoked by the student. No information will be released without prior written consent of the student.

The College disclaims any and all liability for inadvertent disclosure of directory information designated to be withheld.

Non-Directory Information

Non-directory information is personally identifiable information such as grades, transcripts, GPA and academic standing. The College does not release this information without written authorization from the student. If a student wishes to have any personally

identifiable information regarding their educational record released, a Permission to Release Educational Record Information form must be completed by the student. The forms are available in the campus admissions and records offices and online.

Release of Information to a Third Party

Students may, at their discretion, grant EFSC permission to release information about their student record to a third party by submitting a completed "FERPA Authorization to Release Information" form. The form must be submitted in person by the student to the campus Admissions and Records Office. The authorization may be revoked at any time by written permission by the student.

Authorization to release information does not provide the third party authorization to conduct any actions on behalf of the student, such as registering, dropping or withdrawing from a class. Nor does it give authorization to the third party to access the student's classwork. If it is determined that persons other than the student are accessing a student's records in the classroom, the student will be removed from the class and receive a final grade of "F". While students may provide written consent for a third party to receive information regarding their educational records, that consent does not permit any other person besides the student to complete or access coursework within the classroom or online setting.

A school is permitted, but not required, to provide a third party with access to information from education records. This is true even if the student has provided written consent for such disclosure. The only party to whom the school is "required" to provide access to information in an eligible student's education records is the eligible student.

Changes to Student Records

Students may request a change to their record in writing or by presenting photo identification. Typical changes include name, address, telephone number, social security number and program code (major). Changes require the student to present appropriate documentation. Address and phone changes can be made online or in person, and should be verified and updated each term. The post office will not forward official College mail.

Program/Major Changes

To change the program or catalog year, students must complete a Major Code Change Form and submit to the campus Admissions and Records Office on or before the last day to drop with a refund of fees for the term. Students should be aware that a program change could limit or restrict further eligibility for federal/state financial aid or Veterans Education Benefits. Student should check with those offices prior to submitting a request for change, if appropriate. Student should also check with an advisor to see if additional requirements are needed, such as transcripts or placement testing.

EFSC Transcripts – Unofficial

Current students may obtain unofficial transcripts at no charge via the myEFSC portal found on the EFSC homepage or through floridashines.org. An "academic history" is also available on myGPS.

EFSC Transcripts – Official

There is a \$10 fee for each official transcript requested. Payment must be received in full before requests will be processed. EFSC cannot process requests via email or telephone.

An official transcript request, and accompanying attachments, must be submitted in writing or online. Online requests require less time to process. Requests may be also be submitted manually via mail, fax (321) 433-7172 or walk-in. All accompanying attachments should be sent to grades@easternflorida.edu or faxed in soon after submitting a transcript request. Download the Transcript Request form. If unable to download the form, your request must include the following:

- Student Name (current and previous)
- Student ID number or Social Security Number
- Your date of birth
- A daytime phone number
- Approximate dates of attendance
- Student's Original Signature
- Number of transcripts you wish to order
- A complete address indicating where the transcript is to be sent
- Payment (\$10 per transcript, check payable to EFSC)
- Any special instructions, e.g. hold for end of term grades or degree, attach a form, etc.

Standard Processing: U.S. Mail

Federal Express: Please contact 321-433-7284 for assistance. \$35 per each mailing address (+ \$10.00 per transcript). Federal Express must have a physical delivery location; they will not deliver to Post Office boxes. Delivery is only in the 48 continental states.

Pick-up: Students must specifically request to pick up their transcripts. Transcripts will be picked up by the student from the Office of the Registrar on the Cocoa campus. A photo ID must be provided at time of pick up.

Third-Party Pick-Up: In accordance with FERPA, students' academic records are classified as confidential and may not be released to anyone other than the student without the student's written authorization and signature. Students may authorize another person to pick up their transcript by indicating the person's name on the signed Transcript Request form, and attaching a copy of their (the student's) photo ID. The person authorized to pick up the transcript must provide photo ID before the transcript will be released.

Additional Information

- The College does not fax or email official transcripts. Official transcripts will not be provided "on demand."
- Email requests cannot be honored.
- Students with active transcript HOLDS cannot receive an official transcript until the obligations are met and the holds are removed.
- Allow 3 - 5 business days for processing the request.
- Clearly explain any special instructions such as RUSH, hold for degree, hold for current term grades, hold for a grade change to be processed, or "please attach a form with transcript."

Mail the completed form or information to the following address, along with check or cash payment (not recommended to mail cash; credit cards not accepted via mail):

Eastern Florida State College
Office of the Registrar, Bldg. 2, Rm. 202
1519 Clearlake Road
Cocoa, FL 32922

Family Educational Rights and Privacy Act

Notification of Rights under FERPA for Postsecondary Institutions

Postsecondary Institutions

Each term, Eastern Florida State College informs currently attending students of their rights under the Family Educational Rights and Privacy Act (FERPA) and the regulations relating to FERPA Public Law 20 U.S.C. § 1232g; 34 CFR Part 99 promulgated by the Department of Education and Florida Statute 1002.22.

FERPA affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the College receives a request for access. A student should submit to the Registrar or Director of Campus Admissions a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask EFSC to amend a record should write [the school official responsible for the record], clearly identify the part of the record the student wants changed, and specify why it should be changed. If EFSC decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information

Pursuant to FERPA regulations (20 U.S.C. § 1232g; 34 CFR Part 99.37) and Florida Statute 1002.22, Eastern Florida State College hereby designates the following categories of student information as "directory information," which may be made public for College purposes unless the student is in an exempt category as defined by Florida Statute 119.071(4(d)(1)).

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

Such information may be disclosed at the discretion of the College for any legitimate purpose as defined by the College, except as provided in the opt-out option. The College may share any portion of student records with postsecondary institutions to which the student is enrolled or intends to enroll, or with the student's high school or governing school board as necessary to provide for pathways of transfer, degree completion, or other legitimate educational purpose on behalf of the student pursuant to 20 U.S.C. § 1232g; 34 CFR Part 99.33 and 99.34.

What does this mean?

When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records. Only the student may request access to his or her education records. Only the student may register for classes. The student may grant permission for a third party to do this only by signing a release form which specifies exactly who, what and when the designated person may access the student's information.

Opt-Out Option

Students may opt-out of disclosure of directory information. To do so, a student must complete, sign, and submit, in person, to the campus Admission and Records Office a "Request for Confidential Status of Directory Information" form. Students who qualify as exempt from disclosure of directory information by Florida Statute 119.071 (4(d)(1)) and current and former military service members who served since September 11, 2001, their spouses, and dependents are required to notify the Registrar by completing, signing, and submitting the "Request for Confidential Status of Directory Information." The request may be made at any time and remains in effect unless and until the student submits a request for it to be removed or the student is deceased.

If the student does not complete and submit the appropriate form requesting the withholding of directory information, the College assumes the student consents to the disclosure of such information. The status of disclosure is binding and all records will be noted

"confidential" until the status is revoked by the student. No information will be released without prior written consent of the student.

The College disclaims any and all liability for inadvertent disclosure of directory information designated to be withheld.

Non-Directory Information

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

Release of Information to a Third Party

Students may, at their discretion, grant EFSC permission to release information about their student record to a third party by submitting a completed "FERPA Authorization to Release Information" form. The form must be submitted in person by the student to the campus Admissions and Records Office. The authorization may be revoked at any time by written permission by the student.

Authorization to release information does not provide the third party authorization to conduct any actions on behalf of the student, such as registering, dropping or withdrawing from a class. Nor does it give authorization to the third party to access the student's classwork. If it is determined that persons other than the student are accessing a student's records in the classroom, the student will be removed from the class and receive a final grade of "F". While students may provide written consent for a third party to receive information regarding their educational records, that consent does not permit any other person besides the student to complete or access coursework within the classroom or online setting.

A school is permitted, but not required, to provide a third party with access to information from education records. This is true even if the student has provided written consent for such disclosure. The only party to whom the school is "required" to provide access to information in an eligible student's education records is the eligible student.

STUDENT SERVICES/ENROLLMENT MANAGEMENT

Mission and Goal Statement

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

Academic Advising

Advisors provide information about graduation requirements, interpretation of placement tests, course selection consultation and referral for career direction and referrals to outside agencies for students' personal concerns. Services are available by appointment or on a walk-in basis in the Student Services office on each campus. All first time, degree-seeking students must see an advisor prior to registering. EFSC employs a case-management approach to advising to ensure students receive personalized attention to help them achieve their academic goals.

Academic Freedom

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

Academic Responsibility

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

Athletics

www.easternflorida.edu/go/titans

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

Bookstore

The EFSC Bookstore is the one stop shop for new, used, rental and e-textbooks, as well as college supplies, clothing, gifts and sundry items. Students should bring their course schedule to the bookstore as it contains course numbers that are needed to find the correct books. Students may also purchase their books 24/7 at the following website: www.whyywaitforbooks.com.

Bookstore hours vary from one campus to another, so be sure to visit the website or call Cocoa (321) 433-7290; Melbourne (321) 433-5677; Palm Bay (321) 433-5195 or Titusville (321) 433-5055.

Child Development Centers

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

Center for Service-Learning and Civic Engagement (CSLCE)

www.easternflorida.edu/student-life/center-for-service-learning/

The CSLCE involves and supports students in educational and reciprocally beneficial community service-learning experiences. The CSLCE is recognized as a model and leader in service-learning. Service-learning is integrated with 135 courses and 350 course sections each semester under the guidance of 140 faculty members. Over 1,000 students enroll annually in stand-alone community service-learning courses. Approximately 5,000 students volunteer through service-learning each year. Since the inception of the CSLCE in 1988, over 80,180 students have provided nearly 3 million hours of community service. The CSLCE offers students a wide array of service-learning experiences, incentives and opportunities.

Mission - The Center for Service-Learning and Civic Engagement at Eastern Florida State College empowers students, faculty and staff to serve society through community engagement that enriches learning, promotes civic literacy and contributes to the study of community needs and resources.

Goals

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

Service-Learning Field Studies

(4th/5th Credit Option)

Students registered in specific courses may opt to earn an additional elective credit hour through practical applications of their classroom learning. The Center for Service-Learning and Civic Engagement publishes a list of courses in over 35 disciplines in which a participating instructor makes this option available each term (courses are not listed in the regular Schedule of Classes.)

Students must be registered in the instructor's core course, and must register for the elective credit through the Center for Service-Learning and Civic Engagement. Students may earn up to three credits using the 4th/5th Credit Option; however, credits are not repeatable with the same prefix. For example, a student cannot earn an elective credit for two courses that are under the PSY prefix.

Requirements: 20 hours of community service-learning, final reflection seminar, service-learning contract, journal/essay or other reflection tools.

For further information, please call:

Melbourne	321-433-5610
Cocoa	321-433-7610
Titusville	321-433-5016
Palm Bay	321-433-5253

Clubs and Organizations

www.easternflorida.edu/go/studentlife

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

DirectConnect - UCF Consortium Students

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

EFSC-Florida Tech Track - Florida Institute of Technology

Florida Institute of Technology has partnered with EFSC to create the EFSC-Florida Tech Track. This is a dual-admissions program designed to help Florida high school graduates pursue an Associate of Arts degree from EFSC followed by a bachelor's degree at Florida Tech's Melbourne campus. See an advisor for more information.

Learning Labs

The Learning Lab is an academic resource center on each campus and provides tutoring in various disciplines. In addition to tutoring, the Learning Labs have the following services:

- Computer-assisted instruction (reading, writing, mathematics)
- Testing services for faculty make-up exams and online testing are available on the Cocoa, Melbourne, Palm Bay and Titusville campuses

Phone numbers and locations for each campus lab:

- Titusville (321) 433-5034 N. Earl Jones Building 1, Room 115
- Cocoa (321) 433-7741 EFSC/UCF Joint Use Library Building 12, Room 308
- Melbourne (321) 433-5520 Philip L. Nohrr Learning Resource Center Building 2, Room 103
- Palm Bay (321) 433-5251 General Titus C. Hall Center Building 1, Room 234

Libraries

www.easternflorida.edu/library

The College libraries provide information and services to support the curriculum and meet the needs of Eastern Florida State College students, staff, and faculty. EFSC has libraries on the Cocoa, Melbourne, Palm Bay, and Titusville campuses, each with its own unique book, audiovisual, and periodical collection. The libraries offer a combined print collection of more than 200,000 volumes. Electronic resources include over 150 databases; a collection of over 75,000 e-books; digitally streamed video and music content; over 60 research guides and; Ask-A-Librarian research assistance by e-mail or real-time "chat."

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

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

SAIL (Accessibility/Disability Services)

EFSC's Accessibility/Disability Services Department (SAIL) serves as a resource for students, faculty, staff, and the community and strives to eliminate physical, instructional and attitudinal barriers to create an accessible and inclusive environment for all. In collaboration with faculty, staff, and administration, SAIL ensures that EFSC students with documented disabilities have equal access to programs and services and that reasonable accommodations are provided so that students may reach their individual potential and maximize college outcomes.

Students requesting accommodations should complete a SAIL application packet and submit relevant documentation from their health care provider to a SAIL office of their choice. An Access Specialist will review the submitted documentation and interview the student to gain information that will help match reasonable accommodations to the student's individual needs. A team will review all the information to determine approval for the accommodations. Accommodations are individualized to level the academic playing field, but are not intended to alter the integrity of the curriculum or dilute the coursework. The SAIL team strives to optimize students' success by coordinating and ensuring reasonable accommodations and services; empowering students toward self-advocacy and independence, providing academic support and resources, monitoring student progress, following up with at-risk students, and collaborating with students, faculty, and staff to reduce physical, informational, and attitudinal barriers.

All information is kept confidential. Reasonable substitutions for and/or modifications of requirements for admission to programs, graduation, and TABE waivers for students with documented disabilities will be considered on an individual basis in accordance with sections 1007.263, 1007.264, and 1007.265 F.S. and State Board of Education Rules 6A-10.040 and 6A-10.041. For information regarding procedures for waivers and/or substitutions, students should contact a SAIL office on their respective campuses: Titusville (321) 433-7297; Cocoa (321) 433-7295 or (321) 433-5172; Melbourne (321) 433-5650 or (321) 433-5939; Palm Bay (321) 433-5868

Performing and Visual Arts

For students who wish to pursue the visual arts, musical, theatrical or dance activities, EFSC offers art, choral groups, college bands, orchestra, vocal and instrumental jazz ensembles, theatre and dance classes. Music/Audio technology is also offered. College credit and some scholarships are available in these areas. For more information, please call (321) 433-7385.

Student Government

www.easternflorida.edu/go/studentlife

Each EFSC campus has its own Student Government Association (SGA). The student organizations and clubs on each campus make up the SGA. They

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

Student Ombudsman (Advocates)

On each EFSC campus the Advising Coordinator serves as the ombudsman to assist students with problems involving the delivery or receipt of student services.

TRiO- Student Support Services

www.easternflorida.edu/academics/academic-support/trio/

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

Cocoa (321) 433-7349; Melbourne (321) 433-5805; Palm Bay (321) 433-5268 or Titusville (321) 433-502

TESTING SERVICES

Unless exempted by Florida Statute 1008.30, all associate degree seeking students will be assessed for college readiness. Other programs may also require testing before enrollment. Specific testing requirements can be found in the EFSC Programs and Admissions Requirements chart.



Authorization for Placement Test

Exemption:

Florida Statute 1008.30 – Common Placement Testing for Public Postsecondary Education

(4)(a) A student who entered 9th grade in a Florida public school in the 2003-04 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 Forces 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.

*Student must have earned a standard high school diploma from a Florida public school.

It is recommended that all first-time in college students be assessed for the need for developmental education. Cut scores for placement into specific college credit classes are defined by SBE Rule 6A-10.0315. Placement of transfer students will be based on the official evaluation of credit earned at previous colleges; testing may be required.

To satisfy placement testing, student may do any one of the following:

- Have official SAT/ACT score reports that are less than two (2) years old from EFSC enrollment date sent to EFSC, or
- Provide official college transcript indicating completion of an associate's degree or higher or completion of college level English or math with a "C" or better from a U.S. regionally accredited institution, or
- Take the Postsecondary Education Readiness Test (PERT) and/or other program required testing, or
- Complete the EFSC Common Placement Testing & Developmental Education Student Waiver in accordance with F.S. 1008.30, if eligible. Visit an advisor to complete this form.

PERT Test

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

Placement Test Scores

Scores used for placement purposes for the first-time student may be from the same test, or placement may be determined by mixing subtests of different tests, provided all scores are within the two (2)-year time limit. EFSC will use the scores that offer the best placement for the student.

Students will be assessed for the need for developmental classes. Cut scores for placement into specific college credit classes are defined by SBE Rule 6A-10.0315. For the most current college ready cut scores, refer to the "Assessment Scores Used for Placement" matrix at the end of this section or, on the College website, go to the Placement Testing section under the Admissions tab and choose College Credit Placement Testing.

Developmental Education Courses

Developmental education courses are designed to assist students in acquiring the skills necessary for succeeding in college level courses. Classes are offered in different formats, including modular and compressed, during full or accelerated terms. Students must attend class regularly and earn passing grades to complete the developmental coursework. Developmental courses may not be audited.

Some forms of financial aid may not cover tuition for developmental courses because they do not count toward graduation. Students should check with the Financial Aid Office.

Students who must take the common placement test and do not meet college ready scores are required to enroll in developmental education. Students should meet with an advisor to review their options and create an educational plan.

Alternative Methods of Developmental Instruction

Students can seek methods other than the College's developmental education courses for improvement of skills. Alternative methods of instruction include successful completion of training provided by a licensed private provider or approved options where the student completes verified time in direct subject review. Additionally, verified participation in Math Boot Camp and review time spent in online review with MyFoundations program may be accepted. The student must provide documentation of successful completion of remediation to schedule a PERT retest. If the student demonstrates competency by achieving college ready cut scores, he/she may progress to college level coursework in the subject area without enrollment in developmental education. Submit documentation to a campus testing specialist.

Test of Adult Basic Education (TABE)

Unless exempt by SBE Rule 6A-10.040 or 6A-10.0315 F.A.C., students enrolling in state-designated Postsecondary Adult Vocational Certificate (PSAV) programs are required to submit TABE scores, no more than two years old. Students must complete the TABE within six weeks of the beginning of their first term of classes. Students who have not completed the TABE by the end of the first semester will not be allowed to enroll in any program courses until the TABE is completed. Students who do not meet the required TABE score in any area can begin coursework in the certificate program, but must complete remediation of skills prior to graduation from the program. To establish a remediation plan, students are encouraged to seek advice from the Learning Lab specialists to develop a personal review plan. Options include one on one tutoring, use of review materials, purchase of review materials, or utilizing an on-line material review program.

Limited Access Program Placement Tests

Certain limited access programs may require other testing for Admissions' consideration. These tests include:

Test of Essential Academic Skills (TEAS) TEAS scores may be included in admissions requirements for some health sciences programs. Contact the Nursing and Health Sciences Institute at 321-433-7575 for specific program requirements, application deadlines, testing schedules and fee information.

Basic Abilities Tests (BAT)

Some law enforcement and criminal justice programs require successful completion of a BAT prior to admission into the program. The state of Florida has approved two Basic Abilities Tests: the Criminal Justice Basic Abilities Test (CJ-BAT) and the Florida Basic Abilities Test (F-BAT). Contact the Public Safety Institute at 321-433-5075 for specific program test requirements, testing schedules and fee information.

Additional Testing Services

In addition to placement testing, other testing services are provided, including:

- National and state exams for students, such as CLEP/DSST
- Industry certification exams
- Secure proctor testing services for distance learning students from other institutions

Applications and information for these and other tests are available in the Testing Center on each campus. Fees are assessed for each service and can be found on the EFSC website. A list of certification exams offered by EFSC, prices and payment forms can be found on the Career and Technical Education webpage under Industry Certification.

Note: Prior to any test administration, all test candidates must present a primary ID, which is a currently valid government issued identification card that includes a photo and signature. Acceptable forms of the primary ID are: Military ID, Driver's License, Passport, or State Department of Motor Vehicles Issued ID. Minors under the age of 18 without a valid, government issued ID may use an executed Alternate ID form, such as those used by SAT and ACT.

ASSESSMENT SCORES USED FOR PLACEMENT

The following matrix provides guidelines for placement into college level and remedial courses. Students should see an advisor to determine exemption or placement recommendations. Note: Scores used for placement are in effect at the time this catalog goes to press. However, the Florida Department of Education may mandate new college ready cut scores at any time. SAT exams taken March 2016 or later are considered "Redesigned SAT" scores and have different placement requirements from the SAT.

COLLEGE READY – NO REMEDIATION REQUIRED					
Test Used for Assessment:	PERT	CPT or FELPT	SAT	Redesigned SAT	ACT
ENGLISH/COMMUNICATIONS					
ENG 1002 - Critical Reading and Writing for College Success	Suitable for students who want to strengthen skills before taking ENC 1101 or other Gordon Rule classes. 50% reading comprehension, 30% basic composition skills, 20% technology skills including LMS, word processing, and online research.				
ENC 1101 – Composition 1 (and other Gordon Rule writing courses)	Writing 103+ and Reading 106+	Writing 83+ and Reading 83+	Critical Reading 440+	Reading 24	Reading 19+ and English 17+
MATHEMATICS					
MAT 1033 – Intermediate Algebra	Math 114 – 122	Elem Algebra 72+	Math 440+	Math 24.0	Math 19+
MGF 1106 – Liberal Arts Math 1 or MGF 1107 – Liberal Arts Math 2 or MAC 1105 – College Algebra	Math 123+	Elem Algebra 95+	Math 520+	Math 27.5	Math 20+

REMEDIAL COURSE RECOMMENDATIONS					
Test Used for Assessment:	PERT	CPT or FELPT	SAT	ACT	
WRITING					
ENCV 0025 Developmental Writing 2	Writing 50 – 102	Sentence Skills 20 – 82	Critical Reading 200 – 430	English 01 - 16	
ENCV 0056 Developmental Writing Modular	No prerequisite. The course is open to any non-exempt or exempt student, but students with scores below 95 on PERT, or comparable scores on other placement tests, are advised to enroll first in ENCV 0025.				
READING					
REAV 0007 Developmental Reading 1	Reading 50 – 83	Reading 20 – 50	Critical Reading 200 – 370	Reading 1 – 13	

REAV 0017 Developmental Reading 2	Reading 84 – 105	Reading 51 – 82	Critical Reading 380 – 430	Reading 14 - 18
REAV 0056 Developmental Reading Modular	No prerequisite. This course addresses, in condensed form, the same learning objectives of REAV 0017. The course is open to any non-exempt student, but students with scores below 95 on PERT, or comparable scores on other placement tests, are advised to enroll first in REAV 0017.			
COMBINED READING AND WRITING				
ENCV 0027 Combined Reading and Writing	REAV 0007 or appropriate score in reading (see scores for REAV 0017.) The course is open to any exempt or non-exempt student with PERT scores of at least 84 in reading. However, students with PERT scores below 95 in writing or in reading, or with similar scores on comparable placement tests, are advised to enroll first in separate reading and /or writing courses.			
MATHEMATICS				
MATV 0018 Developmental Math 1	Math 50 – 95	Elem Algebra 20 – 39	Math 200 – 340	Math 1 – 12
MATV 0028 Developmental Math 2	Math 96 – 113	Elem Algebra 40 – 71	Math 341 – 439	Math 13 – 18
MATV 0057 Modularized Developmental Mathematics	Open to any student regardless of placement scores. Students showing a high level of need should consider taking MATV 0018 or MATV 0028			

STUDENT TUITION, FEES AND REFUNDS

Fee Schedules

Please consult the EFSC website for the most current fee schedule: www.easternflorida.edu/admissions/tuition-and-fees/

Application for Admissions Fee

All new applicants for admission must pay a one-time nonrefundable application fee:

- US Citizen: \$30
- International: \$60 (non-resident alien)
- Bachelor of Applied Science: \$30

The application fee must be submitted with the completed *Application for Admission*. International students must apply through the International Student Office.

Tuition and Registration Fee

All fees must be received by the published payment due date or student may be dropped for nonpayment from classes. It is the student's responsibility to drop any classes they wish not to attend or tuition fees may be owed. Students who are delinquent may be prohibited from registering and/or changing programs, or from receiving a diploma, transcript or enrollment certification. Eastern Florida State College may utilize the services of an attorney and/or collection agency to collect any amount past due and the student will be charged an additional amount equal to the cost of collection, (not to exceed 33%) including reasonable attorney's fees and expenses incurred by Eastern Florida State College.

Payment can be made online by: Checking, savings, MasterCard, VISA, American Express and Discover. (A 2.75% convenience fee will be assessed for credit card payments) **Cashier's offices only accept:** cash, personal check, bank check, or money order. Any check payment should be issued to Eastern Florida State College with the students ID number on it.

Pay Your Fees

- Check the Registration Guide or online Important Term Dates to find the dates, including fee due dates
- Complete the FAFSA online at www.fafsa.ed.gov
- Check out EFSC Scholarships online at www.easternflorida.edu --> Admissions --> Financial Aid and Scholarships
- Check the Florida Bright Futures Scholarship program website at www.floridastudentfinancialaid.org if receiving this award
- Stop by a campus cashier's office or go online to pay your fees. (Please see types of payments accepted at Cashier's office or online, How to Pay)

Fees will be assessed to the student upon registration for classes. The student's portion of fees must be paid by the deadline established in the Registration Guide. Students may be dropped from course(s) for nonpayment of fees; however, students are responsible for dropping classes they do not plan to take. All fees must be received by the dates and times noted.

How to Pay

Students may pay their fees in several easy ways, including

- In person: cash, check, money order or cashier's check.
- By Mail: check, money order, cashier's check
- Online: VISA, MasterCard, American Express, Discover credit card payments or payments from your bank account. (A 2.75% convenience fee will be assessed for online credit cards.)

Tuition Payment Plan

Students can pay for their EFSC education in affordable, interest-free installments using a tuition payment plan. See the Registration Guide, visit the website.

Late Registration Fee

A late registration fee will be assessed to all students registering for any class in a term after the first published fee due date. Students will be assessed a one-time per semester \$50.00 late registration for initial registrations or adding courses during this time.

Late Course Additions: Students should be aware that they are responsible for meeting instructor requirements for all courses. Adding a class late, even during the add/drop period, does not preclude students from completing assignments and attendance required beginning the first day of class.

Additional Fees may also include:

- Distance Learning Fees
- Access Fee
- Program Fees
- Testing Fees
- Learning Lab Fee/External Test Proctor Fees. Refer to current *Fee Schedule*.

Full Cost of Instruction

In accordance with Florida State Statute, the college charges students the full cost of instruction for repeat enrollments in certain courses.

Non-Credit Courses

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

Lab Fees

Laboratory fees are assessed in some courses to partially offset the high cost of consumable materials and supplies. Refer to the current *Fee Schedule*.

Outside Proctor Fee

Online students utilizing a non-EFSC proctor may incur additional testing fees. The student is responsible for paying any outside proctor fees.

Access Fee

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

Online Payment Convenience Fee

Payments made online will incur a non-refundable convenience fee, not to exceed 3%, to cover the cost of the transaction. The fee is established by our third party payment processor to cover credit card/debit card transaction fees assessed by credit card companies.

Return Check Policy

Fees will be assessed for returned checks. Refer to current *Fee Schedule*.

Delinquent Accounts

Collection Cost: If student fees are not paid in full upon notification by the College, these debts may be referred to an outside collection agency and the appropriate credit bureaus. Resulting collection costs (not to exceed 33%) will be added to the original debt and the student must pay these costs, as well as attorney's fees, if applicable.

Furthermore, all unpaid obligations will result in a hold on student records, diplomas, transcripts, and future registration activity.

Refund Policy

College and Clock Hour Credit Courses

Automatic refunds for college credit and clock hour course fees will not be processed until after the last day to drop a course. To be eligible for a refund, the student must drop the course(s) on or before the last day of the Add/Drop period, as listed in the Registration Guide. Tuition and lab fees paid during scheduled registration periods are automatically refundable based on the following:

- All fees are refunded at 100% if the drop procedure is completed by the established deadline in the Registration Guide. There will be no automatic refunds after that period.

Non-Credit Courses

Student must submit a refund request in writing at least three business days prior to the start of the class to receive a refund for a noncredit course. No refunds will be issued after that period.

EFSC Card - BankMobile

Eastern Florida State College has partnered with BankMobile Technologies to provide refund disbursements to students. EFSC will be issuing a personal code from BankMobile as a way for students to receive refunds from the college. It is designed to provide students with increased choice when it comes to receiving their financial aid or school refunds. A preference letter will be mailed to the current address on file with the College. Students have the option of selecting their refund method. Therefore, it is critical that students have their correct mailing address on file. Visit www.EFSCcard.com to learn more.

Fee Reductions and Waivers

State of Florida Employee Fee Waiver

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

Guidelines

- State employees are responsible for paying admissions application fees.
- State employees must complete all admissions requirements, including the Application for Admission, placement testing, transcripts, etc.
- State employees must register in person during the last 3 days of Add/Drop. Registration is on a space-available basis only. Exceptions may be made for late registration into online classes by calling (321) 433-7100.
- The state waiver does not cover any associated lab fees or \$10 Access fee. Student is responsible for payment at the time of registration.

State of Florida Classroom Teachers

Per F.S. Section 1009.26(10), EFSC will waive tuition for classroom teachers who are employed full-time by a school district, including public charter school teachers, for up to 6 credit hours of eligible courses per term on a space-available basis. Qualified teachers may only enroll in undergraduate courses in mathematics, science or special education. All undergraduate courses with levels one through four in a discipline with an approved prefix shall be eligible for the waiver on a space-available basis. The Course Prefix Listing Approved for the Teacher Waiver may be found at <http://www.fl doe.org/articulation>.

Guidelines

- Classroom teachers must complete the Application for Admission, pay application fee and complete all admissions requirements prior to registration.
- Classroom teachers must present an EFSC Classroom Teacher Tuition Waiver Form signed by the school principal and indicating which course(s) the teacher is eligible to take.
- Classroom teachers must complete the Residency Affidavit. The waiver will satisfy residency documentation as well as prerequisites for courses in which they plan to register.
- A new waiver must be submitted each term the teacher will take classes

- The waiver does not cover any associated lab fees or \$10 Access fee. Classroom teachers taking online courses are responsible for paying the required technology fee, as well as any associated lab fees, at the time of registration.
- Classroom teachers must register during the last 3 days of Add/Drop. Registration is for classes on a space-available basis only.

Procedures

- Submit the completed EFSC Classroom Teacher Waiver Form to the Admissions and Records office for final verification and registration
- Student must register in person during the last 3 days of Add/Drop. Registration is on a space-available basis only. Exceptions may be made for late registration into online classes by calling (321) 433-7100.
- Student must take the original form to the Cashier's office to receive the waiver and pay any applicable fees.



College-wide phone number

(321) 632-1111

Cocoa Campus

1519 Clearlake Road
Cocoa, FL 32922

Palm Bay Campus

250 Community College Parkway
Palm Bay, FL 32909

Melbourne Campus

3865 North Wickham Road
Melbourne, FL 32935

Titusville Campus

1311 North U.S. #1
Titusville, FL 32796



Eastern Florida State College is an equal access/equal opportunity institution accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).