

## **Gulf Coast Community College**

**5230 West Highway 98 Panama City, Florida 32401**

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**Florida Relay System 1-800-955-8771 (TDD only)**

[www.gulfcoast.edu](http://www.gulfcoast.edu)

Gulf Coast Community College is accredited by the  
Commission on Colleges of the Southern Association of  
Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097  
Telephone number 404-679-4501 to award associate degrees.

Gulf Coast is also a member of  
American Association of Community Colleges  
Florida Association of Community Colleges  
American Council on Education  
Council for Advancement and Support of Education

Volume XLVIII

Number 1

Gulf Coast Community College is an equal opportunity, equal access institution which does not discriminate with respect to race, creed, color, national origin, sex, age, religion, disability, or marital status in the admission or access to, or treatment or employment in, its programs and activities. Rules, policies, fees, and courses described in this catalog are subject to change without notice.

*Photos by Kendal Bushnell*

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### 2004-2005 College Calendar

Event	Summer A 2004	Summer B 2004	Fall 2004*	Spring 2005	Summer A 2005	Summer B 2005
Campus Advising & Registration, (Excludes Sat., Sun, & holidays) **	April 19-May 7	April 19-23 June 16-18	April 19-23 July 12-23 August 16-17	Nov. 29- Dec. 3 January 4-5	April 18-May 6	April 18-22 June 15-17
Tyndall Air Force Base Registration	April 14	April 14 June 9	April 14 June 9 August 11	November 17 January 5	April 13	April 13 June 8
Gulf/Franklin Center Registration	April 14-15	April 14-15 June 14-15	April 14-15 June 14-15 August 12	November 18 January 4-5	April 13	April 13 June 8
Registration Fees Due	May 5	June 11	August 13	January 3	May 4	June 10
Classes Begin	May 10	June 21	August 18	January 6	May 9	June 20
Late Registration; Drop/Add (C) = Campus (T) = Tyndall AFB (GF) = Gulf/Franklin Center	May 10-11 (C, T, GF)	June 21-22 (C, T, GF)	August 18-24 (C, T, GF)	January 6-12 (C, T, GF)	May 9-10 (C, T, GF)	June 20-21 (C, T, GF)
Refund and Audit Registration Deadline	May 11	June 22	August 24	January 12	May 10	June 21
Distance Learning Extended Registration (Requires written permission of appropriate division chair)	May 12-14		August 25- 27	January 13-14	May 11-13	
Midterm	May 27	July 8	October 15	March 4	May 26	July 7
Withdrawal Deadline: "W" if passing, "F" if failing	June 3	July 15	October 22	March 11	June 2	July 14
Final Examinations	June 16-17	July 28-29	December 13-16	May 2-5	June 15-16	July 27-28
Term Ends	June 19	July 31	December 17	May 6	June 18	July 30
Graduation Application Deadline	^July 16	^July 16	November 19	February 18	^July 15	^July 15
	^In order for summer graduates to participate in the spring ceremony, they must submit their summer graduation application prior to the spring application deadline. No exceptions.					
Graduation				May 5		
Honors Convocation				April 29		
CLAST Application Deadline	May 7		September 3	January 21	May 6	
CLAST Administered	June 5		October 2	February 19	June 4	
CPT Exam	May 12 - August 24		August 25- January 12	January 13 - May 10	May 11-August 23	
	The college placement test may be taken two times per semester. A student may take the CPT two times between these dates each semester.					
Student Holidays - Classes will not be held on these days.***	May 31	July 5	September 6 October 21-22 November 11 November 24-26	January 17 March 28-April 1	May 30	July 4
<b>College Closed</b> Inservice Day Memorial Day Independence Day Labor Day Veteran's Day Thanksgiving Holidays Christmas Break Martin Luther King Jr. Day Spring Break	May 29-31	July 3-5	August 9  Sept. 4-6 Nov. 11 Nov. 25-28 Dec. 24-Jan. 2	     Jan. 15-17 April 1-3	May 28-30	July 2-4

\*Freshman Orientation: First time students must participate in orientation in order to register in the summer for the fall term.

**Orientation dates for 2004 are: June 2, June 28, July 15, July 20, and August 4. Call 747-3201 for further information.**

**\*\*See class schedules for web registration dates and times.**

**\*\*\*The college will close at 4:00 p.m. on days that classes are not scheduled.**

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## History

Located in Panama City on Florida's Emerald Coast, Gulf Coast Community College was the first public two-year institution to open after the 1957 Florida Legislature established a statewide network of community colleges. Gulf Coast is one of 28 public community colleges in the state, all located within commuting distance of 96 percent of the population.

From September 1957 through the spring of 1960, the college operated in temporary facilities at the Wainwright Shipyard (located across the street from the present location at 5230 West Highway 98). The City of Panama City provided 40 acres for the permanent campus overlooking St. Andrew Bay; the college purchased the remaining 40 acres. Construction of new buildings on the campus began in 1959, with the actual move to the new campus completed the next year.

Buildings comprising the current campus and other college sites and their dates of first occupancy are the Ken Sherman Science Center (1960; renovated 1978 and 1993), Administration Building (1960; renovated 1978 and 1989), Admissions and Records Building (1960; renovated 1970 and 1995), James R. Asbell Business Building (1960; renovated in 1978 and named for Mr. Asbel in 1979), Language Arts Building (1962; former Library; renovated and renamed in 1977), Billy Harrison Health Building (1965; demolished in 2003), Professional Development Center (1965; former Maintenance Building; renovated and renamed Wellness Center in 1995; renovated and renamed in 2003), Rosenwald Junior College Classroom Building (1965; originally the Student Center; renovated in 1978 and 1992 and renamed in 1994), Amelia G. Tapper Center for the Arts (1967; renovated and renamed for Mrs. Tapper in 1994), Social Sciences Building (1967; renovated in 2001), Technology Building (1969; renovated in 1985), Library (1976; originally named the Learning Resource Center), WKGC-AM/FM Studios (1981), George G. Tapper Health Sciences Building (1983), North Bay Center (1990; originally the Criminal Justice Training Academy; renamed the Charles H. Abbott Criminal Justice Training Academy and expanded to include the Abbott Classroom Building in 2000), Student Union, East and West Wings (1991), Natatorium (1991), Facilities Management Building (1995), Gulf/Franklin Center (1998) and the Wellness Complex (2003; includes new gym named Billy Harrison Field House). For its first nine years, the college served primarily the residents of Bay County. In the summer of 1966, Gulf County became part of the college's service district, and Franklin County was

Franklin County was added in 1984. Each semester, the college enrolls over 7,000 students in credit courses, with many thousands more registering in lifelong learning or continuing education programs.

Throughout its more than 44-year history, the college has been committed to providing a first-class education. This commitment is evidenced by the excellent performance of GCCC graduates who transfer to a state university as well as by the high job placement rates of students in occupational programs.

## College Vision and Mission

### Vision

Building a better future . . . one life at a time.

### Mission

Gulf Coast Community College is a comprehensive public institution providing high quality, affordable educational, training, and enrichment programs. The college serves primarily the residents of Florida's Bay, Gulf, and Franklin counties.

The staff takes a positive leadership and partnership role to meet the changing needs of a diverse population of learners, working with local, state, and national entities to identify, prioritize, and address needs. Programs and services support the intellectual, educational, economic, environmental, and cultural development of our region. High standards foster a climate of excellence, and an open-door admissions policy provides access and opportunity to all. The staff also works to create a supportive, personalized environment for maximum student achievement.

To affirm institutional values, resources are dedicated to five critical pursuits: (1) facilitating the learning of competencies that lead to associate degrees, (2) facilitating skill development for job entry and retraining, (3) facilitating development of basic skills, (4) nurturing democratic principles and practices, and (5) promoting personal, social, academic, cultural, and economic development.

Committed to excellence, Gulf Coast Community College serves a changing community by offering hope and enriching lives in an environment that cultivates learning.

## **The Gulf Coast Community College Foundation, Inc.**

### **History and Mission**

Based on the principles of trust and integrity, the Gulf Coast Community College Foundation exists to advance the causes of Gulf Coast Community College. Its primary mission is to create a scholarship program providing educational opportunities to deserving students.

The foundation also enhances the educational programs of the college and student services by providing financial support. And, through the active involvement and leadership of citizens united by these purposes, the foundation serves as an effective liaison between the college and the community.

Additionally, the foundation assists the college in enriching the community through cultural opportunities and enhancing community economic development through educational programs.

Founded in 1967, the foundation has more than \$14 million in assets. Throughout its 37 years, it has awarded more than \$2 million in scholarships for GCCC students and has spent an additional \$2 million in support of college programs.

In 1991, the foundation completed its Wall of Honor Endowment Campaign, which should fund more than 5,000 scholarships over the next 20 years. In 1997, the foundation launched the Honors Plaza Endowment Campaign to provide annual support for the continuing need for state-of-the-art instructional technology.

### **Scholarships**

The foundation provides more than 450 scholarships to GCCC students each year. In addition to two-year Honors Scholarships for students who have just graduated from high school, the college provides scholarships for students who have demonstrated academic excellence, students who have academic potential, students with specific talents, and students with demonstrated financial need.

Scholarship applications are available in the foundation office and the financial aid office beginning in mid-January of each year. The deadline for scholarship applications is in early March. For scholarship information, please call 872-3810.

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# ***ADMISSIONS***

## ADMISSIONS

Attending Gulf Coast Community College is a privilege and not a right. Students and potential students will be treated equally regardless of race, religion, sex, age, national origin, marital status, or handicap.

### ADMISSIONS INFORMATION

Applications for admission may be obtained from the Office of Admissions and Records. The following chart summarizes the supported documents required for the various student categories.

All transcripts must be sent directly from the high school or college to the Office of Admissions and Records.

Student Category	A	B	C	D	E	F	G	H	I
A.A. Degree Seeking	✓	✓	1	2	3				
A.S. Degree, A.A.S., or Technical Certificate Seeking	✓	✓	1	2	3				
PSAV Certificates	✓	✓	1	1	1				✓
Health Sciences Students	✓	✓	✓	2	4				
Non-Degree Seeking Students	✓	✓		1	3				
Dual Enrolled Students	5				3		✓		
Early Enrolled Students	✓	✓			3		✓		
Home School Graduates	✓	✓			3			✓	
Audit Students	✓	✓		1	3				
International Students	✓	✓	✓	2	3	✓			

#### Letter and Number Designations

- A* = Application Form  
*B* = Residency Affidavit (on application)  
*C* = High school transcript or GED scores  
*D* = College transcripts  
*E* = College Level Placement Test or ACT/SAT  
*F* = TOEFL Score  
*G* = Letter from school official  
*H* = Affidavit verifying Home School Completion  
*I* = TABE Test

- 1 = See Office of Admissions for exceptions  
 2 = Required from each college or university attended  
 3 = Required of all students planning to pursue a degree or take English or math courses. (Transfer students who have completed a college-level English and math course are excluded.)  
 4 = Placement test scores used for acceptance into program  
 5 = See Office of Instructional Support on second floor of Library, 769-1551, extension 3207.

The college offers credit and non-credit courses. Credit courses are designed to apply toward a degree; however, students may enroll in credit courses without seeking a degree. Non-credit courses are designed to meet the needs of citizens in the community.

### CREDIT

- Complete an application and an affidavit of residency.
- Order high school, GED, and/or previous college transcript(s).
- Request evaluation of any transfer credit.
- Take the placement test. ACT and SAT scores may

also be used for placement purposes within two years. Students may have their scores sent to the Testing Office at GCCC.

- Meet with an academic adviser.
- Register for courses.

**Degree Seeking.** No student is officially accepted into the college until all transcripts are on file. All transcripts should be on file by the end of the first term. A student will be placed on a registration restriction if transcripts are not received by the end of the first term of enrollment. **A student who has not been officially accepted into the college is not eligible for financial aid.**



1. High School Graduates (see “First Time in College Students”).
2. Transfer Students. A student who has been registered at another college or university is classified as a transfer student (see “Transfer Students”).
3. Limited access programs (example: nursing) may have special entrance requirements.

**Non-Degree Seeking.** Students may enroll in credit courses without seeking a degree.

1. Non-High School Graduates (see “Non-High School Graduates”).
2. Special students may accumulate 15 credit hours in this classification. Special students are not eligible for financial aid.
3. Transient Students (see “Transient Students”).

### NON-CREDIT

1. Enrollment in non-credit workforce education courses is restricted to those 18 years of age and older.
2. Complete a non-credit registration form and register for courses.

### ADMISSIONS POLICIES

Official high school transcript, official GED scores, or college transcript from each institution attended must be submitted to the Office of Admissions and Records.

**Please note: An official transcript is mailed from a high school or college directly to Gulf Coast Community College. Hand carried transcripts are not official.** All transcripts become part of the student’s permanent record and may not be returned.

**First Time in College Students.** Students who meet one of the following requirements may enroll in Associate in Arts degree, Associate in Science degree, Associate in Applied Science degree, or certificate programs.

1. Students who graduated with a Standard High School Diploma, an equivalency diploma (GED), a certificate of completion—CPT eligible, or previously demonstrated competency in college credit postsecondary course work.
2. Students who are home educated, with a signed affidavit submitted by the student’s parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of s. 1002.41.

3. Students are provisionally admitted on the basis of their application. Graduation status must be officially verified within the student’s first term of enrollment.
4. Special diplomas and certificates of attendance are not accepted for admission into degree or certificate programs.

### Non-High School Graduates.

1. Individuals under the age of 18 without a standard high school diploma, GED, certificate of completion—CPT eligible, or home school affidavit will not be able to enroll in advanced and professional, postsecondary, vocational, and/or postsecondary adult vocational courses. The exception is for students enrolled in one of the dual enrollment categories.
2. Individuals 18 years of age or older can enroll in advanced and professional, postsecondary vocational, and/or postsecondary adult vocational courses as non-degree seeking students (special students). Students cannot enroll in programs until they receive a high school diploma or GED (exceptions listed in #3). Students are encouraged to obtain a high school diploma or GED.
3. All non-high school graduates 18 years or older may enroll in certain PSAV programs with permission of the PSAV program manager. Non-high school graduates may also enroll in designated non-credit courses and GED preparation courses. The exception is for PSAV programs, which require a high school diploma. The non-graduate must earn the diploma by the end of the first term of enrollment.

**Transfer Students.** Freshman and sophomore courses will be accepted in transfer. Transcripts from all institutions of higher education previously attended for students enrolled in Associate in Arts degree, Associate in Science degree, Associate in Applied Science, and certificate programs are required. All transfer courses from regionally accredited institutions will be evaluated and placed on the GCCC transcript.

Students enrolled in postsecondary adult vocational certificate programs are not required to request transcripts from institutions of higher education. Students enrolled in postsecondary adult vocational certificate programs who request a transfer course be accepted are required to have transcripts from all institutions of higher education attended.

Credits, excluding college preparatory work from out-of-state institutions, will be accepted if earned at colleges or universities fully accredited by regional

accrediting agencies (Southern Association of Colleges and Schools, for example) provided the courses meet academic standards and are relevant to the college's instructional program.

Credit from vocational and occupational institutions will be awarded provided the credits meet academic standards and are relevant to the college's instructional program. Students must provide course descriptions for evaluation by division chairs.

Credit from non-regionally accredited institutions will be awarded on an individual basis provided the credits meet academic standards and are relevant to the college's instructional program. Students must provide course descriptions for evaluation by division chairs.

Students seeking an Associate in Arts, Associate in Science, or an Associate in Applied Science degree are required to meet the college's oral communication requirements. See page 32.

Credits with grades "P" or "S" are considered transferable only if documentation indicates comparable course content and grade equivalence.

To maintain degree-seeking status, students are required to have transcripts evaluated no later than the end of the first academic term of enrollment. A student will be placed on registration restriction if transcripts are not received by the end of the first term of enrollment. Degree-seeking students will receive a transcript evaluation once all transcripts have been received by the Office of Admissions and Records. Students will be able to view their evaluated transcript on [www.facts.org](http://www.facts.org).

An applicant suspended from another institution for disciplinary reasons will not be admitted to Gulf Coast until eligible for readmission to the suspending institution.

Students transferring to Gulf Coast with a Bachelor's Degree or higher and who wish to pursue an Associate in Applied Science degree or certificate must:

1. Verify previous degrees by providing official transcripts.
2. Obtain a certified credit evaluation from the Office of Admissions and Records (to be mailed to the applicant).
3. Take the evaluation package to the appropriate program manager for program evaluation.

Only courses with "C" or better will be accepted. The notation, "Bachelor's Degree," will be placed on the

transcript, along with specific courses posted as external credits, as in the following example:

ENC 1101      BACH DEGREE

The student's cumulative grade point average for the degree will include only those courses completed at Gulf Coast.

**Transient Students.** A transient student is a student seeking a degree from another college. To enroll, students must furnish written permission from the registrar of the home school. This permission must list Gulf Coast Community College courses, which may be taken. Transient students are non-degree-seeking students; therefore, transcripts are not required. Florida students may access an electronic transient student form by going to [www.facts.org](http://www.facts.org) and selecting the "Transient Forms" link.

**International Students.** International students must meet the following requirements:

1. Students from non-English speaking countries are required to achieve a minimum score of 550 on the TOEFL (Test of English as a Foreign Language) exam.
2. Students must have completed secondary schools.
3. Students must be able to bear the cost of study and living expenses. A minimum guarantee of funding for two years is \$25,000 (U.S. dollars). The college assumes no financial responsibility for financial assistance.
4. Transcripts from foreign institutions must be evaluated by World Education Services. It is the responsibility of the student to bear all associated costs and fees. Gulf Coast will determine transferable credits.
5. International students are permitted to work on campus up to 20 hours per week. To work on campus, international students must
  - a. See the International Students representative in the Office of Admissions and Records for work authorization.
  - b. Obtain a Social Security Number.
  - c. Complete student work assistant paperwork in Human Resources Office.

No off-campus employment is permitted unless first approved by Immigration and Naturalization Services.

## READMISSION

A student must reapply to the college if non-enrollment exceeds two calendar years. All readmitted students must meet current admissions requirements (see “[admissions]”). Decisions on admission and readmission rest with the director of enrollment services and with the Appeals Committee.

## RESIDENCY

**It is important to understand that living or attending college in Florida is not tantamount to establishing a legal residence. Living or attending school in Florida merely indicates physical presence--not legal residence. Legal residency in Florida is established when certain legal ties to the state are made.**

All applicants who are residents for tuition purposes are required to make a statement as to the length of residence in the State of Florida and submit it with their application for admission. Applicants who are not residents for tuition purposes may attend Gulf Coast Community College but are required to submit a statement of residency. Non-Florida residents for tuition purposes will pay higher fees than Florida residents.

A Florida resident for tuition purposes or if a dependent child, his/her parent(s), must have established and maintained a legal residence in the state for at least twelve (12) months immediately prior to his/her registration. The applicant must state that his/her length of residence or if a dependent child, his/her parent(s) length of residence was for the purpose of maintaining a bona fide domicile and not for the purpose of maintaining a temporary residence for tuition purposes.

A dependent child is any person who is eligible to be claimed by his/her parent(s) as a “dependent” under the federal income tax codes whether or not they are living with the parent(s).

A dependent child living with an adult relative other than his/her parent(s) may qualify as a Florida resident for tuition purposes if the adult relative has maintained a legal residence in the State of Florida for twelve (12) consecutive months and the dependent child has lived with the relative for five (5) years immediately preceding registration. The adult relative must have exercised the day-to-day care, supervision, and control of the child during the five-year period.

A dependent child whose parents are divorced or separated may qualify as a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent claims the child as a dependent for federal income tax purposes.

The following categories will be considered as Florida residents for tuition purposes:

- Active duty members of the armed forces and their dependents.
- Full-time instructional and administrative personnel employed by a public educational institution and their dependents.
- Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program.
- Others as permitted by state statute or rule (see admissions application).

Gulf Coast Community College may deny work done by a student if it is determined that false or fraudulent statements were made in connection with the application for admission.

In determining a Florida resident for tuition purposes, the burden of proof rests with the applicant. A non-resident person, irrespective of sex, who marries a legal Florida resident may, upon becoming a legal resident of Florida, accede to the benefit of the spouse’s duration as a legal resident for fulfilling the twelve (12) month durational requirement.

A non-Florida resident may apply in writing for a reclassification as a resident for tuition purposes. The non-Florida resident must produce evidence that he/she is a legal resident and has resided in the state for twelve (12) consecutive months. A dependent child must provide evidence that his/her parents are legal residents of Florida. A resident alien may be considered a Florida resident for tuition purposes if he/she has resided in the state of Florida for twelve (12) consecutive months after being granted resident alien status by the United States Immigration and Naturalization Service. Only non-resident aliens classed in Visa categories A, E, G, I, or K may be eligible for classification as a Florida resident for tuition purposes. If the applicant provides evidence satisfactory to the college, the applicant will be reclassified as a resident for tuition purposes for subsequent registrations.

## SPECIAL SCHEDULING OPPORTUNITIES

### Distance Education

Gulf Coast has one of the largest distance learning programs in the state. Distance education is defined as the acquisition of knowledge and skills via selected media in an environment where the instructor and learner are geographically separated. This would include any video-based, web-based, two-way interactive, or print-based course (or a combination of these) delivered

off-campus.

Students who are unable to meet the rigors of traditional class schedules due to work, family commitments, or other circumstances, or who simply prefer the distance mode of delivery can enroll in distance education courses. Each video- and web-based outline gives a detailed description of the course and carefully explains the assignments. These assignments and examinations need to be completed by the dates listed in the course outline. An instructor coordinates each course and is available to help with questions or concerns. College policies apply to these courses. Distance education courses are listed in the college's class schedule and on the GCCC distance education home page at <http://library.gulfcoast.edu/vcampus>. Students who are successful in distance education courses are self-motivated, self-disciplined, and well organized. A fee of \$5 per credit/vocational hour is charged for distance education courses. For more information, please call (850) 872-3893.

### **Weekend College**

Students who cannot attend classes during the week may want to take advantage of compressed courses offered on weekends. These classes meet four consecutive weekends, beginning Friday night, continuing Saturday morning, and concluding on Sunday afternoon. There are a few exceptions to this format.

Courses leading to an Associate in Arts degree are offered on weekends, along with other courses of general interest. Weekend College classes are listed in the class schedules. For additional information, please call (850) 913-3282.

### **Military Services Program**

Gulf Coast offers on-site classes at Tyndall Air Force Base and the Naval Surface Warfare Center Panama City. These classes are also open to the civilian population.

Aside from stated and traditional means of obtaining credit, special policies, procedures and services are available to active-duty personnel.

The college follows the recommendations of the American Council on Education concerning credit awarded for the successful completion of military service schools and training programs. Division chairs determine whether or not military credits apply to

specific programs.

Official copies of D.D. Forms 295 or 214 must be evaluated. Military transcripts, such as CCAF and AARTS, are also accepted.

- Credit must be applicable to the student's current degree program.
- Gulf Coast must offer a course comparable in content and credit value.

It should be noted that most credits apply to the Associate in Science degree programs. For additional information visit the college website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) and click on the **TAFB Center option**.

### **Sites**

In addition to course and program offerings at the main campus of Gulf Coast Community College in Panama City, the college maintains additional sites at Tyndall Air Force Base Education Center, the North Bay Center, including the Charles H. Abbott Criminal Justice Training Academy, and the Gulf/Franklin Center in Port St. Joe. Information on course offerings at these sites can be obtained from the schedule of classes for each term and through brochures and press releases.

***FINANCIAL***  
***INFORMATION***

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## FINANCIAL INFORMATION

### STUDENT EXPENSE

Registration will not be officially completed until all fees are paid in full by the dates identified in the college calendar. Students are responsible for all fees for courses not dropped by the student during the drop/add period.

\* **Fees are subject to change without notice.**

#### IN-STATE (PER CREDIT HOUR):

Matriculation fee .....	\$45.81
Technology fee .....	1.80
Student activity fee .....	4.76
Capital improvement fee .....	1.00
Financial aid fee .....	2.38
Total, per credit hour .....	\$55.75

#### PER PSAV CREDIT HOUR:

Matriculation fee .....	\$44.40
Capital improvement fee .....	2.22
Financial aid fee .....	4.44
Total, per PSAV hour .....	\$51.06

#### PER ADULT EDUCATION CREDIT HOUR:

Matriculation fee .....	\$21.90
Capital improvement fee .....	1.10
Financial aid fee .....	2.19
Total, per adult education hour .....	\$25.19

#### OUT-OF-STATE (PER CREDIT HOUR):

Matriculation fee .....	\$45.81
Tuition fee .....	139.29
Technology fee .....	5.40
Student activity fee .....	4.76
Capital improvement fee .....	3.00
Financial aid fee .....	9.53
Total, per credit hour .....	\$207.79

#### PER PSAV CREDIT HOUR:

Matriculation fee .....	\$44.40
Tuition fee .....	132.90
Capital improvement fee .....	8.87
Financial aid fee .....	17.73
Total, per PSAV hour .....	\$203.90

#### PER ADULT EDUCATION CREDIT HOUR:

Matriculation fee .....	\$21.90
Tuition fee .....	66.00
Capital improvement fee .....	4.40
Financial aid fee .....	8.79
Total, per PSAV hour .....	\$101.09

A.A., A.S., A.A.S. Graduation fee..... \$20.00

Graduation reapplication fee..... 7.00

Computerized placement testing (CPT)..... \$4.00

CLEP tests (each) ..... \$65.00

Testing for academic correspondence courses ..... \$20.00

(Testing will be administered through the testing office and will be scheduled during the regular workday. The fee to cover administrative costs is payable at the Gulf Coast Community College business office.)

A fee of \$5.00 per credit/vocational hour is charged for courses offered through distance education.

Certain courses carry additional fees (see "Course Descriptions").

### FEES FOR NON-CREDIT ACTIVITIES

Fees are established for non-credit courses in keeping with Florida statutes. A complete description of fees set for non-credit activities can be found in the college policy manual.

### REFUNDS (Credit Classes)

Students are responsible for all fees for courses not dropped by the student during the published drop/add period. Refunds result from 1) classes dropped by the student by the end of the published scheduled drop/add period for each term; 2) classes not dropped prior to the first day of class for courses that do not begin during the scheduled drop/add period; and 3) for classes that are cancelled by the college. A refund of fees paid will be given if the proper procedures are followed. Refund checks are mailed within two weeks after the end of the published drop/add period each term.

A drop is different from a withdrawal. A drop will result in the elimination of the class(es) from the

transcript record. A dropped class does not affect the standards of academic progress; however it may affect the amount of financial aid awarded. A withdrawal will result in a letter grade of “W” in each class from which the student withdraws; withdrawals are included in the calculation of academic progress.

### **Procedures for Requesting a Refund After the Drop/Add Period**

A student who discontinues enrollment after the published drop/add period may be granted a refund if proper procedures are followed. Procedures for requesting a refund are:

1. Write a letter requesting a refund to the Dean of Student Development.
2. Attach **supporting documentation** (military orders, physician’s letter, etc.).
3. Submit the letter within six weeks of the end of the term.

Supporting documentation **must** include one of the following:

- a. Written documentation of call to or enlistment in active military duty or change of military station.
- b. Death of the student or member of student’s immediate family (parent, spouse, child, sibling).
- c. Illness of the student or of a dependent person of such severity or duration, as confirmed in writing by a physician, that completion of the semester is precluded.
- d. Documented administrative error by college.

Refund requests must have supporting documentation to be considered. Refunds may be approved by the dean of student development after the six week period if there was an administrative error by the college.

### **REFUND POLICY FOR NON-CREDIT ACTIVITIES**

The drop/add period for registration for non-credit activities is course-specific and, therefore, may occur any time during any term. All refunds are calculated by calendar days. When a refund day falls on a calendar day in which the Office of Lifelong Learning is closed (e.g. Saturdays, Sundays, holidays), the refund will be based on the following workday. The refund process is initiated by a drop request by the

student through Lifelong Learning. Telephone and/or written requests are accepted; however, the refund is based on the work day the drop request is received by the Office of Lifelong Learning. Refund checks are mailed to the student registered for the non-credit activity.

A refund for an official drop request made before the first day of the activity is 100 percent. Drop requests received on or after the first day of the activity provide no refund. In cases where the first day of the activity is Sunday, drop requests must be received by 4:00 p.m. on the Friday before. In cases where the college must guarantee payments associated with a non-credit activity, a confirmation registration date may be indicated, after which no refund is provided.

A student who submits a written request to the Office of Lifelong Learning will receive a 100 percent refund of the activity fee at any point in the semester in any of the circumstances noted in the section “Refunds (Credit Classes).”

### **STUDENT FINANCIAL AID**

Gulf Coast offers a variety of financial assistance for students. Students may apply based on financial need or merit. Financial assistance may be awarded from one or any combination of federal and state grants; part-time employment; institutional, state, and private scholarships; and student loans. Students who wish to apply should visit the college website at [www.gulfcoast.edu](http://www.gulfcoast.edu) or contact the GCCC financial aid office in the Student Union East.

#### **Financial Aid Programs**

**Federal Pell Grant.** The Pell Grant is a program designed to assist students with financial need. Eligibility is determined by a federal needs analysis determined by information provided on the Free Application for Federal Student Aid (FAFSA). Students should go to the GCCC website at [www.gulfcoast.edu](http://www.gulfcoast.edu) to expedite their application. Awards are based on student and/or family prior year income as reported on the federal income tax form. Award amounts are based on the number of hours enrolled each semester. Costs of tuition, books, and miscellaneous educational expenses may be covered by the Pell grant. *Students must reapply each year when tax forms are filed.*

**Supplemental Educational Opportunity Grant (SEOG).** A supplement to Pell eligible students who meet the priority consideration deadline of April 1. Stu-

Students must have maximum eligibility for Pell.

**Florida Student Assistance Grant.** State of Florida grant for students who show exceptional need as determined by information provided on the Free Application for Federal Student Aid (FAFSA) and who meet the May 15 priority consideration deadline. Other eligibility criteria include:

- Florida residency for at least 12 months preceding the first day of class of the academic year for which state aid is awarded.
- Enrollment in at least six (6) semester hours each semester.
- Prior recipients must have successfully completed the number of semester hours for which they were awarded.

**Federal Work-Study.** Federal funds provide students part-time jobs on and off campus. Students must apply using the Free Application for Federal Student Aid [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students must show some financial need and meet the priority deadline of April 1, to be considered for the work-study program. Contact the financial aid office for more information.

**Florida Bright Futures Scholarship Program.** Bright Futures recipients should consult the GCCC website at [www.gulfcoast.edu](http://www.gulfcoast.edu), click on *Prospective Students* and **Financial Aid and Bright Futures**. Current information on Bright Futures scholarship requirements and student eligibility is available.

**Gulf Coast Community College Foundation Scholarships.** The GCCC Foundation encourages full-time and part-time students to apply for the Foundation Scholarships. Applications are available in the Foundation and Financial Aid offices on campus. Filing deadline is March 1 for the upcoming academic year. Awards are based primarily on academic merit; however, some applications are considered based on financial need. Preference is given to students in Bay, Gulf, and Franklin counties.

**Federal Stafford Loans.** Stafford Loans are need-based funds, which enable eligible students to borrow funds for educational expenses. Students may use the funds now and have repayment delayed until after they leave school or attend less than half-time. Interested students must complete the Free Application for Federal Student Aid (FAFSA) to determine need. Returning applicants must have a 2.0 overall GPA and a 67% completion rate to apply. The loan application is located on the GCCC website at [www.gulfcoast.edu](http://www.gulfcoast.edu).

Click on *Prospective Student, Financial Aid, Loans*. All steps must be complete before processing can begin.

**Parent Loan Program (PLUS).** PLUS loans are available to parents of dependent undergraduate students.

**Short-term Emergency Loans.** Short-term loans are administered by the GCCC financial aid office and are available up to the maximum of \$300 during registration for tuition and fees only. Loans must be repaid in 60 days. Interest and late fees will be assessed, and a hold will be placed on the transcript and future registration for failure to repay the loan by the due date. Contact the financial aid office for more information.

*Loan funds are borrowed and must be repaid.*

Applications and more information on the loan programs are available in the financial aid office.

### Applying for Financial Aid

Applications for financial aid should be filed as early as possible for the following academic year. Paper applications are available January 1. Renewal students should use the pin number assigned by the federal processor to access their application online. All students may choose to access the Internet website [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply.

When completing an application for federal aid, the student must provide complete and accurate information from the student's and/or parent's previous year's completed income tax form. **Failure to provide accurate information will cause unnecessary delays in the evaluation of the student's need.**

Students wishing to use financial aid to pay tuition must meet the following deadlines:

#### Fall 2004 - Deadline is June 1 for

FAFSA (Free Application for Federal Student Aid)  
Entrance Counseling and Loan Request Form

#### Spring 2005 - Deadline is October 15 for

FAFSA (Free Application for Federal Student Aid)  
Entrance Counseling and Loan Request Form

### General Eligibility Requirements



All financial aid is dependent upon the availability of federal, state, and institutional resources. To be eligible for aid at GCCC, a student must:

- Have a high school diploma or GED certificate.
- Declare an eligible major.
- Enroll at least half-time. (Some Pell students may qualify at less than 6 hours.)
- Be a citizen or eligible non-citizen.
- Not owe a refund or repayment on a federal grant at any institution.
- Not be in default on a federal student loan.
- Maintain the standards of academic progress for financial aid that include the following factors:
  - Satisfactory grade point average on all college work (minimum 2.0).
  - A 67% completion rate on all hours attempted (including transfer hours).
  - Maximum time frame limit in which the student must complete a degree or certificate is 150 percent of total hours required (90 hours for an A.A., A.S., or A.A.S. degree and 45 hours for a certificate program). Total hours attempted/completed include all transfer credit.

Students who do not meet these standards will be suspended from receiving federal and state aid until they have regained eligibility in accordance with the academic standards of progress. The aid office will notify the student concerning the suspension. Suspended students will not receive financial aid.

## Appeals Process and Reinstatement

A student who loses eligibility for financial aid has an opportunity to appeal. Appeals must be submitted **in writing** to the director of financial aid with supporting documentation. The student may file the appeal based on mitigating circumstances as defined below:

1. Death of a close relative affecting the student's academic performance.
2. Illness of the student or close family member having direct effect upon the academic record.
3. Special mitigating circumstances of a unique kind as determined by the director or a designee.

If mitigating circumstances are found to exist, the student may be restored to satisfactory academic standing for one semester only. Further eligibility will occur only if the student clearly shows sound, documented evidence of progress after the first appeal.

***STUDENT***

***SERVICES***

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## COOPERATIVE EDUCATION AND CAREER DEVELOPMENT CENTER

One purpose of the Cooperative Education and Career Development Center is to assist students in developing career plans, researching scholarship opportunities, and obtaining university transfer requirements. Students, potential students, and alumni may take career interest assessments as well as research salary, job demand, and other characteristics of career fields through printed materials and computer programs. The Cooperative Education and Career Development Center is located on the first floor in the Student Union East, Room 54.

### PLACEMENT TESTING

All students entering college credit programs are required to take some form of basic testing for placement in English, reading, and mathematics. Students may meet this requirement several ways. Students may use ACT or SAT scores for placement provided the scores are less than two years old and meet state-mandated minimum score levels. If ACT or SAT scores are lower than the state-mandated minimum scores, the student must take the Computerized Placement Test (CPT) for placement. The CPT is how most students meet the testing requirement. If a student transfers college-level mathematics credit and/or college-level English composition credit to GCCC, the student has completed the testing requirement in that specific discipline and must test only in the area he or she is deficient. College-level English composition credit supersedes the need for placement in reading. Transfer students need to have their transcripts evaluated by the transcript specialist to determine whether they will be required to take any of the tests. Arrangements for disabled students needing special testing conditions are made in the Office of Disabled Student Services.

Computerized placement tests are available for a \$4 fee, and results are available immediately after testing. Students pay the fee in the college's bookstore or business office and take the receipt to Student Union East, Room 60. Computerized placement tests are also available at the North Bay Center, Tyndall Air Force Base Center, and the Gulf/Franklin Center.

Placement test schedules are available at the Information Desk in the Student Union East, the Library, the Office of Admissions and Records, the Testing Office, and on the college website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) under *Prospective Students* and click on the **testing option**.

TABE tests are given for students in PSAV programs and the Passport Program. Students in the Passport Program are tested on the main campus. Students testing for PSAV

programs can test on campus, at the North Bay Center, or at the Gulf/Franklin Center.

The PAX-RN and Dental Certification tests are given on the main campus. Advisers in the Health Sciences Division have the requirements for these tests.

### ASSESSMENT

The College-Level Academic Skills Test (CLAST) is one of three alternatives a student can use to demonstrate mastery of college level competencies required by Florida Statutes and Rules of the State Board of Education. (See CLAST Alternative for further options). The Computerized Adaptive Test (CAT CLAST) is now available at the GCCC main campus. The CAT CLAST allows students the opportunity to take the mathematics, reading, and English language portions of the CLAST on computer. However, there is no computerized option for the essay portion of the exam which is administered in October, February, and June. (See the college calendar for specific dates).

Computerized CLEP tests are given at scheduled times by appointment. Registration for the test is required one week before the test is administered. The CLEP testing schedule is available in Room 61 of the Student Union East or on the college website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) under *Prospective Students* and click on the **testing option**.

### ADVISING

All first time college students must see an academic adviser to register for courses. Advisers are assigned depending upon the student's major or college-level academic placement. Advisers assist students in making decisions related to academic and career aspirations. Advisers also assist students in selected the proper sequence and resolving academic problems. Students experiencing academic difficulty should consult their instructors or academic advisers, especially before withdrawing from any course.

**Self Advising.** All students are encouraged to consult with an academic adviser if they have questions relating to their program of study. Some students may not be required to see an academic adviser to register for courses.

Students who may self-advise are those students who 1) are not GEN-AA degree-seeking, 2) have matriculated out of developmental courses, 3) have accrued over 12 hours of college-level credit, 4) have not changed majors, or 5) are not on probation or suspension.

## FLORIDA ACADEMIC COUNSELING AND TRACKING FOR STUDENTS

**(FACTS)**

Florida Academic Counseling and Tracking for Students (FACTS) is a network that provides access to many resources of Florida's higher education institutions. FACTS offers a variety of student services and resources provided for convenience by the State of Florida and by the participating institutions.

Students may access the FACTS website at [www.facts.org](http://www.facts.org) to stay aware of current degree requirements, run a graduation evaluation, access college transcripts, take career assessments, investigate Florida colleges and degrees, and apply to Florida colleges.

**PIN**

In order to access a transcript or run a graduation check, students are required to have a current application on file and obtain a personal identification number (PIN). Information on how to apply and to obtain a PIN is located on the college website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) under *Prospective Students* and click on the **PIN request option**.

**WEB REGISTRATION**

Gulf Coast Community College students have the option of registering on the Web for classes. Check the web registration page of the college web site ([www.gulfcoast.edu](http://www.gulfcoast.edu)) for available registration dates. If a student has been cleared for registration by his/her adviser and has obtained a PIN, web registration is available. All prerequisite and testing requirements must be met prior to web registration. In order to sign on to web registration, a student ID number and a PIN are required.

**ORIENTATION**

All new students are encouraged to participate in an orientation session designed to assist in adjusting to college life. First time students must participate in orientation in order to register in the summer for the fall term. (See college calendar for orientation dates).

**SERVICES FOR STUDENTS WITH DISABILITIES**

Gulf Coast Community College encourages the enrollment of students with disabilities and recognizes their special needs; thus the Disabled Student Services program at GCCC is comprehensive in the services offered and the range of disabilities served. Its focus is academic support through human support services and technology to help students reach their potential. The

college endeavors to provide equal access to a quality education by providing reasonable accommodations to qualified individuals. To promote academic success, we offer a wide range of assistance and support services. Services include but are not limited to assistance in course registration, information about and referrals to campus and community services, academic and personal counseling, learning specialists, testing accommodations, readers, note takers, interpreters, assistive listening systems, and adaptive equipment. Students who have a disability requiring special assistance should contact the Office of Disabled Student Services.

Gulf Coast Community College has developed and implemented policies and procedures for providing reasonable course substitutions for eligible students with disabilities. Students who may be eligible for substitutions are those who have documented visual impairments, hearing impairments, or specific learning disabilities. Documentation must be provided to substantiate that the disability can be reasonably expected to prevent the student from meeting requirements for admission to the institution, admission to a program of study, entry to upper-division, or graduation. For additional information and assistance, contact the Office of Disabled Student Services located in the Student Union East, Room 59.

**STUDENT SUPPORT SERVICES**

The Student Support Services program provides support for students with academic need in the areas of English, Spanish, reading, and mathematics. This support includes one-to-one and group tutoring as well as specialized workshops and test preparation. Professional learning managers provide program services to all eligible participants. Additional support is provided by the program counselor through individual and group counseling activities that focus on study skills development, career exploration, student success strategies, and activities that foster a sense of belonging. A learning laboratory with computer access and audio/visual equipment is also available for student use. Eligibility for participation in the Student Support Services program is based on federal guidelines. The program serves first generation and low-income students, as well as students with physical and learning disabilities. Once certified for the program, students remain eligible for program services throughout their tenure at Gulf Coast Community College. The office for Student Support Services is located in the Student Union West, Room 89.

**RETURNING STUDENT PROGRAM**

The Returning Student Program is funded to serve displaced homemakers over the age of 35 who were once dependent on the income of another and no longer have

such income. This can be due to divorce, death, separation, or spousal disability. Academic support, personal and career development, and book and tuition scholarships are available for eligible clients per funding availability. The program is located in the Student Union East, Room 49 and 50. For more information, please call 872-3835 or 769-1551, ext. 6012. The Returning Student Program is sponsored by Gulf Coast Community College and the State of Florida and is administered by the Agency for Workforce Innovation.

## VETERANS

Applicants who plan to attend college under veterans benefits should consult the veterans affairs (VA) certifying official to obtain all necessary VA application forms before enrolling.

To be eligible, students must be degree seeking and their enrollment must be reported to the VA certifying official each term.

Gulf Coast Community College will adjust its VA certification procedures to the changing dynamics of the Veterans Administration without prior notification to students. Students on probation for two consecutive terms of enrollment who receive VA educational benefits will have their benefits terminated. VA benefits will be reinstated when the student is no longer on academic probation.

Credit for previous education and training will be evaluated and granted, if appropriate, with the training time shortened and tuition reduced proportionally with the VA and the veteran or eligible person so notified. Since the first VA checks are delayed, it is advisable for the veteran to be prepared to meet all expenses for approximately two months. For further information call the Veterans' Office at Gulf Coast Community College at 747-3210.

## BOOKSTORE

Gulf Coast Community College maintains a bookstore in the Student Union West. The bookstore sells new and used books, school supplies, and Commodore apparel. The bookstore is open Monday through Thursday from 7:30 a.m. - 7:00 p.m. and on Fridays from 7:30 a.m. until 4:00 p.m. during the fall and spring semesters. Bookstore hours during summer terms vary from those listed above. Books for Gulf/Franklin Center classes are sold at the Gulf/Franklin Center Bookstore Monday through Friday. During the final exam period of each semester, the bookstore at the main campus will buy back selected titles from students.

## LIBRARY

The GCCC library provides comprehensive library services, including reference, library instruction, reserve materials, and interlibrary loan. The library's resources include 80,000 books, 933 journal subscriptions, 360,000 microforms, and access to seven databases. Computers are available for students to access the online catalog and databases. Virtual reference chat is available all hours the library is open. These services may also be accessed via the Internet at <http://library.gulfcoast.edu>. In addition to college-owned resources, the staff will help obtain information from other libraries.

## COMPUTER LABS

Computer labs for the use by the students and staff of the college are located in the library. They are fully supported by the computing center and provide access to various types of multi-media tutorials as well as the Internet and Microsoft Office applications. These labs are available all hours the library is open. An open computer lab/library is also available at the Gulf/Franklin Center Monday through Friday.

## PARKING

- Green curb** - Employee only
- Blue curb** - Handicapped only
- Yellow curb** - NO PARKING

Areas not marked as designated above are available for student parking. Students, faculty, and staff parking in restricted areas will be fined \$5.00 for each offense. The fine must be paid in the Business Office or Bookstore within seven days or the fine will increase to \$10.00. Anyone parking in a handicapped designated area without proper identification will be fined \$50.00. Funds generated by parking ticket payments go to a student loan fund sponsored by the Student Activities Board and administered by the Office of Financial Aid. A hold will be placed on school records for those students with unpaid parking tickets.

## HOUSING

Gulf Coast Community College does not provide dormitories. A listing of rental housing is available for student use at the Information Desk in the Student Union East.

## INSURANCE

The college has no accident or medical insurance available for students. If a student is not covered under a personal or family policy, the college strongly recommends that the student purchase such a policy from the agent of choice.

## TUTORIAL SERVICES

**The Success Center:** The college provides tutorial support to Gulf Coast students through the Success Center located in Student Union West. The Success Center provides one-to-one tutorial support to students in all levels of math (through Calculus I), English, reading, accounting, and microcomputer applications. Also, students seeking assistance in meeting entry requirements for Gulf Coast certificate program can register with the Success Center to receive assistance in improving test scores. The Success Center also provides a variety of instructional resources in the form of videos, practice worksheets, and computer-based tutorials.

The Success Center offers day, evening, and weekend hours. Appointments are not necessary. Students enrolled in any of the following courses are automatically registered for the Success Center: MAT 0002, MAT 0024, ENC 0002, ENC 0021, REA 0001, or REA 0002. Students enrolled in other courses can register for the Success Center in Lifelong Learning located on the second floor of the Student Union East. For more information regarding Success Center services, call 872-3849.

**GED Preparation:** The college provides GED preparation through the Passport Program. Anyone 18 years of age or older who does not possess a standard high school diploma or GED or who is functioning below the ninth grade level is eligible for services. Orientations are held weekly. Students create their own schedules and work at their own pace. Day, evening, and weekend hours are available and all services are free of charge. For more information, call 872-3849.

Tutoring is available on a limited basis by appointment at both the Tyndall AFB Education Center and the Gulf/Franklin Center. Please check with the secretary on site for times and availability at each location.

## COUNSELING

Counseling services are available for academic adjustment, personal concerns, and referral services. Care is taken to assure the highest standards of confidentiality are maintained at all times. The Counseling Center is

located in the Student Union East.

## STUDENT CONDUCT

Gulf Coast Community College students are subject to college rules and policies and all public laws. Students who violate college rules or policies are subject to disciplinary action as provided in the Student Conduct Code found in the *Student Handbook*.

## APPEALS

The Appeals Committee hears noninstructional student grievances. Students may appeal perceived misapplication of college policy by college officials outside the instructional area, which provides its own appeals process. The chair of the Appeals Committee (the dean of student development) may appoint appropriate subcommittees to deal with specific issues. A description of the membership of the Appeals Committee is in the current *Student Handbook*.

## STUDENT OMBUDSMAN

Gulf Coast Community College has designated the director of student services to serve as the student ombudsman. The role of the ombudsman is to investigate student problems experienced at the college and to attempt to secure a satisfactory resolution.

## STUDENT RIGHTS AND RESPONSIBILITIES

Gulf Coast Community College maintains privacy rights of students and a list of student rights and responsibilities that are published annually in the *Student Handbook*. Academic and nonacademic grievance procedures are also outlined in this section of the *Student Handbook*. Handbooks may be obtained in the Office of Student Activities. Individual copies of the Student Rights and Responsibilities document may also be obtained in the office of the dean of student development.

## STUDENT RIGHT-TO-KNOW

**Student Persistence Rate** - A student cohort of full-time, degree-seeking students first enrolled at Gulf Coast Community College in the fall semester 1999 were sampled to determine student persistence. Of that sample, 56.07 percent received degrees or continued to be enrolled after four years of initial enrollment (FCCS, Accountability Measure 1, Part 2).

**Placement Rate of Vocational Completers** – The job placement rate for students enrolled in vocational programs at GCCC for the 1997-1998 academic year was 81.23 percent; for the 1998-1999 academic year, 84.79 percent, and for 1999-2000, 87.94 percent (FCCS, Accountability Measure 3, Part 2).

**Family Educational Rights and Privacy Act (FERPA)** - The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the director of enrollment services written requests that identify the records(s) they wish to inspect. The college official will make arrangements for access and notify the students of the time and place where the records will be inspected. If the records are not maintained by the college 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. Students may ask the college to amend a record that they believe is inaccurate. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the students when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her

professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a college of 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 20202-4605

Students or parents who request his or her educational records should consider the following:

- a. Directory Information – The following information may be released to anyone unless a student specifies in writing to the director of enrollment services that the information is not to be released.
  - Student's name.
  - Date and place of birth.
  - Major field of study.
  - Participation in recognized activities and sports.
  - Weight and height of athletic team members.
  - Dates of attendance.
  - Degrees, awards, and previous schools attended.
  - Photograph.

Non-directory information may be released to state and governmental agencies in accordance with state and federal guidelines.

- b. Granting Access to Students or Parents – Only students can request that their transcript be sent to another person or institution. Requests must be in writing and include the student's signature and photo identification. Phone calls are not acceptable for transcript requests. With proper identification, students may have access to their records located in the Office of Admissions and Records. In order for a parent or guardian to have access to a student's records, they must certify that the student is economically dependent as defined by the IRS Code.

**Campus Security Information** - Campus security and safety are important for students, staff, and visitors to Gulf Coast Community College. Employees and students should keep personal safety as their first priority and take the following steps in case of an emergency:

- Call the FSU Police, extension 3111, from any college phone or 872-4750, ext. 3111.
- Call 911 if a life-threatening emergency.
- Call the college switchboard operator, extension

- 2800, from any college phone or 769-1551.
- Safety concerns at the Gulf/Franklin Center should be reported to the coordinator and/or staff located in Building A.

Campus security includes a strict prohibition about the possession, use, or sale of alcoholic beverages and illegal drugs. The "Drug Free Campus" policy found in the *College Catalog*, the *Student Handbook*, and the *Employee Handbook* describes college policies regarding the possession, use, or sale of alcoholic beverages and illegal drugs.

The annual campus security report contains campus crime statistics for years 2000, 2001, and 2002. Statistics concern criminal offenses, as defined by the university crime reporting format, reported to campus security or local police agencies. Additional information can be found at the OPE Campus Security Statistics website (<http://ope.ed.gov/security>) brought to you by the U.S. Department of Education.

**CAMPUS CRIME REPORT STATISTICS  
NUMBER OF OFFENSES REPORTED**

OFFENSES	2000	2001	2002
Homicide	0	0	0
Sex Offenses, Forcible	0	0	0
Robbery	0	0	0
Burglary/Breaking & Entering	0	0	0
Larceny/Theft	11	0	7
Motor Vehicle Theft	0	0	0

**CAMPUS SEX CRIMES PREVENTION  
ACT NOTICE**

Pursuant to Sections 775.21, 943.0435, and 944.607, Florida Statutes requiring notification to institutions of higher education if a sexual predator or sexual offender is enrolled, or carrying on a vocation at an institution of higher education in this state, the Florida Department of Corrections will notify such institution. Information regarding such offenders attending Gulf Coast community College may be obtained in the Office of the Dean of Student Development or accessed online at [www.fdle.state.fl.us](http://www.fdle.state.fl.us).

**DRUG FREE CAMPUS**

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, Gulf Coast Community College...

...prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees;

...enforces sanctions, including those applicable under local, state, and federal law, for unlawful possession, use, or distribution of illicit drugs and alcohol, including but not limited to suspension, expulsion, termination of employment, and referral for prosecution which may result in arrest, appropriate fines, and imprisonment;

...believes that there are many detrimental health risks associated with the use of illicit drugs and the abuse of alcohol, including but not limited to psychological and physical addiction, insomnia, disorientation, depression, hallucinations, hypertension, increased anxiety and paranoia, damage to unborn fetuses, convulsions, cancer, psychosis, respiratory failure, brain damage, and death;

...encourages anyone with a drug or alcohol problem to seek help at one of the local agencies which include but are not limited to the following:

- Alcoholics Anonymous .....784-7431
- Chemical Addictions Recovery Effort, Inc. ....872-7676
- Life Management Center of Northwest Florida.....769-9481

More information may be obtained in the Counseling Center.

**STUDENT ACTIVITIES BOARD**

The Student Activities Board (SAB) serves as the student governance group on campus. The SAB actively seeks to represent the needs and concerns of the students to the college administration. Needs or concerns of a legislative nature are presented through the Florida Junior Colleges Student Government Association (FJCSGA), a statewide organization representing and involving all of Florida's community colleges. The purpose of the board is to develop student leadership and to contribute to the total life of the college. Through a number of standing and ad hoc committees, the SAB coordinates, encourages, and promotes participation in extracurricular and co-curricular activities. Application criteria for membership on SAB are available in the Student Activities Office in the Student Union East.

**ATHLETICS AND RECREATION**

Gulf Coast Community College has a highly successful intercollegiate athletic program. The Gulf Coast Community College Commodores compete in the Florida Community College Activities Association, Panhandle Conference, in men's basketball, women's basketball,



men's baseball, women's softball, and women's volleyball. Gulf Coast's athletic teams have consistently been competitive and highly ranked regionally, statewide, and nationally.

A complete intramural/extramural program is available for all interested students. Open hours are available for fitness swim and the use of the weight room. Information can be obtained from the director of wellness and athletics.

## CULTURAL OCCASIONS

Plays, lectures, concerts, art shows, and other forms of entertainment or enrichment are brought to the campus and community by the Division of Visual and Performing Arts. These special programs, designed to enhance the cultural life of the campus community, are financed through student activity funds, the sale of tickets, administrative allocations, and the support of the Gulf Coast Community College Foundation, Inc. A variety of programs sponsored by the Division of Visual and Performing Arts serve as an integral part of the community's cultural life.

All Gulf Coast Community College students are encouraged to participate in plays, musicals, choral and band organizations, and art activities.

## CAMPUS ORGANIZATIONS

Students may choose from a variety of clubs and organizations. These groups contribute to the total college experience and range from religious organizations, to service organizations to career and academically-oriented organizations. All campus groups must be approved by the Student Activities Board and Student Development Division, following the procedure outlined in the *Student Handbook* under the section "Organizing Clubs."

## ACADEMIC POLICIES

### Student Classification.

Freshman: 1-24 completed credit hours  
Sophomore: 25+ completed credit hours

**President's Honor List.** Awarded fall and spring terms to students enrolled for 12 or more college credit hours who earn a grade point average of 3.90-4.00.

**Dean's List.** Awarded fall and spring terms to students enrolled for 12 or more college credit hours who earn a grade point average of 3.70-3.89.

### Honors List.

1. Awarded fall and spring terms to students enrolled for 12 or more college credit hours who earn a grade point average of 3.00-3.69.
2. Awarded fall and spring terms to students enrolled in 6-11 college credit hours who earn a grade point average of 3.00 and above.

**Graduation Honors.** Hours are cumulative and include transfer credit hours.

#### Summa Cum Laude

Grade Point Average of 3.90-4.00

#### Magna Cum Laude

Grade Point Average of 3.70-3.89

#### Cum Laude

Grade Point Average of 3.50-3.69

**Identification Card.** Non-photo ID cards are issued on the student's fee payment receipt. Photo ID cards are available upon request in the Student Union East, Room 54.

**Fines.** Students cannot register for courses, graduate, and/or receive transcripts until all fees and fines have been paid.

**Cheating.** Cheating in any form will not be tolerated. Appropriate disciplinary action will be taken.

**Plagiarism.** See "Cheating."

**Grades.** Each faculty member will explain the grading system employed in each course. Students are responsible for obtaining a clear understanding of this process. Final grades are available the week after the end of each term. Students may access grades on-line through GCCC's Web Registration at [www.gulfcoast.edu](http://www.gulfcoast.edu) or by accessing FACTS at [www.facts.org](http://www.facts.org).

A -	Excellent	4 quality points per credit hour
B -	Good	3 quality points per credit hour
C -	Average	2 quality points per credit hour
D -	Poor	1 quality point per credit hour
F -	Failure	0 quality points per credit hour
P -	Passing	0 quality points per credit hour
S/U -	Satisfactory/Unsatisfactory	0 quality points per credit hour

May be assigned to certain credit, PSAV, and Adult Education courses. "P" grades are

assigned to continuing workforce education courses to designate award of CEU units.

S/U- Satisfactory/Unsatisfactory – 0 quality points  
May be used in certain PSAV courses to indicate whether or not exit level competencies have been met. S/U grades are used for non-credit courses for which CEUs are not awarded.

W - Withdrawal. See “Withdrawals.”

I - Incomplete. An “I” becomes an “F” within 30 calendar days from end of term.

X - Audit. Audits **must** be declared before the end of the drop/add period and cannot be changed to credit.

**Grade Change.** All grade changes must be initiated by the instructor and approved by the appropriate division chair and the executive vice president. All grade changes must be made within 30 days of the close of each term. Exceptions for extenuating circumstances must be approved by the executive vice president.

**Grade Forgiveness.** Students may repeat a course when a grade of “D” or “F” has been earned. The last grade counts. However, universities may count forgiven grades in calculating the grade point average. Forgiven grades may also be calculated in determining financial aid eligibility.

**Attendance.** Students who are absent from a credit class more than one eighth of the course without the instructor’s permission shall be withdrawn. Please consult with class instructors for specific class attendance and grading policies.

**Total Attempts.** This policy applied to college-level and college preparatory courses taken for the first time beginning with Fall Semester 1997. Only Gulf Coast Community College courses are counted in attempts. Repeatable courses, courses required to be repeated by a regulatory agency, or courses being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification, will not be applied to this policy.

A student can only repeat a course with a “D” or “F” grade. There is a maximum of two withdrawals permitted for each course. On the third attempt, a student cannot withdraw and must earn a grade.

A student may enroll three times in each course. On the third attempt and after, a student is assessed full cost of

instruction (4 times matriculation). A fourth attempt may be allowed only for students who withdraw or fail due to extenuating circumstances. An exception may be granted only once for each course, provided approval is granted through an academic appeal.

The college has the authority to review and reduce fees paid by students, on an individual basis, due to continued enrollment in a course, contingent upon the student’s financial hardship.

Exceptions may be granted through an academic appeal process for the following:

1. Repeating courses with a grade of “A,” “B,” or “C.”
2. Requiring a grade on the third attempt.
3. Allowing only two withdrawals per course.
4. Enrolling more than three times.
5. Limiting to two the number of times a course grade may be forgiven.

**Students who have successfully completed a college preparatory course with a “C” or better may request, through the appeals process, to audit the same preparatory course. Students will be allowed to audit the course only once. Audits for college and vocational courses declared prior to the end of the drop/add period shall not count as attempts.**

**Withdrawals.** Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. There are two kinds of withdrawals---student and administrative.

1. Student Withdrawal - Student completes a withdrawal form and submits the form to the Office of Admissions and Records before the scheduled withdrawal deadline published in the college catalog . Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as “W.”
2. Administrative Withdrawal - This withdrawal is completed by an instructor for excess absences (see Attendance Policy) or upon the request of the student to the instructor after the scheduled withdrawal deadline published in the college catalog. Administrative withdrawals initiated after the published withdrawal deadline will be recorded as “W” if passing and “F” if failing. The second examination in distance education courses is mid-term.

Students cannot withdraw from developmental studies courses (college-preparatory classes) after the drop/add period without written permission from the instructor and

a developmental academic adviser.

### Graduation Procedures.

1. Fulfill academic program requirements for degree to include a minimum 25 percent of credit successfully completed at GCCC. The catalog under which a student graduates cannot be older than five years.
2. Earn a 2.00 grade point average on all GCCC courses attempted.
3. Earn a cumulative 2.00 grade point average (including transfer credit).
4. Associate in Arts degree graduates must satisfy the College Level Academic Skills Program requirements by taking and passing the four components of the College Level Academic Skills Test (CLAST) or document satisfaction of the CLAST requirement by a state approved alternate method (see "Associate in Arts Degree").
5. Request a graduation degree audit. Students pursuing an A.S., A.A.S., or a vocational certificate must obtain a program evaluation from their adviser.
6. Submit paid graduation application to dean of student development office by published deadline (see college calendar for dates).
7. Fulfill all financial obligations to the college.

A student may elect to remove credits which are older than ten years. Both Gulf Coast Community College credit and transfer credit apply. All courses prior to the date chosen will not be counted in the academic GPA but will count in the student Academic Standards of Progress for financial aid.

**Academic Grievance Procedures.** Students who wish to appeal a final course grade should:

1. Meet with the involved faculty member.
2. If not resolved, meet with the division chair.
3. If not resolved, write a statement to the executive vice president.

**Maximum Credit Load.** The college recommends an average of 15-18 credit hours for Fall/Spring and 8 credit hours per Summer term. Students with "B" averages may carry additional credits with approval from the executive vice president.

**Course Substitution.** (Applies primarily to Associate in Applied Science, Postsecondary Vocational, and Certificate programs).

1. Student submits appropriate documentation to program manager.
2. If approved, program manager sends completed Course Substitution Form to the Office of

Admissions and Records.

Students receiving VA educational assistance **must** notify the Veterans Affairs Office.

### NONTRADITIONAL CREDIT

Up to 45 hours of nontraditional credit (i.e., CLEP, AP, IB, and AICE) may be applied toward a degree. Duplicate credit will not be awarded. Credits earned will not be included on the official Gulf Coast Community College transcript until the student has maintained enrollment in a credit course past the published drop-add period.

#### College Level Examination Program (CLEP).

Students may receive CLEP credit for up to 30 credit hours. Information on credit awarded for subject matter exams is available from the transcript evaluation specialist in the Office of Admissions and Records and online at the GCCC website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) under *Prospective Students* and click on the **testing option**.

The college accepts CLEP credit as follows:

1. Transcripts from a Florida public college/university.
2. Official CLEP test score.

**Regents College Mobility Examinations.** Students applying for the RN program with appropriate scores and LPN licenses may receive credit. Contact the Health Sciences Division for additional information.

**Cambridge AICE (AICE).** A list of courses and credits awarded for each examination is available from the transcript evaluation specialist in the Office of Admissions and Records and online at the college website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) under *Prospective Students* and click on the **testing option**.

**Advanced Placement (AP).** Scores of 5, 4, and 3 may be accepted for credit. Students must get AP credits recorded by the Office of Admissions and Records. Information on credit awarded for subject matters exams is available from the transcript evaluation specialist in the Office of Admissions and Records and online at the college website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) under *Prospective Students* and click on the **testing option**.

**International Baccalaureate (IB).** A list of courses and credits awarded for each examination is available from the transcript evaluation specialist in the Office of Admissions and Records and online at the college website ([www.gulfcoast.edu](http://www.gulfcoast.edu)) under *Prospective Students* and click on the **testing option**.

1. Students who have received an IB Diploma may be awarded up to 30 semester credits.
2. Information on credit awarded for students without an IB Diploma is available from the transcript evaluation specialist in the Office of Admissions and Records.

**Early Completion by Examination.** Students may request permission to challenge a course by taking a proficiency examination. Students passing the proficiency examination will be excused from further class attendance.

**Military Credit.** Most military credit applies to the Associate in Science degree or certificate programs. Credit will be accepted when it applies to a degree and when it is comparable in content and credit value to a GCCC course. Information on credit awarded for subject matters exams is available from the transcript evaluation specialist in the Office of Admissions and Records and at the Gulf Coast Tyndall Air Force Base Center.

**Prior Training and Experience.** Documentation and evidence of training or experience will be necessary to determine the extent of credit. This credit applies to the Associate in Science degree or certificate programs and must be evaluated by the program manager. Students with documented training certificates may be awarded credit if the training meets the academic standards and is relevant to the College's instructional program. For those with prior experience, credit may be awarded based on successful completion of the final exam for the course in which the student seeks credit.

**Servicemembers Opportunity College.** The American Association of Community Colleges has designated Gulf Coast as a Servicemen's Opportunity College (SOC). This means that military service members and their eligible dependents may pursue college programs without being penalized for unusual circumstances and transfers over which they have no control. Students who meet the Gulf Coast residency requirements (25 percent of credit successfully completed at GCCC) may complete degree requirements at other accredited colleges and transfer those credits to Gulf Coast as part of the degree requirements. For more information, please call (850) 283-4332.

## STANDARDS OF ACADEMIC PROGRESS

### A. COLLEGE CREDIT AND VOCATIONAL CREDIT

In determining academic progress, college credit, vocational credit, and preparatory credit are combined.

"Attempted" is defined as all courses in which a student has processed an official registration and in which a student remains enrolled after the drop/add period.

Transfer courses, courses taken for audit, and courses for which a student receives a refund will not be included in the determination of academic standing. "W" grades more than 10 years old will not be included in the determination of an academic completion rate.

**Academic Probation.** A student will be placed on academic probation if any one of the following conditions is present:

1. 13-35 credit hours attempted and cumulative grade point average below 1.50.
2. 36-45 credit hours attempted and cumulative grade point average below 1.75.
3. 46 or more credit hours attempted and cumulative grade point average below 2.00.
4. 18-36 credit hours attempted and less than 50 percent completion rate. (Students on financial aid must have a 65 percent completion rate.)

**Academic Suspension.** A student will be placed on academic suspension if any one of the following conditions is present:

1. 36-45 credit hours attempted and grade point average below 1.50.
2. 46 or more credit hours attempted and grade point average below 1.75.
3. 37 or more credit hours attempted and less than 50 percent completion rate. (Students on financial aid must have a 65 percent completion rate.)

**Suspension Waiver.** A student may appeal an academic suspension by participating in an academic appeals hearing with members appointed by the dean of student development. Through the appeals procedures, the committee will establish re-enrollment conditions and monitor the student's academic progress.

### B. MAXIMUM CREDIT HOUR LIMIT FOR NEED BASED AID STUDENTS

Students who have attempted in excess of 90 credits (including credits transferred in from other institutions) prior to the beginning of an academic year are not eligible to receive federal, state, or GCCC need-based aid at Gulf Coast Community College. Students exceeding 90 attempted credits during the academic year will be allowed to receive, through the end of the academic year, any need-based aid for which they are otherwise eligible.

***INSTRUCTIONAL  
PROGRAMS***

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## ***UNIVERSITY PARALLEL PROGRAMS***

*Associate in Arts Degree* - College credit, degree programs designed to prepare students for transfer to an upper division college or university

## ***CAREER STUDIES PROGRAMS***

*Associate in Science Degree* - College credit, degree programs designed to prepare students to enter a career.

*Associate in Applied Science Degree* – Associate in Applied Science degree programs are designed to prepare students for entry into employment requiring specialized skills.

*Technical Certificate Programs* - Non-degree, college credit, certificate programs designed to prepare students for immediate entry into a specialized field of employment or for employed students to acquire additional proficiency.

*Vocational Credit Certificate Programs* - Non-degree, non-college credit, postsecondary adult vocational programs designed to prepare students for immediate job entry.

*Workforce Development Programs* - Programs designed to assist individuals in selecting and obtaining employment through cooperation with job training providers, employers, the local Workforce Board, state agencies, and community-based organizations.

## ***ADULT BASIC EDUCATION AND GED PREPARATION PROGRAMS***

*The Passport Program* - Designed to prepare students for achievement of the GED and/or to improve basic academic skills for job entry and retention.

## ***LIFELONG LEARNING PROGRAMS***

Programs designed to meet ongoing, non-degree/non-career studies certificate needs for occupational skills and career development, community building, and enrichment of quality of life for citizens.

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## ASSOCIATE IN ARTS DEGREE

### University Parallel Program

The Associate in Arts (A.A.) degree is the freshman and sophomore years of a four-year bachelor's degree. The A.A. degree is specifically designed for the student who plans to transfer as a junior to a Florida public university.

The Associate in Arts degree requires a minimum of 60 college-level credit hours including 36 hours in general education and 24 hours of electives. Many majors at the universities require that specific courses be taken as part of the A.A. degree, both within general education and within the electives. Florida's state universities have identified common prerequisites to be taken during the lower division by all students who plan to enter a particular major within the university system.

Students who plan to transfer to a Florida state university should take the courses required in their major fields of study. This should be done with counsel from an academic adviser.

For clarification, a university is composed of colleges. Each college is composed of a number of academic departments. Each academic department includes various academic majors. The A.A. degree guarantees admission to a state university but not necessarily admission to a specific program of study within a college. Certain majors have admission requirements in addition to earning an A.A. degree. These majors are called "limited access programs," and the requirements may include completion of certain courses, a minimum grade point average in all course work, an audition, and submission of a portfolio. These requirements are given in the state university transfer manuals. See a GCCC adviser or counselor.

Although the A.A. degree does not guarantee admission to a private and/or out-of-state institution, a student can find out the institution's lower division requirements and include as many of them as possible in the A.A. degree.

### Graduation Requirements for the Associate in Arts Degree

1. Complete a minimum of 60 hours of acceptable college-level credits.
2. Complete the 36 credit hours of general education courses.
3. Complete a minimum of 24 credit hours of A.A. designated electives.
4. Satisfy the oral communication requirement in one of the following ways:
  - Enroll in ENC 1101 at Gulf Coast Community

College.

- Enroll in a speech course at Gulf Coast Community College.
  - Transfer speech from another institution.
  - Transfer ENC 1101 from a Florida college or university using common course numbering.
  - Students who have CLEP credit for ENC 1101 must complete a speech course prior to graduation.
6. Earn a cumulative grade point average (GPA) of at least 2.00, including all transfer credits and courses attempted at GCCC.
  7. Complete 25 percent of college-level credit hours at Gulf Coast Community College (minimum of 15 credit hours).
  8. Satisfy the College Level Academic Skills Program requirements by taking and passing the four components of the College-Level Academic Skills Test (CLAST) or document satisfaction of the CLAST requirement by a state-approved alternative method.
  9. Submit an application for graduation to the dean of students' office by the published deadline. See college catalog calendar for dates. It is in the best interest of the student to have a graduation evaluation performed before submitting a graduation application. A graduation evaluation can be requested in the Office of Admissions and Records.
  10. Fulfill all financial obligations to the college.

**Note:** For a five-year period from the date you begin taking courses in a degree program at GCCC, students have the right to follow the catalog course requirements under which they entered. Exceptions may be otherwise provided by law or policies of the District Board of Trustees.

### Associate in Arts Degree Course Requirements

The Associate in Arts degree requires a minimum of 60 college-level credit hours including 36 hours in general education courses and a minimum of 24 hours of acceptable electives.

### GENERAL EDUCATION

The general education curriculum of Gulf Coast Community College provides the foundation for students to acquire and apply knowledge and to think critically in

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

the following areas:

- A. Communication. Students should be able to:
- Read with literal and critical comprehension.
  - Write with logical and stylistic effectiveness in standard English.
  - Listen with discernment.
  - Speak with logical and stylistic effectiveness in standard English.
- B. Quantification. Students should be able to:
- Explain the logic, history, and contemporary applications of mathematics.
  - Utilize mathematical concepts in problem solving.
- C. Personal Values and Goals. Students should be able to:
- Identify and assess individual values in historical and cultural settings within a pluralistic society.
  - Apply the principles of psychological and physical health.
  - Set realistic and meaningful goals.
- D. Culture. Students should be able to:
- Explain the development of contemporary political-civic, social, and economic realities of western culture.
  - Explain historical developments of the arts and sciences of western culture.
  - Explain the impact of social institutions on individuals in cultural variations.
  - Explain interrelationships between western and non-western cultures.
- E. Aesthetics. Students should be able to:
- Recognize and evaluate artistic activities and products of a culture.
  - Explain the role of the arts in a society.
- F. Science and Technology. Students should be able to:
- Identify the concepts and laws of the biological and physical sciences and their effects on individuals and society.
  - Identify consequences of scientific and technological developments on society and the natural environment.
  - Utilize systematic approaches to processing information.

## Community College Associate in Arts Transfer Guarantees

Community College Associate in Arts graduates are guaranteed certain rights under the statewide Articulation Agreement 6A-10.024. This Articulation Agreement governs the transfer of students from Florida public community colleges to the state university system.

1. Community College A.A. degree holders will be granted admission to one of ten (10) universities, but not necessarily to limited access programs.
2. Upon transferring to a state university, A.A. degree graduates will be awarded at least 60 credit hours towards the baccalaureate degree.
3. The university catalog in effect the year the A.A. degree student first enrolled at the community college will remain in effect for the student's program, provided the student maintains continuous enrollment as defined in that catalog.
4. Once completion of the general education core requirements is noted on the transcript, regardless of whether or not an A.A. degree is awarded, no other state university or community college to which the student may transfer can require additional courses to the general education core.
5. When transferring among institutions participating in the statewide course numbering system, a receiving institution must accept all courses taken at the transfer institution, if the same course with the same course number is offered at the receiving institution.
6. Credits earned through acceleration mechanisms (CLEP, AP, PEP, early admission, international baccalaureate, and dual enrollment courses) within the A.A. degree at the community college will be transferable to the state university.

Should any of these guarantees be denied, the student has the right to file an appeal. Each state university has established appeal procedures. Students may contact the state university articulation officer for information about these procedures.

Students without an A.A. degree who are seeking admission to a state university do not have all the protection provided by the articulation agreement and may be denied admission or lose credit when transferring. In most cases students without an A.A. degree will have to meet freshman admissions standards.



## College Level Academic Skills Program (CLASP) and Test (CLAST)

Florida Statutes and Rules of the State Board of Education require students in the following categories to demonstrate proficiency in communication and computation:

- Those seeking the Associates in Arts degree.
- Those seeking the Associate in Science degree who will transfer to a state university.
- Those who will transfer to a state university with 60 or more hours.

The College Level Academic Skills Test (CLAST) is one method to demonstrate competency. An alternative method has been approved for those students who meet specific guidelines. See the Testing Office or the Office of Admission and Records.

To be eligible for CLAST, students must have successfully completed a minimum of 18 hours of college-level work.

**CLAST Alternative.** Students may be eligible to meet the English, reading, and essay portion and/or the mathematics CLAST requirements for the A.A. degree by one of the following options:

1. Earn a cumulative 2.5 GPA in ENC 1101 and ENC 1102 and/or a cumulative 2.5 GPA in two college-level mathematics courses.
2. Earn CLEP credit in ENC 1101 or in a college-level mathematics CLEP.
3. Score a minimum score in subject areas on ACT and SAT.

For further information, contact your academic advisor.

## DEVELOPMENTAL EDUCATION

The Developmental Studies Program is designed to help students achieve a level of academic competence that will enable them to work successfully in college-level courses. Developmental education includes sequential tracks in English, reading, and mathematics. Placement is assigned through the College Placement Test. Additionally, any student enrolled in a developmental course is registered, at no cost, for the Success Center (the college tutorial program located in the Student Union West). Developmental Studies advisers are available to assist students in the program in all matters related to their academic lives. For further information on support services, see "Student Services."

Developmental courses are college preparatory reading (REA 0001 and REA 0002), English (ENC 0002 and ENC 0021), and mathematics (MAT 0002 and MAT 0024).

## Developmental Studies Policies

**Requirement in College-Preparatory Reading.** If students place into college preparatory reading courses, they must (1) enroll during their first semester in either the course or the Success Center Reading Laboratory and (2) continue with a reading course or the lab until they have completed the reading requirement or tested out of developmental reading.

**Requirement in One College Preparatory Course (English or Math) Other Than Reading.** If students place into college-level reading but college preparatory English or math, they must enroll in at least one of the required college-preparatory courses during their first term and must continue in that discipline each term thereafter until they have completed the requirements.

**Requirement in Two College-Preparatory Areas.** Each semester students place into two college preparatory areas, including reading, they must address the reading deficiency by enrolling either in a college preparatory course or the Success Center Reading Laboratory. Each semester students place into two college-preparatory areas, excluding reading, they must enroll in at least one college-preparatory class.

**Requirement in Three College-Preparatory Areas.** Each term students place into three college preparatory courses, they must enroll in a reading course or the Success Center Reading Laboratory and at least one other college preparatory course.

**Sequence of Courses.** Once students enroll in a college preparatory course in reading, English, or math, they must continue to enroll in that discipline until they have satisfied their college preparatory requirements for that area.

For more information regarding developmental program requirements and support for developmental students, please contact Cheryl Flax-Hyman, director of developmental studies, at 769-1551, extension 3215.

## THE HONORS PROGRAM

The Honors Program emphasizes development of critical thinking skills in an environment that is unique and challenging. Honors courses are designed to be a different approach to teaching and learning. Honors

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

classes are small, generally fewer than 20 students per class. Emphasis is placed on individuality, originality, and participation. Honors students have opportunities to participate in unique research and special classroom activities not usually available in the regular classes for these courses. The 16-hour curriculum is designed to fit every Associate in Arts program the college offers. The honors courses will fulfill most of the general education requirements for any A.A., degree.

Students who complete the program while maintaining the required grade point average will be classified as "Honors Graduates." These students will receive special recognition during graduate, receive the seal of Honors on their diploma and will have the designation as "Graduate of the Honors Program" on all transcripts.

Participants in the program may be eligible for additional scholarship opportunities, membership in Phi Theta Kappa International Honorary Society, nomination to the Academic All-USA Team, and Brain Bowl.

In order to participate in the Honors Program, students must:

- Have a 3.5 or better weighted high school GPA (transcript required), or
- Have completed 15 credit hours from GCCC with a 3.5 GPA or better.

Students are then expected to maintain a 3.0 GPA in all coursework in order to remain in the program. Students who fail to maintain this minimum GPA will not be permitted to enroll in additional honors courses until the GPA is improved to 3.0. Students must complete all honors coursework and have an overall 3.5 GPA or better to graduate from the program.

Curriculum: To graduate from the program, a student must complete 15 hours of core courses. In special cases, the honors director may be able to substitute courses.

Area I, Honors Symposium\* ..... 1 cr.  
 Area II, Humanities I

or Biology for Science Majors (BSC 2010) .... 3 crs.

Area III, Psychology (PSY 2012) and

American National Government (PSY 2041).. 6 crs.

Area IV, Humanities II or Humanities III ..... 3 crs.

Area V, Major's Course by Contract\*\* ..... 3 crs.

\*The topic addresses in the Honors Symposium changes each semester and the course may be taken more than once if desired. Symposium addresses important and timely issues and offers participants the opportunity to participate in lively discourse.

\*\*Contractual course arrangements permit any course within the student's major to become an honors course by contract. Students enroll in the regular class but contract with the professor for special projects or studies that expand the course to an honors level. The object is to provide additional

opportunities for interaction between professor and student.

For additional information, contact the honors director, Dana Dye, at 769-1551, ext 2843.

## ACADEMIC FREEDOM

Believing that collegiate education is fortified through the vigorous and unfettered presentation and exchange of ideas, the District Board of Trustees of Gulf Coast Community College staunchly upholds the tenets of academic freedom. No external coercion shall be permitted to interfere with sober pursuit of truth and knowledge within the context of properly constituted courses and programs of study. The District Board of Trustees has developed procedures by which curricula and syllabi are developed and modified in keeping with the mission of the institution.

## ASSOCIATE IN ARTS DEGREE PROGRAMS

The following courses of study lead to advanced degrees at upper-division colleges and universities. Students who expect to seek these degrees are advised to contact the university they expect to attend for information on courses to be taken while attending Gulf Coast Community College. University catalogs are available in the career center and the library.

- Accounting
- Advertising/Public Relations
- Agriculture Science
- Anthropology
- Archaeology
- Architecture
- Art
- Biology
- Biology Education
- Building Construction
- Business Administration
- Business Teacher Education
- Chemistry
- Chemistry Education
- Chiropractic Medicine
- Communication
- Computer Science
- Criminology/Criminal Justice
- Dental Medicine
- Earth/Space Science Education
- Economics
- Economics for Business
- Elementary Teacher Education
- Engineering
- English
- Entomology
- Environmental Science

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

- Family and Consumer Science
- Foreign Language
- Forestry
- Geology
- Health Education
- Health Information Management
- History
- International Studies
- Journalism
- Landscape Design and Management
- Law
- Legal Studies
- Library Science & Information Studies
- Marine Biology
- Mathematics
- Mathematics Education
- Medical
- Medical Technology
- Meteorology
- Middle School Science Education
- Music
- Nursing
- Nutrition, Food, and Exercise Science
- Occupational Therapy
- Oceanography
- Optometry
- Ornamental Horticulture
- Pharmacy
- Philosophy
- Physical Education
- Physical Therapy
- Physician's Assistant
- Physics
- Physics Education
- Political Science
- Psychology
- Radio/Television Broadcasting
- Radiologic Science
- Recreation
- Religion
- Respiratory Care
- Science Education
- Social Studies Education
- Social Work
- Sociology
- Special Education
- Speech
- Sports Medicine/Athletic Training
- Technology
- Theatre
- Veterinary Medicine
- Women's Studies

due to prerequisites and/or special university requirements.

All students expecting to enter a state university must meet the foreign language requirements.

The basic transfer program is the General Associate of Arts program. The "pre-" programs described in this catalog are designed to best advise students in selecting courses required by universities for admission to specific programs. These "pre-" programs can be completed in two years if a student takes 15-18 hours per semester. Some students may need to complete additional courses

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+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

**ASSOCIATE IN ARTS DEGREE  
(GEN-AA)**

Students completing the following program will have met the general education requirements of this institution and will be certified as agreed upon by all public institutions of higher learning in Florida. This program is a part of graduation requirements with the exception of specialized professional, technical, and business programs.

The following general education courses are required for an Associate in Arts degree. Students must follow this outline. Options should be selected with assistance of a faculty adviser.

Students who have CLEP credit for ENC 1101 must complete a speech course prior to graduation.

<b>Core Requirements</b>		<b>Sem. Hrs.</b>
* ENC 1101	English Composition I.....	3
*+ ENC 1102	English Composition II .....	3
EUH 1000	or 1001 Western Civilization I or II.....	3
POS 2041	American National Government .....	3
PSY 2012	General Psychology or	
SYG 2000	Principles of Sociology .....	3

**Physical Science (Choose One) ..... 3 Sem Hrs.**

AST 1002	Descriptive Astronomy	
CHM 1033	General, Organic, Biochemistry	
+ CHM 1040	Fundamentals of Chemistry	
CHM 1045	General Chemistry	
EVR 1001	Introduction to Environmental Science	
GLY 1010	Physical Geology	
MET 1010	Introductory Meteorology	
OCE 1001	Fundamentals of Oceanography	
+ PHY 1020	Introductory Physics	
+ PHY 2048	University Physics I	
+ PHY 2053	College Physics I	
+ PSC 2341	Physical Science Survey	
PSC 2371	Earth and Space Science Survey or higher level physical science courses as approved by adviser	

**Biological Sciences (Choose One)..... 3 Sem. Hrs.**

BSC 1005	General Biological Science	
+ BSC 2010	Biology for Science Majors I	
BSC 2085	Human Anatomy and Physiology or higher level biological science courses as approved by adviser.	
+ BSC 2311	Introduction to Marine Biology	

**Humanities** - All students are required to successfully complete a minimum of three semester hours from Area I, Area II, and Area III. Students must complete ENC 1101 with a minimum grade of "C" before taking Area II and must complete ENC 1102 with a minimum grade of "C" before taking Area III. Some programs may require additional hours in the humanities.

**Area I (Choose One)..... 3 Sem. Hrs.**

+ ARH 2000	Understanding Visual Arts	
+ MUL 2010	Understanding Music	
+ THE 2000	Understanding Theatre	
+ ARH 2050	Art History I	
+ ARH 2051	Art History II	
+ MUL 2110	Survey of Music Literature	
+ THE 2071	Survey of Film, Television, and Video	

**Area II (Choose One)..... 3 Sem. Hrs.**

(Students must complete ENC 1101 with a minimum grade of "C" before taking Area II)

*+ Philosophy		
*+ Religion		
*+ FRE 2200	Second Year French	
*+ SPN 2200	Second Year Spanish	

**Area III (Choose One)..... 3 Sem. Hrs.**

(Students must complete ENC 1102 with a minimum grade of "C" before taking Area III)

*+ AML 2010	Amer. Lit. Through the Civil War	
*+ AML 2020	Amer. Lit: Reconstruction to Present	
*+ AML 2600	African-American Literature	
*+ ENG 2111	Literature and Film	
*+ ENL 2012	Eng. Lit. Through the 18th Century	
*+ ENL 2022	Eng. Lit: Romantics to Present	
*+ LIT 2040	World Drama	
*+ LIT 2090	Contemporary Literature	
*+ LIT 2110	World Literature: Ancient Through Renaissance	
*+ LIT 2120	World Lit: Enlightenment to Present	
*+ LIT 2380	Women in Literature	

**\*Mathematics..... 6 Sem. Hrs.**

(At the level of STA, MAC or MGF, as approved by adviser)

**\*\*Foreign Language**

**and/or +Approved Electives..... 24 Sem. Hrs.**

All courses offered for transfer credit, except those marked with the # sign, are suitable to be used as electives. In those cases in which the course is marked with a #, it would be appropriate to consult the program adviser.

**TOTAL ..... 60 Sem. Hrs.**

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

- \* A minimum grade of "C" is required.
- + No more than two physical education activity courses may be counted toward the 60 hours for graduation.
- \*\* To enter a state university, students must meet foreign language requirements in one of the following ways:
  - Two credits (years) of one foreign language or, for some institutions, American Sign Language in high school.
  - Eight to ten semester hours of one foreign language or, for some institutions, American sign language in college.
  - Satisfactory score on the CLEP examination.
  - Satisfactory score on the MAPS Latin examination.
  - Demonstrated competence by examination in a foreign language other than those examinations identified above or, for some institutions, in American Sign Language, with the standards and methods for determining competence to be identified by the admitting university.

**Students who plan to transfer to a state university but do not meet the foreign language requirements should complete the requirement at the community college.** Students who meet one of the two criteria below may be admitted to a state university as an exception to the foreign language admissions requirement but must take 8-10 credits of one foreign language at the university or community college prior to graduation:

- Students who earned an A.A. degree before September 1, 1989.
- Students who enrolled before August 1, 1989, in a program leading to an A.A. degree from a Florida community college and maintain continuous enrollment (one course each 12 month period beginning with the first enrollment and continuing until enrollment in a university).

## PRE-ACCOUNTING (ACCTG-AA)

**PRIMARY ADVISERS:** Lee Anderson (ext. 6015), Tom Hoskins (ext. 2844), James Veal (ext. 2846)

**PROGRAM GOAL:** The purpose of this program is to prepare students for an advanced education at the university level. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+*ENC 1101	English I .....	3
+*ENC 1102	English II .....	3
+*QMB 2100	Bus & Econ Statistics .....	3
+*MAC 2233	Calculus for Business .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psych./Soc. ....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

### MAJOR COURSES

CGS 1570	Microcomputer Applications .....	3
GEB 1011	Introduction to Business .....	3
* ACG 2001	Financial Accounting I .....	3
+*ACG 2011	Financial Accounting II .....	3
ECO 2013	Economics, Macro .....	3
ECO 2023	Economics, Micro .....	3

**ELECTIVES** .....6

**TOTAL DEGREE HOURS** .....60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

**PRE-AGRICULTURE SCIENCE  
(FARM-AA)**

**PRIMARY ADVISER:** Terri Bedford (ext. 2868)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in agriculture and the related areas of agronomy, botany, entomology, soil science, and veterinary medicine. Agriculture science impacts government, academic, and corporate areas of the food industry. Please see the adviser for assistance in selecting appropriate elective courses relative to the interest area in agriculture. Florida A & M University offers the B.S. degree in agriculture science. The University of Florida has similar programs. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+*ENC 1101	English I.....	3
+*ENC 1102	English II.....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology	.3
POS 2041	Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I.....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

+* BSC 2010	Biology for Science Majors I.....	3
(Meets biology requirement for A.A.)		
BSC 2010L	Biology for Science Maj. I Lab ...	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab ...	1
+* MAC 1140	Pre-Calculus Algebra.....	3
+* STA 2023	Statistics.....	3
(Meets math requirement for A.A.)		
+* CHM 1045	General Chemistry .....	3
(Meets physical science requirement for the A.A.)		
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis .....	3
CHM 1046L	Chemistry with Qual. Anal. Lab...2	
+* MAC 1114	Trigonometry .....	3
+ SPC 1600	Intro. to Public Speaking .....	3
ECO 2013	Economics, Macro .....	3

**ELECTIVES**.....4

**TOTAL DEGREE HOURS**.....60

**PRE-ANTHROPOLOGY/  
ARCHAEOLOGY (ANTH-AA)**

**PRIMARY ADVISER:** Jennifer Hamilton (ext. 5850)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in anthropology or archaeology. Anthropologists study human origins, languages, social institutions and customs. Archaeologists study the artifacts of prehistoric and historic peoples and attempt to reconstruct the culture and social practices of such people. This program will also prepare students for a teaching career in anthropology or archaeology. Students should expect to complete graduate studies in preparation for a career in anthropology or archaeology.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
+* MGF 1106	Math for Liberal Arts I .....	3
+* MGF 1107	Math for Liberal Arts II .....	3
EUH 1000	Western Civilization I.....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt .....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

ANT 2410	Anthropology.....	3
GLY 1010	Physical Geology .....	3
(Meets physical science requirement for A.A.)		
GEO 1010	Geography .....	3
EUH 1001	Western Civ. II .....	3

**ELECTIVES**.....15

**TOTAL DEGREE HOURS**.....60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

**PRE-ARCHITECTURE (ARCH-AA)**

(FOR TRANSFER TO FLORIDA A &amp; M UNIVERSITY ONLY)

**PRIMARY ADVISER:** James R. Vandervest (ext. 5886)

**PROGRAM GOAL:** This program is designed to prepare students for entry into the Bachelor of Science in Architectural Studies degree program at Florida A & M University.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+*ENC 1101	English Composition I.....	3
+*ENC 1102	English Composition II.....	3
+*MAC 1140	Pre-Calculus Algebra.....	3
+*MAC 2311	Calculus I.....	4
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology..	3
POS 2041	Amer. Nat. Govt.....	3
+ ARH 2000	Understanding Visual Art.....	3
	(Meets Humanities I requirement)	
+ ARH 2050	Art History I.....	3
+*ENL 2012	English Literature.....	3
	(Meets Humanities III requirement)	

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology.....	3
+*Humanities II.....	3

**MAJOR COURSES**

ART 1300C	Drawing I.....	3
+ ART 1201C	Design I.....	3
+ ART 1202C	Design II.....	3
+ TAR 1120	Architectural Drafting & Lab.....	4
+ TAR 2154	Commercial Arch Design & Lab..	4
+ ETG 2530	Strength of Materials.....	3
+ ETG 2502	Statics.....	3
BCN 1230	Materials and Methods.....	3
+ PHY 2053	College Physics & Lab.....	4

**TOTAL DEGREE HOURS.....67**

**NOTE: Students must enroll in summer term at FAMU prior to their junior year.**

**PRE-ART (ART-AA)****PRIMARY ADVISER:** Jonnie Ihlefeld (ext. 2890)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in the visual arts. Visual arts is a limited access program at most universities. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend. For example, some visual arts specialized programs within a university require two years of a foreign language.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+*ENC 1101	English I.....	3
+*ENC 1102	English II.....	3
+*MGF 1106	Math for Liberal Arts I.....	3
+*MGF 1107	Math for Liberal Arts II.....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology..	3
POS 2041	Amer. Nat. Govt.....	3
+ ARH 2000	Understanding Visual Art.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology.....	3
Physical Science.....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

+ ART 1201C	Design I.....	3
+ ART 1202C	Design II.....	3
ART 1300C	Drawing I.....	3
+ ART 1301C	Drawing II.....	3
+ ARH 2050	Art History Criticism I.....	3
+ ARH 2051	Art History Criticism II.....	3
+ ART 1950	Portfolio Preparation for Visual Arts I.....	1
+ ART 1951	Portfolio Preparation for Visual Arts II.....	

**ELECTIVES**

Approved visual arts or photography electives.....4

**TOTAL DEGREE HOURS.....60**

**PRE-BIOLOGY (BIO-AA)**

**PRIMARY ADVISER:** Linda Fitzhugh (ext. 2863),  
Melissa Moore (ext. 2853)

**PROGRAM GOAL:** This program prepares students for entering the university as a biology major. Generally, most state universities offer a B.S. or B.A. in biology or related life science fields such as botany, zoology, microbiology and cell science, entomology, plant science, animal science, and wildlife ecology. Because of the diversity among degree programs, students should contact the university they plan to attend as soon as possible to determine the curriculum option in which they are most interested and the admissions requirements of that university. Additionally, most universities require one year of a foreign language. All ten of the state universities offer upper division studies in biology.

GENERAL EDUCATION COURSES	Cr. Hrs.
+*ENC 1101 English I.....	3
+*ENC 1102 English II.....	3
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 or SYG 2000 Psychology/Sociology.....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I.....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

+* BSC 2010 Biology for Science Majors I.....	3
(Meets biology requirement for A.A.)	
BSC 2010L Biology for Science Maj. I Lab .....	1
+* BSC 2011 Biology for Science Majors II .....	3
BSC 2011L Biology for Science Maj. II Lab .....	1
+* MAC 1140 Pre-Calculus Algebra.....	3
+* STA 2023 Statistics.....	3
(Meets math requirements for the A.A.)	
+* MAC 2311 Calculus I.....	4
+* MAC 2312 Calculus II .....	4
+* CHM 1045 General Chemistry .....	3
(Meets physical science requirement for A.A.)	
CHM 1045L General Chemistry Lab.....	1
+* CHM 1046 Chemistry with Qual. Analysis.....	3
CHM 1046L Chemistry with Qual. Anal. Lab.....	2
+* Approved Organic Chemistry .....	5
<b>TOTAL DEGREE HOURS</b> .....	<b>60</b>

**PRE-BIOLOGY EDUCATION (SCBED-AA)**

**PRIMARY ADVISER:** Dave Heckman (ext. 3345)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in biology education. The completion of the four year program in biology education will lead to Florida certification in high school biology. All students must successfully complete the CLAST examination (no exemptions are allowed), maintain a 2.5 GPA in all A.A. degree courses, and score 960 on the SAT or 20 on the ACT for admission into the teacher education and biology education programs at most Florida universities. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend.

All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement.

GENERAL EDUCATION COURSES	Cr. Hrs.
+*ENC 1101 English I.....	3
+*ENC 1102 English II .....	3
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 Psychology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I.....	3
+*Humanities II (REL 2000, REL 2300) .....	3
+*Humanities III (AML 2600, LIT 2380).....	3

**MAJOR COURSES**

EDF 1005 Intro. to Education .....	3
EDG 2701 Teaching Diverse Populations .....	3
EME 2040 Technology for Teachers .....	3
+* BSC 2010 Biology for Science Majors I.....	3
(Meets the biology requirement for the A.A.)	
BSC 2010L Biology for Science Maj. I Lab .....	1
+* BSC 2011 Biology for Science Majors II .....	3
BSC 2011L Biology for Science Maj. II Lab .....	1
+ SPC 1600 Public Speaking .....	3
+* MAC 1140 Pre-Calculus Algebra.....	3
+* MAC 1114 Trigonometry .....	3
(Meets math requirements for the A.A.)	

The student must also complete one of the following two-semester sequences in science. Either will satisfy the physical science requirement for the A.A.

+* CHM 1045/L and +*CHM 1046/L Chemistry .....	9
or	
+* PHY 2053/L and +*PHY 2054/L Physics.....	8

**ELECTIVES**..... 1 or 2

**TOTAL DEGREE HOURS**..... 60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.



## PRE-BUILDING CONSTRUCTION (BLCON-AA)

**PRIMARY ADVISER:** Terri Bedford (ext. 2868)

**PROGRAM GOAL:** The purpose of this program is to provide students the opportunity to gain knowledge in the disciplines necessary for a career in building construction. The program is designed to meet the first two years of preparation for a four-year degree based on the program offered at the University of Florida. Students should make contact as soon as possible with the school they plan to attend to make any program adjustments needed and to become familiar with the admissions requirements of that particular university. Other programs are offered at the University of West Florida and the University of North Florida.

A four year degree could lead to self-employment in the construction field; contract work for a government agency or private business; or employment by a private construction firm or government agency. Individuals are required to pass a state exam and meet all state licensing requirements to become a licensed contractor.

It is recommended that students who do not show competence in word processing and spreadsheets take CGS 1570 Microcomputer Applications. Competencies in these areas will be tested at the University of Florida. Students should check with the adviser to investigate other courses that may be taken to facilitate the transfer to the university of their choice. The University of Florida requires SUR 2101 (Surveying) and BUL 2241 (Business Law). Students are strongly advised to take ETG 2502 (Statics) and ETG 2530 (Strength of Materials) at the community college level, but these courses may be taken as 2-hour courses at the University of Florida in the summer prior to entering the upper division in the fall semester. Students should set their goals to enter the upper division program in the fall semester in order to get the correct sequence of courses at the university.

### GENERAL EDUCATION COURSES      Cr. Hrs.

+*ENC 1101	English I.....	3
+*ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology.....	3
POS 2041	Amer. Nat. Govt .....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III.....	3

### MAJOR COURSES

+ TAR 1120	Architectural Drafting .....	1
+ TAR 1120L	Architectural Drafting Lab.....	3
+*STA 2023	Statistics .....	3
	(Meets math requirement for A.A.)	
+*MAC 2311	Calculus I (4) or	
+*MAC 2233	Business Calculus .....	3
GLY 1010	Geology.....	3
	(Meets physical science requirement for A.A.)	
+ ENC 2210	Technical Writing .....	3
ACG 2001	Financial Accounting I.....	3
ECO 2013	Economics, Macro .....	3
BCN 1230	Materials and Methods.....	3
+ PHY 2053	College Physics I .....	3
PHY 2053L	College Physics I Lab .....	1
+ PHY 2054	College Physics II .....	3
PHY 2054L	College Physics II Lab .....	1

**TOTAL DEGREE HOURS**..... 60

**PRE-BUSINESS ADMINISTRATION  
(BUS-AA)**

**PRIMARY ADVISERS:** Richard Stewart (ext. 3839), Lee Anderson (ext. 6015), Rhonda Barker (ext. 2841), Judy Fitzpatrick (ext. 2842), Tom Hoskins (ext. 2844), Jerome Tidwell (ext. 2845), James Veal (ext. 2846), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** The purpose of this program is to prepare students for an advanced education at the university level. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+* ENC 1101 English I.....	3
+* ENC 1102 English II.....	3
+* QMB 2100 Bus & Econ. Statistics.....	3
+* MAC 2233 Calculus for Business.....	3
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 or SYG 2000 Psychology/Sociology ....	3
POS 2041 Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology.....	3
Physical Science.....	3
+Humanities I.....	3
+*Humanities II .....	3
+*Humanities III.....	3

**MAJOR COURSES**

CGS 1570 Microcomputer Applications.....	3
GEB 1011 Introduction to Business.....	3
* ACG 2001 Financial Accounting I.....	3
+* ACG 2011 Financial Accounting II.....	3
ECO 2013 Economics, Macro.....	3
ECO 2023 Economics, Micro .....	3
+ ACG 2071 Managerial Accounting .....	3

**ELECTIVES**

Elective Hours.....3

**TOTAL DEGREE HOURS** .....60

**PRE-BUSINESS TEACHER EDUCATION  
(BSTHR-AA)**

**PRIMARY ADVISERS:** Richard Stewart (ext. 3839), Lee Anderson (ext. 6015), Rhonda Barker (ext. 2841), Judy Fitzpatrick (ext. 2842), Tom Hoskins (ext. 2844), Jerome Tidwell (ext. 2845), James Veal (ext. 2846), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** The purpose of this program is to prepare students for an advanced education at the university level. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement.

**GENERAL EDUCATION COURSES Cr.Hrs.**

+* ENC 1101 English I.....	3
+* ENC 1102 English II.....	3
+* MGF 1106 Math for Liberal Arts I.....	3
+* MGF 1107 Math for Liberal Arts II.....	3
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 or SYG 2000 Psychology/Sociology ....	3
POS 2041 Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology.....	3
Physical Science.....	3
+Humanities I.....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

CGS 1570 Microcomputer Applications.....	3
+ OST 1856 Word Proc w/Microsoft Word or	
+ OST 1711 Word Proc. w/WordPerfect.....	3
* ACG 2001 Financial Accounting I.....	3
+* ACG 2011 Financial Accounting II.....	3
BUL 2241 Business Law .....	3
ECO 2013 Economics, Macro.....	3
+ ACG 2071 Managerial Accounting .....	3

Elective Hours.....3

**TOTAL DEGREE HOURS** .....60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

## PRE-CHEMISTRY (CHEM-AA)

**PRIMARY ADVISER:** Vicky Ellis (ext. 2856)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies as chemistry majors. All state public universities and most private universities offer the bachelor's degree in chemistry. Several of the institutions offer B.S./A.C.S. degrees, indicating endorsement of the program by the American Chemical Society. Most colleges of arts and sciences require an intermediate level of proficiency in a foreign language beyond that required for admissions to the university. To enhance students' chemistry education, the chemistry department at Gulf Coast Community College offers hands-on instruction in the use of a wide range of instruments, such as gas chromatography (GC) and infrared spectroscopy (FTIR). Several different levels of computer usage for chemistry are available for student use. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend. In addition to the courses below, most universities require Calculus III and highly recommend Differential Equations. The two-semester sequence of physics with lab is also required.

### GENERAL EDUCATION COURSES      Cr. Hrs.

+* ENC 1101 English I.....	3
+* ENC 1102 English II.....	3
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology.....	3
+Humanities I.....	3
+*Humanities II .....	3
+*Humanities III.....	3

## MAJOR COURSES

+* CHM 1045 General Chemistry .....	3
(Meets physical science requirement for A.A.)	
CHM 1045L General Chemistry Lab.....	1
+* CHM 1046 Chemistry with Qual. Analysis .....	3
CHM 1046L Chemistry with Qual. Anal. Lab.....	2
+* MAC 2311 Calculus I.....	4
+* MAC 2312 Calculus II .....	4
(Meets math requirement for the A.A.)	
+* CHM 2210 Organic Chemistry I .....	3
CHM 2210L Organic Chemistry I Lab .....	2
+* CHM 2211 Organic Chemistry II .....	4
CHM 2211L Organic Chemistry II Lab .....	1
+* PHY 2048 University Physics I.....	4
PHY 2048L University Physics I Lab.....	1

**ELECTIVES**..... 1

**TOTAL DEGREE HOURS**..... 60



## PRE-CHIROPRACTIC MEDICINE (CHIR-AA)

**PRIMARY ADVISER:** Fledia Ellis (ext. 6020)

**PROGRAM GOAL:** The primary goal of this program is to prepare students for admission directly to the college of chiropractic medicine or to the upper division for continued studies to prepare for admission to chiropractic study. Although schools of chiropractic medicine do not require students to hold a bachelor's degree, they do require a strong background in biology, chemistry, physics, and related areas, as well as specific requirements in the social sciences and humanities. Most chiropractic colleges require 60 - 80 semester hours of course work prior to making application. The state of Florida does not have a school of chiropractic medicine at this time. Students should be familiar with the requirements of the chiropractic school they plan to attend.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology....	3
POS 2041	Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I.....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

+* MAC 1140	Pre-Calculus Algebra.....	3
+* MAC 1114	Trigonometry.....	3
	(Meets math requirement for the A.A.)	
+* CHM 1045	General Chemistry.....	3
	(Meets physical science requirement for A.A.)	
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis.....	3
CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+* CHM 2210	Organic Chemistry I.....	3
CHM 2210L	Organic Chemistry I Lab.....	2
	Approved Biology with lab.....	8
	(Meets biology requirement for the A.A.)	
+* PHY 2053	Physics I.....	3
PHY 2053L	Physics I Lab.....	1
+* PHY 2054	Physics II.....	3
PHY 2054L	Physics II Lab.....	1

**TOTAL DEGREE HOURS**..... 60

## PRE-COMMUNICATION Advertising/Public Relations Option (ADVER-AA)

**PRIMARY ADVISER:** Patti Woodham (ext. 2871)

**PROGRAM GOAL:** The purpose of this program is to prepare students for an advanced education at the university level. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
+* MGF 1106	Math for Liberal Arts I.....	3
+* MGF 1107	Math for Liberal Arts II.....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology....	3
POS 2041	Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology.....	3
Physical Science.....	3
+Humanities I.....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

+ MMC 2100	Writing for Mass Comm.....	3
RTV 1000	Intro. to Broadcasting or	
MMC 1000	Survey of Mass Comm.....	3
+ SPC 1600	Intro. to Public Speaking.....	3
+ OST 1711	Word Proc. w/WordPerfect or	
CGS 1570	Microcomputer Applications.....	3
PGY 2401C	Photography I.....	3
	Choose one of the following.....	3
ECO 2023	Economics, Micro	
AMH 2010	United States History I	
AMH 2020	United States History II	

**ELECTIVES**..... 6

**TOTAL DEGREE HOURS**..... 60

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

**PRE-COMMUNICATION  
Journalism Option (JOURN-AA)**

**PRIMARY ADVISER:** Patti Woodham (ext. 2871)

**PROGRAM GOAL:** The purpose of this program is to prepare students for the production and evaluation of information disseminated through mass media. The program includes study and appreciation of the evolution of the context and technologies of mass media. Students may develop fundamental skills in writing for newspapers, magazines, radio, and television. Students may gain practical skill in desktop publishing through production of the college literary magazine and the college newspaper. Students who graduate from this program may work in communication related fields. Students may continue their formal education toward a Bachelor of Arts or Bachelor of Science degree with a major in journalism or mass communication. Degrees in journalism or mass communication may allow entry into newspaper and magazine production as well as information related fields.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+* ENC 1101 English I.....	3
+* ENC 1102 English II .....	3
+* Approved Mathematics .....	6
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

AMH 2010, 2020 U.S. History or	
ECO 2013 Economics .....	3
MMC 1000 Survey of Mass Comm. ....	3
+ MMC 2100 Writing for Mass Comm. ....	3
JOU 2420L Newspaper Production.....	6
+ SPC 1600 Intro. to Public Speaking .....	3

**ELECTIVES**.....6  
(Suggested electives are PGY 2401C Photography I and PGY 2410C Photography II.)

**TOTAL DEGREE HOURS** .....60

**PRE-COMMUNICATION  
Radio/Television Broadcasting Option  
(RTV-AA)**

**PRIMARY ADVISER:** Patti Woodham (ext. 2871)

**PROGRAM GOAL:** The purpose of this program is to prepare students as media creators, writers, and practitioners in radio, television, and the multimedia. Students will participate in real-time laboratory experiences and classroom exercises that introduce them to media outlets in the community as well as on-air and production work for WKGC-AM/FM, the public radio stations associated with Gulf Coast Community College. Most students use this knowledge and background to continue their formal education toward a bachelor's degree in general or mass communications at a four-year institution.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+* ENC 1101 English I.....	3
+* ENC 1102 English II .....	3
EUH 1000 or 1001 Western Civilization .....	3
+* Approved Mathematics .....	6
PSY 2012 or SYG 2000 Psychology/Sociology ...	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

RTV 1000 Electronic Media Survey or	
MMC 1000 Survey of Mass Comm. ....	3
+ SPC 1600 Intro. to Public Speaking .....	3
RTV 1240 Basic Audio Production.....	3
+ RTV 1241 Basic Video Production .....	3
+ MMC 2100 Writing for Mass Communication	

**ELECTIVES**.....9  
(Recommended elective RTV 2300L, Broadcast News Lab. Pre-Communication students wishing to transfer to a four-year Florida school should be aware of AMH 2010, AMH 2020, and ECO 2013 requirements by some institutions.)

**TOTAL DEGREE HOURS** .....60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

**PRE-COMMUNICATION  
Speech Option (SPCH-AA)**

**PRIMARY ADVISER:** Joyce Buttermore (ext. 3515)

**PROGRAM GOAL:** The purpose of this program is to prepare students for the art of public speaking. Students engage in critical thinking, and apply principles of reasoning to their ideas and to the ideas of others. The program includes the study and execution of significance to setting, audience, and purpose. Students who graduate from this program may work in communication related fields. Students may continue their formal education toward a Bachelor of Arts or Bachelor of Science degree with a major in communication studies (speech communication, interpersonal communication and legal communication). Degrees in communication may allow entry into law, ministry, education, speech writing, management, lobbying, and sales.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
+* Approved Mathematics	.....	6
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

AMH 2010 or AMH 2020	U.S. History .....	3
+ SPC 1600	Intro. to Public Speaking .....	3
SPC 1420	Group Discussion .....	3
MMC 1000	Survey of Mass Comm. ....	3

**ELECTIVES.....** 12

**TOTAL DEGREE HOURS.....** 60

**PRE-COMPUTER SCIENCE  
(CMPBU-AA)**

**PRIMARY ADVISERS:** Richard Stewart (ext. 3839), Lee Anderson (ext. 6015), Rhonda Barker (ext. 2841), Judy Fitzpatrick (ext. 2842), Tom Hoskins (ext. 2844), Jerome Tidwell (ext. 2845), James Veal (ext. 2846), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** The purpose of this program is to prepare students for an advanced education at the university level. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
+* QMB 2100	Bus. and Econ. Stat.....	3
+* MAC 2233	Calculus for Business .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

CGS 1570	Microcomputer Applications .....	3
+ COP 2120	COBOL Programming .....	3
COP 2250	Java Programming .....	3
* ACG 2001	Financial Accounting I .....	3
+* ACG 2011	Financial Accounting II .....	3
ECO 2023	Economics, Micro.....	3
ECO 2013	Economics, Macro .....	3
+ ACG 2071	Managerial Accounting .....	3

**TOTAL DEGREE HOURS.....** 60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

**PRE-COMPUTER SCIENCE  
MATH-SCIENCE OPTION  
(CMPSC-AA)**

**PRIMARY ADVISER:** Leo Lusk (ext. 2854)

**PROGRAM GOAL:** The purpose of this program is to provide students the opportunity to gain knowledge in the disciplines necessary for a career in computer science. A four year degree could lead to employment in an industrial or financial field, a government agency, a secondary college, or a university. Examples of employment include the development of software, working with robotics, the space industry, programming, sophisticated graphics such as animation and interior design, net-working computers, and development of expert systems.

Students are encouraged to become familiar with the admissions requirements at the university they plan to attend. Some of the schools in Florida have a limited access to computer science. Students in these schools must achieve at least a 2.5 GPA in all college work attempted and must have completed the State of Florida Common Course Prerequisites with a grade of "C" in order to be considered for entrance.

**GENERAL EDUCATION COURSES      Cr. Hrs.**

- +\*ENC 1101 English I..... 3
- +\*ENC 1102 English II ..... 3
- EUH 1000 or 1001 Western Civilization ..... 3
- PSY 2012 or SYG 2000 Psychology/Sociology .... 3
- POS 2041 Amer. Nat. Govt. .... 3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

- +Humanities I ..... 3
- +\*Humanities II..... 3
- +\*Humanities III..... 3

**MAJOR COURSES**

- + BSC 2010 Biology for Science Majors I..... 3  
(Meets biology requirement for A.A.)
- BSC 2010L Biology for Science Maj. I Lab ..... 1
- Students may choose one of the following:
- + BSC 2011 Biology for Science Majors II and
- BSC 2011L Biology for Science Majors II Lab
- or
- + CHM 1045 General Chemistry and
- CHM 1045L General Chemistry Lab..... 4
- +\*MAC 2311 Calculus I..... 4
- +\*MAC 2312 Calculus II ..... 4  
(Meets math requirement for A.A.)
- CGS 1000 Intro. to Data Processing..... 3
- + PHY 2048 University Physics I..... 4  
(Meets physical science requirement for A.A.)
- PHY 2048L University Physics I Lab..... 1
- + PHY 2049 University Physics II..... 4
- PHY 2049L University Physics II Lab ..... 1
- +           Programming Language..... 3

**ELECTIVES..... 4**

**TOTAL DEGREE HOURS..... 60**

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.



## PRE-CRIMINOLOGY/CRIMINAL JUSTICE (LAW-AA)

**PRIMARY ADVISER:** Elaine McDuffie (ext. 5881)

**PROGRAM GOALS:** Criminology and criminal justice encompass the scientific study of crime, criminals, the lawmaking process, the criminal justice system, and the treatment of offenders. Completion of the program leads to an Associate of Arts degree, which constitutes the first two years of a Bachelor of Arts or Bachelor of Science degree (a four-year degree). Students may complete the remaining two years of the four-year degree in criminology at Florida State University's Panama City campus or at several of Florida's major universities. The purpose of this program is to prepare students to continue their educational pursuits which lead to careers in federal law enforcement (FBI; Drug Enforcement Administration; U.S. Marshall's Service; Bureau of Alcohol, Tobacco and Firearms; Immigration & Naturalization Service; Internal Revenue Service; U. S. Postal Service and the Central Intelligence Agency), as well as careers as prosecuting or defense attorneys, judges, court administrators, probation/parole officers, juvenile court case workers, criminal analysts, and criminal research scientists.

GENERAL EDUCATION COURSES		Cr. Hrs.
+*	ENC 1101 English I.....	3
+*	ENC 1102 English II .....	3
+*	MGF 1106 Math for Liberal Arts I .....	3
+*	MGF 1107 Math for Liberal Arts II or	
+	STA 2023 Statistics.....	3
	EUH 1000 or 1001 Western Civilization .....	3
	PSY 2012 or SYG 2000 Psychology/Sociology ....	3
	POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

CCJ 1010 Introduction to Criminology .....	3
CCJ 1020 Introduction to Criminal Justice.....	3
CJL 2100 Criminal Law .....	3
CJC 2162 Probation & Parole .....	3
CCJ 2500 Juvenile Justice .....	3
PLA 2308 Criminal Procedure.....	3

<b>ELECTIVES</b> .....	6
<b>TOTAL DEGREE HOURS</b> .....	60

## PRE-DENTAL MEDICINE (DENT-AA)

**PRIMARY ADVISER:** Dennis Poole (747-3226)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies leading to a bachelor's degree. Most upper division programs designed to prepare students for dentistry are not in "pre-dentistry," but are in biology and related areas. Colleges of dentistry do not require students to have undergraduate degrees in biology or other sciences, but do expect students to have an in-depth background in biological sciences, chemistry, physics, and other related areas in order to master the dental curriculum. Students should gain admission to the college of arts and sciences to complete the bachelor's degree, and then seek admission to the college of dentistry. Admission to dental school is highly competitive and requires an excellent GPA, both in general course work and in science courses, as well as high scores on the DAT (Dental Aptitude Test). Students should become familiar with the requirements for the dental school of interest. Among the state universities in Florida, the only dental school is at UF.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC 1101 English I.....	3
+*	ENC 1102 English II .....	3
	EUH 1000 or 1001 Western Civilization.....	3
	PSY 2012 or SYG 2000 Psychology/Sociology ....	3
	POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

+*	MAC 1114 Trigonometry .....	3
+*	MAC 2311 Calculus I.....	4
	(Meets math requirement for A.A.)	
+*	BSC 2010 Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
	BSC 2010L Biology for Science Maj. I Lab .....	1
+*	BSC 2011 Biology for Science Majors II .....	3
	BSC 2011L Biology for Science Maj. II Lab .....	1
+*	CHM 1045 General Chemistry .....	3
	(Meets physical science requirement for A.A.)	
	CHM 1045L General Chemistry Lab.....	1
+*	CHM 1046 Chemistry with Qual. Analysis.....	3

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

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CHM 1046L Chemistry with Qual. Anal. Lab .....	2
+* CHM 2210 Organic Chemistry I .....	3
CHM 2210L Organic Chemistry I Lab .....	2
+* CHM 2211 Organic Chemistry II .....	4
CHM 2211L Organic Chemistry II Lab .....	1
<b>ELECTIVES</b> .....	2
<b>TOTAL DEGREE HOURS</b> .....	60

## PRE-EARTH/SPACE SCIENCE EDUCATION (SCEED-AA)

**PRIMARY ADVISER:** Jamie Webb (ext. 2853)

**PROGRAM GOAL** This program is designed to prepare students for upper division studies in science education. The completion of the four year program in science education will lead to Florida certification in high school science. All students must successfully complete the CLAST examination (no exemptions are allowed), maintain a 2.5 GPA in all A.A. degree courses, and score 960 on the SAT or 20 on the ACT for admission into the teacher education and science education programs at most Florida universities. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend.

All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement.

### GENERAL EDUCATION COURSES      Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012	Psychology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I.....	3
+*Humanities II (REL 2000, REL 2300) .....	3
+*Humanities III (AML 2600, LIT 2380).....	3

### MAJOR COURSES

EDF 1005	Intro. to Education .....	3
EDG 2701	Teaching Diverse Populations .....	3
EME 2040	Technology for Teachers .....	3
+* MAC 1140	Pre-Calculus Algebra.....	3
+* MAC 1114	Trigonometry .....	3
	(Meets math requirement for the A.A.)	
OCE 1001	Oceanography .....	3
	(Meets physical science requirement for A.A.)	
GLY 1010	Geology .....	3
GLY 1010L	Geology Lab .....	1
+ SPC 1600	Public Speaking .....	3
Approved Science Elective .....	3	

(If students do not take the BSC 2010 sequence below, then they must take an approved biology to meet the requirement for the A.A.)

Students must complete one of the following two-semester sequences in science:

+\*BSC 2010/2010L, BSC 2011/2011L Biology ..... 8

or

+\*PHY 2053/2053L, PHY 2054/2054L Physics..... 8

or

+\*CHM 1045/1045L, CHM 1046/1046L Chemistry ... 9

**TOTAL DEGREE HOURS** ..... 60

**PRE-ECONOMICS  
(ECON-AA)**

**PRIMARY ADVISERS:** Peggy Pelt (ext. 2837), Virginia York (ext. 2830)

**PROGRAM GOAL:** The diversified discipline of economics makes the student aware of fiscal and monetary issues, international trade, and economic implications of private enterprise. Basic tools, theories, and economic models are studied to provide the student with a means to analyze economic issues.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
+* Approved Mathematics (STA, MAC, MGF) .....		6
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

ECO 2013	Economics, Macro .....	3
ECO 2023	Economics, Micro.....	3

Foreign language (if not completed in high school) or electives .....	8
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**ELECTIVES**..... 10

**TOTAL DEGREE HOURS**..... 60

**PRE-ECONOMICS FOR BUSINESS  
(ECOB-AA)**

**PRIMARY ADVISERS:** Richard Stewart (ext. 3839), Lee Anderson (ext. 6015), Rhonda Barker (ext. 2841), Judy Fitzpatrick (ext. 2842), Tom Hoskins (ext. 2844), Jerome Tidwell (ext. 2845), James Veal (ext.2846), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** The purpose of this program is to prepare students for an advanced education at the university level. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

**GENERAL EDUCATION COURSES Cr.Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
+* QMB 2100	Bus. and Econ. Stat.....	3
+* MAC 2233	Calculus for Business .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

CGS 1570	Microcomputer Applications. ....	3
GEB 1011	Introduction to Business .....	3
* ACG 2001	Financial Accounting I .....	3
+* ACG 2011	Financial Accounting II .....	3
ECO 2013	Economics, Macro .....	3
ECO 2023	Economics, Micro.....	3
+ ACG 2071	Managerial Accounting .....	3

**ELECTIVES**

Elective Hours..... 3

**TOTAL DEGREE HOURS**..... 60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

## PRE-ELEMENTARY TEACHER EDUCATION (ELTCH-AA)

**PRIMARY ADVISERS:** Jennifer Hamilton (ext. 5850), Peggy Pelt (ext. 2837), John Phillips (ext. 2827), Don Reese (ext. 3826)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in teaching kindergarten through grade six. The four year degree will lead to Florida certification for grades K-6. Elementary education is a limited access program at most Florida universities. For example, Florida State University requires a 2.5 GPA in the A.A. degree. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend. Students must successfully complete the CLAST exam rather than an alternative demonstration of competency. All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I.....	3
+* ENC 1102 English II.....	3
+* MGF 1106 Math for Liberal Arts I.....	3
+* MGF 1107 Math for Liberal Arts II.....	3
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 Psychology.....	3
POS 2041 Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biological Science Elective.....	3
Physical Science (PSC, PHY, CHM).....	3
Physical Science Elective.....	3
Science Lab.....	1
+Humanities I.....	3
+*Humanities II (REL 2000, REL 2300).....	3
+*Humanities III (AML 2600, LIT 2380).....	3

### MAJOR COURSES

EDF 1005 Introduction to Education.....	3
EDG 2701 Teaching Diverse Populations.....	3
EME 2040 Technology for Teachers.....	3
+* MAC 1105 College Algebra.....	3
+ SPC 1600 Public Speaking.....	3
AMH 2010, 2020 American History.....	3
Elective.....	2

**TOTAL DEGREE HOURS**.....60

## PRE-ENGINEERING (ENGNR-AA)

**PRIMARY ADVISERS:** Dean Burbank (ext. 2855), Michael Brinegar (ext. 2857)

**Chemical Engineering:** Vicky Ellis (ext. 2856)

**PROGRAM GOAL:** The purpose of this program is to prepare students for entering an engineering school. Engineering is a limited access program at most universities. Chemical engineering majors are required to have CHM 1046/1046L, CHM 2210/2210L, and CHM 2211/2211L completed before entering the chemical engineering program. Each area of engineering may also be further limiting. For example, the University of Florida requires a 2.5 GPA in the A.A. degree but could require a 2.8 GPA in calculus and physics courses (first attempts only) to major in electrical engineering. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I.....	3
+* ENC 1102 English II.....	3
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 or SYG 2000 Psychology/Sociology.....	3
POS 2041 Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology.....	3
+Humanities I.....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

+* MAC 2311 Calculus I.....	4
+* MAC 2312 Calculus II.....	4
(Meets math requirement for A.A.)	
+* MAC 2313 Calculus III.....	4
+ PHY 2048 University Physics I.....	4
(Meets physical science requirement for A.A.)	
PHY 2048L University Physics I Lab.....	1
+ PHY 2049 University Physics II.....	4
PHY 2049L University Physics II Lab.....	1
+ CHM 1045 General Chemistry.....	3
CHM 1045L General Chemistry Lab.....	1
+ MAP 2302 Differential Equations.....	3

**ELECTIVES**.....4

**TOTAL DEGREE HOURS**.....60

**PRE-ENGLISH  
(ENGLH-AA)**

**PRIMARY ADVISERS:** Susan Blue (ext. 2873), Cheryl Dogali (ext. 2872), Barbara Gribble (ext. 2883), Milinda Jay (ext. 2877), Betty McKinnie (2887), Brad Rhines (2880), Carolyn Strickland (2876), Lynn Wallace (2882), Douglas Wells (2884)

**PROGRAM GOAL:** The purpose of the pre-English program is to prepare students for entry into upper-division studies in English. A Bachelor of Arts in English will prepare students for further studies in English, writing, and literature as well as other graduate programs, including law school. A Bachelor of Arts in English can also pave the way for careers in journalism and other fields that require communications skills. The pre-English program also prepares students who wish to enter English education programs and become certified to teach English on the middle school and high school levels. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

<b>GENERAL EDUCATION COURSES</b>	<b>Cr. Hrs.</b>
+* ENC 1101 English I.....	3
+* ENC 1102 English II .....	3
+* Approved Mathematics .....	6
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

CRW 2001 Creative Writing or	
MMC 2100 Writing for Mass Comm. ....	3
Foreign Language (2200).....	4
(Meets Humanities II requirement for A.A.)	
+ SPC 1600 Intro. to Public Speaking .....	3

**ELECTIVES** ..... 14  
(Students should select from classes such as first year of a foreign language (if necessary) and humanities courses. Students interested in entering an English education program at a university should take EDF 1005, EDG 2701, and EME 2040.)

**TOTAL DEGREE HOURS** ..... 60

**PRE-ENTOMOLOGY (ENTOM-AA)**

**PRIMARY ADVISER:** Linda Fitzhugh (ext. 2863)

**PROGRAM GOAL:** This program prepares students for entering the university as a biology major with emphasis in entomology. Generally, most state universities offer a B.S. or B.A. in biology, but only the University of Florida and Florida A & M University offer specialization in entomology.

<b>GENERAL EDUCATION COURSES</b>	<b>Cr. Hrs.</b>
+* ENC 1101 English I.....	3
+* ENC 1102 English II .....	3
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

+* BSC 2010 Biology for Science Majors I.....	3
(Meets biology requirement for A.A.)	
BSC 2010L Biology for Science Maj. I Lab .....	1
+* BSC 2011 Biology for Science Majors II .....	3
BSC 2011L Biology for Science Maj. II Lab .....	1
+* MAC 1140 Pre-Calculus Algebra.....	3
+* STA 2023 Statistics.....	3
(Meets math requirement for the A.A.)	
+* MAC 1114 Trigonometry .....	3
+* MAC 2311 Calculus I.....	4
+* CHM 1045 General Chemistry .....	3
(Meets physical science requirement for A.A.)	
CHM 1045L General Chemistry Lab.....	1
+* CHM 1046 Chemistry with Qual. Analysis.....	3
CHM 1046L Chemistry with Qual. Anal. Lab .....	2
+* PHY 2053 Physics I.....	3
PHY 2053L Physics I Lab .....	1

**ELECTIVES**..... 2

**TOTAL DEGREE HOURS** ..... 60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

**PRE-ENVIRONMENTAL SCIENCE:  
NATURAL SCIENCE OPTION  
(ENVNS-AA)**

**PRIMARY ADVISER:** Linda Fitzhugh (ext. 2863)

**PROGRAM GOAL:** This program prepares students to enter environmental science programs having emphasis on the research and field aspects rather than the policy-making aspects of environmental concerns. The following program is designed to fit programs offered at UWF, UF, FAMU, FIU, and FGCU. It is important that students review the catalog of the university to which transfer is planned.

<b>GENERAL EDUCATION COURSES</b>	<b>Cr. Hrs.</b>
+* ENC 1101 English I.....	3
+* ENC 1102 English II .....	3
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

+* BSC 2010 Biology for Science Majors I.....	3
(Meets biology requirement for A.A.)	
BSC 2010L Biology for Science Maj. I Lab .....	1
+* BSC 2011 Biology for Science Majors II .....	3
BSC 2011L Biology for Science Maj. II Lab .....	1
EVR 1001 Intro. to Environmental Science. ....	3
(Meets physical science requirement for A.A.)	
GLY 1010 Physical Geology .....	3
+* STA 2023 Statistics.....	3
+*MAC 2311 Calculus .....	4
+* CHM 1045 General Chemistry .....	3
CHM 1045L General Chemistry Lab.....	1
+* CHM 1046 Chemistry with Qual Analysis.....	2
CHM 1046L Chemistry with Lab Qual Anal Lab..	1
+* PHY 2048 University Physics I.....	4
PHY 2048L University Physics I Lab.....	1

**ELECTIVES** ..... 3

**TOTAL DEGREE HOURS** ..... 60

**PRE-ENVIRONMENTAL SCIENCE:  
POLICY OPTION (ENVRP-AA)**

**PRIMARY ADVISER:** Linda Fitzhugh (ext. 2863)

**PROGRAM GOAL:** This program prepares students to enter environmental science programs having emphasis on the policy-making aspects of environmental concerns rather than the research and field aspects. The following program is designed to fit programs offered at FSU, USF, and FAU. It is important that students review the catalog of the university to which transfer is planned.

<b>GENERAL EDUCATION COURSES</b>	<b>Cr. Hrs.</b>
+* ENC 1101 English I.....	3
+* ENC 1102 English II .....	3
+* MAC 1105 College Algebra.....	3
+* STA 2023 Statistics.....	3
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 or SYG 2000 Psychology/Sociology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

+* BSC 2010 Biology for Science Majors I.....	3
(Meets biology requirement for A.A.)	
BSC 2010L Biology for Science Maj. I Lab .....	1
+* BSC 2011 Biology for Science Majors II .....	3
BSC 2011L Biology for Science Maj. II Lab .....	1
EVR 1001 Intro. to Environmental Science. ....	3
(Meets physical science requirement for A.A.)	
GLY 1010 Physical Geology .....	3
GEO 1010 Principles of Geography .....	3
+* CHM 1045 General Chemistry .....	3
CHM 1045L General Chemistry Lab.....	1

**ELECTIVES**..... 9

**TOTAL DEGREE HOURS** ..... 60

**PRE-FAMILY AND CONSUMER SCIENCE (HOMEC-AA)**

**PRIMARY ADVISER:** Faye Register (ext. 5888)

**PROGRAM GOAL:** The purpose of this program is to prepare students for transfer into a baccalaureate program that prepares students to teach in middle and secondary schools or adult or vocational-technical programs. Upon completion of the baccalaureate program of study, graduates are also prepared for careers in cooperative extension, government, and the non-profit sector.

<b>GENERAL EDUCATION COURSES</b>	<b>Cr. Hrs.</b>
+* ENC 1101 English I.....	3
+* ENC 1102 English II.....	3
+* Approved mathematics .....	6
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 Psychology .....	3
POS 2041 Amer. Nat. Govt .....	3
BSC 1005 General Biological Science.....	3
CHM 1033 Gen, Organic, Biochemistry .....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I .....	3
+*Humanities II .....	3
+*Humanities III .....	3

**MAJOR COURSES**

CGS 1570 Microcomputer Applications.....	3
ECO 2013 Economics, Macro .....	3
EDF 1005 Introduction to Education .....	3
EDG 2701 Teaching Diverse Populations .....	3
EME 2040 Technology for Teachers .....	3
HUN 1201 Principles of Nutrition .....	3
SYG 2430 Marriage & Family Living.....	3

**ELECTIVES**.....6

**TOTAL DEGREE HOURS**.....60

**PRE-FOREIGN LANGUAGE (FORLG-AA)**

**PRIMARY ADVISERS:** Penelope Bledsoe (ext. 2878), Sandra Preston (ext. 2879), Susana Duran (ext. 2875)

**PROGRAM GOAL:** The purpose of this program is to prepare students for careers in teaching, translation, or international business. The program includes courses which are required for an A.A. degree as well as foreign language courses. Students who know what area they will concentrate in at the university level should use their elective credits to meet the appropriate prerequisites for those programs. Students who enter the program at the second-year level will use the eight credits not needed for foreign language as electives to prepare for university requirements. Therefore, students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

<b>GENERAL EDUCATION COURSES</b>	<b>Cr. Hrs.</b>
+* ENC 1101 English I.....	3
+* ENC 1102 English II .....	3
+* Approved Mathematics.....	6
EUH 1000 or 1001 Western Civilization.....	3
PSY 2012 or SYG 2000 Psychology/Sociology ....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology.....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

Foreign Language .....	12
+ SPC 1600 Intro. to Public Speaking .....	3

**ELECTIVES**.....9

**TOTAL DEGREE HOURS**.....60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.



## PRE-FORESTRY (TREE-AA)

**PRIMARY ADVISER:** Norris Harvey (ext. 2812)

**PROGRAM GOAL:** The purpose of this program is to provide students the opportunity to gain knowledge in the disciplines necessary for a career in forestry. A four year degree can lead to careers in forest biology and ecology, forest management, forest products, research, teaching, industry, and environmental projects. This program is designed to provide the course work needed for the first two years based on the forestry program offered at the University of Florida. Students should begin study in Summer A after completing the A.A. degree. A 2.5 GPA is required in all math and science courses. Students should contact the university of their choice as early as possible to obtain information on admissions requirements and to make any necessary program changes.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I.....	3
+* ENC 1102 English II.....	3
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 or SYG 2000 Psychology/Sociology....	3
POS 2041 Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I.....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

+ PHY 1020 Introductory Physics .....	3
+ ENC 2210 Technical Writing .....	3
+ CHM 1045 General Chemistry .....	3
(Meets physical science requirement for A.A.)	
CHM 1045L General Chemistry Lab.....	1
+* STA 2023 Statistics.....	3
+* MAC 2311 Calculus I.....	4
(Meets math requirement for A.A.)	
+ SPC 1600 Intro. to Public Speaking .....	3
+ BSC 2010 Biology for Science Majors I.....	3
BSC 2010L Biology for Science Maj. I Lab .....	1
+ BSC 2011 Biology for Science Majors II .....	3
BSC 2011L Biology for Science Maj. II Lab .....	1
CGS 1570 Microcomputer Applications .....	3
ECO 2023 Economics, Micro.....	3

**ELECTIVES**.....2

**TOTAL DEGREE HOURS**.....60

## PRE-GEOLOGY (GEOL-AA)

**PRIMARY ADVISER:** Jamie Webb (ext. 2858)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in geology, science education, or earth and environmental sciences. Each of these sub-specialties in geology may have unique prerequisites for upper division studies. Therefore, it is necessary for students to make themselves aware of each institution's requirements. State universities offering upper division work in geology are FAU, FIU, FSU, USF, & UF. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101 English I.....	3
+* ENC 1102 English II.....	3
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 or SYG 2000 Psychology/Sociology....	3
POS 2041 Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
+Humanities I.....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

GLY 1010 Physical Geology .....	3
(Meets physical science requirement for A.A.)	
+* MAC 2311 Calculus I.....	4
+* MAC 2312 Calculus II .....	4
(Meets math requirement for A.A.)	
+* CHM 1045 General Chemistry .....	3
CHM 1045L General Chemistry Lab.....	1
+* CHM 1046 Chemistry with Qual. Analysis.....	3
CHM 1046L Chemistry with Qual. Anal. Lab.....	2
+* Approved two semester Physics sequence	
with labs .....	8-10

**ELECTIVES** .....3-5

**TOTAL DEGREE HOURS**.....60

**PRE-HEALTH EDUCATION  
(HLTH-AA)**

**PRIMARY ADVISERS:** Gregg Wolfe (ext. 3830), Darren Mazerowski (ext. 3897), Susan Painter (ext. 3202), Roonie Scovel (ext. 3277), John Douglas (ext. 3235)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in health education or other health related fields such as health management, counseling, nutrition and community health. The four year degree will lead to certification in teaching health education. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend. Students must successfully complete the CLAST exam rather than an alternative demonstration of competency. All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+*	ENC 1101 English I.....	3
+*	ENC 1102 English II.....	3
+*	MGF 1106 Math for Liberal Arts I.....	3
+*	MGF 1107 Math for Liberal Arts II.....	3
	EUH 1000 or 1001 Western Civilization.....	3
	PSY 2012 Psychology.....	3
	POS 2041 Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

	Physical Science.....	3
	+Humanities I.....	3
	+*Humanities II.....	3
	+*Humanities III.....	3

**MAJOR COURSES**

	HSC 2100 Personal and Comm. Health.....	3
	EDF 1005 Introduction to Education.....	3
+	BSC 2085 Anatomy and Physiology I.....	3
	(Meets biology requirement for A.A.)	
	BSC 2085L Anatomy and Physiology Lab.....	1
+	BSC 2086 Anatomy and Physiology II.....	3
	BSC 2086L Anatomy and Physiology Lab.....	1
	EDG 2701 Teaching Diverse Populations.....	3
	EME 2040 Technology for Teachers.....	3

**ELECTIVES**.....7

(Students should coordinate with their adviser to determine which electives will transfer to the four year institution of their choice. Also, students should fulfill the foreign language requirements, if necessary.)

**TOTAL DEGREE HOURS**.....60

**PRE-HEALTH INFORMATION  
MANAGEMENT (MEDRC-AA)**

**PRIMARY ADVISER:** Melissa Moore (ext. 2853)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in health information management (formerly medical record librarian) at the state universities of UCF, FIU, and FAMU. Completers of the B.S. degree in health information management are eligible to sit for the national certification examination. A passing score on this exam confers the designation of Registered Record Administrator (RRA). The RRA develops patient information systems, participates in research, and establishes a data base for health care statistics. The RRA is responsible for processing medical records, filing insurance, and protecting the confidentiality rights of patients. Admission to the university program requires the completion of the A.A. degree, including the general education and foreign language requirements. It is strongly advised that students carefully examine the catalog of the university to which transfer is planned.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+*	ENC 1101 English I.....	3
+*	ENC 1102 English II.....	3
+*	MAC 1105 College Algebra.....	3
+*	STA 2023 Statistics.....	3
	EUH 1000 or 1001 Western Civilization.....	3
	POS 2041 Amer. Nat. Govt.....	3
	PSY 2012 or SYG 2000 Psychology/Sociology....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

	Physical Science.....	3
	+Humanities I.....	3
	+*Humanities II.....	3
	+*Humanities III.....	3

**MAJOR COURSES**

	ACG 2001 Financial Accounting I.....	3
+	ACG 2011 Financial Accounting II.....	3
*	ACG 2071 Managerial Accounting.....	3
+*	BSC 2085 Anatomy and Physiology I.....	3
	(Meets biology requirement for A.A.)	
	BSC 2085L Anatomy and Physiology I Lab.....	1
+*	BSC 2086 Anatomy and Physiology II.....	3
	BSC 2086L Anatomy and Physiology II Lab.....	1
	CGS 1570 Microcomputer Applications.....	3

**ELECTIVES**..... 7

**TOTAL DEGREE HOURS**.....60

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

## PRE-HISTORY (HIST-AA)

**PRIMARY ADVISERS:** Richard Baldwin (ext. 6005), Virginia York (ext. 2830)

**PROGRAM GOAL:** The purpose of this program is to contribute to the intellectual development of students by enabling them to better understand themselves in a contemporary world that has been shaped by many aspects of human development chronologically, from ancient times to the present. The four year degree offers opportunities in teaching, and careers with historical agencies, museums, or the media. History also provides a good major for pre-law.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
+* MGF 1106	Math for Liberal Arts I.....	3
+* MGF 1107	Math for Liberal Arts II.....	3
EUH 1000	Western Civilization I.....	3
PSY 2012 or SYG 2000	Psychology/Sociology.....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology.....	3
Physical Science.....	3
+Humanities I.....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

EUH 1001	Western Civilization II.....	3
AMH 2010	U.S. History I.....	3
AMH 2020	U.S. History II.....	3
GEO 1010	Principles of Geography.....	3
	History Elective.....	3

**ELECTIVES.....** 9

**TOTAL DEGREE HOURS.....** 60

## PRE-INFORMATION STUDIES (LIS-AA)

**PRIMARY ADVISERS:** John C. Armstrong (ext. 5808), Jerome Tidwell (ext. 2845)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in information science. Graduates in the field are in demand and are employed by corporations, non-profit organizations, and educational institutions as educators, information architects, information systems managers, Web developers, information scientists, librarians, network administrators, systems analysts and computer user support specialists. State universities having upper division work include FSU and USF.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
+* MAC 1105	College Algebra.....	3
+* QMB 2100	Business and Economic Statistics or STA 2023 Statistics.....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012	Psychology.....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology.....	3
Physical Science.....	3
+Humanities I.....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

CGS 1570	Microcomputer Applications.....	3
COP 2250	JAVA Programming.....	3

**ELECTIVES.....** 18

(Students should coordinate with their adviser to determine which electives will transfer to the four-year institution of their choice. Also, students should fulfill the foreign language requirements, if necessary.)

**TOTAL DEGREE HOURS.....** 60

**PRE-LANDSCAPE DESIGN AND MANAGEMENT (LANDS-AA)**

**PRIMARY ADVISER:** Terri Bedford (ext. 2868)

**PROGRAM GOAL:** This program prepares students who are interested in professional careers in landscape design, contracting, and management. Students will study such areas as design of gardens, with particular emphasis on the natural and man-made beauty of the resulting landscape, interior scape design, park management, aboriculture, urban forestry, and related fields.

Florida A & M University offers the B.S. degree in Landscape Design and Management.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+ Humanities I.....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

+* MAC 1105	College Algebra.....	3
+* MAC 1114	Trigonometry .....	3
	(Meets math requirement for A.A.)	
+* BSC 2010	Biology for Science Majors I.....	3
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab .....	1
+ CHM 1040	Fundamentals of Chemistry .....	3
EGS 1110C	Engineering Drawing.....	3
ART 1300C	Drawing I.....	3
BCN 1230	Materials and Methods .....	3
+ SUR 2101	Surveying.....	3
SUR 2101L	Surveying Lab.....	1

**ELECTIVES.....6**

**TOTAL DEGREE HOURS.....60**

**PRE-LAW**

**PRIMARY ADVISER:** Terry Jack (ext. 2833)

**PROGRAM GOAL:** Gulf Coast Community College students who wish to pursue a career in law require no particular major or program of “pre-law” studies. As undergraduates, students will be steered toward broadly based studies emphasizing analytical reasoning, writing, and oral expression, and will be expected to show a capacity to perform at an academically rigorous level. Among the many majors approved by the American Bar Association are business, computer science, economics, English, history, linguistics, math, natural sciences, philosophy, political science, psychology, and sociology.

**MAJOR COURSES**

Students may major in business, English, or one of the social sciences, or follow the general education curriculum. Law is a limited access program at most universities.

**ELECTIVES**

Students are strongly encouraged to take courses that will enhance writing skills.

+ Prerequisites required. See course descriptions in catalog.  
 \* Minimum grade of "C" required.

## PRE-LEGAL STUDIES (LGLST-AA)

**PRIMARY ADVISER:** Elaine McDuffie (ext. 5881)

**PROGRAM GOALS:** The Pre-Legal Studies program leads to an Associate of Arts degree, which constitutes the first two years of a Bachelor of Arts or Bachelor of Science degree (a four-year degree). Students may complete the remaining two years of a four year degree at Florida State University's Panama City campus or at several of Florida's major universities. The purpose of this program is to prepare students to continue their educational pursuits which lead to careers in federal law enforcement (Federal Bureau of Investigation; Drug Enforcement Administration; U.S. Marshall's Service; Bureau of Alcohol, Tobacco and Firearms; Immigration & Naturalization Service; Internal Revenue Service; U. S. Postal Service and the Central Intelligence Agency), as well as careers as prosecuting attorneys, defense attorneys, judges, court administrators, probation and parole officers, and juvenile court case workers.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+*	ENC 1101 English I.....	3
+*	ENC 1102 English II .....	3
+*	MGF 1106 Math for Liberal Arts I .....	3
+*	MGF 1107 Math for Liberal Arts II or	
+	STA 2023 Statistics.....	3
	EUH 1000 or 1001 Western Civilization .....	3
	PSY 2012 or SYG 2000 Psychology/Sociology ....	3
	POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

+	PLA 1104 Legal Writing and Research I .....	3
	PLA 1203 Civil Practice and Procedure I .....	3
	PLA 2308 Criminal Procedure.....	3
	CCJ 1010 Introduction to Criminology .....	3
	CCJ 1020 Intro. to Criminal Justice .....	3
	CJL 2100 Criminal Law .....	3
	CJL 2130 Evidence .....	3

**ELECTIVES** ..... 3

**TOTAL DEGREE HOURS**.....60

## PRE-MARINE BIOLOGY (MARBI-AA)

**PRIMARY ADVISER:** Linda Fitzhugh (ext. 2863)

**PROGRAM GOAL:** This program prepares students for entering the university as a marine biology major. The curriculum listed below is specifically related to the requirements of the University of West Florida for a B.S. in Marine Biology. The curriculum also meets the requirements for the B.S. and B.A. in biology (with marine biology track) at other state universities. Students should contact the university they plan to attend as soon as possible to determine any specific admissions requirements of that university. Additionally, most universities require one year of a foreign language. See the pre-marine biology adviser for additional information.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+*	ENC 1101 English I.....	3
+*	ENC 1102 English II .....	3
	EUH 1000 or 1001 Western Civilization .....	3
	PSY 2012 or SYG 2000 Psychology/Sociology ....	3
	POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

+*	BSC 2010 Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
	BSC 2010L Biology for Science Maj. I Lab .....	1
+*	BSC 2011 Biology for Science Majors II .....	3
	BSC 2011L Biology for Science Maj. II Lab .....	1
+*	CHM 1045 General Chemistry .....	3
	(Meets physical science requirement for A.A.)	
	CHM 1045L General Chemistry I Lab.....	1
+*	CHM 1046 Chemistry with Qual. Analysis .....	3
	CHM 1046L Chemistry with Qual. Anal. Lab .....	2
+*	PHY 2053 Physics I.....	3
	PHY 2053L Physics I Lab .....	1
+*	PHY 2054 Physics II .....	3
	PHY 2054L Physics II Lab .....	1
+*	Approved Mathematics .....	6
	(Most institutions require Calculus I & II)	
	(Meets math requirement for A.A.)	
+*	Approved Organic Chemistry .....	5

**TOTAL DEGREE HOURS**.....60

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

**PRE-MATHEMATICS  
(MATH-AA)**

**PRIMARY ADVISER:** Deanna Petersen (ext. 5877)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in mathematics. The problem solving skills taught in mathematics prepare students for a great number of job opportunities. A four year degree could lead to employment in academics, a government agency, or an insurance agency. Examples of job titles of people who have earned a baccalaureate degree or higher in mathematics include computer specialist, investment actuary, cost estimator, financial engineer, and numerical methods programmer/analyst. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology....	3
POS 2041	Amer. Nat. Govt .....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

+	Programming Language.....	3
+* STA 2023	Statistics.....	3
+* MAC 2311	Calculus I.....	4
	(Meets math requirement for A.A.)	
+* MAC 2312	Calculus II .....	4
+* MAC 2313	Calculus III .....	4
+ MAP 2302	Differential Equations.....	3
+ PHY 2048	University Physics I.....	4
	(Meets physical science requirement for A.A.)	
	PHY 2048L University Physics I Lab.....	1
+ PHY 2049	University Physics II.....	4
	PHY 2049L University Physics II Lab .....	1

**ELECTIVES.....**2

**TOTAL DEGREE HOURS.....**60

**PRE-MATHEMATICS EDUCATION  
(MTHED-AA)**

**PRIMARY ADVISER:** Norris Harvey (ext. 2812)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in teaching secondary school mathematics. The four year degree will lead to Florida teacher certification. Math Education is a limited access program at most Florida universities. For example, Florida State University requires a 2.5 GPA in the A.A. degree and a score of 960 on the SAT or a 20 on the ACT.

In addition to the FSU College of Education criteria, the following also must be met: 1) Complete Calculus II with a "C" or better; 2) a 2.5 GPA; and 3) approval by the department. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend. Students must successfully complete the CLAST exam rather than alternative demonstration of competency. The State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement for all pre-education majors.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology....	3
POS 2041	Amer. Nat. Govt .....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology (Life Science) .....	3
Physical Science(Choose from PSC 2371, GLY 1010, MET 1010, AST 1002, EVR 1001, OC 1001) .....	3
Physical Science (PHY, CHM, PSC 2341) .....	3
Science Lab .....	1
+Humanities I .....	3
+*Humanities II (REL 2000, REL 2300) .....	3
+*Humanities III (AML 2600, LIT 2380).....	3

**MAJOR COURSES**

EDF 1005	Introduction to Education .....	3
EDG 2701	Teaching Diverse Populations .....	3
EME 2040	Technology for Teachers .....	3
+	Programming Language.....	3
+ SPC 1600	Public Speaking .....	3
	AML 2010, 2020 American History .....	3
+* MAC 2312	Calculus II .....	4
+ MAC 2313	Calculus III .....	4

**TOTAL DEGREE HOURS.....**60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

## PRE-MEDICAL (MED-AA)

**PRIMARY ADVISER:** Rosemary Davenport (ext. 2859)

**PROGRAM GOAL:** This program is designed to prepare students to select an appropriate major, transfer to the university, and to take the MCAT (Medical College Admission Test). Medical schools generally require one year of biology, one year of physics, and two years of chemistry through organic chemistry. Minimum math requirements are dictated by the science courses and areas of emphasis on the MCAT. A student's undergraduate major does not have to be in science, but usually is. Most medical schools are more concerned with the overall scope and quality of a student's undergraduate work, which includes the science GPA and the general GPA. College grades are perhaps the most important single predictor of performance in medical school. Most successful applicants have a GPA in excess of 3.5; at least one semester of calculus; and appropriate employment or volunteer experience. Motivation and humanistic concerns, as well as high levels of scholastic achievement and intellectual potential are qualities necessary for success both as an applicant to medical school and as a physician. Integrity and responsibility are attributes of major importance considered by selection committees. These qualities are measured not only by grades but by recommendations from undergraduate faculty, scores on the MCAT, and interview assessments.

It is extremely important to remain in contact with a pre-medical academic adviser no matter which major is chosen. The Honors Program should be of particular interest to the pre-med student. In rare instances, the Junior Honors Medical Program at the University of Florida may be recommended. State medical schools are located at UF, USF, and FSU. The University of Miami has a private medical school.

### GENERAL EDUCATION COURSES      Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I.....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

+* BSC 2010	Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
BSC 2010	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab .....	1
+* CHM 1045	General Chemistry .....	3
	(Meets physical science requirement for A.A.)	
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis.....	3
CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+* CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Lab .....	2
+* CHM 2211	Organic Chemistry II .....	4
CHM 2211L	Organic Chemistry II Lab .....	1
+* Approved Physics	.....	3
+* Approved Mathematics	.....	6
	(Meets math requirement for A.A.)	

**TOTAL DEGREE HOURS**.....60

**PRE-MEDICAL TECHNOLOGY  
(MEDTC-AA)**

**PRIMARY ADVISER:** Deanna Petersen (ext. 5877)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in medical technology programs. These upper division programs include a year of clinical studies which may be completed within the two years of upper division work (accelerated program) at selected institutions or may be completed in a 2 + 1 program in which clinical training is completed after receipt of the B.S. degree. Admission to the clinical phase of the upper division program is usually competitive and usually requires a minimum GPA of 2.5 in all science or math/science courses attempted. Graduates are eligible to take the Registry Examination of the American Society of Clinical Pathologists or the NCA. Passing these or similar tests is a general requirement for employment in the profession. Medical technologists are employed by medical facilities to manage, design, and perform laboratory tests to aid in diagnosis and recovery of patients. State universities having the upper division work include UWF, FIU, FAU, USF, and UCF. The following program was designed in conjunction with the University of West Florida program. It is strongly recommended that students carefully examine the catalog of the university to which transfer is expected.

**GENERAL EDUCATION COURSES      Cr. Hrs.**

- +\* ENC 1101 English I.....3
- +\* ENC 1102 English II .....3
- +\* MAC 1105 College Algebra.....3
- +\* STA 2023 Statistics.....3
- EUH 1000 or 1001 Western Civilization .....3
- PSY 2012 or SYG 2000 Psychology/Sociology ....3
- POS 2041 Amer. Nat. Govt. ....3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

- +Humanities I .....3
- +\*Humanities II.....3
- +\*Humanities III.....3

**MAJOR COURSES**

- +\* CHM 1045 General Chemistry .....3  
(Meets physical science requirement for A.A.)
- CHM 1045L General Chemistry Lab..... 1
- +\* CHM 1046 Chemistry with Qual. Analysis.....3
- CHM 1046L Chemistry with Qual. Anal. Lab.....2
- +\* BSC 2010 Biology for Science Majors I.....3  
(Meets biology requirement for A.A.)
- BSC 2010L Biology for Science Maj. I Lab ..... 1
- +\* BSC 2085 Anatomy and Physiology I .....3
- BSC 2085L Anatomy and Physiology I Lab ..... 1
- +\* BSC 2086 Anatomy and Physiology II .....3
- BSC 2086L Anatomy and Physiology II Lab ..... 1
- +\* CHM 2210 Organic Chemistry I .....3
- CHM 2210L Organic Chemistry II Lab .....2
- + Elective in Organic Chemistry .....4

**TOTAL DEGREE HOURS.....60**

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.



## PRE-METEOROLOGY (METR-AA)

**PRIMARY ADVISER:** Deanna Petersen (ext. 5877)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in meteorology. A degree in meteorology is required for weather forecasting and modeling of weather phenomena on data analysis. Atmospheric research is a growing field for people with advanced degrees in meteorology. Job opportunities are available with the federal government, the military, and with private industries.

The B.S. degree in Atmospheric Science and Meteorology is offered only at Florida State University. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

### GENERAL EDUCATION COURSES      Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology ..	3
POS 2041	Amer. Nat. Govt .....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

MET 1010	Introduction to Meteorology.....	3
+* STA 2023	Statistics.....	3
	(Meets math requirement for A.A.)	
+* MAC 2311	Calculus I.....	4
+* MAC 2312	Calculus II .....	4
+* MAC 2313	Calculus III .....	4
+ MAP 2302	Differential Equations.....	3
+ PHY 2048	University Physics I.....	4
	(Meets physical science requirements for A.A.)	
PHY 2048L	University Physics I Lab.....	1
+ PHY 2049	University Physics II.....	4
PHY 2049L	University Physics II Lab .....	1

**ELECTIVES**..... 2

**TOTAL DEGREE HOURS**..... 60

**PRE-MIDDLE SCHOOL SCIENCE EDUCATION (SCMED-AA)**

**PRIMARY ADVISER:** Dave Heckman (ext. 3345)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in science education suitable for teaching in middle schools. The completion of the four year science education program designed for this grade level will lead to Florida certification in middle school science. All students must successfully complete the CLAST examination (no exemptions are allowed), maintain a 2.5 GPA in all A.A. degree courses, and score 960 on the SAT or 20 on the ACT for admission into the teacher education and middle school science education programs at most Florida universities.

All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012	Psychology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I.....	3
+*Humanities II (REL 2000, REL 2300) .....	3
+*Humanities III (AML 2600, LIT 2380).....	3

**MAJOR COURSES**

EDF 1005	Introduction to Education .....	3
EDG 2701	Teaching Diverse Populations .....	3
EME 2040	Technology for Teachers .....	3
+* MAC 1140	Pre-Calculus Algebra.....	3
+* MAC 1114	Trigonometry .....	3
	(Meets math requirement for A.A.)	
OCE 1001	Oceanography .....	3
	(Meets physical science requirement for A.A.)	
GLY 1010	Geology .....	3
GLY 1010L	Geology Lab .....	1
+ SPC 1600	Public Speaking .....	3
	Approved Science Elective .....	2-3

(If students do not take the following BSC 2010 sequence,

then they must take BSC 1005 or approved biology to meet the biology requirement for the A.A.)

Students must also complete one of the following two-semester sequences in science:

+* BSC 2010/L and	
+* BSC 2011/L Biology for Science Majors .....	8
or	
+* PHY 2053/L and	
+* PHY 2054/L Physics.....	8
or	
+* CHM 1045/L and	
+* CHM 1046/L Chemistry.....	9

**TOTAL DEGREE HOURS.....60**

+ Prerequisites required. See course descriptions in catalog.  
 \* Minimum grade of "C" required.

## PRE-MUSIC (MUSIC-AA)

**PRIMARY ADVISER:** Judy Harrison (ext. 2821)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in music. Music is a limited access program at most universities. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
+* MGF 1106	Math for Liberal Arts I.....	3
+* MGF 1107	Math for Liberal Arts II.....	3
	EUH 1000 or 1001 Western Civilization.....	3
	PSY 2012 or SYG 2000 Psychology/Sociology....	3
	POS 2041 Amer. Nat. Govt.....	3
+ MUL 2110	Survey of Music Lit.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology.....	3
Physical Science.....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

MUT 1111	Music Theory I.....	3
+ MUT 1112	Music Theory II.....	3
+ MUT 2116	Music Theory III.....	3
+ MUT 2117	Music Theory IV.....	3
	MUT 1241 Ear Training & Sight Singing I.....	1
+ MUT 1242	Ear Training & Sight Singing II.....	1
+ MUT 2246	Ear Training & Sight Singing III.....	1
+ MUT 2247	Ear Training & Sight Singing IV.....	1
	MVK 1111 Class Piano I.....	1
+ MVK 2121	Class Piano II.....	1

### APPROVED ELECTIVES.....6

Students should select from the following:

+ Applied Music (private lessons).....	2 each	
(Open to music and theatre majors ONLY.)		
Performance Ensemble.....	1 each	
MUH 1018	Introduction to Jazz Studies.....	3
MUH 2116	Evolution of Jazz.....	3
+ MUL 2010	Understanding Music.....	3
+ MUT 2641	Jazz Improvisation I.....	2
+ MUS 2550	Music Technology.....	3

**TOTAL DEGREE HOURS.....60**

## PRE-NURSING (NURSE-AA)

**PRIMARY ADVISER:** Barbara McKinney (ext. 3317)

**PROGRAM GOAL:** This curriculum is designed to prepare students who desire entry into a university nursing program. Nursing is a limited access program at most Florida universities. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
+* Approved Mathematics.....		3
+* STA 2023	Statistics.....	3
	POS 2041 Amer. Nat. Govt.....	3
	PSY 2012 Psychology.....	3
	EUH 1000 or 1001 Western Civilization.....	3
+* REL 2121 or REL 2300	Religion.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I.....	3
+*Humanities III.....	3

### MAJOR COURSES

+ BSC 2085	Anatomy and Physiology I.....	3
(Meets biology requirement for A.A.)		
	BSC 2085L Anatomy and Physiology I Lab.....	1
	CHM 1033 Gen, Organic, Biochemistry.....	3
(Meets physical science requirement for A.A.)		
+ BSC 2086	Anatomy and Physiology II.....	3
	BSC 2086L Anatomy and Physiology II Lab.....	1
	HUN 1201 Nutrition.....	3
	SYG 2000 Sociology.....	3
+ MCB 2004	Microbiology.....	3
	MCB 2004L Microbiology Lab.....	1
	DEP 2004 Developmental Psychology.....	3

**ELECTIVES.....6**

**TOTAL DEGREE HOURS.....60**

*Students planning to transfer to FSU should also take SPC 1600 Public Speaking.*

*Most Florida BSN programs require a foreign language prior to entry.*

**PRE-NUTRITION, FOOD, AND EXERCISE SCIENCE (NUTSC-AA)**

**PRIMARY ADVISER:** Faye Register (ext. 5888)

**PROGRAM GOAL:** The purpose of this program is to prepare students for transfer into a baccalaureate program that will prepare students to become dietitians and nutritionists. In addition, the baccalaureate program will also prepare the student for institutional food service administration and product development for the food industry.

**GENERAL EDUCATION COURSES      Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
+* MAC 1105	College Algebra.....	3
+* MAC 1140	Precalculus Algebra.....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012	Psychology.....	3
POS 2041	Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I.....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

+* <sup>1</sup> BSC 2010	Biology for Science Majors.....	3
+* BSC 2085/L	Anatomy & Phy I & Lab.....	4
+ BSC 2086/L	Anatomy & Phy II & Lab.....	4
+ CHM 1045/L	General Chemistry & Lab.....	4
+ CHM 1046/L	Gen Chem/Qual Analysis & Lab.....	4
+ CHM 2210/L	Organic Chemistry/Lab.....	4
HUN 1201	Principles of Nutrition.....	3
MCB 2004/L	Microbiology & Lab.....	4

**TOTAL DEGREE HOURS..... 60**

<sup>1</sup>Lab not required, but highly recommended.

## PRE-OCCUPATIONAL THERAPY (OCCTH-AA)

**PRIMARY ADVISER:** Sharon Hudson (ext. 3354)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in occupational therapy. Admission to the upper division degree program is highly competitive, and a minimum GPA of 2.5 is required for application at most institutions. Some institutions have higher minimum GPA requirements for applicants. In addition to competitive grades, admission to upper division programs requires volunteer work with certified occupational therapists and successful completion of the courses listed below. After completion of the four-year degree, the prospective occupational therapist must complete a year of internship, during which they must pass a state professional certifying exam. Occupational therapists are employed by hospitals, schools, and mental health facilities to help individuals who are impaired by physical illness, injury, psychological disorder, or developmental disability regain daily living skills and become self-sufficient. State universities having the upper division work include Florida A&M, Florida International University, and Florida Gulf Coast University. The University of Florida offers occupational therapy as a master's program only, as do many other universities. It is important that the student consult the catalog of the university to which transfer is planned.

### GENERAL EDUCATION COURSES      Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
+* MAC 1105	College Algebra .....	3
+* STA 2023	Statistics.....	3
	(meets Math requirements for A.A.)	
EUH 1000 or 1001	Western Civilization .....	3
POS 2041	Amer. Nat. Govt. ....	3
PSY 2012	Psychology .....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

+* BSC 2010	Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2085	Anatomy and Physiology I .....	3
BSC 2085L	Anatomy and Physiology I Lab .....	1
+* BSC 2086	Anatomy and Physiology II .....	3
BSC 2086L	Anatomy and Physiology II Lab .....	1
DEP 2000	Child Psychology .....	3
DEP 2004	Developmental Psychology .....	3
SYG 2000	Sociology .....	3

Choose one of the following .....4

- +\* PHY 2053, PHY 2053L Physics I & Lab or
- +\* CHM 1045, CHM 1045L Chemistry & Lab

**ELECTIVES**.....5

**TOTAL DEGREE HOURS**.....60

## PRE-OCEANOGRAPHY (OCEAN-AA)

**PRIMARY ADVISER:** Jamie Webb (ext. 2858)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies interdisciplinary options leading to graduate degrees in oceanography. There is no undergraduate bachelor's program in the state universities in Florida; however, an undergraduate degree in oceanographic engineering may be earned at UF. Students interested in pursuing a graduate degree in oceanography should fulfill the courses listed below as a portion of their undergraduate preparation for one of the five areas of specialty leading to graduate work in oceanography: chemistry, physics, biology, geology, and oceanographic engineering.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I.....	3
+* ENC 1102 English II.....	3
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 or SYG 2000 Psychology/Sociology....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

+* MAC 2311 Calculus I.....	4
+* MAC 2312 Calculus II .....	4
(Meets math requirement for A.A.)	
OCE 1001 Oceanography.....	3
(Meets physical science requirement for A.A.)	
+* BSC 2010 Biology for Science Majors I.....	3
(Meets biology requirement for A.A.)	
BSC 2010L Biology for Science Maj. I Lab .....	1
GLY 1010 Geology .....	3
GLY 1010L Geology Lab .....	1
+* CHM 1045 General Chemistry .....	3
CHM 1045L General Chemistry Lab.....	1
+* PHY 2048 University Physics I.....	4
PHY 2048L University Physics I Lab.....	1
+ COP 2200 Fortran Programming.....	3
ECO 2023 Economics, Micro.....	3

**ELECTIVES**.....2

**TOTAL DEGREE HOURS**.....60

## PRE-OPTOMETRY (OPTO-AA)

**PRIMARY ADVISER:** Fledia Ellis (ext. 6020)

**PROGRAM GOAL:** This program is designed to prepare students who plan to become doctors of optometry. The course-work listed below must be completed prior to applying for admission to optometry school. Although a bachelor's degree is not required for admission to a college of optometry, it is highly recommended. Students may major in any area of studies, but must have an in-depth knowledge of biology and chemistry in order to master the optometry curriculum. Most students elect to major in biology or a related field at the university. Although a student may attend any university for the bachelor's degree, the only school of optometry in Florida at this time is Nova Southeastern University School of Optometry. Seventeen states have schools of optometry, and each school may have slightly different requirements. The student is expected to become familiar with the requirements of the specific school to which admission is sought. The student should see the optometry adviser for additional information concerning admissions requirements and for assistance in selecting the appropriate program.

### GENERAL EDUCATION COURSES      Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology ....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

## MAJOR COURSES

+* BSC 2010	Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab .....	1
+* MCB 2004	Microbiology .....	3
MCB 2004L	Microbiology Lab .....	1
+* MAC 1140	Pre-Calculus Algebra.....	3
+* MAC 1114	Trigonometry .....	3
	(Meets math requirement for A.A.)	
+* CHM 1045	General Chemistry .....	3
	(Meets physical science requirement for A.A.)	
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis.....	3
CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+* CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Lab .....	2
+ Approved Physics	.....	4
<b>TOTAL DEGREE HOURS</b> .....		<b>60</b>

**PRE-ORNAMENTAL HORTICULTURE  
(PLANT-AA)**

**PRIMARY ADVISER:** Norris Harvey (ext. 2812)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in horticulture and related areas such as agronomy, plant pathology, plant physiology, and botany. The study of horticulture involves growing and improving plants for use in both production and visual settings. Horticulture studies are offered at FAMU and UF. Botany is offered at all state universities. It is important that students check with the pre-horticulture adviser and with catalogs from the state universities of interest. The program listed below is designed to transfer into the Ornamental Horticulture program in the College of Agriculture at Florida A & M University.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+*	ENC 1101 English I.....	3
+*	ENC 1102 English II .....	3
	EUH 1000 or 1001 Western Civilization .....	3
	PSY 2012 or SYG 2000 Psychology/Sociology .....	3
	POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

	+Humanities I .....	3
	+*Humanities II.....	3
	+*Humanities III.....	3

**MAJOR COURSES**

+*	BSC 2010 Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
	BSC 2010L Biology for Science Maj. I Lab .....	1
+*	BSC 2011 Biology for Science Majors II .....	3
	BSC 2011L Biology for Science Maj. II Lab .....	1
+*	MAC 1140 Pre-Calculus Algebra.....	3
+*	STA 2023 Statistics.....	3
	(Meets math requirement for A.A.)	
+*	MAC 1114 Trigonometry .....	3
+*	CHM 1045 General Chemistry .....	3
	(Meets physical science requirement for A.A.)	
	CHM 1045L General Chemistry Lab.....	1
+*	CHM 1046 Chemistry with Qual. Analysis.....	3
	CHM 1046L Chemistry with Qual. Anal. Lab .....	2
+	SPC 1600 Intro. to Public Speaking .....	3
	ECO 2013 Economics, Macro .....	3

**ELECTIVES**..... 4

**TOTAL DEGREE HOURS**..... 60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.



**PRE-PHARMACY (PHARM-AA)****PRIMARY ADVISER:** Vicky Ellis (ext. 2856)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in pharmacy. Students are expected to complete the A.A. degree at a community college or university before applying for admission to the particular college of pharmacy. In addition to the courses listed below, all colleges of pharmacy require students to have completed the two semester sequence of organic chemistry with lab (CHM 2210/CHM2210L and CHM2211/CHM2211L) prior admission to the college of pharmacy. Three universities in Florida offer degrees in pharmacy: FAMU, UF, and Nova Southeastern University (private). The older B.S. in pharmacy has been phased out and these universities now offer the Pharm.D. degree, exclusively. Pharmacy programs are highly competitive. Most schools have 110-120 applicant slots, but receive in excess of 500 applications, a number that is increasing yearly. Applicants to pharmacy school are expected to have a minimum GPA of 3.2; however, a higher GPA is necessary for an applicant to be competitive. Those pharmacy schools requiring the PCAT (Pharmacy College Aptitude Test) generally consider a competitive score to be the 85th percentile or better. It is very important to stay in close contact with the academic adviser to plan the curriculum and to address other factors affecting admission.

The University of Florida's School of Pharmacy has added the BSC 2085-2086 (with labs) sequence and SPC 1600 to the following courses as pre-admission requirements.

**GENERAL EDUCATION COURSES      Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology ....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

+* BSC 2010	Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab .....	1
+* MAC 1140	Pre-Calculus Algebra.....	3
+* MAC 2311	Calculus I.....	4
	(Meets math requirement for A.A.)	
+* CHM 1045	General Chemistry .....	3
	(Meets physical science requirement for A.A.)	
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis .....	3
CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+* PHY 2053	Physics I.....	3
PHY 2053L	Physics I Lab .....	1
+* PHY 2054	Physics II .....	3
PHY 2054L	Physics II Lab .....	1
+* Approved Organic Chemistry	.....	4

**TOTAL DEGREE HOURS** ..... 60

**PRE-PHILOSOPHY  
(PHIL-AA)**

**PRIMARY ADVISER:** Jennifer Hamilton (ext. 5850)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in philosophy as an instructor, writer, or director of a humanities program in a hospital, library or museum. Students seeking a career in philosophy should plan on pursuing a graduate degree. An undergraduate degree in philosophy is also an excellent background for professional training in law, journalism and theology.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
+* MGF 1106	Math for Liberal Arts I .....	3
+* MGF 1107	Math for Liberal Arts II .....	3
EUH 1000	Western Civilization I.....	3
PSY 2012 or SYG 2000	Psychology/Sociology.....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities III.....	3

**MAJOR COURSES**

+* PHI 2600	Ethics .....	3
(Meets Humanities II requirement for A.A.)		
+* PHH 2060	Intro. to Classical Philosophy .....	3
+* PHI 2002	Intro. to Mod/Cont. Philosophy .....	3
EUH 1001	Western Civilization II .....	3

**ELECTIVES**..... 15

**TOTAL DEGREE HOURS**..... 60

**PRE-PHYSICAL EDUCATION  
(PE-AA)**

**PRIMARY ADVISERS:** Gregg Wolfe (ext. 3830), Darren Mazerowski (ext. 3897), Susan Painter (ext. 3202), Roonie Scovel (ext. 3277), John Douglas (ext. 3235)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in teaching physical education in grades K - 12 or other related fields such as sports business specialization, fitness management specialization, coaching specialization, and athletic training specialization. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend. Students must successfully complete the CLAST exam rather than an alternative demonstration of competency. The State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement for all pre-education majors.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
+* MGF 1106	Math for Liberal Arts I .....	3
+* MGF 1107	Math for Liberal Arts II .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012	Psychology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

+ BSC 2085	Anatomy and Physiology I .....	3
(Meets biology requirement for A.A.)		
BSC 2085L	Anatomy and Physiology Lab.....	1
HLP 1081	Wellness .....	2
EDF 1005	Introduction to Education .....	3
EDG 2701	Teaching Diverse Populations. ....	3
EME 2040	Technology for Teachers .....	3
+ BSC 2086	Anatomy and Physiology II .....	3
BSC 2086L	Anatomy and Physiology Lab.....	1

**ELECTIVES**..... 8  
(Students should coordinate with their adviser to determine which electives will transfer to the four year institution of their choice. Also, students should fulfill the foreign language requirements, if necessary.)

**TOTAL DEGREE HOURS**..... 60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

## PRE-PHYSICAL THERAPY (PT-AA)

**PRIMARY ADVISER:** Fledia Ellis (ext. 6020)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in physical therapy. In Florida, the physical therapy programs are five years in length and lead to M.S. degrees in physical therapy: The UF, FAMU, UCF, UNF, and FIU offer degrees in physical therapy. All schools require that students successfully complete the courses listed below. The programs are highly competitive, so students are advised to maintain a minimum GPA of 3.0, although a higher GPA is needed to meet minimum standards at some of the schools. Students must also complete volunteer time under the supervision of a registered physical therapist. Some schools also require their applicants to take the Allied Health Professions Admissions Test. Check with the program adviser for more details. Graduates from schools of physical therapy are in great demand to manage rehabilitative programs for people suffering from a variety of illnesses and injuries.

### GENERAL EDUCATION COURSES      Cr. Hrs.

* ENC 1101	English I.....	3	
+* ENC 1102	English II .....	3	
	EUH 1000 or 1001	Western Civilization .....	3
	PSY 2012	Psychology .....	3
	POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

## MAJOR COURSES

+* BSC 2010	Biology for Science Majors I.....	3	
	(Meets biology requirement for A.A.)		
	BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3	
	BSC 2011L	Biology for Science Maj. II Lab .....	1
+* MAC 1114	Trigonometry .....	3	
+* STA 2023	Statistics.....	3	
	(Meets math requirement for A.A.)		
+* CHM 1045	General Chemistry .....	3	
	(Meets physical science requirement for A.A.)		
	CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis .....	3	
	CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+* PHY 2053	Physics I.....	3	
	PHY 2053L	Physics I Lab .....	1
+* PHY 2054	Physics II .....	3	
	PHY 2054L	Physics II Lab .....	1
DEP 2004	Dev. Psychology .....	3	
	Approved Anatomy and Physiology .....	2	

**TOTAL DEGREE HOURS** ..... 60

**PRE-PHYSICIAN’S ASSISTANT  
(PHYAS-AA)**

**PRIMARY ADVISER:** Sharon Hudson (ext. 3354)

**PROGRAM GOAL:** This program is designed for students who plan to enter a physician’s assistant program after completing a bachelor’s degree. There is a strong national trend for all physician’s assistant programs to become graduate programs. Although students may major in virtually any subject for the bachelor’s degree, there are specific requirements in science and mathematics that must be fulfilled prior to admission to a PA program. The electives students may choose will depend on the intended major for the bachelor’s degree. Additional requirements for most PA programs include scores from the Graduate Record Examination (GRE), completion of a Basic Life Support course approved by the American Heart Association, and completion of at least 2000 hours of direct patient care experience. Students sometimes elect to complete a short EMT program in order to secure paid employment as well as the required, directed clinical experience. It should also be noted that additional chemistry, biology, and social science courses will strengthen students’ applications to PA programs. The physician’s assistant helps the doctor stretch time and reduce medical costs. Within guidelines set by the supervising doctor, a PA may diagnose illness, conduct physicals, make patient rounds and report to the doctor, write patient orders, and assist in surgery. Students should keep in close contact with the physician’s assistant adviser for assistance in selecting proper course work and evaluating admission status. The adviser has a listing of all institutions offering the physician’s assistant program and the requirements specific to each.

+* BSC 2085	Anatomy and Physiology I .....	3
	(Meets biology requirement for A.A.)	
BSC 2085L	Anatomy and Physiology I Lab .....	1
+* BSC 2086	Anatomy and Physiology II .....	3
BSC 2086L	Anatomy and Physiology II Lab .....	1
+* MCB 2004	Microbiology .....	3
MCB 2004L	Microbiology Lab .....	1
+* MAC 1140	Pre-Calculus Algebra.....	3
+* STA 2023	Statistics.....	3
	(Meets math requirement for A.A.)	
+* CHM 1045	General Chemistry .....	3
	(Meets physical science requirement for A.A.)	
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis.....	3
CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
	Approved Science/Social Science Electives .....	9
<b>TOTAL DEGREE HOURS.....</b>		<b>60</b>

**GENERAL EDUCATION COURSES Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

## PRE-PHYSICS (PHYS-C-AA)

**PRIMARY ADVISER:** John Mix (ext. 3848)

**PROGRAM GOAL:** This program is designed to prepare students entering the university as a physics major. All state public universities offer a B.S. degree in physics. Florida State University also offers a degree in radiation physics, and the University of Florida offers a B.S. degree in Astronomy (which requires the same pre-physics program at Gulf Coast Community College). Most university physics programs require a foreign language for which a country speaking that language is also involved in physics research. Students may choose among the following: French, German, Japanese, and Russian. It is strongly recommended that students be familiar with the admissions requirements for the university they plan to attend.

### GENERAL EDUCATION COURSES      Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology ...	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

+* MAC 2311	Calculus I.....	4
+* MAC 2312	Calculus II .....	4
	(Meets math requirement for A.A.)	
+* MAC 2313	Calculus III .....	4
+* CHM 1045	General Chemistry .....	3
	(Meets physical science requirement for A.A.)	
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis .....	3
CHM 1046L	Chemistry with Qual. Anal. Lab.....	2
+* PHY 2048	University Physics I.....	4
PHY 2048L	University Physics I Lab.....	1
+* PHY 2049	University Physics II.....	4
PHY 2049L	University Physics II Lab .....	1
+* Approved mathematics elective .....	2	
	(usually MAP 2302, Differential Equations)	

**TOTAL DEGREE HOURS** ..... 60

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

**PRE-PHYSICS EDUCATION  
(SCPED-AA)**

**PRIMARY ADVISER:** Dave Heckman (ext.3345)

**PROGRAM GOAL:** This program is designed to prepare students for upper division studies in physics education. The completion of the four year program in physics education will lead to Florida certification in high school physics. All students must successfully complete the CLAST examination (no exemptions are allowed), maintain a 2.5 GPA in all A.A. degree courses, and score 960 on the SAT or 20 on the ACT for admission into the teacher education and physics education programs at most Florida universities. All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012	Psychology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I.....	3
+*Humanities II (REL 2000, REL 2300) .....	3
+*Humanities III (AML 2600, LIT 2380).....	3

**MAJOR COURSES**

EDF 1005	Introduction to Education .....	3
EDG 2701	Teaching Diverse Populations .....	3
EME 2040	Technology for Teachers .....	3
+* MAC 1140	Pre-Calculus Algebra.....	3
+* MAC 1114	Trigonometry .....	3
(Meets math requirement for A.A.)		
+* PHY 2053	Physics I.....	3
(Meets physical science requirement for A.A.)		
PHY 2053L	Physics I Lab .....	1
+* PHY 2054	Physics II .....	3
PHY 2054L	Physics II Lab .....	1
+ SPC 1600	Public Speaking .....	3

(If students do not take the BSC 2010 sequence below, then they must take BSC 1005 or approved biology to meet the biology requirement for the A.A.)

Students must also complete one of the following two-semester sequences in science:

+* BSC 2010/L and +*BSC 2011/L	Biology or .....	8
+* CHM 1045/L and +*CHM 1046/L	Chemistry .....	9

**ELECTIVES**.....1 or 2

**TOTAL DEGREE HOURS**.....60

## PRE-POLITICAL SCIENCE (POLSC-AA)

**PRIMARY ADVISERS:** Tom Caiazzo (ext. 2831), Terry Jack (ext. 2833), Peggy Pelt (ext. 2837), Donald Reese (ext. 3826)

**PROGRAM GOAL:** The purpose of this program is to prepare students for political science programs at a college or university. Such a degree can lead to a career in education, government administration, international relations, law, mass communication, and policy institutes. Political Science is not a limited access program at most Florida universities. However, students are encouraged to be familiar with the admissions requirement at the university they plan to attend.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I.....	3
+* ENC 1102 English II .....	3
+* Approved Mathematics .....	6
EUH 1000 or EUH 1001	
Western Civilization I or II .....	3
PSY 2012 Psychology or SYG 2000 Sociology	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

    Political Science Elective..... 3

CPO 2002 Comparative Government	
INR 2002 International Relations	
POS 2112 State and Local Government	
POS 2600 American Constitutional Law	

**ELECTIVES**.....21

(See a political science adviser for recommended political science, mathematics, and general electives at each university).

**TOTAL DEGREE HOURS**.....60

**PRE-PSYCHOLOGY  
(PSYCH-AA)**

**PRIMARY ADVISER:** Sandra Ciccarelli (ext. 2836)

**PROGRAM GOAL:** This program is designed to prepare students for completion of an Associate of Arts degree leading to a bachelor’s degree in psychology. The field of psychology concerns the study of behavior and mental processes. This broad focus makes psychology a relevant course of study for any student intending to develop a career in the social and behavioral sciences, not just in psychology. Possible careers that would benefit from completion of a degree in psychology are education, management, medicine, law, counseling, social work, and other human services careers. Psychology is a limited access program at most Florida universities. For example, Florida State University requires an approved A.A. degree, a minimum GPA of 2.6 or better in all attempted courses, and completion with a “C” or better of an introductory statistics course. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

<sup>1</sup> It is recommended that psychology majors take BSC 2010 and BSC 2020, Biology for Science Majors I and II to fulfill this requirement. Anatomy and Physiology I and II are accepted at FSU for this requirement.

<sup>2</sup>It is recommended that psychology majors take CHM 1040, Fundamentals and Chemistry, to fulfill this requirement.

<sup>3</sup>Florida State University requires one foreign language through the first semester of the second year, which will also fulfill the Area II Humanities requirement. If you had two years of a single foreign language in high school, you may be able to begin the second year, first semester foreign language. See your foreign language instructor for details and permission.

<sup>4</sup>Choose from REL 2000, Introduction to Religion; REL 2300, World Religions; REL 2120, Religion in America; SYG 2010, Social Problems (SYG 2000 is a prerequisite); WST 2010, Women’s Studies; or EDG 2701, Teaching Diverse Populations.

**GENERAL EDUCATION COURSES      Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
+* MAC 1105	College Algebra .....	3
+* STA 2023	Elementary Statistics .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012	General Psychology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 38 for the potential courses unless otherwise specified.

Physical Science .....	3
+Humanities I .....	3
<sup>1</sup> +*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

DEP 2000	Psy. of Childhood and Youth or	
DEP 2004	Developmental Psychology .....	3
<sup>2</sup> Diversity Elective.....		3

**ELECTIVES**

Elective Hours..... 18

**TOTAL DEGREE HOURS**..... 60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.



## PRE-RADIOLOGIC SCIENCE (RADSC-AA)

**PRIMARY ADVISERS:** Scott Edwards (ext. 3318),  
Denise Nyland (ext. 5846)

**PROGRAM GOAL:** This curriculum is designed to prepare students to enter a baccalaureate degree program in radiologic science at a university.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
+* MAC 1105	College Algebra.....	3
+* MAC 1114	Plane Trigonometry .....	3
PSY 2012 or SYG 2000	Psychology/Sociology.....	3
EUH 1000 or 1001	Western Civilization .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

CGS 1570	Microcomputer Applications .....	3
+ BSC 2010	Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
BSC 2010L	Biology for Science Majors I Lab.....	1
+ BSC 2085	Anatomy and Physiology I .....	3
BSC 2085L	Anatomy and Physiology I Lab .....	1
+ BSC 2086	Anatomy and Physiology II .....	3
BSC 2086L	Anatomy and Physiology II Lab.....	1
+ PHY 2053	College Physics I .....	3
	(Meets physical science requirement for A.A.)	
PHY 2053L	College Physics I Lab .....	1
+ PHY 2054	College Physics II.....	3
PHY 2054L	College Physics II Lab.....	1

### ELECTIVE

Foreign Language or Electives.....7

**TOTAL DEGREE HOURS**.....60

## PRE-RECREATION (RECRE-AA)

**PRIMARY ADVISERS:** Gregg Wolfe (ext. 3830),  
Darren Mazerowski (ext. 3897), Susan Painter (ext. 3202),  
Roonie Scovel (ext. 3277), John Douglas (ext. 3235)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in leisure services. The four year universities and colleges offer a variety of leisure services programs including resort and commercial recreation, corporate and industrial recreation, fitness management, municipal and county recreation, therapeutic recreation, and teacher certification. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

### GENERAL EDUCATION COURSES Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
+* MGF 1106	Math for Liberal Arts I .....	3
+* MGF 1107	Math for Liberal Arts II .....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012	Psychology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

CGS 1570	Microcomputer Applications.....	3
DEP 2004	Developmental Psychology .....	3

**ELECTIVES**..... 18

(Students should coordinate with their adviser to determine which electives will transfer to the four year institution of their choice. Also, students should fulfill the foreign language requirements, if necessary.)

**TOTAL DEGREE HOURS**.....60

**PRE-RELIGION  
(RELIG-AA)**

**PRIMARY ADVISER:** Jennifer Hamilton (ext. 5850)

**PROGRAM GOAL:** The purpose of this program is to prepare students for careers in religious service or scholarship. Most students majoring in religious studies complete their training in seminaries or graduate schools with religion or theology programs of study. Students are encouraged to be familiar with the admissions requirements at the university or seminary they plan to attend. Students are strongly encouraged to complete two years of foreign language courses at Gulf Coast Community College in preparation for later studies.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
+* MGF 1106	Math for Liberal Arts I.....	3
+* MGF 1107	Math for Liberal Arts II.....	3
EUH 1000	Western Civilization I.....	3
PSY 2012	General Psychology.....	3
POS 2041	Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology.....	3
Physical Science.....	3
+Humanities I.....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

ANT 2410	Anthropology.....	3
EUH 1001	Western Civilization II.....	3
SYG 2000	Sociology.....	3
+* REL 2210	Intro. to the Hebrew Bible.....	3
+* REL 2121	Religion in American Life.....	3
+* REL 2300	Religions of the World.....	3

**ELECTIVES.....** 6

**TOTAL DEGREE HOURS.....**60

**PRE-RESPIRATORY CARE  
(RET-AA)**

**PRIMARY ADVISERS:** Brad Killion (ext. 3837), Linda Thaxton (5835)

**PROGRAM GOAL:** To prepare students to enter a cardiopulmonary science degree program at a university.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
POS 2041	Amer. Nat. Govt.....	3
EUH 1000 or 1001	Western Civilization.....	3
PSY 2012 or SYG 2000	Psychology/Sociology....	3
+* MAC 1105	College Algebra.....	3
+* STA 2023	Statistics.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I.....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

+ BSC 2085	Anatomy and Physiology I.....	3
	(Meets biology requirement for A.A.)	
BSC 2085L	Anatomy and Physiology I Lab.....	1
+ BSC 2086	Anatomy and Physiology II.....	3
BSC 2086L	Anatomy and Physiology II Lab.....	1
+ MAC 1140	Pre-Calculus Algebra.....	3
+ MAC 1114	Plane Trigonometry.....	3
+ PHY 2053	College Physics I.....	3
	(Meets physical science requirement for A.A.)	
PHY 2053L	College Physics I Lab.....	1
+ BSC 2010	Biology for Science Majors.....	3
BSC 2010L	Biology for Science Majors Lab.....	1
+ MCB 2004	Microbiology.....	3
MCB 2004L	Microbiology Lab.....	1
+ CHM 1045	General Chemistry.....	3
CHM 1045L	General Chemistry Lab.....	1

**TOTAL DEGREE HOURS.....**60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

**PRE-SCIENCE EDUCATION****PRIMARY ADVISER:** Dave Heckman (ext. 3345)

**PROGRAM GOAL:** These programs are designed to prepare students for upper division studies in one of several fields in science education. The completion of the four year program in science education will lead to Florida certification in high school science. All students must successfully complete the CLAST examination (no exemptions are allowed), maintain a 2.5 GPA in all A.A. degree courses, and score 960 on the SAT or 20 on the ACT for admission into the teacher education and science education programs at most Florida universities. It is strongly recommended that students be familiar with the admissions requirements of the university they plan to attend and the particular requirements for the individual programs within the education departments.

All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
	EUH 1000 or 1001 Western Civilization.....	3
	PSY 2012 Psychology.....	3
	POS 2041 Amer. Nat. Govt.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I.....	3
+*Humanities II (REL 2000, REL 2300).....	3
+*Humanities III (AML 2600, LIT 2380).....	3

**MAJOR COURSES**

EDF 1005	Introduction to Education.....	3
EDG 2701	Teaching Diverse Populations.....	3
EME 2040	Technology for Teachers.....	3
+* MAC 1140	Pre-Calculus Algebra.....	3
+* MAC 1114	Trigonometry.....	3
	(Meets math requirement for A.A.)	
+ SPC 1600	Public Speaking.....	3

**BIOLOGY COMPONENT (SCBED-AA)****(See Biology Education)**

+* BSC 2010	Biology for Science Majors I.....	3
	(Meets biology requirement for A.A.)	
	BSC 2010L Biology for Science Maj. I Lab.....	1
+* BSC 2011	Biology for Science Majors II.....	3
	BSC 2011L Biology for Science Maj. II Lab.....	1
	Elective.....	1 or 2

Students must select one of the following two-semester sequences (Meets physical science requirement.) .....8 or 9

+* CHM 1045/L and	
+* CHM 1046/L Chemistry	<b>or</b>
+* PHY 2053/L and	
+* PHY 2054/L Physics	

**CHEMISTRY COMPONENT (SCCED-AA)****(See Chemistry Education)**

+* CHM 1045	General Chemistry.....	3
	(Meets physical science requirement for A.A.)	
	CHM 1045L General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis.....	3
	CHM 1046L Chemistry with Qual. Anal. Lab.....	2
	Elective.....	3

Students must select one of the following two-semester sequences.....8

+* BSC 2010/L and	
+*BSC 2011/L Biology for Science Majors	<b>or</b>
+* PHY 2053/L and	
+* PHY 2054/L Physics	

(If students do not take the BSC 2010 sequence above, then they must take BSC 1005 or approved biology to meet the biology requirement for the A.A.)

**PHYSICS COMPONENT (SCPED-AA)****(See Physics Education)**

+* PHY 2053	Physics I.....	3
	PHY 2053L Physics I Lab.....	1
+* PHY 2054	Physics II.....	3
	PHY 2054L Physics II Lab.....	1
	Elective.....	1 or 2

Students must select one of the following two-semester sequences:.....8 or 9

+* BSC 2010/L and	
+* BSC 2011/L Biology for Science Majors	<b>or</b>
+* CHM 1045/L and	
+* CHM 1046/L Chemistry	

(If students do not take the BSC 2010 sequence above, then they must take BSC 1005 or approved biology to meet the biology requirement for the A.A.)

**EARTH/SPACE COMPONENT (SCEED-AA)**  
**(See Earth/Space Education)**

OCE 1001 Oceanography .....	3
(Meets physical science requirement for A.A.)	
GLY 1010 Geology .....	3
GLY 1010L Geology Lab .....	1
Science Elective .....	3
Students must select one of the following two-semester sequences .....	8 or 9

- +\* BSC 2010/L and
- +\* BSC 2011/L Biology for Science Majors **or**
- +\* CHM 1045/L and
- +\* CHM 1046/L Chemistry **or**
- +\* PHY 2053/L and
- +\* PHY 2054/L Physics

(If students do not take the BSC 2010 sequence above, then they must take BSC 1005 or approved biology to meet the biology requirement for the A.A.)

**MIDDLE GRADES COMPONENT (SCMED-AA)**  
**(See Middle Grade Science Education)**

OCE 1001 Oceanography .....	3
(Meets physical science requirement for A.A.)	
GLY 1010 Geology .....	3
GLY 1010L Geology Lab .....	1
Science Elective .....	3
Students must select one of the following two-semester sequences .....	8 or 9

- +\* BSC 2010/L and
- +\* BSC 2011/L Biology for Science Majors **or**
- +\* CHM 1045/L and
- +\* CHM 1046/L Chemistry **or**
- +\* PHY 2053/L and
- +\* PHY 2054/L Physics

(If students do not take the BSC 2010 sequence above, then they must take BSC 1005 or approved biology to meet the biology requirement for the A.A.)

**ELECTIVE** (all programs)..... 1 or 2

**TOTAL DEGREE HOURS**..... 60

**PRE-SOCIAL STUDIES EDUCATION (SOCST-AA)**

**PRIMARY ADVISERS:** Terry Jack (2833), John Phillips (ext. 2827), Don Reese (ext. 3826)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a teaching career in middle school or high school. The four year degree will lead to Florida certification for grades 6-12. Social studies education at Florida universities is a limited access program. For example, Florida State University requires a 2.5 GPA in the A.A. degree. Students are encouraged to become familiar with the admissions requirements at the university they plan to attend. Students must successfully complete the CLAST exam rather than an alternative demonstration of competency. Students who choose this program at FSU will need to go to the main campus in Tallahassee.

All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+* ENC 1101 English I.....	3
+* ENC 1102 English II .....	3
+* MGF 1106 Math for Liberal Arts I .....	3
+* MGF 1107 Math for Liberal Arts II .....	3
EUH 1000/1001 Western Civilization I or II .....	3
PSY 2012 Psychology .....	3
POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biological Science Elective .....	3
Physical Science Elective .....	3
Physical Science (PSC, PHY, CHM) .....	3
Science Lab .....	1
+ Humanities I .....	3
+* Humanities II (REL 2000, REL 2300) .....	3
+* Humanities III (AML 2600, LIT 2380).....	3

**MAJOR COURSES**

AMH 2010 U.S. History I.....	3
EDF 1005 Introduction to Education .....	3
+* MAC 1105 College Algebra.....	3
+ SPC 1600 Public Speaking .....	3
EME 2040 Technology for Teachers .....	3
EDG 2701 Teaching Diverse Populations. ....	3
Elective .....	2
<b>TOTAL DEGREE HOURS</b> .....	60

+ Prerequisites required. See course descriptions in catalog.  
 \* Minimum grade of "C" required.

**PRE-SOCIAL WORK  
(SOCWK-AA)**

**PRIMARY ADVISER:** Ron Penton Sr. (ext. 4817)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in the helping and or counseling and mental health care professions. A title of Generalist Social Worker can be earned with the Bachelor's of Social Work (BSW) degree and can be completed at the FSU Panama City Campus. In addition to completion of the BSW, a Master's Degree (MSW) can be obtained at the FSU-PC campus and can help prepare students for state licensure at the Licensed Clinical Social Workers (LCSW) level. Florida State University requires two years of a foreign language and a 2.0 grade point average for all work completed. Both the bachelor's and master's degrees will require internships at one of the local mental health agencies in addition to course work. It is highly recommended that students become familiar with the admissions requirements at the university or college they plan to attend.

**GENERAL EDUCATION COURSES      Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
+* MGF 1106	Math for Liberal Arts I .....	3
+* MGF 1107	Math for Liberal Arts II or	
+* STA 2023	Statistics (strongly recommended)....	3
EUH 1000 or 1001	Western Civilization .....	3
SYG 2000	Principles of Sociology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

ECO 2013	Economics, Macro or	
ECO 2023	Economics, Micro.....	3
PSY 2012	Psychology .....	3
Foreign Language (if not completed in high school) or electives .....		8
Electives .....		7

**RECOMMENDED ELECTIVES**

+ SYG 2010	Social Problems .....	3
SOW 2020	Introduction to Social Work .....	3
SYG 2430	Marriage and Family Living	
CJL 2210	Criminal Law .....	3
CCJ 1010	Introduction to Criminal Justice.....	3
CCJ 1020	Introduction to Criminology .....	3
CCJ 2500	Juvenile Justice .....	3
DEP 2000	Child Psychology.....	3
CLP 1001	Human Relations .....	3
DEP 2004	Developmental Psychology .....	3
ECO 2013	Economics, Micro.....	3
ECO 2023	Economics, Macro .....	3

**TOTAL DEGREE HOURS..... 60**

For Area II Humanities, recommended courses for social work majors are REL 2300, World Religions; REL 2121, Religion in America; PHI 2600, Ethics or PHH 2060, Classical Philosophy.

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

**PRE-SOCIOLOGY  
(SOCIO-AA)**

**PRIMARY ADVISER:** Ron Penton Sr. (ext. 4817)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in the broad discipline of sociology. The discipline of sociology primarily concerns itself with patterns of group and organizational behavior; social interaction; changes in the character, size, distribution, and population of society; the structure and operation of organization; social phenomena having to do with human health and disease; and the complex interrelationship of the individuals as well as society. Sociological practitioners work everywhere from teaching, counseling, and marketing to public health, social work, community planning, industry, consumer safety, and employee relations. It is highly recommended that students become familiar with the admissions requirements at the university or college they plan to attend.

CCJ	2500	Juvenile Justice .....	3
PSY	2012	Psychology .....	3
DEP	2000	Child Psychology.....	3
DEP	2004	Developmental Psychology .....	3
CLP	1001	Human Relations .....	3
ECO	2013	Economics, Micro.....	3
ECO	2023	Economics, Macro .....	3

**TOTAL DEGREE HOURS** ..... 60

For Area II Humanities, recommended courses for sociology majors are REL 2300, World Religions; REL 2121, Religion in America; PHI 2600, Ethics or PHH 2060, Classical Philosophy.

**GENERAL EDUCATION COURSES                      Cr. Hrs.**

+*	ENC	1101	English I.....	3
+*	ENC	1102	English II .....	3
+*	MGF	1106	Math for Liberal Arts I .....	3
+*	MGF	1107	Math for Liberal Arts II or	
+*	STA	2023	Statistics (strongly recommended)....	3
	EUH	1000 or 1001	Western Civilization .....	3
	SYG	2000	Principles of Sociology .....	3
	POS	2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

+	SYG	2010	Social Problems .....	3
	Foreign Language (if not completed in high school) or electives			8
	Electives .....			7

**RECOMMENDED COURSES**

SOW	2020	Introduction to Social Work .....	3
SYG	2430	Marriage and Family Living .....	3
CCJ	1010	Intro to Criminology .....	3
CCJ	1020	Intro to Criminal Justice .....	3
CCJ	2100	Criminal Law .....	3

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

## PRE-SPECIAL EDUCATION (CASE-AA)

**PRIMARY ADVISERS:** Sandra Ciccarelli (ext. 2836),  
John Phillips (2827)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in teaching children and youth who are mentally handicapped, learning disabled, or emotionally handicapped. Special education is a limited access program at most Florida universities. For example, Florida State University requires a 2.5 GPA in the A.A. degree. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend. Students must successfully complete the CLAST exam rather than an alternative demonstration of competency.

All pre-education majors should be aware that State of Florida teacher certification requires a thorough background check by the Florida Department of Law Enforcement.

### GENERAL EDUCATION COURSES      Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
+* MGF 1106	Math for Liberal Arts I .....	3
+* MGF 1107	Math for Liberal Arts II .....	3
	EUH 1000 or 1001 Western Civilization .....	3
	PSY 2012 General Psychology .....	3
	POS 2041 Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biological Science Elective.....	3
Physical Science (PSC, PHY, CHM) .....	3
Physical Science Elective.....	3
Science Lab .....	1
+Humanities I.....	3
+*Humanities II (REL 2000, REL 2300) .....	3
+*Humanities III (AML 2600, LIT 2380).....	3

### MAJOR COURSES

EDF 1005 Introduction to Education .....	3
EDG 2701 Teaching Diverse Populations .....	3
EME 2040 Technology for Teachers .....	3
+* MAC 1105 College Algebra.....	3
AMH 2010/2020 American History .....	3
+ SPC 1600 Public Speaking.....	3

**ELECTIVE** ..... 2

**TOTAL DEGREE HOURS** ..... 60

+ Prerequisites required. See course descriptions in catalog.

\* Minimum grade of "C" required.

**PRE-SPORTS MEDICINE/ATHLETIC TRAINER (SMAT-AA)**

**PRIMARY ADVISER:** Rosemary Davenport (ext. 2859), Gregg Wolfe (ext. 3830)

**PROGRAM GOAL:** This program prepares students for entering upper-division studies in sports medicine and athletic training. The completion of the four year program will prepare students for working with injury prevention and recognition, immediate care, rehabilitation, health care management, and professional development in a sports medicine environment. Students pursuing the athletic training option are required to pass The National Athletic Trainers' Association Board of Certification (NATABOC).

The Florida State University's College of Human Sciences offers a degree in Nutrition, Food, and Exercise Services. There are four areas of emphasis from which to choose: exercise physiology, fitness, pre-physical therapy, and sports medicine (athletic training).

The University of Florida's College of Health and Human Performance offers a degree in Exercise and Sports Sciences (ESS). Specializations include Fitness/-Wellness, Sports Management, Athletic Training, preparation of physical education teachers and coaches, and exercise physiology.

Students interested in using this program to gain admission to medical school should consult the pre-medical adviser for help in determining the appropriate sequence of courses.

It is strongly recommended that students be familiar with the admission requirements of the university they plan to attend.

**GENERAL EDUCATION COURSES Cr. Hrs.**

- +\* ENC 1101 English I.....3
- +\* ENC 1102 English II .....3
- EUH 1000 or 1001 Western Civilization .....3
- PSY 2012 or SYG 2000 Psychology/Sociology ....3
- POS 2041 Amer. Nat. Govt. ....3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

- +Humanities I .....3
- +\*Humanities II.....3
- +\*Humanities III.....3

**MAJOR COURSES**

- +\* BSC 2010 Biology for Science Majors I.....3  
(Meets biology requirement for A.A.)
- BSC 2010L Bio for Science Majors I Lab..... 1
- +\* BSC 2085 Anatomy and Physiology I .....3
- BSC 2085L Anatomy and Physiology I Lab ..... 1
- +\* BSC 2086 Anatomy and Physiology II .....3
- BSC 2086L Anatomy and Physiology II Lab..... 1
- +\* CHM 1040 Chemistry (or higher level).....3
- HUN 1201 Principles of Nutrition .....3
- + SPC 1600 Intro to Public Speaking .....3
- + PHY 1020 Introductory Physics (or higher) .....3
- +\* MAC 1140 Pre-Calculus Algebra.....3
- +\* MAC 1114 Plane Trigonometry .....3
- + STA 2023 Statistics.....3
- HSC 1403C First Aid or
- HSC 2100 Personal/Community Health.....3

**TOTAL DEGREE HOURS.....60**

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.



**PRE-TECHNOLOGY  
(TECH-AA)**

**PRIMARY ADVISER:** Charles Mass (ext. 3876)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in teaching technology in the middle school or high school. The technology program is offered at the University of South Florida. Student must successfully complete the CLAST exam rather than an alternative demonstration of competency.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I.....	3
+* ENC 1102 English II .....	3
EUH 1000 or 1001 Western Civilization .....	3
+* MAC 1140 Pre-Calculus Algebra.....	3
+* MAC 1114 Plane Trigonometry or	
+* MTB 1322 Technical Math II .....	3
POS 2041 Amer. Nat. Govt. ....	3
PSY 2012 or SYG 2000 Psychology / Sociology ..	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

CET 1460 Computer App. for Technology .....	3
+ CET 1114C Digital Circuits .....	4
EET 1015C Direct Current Circuits .....	4
+ EET 1025C A.C. Circuits .....	4
EGS 1110C Engineering Drawing.....	3
+ ETD 1320C AutoCAD.....	3

**ELECTIVES**

Technical Elective . . . . .	3
Choose one of the following:	
ETI 1411 Manufacturing Processes I	
ETI 1412 Manufacturing Processes II	
EET 2607C Circuit Fabrication and Soldering	

**TOTAL DEGREE HOURS** .....60

**PRE-THEATRE  
(THEAT-AA)**

**PRIMARY ADVISER:** Rosemarie O’Bourke (ext. 3887)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in theatre arts. Theatre is a limited access program at most universities. Students are encouraged to be familiar with the admissions requirements at the university they plan to attend.

GENERAL EDUCATION COURSES	Cr. Hrs.
+* ENC 1101 English I.....	3
+* ENC 1102 English II .....	3
+* MGF 1106 Math for Liberal Arts I .....	3
+* MGF 1107 Math for Liberal Arts II.....	3
EUH 1000 or 1001 Western Civilization .....	3
PSY 2012 or SYG 2000 Psychology/Sociology ....	3
POS 2041 Amer. Nat. Govt. ....	3
+ THE 2000 Understanding Theatre.....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

TPP 2110 Acting I.....	3
+ TPP 2111 Acting II.....	3
TPA 2200 Stagecraft .....	3
TPP 2250 Introduction to Musical Theatre.....	3
TPP 1700 Voice Techniques .....	3
TPP 1500 Movement Techniques for the Theatre .....	3
TPA 1290 Technical Lab .....	1
THE 1925 Play Production.....	1 each

**APPROVED ELECTIVES**

Students should select from the following:

+ TPA 2000 Theatre Design Basics .....	3
+ TPP 2300 Directing I.....	3
+ MVV 1312 Applied Musical Theatre Voice (Freshman level).....	2
+ MVV 2322 Applied Musical Theatre Voice (Sophomore level).....	2
DAA 2000 Dance Techniques for Theatre .....	1

**TOTAL DEGREE HOURS** ..... 60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

**PRE-VETERINARY MEDICINE  
(VET-AA)**

**PRIMARY ADVISER:** Dennis Poole (ext. 3226)

**PROGRAM GOAL:** This program is designed for students seeking admission to a program of veterinary medicine. The College of Veterinary Medicine at the University of Florida requires 80 semester hours of college-level course work before entering. However, most successful applicants have completed a bachelor's degree. Most veterinary medicine programs require applicants to have taken the Graduate Record Examination (GRE). Grades of "C" or better are required on all pre-professional courses; however, most successful applicants have a GPA in excess of 3.5. Academic performance, approved work experience, and professional potential are all considered by selection committees as they review applicants for veterinary medicine. Pre-vet students are urged to review the entrance requirements for the veterinary program of their choice. Students are strongly urged to see the pre-vet adviser for assistance in determining appropriate work experience, course selections, and residency requirements.

**GENERAL EDUCATION COURSES      Cr. Hrs.**

+* ENC 1101	English I.....	3
+* ENC 1102	English II.....	3
EUH 1000 or 1001	Western Civilization .....	3
PSY 2012 or SYG 2000	Psychology/Sociology ...	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

**MAJOR COURSES**

+* MAC 1114	Trigonometry .....	3
+* MAC 2311	Calculus I.....	4
(Meets math requirement for A.A.)		
+* BSC 2010	Biology for Science Majors I.....	3
(Meets biology requirement for A.A.)		
BSC 2010L	Biology for Science Maj. I Lab .....	1
+* BSC 2011	Biology for Science Majors II .....	3
BSC 2011L	Biology for Science Maj. II Lab .....	1
+* CHM 1045	General Chemistry.....	3
(Meets physical science requirement for A.A.)		
CHM 1045L	General Chemistry Lab.....	1
+* CHM 1046	Chemistry with Qual. Analysis .....	3
CHM 1046L	Chemistry with Qual. Anal. Lab .....	2
+* CHM 2210	Organic Chemistry I .....	3
CHM 2210L	Organic Chemistry I Lab .....	2
+* CHM 2211	Organic Chemistry II .....	4
CHM 2211L	Organic Chemistry II Lab .....	1

**ELECTIVES.....** 2

**TOTAL DEGREE HOURS.....** 60

+ Prerequisites required. See course descriptions in catalog.  
\* Minimum grade of "C" required.

## PRE-WOMEN'S STUDIES (WOMEN-AA)

**PRIMARY ADVISER:** Jennifer Hamilton (ext. 5850)

**PROGRAM GOAL:** The purpose of this program is to prepare students for careers in a diversity of fields: law, public policy, communications, academia, business, management, health industry. This program prepares students for the future in the best tradition of the liberal arts by emphasizing critical thinking skills. If a student is interested in pursuing a career in academia through women's studies, foreign language study at Gulf Coast is strongly encouraged.

### GENERAL EDUCATION COURSES      Cr. Hrs.

+* ENC 1101	English I.....	3
+* ENC 1102	English II .....	3
+* MGF 1106	Math for Liberal Arts I .....	3
+* MGF 1107	Math for Liberal Arts II .....	3
EUH 1000	Western Civilization.....	3
PSY 2012	General Psychology .....	3
POS 2041	Amer. Nat. Govt. ....	3

For the following courses, students have several options to meet the needed requirement. See page 40 for the potential courses.

Biology .....	3
Physical Science .....	3
+Humanities I .....	3
+*Humanities II.....	3
+*Humanities III.....	3

### MAJOR COURSES

ANT 2410	Anthropology.....	3
EUH 1001	Western Civilization .....	3
WST 2010	Intro to Women's Studies .....	3
SYG 2000	Sociology .....	3
POS 2600	American Constitutional Law .....	3
LIT 2380	Women in Literature.....	3

**ELECTIVES.....**6

Students should select from the following:

+* PHI 2600	Ethics
+* LIT 2040	World Drama
+ SPC 1600	Intro to Public Speaking
DEP 2004	Developmental Psychology
EVR 1001	Environmental Science

**TOTAL DEGREE HOURS.....**60

## CAREER STUDIES PROGRAMS

Students seeking an Associate in Science or an Associate in Applied Science degree must meet the oral communication requirement. Students should consult with their advisers to make certain both requirements are met prior to graduation.

### ASSOCIATE IN SCIENCE DEGREE PROGRAMS

The college offers numerous programs for students who are interested in preparing for a career that requires study beyond the high school level but does not require a four-year degree.

When you decide to follow an Associate in Science (A.S.) degree program, you are not necessarily preparing yourself for transfer to a state university. You should understand that your decision will result in your earning a degree which should lead to a productive career. If later you decide to attend a university, you may be required to do additional work at the freshman or sophomore level to meet the general education requirements.

Gulf Coast Community College offers a number of highly specialized two-year programs designed to provide the student with an opportunity for preparation to enter a specialized field of employment or an opportunity for the employed student to acquire additional proficiency in the respective area of study.

The Associate in Science degree requires a minimum of 60 college credit hours. Each Associate in Science degree program consists of a major that includes a core group of courses known as the area of specialization. To earn an Associate in Science degree, you must complete a minimum of 30 college-level credit hours in your major and at least 15 college-level credit hours in general education.

Four Associate in Science degree programs presently have statewide articulation agreements which provide for the articulation of Associate in Science degrees to baccalaureate degrees. The four programs are Business Administration and Management, Electronics Engineering Technology, Nursing (Associate Degree) R.N., and Radiography.

Most programs listed below are offered both in the day and evening and their primary objectives are preparation for immediate employment, further study, self-improvement, or advancement on the job.

### Associate in Science Degrees:

- Accounting
- Building Construction Technology
- Business Administration and Management
- Civil Engineering Technology
- Computer Engineering Technology
- Computer Integrated Manufacturing
- Computer Programming and Applications
- Criminal Justice Officer Administration
- Culinary Management
- Dental Hygiene
- Drafting and Design Technology
- Early Childhood Education
- Electronics Engineering Technology
- Emergency Medical Services
- Fire Science Technology
- Human Services Specialist
- Integrated Manufacturing Technology
- Legal Assisting/Paralegal
- Multimedia Technology
- Nursing, Associate Degree
- Office Administration Technology
- Physical Therapist Assistant
- Radio/Television Broadcasting
- Radiography
- Respiratory Care (Therapy)

### ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

Associate in Applied Science programs are designed to prepare students for entry into employment requiring specialized skills. When you decide to follow an Associate in Applied Science (A.A.S.) degree program, you are not necessarily preparing yourself for transfer to a state university. You should understand that your decision would result in your earning a degree, which should lead to a productive career. If you later decide to attend a university, you may be required to do additional work at the freshman or sophomore level. You are encouraged to discuss career plans and seek advising assistance from the department identified for each program.

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+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree, A.A.S degree, and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

**Associate in Applied Science Degrees:**

- Business Administration & Management  
(Options: Business Administration, Banking Specialization, Marketing Management, and Real Estate Management)
- Electronics Engineering Technology
- Hospitality Management
- Instructional Services Technology

Students seeking an Associate in Science or an Associate in Applied Science degree must meet the college oral communication requirement. The oral communication requirement may be met by enrolling in ENC 1101 or a speech course at Gulf Coast Community College. Transfer students may meet the oral communication requirement by the following ways:

- Successful completion of ENC 1101 (English Composition) at any Florida public institution.
- Successful completion of SPC 1600 (Introduction to Speech) at GCCC.
- Successful completion of a speech course transferred from another college or university.

Students should consult with their adviser to make certain that the requirement has been met.

**TECHNICAL CERTIFICATE PROGRAMS**

The Technical Certificate program prepares students for immediate entry into a career in the workforce. Technical Certificate programs require prescribed courses and a minimum of 12 college credits. Gulf Coast Community College offers Certificate programs in the areas listed below. Each program is designed to provide the student with an opportunity to prepare to enter a specialized field of employment or for the employed student to acquire additional proficiency.

The graduation grade point average (GPA) Associate of Science technical certificate programs that require 15 hours or less for graduation will be calculated from only those courses required for program completion.

**Technical Certificates:**

- Accounting Applications
- Business Data Processing
- Child Development Associate
- Office Management
- Paramedic

**Advanced Technical Diploma:**

- Emergency Medical Technician

**VOCATIONAL CREDIT CERTIFICATE PROGRAMS**

These vocational programs include vocational credit courses (non-college credit). Program lengths vary depending upon the complexity of the individual program. The training is focused on preparation for immediate job entry. Students enrolling in PSAV programs are required to take the TABE test and score at designated levels to receive a certificate. PSAV courses at Gulf Coast Community College differ from college credit courses in that they are valued in vocational credit. One vocational credit is equal to 30 contact hours in the classroom. Competencies gained upon successful completion of these training programs may result in advanced placement or specific credits towards an Associate in Science degree. Students interested in these programs should contact appropriate division chairs for additional information.

**Postsecondary Adult Vocational Certificates:**

- Applied Welding Technologies
- Commercial Truck Driving
- Correctional Officer
- Correctional Probation Officer
- Dental Assisting
- Electricity
- Firefighting
- Law Enforcement Officer
- Law Enforcement Auxiliary Officer
- Patient Care Technician
- Plumbing Technology
- Practical Nurse
- Private Security Officer
- Surgical Technology
- Wastewater Operator Level "C"

**Graduation Procedures for A.S., A.A.S., P.S.A.V., and Certification Programs**

Students who intend to graduate with an A.S., A.A.S., P.S.A.V. certificate, or technical certificate must receive a program evaluation before applying for graduation. Program evaluation forms can be obtained from the program manager and must be submitted to the Office of Admissions and Records prior to the published graduation application deadline (see college calendar for dates).

Students receiving a technical certificate or PSAV certificate who would like to participate in the spring graduation ceremony must submit the \$20 fee prior to the published graduation application deadline.

**COOPERATIVE EDUCATION PROGRAM**


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+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

The Cooperative Education Program integrates periods of paid or unpaid employment in the student's major field of interest with periods of academic study. A number of agencies and business enterprises cooperate with Gulf Coast Community College in this plan and offer the student on-the-job career training compatible with the student's major. The program is designed to enhance the student's academic and career education with on-the-job business and/or industrial experience.

The Cooperative Education Program will accept only Gulf Coast Community College students. The program will involve real life occupational experience to meet the particular needs student. Necessary forms should be filed as early as possible (preferably the semester prior to desired placement) with the co-op office, and students are accepted after a personal interview with the coordinator. Both Associate in Science and Associate in Arts degree-seeking students may apply for the program; however, a maximum of six semester hours may apply toward meeting A.A. degree requirements. Placement of the student is based on various abilities and the availability of an appropriate training site. Final acceptance and/or continuation in any position is the decision of the employer and the cooperative education coordinator.

In order to continue as a participant in the program, students must maintain at least a 2.0 GPA throughout the program and maintain acceptable productivity standards with the cooperative employer. A student who does not meet this criteria may still request entry or continuance in the program. Such petitions must be approved by the dean of workforce education.

The Cooperative Education Program will be conducted under the guidance and supervision of a college coordinator who will be responsible for the structure of the programs; maintaining effective liaison among the student, the college, and the participating firm; and evaluating the student's progress.

### **WORKFORCE DEVELOPMENT PROGRAMS**

Workforce Development plays an integral part in Gulf Coast Community College's efforts to create and maintain a skilled workforce. The combined services of the Workforce Center and the Workforce Training Center provide the college with a unique opportunity to enhance and contribute to the economic development of the community as well as increasing enrollment and financial assistance for Gulf Coast Community College. These centers operate two primary programs: Workforce Investment Act (WIA), formerly JTPA, and Welfare Transition (WT), formerly WAGES.

These programs represent a cooperative effort among Gulf Coast Community College, the local Workforce Board, the State, the business community, WIA, and community-based organizations. The programs' operations are based on a one-stop concept where information related to a wide array of job training, education, and employment services may be accessed at one convenient location. The programs facilitate development of job-specific skills, including pre-screening of job applicants according to employer requirements. Eligible participants receive a variety of supportive services, including transportation; child care; general counseling; career counseling; and scholarships for tuition, books, materials, and supplies.

**Workforce Center.** The Workforce Center provides universal access to a variety of employment and training services. These services include work registration, WIA certification, job search assistance, job referral, veterans assistance, Job Corps information, resume preparation assistance, career planning, employability skills, labor market information, local, state, and national job listings, and referral to training providers. A wide array of employer services is available to assist employers with all of their workforce needs. The Workforce Center is a service of Gulf Coast Community College and is the initial point of contact for all services related to Workforce Development. The Workforce Center is located at 625 Hwy. 231, Panama City, Florida.

**Workforce Training Center.** "Opening Doors to a Better Future" is the motto by which the Workforce Training Center operates. Staff strive to complete this process by assisting students with enrollment and retention in training programs sponsored by Gulf Coast Community College. Financial assistance can be provided to students by the Workforce Training Center staff for short-term and traditional classroom training programs. These programs are geared to help students gain sustaining and lifestyle changing employment in high-wage, high-demand occupations such as corrections, computer technology, and the health science fields. Student referrals can be made directly to the Workforce Training Center or received through the Workforce Center; however, the main objective is to aid students who are former or current public assistance recipients, economically disadvantaged, or dislocated from employment positions. The Workforce Training Center's service delivery area includes students in Bay, Gulf, and Franklin counties, and all are afforded the same opportunities.

The Workforce Training Center is located in Room 15 of the Student Union East Building on the main campus.

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+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree, A.A.S degree, and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

## **Gulf Coast Workforce Development Board**

Gulf Coast Community College serves as the fiscal agent for the Gulf Coast Workforce Development Board. The Workforce Florida Act of 1996 has become one of the most important and far-reaching pieces of legislation in the history of the State of Florida. For the first time in the state's history, the welfare and workforce development systems represent an integrated and coordinated effort between the public and private sectors. The early implementation of the Workforce Investment Act of 1998 by the State of Florida furthered the work begun under the Workforce Florida Act. The Board, consisting of 41 volunteer members, provides oversight for the selection of service providers and the provision of services to clients: job seekers, employers, and service providers alike. The Board, whose oversight authority covers Bay, Gulf, and Franklin counties, assumed its responsibility on July 1, 1996, and continues to enhance the effectiveness and efficiency of the region's workforce development system.

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- + Prerequisites required. See course descriptions in catalog.
  - # Applies only to A.S. degree and certificates
  - \* Minimum grade of "C" required.
  - = PSAV course

## ACCOUNTING TECHNOLOGY (ACCTG-AS)

**PRIMARY ADVISERS:** Tom Hoskins (ext. 2844), Lee Anderson (ext. 6015), James Veal (ext. 2846)

**PROGRAM GOAL:** The purpose of this program is to prepare students for immediate employment in the field of accounting. Students who graduate from this program would typically work as bookkeepers or accounting technicians.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC 1101	English I.....	3
+*	ENC 1102	English II.....	3
		Humanities .....	3
	BSC 1005	General Biological Science .....	3
	ECO 2013 or 2023	Econ. Macro or Micro.....	3

### MAJOR COURSES

	GEB 1011	Introduction to Business.....	3
	BUL 2241	Business Law .....	3
+#	QMB 1001	College Business Math.....	3
*	ACG 2001	Financial Accounting I.....	3
+*	ACG 2011	Financial Accounting II.....	3
	OST 1101	Keyboarding & Doc. Processing I... 3	
	CGS 1570	Microcomputer Applications.....	3
+#	ACG 2100	Intermediate Accounting I.....	3
#	MNA 1100	Human Relations .....	3
#	TAX 2000	Tax Accounting.....	3
+	ACG 2071	Managerial Accounting .....	3
+#	OST 2335	Business Communications.....	3
+#	ACG 2110	Intermediate Accounting II.....	3
+	CGS 1519	Excel.....	3
+	CGS 2104	Accounting Applications for the Microcomputer .....	3

**ELECTIVES** ..... 4

**TOTAL DEGREE HOURS** ..... 64

## ACCOUNTING APPLICATIONS CERTIFICATE (ACCTG-CT)

**PRIMARY ADVISERS:** Tom Hoskins (ext. 2844), Lee Anderson (ext. 6015), James Veal (ext. 2846).

**PROGRAM GOAL:** The purpose of this program is to provide students with an opportunity to enter the accounting field.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC 1101	English I.....	3
+#	QMB 1001	College Bus. Math.....	3

### MAJOR COURSES

	OST 1101	Keyboarding & Doc. Processing I... 3	
	TAX 2000	Tax Accounting .....	3
*	ACG 2001	Financial Accounting I .....	3
	CGS 1570	Microcomputer Applications.....	3
+*	ACG 2011	Financial Accounting II.....	3
+	CGS 1519	Excel.....	3
+	ACG 2071	Managerial Accounting .....	3
+	CGS 2104	Accounting Applications for the Microcomputer .....	3

**TOTAL DEGREE HOURS**..... 30

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course



### BUILDING CONSTRUCTION TECHNOLOGY (BUILD-AS)

**PRIMARY ADVISER:** James Vandervest (ext. 5886)

**PROGRAM GOAL:** The purpose of this program is to prepare students for careers in the construction industry. The focus of the program is both commercial and residential construction. Students completing the program typically are employed as supervisors, job foremen, or office support staff, performing such duties as purchasing or estimating. Students with previous building experience may seek to obtain either a county or state contractor's license. The primary goal of the program is to prepare students for employment after graduation. However, some students elect to transfer to an upper division school to seek a baccalaureate degree in building construction once they have completed the general education requirements of an A.A. degree.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+*	ENC 1101 English I .....	3
+*	ENC 2210 Tech. Report Writing.....	3
+*#	MTB 1321 Technical Algebra & Trig I or	
+*	MAC 1105 College Algebra.....	3
+	MTB 1322 Technical Algebra & Trig II or	
+	MAC 1114 Plane Trigonometry .....	3
	Social Sciences Elective .....	3
	Humanities Electives.....	3

#### MAJOR COURSES

	BCN 1230 Materials and Methods .....	3
	EGS 1110C Engineering Drawing .....	3
+	TAR 1120 Architectural Drafting .....	1
	TAR 1120L Architectural Drafting Lab .....	3
+	ETG 2502 Statics .....	3
+	ETG 2530 Strength of Materials.....	3
#	BCT 1113 Blueprint Reading .....	3
#	BCT 2600 Construction Estimating .....	3
#	BCT 2715 Construction Management.....	3
+	SUR 2101 Surveying .....	3
	SUR 2101L Surveying Lab .....	1
	ETC 2213 Engineering Properties of Soils.....	4
#	ETC 2450 Concrete Design .....	3
#	ETC 2450L Concrete Design Lab.....	1
	BUL 2241 Business Law .....	3
+ #	ETD 1320C AutoCAD .....	3
#	CET 1460 Computer Appl for Tech .....	3

**TOTAL DEGREE HOURS** ..... 64

### BUSINESS ADMINISTRATION & MANAGEMENT (BUS-AS)

**PRIMARY ADVISERS:** Richard Stewart (ext. 3839), Lee Anderson (ext. 6015), Rhonda Barker (ext. 2841), Judy Fitzpatrick (ext. 2842), Tom Hoskins (ext. 2844), Jerome Tidwell (ext. 2845), James Veal (ext. 2846), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** Associate in Science to Bachelors in Science articulated program that transfers to the following universities: FAMU, FAU, FGCU, FIU, FSU, UF, UNF, UWF.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+*	ENC 1101 English I .....	3
+*	ENC 1102 English II .....	3
+*	MAC 1105 College Algebra.....	3
+*	MAC 2233 Calculus for Bus/Soc Sc .....	3
+	Humanities.....	3
+	SPC 1600 Intro to Public Speaking .....	3
	ECO 2013 Economics, Macro .....	3
	ECO 2023 Economics, Micro.....	3

#### MAJOR COURSES

+*	STA 2023 Statistics or	
+*	QMB 2100 Business & Economic Statistics .....	3
+*	ACG 2001, 2011, or 2021 Financial Acct .....	3
+*	ACG 2071 Managerial Accounting I.....	3
	CGS 1570 Microcomputer Applications .....	3

**PROFESSIONAL CORE COURSES** ..... 28

Includes a maximum of 12 hours in "business-label" courses (MAN, MAR, ACG, GEB, BUL).

**TOTAL DEGREE HOURS** ..... 64

+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

**BUSINESS ADMINISTRATION  
& MANAGEMENT (BUS-AAS)**

**PRIMARY ADVISERS:** Richard Stewart (ext. 3839), Lee Anderson (ext. 6015), Rhonda Barker (ext. 2841), Judy Fitzpatrick (ext. 2842), Tom Hoskins (ext. 2844), Jerome Tidwell (ext. 2845), James Veal (ext. 2846), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** The purpose of this program is to prepare students for immediate employment in the field of business administration and management by providing training for both first-time job seekers and experienced employees who wish to advance in their careers.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+*	ENC 1101 English I.....	3
+*	ENC 1102 English II.....	3
	BSC 1005 General Biological Science.....	3
	ECO 2013 Economics, Macro.....	3
	ECO 2023 Economics, Micro.....	3
	Humanities.....	3

**MAJOR COURSES**

	GEB 1011 Introduction to Business.....	3
+ #	QMB 1001 College Business Math.....	3
	CGS 1570 Microcomputer Applications.....	3
+	OST 1711 Word Proc. w/WordPerfect or	
+	OST 1856 Word Processing w/MS Word.....	3
*	ACG 2001 Financial Accounting I.....	3
+*	ACG 2011 Financial Accounting II.....	3
	BUL 2241 Business Law.....	3
#	MNA 1100 Human Relations.....	3

**Business Administration Option**

+	OST 1102 Keyboarding & Doc. Processing II..	3
+	MAR 2011 Marketing.....	3
	MAN 2021 Prin. of Management.....	3
+ #	OST 2335 Business Communications.....	3
#	TAX 2000 Tax Accounting.....	3
+	ACG 2071 Managerial Accounting.....	3
+	CGS 1519 Excel.....	3

**ELECTIVES** ..... 1

**Banking Specialization Option**

(Select 21 credits for Applied Banking Diploma)

#	BAN 1004 Prin. of Bank Operations.....	3
#	BAN 1114 Deposit Operations.....	2
#	BAN 1156 Letters of Credit.....	2
#	BAN 1210 Analyzing Financial Statements.....	3
#	BAN 1240 Consumer Lending.....	3
#	BAN 1255 Real Estate Finance.....	3
#	BRC 1710 Real Estate Law.....	3
+ #	BAN 1412 Financial Planning in the Bank.....	3
#	BAN 1500 Economics for Bankers.....	3
#	BAN 1531 Intro. to Supervision.....	3
+ #	BAN 2161 Corporate Securities Services.....	3
+ #	BAN 2231 Commercial Lending.....	3
#	BAN 2253 Mortgage Lending.....	2
#	BAN 2254 Mortgage Loan Documentation.....	2
#	BAN 2400 Trust Business.....	3
#	BAN 2403 Trust Investments.....	3
+ #	BAN 2405 Trust Operations.....	3
#	BAN 2413 Securities Processing.....	3
#	BAN 2501 Money and Banking.....	3
#	BAN 2511 Marketing for Bankers.....	3
#	BAN 2532 Supervisory Training.....	3
#	BAN 2744 Bank Management.....	3
#	BAN 2800 Law and Banking Principles.....	2
#	BAN 2801 Law and Banking Applications.....	3

**ELECTIVES**..... 1

**Marketing Management Option**

#	MKA 1021 Salesmanship.....	3
+ #	MKA 2511 Prin. of Advertising.....	3
+	MAR 2011 Marketing.....	3
+ #	MKA 2041 Retail Merchandising or	
	GEB 2949 Cooperative Education.....	3
+ #	OST 2335 Business Communications.....	3
	MAN 2021 Prin. of Management or	
	MKA 2042 Retail Management.....	3
+	SPC 1600 Intro to Public Speaking.....	3

**ELECTIVES**..... 1

**Real Estate Management Option**

#	REE 1040 Real Estate Prin. Prac. and Law.....	4
#	REE 2180 FREAB Licensed Residential	
	Appraisal Course.....	5
#	BAN 1255 Real Estate Finance.....	3
#	MKA 1021 Salesmanship.....	3
+	MAR 2011 Marketing.....	3

**ELECTIVES**..... 4

**TOTAL DEGREE HOURS**..... 64

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course

## CHILD DEVELOPMENT ASSOCIATE (CDA-CT)

**PRIMARY ADVISER:** Faye Register (ext. 5888)

With continued emphasis for training for people who provide day care, the state has mandated that a certain number of employees at day care facilities have their CDA (Child Development Associate). Also, many schools are staffing their pre-kindergarten programs with people who have their CDA. This certificate can be earned by students who can document 480 hours of direct supervision of children, plus the following additional coursework.

	CHD 2220	Child Development.....	3
#	CHD 1432	Learning Act. for Young Children ..	4
+#	CHD 1320	Curriculum and Guidance for Young Children .....	3
+#	CHD 1440	Early Childhood Teaching Prac.....	3
#	CHD 2930	CDA Credential.....	1

**TOTAL CERTIFICATE HOURS.....** 14

For additional information on obtaining you CDA, please contact:

Division of Technology  
(850) 872-3875

## CIVIL ENGINEERING TECHNOLOGY (CIVIL-AS)

**PRIMARY ADVISER:** Paul Rosengren (ext. 5887)

**PROGRAM GOAL:** The Civil Engineering Technology program provides students with the skills and knowledge required to enter the field of civil engineering as a technologist or a technician. The general option is intended primarily for students wishing to *transfer* to the BSET program at a four-year university. The site development option is intended for students seeking immediate *employment* in the areas of construction, engineering design, government, or industry as a civil engineering technician or engineering assistant.

### GENERAL EDUCATION COURSES      Cr. Hrs

+*	ENC	1101	English I.....	3
+*	ENC	2210	Technical Writing.....	3
#*	MTB	1321	Technical Algebra & Trig I.....	3

Social Science Elective..... 3

Humanities Elective..... 3

### MAJOR COURSES

	EGS	1001	Intro. to Engineering.....	1
+	MTB	1322	Technical Algebra & Trig II.....	3
	EGS	1110C	Engineering Drawing .....	3
+	EGS	1130C	Descriptive Geometry.....	3
#	CET	1460	Computer App. for Technology.....	3
+	ETD	1320C	AutoCAD .....	3
+	ETG	2502	Statics .....	3
+	ETG	2530	Strength of Materials .....	3
#	BCT	1113	Blueprint Reading .....	3
	BCT	2600	Constructing Estimating .....	3

### GENERAL OPTION

	General Education Courses.....	15
	Major Core Courses.....	28
+	MAC 1140 Pre-Calculus Algebra .....	3
+	PHY 2053 College Physics .....	3
	PHY 2053L College Physics Lab .....	1
+	CHM 1040 Fundamentals of Chemistry.....	3
	EET 1015C Direct Current Circuits .....	4
#	ETI 1411 Manufacturing Processes I .....	3
#	ETI 1412 Manufacturing Processes II .....	3

**TOTAL DEGREE HOURS** ..... 63

### SITE DEVELOPMENT OPTION

General Education Courses..... 15

Major Courses ..... 2

#	ETC	2450	Concrete Design .....	3
#	ETC	2450L	Concrete Design Lab .....	1
+	SUR	2101	Surveying and Measurements.....	3
	SUR	2101L	Surveying/Measurements Lab .....	1
	ETC	2213	Eng. Prop. of Soils.....	3
	ETC	2213L	Eng. Prop. of Soils Lab.....	1
+	TAR	1120	Architectural Drafting.....	1
	TAR	1120L	Architectural Drafting Lab .....	3
+#	CET	1463	Excel for Engineers .....	1
	BCN	1230	Materials and Methods .....	3

**TOTAL DEGREE HOURS**..... 63

- 
- + Prerequisites required. See course descriptions in catalog.
  - # Applies only to A.S. degree, A.A.S degree, and certificates
  - \* Minimum grade of "C" required.
  - = PSAV course

## COMMERCIAL TRUCK DRIVING (TRUCK-VC)

**PRIMARY ADVISER:** Sharon Burdeshaw (ext. 5601)

**PROGRAM GOAL:** The purpose of this program is to ensure that each graduate has received training on the requirements needed to successfully complete the Commercial Driver License (CDL) Exam. In addition, the student will be ready to go to work in a high skill, high wage position.

### MAJOR COURSES

= TRA 0081 Basic Truck Driving ..... 5.5v  
= TRA 0940 Truck Driving Internship..... 5.5v

**TOTAL VOCATIONAL HOURS**..... 11v

## COMPUTER ENGINEERING TECHNOLOGY (CE-AS)

**PRIMARY ADVISERS:** Bruce Gardner (ext. 5883), Charlie Mass (ext. 3876), Bill Schilling (ext. 5884), Buzz Whittington (ext. 3320)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career as computer technicians. The program includes courses in basic electronic fundamentals and advanced courses in computer technology, networking, and an area of specialty. Students who graduate from this program would typically work in computer installation and repair, local and wide-area networking, programming, and Internet-related fields. The program also enables students to prepare for computer industry certifications. These include Microsoft Certified Systems Administrator (MCSA), Microsoft Certified Systems Engineer (MCSE), Cisco Certified Network Associate (CCNA), Novell Certified Network Administrator (CNA), and CompTIA certifications (A+, Network+, and iNet+).

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC 1101	English Composition I.....	3
+*	ENC 2210	Technical Writing.....	3
*+	MTB 1321, 1322	Tech Algebra & Trig I & II or	
+*	MAC 1105	Algebra & MAC 1114 Trig.....	6
		Humanities Elective.....	3
		Social Sciences Elective .....	3

### MAJOR COURSES

	EET 1015C	Direct Current Circuits .....	4
+	CET 1114C	Digital Circuits .....	4
#	CET 1460	Computer Application for Tech.....	3
+	CET 2123C	Microprocessor Fundamentals.....	4
+	CET 1362	Visual Basic .....	3
+	EET 1025C	Alternating Current Circuits .....	4
#	EET 2607C	Printed Circuit Fab & Soldering.....	2
+#	EET 1141C	Electronic Devices.....	4
+#	CET 2173C	Microcomputer Systems .....	4
+#	ETD 1614C	Electronic Drafting .....	3

### ELECTIVES

Specialty Area Option..... 15

**TOTAL DEGREE HOURS** ..... 68

### Cisco Networking Academy CCNA Preparation Option

#	CET 1600C	Network (Fundamentals) .....	3
+#	CET 1610C	Router Technology .....	3
+#	CET 2615C	Advanced Router Technology .....	3
+#	CET 2620C	Project-Based Learning .....	3
		Approved Technical Elective.....	3

### Industrial Programmer Option

+#	EST 2542C	Programmable Logic Controllers.....	4
+#	EST 2535C	Process Control & Instrumentation..	4
+#	EST 2603C	Robotics.....	4
+#	EST 2650	Industrial Networking.....	3

### Microsoft Certified Systems Administrator (MCSA) Option

+#	CET 2790	Windows 2000 Pro & Server .....	6
+#	CET 2793	Administering Network Infrastructure .....	4
+#	CET 2799	Managing Win2K Environment.....	4
		Elective.....	1

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course

### COMPUTER INTEGRATED MANUFACTURING TECHNOLOGY (CIM-AS)

**PRIMARY ADVISER:** Dean Eavey (ext. 4868)

**PROGRAM GOAL:** This program specializes in computer integrated manufacturing with emphasis on computer-controlled systems for manufacturing as systems integrators, robotics technicians, industrial programmers, process control engineers, field service engineers, industrial sales, and as an industrial maintenance technician. The program includes courses in electronic fundamentals, computer technology, industrial computers, robotics, process control, manufacturing, and fluid power. Students who would like to continue their formal education may continue toward a bachelor of engineering technology degree at universities.

#### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC	1101	English I.....	3
+*	ENC	2210	Technical Writing.....	3
*#	MTB	1321/1322	Tech. Algebra & Trig I and II or	
+*	MAC	1105 & 1114	Algebra and Trig.....	6
			Humanities Elective.....	3
			Social Science Elective.....	3

#### MAJOR COURSES

	EET	1015C	D. C. Circuits.....	4
+	CET	1114C	Digital Circuits.....	4
+#	CET	1460	Comp. Aps. for Technology.....	3
+#	CET	1362	Visual Basic.....	3
+	EET	1025C	A. C. Circuits.....	4
+#	EET	1141C	Electronic Devices.....	4
+#	ETD	1614C	Electronic Drafting.....	3
#	ETI	1412C	Manufacturing Processes II.....	3
+#	EST	2535C	Process Control/Instrumentation .4	
+#	EST	2700C	Electro-Hydraulics/Pneumatics ...3	
+#	EST	2542C	Programmable Logic Controllers 4	
+#	EST	2603C	Robotics.....	4
+#	EST	2511C	Electro-Mechanical/Motor Controls.....	3

**TOTAL DEGREE HOURS** ..... 64

### COMPUTER PROGRAMMING & APPLICATIONS (COMP-AS)

**PRIMARY ADVISERS:** Jerome Tidwell (ext. 2845), Rhonda Barker (ext. 2841), Judy Fitzpatrick (ext. 2842), Tom Hoskins (ext. 2844), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** The purpose of this program is to prepare students for immediate employment in the field of information technology. Students who graduate from this program would typically work as entry level programmers or as application specialists.

#### GENERAL EDUCATION COURSES Cr. Hrs

+*	ENC	1101	English I.....	3
+*	ENC	1102	English II.....	3
			Humanities.....	3
	BSC	1005	General Biological Science.....	3
	ECO	2013	Economics, Macro or	
	ECO	2023	Economics, Micro.....	3

#### MAJOR COURSES

	GEB	1011	Introduction to Business.....	3
+#	QMB	1001	College Business Math or	
+	MAT	1033	Intermediate Algebra.....	3
*	ACG	2001	Financial Accounting I.....	3
+*	ACG	2011	Financial Accounting II.....	3
	CGS	1570	Microcomputer Applications.....	3
	CGS	1000	Intro. to Data Processing.....	3
#	MNA	1100	Human Relations.....	3
+#	OST	2335	Business Communications.....	3
	COP	1332	Visual Basic.....	3

#### Programming Option

+	COP	2120	COBOL Programming.....	3
	COP	2250	Java Programming.....	3
+	CIS	2321	Systems Analysis Design.....	3
+#	COP	2121	Advanced COBOL.....	3

#### Electives

			Programming Electives.....	6
			Elective Hours.....	3

#### Small Business Applications Option

+#	CET	1484	Novell NetWare.....	3
+	CGS	1519	Excel.....	3
+#	CGS	1544	DataBase Mgt w/MS Access.....	3
+	OST	1711	Word Processing w/WordPerfect or	
+	OST	1856	Word Proc. w/MS Word.....	3
+	CGS	2104	Accounting Appl for the Microcomputer.....	3

**Electives** ..... 6

**TOTAL DEGREE HOURS**.....63

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree and certificates  
\* Minimum grade of "C" required.  
= PSAV course

## BUSINESS DATA PROCESSING CERTIFICATE (DP-CT)

**PRIMARY ADVISERS:** Jerome Tidwell (ext. 2845),  
Tom Hoskins (ext. 2844), Jerry Williams (ext. 2848)

**PROGRAM GOAL:** The purpose of this program is to provide students with an opportunity to enter the field of information technology as entry level computer operators.

### GENERAL EDUCATION COURSES      Cr. Hrs.

+*	ENC 1101	English I.....	3
+ #	QMB 1001	College Business Math or	
+*	MAT 1033	Intermediate Algebra.....	3

### MAJOR COURSES

	OST 1101	Keyboarding & Doc. Processing I... 3
	GEB 1011	Introduction to Business..... 3
*	ACG 2001	Financial Accounting I..... 3
	CGS 1570	Microcomputer Applications..... 3
	CGS 1000	Intro. to Data Processing ..... 3
	COP 1332	Intro to Visual Basic..... 3
#	MNA 1100	Human Relations ..... 3
+	CGS 1519	Excel..... 3

### ELECTIVES

Elective Hours ..... 2

**TOTAL DEGREE HOURS** ..... 32

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+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course



**CRIMINAL JUSTICE TRAINING ACADEMY  
CRIMINAL JUSTICE TECHNOLOGY  
A.S. DEGREE (LAW-AS)**

**PRIMARY ADVISER:** John Ammons (ext. 5613)

**PROGRAM GOAL:** The purpose of this program is to prepare students for employment as a law enforcement or correctional officer. The program includes courses mandated for certification as a law enforcement officer or a correctional officer. Students who graduate from this program would typically work as municipal, county or state law enforcement officers, or county or state correctional officers. Courses within this program can also be used toward certification as a Law Enforcement Auxiliary Officer.

**Law Enforcement Academy Admissions Requirements**

- 19 years of age, by program end.
- Citizen of United States.
- High school diploma or GED (transcript required).
- Be of good moral character and have no conviction of felony or misdemeanor involving perjury or false statement.
- No dishonorable discharge from any Armed Forces of the United States.
- Submit to and pass background investigation.
- Physical examination by licensed physician attesting capability of performing essential functions of the officer position.
- College Placement Test scores that indicate placement into MAT 0024 and ENC 1101 or higher.
- Passing score on Florida Basic Abilities Test.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+*	ENC 1101	English I.....	3
+*	ENC 1102	English II or	
+	ENC 2210	Technical Writing.....	3
	POS 2041	Amer. Nat. Gov.....	3
+	STA or MAC	Math.....	3
		Humanities Elective.....	3
		Computer Usage Elective.....	3

**LAW ENFORCEMENT OPTION**

**MAJOR COURSES**

<sup>1</sup> #	CJD 1700	Criminal Justice Legal I.....	3
<sup>1</sup> #	CJD 1701	Criminal Justice Legal II.....	3
<sup>1</sup> #	CJD 1702	Criminal Justice Comm.....	4
<sup>1</sup> #	CJD 1703	Crim. Just. Interpersonal Skills I.....	5
<sup>1</sup> #	CJD 1704	Crim. Justice Defensive Tactics.....	3
<sup>1</sup> #	CJD 1705	Criminal Justice Weapons.....	2
<sup>1</sup> #	CJD 1754	Fitness and Ceremony.....	2
<sup>1</sup> #	CJD 2254	First Resp. to Med. Emerg.....	3
<sup>1</sup> #	CJD 2720	Criminal Justice Legal III.....	2
<sup>1</sup> #	CJD 2721	Criminal Just. Patrol Operations.....	4
<sup>1</sup> #	CJD 2722	Traffic Mgt. and Enforcement.....	3
<sup>1</sup> #	CJD 2723	Vehicle Operations.....	2
<sup>1</sup> #	CJD 2724	Criminal Justice Investigations.....	4
<sup>1</sup> #	CJD 2301	Ethical Applications.....	3

**APPROVED ELECTIVES..... 3**

**TOTAL DEGREE HOURS..... 64**

**CORRECTIONAL MANAGEMENT OPTION**

**MAJOR COURSES Cr. Hrs.**

	General Education Core Courses.....	18
	Approved Elective.....	3
<sup>2</sup>	Approved CJD, CJT or CCJ electives.....	33
	Approved Management/Supervision Electives.....	10

**TOTAL DEGREE HOURS..... 64**

<sup>1</sup> Requires acceptance into Law Enforcement Academy. Completion of these courses constitutes a College Credit Certificate in Law Enforcement and eligibility for State Certification Examination in Law Enforcement. Additionally, completion of CJD 0740, CJD 0741, and CJD 0742 constitutes a Certificate in Correctional Officer and eligibility for State Certification Examination. A grade of 80% or higher is required to pass each course. Academy classes have specific attendance policies that may differ from the general GCCC attendance policy. For specifics, contact the program manager or the academy recruit manual.

<sup>2</sup> Students who successfully complete a Correctional Officer Basic Standards (COBS) course that began after January 1993, and pass the State Certification Examination, may apply for up to 28 credit hours toward the A.S. Degree in Criminal Justice Technology. Students completing COBS prior to January 1993 must have courses evaluated on an individual basis and appropriate credit awarded.

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree and certificates  
\* Minimum grade of "C" required.  
= PSAV course

**CRIMINAL JUSTICE TRAINING ACADEMY  
CRIMINAL JUSTICE OFFICER  
ADMINISTRATION  
A.A.S. DEGREE (CJOA-AAS)**

**PRIMARY ADVISERS:** John Ammons (ext. 5613),  
Steve Brumm (ext. 5603)

**PROGRAM GOAL:** The purpose of this program is to prepare students for employment and advancement in the profession of criminal justice law enforcement and correctional officers. This program awards credit for successful completion of Florida Basic Standards and passing the State Officer Certification Examination. Students who graduate from this program would typically work as municipal, county or state law enforcement officers, or county or state correctional officers. The Basic Standards programs have particular admissions and graduation requirements that are explained in their specific pages.

**ADMISSIONS REQUIREMENTS**

Admission requirements include the following:

- 19 years of age, at least by program end.
- Citizen of United States.
- High School diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
- Physical examination by licensed physician attesting capable of performing essential functions of the officer position.
- Submit to and pass background investigation.
- Passing score on Florida Basic Abilities Test.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+*	ENC 1101	English I.....	3
+*	ENC 1102	English II or	
+	ENC 2210	Technical Writing.....	3
	POS 2041	Amer. Nat. Gov.....	3
+	Math Elective (QMB 1001 or higher).....	3	
	Humanities Elective.....	3	

**TOTAL GENERAL EDUCATION HOURS. .... 15**

**CORRECTIONAL OFFICER OPTION**

**CORE/ELECTIVE COURSES Cr. Hrs.**

#COBS (with passing SOCE) .....	28
Computer Usage Elective.....	3
Approved Management/Supervision Elective.....	10
CJD, CJT, or CCJ Electives .....	8
<b>TOTAL CORE/ELECTIVE HOURS. ....</b>	<b>49</b>

**LAW ENFORCEMENT OPTION**

**CORE/ELECTIVE COURSES Cr. Hrs.**

#LEBS (with passing SOCE) .....	34
Computer Usage Elective.....	3
CJD, CJT, or CCJ Electives .....	12
<b>TOTAL CORE/ELECTIVE HOURS. ....</b>	<b>49</b>

**TOTAL PROGRAM CREDIT HOURS. .... 64**

**BLOCK CREDIT VC TO AAS EXTERNAL CREDITS**

**CORE/ELECTIVE COURSES Cr. Hrs.**

#COBS (with passing SOCE)	
CJD XXX1 CJ Legal Studies Block .....	6
CJD XXX2 Interpersonal Comm Block.....	8
CJD XXX3 Correctional Operations Block .....	6
CJD XXX4 Correctional Pract. Skills.....	8
<b>TOTAL .....</b>	<b>28</b>

#LEBS (w/passing SOCE)	
CJD XXX1 CJ Legal Studies Block .....	6
CJD XXX2 Interpersonal Comm Block.....	8
CJD XXX5 LE Legal Studies Block.....	2
CJD XXX6 LE Operations Block .....	8
CJD XXX7 LE Pract. Skills.....	10
<b>TOTAL .....</b>	<b>34</b>

*COBS and LEBS refer to State of Florida Correctional and Law Enforcement Officer certifications training programs. SOCE refers to the State Officer Certification Examination related to those programs. All other training programs will be evaluated by designated advisor on an individual basis.*

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course

**CRIMINAL JUSTICE TRAINING ACADEMY  
CORRECTIONAL OFFICER  
CERTIFICATION - VOCATIONAL  
CERTIFICATE (COROF - VC)**

**PRIMARY ADVISERS:** Lorne Brooks (ext. 5604), Steve Brumm (ext. 5603), Beth Wall (ext. 5612)

**PROGRAM GOAL:** The purpose of this program is to prepare students for employment as correctional officers. The program includes courses mandated for certification as a correctional officer. Students who graduate from this program would typically work as correctional officers within a county or state correctional facility. Upon completion of this program, students are eligible to take the state certification correctional officer examination.

**PROGRAM ADMISSIONS REQUIREMENTS**

This is a restricted entry program based upon special admission requirements established by the Florida Department of Law Enforcement, the Criminal Justice Training Academy, and the Department of Education. Uniforms are required in this Academy structured program. Class size is limited. Students should obtain an academy application package from the Criminal Justice Training Academy well in advance of program start date. Admission requirements include the following:

- 19 years of age, at least by program end.
- Citizen of the United States.
- High School diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony or any misdemeanor involving lying or perjury.
- Physical examination by licensed physician attesting capability of performing essential functions of the officer position.
- Submit to and pass background investigation.
- Passing score on Florida Basic Abilities Test.

All courses in this program must be completed for certificate. A grade of 80% or higher is required to pass each course. Academy classes have specific attendance policies that may differ from the general GCCC attendance policy. For specifics, contact the program manager or the academy recruit manual.

**MAJOR COURSES**

**Cr. Hrs.**

**ALL OF THE FOLLOWING COURSES ARE  
REQUIRED FOR CERTIFICATION**

=	CJD	0770	C.O. Legal I.....	1.5v
=	CJD	0771	C.O. Legal II.....	1.0v
=	CJD	0772	C.O. Communications .....	1.5v
=	CJD	0773	C.O. Interpersonal Skills I .....	2.0v
#	CJK	0050	CMS Defensive Tactics .....	3.0v
#	CJK	0040	CMS Firearms.....	2.5v
=	CJD	0752	C.O. Facility Operations .....	2.0v
=	CJD	0750	C.O. Interpersonal Skills II.....	1.5v
=	CJD	0741	Emergency Prep. in Corr. Inst ....	1.0v
=	CJK	0030	CMS First Resp. to Med. Issues .	1.5v
=	CJD	0939	Corrections Review .....	0.5v

**TOTAL CERTIFICATE HOURS.....** 18.0v

After completing the correctional officer training and passing the state examination, students may continue their education by completing the Associate of Science degree. After passing the State Certification Examination, students may be eligible for external credits toward the A.S. degree in Criminal Justice Technology.

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree and certificates  
\* Minimum grade of "C" required.  
= PSAV course

**CRIMINAL JUSTICE TRAINING ACADEMY  
CORRECTIONAL PROBATION OFFICER  
CERTIFICATION - VOCATIONAL  
CERTIFICATE (PROB - VC)**

**PRIMARY ADVISER:** Steve Brumm (ext. 5603)

**PROGRAM GOAL:** The purpose of this program is to prepare students for employment as correctional probation officers. The program includes courses mandated for certification as a correctional probation officer. Students who graduate from this program would typically work as correctional probation officers within a private or state correctional facility or department. Upon completion of this program, students are eligible to take the state certification correctional probation officer examination.

**PROGRAM ADMISSIONS REQUIREMENTS**

This is a restricted entry program based upon special admission requirements established by the Florida Department of Law Enforcement, the Criminal Justice Training Academy, and the Department of Education. Uniforms are required in this Academy structured program. Class size is limited. Students should obtain an academy application package from the Criminal Justice Training Academy well in advance of program start date. Admission requirements include the following:

- 19 years of age, at least by program end.
- Citizen of United States.
- High School diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
- Physical examination by licensed physician attesting capable of performing essential functions of the officer position.
- Submit to and pass background investigation.
- Passing score on Florida Basic Abilities Test.

All courses in this program must be completed for certificate. A grade of 80% or higher is required to pass each course. Academy classes have specific attendance policies that may differ from the general GCCC attendance policy. For specifics, contact the program manager or the academy recruit manual.

**MAJOR COURSES**

**Cr. Hrs.**

**ALL OF THE FOLLOWING COURSES ARE  
REQUIRED FOR CERTIFICATION**

=	CJD 0790	Corr. Prob. Legal .....	2.0v
=	CJD 0791	Corr. Prob. Oper. ....	0.5v
=	CJD 0792	Corr. Prob. Interpersonal Skills	2.0v
=	CJD 0793	Corr. Prob. Comm. Skills.....	2.0v
=	CJD 0794	Corr. Prob. Supervision .....	2.0v
=	CJK 0030	CMS 1 <sup>st</sup> Respond to Med. Emer. in Correctional Setting.....	1.5v
<sup>1</sup> #	CJK 0050	LE CMS Intro & the Law .....	2.0v
<sup>1</sup> #	CJK 0040	CMS Firearms.....	2.5v

**TOTAL CERTIFICATE HOURS**..... 15v

<sup>1</sup> May be applied toward Associate of Science degree in Criminal Justice Technology.

After completing the correctional probation officer training, students may continue their education by completing the Associate of Science degree and/or cross-training into corrections.

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course

**CRIMINAL JUSTICE TRAINING ACADEMY  
CROSSOVER CORRECTIONAL OFFICER  
TO CORRECTIONAL PROBATION  
OFFICER CERTIFICATION VOCATIONAL  
CERTIFICATE (COPRO-VC )**

**PRIMARY ADVISER:** Steve Brumm (ext. 5603)

**PROGRAM GOAL:** The purpose of this program is to prepare students for employment as correctional probation officers. The program is designed to meet the needs of students who have completed correctional officer certification training, and now wish to pursue correctional probation officer certification. This program includes courses mandated for certification as a correctional probation officer of a person previously trained as a correctional officer. Students who graduate from this program would typically work as private or state correctional probation officers. Completion of this program allows students to take the state certification correctional probation officer examination.

**PROGRAM ADMISSIONS REQUIREMENTS**

This is a restricted entry program based upon special admission requirements established by the Florida Department of Law Enforcement, the Criminal Justice Training Academy, and the Department of Education. Uniforms are required in this Academy structured program. Class size is limited. Students should obtain an academy application package from the Criminal Justice Training Academy well in advance of program start date. Admission requirements include the following:

- 19 years of age, at least by program end.
- Citizen of United States.
- High School diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
- Physical examination by licensed physician attesting capable of performing essential functions of the officer position.
- Physical examination by licensed physician.
- Submit to and pass background investigation.
- Passing score on Florida Basic Abilities Test.

All courses in this program must be completed for the certificate. A grade of 80% or higher is required to pass each course. Academy classes have specific attendance policies that may differ from the general GCCC attendance policy.

For specifics, contact the program manager or the academy recruit manual.

**MAJOR COURSES**

**Cr. Hrs.**

=	CJD 0774	Correctional Legal Crossover to Correctional Probation.....	1.0v
=	CJD 0775	Correctional Crossover to Correctional Probation.....	1.0v
=	CJD 0793	Correctional Probation Communication Skills .....	2.0v
=	CJD 0794	Corr. Probation Supervision .....	2.0v

**TOTAL CERTIFICATE HOURS.....6.0v**

Completion of these courses constitutes a certificate of completion allowing students to take the state certification examination for correctional probation officer.

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+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree and certificates  
\* Minimum grade of "C" required.  
= PSAV course

**CRIMINAL JUSTICE TRAINING ACADEMY  
CROSSOVER LAW ENFORCEMENT TO  
CORRECTIONAL OFFICER CERTIFICATE  
(LECOR-VC)**

**PRIMARY ADVISERS:** Lorne Brooks (ext. 5604),  
Steve Brumm (ext. 5603), Beth Wall (5612)

**PROGRAM GOAL:** The purpose of this program is to prepare students for employment as correctional officers. The program is designed to meet the needs of students who have completed law enforcement officer certification training, and now wish to pursue correctional officer certification. This program includes courses mandated for certification as a correctional officer of a person previously trained as a law enforcement officer. Students who graduate from this program would typically work as municipal, county or state correctional officers. Completion of this program allows the student to take the state certification for correctional officer examination.

**PROGRAM ADMISSIONS REQUIREMENTS**

This is a restricted entry program based upon special admission requirements established by the Florida Department of Law Enforcement, the Criminal Justice Training Academy, and the Department of Education. Uniforms are required in this Academy structured program. Class size is limited. Students should obtain an academy application package from the Criminal Justice Training Academy well in advance of program start date. Admission requirements include the following:

- Completion of Law Enforcement Basic Standards.
- 19 years of age by program end.
- Citizen of the United States.
- High School diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
- Physical examination by licensed physician.
- Submit to and pass background investigation.
- Passing score on Florida Basic Abilities Test.

All courses in this program must be completed for certificate. A grade of 80% or higher is required to pass each course. Academy classes have specific attendance policies that may differ from the general GCCC attendance policy. For specifics, contact the program manager or the academy recruit manual.

**MAJOR COURSES**

**Cr. Hrs.**

=	CJD 0780	Crossover to CO .....	0.5v
=	CJD 0741	Emergency Prep. in Correctional Institution .....	1.0v
=	CJD 0750	CO Interpersonal Skills II .....	2.0v
=	CJD 0752	CO Facility Operations .....	2.0v

**TOTAL CERTIFICATE HOURS.....5.0v**

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+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course

**CRIMINAL JUSTICE TRAINING ACADEMY  
LAW ENFORCEMENT AUXILIARY  
OFFICER CERTIFICATE (LEAUX-VC)**

**PRIMARY ADVISER:** Sharon Burdeshaw (ext. 5601)

**PROGRAM GOAL:** The purpose of this program is to prepare students for volunteer work as auxiliary law enforcement officers. The program includes courses mandated for certification as an auxiliary law enforcement officer. Students who graduate from this program would typically work as auxiliary officers with municipal, county, or state law enforcement agencies. Certain courses within this program can also be applied toward an Associate of Science degree in Criminal Justice. A certificate in Prerequisite Auxiliary Law Enforcement Officer will be awarded upon the completion of CJD 0001 plus CJT 0362 or CJD 2254. Students wishing to become auxiliary law enforcement officers then have the option of completing training at the Academy or with the law enforcement agency of their choice.

**ADMISSIONS REQUIREMENTS**

Admission requirements include the following:

- 19 years of age, at least by program end.
- Citizen of United States.
- High School diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
- Physical examination by licensed physician attesting capable of performing essential functions of the officer position.
- Submit to and pass background investigation.
- Passing score on Florida Basic Abilities Test.

All courses in this program must be completed for certificate. A grade of 80% or higher is required to pass each course. Academy classes have specific attendance policies that may differ from the general GCCC attendance policy. For specifics, contact the program manager or the academy recruit manual.

**MAJOR COURSES**

**Cr. Hrs.**

=	CJD	0001	L.E. Auxiliary Officer.....	2.0v
<sup>1</sup> =	CJK	0030	First Responder to Med. Emer....	1.5v

**ELECTIVES**

<sup>1</sup> #	CJK	0020	LE CMS Vehicle Operations .....	5v
<sup>1</sup> #	CJK	0040	CMS Firearms.....	2.5v
<sup>1</sup> #	CJK	0050	CMS Defensive Tactics .....	3.0v

**TOTAL CERTIFICATE HOURS.....9.5 v**

<sup>1</sup> Part of the Law Enforcement Academy. May be used toward an Associate of Science degree in Criminal Justice.

Completion of the major courses constitutes a certificate in "Auxiliary Law Enforcement Officer Pre-requisite." Completion of major courses plus electives constitutes a certificate in "Auxiliary Law Enforcement Officer."

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+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree and certificates  
\* Minimum grade of "C" required.  
= PSAV course

**CRIMINAL JUSTICE TRAINING ACADEMY  
LAW ENFORCEMENT OFFICER  
CERTIFICATION  
VOCATIONAL CERTIFICATE (LEOF-VC)**

+=	CJK	0080	L.E. CMS Traffic Stops.....	1.5v
+=	CJK	0085	L.E. CMS Traffic Crash Investigations.....	1.0v
+=	CJK	0090	L.E. CMS Tactical Apps.....	2.0v

**TOTAL CERTIFICATE HOURS**.....24.0v

**PRIMARY ADVISER:** John Ammons (ext. 5613)

**PROGRAM GOAL:** The purpose of this program is to prepare students for employment as a law enforcement officer. This program includes courses mandated for law enforcement certification with the state of Florida. Students who graduate from this program would typically work as municipal, county, or state law enforcement officers. Courses within this program can also be used toward certification as a law enforcement officer.

**ADMISSIONS REQUIREMENTS**

Admission requirements include the following:

- 19 years of age, at least by program end.
- Citizen of United States.
- High School diploma or GED (transcript required).
- Not discharged from Armed Forces under dishonorable conditions.
- Good moral character and NOT have been convicted of a felony, or any misdemeanor involving lying or perjury.
- Physical examination by licensed physician.
- Submit to and pass background investigation.
- Passing score on Florida Basic Abilities Test.

All courses in this program must be completed for certificate. A grade of 80% or higher is required to pass each course. Academy classes have specific attendance policies that may differ from the general GCCC attendance policy. For specifics, contact the program manager or the academy recruit manual.

**MAJOR COURSES**

**Cr. Hrs.**

=	CJK	0005	L.E. CMS Intro & the Law.....	2.0v
+=	CJK	0010	L.E. CMS Human Services .....	2.0v
+=	CJK	0015	L.E. CMS Communications .....	2.0v
+=	CJK	0020	L.E. CMS Vehicle Operations....	1.5v
+=	CJD	0030	CMS First Responder to Medical Emergencies .....	1.5v
+=	CJK	0040	CMS Firearms .....	2.5v
+=	CJD	0050	CMS Defensive Tactics.....	3.0v
+=	CJK	0060	L.E. CMS Patrol Operations.....	2.0v
+=	CJK	0070	L.E. CMS Investigations .....	1.5v
+=	CJD	0075	L.E. CMS Investigation of Offenses.....	1.5v

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- + Prerequisites required. See course descriptions in catalog.
  - # Applies only to A.S. degree, A.A.S degree, and certificates
  - \* Minimum grade of "C" required.
  - = PSAV course



## CULINARY MANAGEMENT (CHEF-AS)

**PRIMARY ADVISERS:** John Holley (ext. 6077), Jon Bullard (ext. 5852), Billy Redd (3349), Richard Stewart (ext. 3839)

**PROGRAM GOAL:** This program seeks candidates who are individually motivated and committed to a career in the food service profession. For this reason, work experience is considered crucial both before and during the period of academic preparation. This program is accredited by the American Culinary Federation Education Institute (ACFEI) Accrediting Commission.

### ADMISSION REQUIREMENTS

The following requirements must be completed prior to being considered by the selection committee:

- A. Application to the college
- B. Letter of application explaining why you wish to enter the food service industry. It is important to detail background and experience and to state why Gulf Coast Community College was selected.
- C. Make an appointment for personal interview with the program director. Out-of-state students may delay this interview but must complete the interview prior to start of classes.

### PROVISIONAL ACCEPTANCE

Applicants not selected for immediate admission to this program may be given provisional status. Students in this category will be required to take at least six semester hours of the program's non-lab courses to qualify for admittance into the next scheduled laboratory sequence. Students who decline provisional status must notify the program director if they wish their application to be considered at a future date.

### RETENTION AND DISMISSAL REQUIREMENTS

- A. A student must maintain a grade of "C" in each of the culinary courses in order to continue in the program. An overall "C" average is required for program completion.
- B. If in the judgment of the culinary faculty and the chair of the Business Division, a student's attitude

or conduct on or off the campus reflects unfavorably upon the college or the culinary profession, the student will be requested to withdraw or will be suspended from the culinary program.

### READMISSION REQUIREMENTS

A student who has been academically dismissed may apply for readmission with approval of the culinary faculty.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC	1101	English I .....	3
	BSC	1005	General Biological Science.....	3
	PSY	2012 or SYG 2000	Psychology/Sociology..	3
+	SPC	1600	Intro. to Pub. Speaking .....	3
			Humanities I or II .....	3

### MAJOR COURSES:

#	FOS	2201	Food Service San. and Safety .....	2
#	FSS	1202C	Basic Food Preparation.....	3
#	FSS	1246C	Food Specialties I-Baking.....	3
#	FSS	1002	Introduction to Hospitality.....	3
+#	HFT	2840C	Dining Room Operations .....	3
+#	FSS	2224L	Advanced Food Preparation .....	3
#	FSS	1105	Food Purchasing .....	2
+#	FSS	2380	Practicum I - Restaurant .....	3
+#	FSS	2381	Practicum II - Kitchen .....	3
#	FSS	1942	Culinary Externship.....	1
#	HUN	1001	Survey of Nutrition.....	2
#	HFT	1210	Hospitality Supervision .....	2
+#	FSS	1248L	Food Spec. II-Garde Manger I.....	2
+#	FSS	2240L	Food Spec.V-World Cuisines .....	3
+#	HFT	2264C	Banquet & Convention Mgmt.....	3
#	FSS	2382L	Practical Exam.....	1
+#	FSS	2247L	Food Spec. IV-Pastry .....	2
#	HFT	1860	Beverage Mgmt .....	3
+#	QMB	1001	College Bus. Math.....	3
#	FSS	2243C	Meat Fabrication.....	2

**TOTAL DEGREE HOURS..... 64**

+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

## DENTAL ASSISTING CERTIFICATE (DENTA-VC)

### PRIMARY ADVISERS

**Traditional** – Suzanne Schaefer (ext. 5842)

**Non-traditional** – Kimbally Guilford (ext. 3244)

**PROGRAM GOAL:** The purpose of this program is to provide students with the educational background and clinical competencies necessary in the field of dental assisting. The program is accredited by the Commission on Accreditation of the American Dental Association. This certificate program is available through the following options:

### TRADITIONAL ON-CAMPUS INSTRUCTION:

The program can be completed in three semesters as a full-time student, or longer as a part-time student.

### NON-TRADITIONAL DENTAL OUTREACH:

Dental Education Alternate Learning (DEAL) - Through this unique, individualized approach, the entire certificate program is available via video tape, web classes, and instructional guides. Students may enroll in one or more courses and attend designated evenings or Saturday classes.

NOTE: Students may complete the program by combining both approaches to course enrollment.

**To apply for this program of study, students should obtain a program application packet from the Division of Health Sciences or the Internet web page containing a current listing of admission and course requirements.**

### ADMISSIONS:

#### Provisional Admission Requirements:

- A. Application to Gulf Coast Community College.
- B. Application to dental assisting program which includes:
  1. Application form.
  2. TABE Test Scores (Successful completion of TABE is required for graduation.).
  3. Transcripts - High school and college. Students must have all college transfer credits evaluated by the Office of Admissions and Records. It is the student's responsibility to see that this is done.
- C. High School diploma or GED.

### Requirements after Provisional Acceptance

- A. Cardiopulmonary Resuscitation (CPR) certificate.
- B. PPD (Mantoux) or Chest X-Ray.
- C. Physical Examination.

### MAJOR COURSES

*#	DES	1010	Head and Neck Anatomy.....	2
*#	DES	1200	Radiology I.....	2
*#	DES	1200L	Radiology Lab I.....	1
*#	DES	1100C	Dental Materials .....	3
*#	DEH	1400	Oral Pathology.....	2
+*#	DES	1201	Radiology II.....	1
+*#	DES	1201L	Radiology II Lab.....	1
*#	DES	1000	Dental Anatomy.....	2
*#	DES	1051	Introductory Pharmacology/ Dental Office Emergencies.....	2
=+*	DEA	0800L	Clinical Practice I.....	1.5v
=*	DEA	0020C	Pre-Clinical Procedures .....	6v
*#	DES	1320	Basic Comm. and Human Rel.....	1
=*	DES	1830	Expanded Functions .....	1
+*	DES	1830L	Expanded Functions Lab .....	1
=*	DEA	0132	Dental Nutrition.....	1v
*#	DES	1400	Anatomy and Physiology.....	2
=*	DES	0840	Dental Health Education.....	1v
=*	DES	0502	Dental Practice Management.....	1v
*#	DEA	1135	Introduction to Microbiology.....	1
=+*DEA	0801	Clinical Practice II.....	2v	
=+*DEA	0801L	Clinical Practice II Lab.....	6v	
=+*DEA	0850L	Clinical Practice III.....	6.5v	

**TOTAL CREDIT HOURS** ..... 22

**TOTAL VOCATIONAL HOURS** ..... 25

**TOTAL CERTIFICATE HOURS**..... 47

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course

**DENTAL HYGIENE  
(DENTH-AS)**

**PRIMARY ADVISERS:** Theresa Stephens  
(ext. 2819), Tracy Rogers (ext. 5802)

**PROGRAM GOAL:** The dental hygiene program is designed to assist students in developing and mastering basic clinical competencies and theoretical concepts of dental hygiene practice. Graduates will receive an A.S. degree in Dental Hygiene and will be eligible to apply for the national and state board examinations in any state. The dental hygiene program is accredited by the American Dental Association Commission on Accreditation. Students are encouraged to complete as many of the general education courses as possible, especially the science courses, prior to seeking admission into the program. Because of limited enrollment, students are encouraged to apply in the fall for the next year's class.

**To apply for this program of study, students should obtain a program application packet from the Division of Health Sciences or Internet web page containing a current listing of admission and course requirements.**

**ADMISSIONS:**

**Provisional Admission Requirements:**

- A. Application to Gulf Coast Community College.
- B. Application to dental hygiene program (must be completed by March 1) which includes:
  - 1. Application form.
  - 2. Florida College Entry-Level Placement Test Scores (CPT).
  - 3. Transcripts - high school and previous college work.
- B. High school diploma or GED with a minimum GPA of "C" or 2.0.
- C. Applicants must achieve a minimum score of 72 on the algebra portion of the college-Level Placement Test or achieve a grade of "C" or better in MAT 0024. Completion of a higher level algebra course will also satisfy this requirement.
- E. Eligibility for college-level English.
- F. Applicants are selected for admission to this program by an Admissions Committee based on an objective point system computed from admission criteria.

**Requirements After Provisional Acceptance:**

- A. Cardiopulmonary Resuscitation (CPR) Certificate.
- B. PPD (Mantoux) or Chest X-ray.
- C. Physical Examination.
- D. Hepatitis B vaccine.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+*	ENC 1101	English I .....	3
+*	College Math .....		3
*	Humanities Elective .....		3
*	HUN 1201	Principles of Nutrition .....	3
*	DEP 2004	Developmental Psychology .....	3
+*	BSC 2085	Anatomy and Physiology I .....	3
+*	BSC 2085L	Anatomy and Physiology I Lab .....	1
+*	BSC 2086	Anatomy and Physiology II .....	3
+*	BSC 2086L	Anatomy and Physiology II Lab .....	1
+*	MCB 2004	Microbiology .....	3
+*	MCB 2004L	Microbiology Lab .....	1
*	CHM 1033	Gen, Organic, Biochemistry .....	3
+*	SPC 1600	Intro. to Public Speaking .....	3

**MAJOR COURSES**

**	DES 1010	Head and Neck Anatomy .....	2
**	DES 1000	Dental Anatomy .....	2
+**	DEH 1130	Oral Histology and Embryology .....	2
**	DES 1100C	Dental Materials .....	3
**	DES 1200	Radiology I .....	2
**	DES 1200L	Radiology I Lab .....	1
**	DES 2050	Pharmacology .....	2
**	DEH 1400	Oral Pathology .....	2
+**	DES 1201	Radiology II .....	1
+**	DES 1201L	Radiology II lab .....	1
**	DEH 1003	Fundamentals of Dental Hygiene .....	3
**	DEH 1003L	Pre-Clinical Procedures .....	3
+**	DES 1830	Expanded Functions .....	1
+**	DES 1830L	Expanded Functions Lab .....	1
+**	DEH 1800	Dental Hygiene I .....	2
+**	DEH 1800L	Dental Hygiene Clinical I .....	5
+**	DEH 1802C	Dental Hygiene Clinical II .....	3
+**	DEH 2602	Periodontics I .....	2
+**	DEH 2702C	Dental Public Health .....	3
+**	DEH 2804	Dental Hygiene III .....	2
+**	DEH 2804L	Dental Hygiene Clinical III .....	5
+**	DEH 2806	Dental Hygiene IV .....	2
+**	DEH 2806L	Dental Hygiene Clinical V .....	5

**TOTAL DEGREE HOURS..... 88**

+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

## DRAFTING AND DESIGN TECHNOLOGY (DRAFT-AS)

**PRIMARY ADVISERS:** Paul Rosengren (ext. 5887),  
James Vandervest (ext. 5886)

**PROGRAM GOAL:** The purpose of this program is to prepare students for careers as drafters/designers in either architecture or industrial mechanical occupations.

The program features the use of both board drawing and computer assisted drafting featuring the latest release of AutoCAD. All advanced design classes use the computer to produce the designs and working drawings.

The primary goal of the program is to prepare students for employment after graduation, but many students elect to transfer to schools of architecture or engineering technology after completing the general education requirements of an A.A. degree.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC 1101	English I	3
+*	ENC 2210	Technical Writing	3
+#	MTB 1321	Technical Algebra & Trig I or	
+	MAC 1105	College Algebra	3
+	MTB 1322	Technical Algebra & Trig II or	
+	MAC 1114	Plane Trigonometry	3
		Social Science Elective	3
		Humanities Elective	3

### MAJOR COURSES

	EGS 1110C	Engineering Drawing	3
+	EGS 1130C	Descriptive Geometry	3
+#	CET 1460	Computer Applications	3
+#	ETD 1802C	Technical Illustration	3

+	ETG 2502	Statics	3
+	ETG 2530	Strength of Materials	3
+	ETD 1320C	Auto CAD	3
+	ETD 2350C	Advanced Auto CAD	3
		Elective	1

### MAJOR COURSES INDUSTRIAL OPTION

+#	ETD 2701	Industrial Drafting	1
+#	ETD 2701L	Industrial Drafting Lab	3
+#	ETD 2461	Mech. Systems Drafting	1
+#	ETD 2461L	Mech. Systems Drafting Lab	3
+#	ETD 2465	Jig and Fixture Design	1
+#	ETD 2465L	Jig and Fixture Design Lab	3
#	ETI 1411	Manufacturing Proc. I	3
#	ETI 1412	Manufacturing Proc. II	3
	EGS 1001	Intro. to Engineering	1

### MAJOR COURSES ARCHITECTURAL OPTION

+	TAR 1120	Architectural Drafting	1
+	TAR 1120L	Architectural Drafting Lab	3
+#	TAR 2122	Residential Design	1
+#	TAR 2122L	Residential Design Lab	3
+#	TAR 2154	Commercial Architecture	1
+#	TAR 2154L	Commercial Design Lab	3
	BCN 1230	Materials and Methods	3
+	ETD 2395	CAD for Architecture	3
		Elective	1

**TOTAL DEGREE HOURS**..... 62

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course

**EARLY CHILDHOOD  
EDUCATION (CHILD-AS)**

**PRIMARY ADVISER:** Faye Register (ext. 5888)

**PROGRAM GOAL:** The purpose of this program is to prepare students for careers as day care teachers, pre-kindergarten teachers, directors of day care centers, and as elementary school teacher’s aides. The program is designed to teach the principles of child growth and development through a variety of classroom and laboratory experiences. Emphasis is given to observing and interpreting child behavior, as well as developing techniques for working with children. Students gain practical experience in planning and directing activities for children through practicums in local day care centers.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+*	ENC 1101 English I.....	3
+*	ENC 1102 English II or	
+	REA 2205 Adv. College Reading .....	3
	PSY 2012 Psychology .....	3
	Humanities I or + II.....	3
	BSC 1005 General Biological Science .....	3

**MAJOR COURSES**

	CHD 2220 Child Development.....	3
#	CHD 1430 Obs. and Rec. Child Behavior .....	3
#	CHD 1432 Learning Act. for Young Children ..	4
+#	CHD 1320 Curriculum and Guidance for Young Children .....	3
+#	CHD 1440 Early Childhood Teaching Prac.....	3
#	CHD 2450 Teacher Aide Practicum I.....	3
#	CHD 2268 Exceptional Children.....	3
	CHD 2949 Cooperative Education .....	3
#	CHD 2310 Nutrition, Health, and Safety for Young Children .....	4
#	CHD 2803 Early Care and Education Administrative Overview .....	3
#	CHD 1382 Act. for School-Age Children.....	3
#	CHD 1110 Infant Growth and Development .....	3
#	CHD 1339 Movement Activities .....	2
	CLP 1001 Human Relations .....	3
	SYG 2430 Marriage and Family Living .....	3

**ELECTIVES** ..... 2

**TOTAL DEGREE HOURS** ..... 63

**ELECTRICAL APPRENTICESHIP  
(APREL-VC)**

**PRIMARY ADVISER:** Charles Mass (ext. 3876)

**PROGRAM GOAL:** The purpose of this program is to prepare students for employment as electricians and to pass the National Exam for Wiremen.

**MAJOR COURSES**

=	BCV 0875 Electrical Apprenticeship I.....	6 v
=	BCV 0876 Electrical Apprenticeship II.....	6 v
=	BCV 0877 Electrical Apprenticeship III.....	6 v
=	BCV 0878 Electrical Apprenticeship IV .....	6 v
=	BCV 0879 Electrical Apprenticeship v.....	6 v
=	BCV 0941 Electrical Internship I .....	13.5 v
=	BCV 0942 Electrical Internship II .....	13.5 v
=	BCV 0943 Electrical Internship III.....	13.5 v
=	BCV 0944 Electrical Internship IV.....	13.5 v
=	BCV 0942 Electrical Internship V.....	13.5 v

**TOTAL VOCATIONAL HOURS**.....40 v

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree and certificates  
\* Minimum grade of "C" required.  
= PSAV course

**ELECTRICITY (ELECT-VC)****PRIMARY ADVISER:** Charles Mass (3876)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career in the electrical construction field. The program trains students to be a basic electrician helper, residential electrician, or commercial electrician. Also, there is extensive coverage of the National Electric Code (NEC). Students who take this course will be prepared for entry-level electrical employment, including preparation to pass the Journeyman Electrician Exam.

Students must be advised by the instructor or program manager before enrolling in courses. This program is offered only at the Gulf/Franklin Center.

**MAJOR COURSES**

=	BVV 0602	Introduction to Electricity.....	10 v
=	BCV 0629	Residential Wiring I.....	5 v
=	BCV 0630	Residential Wiring II.....	10 v
=	BCV 0660	Commercial Wiring I.....	10 v
=	BCV 0661	Commercial Wiring II.....	5 v

**TOTAL DEGREE HOURS.....40 v****ELECTRONICS ENGINEERING TECHNOLOGY (ELEC-AAS)****PRIMARY ADVISERS:** Bruce Gardner (ext. 5883), Charles Mass (3876), Bill Schilling (ext. 5884), Buzz Whittington (3320)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career as electronics technicians. The program includes courses in basic electronic fundamentals and advanced courses in computer technology, networking and communications. Students who graduate from this program would typically work in computer installation and repair, communications, and computer controlled manufacturing. Students who would like to continue their formal education may continue toward a bachelor of engineering technology degree at universities.

**GENERAL EDUCATION COURSES      Cr. Hrs.**

+	*	ENC 1101	English I .....	3
+	*	ENC 2210	Technical Writing.....	3
*#+		MTB 1321/1322	Tech. Algebra & Trig I and II	
		or		
+	*	MAC 1105 & 1114	Algebra and Trig .....	6
			Humanities Elective .....	3
			Social Science Elective .....	3

**MAJOR COURSES**

		EET 1015C	D. C. Circuits.....	4
+		CET 1114C	Digital Circuits .....	4
#		CET 1460	Comp. Aps. for Technology .....	3
+		CET 2123C	Microprocessor Fund.....	4
+#		CET 1362	Visual Basic for Windows.....	3
+		EET 1025C	A. C. Circuits.....	4
#		EET 2607C	Printed Circuit Fab. and Sold.....	2
+#		EET 1141C	Electronic Devices.....	4
+#		CET 2173C	Microcomputer Systems .....	4
+#		ETD 1614C	Electronic Drafting .....	3
+#		EET 2142C	Electronic Circuits .....	4
+#		EET 2183	Elect. Troubleshooting Tech.....	2
+#		EST 2542C	Programmable Logic Controllers.....	4
+#		EET 2355C	Digital Communications .....	4
			Elective.....	1

**TOTAL DEGREE HOURS.....68**

+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree, A.A.S degree, and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

## ELECTRONICS ENGINEERING TECHNOLOGY (ELEC-AS)

**PRIMARY ADVISERS:** Bruce Gardner (ext. 5883), Charlie Mass (ext. 3876), Bill Schilling (ext. 5884), Buzz Whittington (ext. 3320)

**PROGRAM GOAL:** The purpose of this program is to prepare students for a career as electronics technologists. The program is designed as a transfer program to progress from an Associate in Science to a Bachelors in Science in Engineering Technology. The articulated program transfers to Florida A & M University, University of Central Florida, and University of West Florida.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC 1101	English I.....	3
+*	ENC 2210	Technical Writing.....	3
+*	PHY 2053, PHY 2053L	College Physics/lab	4
+*	MAC 1105	College Algebra .....	3
		Cultural Humanities Elective.....	3
		Social Science Elective .....	6

### MAJOR COURSES

	EET 1015C	D. C. Circuits.....	4
+	CET 1114C	Digital Circuits .....	4
#	CET 1460	Comp. Aps. for Technology .....	3
+	CET 2123C	Microprocessor Fundamentals....	4
+#	CET 1362	Visual Basic .....	3
+	EET 1025C	A. C. Circuits.....	4
#	EET 2607C	Printed Circuit Fab. and Sold. ....	2
+#	EET 1141C	Electronic Devices.....	4
+*	MAC 1114	Plane Trigonometry .....	3
+#	EET 2142C	Electronic Circuits .....	4
+#	EET 2355C	Digital Communications.....	4

**ELECTIVES** .....7

**TOTAL DEGREE HOURS** .....68

## EMERGENCY MEDICAL SERVICES

**INITIAL CONTACT:** Craig Wise (ext. 3311)  
**PRIMARY ADVISER:** Dan Finley (ext. 3315)

**PROGRAM GOAL:** Upon completion of the program, all graduates will have demonstrated the necessary knowledge, technical skill, and professional attitude and behavior to implement safe, effective and appropriate care in their roles as entry-level Emergency Medical Technician-Basics (EMT-B) or Paramedics.

**INTRODUCTION:** The Emergency Medical Services program is accredited by the Committee on Accreditation of Educational Programs for EMS Professionals (COAEMSP) and by the Florida Department of Health. Graduates of either the emergency medical technician (EMT) or paramedic portions of the program are eligible to apply for the state and/or the national board examinations.

### The Emergency Medical Technician (EMT):

This is the beginning level in the emergency medical services (EMS) career ladder. EMTs are trained in basic life support measures including patient assessment, cardiopulmonary resuscitation (CPR), automated external defibrillation (AED), oxygen therapy, shock prevention, bandaging, splinting, spinal immobilization, and vehicle extrication. The EMT course can be completed in one semester. Application deadlines are June 1 for the fall EMT class and November 1 for the spring EMT class.

### The Paramedic:

This is the higher level of the EMS career ladder. Paramedics are licensed EMTs who are then trained in advanced life support measures including venipuncture, intravenous therapy, endotracheal intubation, medication administration, arrhythmia interpretation, cardioversion, and defibrillation. The Paramedic course is a three-semester program. The Paramedic course is offered once a year beginning with the fall semester and concluding after the first summer term. Application deadline is June 1.

### General Admission Requirements: EMT and Paramedic

- A. High school diploma or GED equivalency.
- B. Eighteen years of age or older.
- C. Admitted to general college.
- D. Completed Health Sciences Application.

+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

- E. Submit Florida College Entry-Level Placement Test (CPT) scores. The test is administered by the Testing Office. Students may call 769-1551, ext. 4856 for dates, times, and locations of placement tests.
- F. Signed statement indicating freedom from:
  - 1. Addiction to alcohol or any narcotic or controlled substance.
  - 2. Any physical or mental defect or disease that might impair the ability to function as an EMT.
- G. Proof of valid Florida driver's license.
- H. Submit transcripts (High School, GED, GCCC, and/or other college). College transcripts must be evaluated in the Office of Admissions and Records. It is the student's responsibility to see that this is done.

**Additional Requirements for Paramedic Applicants**

- A. Applicants must hold a current Florida EMT license or be eligible for the Florida licensure examination by virtue of holding current National Registry certification or current EMT certification from another state. Within 45 days of entering the first semester of the Paramedic program, students holding EMT certification from another state must score a minimum of 80 percent on the Florida EMT board examination.
- B. Florida certified EMTs must have completed the state board examination with a minimum score of 80 percent. Students failing to achieve an 80 percent on the state board examination may challenge the GCCC EMT program final examination and score a minimum of 80 percent.
- C. Applicants must have maintained a minimum grade of "B" in the EMT training program. Students failing to achieve this average may challenge the GCCC EMT program final examination and score a minimum of 80 percent.
- D. Proof of current American Heart Association Health Care Provider Basic Life Support certification or American Red Cross CPR for the Professional Rescuer.
- E. Three letters of recommendation.
- F. Interview with program coordinator and/or medical director.
- G. Completion of BSC 2085, Anatomy and Physiology I with a grade of "C" or better.
- H. A minimum grade of "C" is required in all coursework.

**Student Selection Process:** The requirements listed above are minimum requirements; however, satisfaction of minimum requirements does not automatically guarantee admission. Admission to the program is a selective process. Paramedic program applicants with six months or more of emergency medical experience are given preference for selection. Applications will be reviewed by the Admissions Committee, and students will be notified of the decision of the Admissions Committee. Students selected to the program will be required to submit a physical exam and purchase a standard uniform for the clinical portion of the class.

**Curriculum:** The EMT program may be completed by certificate. The Paramedic program may be completed by either certificate or Associate in Science degree in Emergency Medical Services.

**EMERGENCY MEDICAL TECHNICIAN  
CERTIFICATE OF TRAINING (EMT-CT)**

The core curriculum contains a total of 241 hours: 80 clinical hours, 99 lecture hours, and 62 skill laboratory hours.

+# EMS 1119	Emergency Medical Tech. ....	5
+# EMS 1335	Emergency Vehicle Operator.....	1
+# EMS 1401	Emergency Medical Tech. Lab....	4
+# EMS 1340C	Basic Vehicle Rescue and Extrication .....	1
<b>Total Certificate Hours.....</b>		<b>11</b>

**PARAMEDIC CERTIFICATE (PARAM-CT)**

The core curriculum contains a total of 1216 hours: 696 clinical hours, 398 lecture hours, and 122 skill laboratory hours.

+# EMS 1119	Emergency Medical Tech. ....	5
+# EMS 1335	Emergency Vehicle Operator.....	1
+# EMS 1340C	Basic Vehicle Rescue and Extrication .....	1
+# EMS 1401	Emergency Medical Tech. Lab....	4
+# EMS 2231	Paramedic I .....	5
+# EMS 2342C	Advanced Vehicle Rescue and Extrication .....	1
+# EMS 2435	Paramedic I Lab .....	5
+# EMS 2232	Paramedic II .....	5
+# EMS 2436	Paramedic II Lab .....	5
+# EMS 2233	Paramedic III .....	1
+# EMS 2425	Paramedic Internship .....	4
+* BSC 2805	Anatomy and Physiology I .....	3
+* BSC 2806	Anatomy and Physiology II .....	3

**Total Certificate Hours.....43**  
**EMERGENCY MEDICAL SERVICES (EMS-AS)**

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course



**GENERAL EDUCATION COURSES      Cr. Hrs.**

+*	BSC	2805	Anatomy and Physiology I.....	3
*	BSC	2805L	Anatomy and Phys. I Lab.....	1
+*	BSC	2806	Anatomy and Physiology II.....	3
*	BSC	2806L	Anatomy and Phys. II Lab.....	1
	DEP	2004	Developmental Psychology or	
	SYG	2000	Sociology.....	3
+*	ENC	1101	English I.....	3
+*	ENC	2210	Technical Writing or	
+*	ENC	1102	English II.....	3
	GEB	1011	Introduction to Business.....	3
	MAN	2021	Principles of Management.....	3
+	SPC	1600	Intro. to Public Speaking.....	3

**MAJOR COURSES**

+*#	EMS	1119	Emergency Medical Tech.....	5
+*#	EMS	1401	Emergency Med. Tech. Lab.....	4
+*#	EMS	1335	Emergency Vehicle Operator.....	1
+*#	EMS	1337	Defensive Tactics.....	1
+*#	EMS	1340C	Basic Vehicle Rescue and Extrication.....	1
+*#	EMS	2231	Paramedic I.....	5
+*#	EMS	2342C	Advanced Vehicle Rescue and Extrication.....	1
+*#	EMS	2435	Paramedic I Lab.....	5
+*#	EMS	2232	Paramedic II.....	5
+*#	EMS	2436	Paramedic II Lab.....	5
+*#	EMS	2233	Paramedic III.....	1
+*#	EMS	2425	Paramedic Internship.....	4
+*#	EMS	1310	EMS Management.....	1
+*#	EMS	1761	Assistant Teaching in EMS.....	4
+	NUR	1142	Pharmacology.....	2
+	NUR	1143	Applied Math.....	1

<b>ELECTIVES.....</b>	<b>1</b>
<b>TOTAL DEGREE HOURS.....</b>	<b>73</b>

**Refresher Courses**

+	EMS	1381C	Emergency Medical Technician Refresher.....	2
+	EMS	2391C	Paramedic Refresher.....	3

Both Refresher courses are offered by Distance Education as well as in the classroom.

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+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree and certificates  
\* Minimum grade of "C" required.  
= PSAV course

## FIRE SCIENCE TECHNOLOGY (FIRE-AS)

**PRIMARY ADVISER:** Ray Jackson (ext. 5606)

**PROGRAM GOAL:** The purpose of this program is to prepare graduates for advancement in the fire service. Completion of the company officer courses leads to Company Officer Certification; completion of the inspection courses leads to Fire Inspector Certification.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC	1101	English I.....	3
+*	ENC	2210	Technical Writing.....	3
+	MAT	1033	Algebra or +QMB 1001 Math...3	
	PSY	2012 or SYG 2000	Psy/Sociology .....	3
+	SPC	1600	Intro. to Public Speaking.....3	
			Humanities Elective .....	3

### MAJOR COURSES

#	CET	1460	Comp. Applications for Tech. or CGS 1570 Microcomputer Applications.....	3
#	MNA	1100	Human Rel. in Management.....	3
#	FFP	1610	Fire Cause and Arson Detection..	3
<sup>1</sup> #	FFP	2810	Firefighting Strat. and Tactics I...3	
<sup>1</sup> #	FFP	2811	Firefighting Strat. and Tactics II..3	
#	FFP	2700	Fire Department Administration..3	
<sup>1</sup> #	FFP	2740	Fire Science Instr. Techniques ....3	
<sup>1</sup> +	FFP	2720	Company Officer.....	3
<sup>1,2</sup> +	FFP	1505	Fire Prevention Practices.....	3
<sup>1,2</sup> #	FFP	1540	Fire Protection Systems/Devices.3	
			Inspection and/or Tactics Courses .....	9
			FFP or EMS Technical Electives.....	6

**TOTAL DEGREE HOURS** ..... 63

### INSPECTION COURSES

<sup>2</sup> #	FFP	1510	Building and Fire Codes .....	3
<sup>2</sup> #	FFP	2120	Building Construction.....	3
<sup>2</sup> #	FFP	2521	Blueprint Read. and Plans Exam .3	

### TACTICS COURSES

#	FFP	1302	Fire Apparatus Operations.....	3
#	FFP	1301	Firestream Hydraulics.....	3
<sup>1</sup> #	FFP	2401	Hazardous Materials I.....	3
<sup>1</sup> #	FFP	2402	Hazardous Materials II .....	3
#	FFP	2212	Confined Space Rescue .....	3
#	FFP	2214	Confined Space Rescue, Tech .....	3

### TECHNICAL ELECTIVES

			Any FFP Fire Science Course	
#	EMS	1119	Emergency Medical Technician ..	5
#	EMS	1401	Emergency Med. Tech. Lab.....	4
#	EMS	1335	Emergency Vehicle Operator I ....	1
	FFP	2111	Fire Chemistry .....	3
	FFP	1741	Fire Service Course Design .....	3
	FFP	2670	Ethical & Legal Issues of the Fire Service.....	3
<sup>1</sup> #	FFP	2706	Public Information Officer.....	3
	FFP	2793	Fire & Life Safety Educator I .....	3

<sup>1</sup> = Company Officer

<sup>2</sup> = Fire Inspector

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course

**FIREFIGHTING (FIRE-VC)**

**PRIMARY ADVISER:** Ray Jackson (ext. 5606)

**PROGRAM GOAL:** The purpose of this program is to prepare students for Florida State Firefighter Certification.

Prospective students may be required to take the TABE test; score of 10th grade level is required. Application packet to the Florida State Fire College will consist of the following:

1. Application for certification as a firefighter.
2. Medical examination form.
3. Personal Inquiry Waiver.
4. Training Affidavit.
5. Fingerprint Card.
6. High school diploma or GED (transcript required).
7. Driver's license or Birth Certificate.

In addition to GCCC tuition and books, the following fees are required to be registered with the Florida State Fire College:

1. Fingerprint Card Fee.....\$64
2. Fire College Application Fee.....\$30

Academy classes have specific attendance policies that may differ from the general GCCC attendance policy. For specifics, contact the program manager or the academy recruit manual.

**MAJOR COURSES**

=	FFP	0080	Intro to Firefighting .....	1.0v
	CJT	0362	1 <sup>st</sup> Responder Med Emerg .....	1.5v
=	FFP	0081	Intro to Firestreams .....	2.5v
=	FFP	0082	Intro to entry, Ropes, Extinguish .....	1.0v
=	FFP	0860	Intro to Firefighting Tactics....	1.5v
=	FFP	0265	Intro to Firefighting Support Practices .....	2.5v
=	FFP	0565	Intro to Fire Prevention Practices .....	1.0v
=	FFP	0403	Intro to Hazardous Materials..	1.0v
=	FFP	0940	Firefighting Practicum/ Review .....	3.0v
#	CJD	2254	First Responder to Medical Emergencies .....	3 or
	CJT	0362	1 <sup>st</sup> Responder Med Emerg ..	1.5v or
	EMS	1059	1 <sup>st</sup> Responder Med Emerg .....	3 or
	EMS	1119	Emergency Medical Tech.....	5 or
	EMS	2231	Paramedic I .....	5

**TOTAL CERTIFICATE HOURS.....** 3crs./13.5v

**HOSPITALITY MANAGEMENT**

**(HOSP-AAS)**

**PRIMARY ADVISERS:** Richard Stewart (ext. 3839)

**PROGRAM GOAL:** The purpose of this program is to prepare students for immediate employment in an entry level hospitality industry.

**GENERAL EDUCATION COURSES      Cr. Hrs**

+	*	ENC	1101	English I .....	3
+	#	BSC	1005	General Biological Science.....	3
+		SPC	1600	Intro. to Pub. Speaking .....	3
		PSY	2012 or SYG 2000	Psychology/Sociology .....	3
				Humanities I or II .....	3

**MAJOR COURSES**

		CGS	1570	Microcomputer Applications .....	3
+	#	QMB	1001	College Business Math .....	3
#		HFT	1000	Intro. to Hotel/Restaurant Mgmt..	3
#		HFT	1300	Executive Housekeeping .....	3
#		FOS	2201	Sanitation and Safety .....	2
#		FSS	1002	Intro. to Hospitality.....	3
#		HFT	2840C	Dining Room Operations .....	3
#		HFT	1410	Front Office Procedures.....	3
		BUL	2241	Business Law .....	3
#		HFT	1210	Hospitality Supervision .....	2
		HFT	2949	Hospitality Coop Ed .....	3
#		HFT	2500	HMR Sales Prom. and Public Relations .....	3
#		HFT	2313	Facilities Management.....	3
#		HFT	2223	Training in the Hospitality Ind....	3
#		ACG	2001	Financial Accounting I .....	3

**ELECTIVES**

Elective Hours.....6

**TOTAL DEGREE HOURS.....**64

+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

## HUMAN SERVICES SPECIALIST (HMSE-AS)

**PRIMARY ADVISER:** Teri Stephens (ext. 2819)

**PROGRAM GOAL:** The purpose of this program is to prepare students for employment with health care agencies that provide services for persons with mental or physical disabilities. The program is offered in cooperation with many of the clinical facilities in this area. Completion of the required courses partially fulfills the educational requirements for the Certified Associate Addictions Professional.

### Admission Requirements:

- A. A high school diploma or equivalent.
- B. A minimum grade point average of 2.0.
- C. Florida College Entry-Level Placement Tests.
- D. Applications submitted at any time during the year.
- E. Applicants must achieve a minimum of 72 on the algebra portion of the College-Level Placement tests or achieve a minimum grade of "C" in MAT 0024 or a higher level math course.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC	1101	English I.....	3
+*	ENC	1102	English II or	
+	REA	2205	College Level Reading .....	3
	BSC	1005	General Biological Science .....	3
	PSY	2012	Psychology .....	3
	SYG	2000	Sociology.....	3
	POS	2041	Amer. Nat. Govt. ....	3
+	SPC	1600	Intro. to Public Speak. ....	3
+*	PHI	2600	Ethics.....	3

### MAJOR COURSES

	DEP	2000	Psychology of Child and Youth or	
	DEP	2004	Developmental Psychology .....	3
#	HUS	1200	Group Dynamics .....	3
	HUS	2949	Cooperative Education .....	9
#	HUS	2520	Abnormal Behavior .....	3
	CLP	1001	Human Relations .....	3
	SOW	2020	Introduction to Social Work .....	3
#	HUS	2330	Clinical Procedures .....	3
	SYG	2430	Marriage and Family Living.....	3
#	HUS	1531	Chemical Dependency.....	3

**ELECTIVES** ..... 8

**TOTAL DEGREE HOURS** ..... 65

## INSTRUCTIONAL SERVICES TECHNOLOGY (IST-AAS)

**PRIMARY ADVISER:** Faye Register (5888)

**PROGRAM GOAL:** The purpose of this program is to prepare students to work as teacher aides or paraprofessionals in elementary and middle schools.

**Requirement:** The student must be competent in the use of a computer and complete a tutorial on Blackboard instruction since most coursework will be offered online, except for testing. In most cases, special arrangements will be made for proctoring tests.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC	1101	English I .....	3
+	SPC	1600	Introduction to Public Speaking ..	3
+	MUL	2010	Understanding Music.....	3
	DEP	2000	Psychology of Childhood/Youth	3
	ISC	1004C	Integrated Natural Sciences .....	4

### MAJOR COURSES

#	CHD	1432	Learning Activities for Young Children .....	4
	CHD	2220	Child Development.....	3
#	CHD	2450	Teacher Aide Practicum I .....	3
#	CHD	2452	Teacher Aide Practicum II.....	3
#	CHD	2268	Children with Exceptionalities.....	3
#	CHD	1430	Observing and Recording Child Behavior.....	3
	CHD	2949	Cooperative Education (2 Co-op classes required) .....	6
	EDF	1005	Introduction to Education .....	3
#	EDG	2030	Classroom & Behavior Management .....	3
#	EDE	2310	Teaching Reading .....	3
#	EDE	2311	Teaching Mathematics.....	3
			Electives .....	10

**TOTAL DEGREE HOURS**.....63

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course

**LEGAL ASSISTING/PARALEGAL  
(LEGAL-AS)**

**PRIMARY ADVISER:** Elaine McDuffie (ext. 5881)

**PROGRAM GOAL:** The purpose of this program is to prepare students to work as legal assistants and/or paralegals, i.e., to serve as assistants to attorneys and to perform many complex tasks under the supervision of attorneys. The legal assistant's responsibilities may include the following: conducting legal and factual research; interviewing clients and witnesses; reviewing and organizing case material for settlement negotiations or trial; drafting legal documents and forms; summarizing depositions, interrogatories, and testimony; and functioning as a member of a legal team. Students who graduate from this program would typically work in law firms, government agencies, financial institutions, corporations, law courts, insurance agencies, banks, department stores, credit departments, real estate offices, and health care facilities. Completion of the legal assisting program leads to an Associate in Science degree.

PLA 2949 Coop or Elective .....3  
Choose 3 credit hours from the following list of computer courses: ..... 3

CGS 1570 Microcomputer Applications  
OST 1711 Word Processing w/WordPerfect  
OST 1856 Word Processing w/Word  
+ CGS 1519 Excel

**ELECTIVE**..... 1

**TOTAL DEGREE HOURS**..... 64

**GENERAL EDUCATION COURSES Cr. Hrs.**

+\* ENC 1101 English I .....3  
+\* ENC 1102 English II.....3  
+\* Approved College-level Math Course .....3  
PSY 2012 Psychology .....3  
POS 2041 Amer. Nat. Govt. ....3

Choose one of the following courses: ..... 3

+\* PHI 2002 Intro. to Classical Philosophy  
+\* PHI 2060 Intro. to Mod./Cont. Philosophy  
+\* PHI 2600 Ethics  
+\* A literature course which meets the Area III Humanities requirement.

**MAJOR COURSES**

# PLA 1423 Contract Law .....3  
# PLA 2433 Corporations, Partnerships, & Agency Law .....3  
CJL 2100 Criminal Law.....3  
PLA 2308 Criminal Procedure.....3  
CJL 2130 Evidence.....3  
PLA 2800 Family Law .....3  
PLA 2600 Wills, Trusts, and Probate .....3  
PLA 2610 Real Property Law I .....3  
PLA 2190 Legal Reasoning.....3  
PLA 1203 Civil Practice and Procedure I.....3  
+# PLA 2223 Civil Practice and Procedure II....3  
+ PLA 1104 Legal Writing and Research I.....3  
+# PLA 2114 Legal Writing and Research II ....3

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree and certificates  
\* Minimum grade of "C" required.  
= PSAV course

## MULTIMEDIA TECHNOLOGY (MMT-AS)

**PRIMARY ADVISER:** Robert C. Jones (ext. 3876)

**PROGRAM GOAL:** This program prepares students for entry-level positions that utilize the computer and video-capturing equipment in the production of multimedia products. The program includes general education and major core course requirements for all Multimedia Technology majors. Students must complete one of the options plus electives to total 16 semester hours. Students who graduate from this program would typically work for radio and TV stations, advertising agencies, printing companies, publishers, software publishers, or in the motion picture industry. In addition, any business that utilizes a Webmaster managing the content of the business's Web site would utilize the skills obtained in this program. Students who would like to continue their formal education in the area may subsequently pursue an Associate of Arts degree leading to a Bachelor's degree in a number of majors, depending on their area of specific interest. Students completing the program will also be prepared to enter the workforce at the entry-level of their profession.

<b>GENERAL EDUCATION COURSES</b>		<b>Cr. Hrs.</b>
+*	ENC 1101 English I.....	3
+	MMC 2100 Writing for Mass Com.....	3
*#+	MTB 1321 Tech. Algebra & Trig I.....	3
	Humanities Elective.....	3
	Social Science Elective.....	3

### MAJOR COURSES

	ART 2600 Computer Imaging I.....	3
+	ART 2601 Computer Imaging II.....	3
#	CET 1460 Computer Appl for Technology or CGS 1570 Microcomputer Applications.....	3
#	CET 2585 Web Site Design.....	3
+	RTV 1241 Basic Video Production.....	3
	RTV 1240 Basic Audio Production.....	3
	TPP 1700 Voice Techniques.....	3
+#	RTV 2242 Advanced Video Production.....	3
#	ETD 1815 Adobe Photoshop.....	3
+#	ETD 1817 Adobe Illustrator.....	3
+	RTV 2460 Electronic Media Practicum.....	3
<b>Digital Imaging Option</b>		
#	ETD 1348 AutoDesk Animator.....	1
#	ETD 2377C 3D Studio Max.....	3
	ETD 1320C AutoCAD.....	3
+	ETD 2350C Advanced AutoCAD.....	3
	Electives.....	6
<b>Digital Webmaster Option</b>		
#	CET 1580 FrontPage.....	3
#	CET 1362 Visual Basic.....	3
	COP 2250 JAVA.....	3
	Electives.....	7
<b>TOTAL DEGREE HOURS</b> .....		64

- + Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course

## NURSING, ASSOCIATE DEGREE (RN-AS)

**PRIMARY ADVISERS:** Barbara McKinney (ext. 3317), Michelle Kern (ext. 5838), Carol Hill (ext. 5833), Lynn Kerigan (5834), Parry Knauss (ext. 5830), Cecilia Mathews (ext. 5841), Martha Ruder (ext. 5817)

**PROGRAM GOAL:** The purpose of the associate degree nursing program is to prepare students for eligibility to apply for the Registered Nurse National Council Licensing Examination.

The nursing program is a member of the Council of Collegiate Education, Southern Regional Education Board, and the Council of Associate Degree Programs, National League for Nursing. The program is accredited by the National League for Nursing Accrediting Commission, the Southern Association of Colleges and Schools, and is fully approved by the Florida State Board of Nursing.

Applicants to the nursing program will be provided with requirements for R.N. licensure as published by the Board of Nursing and with program standards.

Upon successful completion of the prescribed course of study, students receive an Associate in Science Degree in Nursing which enables them to apply for the National Council Licensure Examination (NCLEX-RN). Upon successful completion of this examination, the Registered Nurse (R.N.) License is received.

**Before beginning this program of study, students should obtain a program application packet from the Division of Health Sciences containing a *current* listing of admission and course requirements.**

This program will articulate into a baccalaureate degree program in nursing at all universities in the State University System.

### APPLICATION PROCESS:

- A. Application to Gulf Coast Community College must be completed prior to applying for the associate degree nursing program.
- B. Applicant submits completed application to the nursing program along with scores on Florida College Entry Level Placement Tests. The tests are administered at the testing center at Gulf Coast and at the Gulf/Franklin Center. Minimum placement scores required for admission are identified in the nursing program application.

- C. Transfer credit for non-nursing courses is to be evaluated in the Office of Admissions and Records.
- D. Applicants to the nursing program will be assigned a nursing faculty member as adviser.
- E. Applicants for the fall class must be completed by the last day in February. The student application for the spring class must be completed by the last day in September. It is the applicant's responsibility to see that all parts of the application are received by the nursing department. Incomplete applications will not be considered.
- F. The Admissions Committee reserves the option to review an application at any time prior to registration.
- G. Completion of NLN Pre-Admission Examination-RN (PAX-RN). Minimum score required for admission is a composite percentile of 50. Application materials for this exam can be obtained at the Health Sciences Division office. An official score report of exam results from the NLN is required.

**Minimum Requirements for Admission:** Listed below are the specific requirements for admission to this program. It should be understood, however, that minimum requirements are given and that admission to this program is a selective process. The satisfaction of minimum requirements does not automatically guarantee admission. When space is limited, preference may be given to students within the community college's assigned district.

- A. Satisfactory validation of English and reading competencies. (See the nursing department for specific information.)
- B. Successful completion of PAX-RN exam.
- C. Complete application process.
- D. Proof of high school graduation or equivalent filed in Office of Admissions and Record.
- E. Conference with nursing adviser.
- F. Medical examination (upon entrance into the program) with satisfactory results.
- G. Cumulative GPA of 2.0.
- H. Applicants must achieve a minimum score of 72 on the algebra portion of the college-level Placement Test or achieve a minimum grade of "C" in MAT 0024. Completion of a higher level algebra course will also satisfy this requirement.
- I. Grade of "C" or higher in BSC 2085 and 2085L Anatomy and Physiology I and Lab.
- J. Upon entrance into the program, successful completion of American Heart Association Health Care Provider Life Support course (includes adult and child CPR). The Red Cross CPR for the Professional Rescuer may also be accepted.

Refer to Nursing Student Handbook for retention, dismissal, and readmission policies.

**Transfer Credit:** Academic courses taken at other colleges are transferable provided credit and laboratory hours correspond with those required at Gulf Coast. CLEP credits are acceptable for transfer according to college policy. The possibility of transferring nursing courses can be determined only after a review of the individual's transcript and course outlines. Transfer students are admitted on a space-available basis.

**Graduation Requirements:** For the Associate in Science in Nursing degree, students must have earned a "C" or higher grade in each nursing course and a "C" or higher grade in the nursing cognate courses: BSC 2085, BSC 2085L, BSC 2086, and BSC 2086L, DEP 2004, HUN 1201, SYG 2000, MCB 2004, MCB 2004L, PSY 2012, ENC 1101, and a Humanities course. Refer to *Graduation* in this catalog for additional requirements.

**GENERAL EDUCATION COURSES Cr. Hrs.**

+*	BSC	2085	Anatomy and Physiology I .....	3
*	BSC	2085L	Anatomy & Physiology I Lab .....	1
+*	BSC	2086	Anatomy & Physiology II .....	3
*	BSC	2086L	Anatomy & Physiology II Lab .....	1
*	HUN	1201	Principles of Nutrition .....	3
*	DEP	2004	Developmental Psychology .....	3
*	SYG	2000	Sociology .....	3
+*	ENC	1101	English I .....	3
*	PSY	2012	General Psychology .....	3
+*	MCB	2004	Microbiology .....	3
*	MCB	2004L	Microbiology Lab .....	1
+			Humanities I, II, or III Elective .....	3

**MAJOR COURSES**

+##	NUR	1022C	Foundations of Nursing Practice..	3
+##	NUR	1210C	Nursing Care, Adult I .....	4
+##	NUR	1211C	Nursing Care, Adult II .....	5
+##	NUR	1260C	Gerontological Nursing .....	5
+##	NUR	1142	Introduction to Pharmacology .....	2
+##	NUR	2420C	Maternal-Infant Nursing .....	4
+##	NUR	2310C	Nursing Care of the Child .....	4
+##	NUR	2520C	Psychiatric-Mental Health Nurs...4	
+##	NUR	2222C	Nursing Care, Adult III .....	8
+##	NUR	2945C	Practicum .....	3

**TOTAL DEGREE HOURS.....72**

+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

## LPN/ADN ARTICULATION

**PRIMARY ADVISERS:** Sharon May (ext 5836),  
Donna Wheeler (ext. 5840)

**PROGRAM GOAL:** This program is designed to facilitate the transition from the role of licensed practical nurse to registered nurse. LPN applicants may earn up to 17 credits of nursing based on competency testing results.

Enrollment for this program is limited. Admission to Gulf Coast Community College and the satisfaction of minimum requirements do not automatically guarantee admission.

**Before beginning this program of study, students should obtain a program application packet from the Division of Health Sciences containing a current listing of admission and course requirements.**

**Application Process:** Complete application process as noted under the associate degree in nursing with the exception of the NLN Pre-Admission Examination (PAX-RN). Applicants to this track will be provided with requirements for RN Licensure as published by the Board of Nursing and with program standards.

**Minimum Requirements for Admission to LPN-ADN Articulation:**

- A. Prior to entering NUR 1000C Nursing Transition, students must achieve satisfactory completion of BSC 2085 and BSC 2085L Anatomy and Physiology I and Lab. Applicants must see their assigned adviser prior to enrollment to determine eligibility for program.
- B. Requirements for completion of additional cognate courses will be determined based on placement of applicant within the nursing sequence.
- C. Satisfactory completion of NUR 1000C LPN-ADN Transition.
- D. Excelsior (formerly Regents) College Mobility Exam results must be available to the nursing department no later than the end of the term preceding the term in which applicant plans to enroll in NUR 1000. Nursing credit will be awarded and posted to GCCC transcript only after applicant has officially been accepted into the clinical nursing sequence (e.g., nursing courses with clinical lab component). Guidelines for awarding of credit are as follows:

Excelsior College Mobility Exam and Number:

*Fundamentals of Nursing (403)*

GCCC Credit: NUR 1022C

Minimum Required for Credit: Grade of "C"

Maximum Semester Hrs. Credit: 3

*Adult Nursing (554)*

GCCC Credit: NUR 1210C, NUR 1211C

Minimum Required for Credit: Grade of "C"

Maximum Semester Hrs. Credit: 9

*Foundations of Gerontology (407)*

GCCC Credit: NUR 1260C

Minimum Required for Credit: Grade of "C"

Maximum Semester Hrs. Credit: 5

- E. Successful completion of American Heart Association Health Care Provider Life Support Course, IV therapy certification, AIDS education (or AIDS update) certification, a copy of LPN license, and transcript copy from LPN program.

**Retention and Dismissal Requirements** - Refer to Nursing Student Handbook.

**Readmission Requirements** - Refer to Nursing Student Handbook.

**Transfer Credits** - Refer to associate degree nursing designated curriculum.

**Graduation Requirements** - Refer to associate degree nursing.

**Course Curriculum** - Refer to associate degree nursing.

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+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course



**OFFICE ADMINISTRATION  
(OFFIS-AS)**

**PRIMARY ADVISER:** Rhonda Barker (ext. 2841),  
Judy Fitzpatrick (ext. 2842)

**PROGRAM GOAL:** This program prepares individuals to assist management by expediting and facilitating the maintenance and production of correspondence and record telecommunicating; maintaining office budget; planning; preparing correspondence and resolutions; filing and maintaining documents; and assisting in the administration of policy.

**GENERAL EDUCATION COURSES Cr. Hrs**

+*	ENC 1101	English I.....	3
+*	ENC 1102	English II.....	3
		Humanities .....	3
	BSC 1005	General Biological Science .....	3
	PSY 2012 or SYG 2000	Psychology/Sociology .....	3

**MAJOR COURSES**

+	OST 1102	Keybrdg. & Doc. Processing II ..	3
+#	QMB 1001	College Business Math.....	3
	CGS 1570	Microcomputer Applications.....	3
+	OST 1711	Word Proc. w/WordPerfect .....	3
+	CGS 1519	Excel.....	3
+#	OST 2335	Business Communications.....	3
+#	OST 1061	Intro. to Office Management .....	3
	ACG 2001	Financial Accounting I.....	3
+#	OST 1355	Records Management.....	3
+	OST 1856	Word Process. w/MS Word.....	3
+#	OST 2811	Desktop Publishing/MS Pub.....	3

Choose one of the following options:

**OFFICE MANAGEMENT OPTION**

#	OST 1101	Keybrdg. & Doc. Processing I.....	3
+#	OST 2601	Machine Transcription.....	3
#	MNA 1100	Human Relations .....	3
	MAN 2021	Principles of Management or	
	GEB 1011	Intro to Business .....	3
		Elective Hours .....	3

**MEDICAL OFFICE ADMINISTRATION OPTION**

#	OST 1257	Medical Terminology .....	2
+#	OST 1611	Medical Machine Transcription...	3
+#	OST 1461	Computer Medical Office Mgt ....	3
#	MNA 1100	Human Relations .....	3
	MAN 2021	Principles of Management or	
	GEB 1011	Intro to Business .....	3
		Elective Hours .....	1

**OFFICE SOFTWARE APPLICATIONS OPTION**

Choose 15 credit hours from the following:

#	CET 1580	FrontPage.....	3
#	CET 2485	Networking Essentials Plus .....	3
	COP 2250	Java Programming .....	3
#	CGS 2104	Actg Apps/Microcomputer .....	3
#	CGS 1544	Database Mgt Using Access .....	3

**TOTAL DEGREE HOURS.....63**

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree and certificates  
\* Minimum grade of "C" required.  
= PSAV course

## OFFICE MANAGEMENT TECHNICAL CERTIFICATE (CLERK-CT)

**PRIMARY ADVISER:** Rhonda Barker (2841),  
Judy Fitzpatrick (ext. 2842)

**PROGRAM GOAL:** The purpose of this program is to provide current technologies in office management. Students who graduate from this program would typically work in an entry level position. Students who would like to continue their formal education may continue toward an Associate of Science degree in Office Administration.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC 1101	English I.....	3
+#	QMB 1001	College Business Math.....	3

### MAJOR COURSES

+	OST 1102	Keybrdg. & Doc. Processing II ...	3
	CGS 1570	Microcomputer Applications.....	3
+*	OST 2335	Business Communications.....	3
#	OST 1061	Intro. to Office Management.....	3
+	OST 1711	Word Proc. w/WordPerfect.....	3
+#	OST 1355	Records Management .....	3

Choose one of the following:

	GEB 1011	Introduction to Business.....	3
	MAN 2021	Principles of Management.....	3
	MNA 1100	Human Relations .....	3

**TOTAL DEGREE HOURS** .....27

## PATIENT CARE TECHNICIAN (PCT-VC)

**PRIMARY ADVISER:** Sharon Milner (ext. 5521)

**PROGRAM GOAL:** This program provides students with skills to give safe patient care in hospitals, nursing homes, home health agencies and/or private homes.

This program is designed to prepare students for employment as advanced cross trained nursing assistants (patient care technicians), health care technicians, patient care assistants, nursing aides and orderlies, home health aides, phlebotomists, electrocardiograph aides, or allied health assistants, and to provide supplemental training for persons previously or currently employed in any of these occupations. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant.

The program contains 600 clock hours of classroom, supervised laboratory, and clinical experience.

### ADMISSION REQUIREMENTS:

- Completed application to Gulf Coast Community College.
- Application to the Patient Care Technician program.
- Satisfactory scores on TABE test.

Applications are available from the Gulf/Franklin Center, Port St. Joe, and from the Health Sciences Division, George G. Tapper Health Sciences Building, Room 202, Panama City Campus.

### PROGRAM CURRICULUM:

=+*	HCP 0001	Health Careers Core.....	3.0 v
=+*	HCP 0120C	Basic Nursing Care .....	2.5 v
=+*	HCP 0330C	Home Health Aide .....	1.5 v
=+*	HCP 0620C	Patient Care Assistant .....	2.5 v
=+*	HCP 0720C	Electrocardiograph Aide .....	2.5 v
=+*	HCP 0750C	Phlebotomist Aide.....	2.5 v
=+*	HCP 0780C	Allied Health Assistant .....	3.0 v
=+*	HCP 0796C	Patient Care Technician .....	2.0 v

**TOTAL CERTIFICATE HOURS**.....19.5v

**This program is offered in Gulf and Franklin counties only.**

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course

**PHYSICAL THERAPIST ASSISTANT (PTA-AS)**

**PRIMARY ADVISERS:** Judy Dobeck (913-3312), Holly Gunning (ext. 6180)

**PROGRAM GOAL:** Upon successful completion of the prescribed course of study, students will receive an Associate in Science degree. Graduates will be prepared to make application for the Physical Therapist Assistant licensing examination. Graduates wishing to be employed in Florida are required, under Chapter 486, Florida State Physical Therapy Practice Act, to be licensed.

The PTA program is an intensive two-year program that requires a strong commitment to full-time study for the entire two years. The program is not designed to be completed on a part-time basis as courses must be taken sequentially and are generally offered only once per year. The majority of classes are offered only during the day time. The program is accredited by the American Physical Therapy Association Commission on Accreditation in Physical Therapy Education.

**Before beginning this program of study, students should obtain a program application packet from the Division of Health Sciences, containing a current listing of admission and course requirements.**

**Application Process:**

- A. Admission to Gulf Coast Community College must be granted prior to applying to the Physical Therapist Assistant program.
- B. Scores from the Florida College Entry Level Placement Test or the equivalent (see application packet) must be submitted showing the following minimum scores: English, 83; Reading Comprehension, 83; Algebra (not arithmetic), 72. The tests are administered by the testing center at Gulf Coast Community College.
- C. Official transcripts from high school and other colleges attended must be submitted. Transfer credit for non-physical therapist assistant courses must be evaluated by the Office of Admissions and Records. It is the student’s responsibility to see that this is done. A minimum GPA of “C” or 2.0 is required. Preference is given to those students with a math/science background and a GPA of 2.8 or better.
- D. A completed health sciences application must be submitted, including technical standards and prerequisites. The satisfaction of minimum

requirements does not automatically guarantee admission. Admission is competitive among eligible applicants. Final selections will be made by the Admissions Committee based on an objective point system computed from the admissions criteria.

- E. One class per year will be admitted in the fall semester. Application deadline for the fall class is April 1. If the class is not filled, the application deadline may be extended.
- F. Students not admitted for the year in which they applied must reapply if they wish to be considered for entry in a subsequent year (no waiting list).
- G. Program Policies: Specific program policies can be found in the Student Handbook for Physical Therapist Assistant Students.

<b>GENERAL EDUCATION COURSES</b>			<b>Cr. Hrs.</b>
+*	ENC 1101	English I.....	3
+*	BSC 2085	Anatomy and Physiology I.....	3
*	BSC 2085L	Anatomy and Physiology I Lab .....	1
+	MAT 1033	Intermediate Algebra .....	3
+*	ENC 1102	English II .....	3
+*	BSC 2086	Anatomy and Physiology II .....	3
*	BSC 2086L	Anatomy and Physiology II Lab ....	1
*	DEP 2004	Developmental Psychology.....	3

<b>MAJOR COURSES</b>			
*#	OST 1257	Medical Terminology.....	2
+*#	PHT 1000	Intro. to Physical Therapy.....	3
+*#	PHT 1102	Applied Anatomy for PTAs .....	1
+*#	PHT 1200	Basic Skills in Patient Care.....	2
+*#	PHT 1200L	Basic Skills in Patient Care Lab.....	2
+*#	PHT 1124	Functional Human Motion .....	3
+*#	PHT 1124L	Functional Human Motion Lab.....	2
+*#	PHT 1131	Assessment, Measure, Document ..	1
+*#	PHT 1131L	Assessment, Measurement and Documentation Lab.....	2
+*#	PHT 1220	Intro. to Therapeutic Exercise.....	2
+*#	PHT 1220L	Therapeutic Exercise Lab .....	2
+*#	PHT 2224	Therapeutic Interventions I: Medical/Surgical Disabilities .....	2
+*#	PHT 2224L	Therapeutic Interventions I Lab.....	1
+*#	PHT 2225	Therapeutic Interventions II: Orthopedic Disabilities .....	3
+*#	PHT 2225L	Therapeutic Interventions II Lab....	2
+*#	PHT 2226	Therapeutic Interventions III: Neurological Disabilities .....	2
+*#	PHT 2226L	Therapeutic Interventions III Lab ..	2
+*#	PHT 2211	Therapeutic Modalities .....	3
+*#	PHT 2211L	Therapeutic Modalities Lab .....	2
+*#	PHT 2801	PTA Clinical Practice I.....	3
+*#	PHT 2810	PTA Clinical Practice II.....	5
*#	PHT 2820	PTA Clinical Practice III .....	5
+*#	PHT 2931	Seminar .....	2
<b>TOTAL DEGREE HOURS.....</b>			<b>74</b>

+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

**PLUMBING TECHNOLOGY (PL-VC)****PRIMARY ADVISER:** Charles Mass (ext. 3876)

**PROGRAM GOALS:** This program is designed to prepare students for entry into the plumbing trade. Work in this area includes, but not limited to, new construction, repair, remodeling, and service of initial installations of existing systems of piping and fixtures. Safety and proper work habits are stressed throughout this program.

Students enrolled in this program may be required to enroll in basic skills training. This will be determined by entry-level test scores. Students must be advised by the instructor or program manager before enrolling in courses.

Students must take the TABE test and score at designated levels to receive a certificate.

**MAJOR COURSES**

=	BCV 0500	Introduction to Pipe Trades ..	12 v
=	BCV 0512	Residential Plumbing & Repair .....	8 v
=	BCV 0525	Commercial Plumbing & Repair .....	12 v
<b>TOTAL DEGREE HOURS .....</b>			<b>32 v</b>

**PRACTICAL NURSE CERTIFICATE (PN-VC)****PRIMARY ADVISER:** Sharon Milner (ext. 5521)

**PROGRAM GOAL:** This program is designed to help the student qualify to obtain licensure in the State of Florida. The program consists of 1,350 hours of study. Upon completion of the program, the student will be eligible to take the NCLEX-PN (National Council Licensure Examination for Practical Nurses).

In this program the practical nurse student is prepared to give patient care under the supervision of a registered nurse or physician. The student will be exposed to skills and have knowledge necessary to give safe and effective care to patients in a variety of settings.

**ADMISSION REQUIREMENTS:**

- Complete and return application to Gulf Coast Community College Office of Admissions and Records.
- Complete and return Nursing Health Sciences Division application to main desk at the Gulf/Franklin Center.
- Request high school transcripts and any college transcripts be sent to Office of Admissions and Records.
- Take the Test of Adult Basic Education (TABE). Successful completion of TABE is required for graduation.

It is strongly suggested that students take the college placement tests for advising and remediation purposes. Based on the test scores, students may be referred to a counselor for advising or remediation or some other preparatory work to help strengthen reading, English, and arithmetic skills before entering the program.

After meeting the above criteria, the applicant should contact the Gulf/Franklin Center to schedule an appointment with the Assistant Nursing Coordinator for faculty advising.

**Criteria for Acceptance into the Practical Nurse Program**

After completing the initial admission requirements, the applicant will need to meet additional requirements before acceptance:

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+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree, A.A.S degree, and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

- A grade point average (GPA) of 2.0 for high school or prior college credits (if applicable).
- Must maintain a 2.0 GPA while in the program.
- Test of Adult Basic Education score
- CNAs/PCTs must submit a copy of transcripts or certification to the Gulf/Franklin Center.
- Application Review. The applicant must make an appointment with the Assistant Nursing Coordinator to review the application folder for completeness.

Applications must be completed with all the above information by the last working day in April for the summer class. It should be understood that satisfactorily meeting minimum requirements does not automatically guarantee admission. The decision is made by a selection committee

It is the responsibility of the student to maintain communication with the program adviser to ensure that the application packet is complete and up-to-date with current admission requirements. Selection of Students: When the application folder is complete (all above requirements met), it will be added to the annual pool of applicants to the program.

During the first week in June, a selection committee composed of the nursing coordinator, assistant coordinator, P.N. full-time faculty, will select the approved number of applicants for the class. The decision will be based on cumulative GPA and TABE scores. Those residing within the service area will be given additional consideration.

Applicants will be notified by mail of selection status. Applications are available from the Gulf/Franklin Center, Port St. Joe, and from the Health Sciences Division, George G. Tapper Health Sciences Building, Room 202, Panama City Campus.

**PROGRAM CURRICULUM:**

=+*	HCP	0001	Health Careers Core **	.....3.0 v
=+*	HCP	0120C	Basic Nursing Care **	.....2.5 v
=+*	PRN	0000C	Fundamentals of Nursing Care.....	9.0 v
=+*	PRN	0022	Structure and Function.....	2.0 v
=+*	HSC	0530	Medical Terminology.....	0.5 v
=+*	MTB	0372	Applied Math.....	1.0 v
=+*	PRN	0030	Introduction to Pharmacology & Medications Admin.....	1.5 v
=+*	PRN	0020	Life Span.....	0.5 v
=+*	PRN	0110C	Pediatric Nursing .....	3.0 v
=+*	PRN	0400	Mental Health Concepts.....	0.5 v
=+*	PRN	0440	Community Health Concepts .....	0.5 v
=+*	PRN	0381C	Medical Surgical Nursing I..	7.0 v
=+*	PRN	0383C	Medical Surgical Nursing II.....	10.0 v
=+*	PRN	0100C	Maternal/Newborn Nursing	.4.0 v
<b>TOTAL DEGREE CREDITS.....</b>				<b>45 v</b>

\*\*Vocational credit is awarded to the student if completed prior to entering the program. The student will not have to repeat these courses in the program and will enter with advanced placement. Upon completion of these courses in the program, the student is eligible to sit for the state Certified Nurse Aide examination.

**This program is offered at the Gulf/Franklin Center only.**

+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

## PRIVATE SECURITY OFFICER (PSO-VC)

**PRIMARY ADVISER:** Steve Brumm (ext. 5603)

**PROGRAM GOAL:** This program is designed to meet the course work requirements of the Florida Department of State for class D license "Unarmed Security Guard" and class G license "Armed Security Guard."

### MAJOR COURSES

SCG 0501	Unarmed Security Guard.....	1.5v
SCG 0503	Armed Security Guard.....	1.0v

**TOTAL DEGREE CREDITS**..... 2.5v

## RADIO AND TELEVISION BROADCASTING (RTV-AS)

**PRIMARY ADVISER:** Charlie Mass (ext. 3876)

**PROGRAM GOAL:** The purpose of this program is to prepare students for entry-level jobs in broadcasting, cable, television, or multi-media production. The program includes real-time lab experiences in radio and audio production and on-air on WKGC-AM and multi-media. Students who graduate from this program would typically work in radio and television stations as well as multi-media production houses. Students who would like to continue their formal education toward a bachelor's degree in general or mass communications should consult their adviser.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC 1101	English I.....	3
+*	ENC 1102	English II .....	3
	PSY 2012	Psychology.....	3
+	BSC 1005	Gen Biological Science.....	3
	POS 2041	Amer. Nat. Govt.....	3
		Humanities Elective .....	3

### MAJOR COURSES

	MMC 1000	Survey of Mass Comm.....	3
	RTV 1000	Electronic Media Survey.....	3
+	SPC 1600	Intro. to Public Speak.....	3
+	MMC 2100	Writing for Mass Comm. ....	3
+	RTV 2100	Electronic Media Writing .....	3
	RTV 1240	Basic Audio Production .....	3
+	RTV 1241	Basic Video Production .....	3
+	RTV 2300L	Broadcast News Lab .....	1
+#	RTV 2249	Advanced Audio Production.....	3
+#	RTV 2242	Advanced Video Production .....	3
+	RTV 2460	Electronic Media Practicum.....	3
	RTV 2272	Media Programming/Promotions ...	3
+#	MKA 2511	Principles of Advertising .....	3
		Approved MMC, JOU, or RTV Electives.....	3

**ELECTIVES**..... 6

**TOTAL DEGREE HOURS**..... 64

+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree, A.A.S degree, and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

## RADIOGRAPHY (RADT-AS)

**PRIMARY ADVISERS:** Scott Edwards (ext. 3318), Denise Nyland (ext. 5846)

**PROGRAM GOAL:** The purpose of this program is to prepare students to become registered radiographers, following successful completion of the prescribed courses of study and clinical practice. Graduates who pass the American Registry of Radiologic Technologist's examination will be eligible to work as radiographers in various health care facilities such as hospitals, doctors' offices and sports medicine clinics. The duration of the program is approximately 24 months. Courses must be completed in the prescribed sequence. In addition to general education requirements, students will learn to safely perform diagnostic radiographic examinations. This program will articulate into a baccalaureate degree program in radiography at UCF.

**Before beginning this program of study, students should obtain a program application packet from the Division of Health Sciences, containing a current listing of admission and course requirements.**

### Admission Requirements:

Application to Radiography program which includes:

1. Application form, including technical standards.
2. Advisement session with a member of program faculty.
3. Florida College Entry Level Placement Test (CPT) with the minimum scores for placement into college-level English, reading, college algebra, and a satisfactory arithmetic score.
4. High school transcript or copy of GED scores.
5. Official transcripts evaluated by the Office of Admissions and Records.
6. Scheduled visit to Radiography Department.

The program begins in the fall semester each year. The deadline for submission of the completed application package is May 15. The program employs a selective admission process whereby applicants are chosen based on a composite admissions score. Applicants who meet all minimum requirements for admission are evaluated for their preparedness to enter the program. Four areas are considered:

1. Number of corequisite courses successfully completed.
2. GPA in corequisite courses.
3. Computerized placement test scores.
4. Interview with admission committee.

Program policies regarding retention, dismissal, and

readmission of students are found in the *Handbook for Radiography Students*.

### GENERAL EDUCATION COURSES Cr. Hrs.

+*	ENC	1101	English I.....	3
+*	MAC	1105	College Algebra.....	3
+	BSC	2085	Anatomy and Physiology I.....	3
	BSC	2085L	Anatomy and Physiology I Lab ....	1
+	BSC	2086	Anatomy and Physiology. II.....	3
	BSC	2086L	Anatomy and Physiology II Lab ....	1
	PSY	2012 or DEP 2004	Psychology or	
	SYG	2000	Principles of Sociology.....	3
	CGS	1570	Microcomputer Applications.....	3
			Humanities.....	3

### MAJOR COURSES

+*#	RTE	1000C	Intro. to Diagnostic Imaging.....	3
+*#	RTE	1613	Diagnostic Imaging Physics.....	3
+*#	RTE	1418C	Prin. of Radiographic Exposure....	4
+*#	RTE	1503C	Radiographic Procedures/ Positioning I.....	3
+*#	RTE	1804	Clinical Education I.....	2
+*#	RTE	1513C	Radiographic Procedures/ Positioning II.....	3
+*#	RTE	1814	Clinical Education II.....	3
+*#	RTE	1523C	Radiographic Procedures/ Positioning III.....	2
+*#	RTE	1824	Clinical Education III.....	3
+*#	RTE	2473C	Radiographic Quality Assurance ...	3
+*#	RTE	2385	Radiobiology.....	3
+*#	RTE	2762	Sectional Anatomy & Pathology I.....	2
+*#RTE		2772	Sectional Anatomy & Pathology II.....	2
+*#RTE		2834	Clinical Education IV.....	4
+*#RTE		2933	Radiologic Sci. Seminar.....	1
+*#RTE		2905	Directed Study/Diagnostic Imaging or RTE Elective.....	2
+*#RTE		2563	Special Procedures.....	3
+*#RTE		2844	Clinical Education V.....	4
+*#RTE		2854	Clinical Education VI.....	4

**TOTAL DEGREE HOURS.....77**

+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

## RESPIRATORY CARE (RT-AS)

**PRIMARY ADVISERS:** Craig Wise (ext. 3311), Brad Killion (ext. 3837), Linda Thaxton (ext. 5835)

**PROGRAM GOAL:** The purpose of this program is to prepare students to become competent respiratory therapists by demonstrating:

- the ability to comprehend, apply, and evaluate clinical information relevant to their role as respiratory therapists.
- the technical proficiency in all skills necessary to fulfill the role as a respiratory therapist.
- personal behaviors consistent with professional and employer expectations for the respiratory therapist.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

**Before beginning this program of study, students should obtain a program application packet from the Division of Health Sciences containing a *current* listing of admission and course requirements.**

### ADMISSIONS:

- A. Applicant must be admitted to the general college.
- B. Applicant must take the CPT placement test. Minimum placement scores for admission are required, see D-3. The placement test is given by the testing center at Gulf Coast Community College.
- C. After taking the above test, the applicant must have an informational interview with the assistant coordinator for health science admissions (contact 913-3311).
- D. A completed application will consist of:
  1. Application form for Health Sciences programs.
  2. Statement of "Why You Want To Be a Respiratory Therapist."
  3. CPT minimum scores: Reading 83, Arithmetic 68, Algebra 72, English 83. Applicants must achieve a minimum score of 72 on the algebra portion of the college-Level Placement Test or achieve a grade of "C" or better in MAT 0024. Completion of a higher level algebra course will also satisfy this requirement.
  4. High-school transcript or GED scores to the Office of Admissions and Records.
  5. Transcripts from any college attended to the Office of Admissions and Records and to the health sciences recruiter. All transfer credit

must be evaluated by the Office of Admissions and Records before program acceptance.

6. A cumulative GPA of 2.0 or greater in previous college work.
7. Satisfactory physical exam (to be completed after conditional acceptance).
8. Completion of CPR and HIV/AIDS course (to be taken before starting program).

**Selection:** The program begins once each year. Selection is made within three weeks of completion of respiratory care application. Students are admitted on a space available basis.

**Preference:** Applicants having completed any of the following courses with a "C" or better will have selection preference: BSC 2085, BSC 2085L, NUR 1142, BSC 2086, BSC 2086L, and OST 1257.

### GENERAL EDUCATION COURSES      Cr. Hrs.

+	BSC 2085	Anatomy and Physiology I.....	3
+	BSC 2085L	Anatomy and Physiology I Lab .....	1
+	BSC 2086	Anatomy and Physiology II .....	3
+	BSC 2086L	Anatomy and Physiology II Lab ....	1
	PSY 2012	General Psychology .....	3
+	ENC 1101	English I .....	3
	CHM 1033	Gen, Organic, Biochemistry .....	3
		Humanities Elective .....	3

### MAJOR COURSES

+	NUR 1142	Introduction to Pharmacology .....	2
#	OST 1257	Medical Terminology .....	2
*#	RET 1004	Introduction to Science I.....	1
*#	RET 1483	Pulmonary Assessment I.....	2
*#	RET 1485	Pulmonary Physiology.....	2
*#	RET 1024C	Respiratory Care I.....	6
*#	RET 1295	Clinical Respiratory Medicine I....	1
*#	RET 1005	Respiratory Microbiology.....	1
*#	RET 1350	Respiratory Pharmacology .....	1
*#	RET 1264C	Respiratory Care II.....	9

		Specialization Topics Electives (4 courses).....	4
*#	RET 1930, 1931, 1932, 1933, 1934, 1935, 1936		
*#	RET 2878C	Respiratory Care III .....	5
*#	RET 2280C	Respiratory Care IV .....	7
*#	RET 2616	Management .....	1
*#	RET 2297	Pulmonary Assessment II.....	1
*#	RET 2534C	Respiratory Care V .....	5
*#	RET 2234	Critical Thinking in Resp. Care .....	1
*#	RET 2292	Clinical Respiratory Medicine II....	1

**ELECTIVES.....**4

**TOTAL DEGREE HOURS.....**76

+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree, A.A.S degree, and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course



## SURGICAL TECHNOLOGY VOCATIONAL CERTIFICATE (SURG-VC)

**PRIMARY ADVISER:** Craig Wise (ext. 3311), Libby McNaron (ext. 3551)

**PROGRAM GOALS:** The purpose of this program is to educate students in the specialty of Surgical Technology and promote knowledge based critical thinking in the safe practice of surgical technology. Upon completion of all graduation requirements, graduates of this program will receive a Vocational Certificate in Surgical Technology. Successful completion of the program will allow graduates to apply to take the national certifying examination provided all the eligibility requirements currently established are met.

### GENERAL EDUCATION COURSES Cr. Hrs.

+	BSC 1005	General Biological Science .....	3
#	OST 1257	Medical Terminology .....	2

### MAJOR COURSES

=*	HSC 0000	Orientation to Health Sciences ..	1 v
=*	HSC 0591	CPR/AIDS/OSHA .....	0.5 v
=*	HSC 0591L	CPR/AIDS/OSHA Lab .....	0.5v
+* =	STS 0003	Intro to Surgical Technology .....	3 v
+* =	STS 0003L	Intro to Surgical Tech. Lab .....	2 v
+* =	STS 0803	Pharmacology & Anesthesia...	1.5 v
+* =	STS 0803L	P'col & Anesthesia Lab .....	0.5 v
=*	STS 0804	Basic Microbiology .....	2 v
+* =	STS 0120	Surgical Specialties I .....	1 v
+* =	STS 0120L	Surgical Specialties I Lab .....	0.5 v
+* =	STS 0121	Surgical Specialties II .....	1 v
+* =	STS 0121L	Surgical Specialties II Lab .....	0.5 v
+* =	STS 0122	Surgical Specialties III .....	1 v
+* =	STS 0122L	Surgical Specialties III .....	0.5 v
+* =	STS 0155	Surgical Tech & Procedures ...	3.5 v
+* =	STS 0155L	Surg Tech & Procedures Lab..	4.5 v
+* =	STS 0255L	Surgical Procedures Clinical I ...	6 v
+* =	STS 0256L	Surgical Procedures Clinical II..	6 v
+* =	STS 0257L	Surg Proc Clinical III .....	6.5 v

**TOTAL VOCATIONAL HOURS**.....5crs/42v

### APPLICATION PROCESS:

- Apply for admission to Gulf Coast Community College.
- Submit the Surgical Technology program application forms and a copy of your resume.
- Take TABE test as required in the Surgical Technology selection package.
- Submit official high school or GED transcripts to the Office of Admissions and Records.
- Submit official transcripts from all previous colleges to the Office of Admissions and Records for evaluation.
- Have three letters of reference mailed to the program director.
- Complete appropriate prerequisite general education courses.
- Complete the interview process. See application packet for further information.

**Minimum Requirements for Admission:** Listed below are the specific requirements for admission to this program. It should be understood, however, that the minimum requirements are given and that admission to this program is a selective process. The satisfaction of minimum requirements does not automatically guarantee admission. When space is limited, preference may be given to students within the community college's assigned district.

- Satisfactory completion with a grade of "C" or higher in BSC 1005, General Biology and OST 1257, Medical Terminology. (NOTE: BSC 2085 and BSC 2086, Anatomy and Physiology I and II, may be substituted for the general biology requirements).
- Complete the application process.
- Proof of high school graduation or equivalent filed in the Office of Admissions and Records.
- Conference with surgical technology adviser.
- Medical examination (upon entrance into the program) with satisfactory results.
- Submit proof of age – 18 years or older on or before the class start date of the class year.

**Graduation and Retention Requirements:** For the Surgical Technology Program, students must earn a grade of "C" or higher in each course. See surgical technology student handbook for further information regarding graduation, retention, dismissal, readmission, and transfer credit policies.

+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree and certificates  
\* Minimum grade of "C" required.  
= PSAV course

## WASTEWATER TREATMENT (WWTT-VC)

**PRIMARY ADVISER:** Charles Mass (ext. 3876)

**PROGRAM GOALS:** The purpose of this program is to prepare technicians for employment at wastewater plants by preparing them to sit for the Wastewater Treatment Plant Operation Certification Exam.

### MAJOR COURSES

=	EVS 0110 Introduction to Water and Wastewater Treatment .....	2 v
+=	EVS 0333 Wastewater Treatment Plant Operation Level "C" .....	4 v
<b>TOTAL VOCATIONAL HOURS</b> .....		6 v

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+ Prerequisites required. See course descriptions in catalog.  
 # Applies only to A.S. degree, A.A.S degree, and certificates  
 \* Minimum grade of "C" required.  
 = PSAV course

## ADULT BASIC EDUCATION AND GED PREPARATION PROGRAM

**The Passport Program** - Designed to prepare students for achievement of the GED and/or to improve basic academic skills for job entry and retention. Open to individuals 18 years of age and older who do not possess a standard high school diploma or GED or who are functioning at or below the eighth grade level. Orientations are held weekly. Day, evening, and weekend hours are available. All services are free of charge. Call 850-769-1551, extension 4839 or 6106 for more information.

## LIFELONG LEARNING PROGRAMS

**MISSION:** Recognizing that learning is a perpetual process, Lifelong Learning exists to collaborate with university parallel, career studies, and adult basic education programs, and student development services to ensure a continuum of vital learning experiences to meet citizens' diverse, non-degree/non-career studies certificate needs for occupational skills and career development, community building, and enrichment of quality of life.

**PROGRAMS:** Designed to meet non-degree needs, Lifelong Learning programs may be comprised of credit and noncredit courses, scheduled on or off campus, and offered through a variety of delivery systems, including but not limited to the following: lectures, town meetings, forums, institutes, seminars, workshops, clinics, campus, conferences, technology-based modes, and self-paced, open-entry/open-exit formats. Courses are organized by the following program areas:

### BUSINESS AND TECHNOLOGY TRAINING PROGRAMS

These address continuing education needs of:

- Certified public accountants
- Computer and other technology users
- Construction industry contractors
- Electrical contractors
- First-line managers/supervisors
- Insurance agents
- Manufacturing and industrial professionals
- Office systems personnel
- Pest control operators
- Professional engineers
- Small business owners/managers

### REGULATED HEALTH AND PUBLIC SAFETY

## PROFESSIONS PROGRAMS

These address continuing education needs of

- Certified addiction professionals
- Clinical laboratory personnel
- Clinical social workers
- Corrections officers
- Dental assistants
- Dental hygienist
- Dental radiographers
- Dentists
- Emergency medical technicians
- Law enforcement officers
- Marriage and family therapists
- Medical assistants
- Mental health counselors
- Nurses (RN, ARNP, LPN, CNA)
- Paramedics
- Psychologists
- Radiologic technologists
- Respiratory therapists
- School psychologists

In addition to the above professions for which Gulf Coast Community College maintains providership status, the following members of the health profession frequently enroll in courses: Activity professionals, acupuncturists, dieticians, electrolysis technicians, funeral directors and embalmers, health educators, hearing aid specialist, massage therapists, medical records personnel, occupational therapists, physical therapists, opticians, pharmacists, and speech/language therapists, pathologists, and audiologists.

### EDUCATION PROGRAMS AND PARTNERS

These address continuing education needs of:

- Child care workers
- Environmental technicians
- Senior Citizens (Education Encore)
- Teacher aides
- Teachers

### LEADERSHIP AND ENTREPRENEURIAL DEVELOPMENT

Leadership and entrepreneurial programs also address community building and quality of life needs of individuals of all ages and of groups through the following:

- Public administrators and elected officials
- Citizen Leadership Institute Programs
- Citizen Leadership Training Program
- George G. Tapper Forums Program:

+ Prerequisites required. See course descriptions in catalog.

# Applies only to A.S. degree and certificates

\* Minimum grade of "C" required.

= PSAV course

Public Policy Institutes  
National Issues Forums  
Community forums

### **COURSE ANNOUNCEMENTS**

As appropriate to non-degree/certificate intent, credit courses in GCCC approved listings are those that may be offered through Lifelong Learning. Non-credit courses are approved and offered on an on-going basis. Credit and non-credit courses offered by Lifelong Learning are announced in brochures, fliers, newspaper advertisements, and through direct mail.

### **REQUESTS FOR OFFERINGS**

Requests for Lifelong Learning offerings are encouraged by the college. Consideration for such offerings is based upon the level of instruction, the number of people interested, and the availability of qualified personnel for instruction. A minimum number of participants usually is required to initiate an offering. Activities are frequently scheduled off campus at sites and times convenient to particular groups and tailored to meet unique needs.

### **UPPER-DIVISION/GRADUATE EDUCATION**

Although Gulf Coast Community College is not officially responsible for upper-division and graduate education, it cooperates with the branch campus operated in Panama City by the Board of Regents and Florida State University and, as appropriate, with other university providers of continuing education.

### **CONTACT**

Persons interested in Lifelong Learning Programs may contact the dean of lifelong learning at (850) 872-3823 for further information.

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+ Prerequisites required. See course descriptions in catalog.  
# Applies only to A.S. degree, A.A.S degree, and certificates  
\* Minimum grade of "C" required.  
= PSAV course

# ***COURSE***

# ***DESCRIPTIONS***

**ACCOUNTING****ACG 2001** 3 hrs., 3 crs.  
**Principles of Financial Accounting I**

An introduction to financial accounting. A sole proprietorship will be assumed. The complete accounting cycle will be studied as it relates to a service business and a merchandising business. Additional topics include financial reporting and analysis, specialized journals, internal control, short-term liquid assets, and inventories.

**ACG 2011** 3 hrs., 3 crs.  
**Principles of Financial Accounting II**

Prerequisite: Minimum grade of "C" in ACG 2001 or consent of instructor.

A continuation of the introduction to financial accounting. Topics will include a study of short term liquid assets, long term assets, and current liabilities. Partnership and corporate accounting will also be introduced. Additional topics will include the statement of cash flows, financial statement analysis, and investments in stocks and bonds.

**ACG 2021** 3 hrs., 3 crs.  
**Principles of Financial Accounting**

An Introduction to financial accounting. The accounting cycle will be studied as it relates to sole proprietorships, partnerships, and corporations. Detailed topics include service business and merchandising. Additional topics include financial reporting and analysis, specialized journals, internal control, short-term liquid assets, inventories, long term assets, current and long-term liabilities, statement of cash flows, and investments.

**ACG 2071** 3 hrs., 3 crs.  
**Introduction to Managerial Accounting**

Prerequisite: ACG 2001.

Accounting for planning, organization, and cost control.

**#ACG 2100** 3 hrs., 3 crs.  
**Intermediate Accounting I**

Prerequisite: ACG 2011 or consent of instructor.

A study of the theory of accounts and the solutions of problems requiring an application of theory. Some of the topics covered are review of procedures, working papers, and statements; stock, surplus, and stockholder's equity; analysis of current assets; and investment in stocks and bonds.

**#ACG 2110** 3 hrs., 3 crs.**Intermediate Accounting II**

Prerequisite: ACG 2100

The topics covered are valuation and depreciation of tangible and intangible fixed assets; liabilities, reverses, and contingencies; interpretation of financial statements, quasi-reorganization, and problems of price-level impact.

**#TAX 2000** 3 hrs., 3 crs.**Tax Accounting**

(No accounting background required.)

A presentation of federal income tax laws with emphasis on the development and preparation of supporting documentation for individual tax returns.

**ANTHROPOLOGY****ANT 2410** 3 hrs., 3 crs.**Introduction to Anthropology**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

This course is an introduction to the field of anthropology. Focusing on archaeology, the multimedia approach to the subject addresses the study of culture and cultural variation in both the ancient and modern world.

**ART****ARH 2000** 3 hrs., 3 crs.**Understanding Visual Arts**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

(Meets Area I Humanities Requirement).

A study of visual expression as presented through different media. Lectures, slides, and studio activities will introduce the student to the problems and materials of the artists.

**ARH 2050** 3 hrs., 3 crs.**Art History Criticism I**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

(Meets Area I Humanities Requirement.)

From Prehistoric to Renaissance.

**ARH 2051** 3 hrs., 3 crs.

**Art History Criticism II**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." (Meets Area I Humanities Requirement.)  
From Renaissance to Twentieth Century.

**ART 1100C** **6 hrs., 3 crs.**  
**Crafts Design I** \$15.00 lab fee  
Development of basic techniques using a wide range of materials, such as metals, fibers, fiber dye, enamels, and stained glass. Emphasis is placed on creative use of the techniques.

**ART 1101C** **6 hrs., 3 crs.**  
**Crafts Design II** \$15.00 lab fee  
Prerequisite: ART 1100C  
Enhanced development of the materials explored in ART 1100C. Emphasis is placed on the creative use of the techniques.

**ART 1201C** **6 hrs., 3 crs.**  
**Design I** \$18.00 lab fee  
Prerequisite or Corequisite: ARH 2000.  
A beginning study of the elements of design as found in two dimensional composition. The first six weeks are devoted to color theory and related exercises.

**ART 1202C** **6 hrs., 3 crs.**  
**Design II** \$18.00 lab fee  
Prerequisite or Corequisite: ARH 2000. Prerequisite: ART 1201C or consent of instructor.  
A beginning study of the elements of design as found in three dimensional composition.

**ART 1300C** **6 hrs., 3 crs.**  
**Drawing I** \$19.00 lab fee  
Basic problems in freehand drawing designed to develop skill and understanding of visual communication through the use of line.

**ART 1301C** **6 hrs., 3 crs.**  
**Drawing II** \$19.00 lab fee  
Prerequisite: ART 1300C or consent of instructor.  
A continuation of basic problems in freehand drawing designed to develop skill and understanding. This course is designed to challenge the student with more advanced drawing projects which foster creativity, disciplined skill, and experimental approaches.

**ART 1500C** **6 hrs., 3 crs.**  
**Painting I** \$19.00 lab fee  
Introduction to and involvement with painting media. Emphasis is placed on developing compositions which

foster an understanding of some of the materials, skills, and directions possible in painting. Basic techniques and historical relationships will be related to in a format which also attempts to foster painting as a medium of expression.

**ART 1501C** **6 hrs., 3 crs.**  
**Painting II** \$19.00 lab fee  
Prerequisite: ART 1500C or approval of instructor.  
Continuation of painting skill development, emphasizing composition and theme involvement.

**ART 1750C** **6 hrs., 3 crs.**  
**Ceramics I** \$30.00 lab fee  
Basic concepts of ceramic design. Experience in process of forming, decorating, glazing, and firing pottery.

**ART 1751C** **6 hrs., 3 crs.**  
**Ceramics II** \$30.00 lab fee  
Prerequisite: ART 1750C.  
A continuation of skill development in ceramic production. Emphasis is on wheel throwing, hand building, preparation, and firing of pottery and kiln loading. Individual projects are developed.

**ART 1950** **1 hr., 1 cr.**  
**Portfolio Preparation for Visual Arts I** \$28.00 lab fee  
Prerequisite: ART 1201C or ART 1300C.  
Preparation and presentation of a professional portfolio of work for a prospective employer, college admissions office, or juried competition.

**ART 1951** **1 hr., 1 cr.**  
**Portfolio Preparation for Visual Arts II** \$28.00 lab fee  
Prerequisite: ART 1950.  
A continuation of portfolio preparation development. This course will assist students in developing and assembling portfolio presentation of their work. The portfolio can be used in relating to prospective employers, college admissions offices, or juried competitions.

**ART 2600** **3 hrs., 3 crs.**  
**Computer Imaging I** \$15.00 lab fee  
Explores the creative uses involved in and issues surrounding computer-generated imagery. (Computer Literacy and Windows recommended.)

**ART 2601** **3 hrs., 3 crs.**  
Computer Imaging II \$15.00 lab fee Prerequisite: ART 2600  
Builds on the skills learned in ART 2600. The student will use the computer and its applications as a creative tool in the process of making art. Students will explore advanced issues and uses involved in computer generated imagery.

This course will be a combination of hands-on, practical computer experience using the IBM compatible computer and various software programs, and a theoretical examination of the issues affecting computer imagery.

**ART 2930** **Art Seminar** **1 hr., 1 cr.**

Covers topics of importance to students' interests and needs with varying emphasis. The course will provide students with insight into work or research of resident faculty, visiting artists, and lecturers. (May be repeated up to three times for credit.)

**BANKING/FINANCIAL SERVICES**

**#BAN 1004** **Principles of Bank Operations** **3 hrs., 3 crs.**

Fundamentals of bank functions. The descriptive orientation is international.

**#BAN 1114** **Deposit Operations** **2 hrs., 2 crs.**

Overview of the U.S. payments system, banking law and regulation, and current industry practices. Examines bank deposit-taking activities, considers how banks manage deposited funds, and explores the interbank EFT systems.

**#BAN 1156** **Letters of Credit** **2 hrs., 2 crs.**

This course provides a hands-on approach to learning about the development, use, and operation of letters of credit and related international trade documents. It includes a detailed examination of most documents used in international trade activities today.

**#BAN 1210** **Analyzing Financial Statements** **3 hrs., 3 crs.**

A study of characteristics of financial statements and financial statement analysis.

**#BAN 1240** **Consumer Lending** **3 hrs., 3 crs.**

Topics to be covered include consumer credit, credit risks, application, analyzing financial data, collection, compliance, and marketing consumer loans.

**#BAN 1251** **Real Estate Finance** **3 hrs., 3 crs.**

This course provides instruction to construction lending and other areas of commercial real estate finance with particular emphasis on managing credit risk. Real estate law, appraisal and investment analyses are also covered.

Covers principles of finance related to Condominiums; Multifamily Rental Property; Retail Property; Office, Warehouse, and Lodging Property.

**#BAN 1500** **Economics for Bankers** **3 hrs., 3 crs.**

An introduction to the fundamental principles of economics, basic economic theory, and examples of the application of economics to banking. Emphasis is placed on topics of importance to bankers.

**#BAN 1531** **Introduction to Supervision** **3 hrs., 3 crs.**

Provides skills for new or potential supervisors to become better managers by emphasizing broad perspectives and by combining fresh insights with the interpersonal relations required of today's successful managers.

**#BAN 2231** **Commercial Lending** **3 hrs., 3 crs.**

Prerequisite: BAN 1004.  
Provides knowledge and skills to be an effective commercial lender, including the technical side of lending and the human relations skills all successful leaders need.

**#BAN 2253** **Introduction to Mortgage Lending** **2 hrs., 2 crs.**

This course covers construction and permanent financing for residential property, real estate law, documentation, mortgage load servicing, the secondary mortgage market, the role of government in mortgage lending, and residential real estate as an investment.

**#BAN 2254** **Mortgage Loan Documentation** **2 hrs., 2 crs.**

This course is designed for use in residential mortgage loan processing training, and is tailored specifically to the basic training needs of loan processing offices that are subsidiaries of commercial banks. Compliance with regulatory requirements is emphasized throughout.

**#BAN 2400** **Trust Business** **3 hrs., 3 crs.**

An overview of the trust department, including how it fits into the bank's overall operations, the services it provides, and generally how those services are delivered.

**#BAN 2403** **Trust Investments** **3 hrs., 3 crs.**

Theory and practice of trust department investment services.

# Applies only to A.S. Degree and certificates

= PSAV course



**#BAN 2405** 3 hrs., 3 crs.  
**Trust Operations**  
 Prerequisite: BAN 2161.  
 Covers basic trust terminology and concepts and ideas of trust functions within the securities industry.

**#BAN 2413** 3 hrs., 3 crs.  
**Securities Processing**  
 Provides understanding of the securities industry and its application to the banking environment.

**#BAN 2501** 3 hrs., 3 crs.  
**Money and Banking**  
 Practical aspects of money and banking with emphasis on the basic monetary theory needed to apply knowledge to a particular job. Emphasis is placed on economic stabilization, types of spending, the role of gold, limitation of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

**#BAN 2511** 3 hrs., 3 crs.  
**Marketing for Bankers**  
 The basics of public relations, both internal and external. An overview of the essentials of bank public relations and marketing.

**#BAN 2532** 3 hrs., 3 crs.  
**Supervisory Training**  
 Teaches managerial skills and concepts to current supervisors by integrating sound managerial concepts with practical experience. A modular format allows for flexibility so either basic or advanced skills can be enhanced.

**#BAN 2744** 3 hrs., 3 crs.  
**Bank Management**  
 Introduction to modern management theory, practices, and applications.

**#BAN 2800** 2 hrs., 2 crs.  
**Law and Banking Principles**  
 This course is a banker's guide to law and legal issues, with special emphasis on the Uniform Commercial Code.

**#BAN 2801** 3 hrs., 3 crs.  
**Law and Banking Applications**  
 An introduction to laws pertaining to secured transactions, letters of credit, and the bank collection process.

**#BRC 1710** 3 hrs., 3 crs.  
**Real Estate Law**  
 Introduction to four areas of real estate law: definition and nature of real property; transfer of real estate; land use and regulations; and landlord and tenant law. Special attention given to law related to financing real estate purchases. Both residential mortgage law and commercial real estate law are included.

## BIOLOGY

**BSC 1005** 3 hrs., 3 crs.  
**General Biological Science**  
 Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Satisfactory completion of ENC 0002 or appropriate placement score is recommended. Cannot be used to satisfy degree requirements by students who already have credit in BSC 2010 or BSC 2011.  
 A basic general education course designed to give the student an understanding of the major biological concepts of organisms, their life, anatomy, reproduction, and development.

**BSC 1005L** 2 hrs., 1 cr.  
**General Biological Science Lab** \$30.00 lab fee  
 Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Recommended for students with the requirement of a science laboratory in their pre-program. Laboratory activities include the use of the microscope, cell and tissue study, chemical aspects of cells and digestion, the study of human organ systems with the dissection of the fetal pig, and genetics.

**BSC 2010** 3 hrs., 3 crs.  
**Biology for Science Majors I**  
 Prerequisites: CHM 1040 or equivalent and satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Corequisite: BSC 2010L. College-level placement in English and reading recommended prior to taking this course.

First of two courses designed to provide depth in the biological sciences for students majoring in the life sciences. Course covers scientific methods, the chemical and cellular basis of life, bioenergetics, cellular reproduction, and molecular and organismal genetics.

**BSC 2010L** **2 hrs., 1 cr.**  
**Biology for Science Majors I Laboratory**

\$30.00 lab fee

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Corequisite: BSC 2010.

A laboratory course to be taken concurrently with BSC 2010. Laboratory experiences will relate to the chemical and physical aspects of life, cellular processes, photosynthesis and cellular respiration, mitosis and meiosis, and genetics.

**BSC 2011** **3 hrs., 3 crs.**  
**Biology for Science Majors II**

Prerequisites: BSC 2010. Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Corequisite: BSC 2011L.

The second sequence course for students majoring in the life sciences. Concentration is on diversity of life. Topics covered include plant and animal tissues, principles of ecology, population genetics, and evolution.

**BSC 2011L** **2 hrs., 1 cr.**  
**Biology for Science Majors II Laboratory**

\$30.00 lab fee

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Corequisite: BSC 2011.

A laboratory course to be taken concurrently with BSC 2011. Laboratory experiences will include structure and function of plants and animals, ecological principles, and evolution. Activities include field trips, experiments in physiology, and dissections.

**BSC 2085** **3 hrs., 3 crs.**  
**Human Anatomy and Physiology I**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Corequisite: BSC 2085L or consent of adviser.

(Students who do not take the lab have a much harder time passing the class. Satisfactory completion of BSC 1005 or high school biology during the last 5 years is strongly recommended.)

A study of chemistry, cells, tissue, the integument, the skeletal system, the muscular system, the cardiovascular system, and the respiratory system. Structure and function taught concurrently. This course is not intended for biology majors.

**BSC 2085L** **2 hrs., 1 cr.**  
**Human Anatomy and Physiology I Laboratory**

\$30.00 lab fee

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Corequisite: BSC 2085.

Laboratory experiences related to lecture material, including microscope usage, membrane physiology, cell structure, and survey of tissues. Using appropriate dissection and histology slides the skeletal, muscular, cardiovascular, and respiratory systems will be studied.

**BSC 2086** **3 hrs., 3 crs.**  
**Human Anatomy and Physiology II**

Prerequisites: BSC 2085 or one semester of college biology and satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Corequisite: BSC 2086L or consent of adviser. (Students who do not take the lab have a much harder time passing the class.)

A study of the lymphatic system, fluid balance, the nervous system and special senses, the digestive system, the urinary system, the endocrine system, and the reproductive system. Structure and function taught concurrently. This course is not intended for biology majors.

**BSC 2086L** **2 hrs., 1 cr.**  
**Human Anatomy and Physiology II Laboratory**

\$30.00 lab fee

Prerequisites: Satisfactory completion of BSC 2085L or one semester of a college-level biology laboratory course and satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

Corequisite: BSC 2086.

A laboratory course to be taken concurrently with BSC 2086. Laboratory experiences will relate to the lecture material and will include histology studies and appropriate dissections to study the lymphatic, nervous, digestive, urinary, endocrine, and reproductive systems.

# Applies only to A.S. Degree and certificates

= PSAV course

**BSC 2311** **3 hrs., 3 crs.****Introduction to Marine Biology**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 with a minimum grade of "C." Satisfactory completion of high school biology and chemistry during the last five years is strongly recommended.

An introduction to the features of the world ocean and the major groups of living marine organisms that inhabit it. Physical, chemical, and biological interrelationships are emphasized. This course is not intended for biology majors, nor will it serve as a requirement for marine biology majors. The course will be offered in the fall semester of even-numbered years.

**BSC 2931** **1 hr., 1 cr.****Special Topics**

This course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. (This course does not satisfy the biological sciences requirement for the A.A. degree. Transfer of credit is the prerogative of the receiving institution.)

**BSC 2932** **2 hrs., 2 crs.****Special Topics**

This course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. (This course does not satisfy the biological sciences requirement for the A.A. degree. Transfer of credit is the prerogative of the receiving institution.)

**BSC 2933** **3hrs, 3crs.****Special Topics**

This course centers around topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. (This course does not satisfy the biological sciences requirement for the A.A. degree. Transfer of credit is the prerogative of the receiving institution.)

**MCB 2004** **3 hrs., 3 crs.****Microbiology**

Prerequisites: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C," and 3 hrs. biology or 3 hrs. chemistry.

Corequisite: MCB 2004L. College-level placement in English and reading recommended prior to taking this course.

The study of bacteria, molds, yeast, and other microorganisms. Emphasis is on distribution, spread, culturing, identification, classification, and the role of these microorganisms in human diseases. This course is not intended for biology majors.

**MCB 2004L** **3 hrs., 1 cr.****Microbiology Laboratory**

\$30.00 lab fee

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Corequisite: MCB 2004.

Microbiology lab covers the study of bacterial techniques. Students learn how to culture and stain bacteria as well as perform metabolic tests to aid in bacterial identification. The effects of antibiotics, disinfectants, pH, and osmotic pressure on microbial growth is also tested.

**BUILDING CONSTRUCTION****BCN 1230** **3 hrs., 3 crs.****Materials and Methods**

A study of materials and methods used in commercial or private dwelling construction. Includes the use of wood, steel, and concrete in all phases of construction and a study of the fabrication of component units and their assembly at the construction site.

**#BCN 2742** **3 hrs., 3 crs.****Contractor's License Preparation**

Prerequisite: Permission of instructor.

A study designed to prepare students for the Building Contractors' Examination, state and federal laws, safety codes, building codes, construction methods and technology, and practical field knowledge leading to A, B, and C licenses. Course can be used for general knowledge of construction field.

**#BCT 1113** **3 hrs., 3 crs.****Blueprint Reading for Building Trades**

Fundamentals of blueprint reading in light construction for use by the building trades. Includes current standards, design characteristics, structural relationships, and the use of building materials.

**BCT 2600** **3 hrs., 3 crs.****Construction Estimating**

The basic principles and current practices employed in estimating building costs. The student learns to prepare material lists and to take off quantities of materials and labor hours from working drawings and specifications. Project cost estimates are prepared.

# Applies only to A.S. Degree and certificates

= PSAV course

**#BCT 2610** **3 hrs., 3 crs.**  
**Codes for Electrical Exam**

A course covering the latest revisions of the national code and local codes intended to aid the experienced worker in preparing for journeyman and master examination.

**#BCT 2715** **3 hrs., 3 crs.**  
**Construction Management**

A survey of the problems encountered in building construction involving personnel; contracts; federal, state, and local laws involving taxes, unemployment compensation, safety, liens, property deeds, easements, and licensing.

**BUILDING CONSTRUCTION –  
 VOCATIONAL**

**=BCV 0400** **80 contact hours, 2.5 vocational crs.**  
**Building Maintenance Operations**

This course will prepare the student to handle many aspects of property maintenance ranging in preventive maintenance, daily repairs, and long-term capital expense repair or replacement. The student will have a basic knowledge of the following: lock repair/replacing and rekeying, plumbing, electricity, appliance repair, drywall repair/replacement, painting, building structure, door and window repair/replacement, heating and air conditioning repair/replacement and troubleshooting, roof structure and repairs, fiberglass and porcelain tub repair, floor covering, exterior siding options, asphalt repair, and pool maintenance and operation.

**=BCV 0500** **360 contact hrs., 12 vocational crs.**  
**Introduction to Pipe Trades** \$150.00 lab fee

This course is designed to provide an understanding of career and training opportunities, the use and care of tools and equipment, safety precautions, basic math, standards and codes, and human relations. Students will develop the essential competencies for working as a plumber, pipefitter, or sprinkler installer helper, or enter additional training.

**=BCV 0512** **240 contact hrs., 8 vocational crs.**  
**Residential Plumbing and Repairs** \$150.00 lab fee

Prerequisite: BCV 0500.  
 This course is designed to provide students with knowledge and basic plumbing skills in residential plumbing and repairs. It includes cutting and joining pipe, blueprints, layout and coordinating a job; installation, repair, maintenance, and customer relations.

**=BCV 0525** **360 contact hrs., 12 vocational crs.**  
**Commercial Plumbing & Plumbing Repair**

Prerequisite: BCV 0500, BCV 0512. \$150.00 lab fee  
 This course is designed to provide students with knowledge and basic plumbing skills in the commercial plumbing and repairs. It includes installation of hot-water-heating and gas systems, backflow cross and connection control, repair maintenance, and customer relations.

**=BCV 0536** **300 contact hrs., 10 vocational crs.**  
**Special Topics: Plumbing Installation & Design**

\$150.00 lab fee  
 Prerequisites: BCV 0500, BCV 0512, BCV 0525.

This course enables students to develop the essential competencies for combining carpentry and electrical skills so they are prepared when going on a job to install plumbing and plumbing related electrical appliances. Students will learn how to build upper and lower rooms and other basic carpentry work associated with installation. Students will also gain basic electrical knowledge that goes with plumbing installation and practice installing different fixtures including sinks, bathtubs, water heaters, toilets, electronic style flush faucets, automatic faucets and flushometers.

**=BCV 0602** **300 contact hrs., 10 vocational crs.**  
**Introduction to Electricity** \$150.00 lab fee

This course enables students to develop the essential competencies for working as an electrician helper in the construction industry or enter additional training. These competencies include safety practices, direct-current electrical-circuit skills, appropriate communication and math skills, basic electricity and electric codes, and employability skills.

**=BCV 0629** **150 contact hrs., 5 vocational crs.**  
**Residential Wiring I** \$50.00 lab fee

Prerequisite: BCV 0602.  
 This course is designed to teach entry-level job skills. Topics include use of power and hand tools, electrical materials, blueprint reading, and wiring techniques. Also, the National Electrical Code will be explained as applicable in residential wiring.

**=BCV 0630** **300 contact hrs., 10 vocational crs.**  
**Residential Wiring II** \$50.00 lab fee

Prerequisite: BCV 0629.  
 This course is designed to teach entry-level job skills. Topics include the National Electrical Code (NEC), blueprint interpretation for estimating and planning, installation and wiring of electrical residential circuits.

**=BCV 0660**            **300 contact hrs., 10 vocational crs.**  
**Commercial Wiring I**                            \$50.00 lab fee  
 Prerequisite: BCV 0630.  
 This course is designed to teach entry-level job skills. Topics include building plans and specifications, branch circuits, feeders, National Electrical Code (NEC) requirements for commercial installations, emergency power systems, and special electrical systems.

**=BCV 0661**            **150 contact hrs., 5 vocational crs.**  
**Commercial Wiring II**                            \$50.00 lab fee  
 Prerequisite: BCV 0660.  
 This course is designed to teach entry-level job skills. Topics include commercial lighting, panelboard installations, National Electrical Code (NEC) requirements for calculations of commercial installations, low voltage lighting, and cooling systems.

**=BCV 0664**            **120 contact hrs., 4 vocational crs.**  
**Industrial Wiring and Power Distribution**  
 Prerequisite: BCV 0661.  
 This course is designed to teach entry-level job skills. Topics include industrial wiring and power distribution; panel-boards, trolley and bus-way installations; National Electric Code (NEC) requirements for calculations of industrial installations, industrial lighting, and signal systems.

**=BCV 0875**            **180 contact hrs., 6 vocational crs.**  
**Electrical Apprenticeship I**  
 Corequisite: BCV 0941.  
 Apprenticeship course covering the National Course for Apprentice Wireman.

**=BCV 0876**            **180 contact hrs., 6 vocational crs.**  
**Electrical Apprenticeship II**  
 Prerequisites: BCV 0875, BCV 0941.  
 Corequisite: BCV 0942.  
 Apprenticeship course covering the National Course for Apprentice Wireman.

**=BCV 0877**            **180 contact hrs., 6 vocational crs.**  
**Electrical Apprenticeship III**  
 Prerequisites: BCV 0876, BCV 0942.  
 Corequisite: BCV 0943.  
 Apprenticeship course covering the National Course for Apprentice Wireman.

**=BCV 0878**            **180 contact hrs., 6 vocational crs.**  
**Electrical Apprenticeship IV**  
 Prerequisites: BCV 0877, BCV 0943.  
 Corequisite: BCV 0944.  
 Apprenticeship course covering the National Course for Apprentice Wireman.

**=BCV 0879**            **180 contact hrs., 6 vocational crs.**  
**Electrical Apprenticeship V**  
 Prerequisites: BCV 0878, BCV 0944.  
 Corequisite: BCV 0945.  
 Apprenticeship course covering the National Course for Apprentice Wireman.

**=BCV 0941**            **400 contact hrs., 13.5 vocational crs.**  
**Electrician Internship I**  
 Corequisite: BCV 0875.  
 Internship is supervised, practical work experience in an appropriate business, industry, government agency, or institution which relates to the student's major field of study.

**=BCV 0942**            **400 contact hrs., 13.5 vocational crs.**  
**Electrician Internship II**  
 Prerequisites: BCV 0875, BCV 0941.  
 Corequisite: BCV 0876.  
 Internship is supervised, practical work experience in an appropriate business, industry, government agency, or institution which relates to the student's major field of study.

**=BCV 0943**            **400 contact hrs., 13.5 vocational crs.**  
**Electrician Internship III**  
 Prerequisites: BCV 0876, BCV 0942.  
 Corequisite: BCV 0877.  
 Internship is supervised, practical work experience in an appropriate business, industry, government agency, or institution which relates to the student's major field of study.

**=BCV 0944**            **400 contact hrs., 13.5 vocational crs.**  
**Electrician Internship IV**  
 Prerequisites: BCV 0877, BCV 0943.  
 Corequisite: BCV 0878.  
 Internship is supervised, practical work experience in an appropriate business, industry, government agency, or institution which relates to the student's major field of study.

**=BCV 0945**            **400 contact hrs., 13.5 vocational crs.**  
**Electrician Internship IV**  
 Prerequisites: BCV 0878, BCV 0944.  
 Corequisite: BCV 0879.  
 Internship is supervised, practical work experience in an appropriate business, industry, government agency, or institution which relates to the student's major field of study.

# Applies only to A.S. Degree and certificates

= PSAV course

**BUSINESS ADMINISTRATION****GEB 1011** 3 hrs., 3 crs.  
**Introduction to Business**

An introductory course providing an opportunity to survey the fields of business covering topics such as the nature of business, types of business organization and ownership, physical aspects, business procedures, interrelationships between phases of business.

**BUL 2241** 3 hrs., 3 crs.  
**Business Law**

A survey course of the legal setting in which business operates. Emphasis on public and regulatory law and on social, political, and ethical aspects of legal issues in business. Areas covered include administrative law, antitrust law, contracts, torts, employment law, and related topics. (Check with your adviser about university transfer requirement.)

**CHEMISTRY****CHM 1033** 3 hrs., 3 crs.  
**General, Organic, Biochemistry**

This course covers fundamental topics in general and organic chemistry and selected topics in biochemistry.

**CHM 1033L** 2 hrs., 1 cr.  
**General, Organic, Biochemistry Lab** \$30.00 lab fee  
Prerequisite or Corequisite: CHM 1033 or CHM 1040.

This course involves a series of "at home" activities using a kit supplied by the college and additional chemicals and materials commonly found in the home. Laboratory reports will be communicated via the Internet. Topics in physical and chemical properties, colloids, and solutions, electrolytes, pH and buffers, properties of organic compounds, and characteristics of amino acids, proteins, carbohydrates, and lipids will be addressed.

**CHM 1040** 3 hrs., 3 crs.  
**Fundamentals of Chemistry**

Prerequisite: Satisfactory mathematics placement on the College-Level Placement Test or completion of MAT 1033 with a minimum grade of "C."

This course covers the fundamentals of chemistry with emphasis on descriptive chemistry. It includes topics in equations, stoichiometry, the Periodic Table, gas laws, nuclear chemistry, acids-bases, pH, and selected topics in carbon chemistry. (This course does not meet the chemistry requirement for science majors.)

**CHM 1045** 3 hrs., 3 crs.  
**General Chemistry**

Prerequisites: High School Chemistry or CHM 1040; College-level reading placement; MAC 1105.  
Corequisite: CHM 1045L.

Topics covered are chemical calculations, inorganic nomenclature, chemical reactions, thermochemistry, atomic structure, configurations, periodicity, and chemical bonding, including MO and VSEPR theory.

**CHM 1045L** 3 hrs., 1 cr.  
**General Chemistry Laboratory** \$30.00 lab fee  
Corequisite: CHM 1045.

This course explores chemical and physical properties of substances, types of chemical reactions, energy changes, chemical separations, and quantitative analysis procedures. Designed to accompany the lecture, this laboratory enhances the student's understanding of the lecture topics and teaches basic chemical laboratory techniques.

**CHM 1046** 3 hrs., 3 crs.  
**General Chemistry and Qualitative Analysis**

Prerequisites: MAC 1140 and CHM 1045 or the equivalent.

Corequisite: CHM 1046L.

Topics include solids, liquids, gases, colligative properties, kinetics, gaseous equilibria, nuclear chemistry, weak electrolyte equilibria, solubility equilibria, entropy, free energy, and electrochemistry.

**CHM 1046L** 6 hrs., 2 crs.  
**General Chemistry and Qualitative Analysis Laboratory** \$30.00 lab fee

Corequisite: CHM 1046.

The first half of this course emphasizes quantitative analysis techniques to expand the student's knowledge of oxidation-reduction, gravimetric analysis, colligative properties, reaction rates, electrochemistry, chemical equilibrium and electrolytes. The second half of this course focuses on the chemical and physical techniques to identify unknown substances. Designed to accompany the lecture, this laboratory enhances the student's understanding of the lecture topics and teaches basic chemical laboratory techniques.

**CHM 2210** 3 hrs., 3 crs.  
**Organic Chemistry I**

Prerequisite: CHM 1046.

Corequisite: CHM 2210L.

# Applies only to A.S. Degree and certificates

= PSAV course

A course in reactions, preparations, nomenclature, stereochemistry, conjugation, resonance, nucleophilic aliphatic substitutions, and elimination in alkanes, alkenes, alkynes, alkyl halides, alcohols, ethers, and cyclics; with an extensive introduction to organic synthesis.

**CHM 2210L** 4 hrs., 2 crs.

**Organic Chemistry I Laboratory** \$30.00 lab fee

Corequisite: CHM 2210.

An accompanying course to Organic Chemistry I.

**CHM 2211** 4 hrs., 4 crs.

**Organic Chemistry II**

Prerequisite: CHM 2210. Corequisite: CHM 2211L

A course covering the reactions, preparations, nomenclature, stereochemistry, conjugation, and resonance in aromatic and carbonyl compounds, amines, heterocyclics, phenols, and their derivatives; including organic synthesis and a comprehensive in-depth study of organic spectroscopy.

**CHM 2211L** 3 hrs., 1 cr.

**Organic Chemistry II Laboratory** \$30.00 lab fee

Corequisite: CHM 2211.

An accompanying course to Organic Chemistry II.

## COMMERCIAL TRUCK DRIVING

=TRA 0081 160 hours, 5.5 vocational crs.

**Basic Truck Driving**

The course is designed to give each student quality up to date basic training. The course is divided into three specific sections. Section I includes orientation, driving theory, vehicle familiarization, Federal Motor Carrier Safety Regulations, and a defensive driving course. In Section II the student will receive hands-on training in operating a tractor-trailer within a designated area. Section III includes street driving on specific routes. During this section of the course, an instructor is in the cab of the truck at all times with the student.

=TRA 0940 160 hours, 5.5 vocational crs.

**Truck Driving Internship**

This course provides the student an opportunity to gain hands-on training and experience in a day-to-day motor carrier atmosphere. In this course, the student will be working in a team driver atmosphere performing actual driving duties.

## COMPUTER ELECTRONICS ENGINEERING

**CET 1114C** 6 hrs., 4 crs.

**Digital Circuits** \$10.00 lab fee

Prerequisite or Corequisite: EET 1015C.

Integrated lecture and laboratory experiences in the study of digital integrated circuits, number systems, and Boolean Algebra. Included is the study of gates, counters, adders, registers, multivibrators, and arithmetic logic units.

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# Applies only to A.S. Degree and certificates

= PSAV course

<p><b>#CET 1362</b> <b>3 hrs., 3 crs.</b>  <b>Visual Basic</b> \$8.00 lab fee            Prerequisite: CET 1460 or COP 1332.            An introductory course in Visual Basic (Professional edition.) The student will learn to create innovative and useful Windows programs.</p>	<p><b>CET 2123C</b> <b>6 hrs., 4 crs.</b>  <b>Microprocessor Fundamentals</b> \$10.00 lab fee            Prerequisite: CET 1114C.            Integrated lecture and laboratory experiences designed for the study of all aspects of microprocessor systems, including MPU architecture, bus concepts, memory schemes, input-output, assembly language programming, test instruments, and troubleshooting.</p>
<p><b>#CET 1460</b> <b>3 hrs., 3 crs.</b>  <b>Computer Applications for Technology</b> \$8.00 lab fee            An introductory course in the use of computers, including the computer operating system (Windows and DOS), word processing, basic graphics, and Internet usage. Students must have basic keyboarding skills.</p>	<p><b>#CET 2173C</b> <b>6 hrs., 4 crs.</b>  <b>Microcomputer Systems</b> \$10.00 lab fee            Prerequisite: CET 2123C.            A hardware course providing hands-on experience in specifying, assembling, testing, and using a microcomputer to send, receive, and control data. Includes architecture, input-output interfacing, DMA, interrupts, memory management, assembly language and basic programming, and local area networking.</p>
<p><b>#CET 1463</b> <b>1 hr., 1 cr.</b>  <b>Excel for Engineers</b> \$4.00 lab fee            Prerequisite: CET 1460.            This course provides the fundamental concepts of electronic worksheets using the computer software program EXCEL.</p>	<p><b>#CET 2177</b> <b>3 hrs., 3 crs.</b>  <b>Computer Hardware Essentials</b> \$8.00 lab fee            This course provides the student with the basic knowledge and skills necessary for further study of computers and networking.</p>
<p><b>#CET 1484</b> <b>3 hrs., 3 crs.</b>  <b>Novell NetWare</b> \$8.00 lab fee            A course for users and system administrators. Includes log-on procedures, accessing the system, using files, sending messages, and printing files. Also, use of system utilities, writing log-in script files, system mapping, and configuring the NetWare system. (Students must be competent in DOS command line usage.)</p>	<p><b>#CET 2179</b> <b>3 hrs., 3 crs.</b>  <b>A+ Certification</b> \$8.00 lab fee            Designed to prepare students for the A+ Certification exam sponsored by the Computing Technology Industry Association for computer service technicians. This is a test preparation class for those who have experience with computer hardware and software and are seeking certification.</p>
<p><b>#CET 1580</b> <b>3 hrs., 3 crs.</b>  <b>FrontPage</b> \$8.00 lab fee            This course will provide the student with the skills to create and maintain professional web pages using the current version of Microsoft FrontPage. Students will design and create a small business web site. (Students should be competent in using Windows.)</p>	<p><b>#CET 2363</b> <b>3 hrs., 3 crs.</b>  <b>Advanced Visual Basic</b> \$8.00 lab fee            Prerequisite: CET 1362 or COP 1332.            The student will develop and write extensive applications programs using Visual Basic 6.0</p>
<p><b>#CET 1600C</b> <b>4 hrs., 3 crs.</b>  <b>Network Fundamentals</b> \$50.00 lab fee            This course is designed to prepare students to apply and understand the basics of networking hardware. The course covers the OSI model and industry standards, network topologies, IP addressing, and basic network design. This is the first of a four part series to prepare students for Cisco Certified Networking Associate examination.</p>	<p><b>#CET 2364</b> <b>3 hrs., 3 crs.</b>  <b>C++ Programming</b> \$8.00 lab fee            An introduction to the C programming language, including input/output, pointers, functions, arrays, and file operations. (Students should be familiar with program development.)</p>
<p><b>#CET 1610C</b> <b>4 hrs., 3 crs.</b>  <b>Router Technology</b> \$50.00 lab fee            Prerequisite: CET 1600C.            This course covers beginning router configurations, routed and routing protocols, and introduction to LAN switching. This the second of a four part series to prepare student for Cisco Certified Networking Associate examination.</p>	<p><b>#CET 2368</b> <b>3 hrs., 3 crs.</b>  <b>Advanced C++</b> \$8.00 lab fee            Prerequisite: CET 2364.            An advanced course for C programmers. Introduces the creation of classes and data encapsulation. Derivation and polymorphism will be covered to make use of C++ as an object-oriented programming language.</p>



- #CET 2485** **3 hrs., 3 crs.**  
**Networking Essentials Plus**  
 This course serves as a general introduction for students to acquire a foundation in current network technologies for local area networks, wide area networks, and the Internet
- #CET 2493** **3 hrs., 3 crs.**  
**Novell Advanced Administration** \$ 8.00 lab fee  
 Prerequisite: CET 1484.  
 This course provides students with the knowledge and skills they need to design, configure, and administer a complex NetWare 5 network. Skills learned include upgrading from a NetWare 3 environment, migrating to NetWare Distributed Print services, executing Java-based utilities, network backup and configuring NetWare 5 for remote access. Prepares students for Novell test 50-640.
- #CET 2526** **3 hrs., 3 crs.**  
**LINUX** \$8.00 lab fee  
 A course for LAN or Web system administrators who need to learn supervisory tasks for the LINUX/UNIX operating system. Red Hat LINUX is used for training.
- #CET 2585** **3 hrs., 3 crs.**  
**Web Site Design** \$8.00 lab fee  
 This course provides the student with knowledge and skills to design attractive and informative web pages and to publish them on the World Wide Web. The student will learn effective use of graphics, typography, color, and navigation and the effects of browser and computing platforms on the design choices. (Students should be competent in using Windows and the Internet.)
- #CET 2587** **3 hrs., 3 crs.**  
**Web Database Applications** \$8.00 lab fee  
 Prerequisite: CET 1362.  
 This course covers the installation, use, and management of client server databases such as Microsoft Access, and Microsoft SQL relational databases.
- #CET 2588** **3 hrs., 3 crs.**  
**i-Net+ Certification** \$8.00 lab fee  
 This course provides a broad-based introduction to networking and the Internet. It teaches learners how to manage processes using the Internet at a non-technical level, build Web sites of moderate complexity, and manage client PCs connected to the Internet. This course is designed to prepare individuals for CompTIA's I-Net+ certification exam.
- #CET 2615C** **4 hrs., 3 crs.**  
**Advanced Router Technology** \$50.00 lab fee  
 Prerequisite: CET 1610C.  
 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, Local-Area Networking (LAN) switching, network management, and advanced network design. This is the third of a four-part series to prepare students for the Cisco Certified Networking Associate examination.
- #CET 2620C** **4 hrs., 3 crs.**  
**Project Based Learning** \$50.00 lab fee  
 Prerequisite: CET 2615C.  
 Designed to prepare a student to apply and understand the advanced principles, applications, and implementation of networking hardware. The course covers advanced network design projects and advanced network management projects. This is the fourth of a four-part series to prepare students for the Cisco Certified Networking Associate examination.
- #CET 2790** **6 hrs., 6 crs.**  
**Windows 2000 Professional and Server** \$10.00 lab fee  
 Prerequisites: CET 2485 and CET 2177 or equivalent.  
 Installing, configuring, and administering Microsoft Windows 2000 Professional and Windows 2000 Server. This is an MCSE core course and prepared the student to take Exams 70-210 and 70-215.
- #CET 2793** **4 hrs., 4 crs.**  
**Administering Network Infrastructure**  
 Prerequisite: CET 2790. \$10.00 lab fee  
 This course provides the training to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, network protocols, IP routing, and WINS in a Windows 2000 network infrastructure. This is an MCSE core course and prepares the student to take EXAM 70-216.
- #CET 2794** **4 hrs., 4 crs.**  
**Administering Directory Services** \$10.00 lab fee  
 Prerequisite: CET 2790.  
 This course provides the training to install, configure, and troubleshoot the Windows 2000 Active Directory components, DNS for Active Directory and Active Directory security solutions. This is an MCSE core course and prepares the student to take EXAM 70-217.

<p><b>#CET 2795</b> <b>4 hrs., 4 crs.</b>  <b>Designing Directory Services</b> \$10.00 lab fee  Prerequisite: CET 2794.  This course provides the training to analyze the business requirements and to design a directory service architecture, including unified directory services such as Active Directory and Windows NT domains, connectivity between and within systems, system components and applications. This is an MCSE elective course and prepares the student to take Exam 70-219.</p>	<p><b>EET 1025C</b> <b>6 hrs., 4 crs.</b>  <b>Alternating Current Circuits</b> \$10.00 lab fee  Prerequisite: EET 1015C.  A combination of lecture and laboratory experiences in the study of AC fundamentals, magnetism, inductive circuits, capacitive circuits, complex numbers, resonance, and filters. Theoretical circuit analysis and circuit testing by the use of meters and oscilloscopes.</p>
<p><b>#CET 2796</b> <b>4 hrs., 4 crs.</b>  <b>Designing Network Security</b> \$10.00 lab fee  Prerequisite: CET 2793.  This course provides the training to analyze the business requirements for security and to design a security solution that meets business requirements. Security includes controlling access to resources, auditing access to resources, authentication, and encryption. This is an MCSE elective course and prepares the student to take Exam 70-220.</p>	<p><b>#EET 1141C</b> <b>6 hrs., 4 crs.</b>  <b>Electronic Devices</b> \$10.00 lab fee  Prerequisite or Corequisite: EET 1025C  Integrated lecture and laboratory experiences in the study of semi-conductor devices and their application in electronic circuits. Included is the study of the structure of matter, diodes, transistors, biasing, FETs, PNPNs, single stage amplifiers, and other devices.</p>
<p><b>#CET 2797</b> <b>4 hrs., 4 crs.</b>  <b>Designing Network Infrastructure</b> \$10.00 lab fee  Prerequisite: CET 2793.  This course provides the training to analyze the business requirements for a network infrastructure and to design a network infrastructure to meet business requirements. Network infrastructure elements include network topology, routing, IP addressing, name resolution such as WINS and DNS, virtual private networks, remote access, and telephony solutions. This is an MCSE elective course and prepares the student to take Exam 70-221.</p>	<p><b>#EET 1394</b> <b>1 hr., 1 cr.</b>  <b>Speaker Design and Construction</b>  Introduction to the design and construction of speakers. Included will be electrical considerations, speaker construction, and cabinet design.</p>
<p><b>#CET 2799</b> <b>4 hrs., 4 crs.</b>  <b>Managing Win2K Environment</b> \$10.00 lab fee  Prerequisite: CET 2790 or equivalent.  The goal of this course is to provide the knowledge required of systems administrators, network administrators, and IT professionals who implement, manage, and troubleshoot existing network and server environments based on the Windows 2000 platform. This is an MCSA core course and prepares the student to take MCP Exam 70-218.</p>	<p><b>#EET 2142C</b> <b>6 hrs., 4 crs.</b>  <b>Electronic Circuits</b> \$10.00 lab fee  Prerequisites: EET 1025C, EET 1141C.  Study of power supplies, oscillators, and amplifiers using discrete components and operational amplifiers. Design of these circuits, frequency response, stabilization, and feedback will be considered.</p>
<p><b>EET 1015C</b> <b>6 hrs., 4 crs.</b>  <b>Direct Current Circuits</b> \$10.00 lab fee  An introductory combined lecture and laboratory experiences, including electronic definitions, Ohm's Law, D.C. circuits, analysis, meters, conductors, insulators, resistors, and batteries. The use and understanding of test equipment for circuit analysis are stressed.</p>	<p><b>#EET 2183C</b> <b>3 hrs., 2 crs.</b>  <b>Electronic Troubleshooting Techniques</b>  Prerequisite or Corequisite: EET 2142C.  An advanced course combining troubleshooting, automated test equipment, and instrumentation. Fundamental concepts of troubleshooting from the system to component level. Includes analog and digital troubleshooting, ATE bus and hardware design, ATE software, instrumentation, and analyzers.</p>
<p><b>EET 1015C</b> <b>6 hrs., 4 crs.</b>  <b>Direct Current Circuits</b> \$10.00 lab fee  An introductory combined lecture and laboratory experiences, including electronic definitions, Ohm's Law, D.C. circuits, analysis, meters, conductors, insulators, resistors, and batteries. The use and understanding of test equipment for circuit analysis are stressed.</p>	<p><b>#EET 2355C</b> <b>6 hrs., 4 crs.</b>  <b>Digital Communications</b> \$10.00 lab fee  Prerequisite: CET 1114C.  Prerequisite or Corequisite: EET 2142C.  Lecture/laboratory experiences in the study of electronic communications, including digital, microwave, fiber-optic, and laser communications. Study of coding, transmission, and decoding of pulse transmission systems, error detection, and troubleshooting techniques.</p>

**#EET 2607C** **3 hrs., 2 crs.**  
**Printed Circuit Fabrication and Soldering**

\$25.00 lab fee

A study of the techniques involved in the translation of a schematic diagram into a working circuit. Topics include safety, PCB layout and construction, soldering and desoldering, the practical applications of hand tools (powered and nonpowered), and packaging of electronic equipment. The completion of a student project is required.

**#EST 2511C** **4 hrs., 3 crs.**  
**Electro-Mechanical & Motor Controls**

\$10.00 lab fee

Prerequisite: EST 2542C.

This course provides experience with motors, motor starters, variable frequency drives, timers, counter, photo sensors, proximity sensors, relay logic, control circuit applications, panel wiring, electro-pneumatics, and sequencing circuits.

**#EST 2535C** **6 hrs., 4 crs.**  
**Process Control and Instrumentation**

\$10.00 lab fee

Prerequisite: EST 2542C.

This course prepares the student for working in the area of process control automation. Lecture and lab assignments provide experience with sensors, level control, flow control, pressure control, temperature control, digital set point and with analog processing, and P.I.D. control. The Allen-Bradley PLC 1500 PLC processors will be used as the process controllers with a process control trainer to design, construct, interface, program, and troubleshoot control circuits and systems. The process software for the course will be the Allen-Bradley RSLOGIX 5/500 and RSVIEW32 Human Machine Interface.

**#EST 2542C** **6 hrs., 4 crs.**  
**Programmable Logic Controllers**

\$10.00 lab fee

Prerequisite: CET 1114C.

This course covers the applications, servicing and troubleshooting of programmable logic controller circuits. The Allen-Bradley Micrologic 1500 PLC processor with RSLOGIX 5/500 software is applied to control applications involving rung programming, sequencers, timers, counters, data manipulations, instructions, math instructions, file-to-file moves, and communications using A/B Data Highway.

**#EST 2603C** **6 hrs., 4 crs.**  
**Robotics**

\$10.00 lab fee

Prerequisite: EST 2542C.

Types of robots will be studied, such as servo point-to-point, non-servo pick and place, Cartesian, lead through teach, stepper control, pneumatic PLC control, etc. Robot programming, interfacing, and design of robotic workcells for industrial applications will be developed. A study of robot configurations, programming techniques for applications found in assembly, inspections, welding, painting, and in material handling applications. Lab experiences will be developed with the ADEPT SCARA robot, including a vision system for assembly applications.

**#EST 2650C** **6 hrs., 3 crs.**  
**Industrial Networking**

\$10.00 lab fee

Prerequisite: EST 2452C

This class covers network topologies, protocols, the Allen-Bradley Data Highway, Device Net, Control Net, and Ethernet and RSVIEW32 Human Machine Interface. Communication with Microsoft Excel and Access will be used for data acquisition. Manufacturing concepts such as batch processing, supervisory control, just-in-time inventory control, and computer hierarchies will be discussed with lab simulation.

**#EST 2700C** **4 hrs., 3 crs.**  
**Electro-Hydraulics and Pneumatics**

\$10.00 lab fee

Prerequisite: EST 2542C.

Hydraulic and pneumatic applications as found in industrial control applications. Content includes basic physical laws, properties of fluids, flow rate and velocity, pressure and force, hydraulic pumps, air compressors, fluid power symbols, pressure control valves, flow control valves, linear actuators, rotary actuators, sequence circuit, rapid traverse and feed circuit, counterbalance circuit, accumulator circuits and applications, pressure reducing valves, unloading valves and circuits, regenerative circuits, deceleration and braking of hydraulic actuators, fluid filtration in hydraulic circuits, and troubleshooting hydraulic and pneumatic circuits.

## COMPUTER SCIENCE/DATA PROCESSING

**CGS 1000** **3 hrs., 3 crs.**  
**Introduction to Data Processing**

A study of the terminology and principles of mechanized and electronic data processing systems used in business and government.

**CGS 1060** **1 hr, 1 cr.**  
**Computer Literacy** \$4.00 lab fee

An introduction to the operation and use of personal computers and the use of software packages, including windows, word processing, Internet.

**CGS 1519** **3 hrs., 3 crs.**  
**Introduction to Spreadsheets Using Microsoft Excel** \$12.00 lab fee

Prerequisite: CGS 1570 or consent of instructor.

An introduction to electronic spreadsheets using Microsoft Excel software to include basic spreadsheet design, databases, charts, macros, integrating Excel with other applications, and advanced features and functions.

**#CGS 1544** **3 hrs., 3 crs.**  
**Database Management Using Microsoft Access**

Prerequisite: CGS 1570. \$12.00 lab fee  
 Introduction to relational database design, construction, and implementation. Students will gain a working knowledge of how to design forms, reports, queries, and menus in Microsoft Access. Students will build several database management systems ranging from a simple address book to a fully functional business system.

**CGS 1570** **3 hrs., 3 crs.**  
**Microcomputer Applications** \$12.00 lab fee

An introduction to the operation and use of personal computers learning the use of the operating system and the use of software packages, including word processing, electronic spreadsheet, Internet, presentation software, graphics, databases, and telecommunications.

**#CGS 2104** **3 hrs., 3 crs.**  
**Accounting Applications for the Microcomputer** \$12.00 lab fee

Prerequisite: ACG 2001 with grade of "C" or better.

An overview of microcomputer accounting and its application in the business environment. Includes a complete accounting cycle using the general ledger, accounts receivable, accounts payable, payroll, and inventory control software packages on a microcomputer.

**#CGS 2173** **3 hrs., 3 crs.**  
**E-Business Systems and Web Design**

\$12.00 lab fee

Prerequisite: CGS 1570 or permission of instructor. Use and application of information system technology in the business environment, with emphasis on the fundamental e-Business models, technology concepts and systems used to enable and conduct electronic business. Concepts include the components of an e-Business system, the systems development process, the functions of the various types of communications networks, hardware, and software, including practical, hands-on projects creating and designing web pages to enhance e-Business analytical skills.

**#CGS 2820** **3 hrs., 3 crs.**  
**HTML & XHTML Web Page Design** \$12.00 lab fee

Introduces techniques that will help ensure students know how to create web pages and sites that are flexible, scalable, and ready to take full advantage of the World Wide Web. Students will learn how to use FTP, HTML, XHTML, Dreamweaver, and FrontPage. The student will also understand how web browsers and servers are used to display their web pages. This course requires research and project development.

**CIS 2321** **3 hrs., 3 crs.**  
**Systems Analysis and Design** \$12.00 lab fee

Prerequisite: Any programming language

An introduction to the preparation of a system solution to a data processing problem which includes documentation of inputs, outputs, data flow, and a general description of runs and logic; consideration of a gross schedule of events required from project approval through detailed design programming, testing, and the new system phase-in. Actual case studies will be emphasized.

**#COP 1160** **3 hrs., 3 crs.**  
**RPG Programming and Operations** \$12.00 lab fee

An introduction to Report Program Generation (RPG) language. Program assignments encompass applications most common to small business data processing needs.

**COP 1332** **3 hrs., 3 crs.**  
**Introduction to Visual Basic** \$12.00 lab fee

An introduction to the standards and conventions of programming in a graphical environment. Emphasis will be placed on gaining an understanding of proper design and use of the graphical user interface (GUI) development tools available in Visual Basic. Similarities to and differences from traditional programming languages will be explored.

**COP 2120** **3 hrs., 3 crs.****COBOL Programming** \$12.00 lab fee

Prerequisite: COP 1332 or consent of instructor.

Instruction in the use of COBOL language and its applications to business electronic data processing problems, applications, and systems.

**#COP 2121** **3 hrs., 3 crs.****Advanced COBOL** \$12.00 lab fee

Prerequisite: COP 2120 or consent of instructor.

A more advanced study of COBOL programming, including structured techniques processing with multiple I/O files, sequential and indexed fields, multiple control breaks, indexing, and file updating.

**COP 2200** **3 hrs., 3 crs.****FORTRAN Programming** \$12.00 lab fee

Prerequisite: MAT 1033, COP 1332 or consent of instructor.

Instruction in use of FORTRAN language and its application to mathematical, engineering, and research-type electronic data processing problems, applications, and systems.

**COP 2250** **3 hrs., 3 crs.****Introduction to Java Programming** \$12.00 lab fee

This course helps students to develop problem-solving skills using programming languages. Students are introduced to fundamentals of Java programming with an emphasis on primitive data types, control structures, looping structures, methods and arrays. The student will also gain a basic understanding of the style of programming called object oriented programming.

**COOPERATIVE EDUCATION**

Cooperative Education courses may be taken toward completion of most of the Associate in Arts and Associate in Science degree programs. A maximum of six credit hours may be used in meeting the A.A. degree requirements.

AMH	2949	History
ANT	2949	Anthropology
APA	2949	Accounting
ARC	2949	Architecture
ART	2949	Art
BCN	2949	Building Construction
CCJ	2949	Criminal Justice
CHD	2949	Child Care
CHM	2949	Chemistry
CIS	2949	Data Processing
ECO	2949	Economics

EDG	2949	Education
EET	2949	Electronics
EMS	2949	Emergency Medical Services
ENC	2949	English
ETD	2949	Drafting
ETG	2949	Engineering
ETM	2949	Mechanical
FFP	2949	Fire Sciences
FOR	2949	Forestry
FSS	2949	Restaurant
GEB	2949	Business
HFT	2949	Hospitality
HOE	2949	Home Economics
HUS	2949	Human Services
JOU	2949	Journalism
LIS	2949	Library Science
MAC	2949	Math
MET	2949	Meteorology
MNA	2949	Management
MVO	2949	Music
NUR	2949	Perioperative Nursing
OST	2949	Secretarial
PAD	2949	Public Administration
PCB	2949	Biology (Medical)
PEL	2949	Physical Education
PHA	2949	Pharmacy
PHI	2949	Philosophy
PHT	2949	Physical Therapy
PHY	2949	Physics
PLA	2949	Legal Assisting
POS	2949	Political Science
PSC	2949	Physical Science
PSY	2949	Psychology
PUR	2949	Public Relations
REE	2949	Real Estate
REL	2949	Religion
RTV	2949	Radio-TV Broadcasting
SOW	2949	Social Services
SPC	2949	Speech

**Cooperative Education** **3 crs.**

Prerequisite: Minimum of 2.0 GPA, completion of cooperative education application, interview with the coordinator, availability of training slot.

Minimum of 150 hours of supervised, practical work experience in an appropriate business, industry, government agency, or institution related to the co-op's major field of study. Requirements include weekly logs, mid-term and end-of-term assignments.

# Applies only to A.S. Degree and certificates

= PSAV course

## CRIMINAL JUSTICE TECHNOLOGY

### =CJD 0001            60 contact hrs., 2 vocational crs. Law Enforcement Auxiliary

Prerequisite: Approval by a recognized criminal justice agency or assessment center.

Designed to meet the minimum standards required for those accepted to serve as auxiliary police officers within a recognized law enforcement agency. Course consists of lectures, demonstrations, practice, and laboratory experience to satisfy objectives set forth by the Florida Criminal Justice Standards and Training Commission. To complete requirements for certification, students must also successfully complete CJD 1704, CJD 1705, CJD 2723, and CJT 0362.

### =CJD 0741            26 contact hrs., 1 vocational cr. Emergency Preparedness in Correctional Institutions

Designed to teach rationale, techniques, and principles of emergency preparedness. (Limited access; requires admission to the Academy or special permission of chair of public service.)

### =CJD 0750            50 contact hrs., 1.5 vocational crs. Correctional Officer Interpersonal Skills II

Designed to teach rationale, techniques, and principles of supervision of incarcerated persons, with emphasis on interpersonal skills. (Limited access; requires admission to the Academy or special permission of chair of public service.)

### =CJD 0752            64 contact hrs., 2 vocational crs. Correctional Facility Operations

Prerequisite: Admission to Academy or special permission of chair of public service.)

Designed to teach rationale, techniques, and principles of the operation of a correctional facility. (Limited access; requires admission to the Academy or permission of the chair of public service.)

### =CJD 0770            46 contact hrs., 1.5 vocational crs. Correctional Officer Legal I

Designed to teach rationale, techniques, and principles of the criminal justice system and the history of law and corrections. (Limited access; requires admission to the Academy or special permission of chair of public service.)

### =CJD 0771            22 contact hrs., 1 vocational cr. Correctional Officer Legal II

Designed to teach rationale, techniques, and principles of constitutional and statutory law. (Limited access; requires admission to the Academy or permission of chair of public service.)

### =CJD 0772            42 contact hrs., 1.5 vocational crs. Correctional Officer Communications

Designed to teach rationale, techniques, and principles of communicating within the criminal justice network. (Limited access; requires admission to the Academy or special permission of chair of public service.)

### =CJD 0773            62 contact hrs., 2 vocational crs. Correctional Officer Interpersonal Skills I

Designed to teach rationale, techniques, and principles of community relations techniques and courtesy and how to deal with inmates with special problems. (Limited access; requires admission to the Academy or special permission of chair of public service.)

### =CJD 0774            30 contact hrs., 1 vocational cr. Corrections Legal Crossover to Correctional Probation

Prerequisite: Completion of Corrections Basic Standards  
This course is part of the Criminal Justice Standards and Training Commission's Basic Recruit Program. It is designed to teach the criminal justice recruit goals, rationale, and principles of legal topics within the correctional probational officer field. (Limited access; requires admission to the Academy or special permission of chair of public service.)

### =CJD 0775            26 contact hrs., 1 vocational cr. Corrections Crossover to Correctional Probation

\$12.00 lab fee

Prerequisite: Completion of Corrections Basic Standards  
This course is part of the Criminal Justice Standards and Training Commission's Basic Recruit Program. It is designed to teach the criminal justice recruit goals, rationale, and principles of corrections operations and interpersonal skills. (Limited access; requires admission to the Academy or special permission of chair of public service.)

### =CJD 0780            16 contact hrs., .5 vocational crs. Crossover Correctional Officer

\$12.00 lab fee

Prerequisite: Law Enforcement Basic Standards.  
This course is part of the Criminal Justice Standards and Training Commission basic recruit certification program. It provides additional topics required to cross-train into corrections for the student who previously completed law enforcement standards. (Limited access; requires admission to the Academy or special permission of chair of public service.)

# Applies only to A.S. Degree and certificates

= PSAV course

**=CJD 0781**            **48 contact hrs., 1.5 vocational crs.**  
**Crossover Law Enforcement**            \$12.00 lab fee  
 Topics include selected legal issues, protection of archaeological sites, contraband forfeiture, crime prevention, selected topics in interpersonal skills, and drug dependence. (Limited access; requires admission to the Academy or special permission of chair of public service.)

**=CJD 0790**            **60 contact hrs., 2 vocational crs.**  
**Correctional Probation Legal**  
 Covers rationale, techniques, and principles of the criminal justice system, history of law, and principles of corrections. (Limited access; requires admission to the Academy or special permission of chair of public service.)

**=CJD 0791**            **16 contact hrs., .5 vocational crs.**  
**Correctional Probation Operations**  
 Rationale, techniques, and principles of the operation of a correction probation facility. (Limited access; requires admission to the Academy or special permission of chair of public service.)

**=CJD 0792**            **68 contact hrs., 2 vocational crs.**  
**Correctional Probation Interpersonal Skills**  
 Rationale, techniques, and principles of interpersonal skills. (Limited access; requires admission to the Academy or special permission of chair of public service.)

**=CJD 0793**            **70 contact hrs., 2 vocational crs.**  
**Correctional Probation Communication Skills**  
 Designed to teach the correctional probation officer recruit rationale, techniques, and principles of communication skills. (Limited access; requires admission to the Academy or special permission of chair of public service.)

**=CJD 0794**            **60 contact hrs., 2 vocational crs.**  
**Correctional Probation Supervision**  
 Designed to teach the correctional probation officer the rationale, techniques, and principles of correctional probation supervision. (Limited access; requires admission to the Academy or special permission of chair of public service.)

**=CJD 0795**            **13 contact hrs., .5 vocational crs.**  
**Correctional Probation Firearms**            \$35.00 lab fee  
 Rationale, techniques, and principles of the use of firearms. (Limited access; requires admission to the Academy or special permission of chair of public service.)

**=CJD 0798**            **50 contact hrs., 1.5 vocational crs.**  
**Correctional Probation Officer to Correctional Officer Crossover I**            \$12.00 lab fee  
 Prerequisite: Correctional Probation Officer Basic Standards. Corequisites: CJD 1705, CJD 0741, CJD 0752, CJD 0799. Candidates may be required to complete CJD 1704, and CJT 0362, based upon evaluation of prior training.

This course is part of the Florida Department of Law Enforcement Standards and Training Commission Basic Correctional Officer recruit certification program. It is intended for students who have previously completed the Correctional Probation Officer course and now require cross-training into correctional officer. Topics include communication skills and techniques, interpersonal skills used in dealing with inmates, and the responsibilities and objectives of supervising inmates, including the manipulation and deception used by inmates. (Limited access; requires admission to the Academy or special permission of chair of public service.)

**=CJD 0799**            **36 contact hrs., 1 vocational cr.**  
**Correctional Probation Officer to Correctional Officer Crossover II**  
 Prerequisite: Correctional Probation Officer Basic Academy. Corequisites: CJD 1705, CJD 0741, CJD 0752, CJD 0798. Candidates may be required to complete CJD 1704 and CJT 0362, based upon evaluation of prior training.

This course is part of the Florida Department of Law Enforcement Standards and Training Commission Basic Correctional Officer recruit certification program. It is intended for students who previously completed Correctional Probation Officer course and now require cross-training into correctional officer. Topics covered include issues surrounding correctional officers and the correctional system, the rights and responsibilities of inmates and of correctional officers, and legal procedures and rules used in the correctional profession. (Limited access; requires admission to the Academy or special permission of chair of public service.)

**=CJD 0936**            **15 contact hrs., .5 vocational cr.**  
**Academic Review - Vehicle Operations**  
 Prerequisite: Law Enforcement Basic Standards or equivalent.  
 Covers academic topics required by law enforcement students requiring such a class to be allowed to retake FDLE State Certification Exam. (Limited access; requires admission to the Academy or special permission of chair of public service.)

=#CJD 0937                   **30 contact hrs., 1 vocational cr.**

**Academic Review - Defensive Tactics and Firearms**

Prerequisite: Law Enforcement or Correctional Officer Basic Standards or equivalent.

Covers academic topics required by law enforcement and correctional officer students requiring such a class to be allowed to retake FDLE State Certification Exam. (Limited access; requires admission to the Academy or special permission of chair of public service.)

=#CJD 0939                   **16 contact hrs., .5 vocational cr.**

**Correctional Officer Review**

Comprehensive review of subjects taught in Correctional Officer Basic Standards. (Limited access; requires admission to the Academy or special permission of chair of public service.)

< *Denotes career development courses that are part of the Florida Criminal Justice Standards and Training Advanced Course Series. Students must be affiliated with a criminal justice agency and have approval from the agency head or the academy director prior to enrolling.*

<#CJD 1320                   **80 contact hrs., 5 crs.**

**Middle Management**

Designed to enhance the basic skills and abilities of law enforcement and correctional officers serving in management and supervisory level positions.

<#CJD 1615                   **45 contact hrs., 3 crs.**

**Radar Operation Training**

This course is the basic certification vehicle for law enforcement officers who operate radar equipment designed to determine vehicular speed.

<#CJD 1681                   **45 contact hrs., 3 crs.**

**Case Preparation and Courtroom Testimony**

Provides information necessary for effective criminal case preparation for court. Includes case file utilization, pre-trial discovery, depositions, plea bargaining, pre-trial conference, court testimony, and post-adjudication responsibilities.

#CJD 1700                   **54 contact hrs., 3 crs.**

**Criminal Justice Legal I**

An overview of the criminal justice system and a history of law. Foundation and basic components of law are studied with specific focus upon officer application. Court procedure and testimony are examined. (Limited access; requires admission to the Academy or special permission of chair of public service.)

#CJD 1701                   **53 contact hrs., 3 crs.**

**Criminal Justice Legal II**

Constitutional Law and its application to the public and officers is examined. Covers law, including evidence procedures, arrest law, search and seizure, and various statutory laws that are common to police and correctional officers; is studied. Various civil law applications are covered. Civil and criminal liability of officers is studied. (Limited access; requires admission to the Academy or permission of chair of public service.)

#CJD 1702                   **62 contact hrs., 4 crs.**

**Criminal Justice Communications**

Covers report writing process from the interview, statement taking, and note-taking, through the final report product. Differences between interviewing and interrogation; interpersonal communication skills, along with radio and telephone procedures. (Limited access; requires admission to the Academy or special permission of chair of public service.)

#CJD 1703                   **75 contact hrs., 5 crs.**

**Criminal Justice Interpersonal Skills I**

Covers community relations techniques and courtesy with emphasis given to crime prevention; the needs of various groups within society, including juveniles, the elderly, ethnic and cultural groups, the mentally ill and retarded, the physically handicapped, and substance abusers. Intervention techniques for various situations, including suicide, domestic violence, and other crises are studied, with practical exercises. Stress recognition and reduction are included. (Limited access; requires admission to the Academy or special permission of chair of public service.)

#CJD 1704                   **106 contact hrs., 3 crs.**

**Criminal Justice Defensive Tactics**

\$12.00 lab fee

Designed to teach rationale, techniques, and principles of defensive tactics. (Limited access; requires admission to the Academy or special permission of chair of public service.)

#CJD 1705                   **64 contact hrs., 2 crs.**

**Criminal Justice Weapons Training**

\$100.00 lab fee

Designed to teach rationale, techniques, and principles of the use of firearms in the criminal justice profession. (Limited access; requires admission to the Academy or special permission of chair of public service.)



**#CJD 1706 15 contact hrs., 1 cr.****Criminal Justice Legal I Bridge**

Prerequisites: CJD 0770 and CJD 0781.

This course provides the student who has completed the Criminal Justice Standards and Training Commission Basic Correctional Officer Recruit and Law Enforcement Crossover certification programs with the necessary course work for the awarding of credit for CJD 1700. CJD 0770 + CJD 0781 + CJD 1706 + CJD 1700.

**#CJD 1707 15 contact hrs., 1 cr.****Criminal Justice Legal II Bridge**

Prerequisites: CJD 0771 and CJD 0781.

This course provides the student who has completed the Criminal Justice Standards and Training Commission Basic Correctional Officer Recruit and Law Enforcement Crossover certification program with the necessary coursework for awarding credit for CJD 1701. CJD 0771 + CJD 0781 + CJD 1707 + CJD 1701.

**#CJD 1708 15 contact hrs., 1 cr.****Criminal Justice Communications Bridge**

Prerequisites: CJD 0772 and CJD 0781.

This course provides the student who has completed the Criminal Justice Standards and Training Commission Basic Correctional Officer Recruit and Law Enforcement Crossover certification program with the necessary course work for awarding credit for CJD 1702. CJD 0772, CJD 0781, + CJD 1708 = CJD 1702.

**#CJD 1709 15 contact hrs., 1 cr.****Criminal Justice Interpersonal Skills I Bridge**

Prerequisites: CJD 0773 and CJD 0781.

This course provides the student who has completed the Criminal Justice Standards and Training Commission Basic Correctional Officer Recruit and Law Enforcement Crossover certification program with the necessary course work for awarding credit for CJD 1703. CJD 0773, CJD 0781, + CJD 1709 = CJD 1703.

**#CJD 1754 70 contact hrs., 2 crs.****Criminal Justice Fitness and Ceremonies**

A comprehensive fitness survey/conditioning program. Students will be assessed at the beginning of the course, develop a personal fitness program, and receive an exit assessment at the conclusion of the academy program. Military ceremony will be studied and practiced as well as aerobic fitness and conditioning. Students will be expected to participate in the fitness program throughout their course of study in the Criminal Justice Training Academy. (Limited access; requires admission to the Academy or special permission of chair of public service.)

**#CJD 1796 46 contact hrs., 3 crs.****Crossover Correctional Probation Legal to Law Enforcement**

Prerequisite: Certification as a correctional probation officer.

This course provides a legal bridge between the fields of correctional probation and law enforcement. Course topics will include but not limited to evidence concepts, probable cause, arrest laws, civil and criminal laws, index crimes, victim/witness procedures, attempts/conspiracies, ethics, and the history and evolution of the law.

**#CJD 1797 64 contact hrs., 4 crs.****Crossover from Correctional Probation to Law Enforcement**

Prerequisite: Certification as a correctional probation officer.

This course provides a foundational bridge between the fields of correctional probation and law enforcement. Course topics will include but not limited to interpersonal skills, human behavior, human diversity, juveniles, problems of the elderly, persons with mental disorders, stress, substance abuse, suicide/prevention, crime/prevention, and domestic violence.

**<#CJD 2250 45 contact hrs., 3 crs.****Interviews and Interrogations**

Techniques, methods, principles, and legal aspects of conducting interviews and interrogations. Emphasis will be placed on documentation of interrogations, coping with deception, evidentiary uses of confessions, and admissions and lie detection techniques. Individual expertise developed through role playing and other practical exercises.

**#CJD 2254 48 contact hrs., 3 crs.****First Responder to Medical Emergencies**

\$15.00 lab fee

Effective medical procedures and life-saving techniques for handling emergency illness or injuries for the officer first to arrive at the scene. (Limited access; requires admission to the Academy or special permission of chair of public service.)

# Applies only to A.S. Degree and certificates

= PSAV course

**<#CJD 2255** **80 contact hrs., 5 crs.**  
**Defensive Tactics Instructor Course** \$12.00 lab fee  
 Prerequisites: CJD 2501 and General FDLE instructor certification.

Training in the methodology of psychomotor skills development, subject control, and arrest techniques. Training topics include legal issues, use of force matrix, facility development and management, warm-up and flexibility exercises, performance testing, control techniques, impact weapons, emergency first aid, and use of tactical simulation equipment.

**<#CJD 2256** **45 contact hrs., 3 crs.**  
**Use of Force Training**

A career skills training program. Participants will receive instruction in legal foundations and liability issues, police and administrative procedures, crisis prevention and intervention techniques, and defensive tactics.

**<#CJD 2300** **30 contact hrs., 2 crs.**  
**Models for Management**

Explores and identifies a manager's personal assumptions and models for managerial effectiveness. Introduces and experiments with behavioral science models of personal and organizational effectiveness.

**#CJD 2301** **45 contact hrs., 3 crs.**  
**Applied Ethics**

Introductory course in classical ethical training, with emphasis on practical application to the criminal justice profession. (Limited access; requires admission to the academy or special permission of chair of public service.)

**<#CJD 2310** **80 contact hrs., 5 crs.**  
**Line Supervision**

Provides students with the knowledge and skills needed to function effectively as law enforcement supervisors. Major topics include interpersonal communications, principles of organization and management, human relations, planning and development, policy formulation, and budgeting.

**<#CJD 2330** **45 contact hrs., 3 crs.**  
**Developing/Maintaining a Sound Organization**

General concepts and principles of organization and organizational structures.

**<#CJD 2332** **45 contact hrs., 3 crs.**  
**Building and Maintaining a Sound Behavioral Climate**  
 Framework for integrating factors which affect the behavioral climate of an organization to include philosophy of management, agency mission, leadership styles, control system, environmental pressures, expectation of agency members, and policies and procedures.

**<#CJD 2468** **45 contact hrs., 3 crs.**  
**Youthful Offender Program**

Provides increased knowledge and experience related to youthful offenders. Emphasis on recognition of behavioral patterns associated with youthful offenders and how to deal with them. General concepts, staff-inmate relationships, treatment, discipline strategies, abnormal behavior, and supervision will be covered.

**<#CJD 2470** **45 contact hrs., 3 crs.**  
**Emergency Preparedness for Correctional Officers**

Focus on tactical operations planning, internal factors affecting emergency situations, and resolution of hostage and disturbance situations. Additional emphasis on the role of management, managerial styles, organizational leadership, and elements of change.

**<#CJD 2471** **45 contact hrs., 3 crs.**  
**Discipline and Special Confinement Techniques**

Designed to aid the correctional officer in effectively and properly performing the task requirements inherent in a confinement environment. The student will perform many of these tasks in practical exercises to demonstrate proficiency.

**<#CJD 2476** **45 contact hrs., 3 crs.**  
**Firefighting for Correctional Officers**

Designed to provide officers with first-stage firefighting capabilities to reduce the dangers of death and injury in correctional settings. Emphasis on rescue techniques, the use of breathing equipment, the application of the fire extinguisher, and the secure evaluation of prisoners.

**<#CJD 2501** **80 contact hrs., 5 crs.**  
**Instructor Techniques**

Prerequisite: Three years of experience or special permission of chair of public service.

A course designed to meet certification for law enforcement instructors as set forth by the Florida Criminal Justice Standards and Training Commission.

<#CJD 2602 45 contact hrs., 3 crs.

**Narcotics Identification and Investigation**

Curricula developed by U.S. Drug Enforcement Administration for teaching law enforcement officers essential concepts and techniques in the area of drug and drug-related crimes.

<#CJD 2603 45 contact hrs., 3 crs.

**Sex Crimes Investigation**

An overview of sex crimes investigation for the patrol officer and investigator with limited experience in this field. Provides an understanding of the problematic, legal, investigative, and evidentiary aspects of sex crimes.

<#CJD 2604 45 contact hrs., 3 crs.

**Injury and Death Investigation**

Designed to teach the criminal justice practitioner goals, rationale, and principles for investigating injuries and deaths.

<#CJD 2626 45 contact hrs., 3 crs.

**Hostage Negotiation**

Goals and rationale for criminal justice training in hostage and barricade subject intervention. Comparisons will be made among the different approaches to these situations, such as assault sniper fire and containing and negotiating. The complexity of the criminal justice role and the stress involved will be discussed.

<#CJD 2630 45 contact hrs., 3 crs.

**Firearms Instructor Course** \$112.00 lab fee

Prerequisites: CJD 2501 and general FDLE instructor certification.

Designed for law enforcement, corrections, and correctional probation officers to acquire the necessary skills to become firearms instructors. Emphasis on both technical and practical applications of the revolver, semiautomatic, riot shotgun, and rifle with emphasis on instructor techniques and methodology. The student must successfully pass a written exam with a minimum score of 80% and CJSTC handgun and shotgun course with an above average score (90% or better) and a practical in each respective area. Students are required to provide an approved duty weapon, a safe duty holster, and at least two extra speed loaders or magazines. GCCC will provide riot shotguns and AR-15 rifles. The lab fee covers support materials, safety gear, and ammunition for .38 cal., .357 cal., 9 mm, .40 cal., shotgun, and rifle.

<#CJD 2632 45 contact hrs., 3 crs.

**Field Training Officer (FTO)**

Introduction to all aspects of field training and evaluation programs; leadership and supervision, communication and counseling techniques, legal and ethical issues, and human motivation.

<#CJD 2647 45 contact hrs., 3 crs.

**Organized Crime for Law Enforcement**

Specific techniques of recognition, classification, and effective investigation. Specific organized crimes include prostitution, gambling, arson, loan sharking, pornography, narcotics, and contract killing.

<#CJD 2662 45 contact hrs., 3 crs.

**Special Tactical Problems**

An overview of special tactical problems for officers. Provides an understanding as well as working knowledge of special problems faced by law enforcement or corrections to include natural and man-made disorders.

<#CJD 2663 45 contact hrs., 3 crs.

**Advanced Report Writing and Review**

Designed to provide focused review and practice of the basic elements necessary for effective writing in any situation or any type of report.

<#CJD 2665 45 contact hrs., 3 crs.

**Computer Applications in Criminal Justice**

\$12.00 lab fee

Instruction in the use of computers in criminal justice operation. Introduction to pre-packaged software and the process used to modify to criminal justice usage.

<#CJD 2669 45 contact hrs., 3 crs.

**Basic Law Enforcement Driving Instructor Course**

\$45.00 lab fee

Principles for driver instructor. Topics include legal issues in driving instruction, facility development and management, the Basic Recruit curriculum, problems in driving instruction, and evaluation techniques.

<#CJD 2672 45 contact hrs., 3 crs.

**School Resource Officer**

Instruction in juvenile law, counseling skills, development of a referral network, identification and ways to handle exceptional students and classroom instruction techniques. Participants will be exposed to current trends in school resource officer programs, law-related education ethics, and dealing with adolescent suicide.

# Applies only to A.S. Degree and certificates

= PSAV course

<#CJD 2677 45 contact hrs., 3 crs.

**Drug Abuse Awareness and Education**

Covers methodologies necessary to educate the community through various modes of presentation on current and critical issues relevant to drug abuse.

#CJD 2680 45 contact hrs., 3 crs.

**Florida Criminal Law**

Designed to teach the criminal justice practitioner goals, rationale, and principles for the Florida Criminal Law course of study.

<#CJD 2691 45 contact hrs., 3 crs.

**Officer Stress Awareness & Resolution**

Designed to enhance the law enforcement and correctional officer's ability to deal with stressful situations. Results of stress and physiological/ psychological methods of controlling stress are covered.

<#CJD 2693 45 contact hrs., 3 crs.

**Crisis Intervention**

Provides patrol officers and investigators with a working knowledge of the dynamics of crisis situations and the ability to deal effectively with humans under extreme stress. Emphasis will be placed on situation assessment, recognition of major types of aberrant behavior, the ethnic and cultural elements of behavior, and calming techniques.

<#CJD 2696 45 contact hrs., 3 crs.

**Community and Human Relations**

Goals, rationale, and principles of community and human relations.

<#CJD 2697 45 contact hrs., 3 crs.

**Domestic Intervention**

Provides an enhanced awareness of domestic intervention symptoms and techniques, including information and case studies on specific domestic and social problems.

<#CJD 2699 45 contact hrs., 3 crs.

**Human Diversity Instructor**

Prerequisites: CJD 2501 and General FDLE Instructor certification.

Designed to teach the criminal justice practitioner goals, rationale, and principles of instruction in human diversity topics.

#CJD 2720 32 contact hrs., 2 crs.

**Criminal Justice Legal III**

Various criminal laws and their elements are studied. Emphasis placed on those laws specific to police application. Traffic and driver's license laws are studied. Legal considerations of officer vehicle operation are explored.

#CJD 2721 64 contact hrs., 4 crs.

**Criminal Justice Patrol Operations**

Addresses daily skills and techniques needed to perform patrol tactics and respond to various types of calls. Methods of approach to various high-risk situations are explored, with practical exercises include. Unusual occurrences, including firefighting and crowd control, addressed. (Limited access; requires admission to the Academy or permission of Academy Director.)

#CJD 2722 46 contact hrs., 3 crs.

**Criminal Justice Traffic Management and Enforcement**

Traffic enforcement and control with the inclusion of DUI offenses and enforcement, traffic accident investigation, scene management, and reporting procedures. (Limited access; requires admission to the Academy or special permission of Academy Director.)

#CJD 2723 32 contact hrs., 2 crs.

**Criminal Justice Vehicle Operations** \$35.00 lab fee

The components of the police driving environment are explored, and practical exercises on the driving range are conducted. (Limited access; requires admission to the Academy or special permission of chair of public service.)

#CJD 2724 64 contact hrs., 4 crs.

**Criminal Justice Investigations**

Addresses investigation of various crimes, including property crimes, person crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. (Limited access; requires admission to the Academy or special permission of chair of public service.)

=CJK 0005 56 contact hrs., 2 vocational crs.

**Law Enforcement CMS Introduction and the Law**

This course is part of the Criminal Justice Standards and Training Commission CMS Law Enforcement Basic Recruit certification program. This course is designed to introduce the student to the academy, to enable students to understand the components of the criminal justices system and the proper use of the chain of command in an organization, to enable the student to learn constitutional law and Florida statutes, and to enable the student to understand the Police Code of Ethics. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

# Applies only to A.S. Degree and certificates

= PSAV course

=CJK 0010            64 contact hrs., 2 vocational crs.

**Law Enforcement CMS Human Issues**

Prerequisite/Corequisite: CJK 0005

This course is part of the Criminal Justice Standards and Training Commission Law Enforcement CMS basic recruit certification program. It is designed to enhance awareness and understanding of human diversity issues and to provide skills to enable new officers to effectively interact with people of diverse populations. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

=CJK 0015            64 contact hrs., 2 vocational crs.

**Law Enforcement CMS Communications**

This course is part of the Criminal Justice Standards and Training Commission Law Enforcement basic recruit CMS certification program. This course is designed to identify issues affecting the officer's ability to protect and enforce the law when dealing with criminal street gangs and extremist groups and also with the elderly population.

This course will identify the interviewer responsibilities, the interview process, factors and techniques affecting the success of an interview, types of witnesses, signs of deception, and the nature of admissions and confessions. This course will introduce the student recruit to the basic concepts of note taking, statement taking, and report writing and provide skills to enable them to effectively perform these tasks. The student will comprehend ways to increase chances of survival, recognize stress and ways to deal with the stress of the criminal justices environment. This course will enable the student recruit to apply the problem-solving model SECURE in a law enforcement response. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

=CJK 0020C          40 contact hrs., 1.5 vocational crs.

**Law Enforcement CMS Vehicle Operations**

\$35.00 lab fee

Prerequisite/Corequisite: CJK 0005

This course is part of the Criminal Justice Standards and Training Commission Law Enforcement basic recruit CMS certification program. This course is designed to prepare prospective officers to apply vehicle operations knowledge, principles and techniques to the police driving environment. This course includes classroom instruction and practical application on the driving range. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

=CJK 0030C          52 contact hrs., 1.5 vocational crs.

**CMS First Responder to Medical Issues**

Prerequisite/Corequisite: CJK 0005

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. It is designed to prepare prospective officers to apply first responder knowledge and techniques to medical emergency situations. This course involves classroom lecture and hands-on practical demonstration. This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.

=CJK 0040C          80 contact hrs., 2.5 vocational crs.

**CMS Firearms**

\$100.00 lab fee

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. It is designed to give the student basic skills and knowledge needed to safely operate a firearm, and shoot handgun, shotgun and/or rifle with prescribed degree of accuracy. This class consists of both classroom lecture and firing range practice. This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.

=CJK 0050C          92 contact hrs., 3 vocational crs.

**CMS Defensive Tactics**

\$12.00 lab fee

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. It is designed to better prepare prospective officers to control subjects and defend themselves using appropriate defensive tactics in accordance with the Recommended Response to Resistance Matrix. This course involves theoretical/classroom and physical/practical components.

=CJK 0060            56 contact hrs., 2 vocational crs.

**Law Enforcement CMS Patrol Operations**

**Prerequisite: CJK 0005**

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. It is designed to enable the student to perform basic tasks and procedures associated with responding to commonly encountered patrol situations including: observing activity, interacting with citizens, handling traffic and escort assignments, responding to a call for service or alarm, searching grounds and/or buildings, approaching and interacting with a suspect, making an arrest, transporting and processing a prisoner, as well as completing the appropriate documentation and/or reports of these activities. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

# Applies only to A.S. Degree and certificates

= PSAV course

**=CJK 0070            48 contact hrs., 1.5 vocational crs.  
Law Enforcement CMS Investigations**

Prerequisite: CJK 0005

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. It is designed to introduce the student to the process of performing an investigation. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

**=CJK 0075            48 contact hrs., 1.5 vocational crs.  
Law Enforcement Investigation of Offenses**

Prerequisite: CJK 0005

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. It is designed to introduce the student to the process of investigating specific offenses such as domestic disputes/violence, child abuse, and other crimes against persons, missing or wanted persons, and working with mentally or emotionally handicapped individuals. **This a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

**=CJK 0080            52 contact hrs., 1.5 vocational crs.  
Law Enforcement CMS Traffic Stops**

Prerequisite: CJK 0005

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. It is designed to introduce the recruit to the basic rules for conducting safe effective traffic stops, including ethical and safety considerations, procedures for citing or warning motorists, and dealing with abandoned vehicles. This course identifies pursuit and high risk traffic stops procedures, and procedures to investigate operator impairment. This course consists of both classroom and practical/lab exercises. **This a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

**=CJK 0085            32 contact hrs., 1.0 vocational crs.  
Law Enforcement CMS Traffic Crash Investigations**

Prerequisite: CJK 0005

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. This course introduces the student to traffic crash investigations, laws pertaining to traffic crashes and procedures for responding to a traffic crash. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

**=CJK 0090            56 contact hrs., 2.0 vocational crs.  
Law Enforcement Tactical Applications**

Prerequisite: CJK 0005

This course is part of the Criminal Justice Standards and Training Commission's CMS Basic Recruit Certification Program. This course is designed to familiarize the student with the court process, court procedures, steps to take in preparing to give testimony, and techniques for giving credible testimony. Students will also be instructed in the identification of common types of bombs, how to make quick searches and evacuate persons from suspected areas when authorized and to recognize signs and symptoms of weapons of mass destruction. **This is a limited access course requiring admission to the Criminal Justice Training Academy Law Enforcement Program.**

**=CJT 0362            48 contact hrs., 1.5 vocational crs.  
First Responder to Medical Emergencies in the  
Correctional Setting**

\$15.00 lab fee

Teaches the correctional officer recruit rationale, techniques, and principles of first responder techniques used in emergency medical situations that may occur within a corrections setting. (Limited access; requires admission to the Academy or permission of chair of public service.)

**<#CJT 2230            45 contact hrs., 3 crs.  
Chemical Test for Intoxication**

\$12.00 lab fee

Standardized approach for training law enforcement specialists to administer a precision breath test to a drinking driver suspect and to perform as a credible witness in court. At completion of this course, student will receive breathalyzer certification.



- #FSS 1002** **3 hrs., 3 crs.**  
**Introduction to Hospitality**  
 History of various cuisines and contributions of leading culinarians as well as a background of the food service industry. Study of various types of food service establishments and organizational structures within each type. Future trends of the food service industry.
- #FSS 1105** **2 hrs., 2 crs.**  
**Food Purchasing**  
 Principles of menu planning for various types of facilities and service as well as menu layout, selection and development, and pricing structures. Principles and practices concerned with the purchase and receipt of food, supplies, and equipment for various food service operations.
- #FSS 1202C** **5 hrs., 3 crs.**  
**Basic Food Preparation** \$12.00 lab fee  
 Corequisite: FOS 2201.  
 Familiarization with tools, equipment, and organization of classical kitchen. Study of basic food recipes. Special emphasis is given to the study of ingredients, cooking theories, terminology, equipment, technology, weights and measures, formulas, conversions, and procedures.
- #FSS 1246C** **7 hrs., 3 crs.**  
**Food Specialties: Baking** \$12.00 lab fee  
 Prerequisite: Math placement test or minimum grade of "C" in MAT 0024. Corequisite: FOS 2201.  
 Fundamentals of baking which involve preparation of yeast rolls, breads, pies, cakes, cookies, tarts, doughnuts, holiday specialties, and tortes. Proper use and care for equipment, sanitation and hygienic work habits, and conformation with health laws.
- #FSS 1248L** **4 hrs., 2 crs.**  
**Food Specialties: Garde Manger I** \$12.00 lab fee  
 Prerequisites: FSS 1202C, FOS 2201, FSS 1246C, test into ENC 1101.  
 Stresses basic garde manger principles as well as a thorough understanding of the functions and duties of the department as it relates and integrates into other kitchen operations. Specific focus on specialty work, including ice carving, buffet decorations, artistic centerpieces, and understanding of equipment and area planning.
- #FSS 1942** **1 hr., 1 cr.**  
**Culinary Externship**  
 Prerequisites: FSS 1202C, FOS 2201, FSS 1246C, FSS 1002.  
 Coordinated work-study reinforcing the educational and professional growth of the student through parallel involvement in classroom studies and field experience.
- #FSS 2224L** **8 hrs., 3 crs.**  
**Advanced Food Preparation** \$12.00 lab fee  
 Prerequisites: FSS 1202C, FSS 1246C, FOS 2201.  
 Corequisite: HFT 2840C.  
 Meal and service planning, including preparation of a complete menu for a service dining room to include appetizers, soup, salad, entrees, and vegetables. Production coordinated with dining room staff. Students will rotate and work the classical stations in the kitchen.
- #FSS 2240L** **6 hrs., 3 crs.**  
**Food Specialties: Cuisines of the World** \$12.00 lab fee  
 Prerequisites: FSS 1202C, FSS 1246C, FOS 2201.  
 Corequisite: HFT 2264C.  
 Study and preparation of popular international cuisines. History studied along with actual preparation of many international recipes. Includes buffet and banquet kitchen procedures.
- #FSS 2243C** **4 hrs., 2 crs.**  
**Meat Fabrication** \$12.00 lab fee  
 Corequisite: FSS 1202C.  
 Student learns to fabricate the popular primal and sub-primal cuts of meat and poultry through lecture, demonstration, and hands-on experience.
- #FSS 2247L** **4 hrs., 2 crs.**  
**Food Specialties: Pastry Specialization** \$12.00 lab fee  
 Prerequisites: Math placement test or minimum grade of "C" in MAT 0024, FSS 1246C.  
 Specialization in advanced procedures of pastries and desserts. An emphasis on decorative work and display pieces. A clear understanding of cake decoration, sugar cooking, pastillage, Pâté-a-Choux provided.
- #FSS 2380** **12 hrs., 3 crs.**  
**Culinary Management Practicum I – Restaurant Management** \$12.00 lab fee  
 Prerequisites: FSS 1202C, FOS 2201, FSS 1246C.  
 Through extensive hands-on experience, students will acquire the skills necessary to plan and prepare various meals utilizing cost control methods.
- #FSS 2381** **15 hrs., 3 crs.**  
**Culinary Management Practicum II - Kitchen Management** \$12.00 lab fee  
 Prerequisites: FSS 1202C, FOS 2201, FSS 1246C.  
 Corequisite: FSS 2380C.  
 Through extensive hands-on experience, students will acquire the skills necessary to plan and prepare various meals utilizing cost control methods.



**#FSS 2382L****1 hr., 1 cr.****Practical Exam**

Techniques and knowledge required for a career as a professional chef. Provides knowledge needed to demonstrate artistic and creative abilities in various culinary shows, recipe contests, and exhibitions.

**#HUN 1001****2 hrs., 2 crs.****Survey of Nutrition**

Relates nutrition to the hospitality industry by way of menu planning, studying nutritional deficiencies diseases, retention of nutrients, and the basic principles for today's society.

**DANCE****DAA 1500****2 hrs., 1 cr.****Beginning Jazz Dance**

A study of the basic movements of jazz dance, including basic dance routines in the modern jazz and musical theatre styles.

**DAA 1501****2 hrs., 1 cr.****Intermediate Jazz Dance**

Prerequisite: DAA 1500 or consent of instructor.

A continuation of the study and practice of jazz dance with emphasis on various techniques and styles.

**DAA 1520****2 hrs., 1 cr.****Beginning Tap**

Practical study of the fundamentals of tap dance as an art form, including technique, terminology, rhythm, styles, and history.

**DAA 1680****2 hrs., 1 cr.****Dance Ensemble**

By audition or permission of instructor only.

A course designed to prepare GCCC Dance Ensemble dance routines and to rehearse these routines for performance and competition. (May be repeated up to 3 times for credit.)

**DAA 2540****2 hrs., 1 cr.****Dance Techniques for the Theatre**

A practical study of the fundamental dance forms used in the theatre. The course is structured for the pre-theatre major but is open to all students. Basic ballet, jazz, and tap techniques and vocabularies are taught with an emphasis on dance technique, performance, and auditioning techniques.

**DENTAL ASSISTING/DENTAL HYGIENE****=DEA 0020C****182 contact hrs., 6 vocational crs.****Pre-Clinical Procedure**

\$18.00 lab fee

A comprehensive course designed to acquaint the student with assisting at chairside in the treatment of dental patients. Among the areas included are patient management techniques, taking and recording medical and dental histories, vital signs, performing and assisting with clinical examinations and charting, assisting with local anesthesia, and operative procedures. Emphasis is placed on infection control and maintaining dental equipment and sterilizers.

**=DEA 0132****32 contact hrs., 1 vocational cr.****Dental Nutrition**

This course is designed to integrate nutrition into the diagnosis, care, and treatment of dental patients and to show the relationship between dental disease and lifestyles, eating habits, and oral health. It instills in the student an overall awareness of nutrition in dental health and provides practical means of assessing dental patient's diet and lifestyle as well as their impact on dental health through the nutritional process.

**=DEA 0800L****48 contact hrs., 1.5 vocational crs.****Clinical Practice I**

\$18.00 lab fee

Corequisite: DEA 0020C.

An introduction to basic clinical assisting skills. Students will assist with introducing the patient to the clinic and operating policies, establishing records, taking vital signs, charting, planning appointments, assisting with or performing certain dental services, performing bookkeeping entries, and dismissing patients.

**=DEA 0801****58 contact hrs., 2 vocational crs.****Clinical Practice II**

Prerequisite: DEA 0800L.

Corequisite: DEA 0801L.

A series of specialty lectures and seminars designed to provide an overview of each of the dental specialty practices. The lecture series will be accompanied by the laboratory/clinical component of this course whereby students will be assigned to the specialty offices and other available clinical sites.

# Applies only to A.S. Degree and certificates

= PSAV course



**#DEH 2702C** **5 hrs., 3 crs.**  
**Dental Public Health** \$8.00 lab fee

Prerequisite: DEH 1802C.

Assessment, planning, implementation, and evaluation of community oral health programs and their needs. Educational aspects of dental health will also be a primary objective. Epidemiological surveys and fundamental concepts in biostatistics will be taught.

**#DEH 2804** **2 hrs., 2 crs.**  
**Dental Hygiene III**

Prerequisite: DEH 1802C. Corequisite: DEH 2804L.

Clinical theory coordinated with clinical practice of dental hygiene health care delivery. Emphasizes modification of treatment and the management of patients with specialized needs.

**#DEH 2804L** **15 hrs., 5 crs.**  
**Dental Hygiene Clinical III** \$66.00 lab fee

Prerequisite: DEH 1802C. Corequisite: DEH 2804.

Designed to advance the skills of the dental hygiene student from a basic skill level to an intermediate skill level with emphasis on total patient care. Instruction and clinical experience is directed toward the treatment of the periodontally involved patient, patients with physical and mental handicaps, and the medically compromised patient. Clinical evaluations are designed to measure cognitive, psychomotor, and affective behavior.

**#DEH 2806** **2 hrs., 2 crs.**  
**Dental Hygiene IV**

Prerequisite: DEH 2804. Corequisite: DEH 2806L.

Clinical theory coordinated with the clinical application of advanced level dental health care delivery. Reinforces exist-level knowledge and skills essential to practice dental hygiene care in accordance with the Florida State Dental Practice Statutes. Professional ethics, history, and future trends in dental hygiene care will be explored. The legal aspects of dental hygiene practice will be analyzed in detail. Students will develop a professional personal resume.

**#DEH 2806L** **15 hrs., 5 crs.**  
**Dental Hygiene Clinical IV** \$66.00 lab fee

Prerequisite: DEH 2804. Corequisite: DEH 2806.

Clinical application of advanced dental health care delivery. Develops clinical proficiency and expertise in the exit-level tasks essential for the practice of preventive dental hygiene care in accordance with the Florida State Dental Practice Act. Mastery of advanced clinical skills and efficient time utilization reinforces the student's confident, competence, and ability to self evaluate.

**#DEH 2900** **9 hrs., 3 crs.**  
**Dental Hygiene Competency Review** \$46.00 lab fee

Prerequisite: Permission of program coordinator.

This course is designed to enable students who are re-entering the program to improve their clinical competencies and maintain pace in regular program courses or to remediate those students who have completed the program but need competency review to pass licensure examinations. Content will be designed to meet specific needs of the student.

**=DES 0502** **32 hrs., 1 vocational cr.**  
**Dental Practice Management**

A study of the various practice management procedures which include communication with patients, reception procedures, telephone techniques, appointment book control, purchasing and maintaining inventory of supplies, filling systems, written communications, clinical and financial records, bookkeeping methods, banking procedures, and tax records. Job interviews, resumes, and a budget workup will be included, along with information on legal and ethical aspects of dentistry, State Dental Practice Act, professional organizations, and employment opportunities.

**=DES 0840** **32 hrs., 1 vocational cr.**  
**Dental Health Education**

This course is designed to familiarize the dental auxiliary with the factors involved in the dental disease process and to assist the student in developing a comprehensive approach to preventive dentistry. Topics included are steps in a preventive program, educational principles, adult learners, patient motivation and involvement in personal oral hygiene, and the influence of lifestyles and nutritional effects. Emphasis is placed on current disease control techniques and auxiliary plaque control measures with special concern given to products available on the market for dental care. Dental appliances care and fluoride treatments are also included. The student will gain practical experience by developing and presenting dental health information in local elementary schools and the clinical setting during National Dental Health Month.

**#DES 1000** **2 hrs., 2 crs.**  
**Dental Anatomy**

Comprehensive instruction in macroscopic anatomy of the human dentition. Includes the function and eruption of both deciduous and permanent dentitions.

# Applies only to A.S. Degree and certificates

= PSAV course

- #DES 1010** **2 hrs., 2 crs.**  
**Head and Neck Anatomy**  
 A detailed study of the skeletal, muscular, circulatory, and nervous systems of head and neck. Special emphasis on structures associated with oral cavity. Teeth are studied in relationship to the structures that support them.
- #DES 1051** **2 hrs., 2 crs.**  
**Introductory Pharmacology/Office Emergencies**  
 The pharmacology section is designed to familiarize the student with basic concepts and considerations regarding pharmacology and pharmaceutical preparations used in dentistry and by patients presenting for dental treatment. Chemical and physical properties, action, doses, methods of administration, therapeutic usage, side effects, indications and contraindications for pharmaceutical preparations used in dentistry will be covered. Possible interactions with medications used by patients presenting for dental treatment will be considered. Dental office emergencies deal with the relationship of the patient's medical history and total health status to comprehensive dental care. Emphasis is placed on prevention of medical emergencies through a comprehensive assessment of all patients before treatment. Predisposing factors, recognition of the signs and symptoms of emergencies, as well as the recommended treatment modalities are covered in detail along with a discussion of the auxiliary's role in assisting with office emergencies.
- #DES 1100C** **4 hrs., 3 crs.**  
**Dental Materials** \$32.00 lab fee  
 A study of the properties, manipulation, and care of materials used in the prevention and treatment of oral disease. Study of physical, mechanical, chemical, and biological characteristics of materials. Includes clinical application of dental materials and the relationship to the oral environment.
- #DES 1200** **2 hrs., 2 crs.**  
**Radiology I**  
 Corequisite: DES 1200L.  
 Study of principles of radiology, theory and operation of X-ray equipment, darkroom procedures, film storage, and hazards and precautions involved in dental radiology,
- #DES 1200L** **45 hrs., 1 cr.**  
**Radiology Lab I** \$42.00 lab fee  
 Corequisite: DES 1200.  
 Applying principles of radiology, theory and operation of x-ray equipment, darkroom procedures, film storage, and the hazards and precautions involved in dental radiology.
- #DES 1201** **1 hr., 1 cr.**  
**Radiology II**  
 Prerequisite: DES 1200.  
 Radiology interpretation of the oral structures, surveys, and advanced techniques in extraoral radiology. Information will be presented on quality control, radiologic physics, and health physics.
- #DES 1201L** **45 hrs., 1 cr.**  
**Radiology II Lab** \$24.00 lab fee  
 Prerequisite: DES 1200.  
 Laboratory assignments scheduled concomitant with lecture materials.
- #DES 1203C** **1 hr., 1 cr.**  
**Dental Radiology** \$12.00 lab fee  
 Prerequisite: Dental hygienist, dental assistant, radiologic technician, 18 years or older, with 3 months of experience in dental office.  
 Basic principles and procedures in the theory and practice of dental radiology with emphasis on radiation safety, exposing, processing, and mounting both intraoral and extraoral radiographs. Designed to meet the educational requirements of the Florida State Board of Dentistry Rule 21G-9.11 for certification of auxiliaries in dental radiology.
- #DES 1320** **1 hr., 1 cr.**  
**Basic Communications and Human Relations**  
 Emphasis on effective oral and written communication with patients as well as co-workers and how that relationship affects both parties. Designed to stimulate group participation and individual growth. Professionalism and ethics related to dental assisting will be reviewed.
- #DES 1400** **2 hrs., 2 crs.**  
**Anatomy and Physiology**  
 A study of the development of the human body along with a survey of the structure, growth, and function of the body organ system.
- #DES 1830** **1 hrs., 1 crs.**  
**Expanded Functions** \$6.00 lab fee  
 Prerequisites: DEH 1003 or DEA 0200 or currently employed in a dental practice with two years experience and permission of program faculty.

This course is designed to provide instruction and gain proficiency in the expanded duties legally allowable in the State of Florida. Each student will demonstrate clinical competency by completing established quotas for each intraoral task. This is the most advanced clinical course within the dental program and requires a high level of clinical experience, hands-on dexterity, knowledge of intraoral anatomy, knowledge of equipment and handpieces, and the ability to work independently and make sound clinical decisions. Upon completion, students are issued a certificate listing the expanded functions that are accomplished at an acceptable level.

**#DES 1830L** **3 hrs., 1 cr.**  
Expanded Functions Lab \$32.00 lab fee  
Prerequisites: DEH 1003 or DEA 0200 or currently employed in a dental practice with two years experience and permission of program faculty.

This course is designed to provide the laboratory instruction and practice that will accompany the lecture series presented in DES 1830. The expanded functions that are legally allowable in the State of Florida will be demonstrated in an established sequence of tasks. Students will be given opportunities to practice on manikins and live patients in order to develop an acceptable skill level that will increase clinical competency and proficiency in each task. To receive certification in the task, each student will demonstrate clinical competency by completing established quotas for each intraoral task.

**#DES 2050** **2 hrs., 2 crs.**  
**Pharmacology**  
Prerequisite: DEH 1003.

A review of basic pharmacology and study of more advanced concepts of pharmacology with emphasis on drugs related to the practice of dental hygiene. Antibiotics, drugs for anesthesia, and patient education are emphasized.

### **DESIGN DRAFTING- ARCHITECTURE/INDUSTRIAL**

**EGS 1110C** **6 hrs., 3 crs.**  
**Engineering Drawing** \$25.00 lab fee  
Student must provide own drafting instruments.

A basic course in graphical expression. This course focuses on using 3-D visualization projects to solve problems and uses traditional drafting practices, along with 3-D solid modeling CAD software. Areas covered will be orthographic projections, geometric constructions, isometric drawings, sectioning, dimensioning, and auxiliary views.

**EGS 1130C** **6 hrs., 3 crs.**  
**Descriptive Geometry** \$25.00 lab fee  
Prerequisite: EGS 1110C or previous drafting experience. Students must furnish own drafting instruments.

This course focuses on the graphical solution of relationships between point, lines, planes, and solids in space. Problem solutions will consist of using both traditional drafting methods and 3-D solids modeling CAD software, with emphasis on advanced geometric constructions, auxiliary views, surface intersections, and developments.

**ETD 1320C** **6 hrs., 3 crs.**  
**AutoCAD** \$25.00 lab fee  
Prerequisite: EGS 1110C or drafting experience.

A beginning course in AutoCAD. Content includes drawing to scale, editing, plotting a drawing, the use of library symbols and files management.

**#ETD 1325** **1 hr., 1 cr.**  
**AutoCAD, Level I** \$10.00 lab fee

Basic knowledge and skills necessary to successfully operate a microcomputer system using a Computer Aided Drafting and Design application program. Topics include CADD System Hardware, MS-DOS Operating System, installing AutoCAD, operating AutoCAD, using draw and edit menus.

**#ETD 1326** **1 hr., 1 cr.**  
**AutoCAD, Level II** \$10.00 lab fee

Prerequisite: ETD 1325.  
Review of AutoCAD, Level I, drawing graphic entities, advanced editing commands, dimensioning commands, advanced plotting commands.

**#ETD 1327** **1 hr., 1 cr.**  
**AutoCAD, Level III** \$10.00 lab fee

Prerequisite: ETD 1326.  
Review of AutoCAD Levels I and II, grouping entities into blocks, drawing enhancements, attributes, and data extraction.

**#ETD 1348** **1 hr., 1 cr.**  
**AutoDesk ANIMATOR** \$10.00 lab fee

Provides students with the opportunity to acquire basic knowledge and skills necessary to successfully operate a microcomputer system (IBM PC or compatible) using a computer animation program called AutoDesk ANIMATOR.



**#ETD 2461** **1 hr., 1 cr.**  
**Mechanical Systems Drafting**  
 Prerequisite: EGS 1110C. Corequisite: ETD 2461L.  
 Industrial drafting with emphasis on piping, welding, and design of gearing and cams.

**#ETD 2461L** **6 hrs., 3 crs.**  
**Mechanical Systems Drafting Lab** \$25.00 lab fee  
 Prerequisite: EGS 1110C. Corequisite: ETD 2461.  
 Investigation and implementation of ETD 2461 lecture content with emphasis on drafting solutions using both manual and computer methods.

**#ETD 2465** **1 hr., 1 cr.**  
**Jig and Fixture Design**  
 Prerequisite: EGS 1110C. Corequisite: ETD 2465L.  
 Emphasis on jig and fixture design, casting design, materials selection, and computer-aided design solutions.

**#ETD 2465L** **6 hrs., 3 crs.**  
**Jig and Fixture Design Lab** \$25.00 lab fee  
 Prerequisite: EGS 1110C. Corequisite: ETD 2465.  
 Investigation and implementation of ETD 2465 lecture content with emphasis on drafting solutions using computer-aided design drafting equipment and software.

**#ETD 2701** **1 hr., 1 cr.**  
**Industrial Drafting**  
 Prerequisite: EGS 1110C. Corequisite: ETD 2701L.  
 The course will focus on concepts and practices of geometric dimensioning and tolerancing using practical examples and SME videos. All drawings will be done using AutoCAD. Emphasizes industrial drafting conventions and practices, including tolerancing, dimensions, surface control, threads, and assemblies, using ANSI standards.

**#ETD 2701L** **6 hrs., 3 crs.**  
**Industrial Drafting Lab** \$25.00 lab fee  
 Prerequisite: EGS 1110C. Corequisite: ETD 2701.  
 Investigation and implementation of lecture content with emphasis on drafting solutions.

**TAR 1120** **1 hr., 1 cr.**  
**Architectural Drafting**  
 Prerequisite: EGS 1110C. Corequisite: TAR 1120L.  
 Review of fundamentals of drafting concepts and application to architectural design. Understanding of basic architectural concepts is made by using residential plans to develop details, symbols, and an understanding of sound architectural design.

**TAR 1120L** **6 hrs., 3 crs.**  
**Architectural Drafting Lab** \$25.00 lab fee  
 Prerequisite: EGS 1110C. Corequisite: TAR 1120.  
 Investigation and implementation of lecture content with emphasis on drafting solutions.

**#TAR 2122** **1 hr., 1 cr.**  
**Residential Architectural Design**  
 Prerequisite: TAR 1120. Corequisite: TAR 2122L.  
 A continuation of Architectural Drafting with emphasis on light construction principles. The student will design a multi-level residence and develop all details, presentation drawings, and a scale model.

**#TAR 2122L** **6 hrs., 3 crs.**  
**Residential Design Lab** \$25.00 lab fee  
 Prerequisite: TAR 1120. Corequisite: TAR 2122.  
 Investigation and implementation of TAR 2122 lecture content with emphasis on drafting solutions using computer-aided design system.

**TAR 2154** **1 hr., 1 cr.**  
**Commercial Architectural Design**  
 Prerequisite: TAR1120. Corequisite: TAR 2154L.  
 A continuation of Architectural Drafting with emphasis on structural and mechanical systems design. Students will design a commercial building of their choice, making a complete set of details and presentation drawings. Emphasis will be placed on using computer-aided design and equipment software.

**TAR 2154L** **6 hrs., 3 crs.**  
**Commercial Design Lab** \$25.00 lab fee  
 Prerequisite: TAR 1120. Corequisite: TAR 2154.  
 Investigation and implementation of TAR 2154 lecture content with emphasis on drafting solutions using computer-aided design system.

## EARLY CHILDHOOD EDUCATION/INSTRUCTIONAL SERVICES TECHNOLOGY

**#CHD 1110** **4 hrs., 3 crs.**  
**Infant Growth and Development for Child Care Workers/Teachers**  
 (2 hrs. lecture, 2 hrs. lab).  
 Designed to teach the normal sequence of physical, cognitive, social, and emotional development of the child from birth to two years of age. Emphasis is given to planning day care programs and facilities for infants and toddlers. Provides opportunity for participation in infant child development program.

**#CHD 1320 3 hrs., 3 crs.****Curriculum and Guidance for Young Children**

Prerequisites: CHD 1432, CHD 2220.

Corequisite: CHD 1440.

A study of principles and practices of programs for pre-schoolers, current research in early childhood education, role of the child care worker, techniques of using language, art, science, music, social studies, math, and physical activities with young children.

**#CHD 1339 2 hrs., 2 crs.****Movement Activities**

A course designed to develop abilities to select and direct musical and large muscle activities for pre-school age child care groups.

**#CHD 1382 4 hrs., 3 crs.  
(2 hrs. lecture, 2 hrs. lab).****Activities for School Age Children**

Principles of curriculum to meet the needs of the school age child in day care. Subjects include physical, social, emotional, and cognitive development, as well as activities in art, science, woodworking, literature, puppetry, and drama.

**#CHD 1430 4 hrs., 3 crs.  
(2 hrs. lecture, 2 hrs. lab)****Observing and Recording Child Behavior**

Corequisite: CHD 2220.

A course designed to teach the principles of observing and interpreting child behavior. Emphasis is given to normal patterns of behavior as well as genetic and environmental factors that influence child behavior.

**#CHD 1432 4 hrs., 4 crs.****Learning Activities for Young Children**

This course emphasizes selection and direction of learning activities in the areas of art, literature, mathematics, science, and social studies. Areas of study include selection and presentation of books, storytelling, puppetry, and appropriate learning activities.

**#CHD 1440 5 hrs., 3 crs.  
(1 hr. lecture, 4 hrs. lab)****Early Childhood Teaching Practicum**

Prerequisites: CHD 1320, CHD 1432, CHD 2220. Corequisite: CHD 1320.

This course provides opportunity for supervised participation in an approved child care center.

**#CHD 2220 3 hrs., 3 crs.****Child Development**

Emphasis on the social, emotional, physical, and cognitive growth and development of the child from conception through adolescence, as well as techniques for fostering healthy development in these vital areas.

**#CHD 2268 4 hrs., 3 crs.  
(2 hrs. lecture, 2 hrs. lab)****Children with Exceptionalities**

Designed to acquaint students with the characteristics of children with a variety of exceptionalities as well as techniques that are appropriate to use with these children. Lab hours arranged to provide opportunities to observe and work with children in diverse programs that serve children with exceptionalities.

**#CHD 2310 4 hrs., 4 crs.  
(2 hrs. lecture, 2 hrs. lab)****Nutrition, Health, and Safety for Young Children**

This course includes the role of vitamins, minerals, fats, carbohydrates, and protein in the child's diet. Emphasis is given to planning nourishing meals that children find attractive and appetizing. Includes instruction in dealing with children's emergencies and for certification in CPR and first aid.

**#CHD 2450 4 hrs., 3 crs.****Teacher Aide Practicum I**

Provides the student with experience as a teaching aid in an early childhood classroom. Emphasis on interpersonal abilities and on skills that complement the work of the regular classroom teacher.

**#CHD 2452 3 hrs., 3 crs.****Teacher Aide Practicum II**

This course provides an overview of the teaching skills essential to complement the work of the regular primary/intermediate classroom teacher. Includes planning, implementation, and evaluation components common to instruction at all grade levels and in all subject areas. Classroom teaching and observations are required.

**#CHD 2803 3 hrs., 3 crs.****Early Care and Education Administrative Overview (Director Credentials)**

This course is intended to meet the educational requirement for the Foundational Level Child Care and Education Administrator Credential, as defined by the State of Florida.



This course provides specific information and opportunities for skill development that enable the child care administrator to develop a broad perspective and knowledge base for problem solving, planning, implementing, and evaluating a quality child care and education program.

**#CHD 2930** **1 hr., 1 cr.**  
**CDA Credential**

This course is designed to provide students seeking the Florida CDA Equivalency with observations and documentation of their work with children.

**#EDE 2310** **3 hrs., 3 crs.**  
**Teaching Reading**

Designed to acquaint the student with all the important aspects of elementary reading instruction. Content includes emergent literacy, techniques of teaching reading and comprehension, language and literature, use of technology, assessment, classroom management, and teaching of reading to students with special needs. Assignments will include working with students in a reading situation.

**#EDE 2311** **3 hrs., 3 crs.**  
**Teaching Mathematics**

This course is designed to introduce math skills taught at the elementary school level and to integrate these skills with practical hands-on everyday problems and activities. Working with groups of children is required.

## ECONOMICS

**ECO 2013** **3 hrs., 3 crs.**  
**Principles of Economics, Macro**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." The course deals with the basic tools of analytical macroeconomics applied to the vital problems of our dynamic economy, national income, business fluctuations, unemployment and inflation, the problems of economic growth, government fiscal and monetary policy, money and banking, gold and foreign trade, and the challenge of alternative economic systems.

**ECO 2023** **3 hrs., 3 crs.**  
**Principles of Economics, Micro**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." This course deals with the theory of price determination, resource allocation, and income distribution. In this course, attention is on the classic theories of economics as they are interpreted in contemporary analysis.

## EDUCATION

**EDF 1005** **3 hrs., 3 crs.**  
**Introduction to Education**

Prerequisite: Satisfactory reading and math scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 and MAT 0024 with a minimum grade of "C."

This course is designed to familiarize the student with the teaching profession and the educational process. Specific State of Florida Department of Education programs, policies, certification requirements, and curriculum frameworks will be discussed. Other states' programs will also be analyzed. Much of this course focuses on how to design lesson plans and how to teach from such plans (scope and sequence). Coupled with the observation experiences, students will gain an understanding of the "peaks and valleys" of the education profession. **Observations in K-12 classrooms are required.**

**#EDG 2030** **3 hrs., 3 crs.**  
**Classroom and Behavior Management**

This course is designed to help educators think through and establish an effective management system. Areas of study include organizing and arranging the classroom, choosing rules and procedures, managing student work, rewards and penalties, getting off to a good start, maintaining good student behavior, managing special groups, constructive assertiveness, and evaluating the classroom's organization and management. A variety of discipline methods will be compared.

**EDG 2701** **3 hrs., 3 crs.**  
**Teaching Diverse Populations**

Prerequisite: Satisfactory reading and math scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 and MAT 0024 with a minimum grade of "C."

This course concentrates upon the historical background of the current multi-educational movement. In addition, it examines what teachers can do to make their multicultural classrooms more effective learning communities. Pre-educators and educators alike will discuss the issues about diversity that directly deal with and affect schools in the American education system. Students in this course will work in open forums to discuss and research issues of educational and societal diversity primarily pertaining to K-12 schools. When exiting this course, students will acquire a comprehensive understanding that schools are microcosms of the contemporary society that encompasses them. **Observations in K-12 classrooms are required.**

**EME 2040** **3 hrs., 3 crs.**  
**Technology for Teachers**

Prerequisite: Satisfactory reading and math scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 and MAT 0024 with a minimum grade of "C."

This course will provide participants with hands-on experiences of integrating technology into classroom activities. Students will see examples of applications of educational technology in classroom settings and learn to apply such technology during individual, group, and laboratory exercises. The primary focus of this course is the utilization of the personal computer; however, students should not approach this course with the idea that it is an introduction to computers course. This course primarily trains pre-educators or professional educators in how to utilize technology in "teaching" settings.

### EMERGENCY MEDICAL SERVICES

**#EMS 1119** **5 hrs., 5 crs.**  
**Emergency Medical Technician**

Corequisite: EMS 1401.

The initial study of emergency medical services designed to enable the student to become proficient in the emergency care of the sick and injured. Completion of course leads to eligibility for licensure examination as an Emergency Medical Technician-Basic (EMT-B).

**#EMS 1310** **1 hr., 1 cr.**  
**Emergency Medical Services Management**

Designed for persons who supervise emergency medical services personnel. Emphasis is placed on goal setting, organizational structure, budgeting, communications, performance evaluation, and stress management.

**#EMS 1335** **1 hr., 1 cr.**  
**Emergency Vehicle Operator I** **\$10.00 lab fee**

Designed to meet Florida Health Department requirements that all emergency vehicle operators employed by EMS providers must have completed an ambulance driving program. The course combines lecture with a driving laboratory. (Students must show proof of a valid Florida Driver's License.)

**#EMS 1337** **1 hr., 1 cr.**  
**Defensive Tactics for Health Care Providers**

\$4.00 lab fee

Designed to provide EMS personnel and other health care personnel with fundamental knowledge of the recognition of aggressive or violent behavior and use of appropriate verbal and physical skills to that behavior in the course of providing health care.

**#EMS 1340C** **1 hr., 1 cr.**  
**Basic Vehicle Rescue and Extrication**

Designed for the EMT student, teaching the fundamentals of gaining access to and disentanglement of victims of vehicular crashes. Emphasis is placed on victim and rescuer safety. Actual use of available rescue tools is included. Packaging of patients to protect against possible spinal injuries is demonstrated and assessed. The course takes place with a mock scene and "junk" cars are used for experience with rescue tools.

**#EMS 1381C** **2 hrs., 2 crs.**  
**Emergency Medical Technician Refresher**

\$4.00 lab fee

Prerequisite: Florida EMT license.

Designed for the EMT seeking renewal of state license or national certificate. A review of didactic material and clinical skills relevant to EMT knowledge objectives and clinical practice. Meets and exceeds requirements for state relicensure and national EMT recertification.

**#EMS 1401** **8 hrs., 4 crs.**  
**Emergency Medical Technician Lab** **\$34.00 lab fee**

Corequisite: EMS 1119.

Integrated experience including laboratory practice with manikins and simulated situations, clinical experience in the area hospitals, and field experience with the ambulance service.

**#EMS 1761** **4 hrs., 4 crs.**  
**Assistant Teaching in Emergency Medical Services**

Prerequisites: Florida EMT license and permission of the instructor.

Emphasis is placed on lesson plan development, classroom management, awareness of EMS regulatory agency requirements for course content, and effective methods of instruction in cognitive material and psychomotor skills. The student participates in cognitive and psychomotor instruction under the supervision of EMS faculty.

**#EMS 2231** **5 hrs., 5 crs.**  
**Paramedic I**  
 Prerequisites: EMS 1119, EMS 1401, BSC 2085 with a grade of "C" or better.  
 Corequisite: EMS 2435.  
 The introduction of advanced life support skills of definitive airway management and intravenous therapy. Also includes sections on foundations, airway, patient assessment, and trauma.

**#EMS 2232** **5 hrs., 5 crs.**  
**Paramedic II**  
 Prerequisites: EMS 2231, EMS 2435.  
 Corequisite: EMS 2436.  
 A continuation of EMS 2231 with emphasis on cardiology and advanced cardiac life support. Also includes sections on medicine, special patients, assessment-based management and operations.

**#EMS 2233** **1 hr., 1 cr.**  
**Paramedic III**  
 Prerequisite: EMS 2232, EMS 2436, BSC 2086.  
 Corequisite: EMS 2425.  
 Culmination of paramedic program in which previous education and training are reviewed and applied to simulated situations. Completion of course leads to eligibility for paramedic licensure examination.

**#EMS 2342C** **1 hr., 1 cr.**  
**Advanced Vehicle Rescue and Extrication**  
 Designed for the paramedic student, teaching the advanced principles of gaining access to and disentanglement of victims of vehicular crashes. Emphasis is placed on victim and rescuer safety. Actual use of available rescue tools is included. Packaging of patients to protect against possible spinal injury is demonstrated and assessed. The course takes place with a mock scene and "junk" cars are used for experience with rescue tools.

**#EMS 2391C** **4 hrs., 3 crs.**  
**Paramedic Refresher**  
 Prerequisite: Paramedic license.  
 A review of didactic material and clinical skills relevant to paramedic knowledge objectives and clinical practice. Meets and exceeds requirement for relicensure and national recertification.

**#EMS 2425** **16 hrs., 4 crs.**  
**Paramedic Internship** \$24.00 lab fee  
 \$42.60 National Registry Skills Examination fee  
 Designed to enable the paramedic student to become a functional paramedic. Students are assigned to a preceptor with an area emergency medical service for six weeks of intensive field training. (Administration of the National Registry Skills Examination is included with the final examination.)

**#EMS 2435** **10 hrs., 5 crs.**  
**Paramedic I Lab** \$36.00 lab fee  
 Corequisite: EMS 2231.  
 Integrated experience including laboratory practice of advanced skills, clinical experience in area hospitals, and field experience with the ambulance service.

**#EMS 2436** **12 hrs., 5 crs.**  
**Paramedic II Lab** \$36.00 lab fee  
 Corequisite: EMS 2232.  
 Integrated experience including laboratory practice of advanced cardiac life support skills, clinical experience in area hospitals and field experience with the ambulance service.

**#EMS 2439** **20 hrs., 5 crs.**  
**Advanced Clinical Internship** \$16.00 lab fee  
 Prerequisites: Florida EMT license and permission of instructor.  
 Supervised rotations in a variety of clinical settings designed to develop increased clinical proficiency, decision-making skills, and knowledge of pathophysiology of illness and injury.

## ENGINEERING TECHNOLOGY

**EGS 1001** **1 hr., 1 cr.**  
**Introduction to Engineering**  
 An introduction to engineering and technology as a profession with emphasis on the spectrum of work opportunities and career fields. The student is introduced to engineering work habits, responsibilities, communication requirements, problem solving techniques, and technical calculations.

**ETC 2213** **3 hrs., 3 crs.**  
**Engineering Properties of Soils**  
 Corequisite: ETC 2213L.  
 A study of the origin, composition, and characteristics of soils. Includes a study of the types and structure, classification and properties, stress, settlement, compaction, and stabilization of soils, as well as construction site investigation, methods, and principles.

**ETC 2213L** **3 hrs., 1 cr.**  
**Engineering Properties of Soils Lab** \$25.00 lab fee  
 Corequisite: ETC 2213.  
 A lab devoted to the study of the engineering and mechanical properties of soils. Includes moisture content determination, specific gravity, sieve and hydrometer analysis, Atterburg limits, compaction, and Proctor testing. Emphasizes ASTM standard laboratory procedures.

**#ETC 2450** **3 hrs., 3 crs.**  
**Concrete Design**  
 Corequisite: ETC 2450L.  
 A study of the properties of concrete, its design and control, reinforcement, admixtures, forming, and placing. Includes concrete technology as it applies to prestress precasting and casting in place in the design of columns, beams, slabs, and other structures.

**#ETC 2450L** **3 hrs., 1 cr.**  
**Concrete Design Laboratory** \$25.00 lab fee  
 Corequisite: ETC 2450.  
 A lab devoted to the study of the design of concrete mixes and the testing of concrete cylinders, beams, and structural shapes. Includes problems on reinforced concrete. Includes the requirements for the American Concrete Institute (ACI) Concrete Field Testing Technician Certification. Emphasizes ASTM standard laboratory procedures.

**ETG 2502** **3 hrs., 3 crs.**  
**Statics**  
 Prerequisite: MAC 1114 or MTB 1322.  
 Basic principles of statics; resolution and composition of forces; equilibrium of forces; simple machines; trusses and frames; screws and threads; friction; centroids and center of gravity; moment of inertia, and radius of gyration. Includes scale model analysis and testing of bridge and truss-type structures.

**ETG 2530** **3 hrs., 3 crs.**  
**Strength of Materials**  
 Prerequisite: ETG 2502.  
 Stress and deformation; riveted and welded joints; thin-walled pressure vessels; torsion; shear and moment of beams; columns. Includes scale model analysis and testing of tower and column-type structures.

**#ETI 1411** **3 hrs., 3 crs.**  
**Manufacturing Processes I**  
 A study of methods and materials used in industrial production of nonchip producing processes, including casting, forging, welding, stamping, shearing, brake, powder, metallurgy, electrical discharge machining, high energy rate forming.

**#ETI 1412** **3 hrs., 3 crs.**  
**Manufacturing Processes II**  
 A study of methods, materials, and machines used in industrial production of chip producing processes, including turning, milling, grinding, drilling, reaming, boring, broaching, sawing.

## ENGLISH

### Creative Writing

**CRW 2001** **3 hrs., 3 crs.**  
**Creative Writing I**  
 Prerequisite: ENC 1101 with a minimum grade of "C."  
 Techniques of and practice in writing the short story, essay, poem, drama, or novel.

**CRW 2002** **3 hrs., 3 crs.**  
**Creative Writing II**  
 Prerequisite: CRW 2001.  
 Techniques of and practice in writing the short story, essay, poem, drama, or novel.

**CRW 2710** **3 hrs., 3 crs.**  
**Introduction to Screenwriting-Scriptwriting**  
 Prerequisite: ENC 1101 with a grade of "C" or higher.  
 The study of the written forms of the screenplay and the script (stage play) and their relationship to the adapted forms in the visual media and on stage, and the practice of writing screenplays and stage plays. The dual nature of this course requires that students learn the principles of writing for visual media and writing for the stage but allows the student to focus the major written works composed during the semester in his preferred area.

### College Preparatory English

The following are developmental courses not intended to satisfy any part of the college-level English requirements and not counted as part of the required hours for graduation. A minimum grade of "C" is required to progress to the next course.

**ENC 0002** **4 hrs., 3 crs.**  
**Basic English**  
 A study of the elements of standard English grammar, mechanics, and usage.  
 Must be passed with minimum grade of "C". (A developmental course that does not satisfy General Education requirements in English or count toward required hours for graduation.)

**ENC 0021** 5 hrs., 4 crs.**Fundamentals of Composition**

Prerequisite: ENC 0002 or satisfactory score on the Gulf Coast Community College placement test.

Paragraph development and review of basic grammar, punctuation, spelling, and sentence structure. Must be passed with a minimum grade of "C". (A developmental course that does not satisfy General Education requirements in English or count toward required hours for graduation.)

**College-Level English**

The Associate of Arts degree requires that six credit hours of college-level English be completed with a minimum grade of "C." It is required that prerequisite English or reading courses for entry into college-level English be completed with a minimum grade of "C" or that students earn a passing score on the Florida College Entry-Level Placement Test in English and reading.

**ENC 1101** 3 hrs., 3 crs.**English Composition I**

Prerequisite: Satisfactory English scores on the Florida College Entry-Level Placement Test or completion of ENC 0021 with a minimum grade of "C" and satisfactory reading scores on the Florida College Entry-Level Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." Minimum competency in word processing needed.

The rhetoric of the expository essay and the documented paper. Word processed and handwritten compositions based on reading of fiction and nonfiction. Oral component included. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**ENC 1102** 3 hrs., 3 crs.**English Composition II**

Prerequisite: ENC 1101 with a minimum grade of "C." Rhetoric of the expository essay, the argumentative essay, and the documented paper. Compositions based on readings of fiction and nonfiction. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**ENC 1930** 3 hrs., 3 crs.**Introduction to Critical Thinking**

Creative and critical thinking skills applied to current problems and issues in oral and written communication. Course emphasizes deliberation in classroom forums.

**ENC 2210** 3 hrs., 3 crs.**Technical Writing**

Prerequisite: ENC 1101 with a minimum grade of "C."

Applies written and oral English skills to technical communication assignments, such as definitions, object or mechanism descriptions, process descriptions, instructions, analyses, proposals, memoranda, feasibility, laboratory, and technology research reports and resumes. Emphasizes clarity, objectivity, simplicity, and readability by multiple audiences. Requirements of 6000 words of writing and completion with a minimum grade of "C."

**ENC 2301, 2302, 2303, 2324** 1 hr., 1 cr. each**Supplementary Composition Skills**

Prerequisite: CLEP credit for General Education English or ENC 1102 with a minimum grade of "C."

Expository and argumentative writing for students (a) who have earned CLEP credit for General Education English or Areas II or III Humanities but still need to fulfill the writing requirements of the institution or (b) who have completed ENC 1101 and ENC 1102 with a minimum grade of "C" and want to develop their writing skills. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**LIN 1670** 3 hrs., 3 crs.**English Grammar and Style**

Prerequisite: Satisfactory English score on the Florida College Entry-Level Placement Test or completion of ENC 0021 with a minimum grade of "C."

Introduction to sentence structure, standard practices in grammar and punctuation, and effective stylistic techniques. Designed as a complement to composition courses.

**LIS 1004** 1 hr., 1 cr.**Introduction to Internet Research**

Focus on methods of accessing information resources available through the Internet. Students will learn to design search strategies, retrieve, evaluate, and cite Internet resources. Delivery systems, such as World Wide Web, e-mail, discussion groups, FTP, and Telnet are covered.

**English as a Second Language****EAP 1810** 3 hrs., 3 crs.  
**English As A Second Language: Written Communication**

Prerequisites: English placement tests and permission of adviser.

Advanced reading and writing skills for nonnative English speakers who plan to pursue academic work. Culture-based. (Not intended to fulfill General Education requirements in English.)

**EAP 1815** 3 hrs., 3 crs.  
**English as a Second Language: Oral Communication**

Prerequisite: English placement tests and permission of adviser.

Advanced listening and speaking skills for nonnative English speakers who plan to pursue academic work. Culture-based. (Not intended to fulfill General Education requirements in English.)

**ESL 0181** 3 hrs., 3 crs.  
**English as a Second Language: Basic Communication**

Prerequisite: English placement tests and permission of adviser.

Basic vocabulary, grammar, and sentence skills for nonnative English speakers. Culture-based. (Not intended to satisfy General Education requirements in English or to count toward required hours for graduation.)

**FIREFIGHTING**

**=FFP 0080** 30 contact hrs., 1 vocational cr.  
**Introduction to Firefighting** \$12.00 lab fee  
Orientation to apparatus and equipment, fire behavior, building construction, and firefighter safety.

**=FFP 0081** 71 contact hrs., 2.5 vocational crs.  
**Introduction to Firestreams**  
Orientation to water supply, fire streams, automatic sprinklers, and hose.

**FFP 0082** 30 contact hrs., 1 vocational cr.  
**Introduction to Forcible Entry, Ropes, and Extinguishers**  
Orientation to forcible entry, ropes, knots, hitches, and portable extinguishers.

**=FFP 0265** 76 contact hrs., 2.5 vocational crs.  
**Introduction to Firefighting Support Practices**

\$20.00 lab fee

Orientation to personal protective equipment, rescue and extrication, and ladders.

**=FFP 0403** 32 contact hrs., 1 vocational cr.  
**Introduction to Hazardous Materials**

Orientation to identification of hazardous materials, laws and regulations, operating procedures, and safety.

**=FFP 0565** 30 contact hrs., 1 vocational cr.  
**Introduction to Fire Prevention Practices**

Orientation to fire prevention practices, including salvage and overhaul, fire cause determination, fire alarm and communications, and fire prevention and education.

**=FFP 0860** 46 contact hrs., 1.5 vocational crs.  
**Introduction to Firefighting Tactics**

Orientation to firefighting tactics including fire control and ventilation.

**=FFP 0940** 87 contact hrs., 3 vocational crs.  
**Firefighting Practicum and Review**

Orientation to live burn and physical education. Includes an overview of FFP 0060, FFP 0061, FFP 0062, FFP 0063, FFP 0065, FFP 0066, FFP 0067.

**FIRE SCIENCE**

**#FFP 1301** 3 hrs., 3 crs.  
**Fire Stream Hydraulics**

A study of pertinent properties of water, distribution of pressures in dynamic and static systems, friction loss in hoses and pipes, and factors which influence it. Approximation methods for quick calculation are given, as well as the most technical computations. Effort is directed toward giving an understanding of how good fire streams are developed.

**#FFP 1302** 3 hrs., 3 crs.  
**Fire Apparatus Operation**

Prerequisite: FFP 1640 or approval of instructor.  
The curriculum covers the laws, rules, and driving techniques for emergency vehicles, as well as a review of fire service hydraulics. Fire ground evolutions and a driving course make up the practical part of the course. The evolution portion of the course includes the use of pre-connected lines, tandem pumping, drafting, relays, and master streams. The student should have a basic understanding of fire stream hydraulics prior to entering this course. Students must bring gloves and proper attire for water pumping exercises.

# Applies only to A.S. Degree and certificates

= PSAV course

- #FFP 1505** **3 hrs., 3 crs.**  
**Fire Prevention Practices**  
 Prerequisite: Basic fire science knowledge.  
 Principles of prevention and investigation; fire hazards of various occupancies; fire codes; OSHA requirements for fire protection; surveying and mapping procedures; recognition of fire hazards; engineering a solution of the hazards; enforcement of the solution; public relations as affected by fire prevention and presentation of arson evidence.
- #FFP 1510** **3 hrs., 3 crs.**  
**Building and Fire Codes**  
 Comparison of national, state, and local building and fire codes emphasizing local laws and ordinances pertaining to building construction and design.
- #FFP 1540** **3 hrs., 3 crs.**  
**Fire Protection Systems and Devices**  
 A study of fixed and portable systems for detecting, reporting, and extinguishing fires. Comparison is made between the value of detection and the value of automatic extinguishing systems. Study is made of the factors which influence the choice of one of several systems for a given occupancy and the value of each type system. Restoration after use and routine maintenance are stressed.
- #FFP 1610** **3 hrs., 3 crs.**  
**Fire Cause and Arson Detection**  
 Investigation of fires for determination of the source of ignition and first fuel, point of origin, direction and rate of spread, and whether the cause was accidental or illegal. Florida arson laws are studied along with procedures for ensuring the admissibility of any evidence found at the scene of the fires, including methods of questioning the witnesses, interviewing, interrogation, and case preparation with stress on recognition of cause and evidence.
- #FFP 1741** **3 hrs., 3 crs.**  
**Fire Service Course Design**  
 Prerequisites: Certified fire fighter and basic fire science knowledge.  
 Emphasizes techniques that help a fire service instructor develop skills in curriculum development.
- #FFP 2111** **3 hrs., 3 crs.**  
**Fire Chemistry**  
 Prerequisite: Basic fire science or law enforcement knowledge  
 This course is designed to show the arson investigator 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. Particular emphasis is placed on the specific substance used by arsonists to ignite and accelerate burnings. NOTE: Part of HazMat Tech, Fire Investigator I, Fire Inspector II, and Fire Officer II.
- #FFP 2120** **3 hrs., 3 crs.**  
**Building Construction for the Fire Service**  
 Prerequisite: Work experience as paid or volunteer firefighter.  
 The study of problems of building fires; structural fire elements; fire resistance; surface finishes; fire spread by windows, air conditioning, building elements, and nonstructural elements.
- #FFP 2212** **3 hrs., 3 crs.**  
**Confined Space Rescue** **\$50.00 lab fee**  
 Students will collect and understand data, recognize and evaluate hazards, and utilize equipment necessary to safely perform a confined space rescue; study appropriate measures to ensure compliance with OSHA, NIODH, and other applicable standards and regulations associated with confined spaces.
- #FFP 2214** **3 hrs., 3 crs.**  
**Confined Space Rescue, Technician Level** **\$50.00 lab fee**  
 Prerequisite: FFP 2212 or a minimum of 24 hours of basic confined space rescue by an accredited agency.  
 Corequisite: Participants must sign liability waiver.  
 Students will collect and understand data, recognize and evaluate hazards, and utilize equipment necessary to safely perform a confined space rescue; study appropriate measures to ensure compliance with OSHA, NIODH, and other applicable standards and regulations associated with confined spaces.

**#FFP 2401** **3 hrs., 3 crs.**  
**Hazardous Materials I**

Basic principles involved in the recognition of materials which are hazardous because of combustibility, toxicity, reactivity, or other properties. A study of pyrophoric metals, hypergolics and cryogenics, and insecticides. Emphasis placed on ways in which hazardous materials can be recognized in the field, and study made of sources of special information relating to safe handling of the materials and extinguishment of fires in which they are involved.

**#FFP 2402** **3 hrs., 3 crs.**  
**Hazardous Materials II**

Prerequisite: FFP 2401.

Further study of the chemical and physical properties of various forms of matter and their possible interaction relating to storage, transportation, and handling. Includes flammable liquids, combustible solids, oxidizing corrosives, and radioactive materials.

**#FFP 2521** **3 hrs., 3 crs.**  
**Blueprint Reading and Plans Examination**

Preparation course of study for exam in blueprint reading and plans.

**#FFP 2670** **3 hrs., 3 crs.**  
**Ethical and Legal Issues for the Fire Service**

Prerequisite: Basic fire science knowledge.

A study of 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.

**#FFP 2700** **3 hrs., 3 crs.**  
**Fire Department Administration, Management, and Supervision**

Administrative, managerial, and supervisory principles that apply to the fire science. Intended for those seeking to participate in upper-level organizational activity such as budgeting, cost controls, goal-setting, manpower acquisition and distribution, and for those seeking to supervise fire company personnel with emphasis on leadership traits, training, planning, and company officer responsibilities.

**#FFP 2706** **3 hrs., 3 crs.**  
**Public Information Officer**

A study of what public relations is and how a fire department can utilize positive public relations to benefit the organization and the public. This course describes the functions of a public relations officer along with the responsibilities the position holds.

**#FFP 2720** **3 hrs., 3 crs.**  
**Company Officer**

Broad concepts of supervision and leadership; analysis of the kinds of effective leadership needed in the fire sciences; supervising in high stress conditions; use of case studies and individual goal-setting.

**#FFP 2740** **3 hrs., 3 crs.**  
**Fire Science Instructor Techniques**

Principles, procedures, and techniques of teaching with emphasis on methods of instruction, developing training outlines, use of visual aids, and testing procedures of fire science instructors.

**#FFP 2793** **3 hrs., 3 crs.**  
**Fire & Life Safety Educator I**

Prerequisite: Basic fire science knowledge

A study of the skills and knowledge needed to successfully perform as a Fire and Life Safety Educator as addressed in NFPA 1035. Topics include fire behavior, community assessment, injury prevention, and juvenile fire setting.

**#FFP 2810** **3 hrs., 3 crs.**  
**Firefighting Strategy & Tactics I**

A study of multiple company operations, logistics, strategy, use of mutual aid forces, and conflagration control. Intended for high-ranking officers who may be in command of major fires and other emergencies involving close coordination and maximum use of large amounts of manpower and equipment. Typical tactical situations and case histories will be given.

**#FFP 2811** **4hrs., 3 crs.**  
**Firefighting Tactics and Strategy II**

Prerequisites: Certified fire fighter, basic fire science knowledge, and FFP 1810.

A study of action plans, command and control, safety, building dynamics, sprinkler operations, fire company operations, and various types of fires. An advanced study intended for higher ranking officers using state or locally provided scenarios.

## FOREIGN LANGUAGES

### See French or Spanish

To enter a state university, students must meet foreign language requirements in one of the following ways:

- A. Two credits (years) of one foreign language or, for some institutions, American sign language in high school
- B. 8-10 semester hours credit of one foreign language or, for some institutions, American sign language in college.
- C. Satisfactory score on the CLEP examination.



- D. Satisfactory score on the MAPS Latin examination
- E. Demonstrated competency by examination in a foreign language other than those examinations identified above or, for some institutions, in American sign language, with the standards and methods for determining competence to be identified by the admitting university.

Students who plan to transfer to a state university but do not meet the foreign language requirements should complete the requirement at the community college. Students who meet one of the two criteria below may be admitted to a state university as an exception to the foreign language admissions requirement but must take 8-10 credits of one foreign language at the university or community college prior to graduation:

- A. Students who earned an Associate in Arts degree before September 1, 1989.
- B. Students who enrolled before August 1, 1989, in a program leading to an associate degree from a Florida community college and maintain continuous enrollment (one course each 12-month period beginning with the students' first enrollment and continuing until enrollment in a university).

## FRENCH

**#FRE 1000** 3 hrs., 3 crs.

### Basic French Conversation

Introduction to French sound system and conversational emphasis on practical applications in daily personal and business life. Culture based. (Does not fulfill any part of the college-transfer sequence and does not provide General Education elective credit.)

**#FRE 1014** 1 hr., 1 cr.

### Introduction to French Conversation - A

Introduction to French sound system. Greetings, introductions, leave taking, numbers and prices, giving personal information, asking questions. (Does not fulfill any part of the college-transfer sequence and does not provide General Education elective credit.)

**#FRE 1018** 1 hr., 1cr.

### Introduction to French Food and Wine

Food and wine terms, pronunciation, reading a French menu, influence of French cuisine. (Does not fulfill any part of the college-transfer sequence and does not provide General Education credit.)

**FRE 1120** 4 hrs., 4 crs.

### First-Year French I

Prerequisite: Eligibility for ENC 1101.

Elements of grammar, simple conversational exercises, readings, composition, and cultural insights. Use of visual and auditory aids.

**FRE 1121** 4 hrs., 4 crs.

### First-Year French II

Prerequisite: FRE 1120.

A continuation of FRE 1120.

**FRE 2200** 4 hrs., 4 crs.

### Second-Year French I

Prerequisites: ENC 1101, FRE 1121 or equivalent. (Meets Area II Humanities Requirement.)

Readings dealing with French culture and civilization; grammar review and oral practice. Use of visual and auditory aids. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**FRE 2201** 3 hrs., 3 crs.

### Second-Year French II

Prerequisite: FRE 2200 or equivalent or consent of instructor.

A continuation of FRE 2200.

## GEOGRAPHY

**GEO 1010** 3 hrs., 3 crs.

### Principles of Geography

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

This course covers the elements and principles of geography, including earth-sun relationships, landforms, climates, soils, water, and natural resources, considered globally and regionally. During this course, world regions are identified and described in view of their physical and cultural environments.

## HISTORY

**AMH 1073** 3 hrs., 3 crs.

### History of Gulf and Franklin Counties

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

# Applies only to A.S. Degree and certificates

= PSAV course

This course is a study of the history of the Gulf-Franklin area of the Florida Gulf Coast beginning with the prehistoric Native Americans to their removal in 1837; the European explorations, including Narvaez and DeSota; European settlements and abandonments; the Spanish mission system; the Forbes Purchase; the rise of Apalachicola and St. Joseph; the signing of Florida's first constitution; the collapse of St. Joseph; the Civil War; post-war condition; logging and fishing; the intracoastal waterway; the land boom/bust of the 20s; the Depression; the paper industry; the impact of World War I and World War II to the present.

**AMH 2010** **3 hrs., 3 crs.**  
**United States History I**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."  
 This course covers United States history to 1876 and emphasizes the European background, the Revolution, Articles of Confederation, Constitution, problems of the new republic, sectionalism, manifest destiny, slavery, War Between the States, Reconstruction.

**AMH 2020** **3 hrs., 3 crs.**  
**United States History II**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."  
 This course is a history of the United States from 1876 to the present day. The course includes the growth of big business, the Agrarian Revolt, Latin American Affairs, the Progressive Movement, the World Wars, and political economics and world affairs since World War II.

**AMH 2070** **3 hrs., 3 crs.**  
**Florida History**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."  
 This course is a history of the state of Florida and includes discovery, Spanish rule, acquisition by the U.S., statehood, the state's relationship to the Union, and contemporary economic and cultural development.

**AMH 2091** **3 hrs., 3 crs.**  
**Black History**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."  
 This course is a study of the Black Americans to include their background and their role in the economic, political, and cultural development of the United States.

**EUH 1000** **3 hrs., 3 crs.**  
**Western Civilization I**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."  
 This is a survey of western civilization stressing early development, diffusion of cultural institutions, and the emerging national monarchies to 1600. The subjects covered include Ancient Egypt, Mesopotamia, Greece, Rome, Byzantium, and Islam. Emphasis is placed on the Middle Ages, the Renaissance, the Protestant Reformation, and the Commercial Revolution.

**EUH 1001** **3 hrs., 3 crs.**  
**Western Civilization II**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."  
 This course examines modern Western institutions from 1600 to the present day including the Modern State System, the Scientific Revolution, the Enlightenment, the French Revolution, Napoleon, Reaction, the development of Nationalism, Democracy, and Socialism, Industrialism, Imperialism, the Russian Revolution, the World Wars, and the Contemporary World.

## HONORS

**IDH 1905** **2 hrs., 1 cr.**  
**Honors Research**

Prerequisite: Completion of one semester of Honors courses.  
 This course provides an opportunity to carry on a topic of special interest to the individual student. The student will initiate and conduct the research project in consultation with a designated faculty member.

**IDH 2931** **1 hr., 1 cr.**  
**Honors Symposium**

Centers around topics of current interest or special interest to students or instructor.

## HOSPITALITY

**HFT 1000** **3 hrs., 3 crs.**  
**Introduction to Hotel-Restaurant Management**

An introduction to the hotel-motel-restaurant business, departments, industry's responsibilities, business ethics, and opportunities for creative employment.

**#HFT 1210** 2 hrs., 2 crs.  
**Hospitality Supervision**  
 Focuses on managing people from the supervisor's standpoint. Includes techniques for increasing productivity and controlling labor costs, time management, and managing change. Stresses effective communication and the responsibilities of a supervisor in a lodging or food service operation.

**#HFT 1300** 3 hrs., 3 crs.  
**Executive Housekeeping**  
 A study of the broad scope of the housekeeper's position stressing employee training, record keeping, and executive responsibilities.

**#HFT 1410** 3 hrs., 3 crs.  
**Front Office Procedures**  
 A study of human and public relations responsibilities of front office operation. Necessary principles of management, routines, reservations, and the trade accounting procedures are introduced.

**#HFT 1860** 3 hrs., 3 crs.  
**Beverage Management**  
 A study of the three categories of alcoholic beverages: wine, beer, and spirits. Provides a strong foundation in beverage purchasing, receiving, storing, control, and sales needed by the professional beverage manager.

**#HFT 2223** 3 hrs., 3 crs.  
**Training in the Hospitality Industry**  
 Covers all elements of training for a new or established hospitality operation and gives students the knowledge that will enable them to develop and maintain a competent staff.

**#HFT 2264C** 6 hrs., 3 crs.  
**Banquet and Convention Management** \$12.00 lab fee  
 Prerequisites: FOS 2201, FSS 1202C.  
 Corequisite: FSS 2240L.  
 Introduction to the complete set of skills necessary to adequately perform as a hotel banquet manager and convention planner. Actual functions will be used to reinforce the general rules of table service as they apply to buffets and banquets.

**#HFT 2313** 3 hrs., 3 crs.  
**Facilities Management**  
 Covers all major facility systems; features special contributions from leading experts, including the most current information on telecommunication systems, lodging and food service planning, design, and renovation.

**#HFT 2840C** 8 hrs., 3 crs.  
**Dining Room Operations** \$12.00 lab fee  
 Prerequisites: FOS 2201, FSS 1202C.  
 Corequisite: FSS 2224L.  
 Types of dining room and beverage service techniques found in the hospitality industry.

## HUMAN SERVICES

**#HUS 1200** 3 hrs., 3 crs.  
**Group Dynamics**  
 Study and practice of several types of therapy used in group treatment of mental illness. Students assume observer roles, do actual role-playing and research, and present and lead at least one session utilizing one of the therapies being studied.

**#HUS 1531** 3 hrs., 3 crs.  
**Chemical Dependency**  
 A study and examination of the etiology of alcohol and drug addiction; comparison of drugs and their effects; the nature of addiction and the recovery process; the effects of the cultural attitudes on prevention, early intervention, and recovery.

**#HUS 2330** 3 hrs., 3 crs.  
**Clinical Procedures**  
 Emphasizes the purposes, structures, focus, and techniques of interviewing. Emphasis on recording client interactions as well as the different diagnostic categories. Theoretical explanations reviewed and effectiveness of various therapies discussed.

**#HUS 2520** 3 hrs., 3 crs.  
**Abnormal Behavior**  
 Prerequisite: PSY 2012 or consent of instructor.  
 Provides an understanding of abnormal behavior and its cause, including analysis of the general symptomatology of pathological behavior. Emphasis on the diagnostic categories, especially those related to mental health problems such as alcoholism, drug addiction, and sociopathy, including appropriate behavior in relating to abnormal personality.

## INSURANCE

**#RMI 1650, 1651, 1652, 1653** 13hrs., 13 crs.  
**200 Hour General Line Agent Qualification Course**  
 A four part course designed to prepare insurance representatives for licensing. Participants must register for all parts of this course to become eligible for the State examination.

**Part 1 - Property Insurance. 4 crs.**

Basic concepts of all insurance contracts plus an indepth study of property insurance contracts with attention to coverage, exclusions, and provisions.

**Part 2 - Automobile Insurance. 4 crs.**

Prerequisite: RMI 1650.

All aspects of automobile insurance, including Florida law requirements, personal auto, insurance contracts, and coverage available for commercial auto risks.

**Part 3 - General Liability and Work Compensation. 2 crs.**

Prerequisite: RMI 1651.

Comprehensive study of all liability insurance contracts with emphasis on commercial liability policies. Also, a study of Workers Compensation coverage and the laws pertaining to risk with employees.

**Part 4 - Multi-Peril Insurance. 3 crs.**

Prerequisite: RMI 1652.

Presentation of packaging all mono-line coverage for both commercial and personal lines. Includes the lesser used coverage, such as Ocean Marine, Aviation, Boiler and Machinery, and Health Insurance coverage. Presents crime coverage and principles of surety bonding.

**JOURNALISM/MASS COMMUNICATION****JOU 2420L 3 hrs., 2 crs.**  
**Newspaper Production with Desktop Publishing**

Development of skills in desktop publishing: gathering, writing, and evaluating news; copy editing; headline writing; and computer-aided layout using PageMaker. Practical application through production of the college newspaper. (May be taken four times for credit.)

**JOU 2440L 3 hrs., 2 crs.**  
**Literary Magazine Production**

Development of skills in evaluating, copyreading, and editing poetry and prose; in evaluating art and photography; and in developing layout. Practical application through production of the college literary magazine. (May be taken four times for credit.)

**MMC 1000 3 hrs., 3 crs.**  
**Survey of Mass Communication**

History of, current trends in, and principles of application in the mass media (radio, television, newspaper, books, magazines, films, and advertising).

**MMC 2100 3 hrs., 3 crs.****Writing for Mass Communication**

Prerequisite: ENC 1101 with a minimum grade of "C."

Techniques used in preparing copy for mass communications media. Development of fundamental skills used in writing for newspapers, magazines, radio, television, public relations, and advertising.

**LEGAL ASSISTING/PARALEGAL****PLA 1104 3 hrs., 3 crs.****Legal Writing and Research I**

Prerequisite: ENC 1101.

Introduction to legal research, including citation form, reading and finding case law, reading and finding statutes, legislative history, reading and finding constitutional law, finding administrative law, finding court rules, finding local rules, loose-leaf services, secondary references, computer research, and ethical considerations.

**PLA 1203 3 hrs., 3 crs.****Civil Practice and Procedure I**

The study of judicial systems and corresponding rules of civil procedure, including basic procedures involved in the preparation, litigation, and appeal of cases; preparation for and the taking of depositions; preparing complaints, answers, and interrogatories; and summarizing case details for trial.

**#PLA 1423 3 hrs., 3 crs.**  
**Contract Law**

This course focuses on contracts, specifically the substantive and remedial aspects of business agreements, including offer, acceptance, consideration, third-party beneficiaries, assignments, Statute of Frauds, legality, performance, debtor and creditor relations, sales and secured transactions.

**#PLA 2114 3 hrs., 3 crs.****Legal Writing and Research II**

Prerequisite: PLA 1104.

Study of format and purpose of legal memorandum; study of form for legal citation and law office correspondence; preparation of legal instruments and documents; drafting intra-office memorandums; and ethical considerations.

**PLA 2190 3 hrs., 3 crs.****Legal Reasoning**

This course focuses on judgment and analytical thinking, including legal analysis, deductions, and categorization of facts and evidence; legal ethics and professional responsibility; and effective communications, including interviews and investigation of legal issues.

**#PLA 2223 3 hrs., 3 crs.****Civil Practice and Procedure II**

Prerequisite: PLA 1203.

In depth study of Florida rules of civil procedure. Florida Appellate rules, and Florida rules of summary procedure with emphasis on application to assist lawyers in commencement of lawsuit, discovery, settlement, trial, appeal, and collection of judgments.

**PLA 2308 3 hrs., 3 crs.****Criminal Procedure**

Study of development of criminal procedures and Constitutional safeguards, including rights to counsel, bail, search and seizure, arrest, identification, trial, and post-trial proceedings.

**#PLA 2433 3 hrs., 3 crs.****Corporations, Partnerships, and Agency Law**

This course examines the nature, formation, financial structure, management structure, and dissolution of corporations; the formation, operation, and dissolution of partnerships and limited liability companies; and the relationship of principal and agent with third parties.

**PLA 2600 3 hrs., 3 crs.****Wills, Trusts, and Probate**

The study of probate practices and procedures and the legal aspects of drafting wills, preparing guardianships and trusts, and administering estates.

**PLA 2610 3 hrs., 3 crs.****Real Property Law I**

Study of laws relating to common types of real estate transactions, including conveyances, deeds, contracts, and leases, with emphasis on the construction of each document.

**PLA 2800 3 hrs., 3 crs.****Family Law**

The law of family relations, including the study of divorce, separation, custody, adoption, and court procedures applicable to each.

**LITERATURE****AML 2010 3 hrs., 3 crs.****American Literature through the Civil War**

Prerequisite: ENC 1102 with minimum grade of "C." (Meets Area III Humanities requirement.)

Major writers, literary movements, forms, and themes of American literature from colonial times to the end of the Civil War. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**AML 2020 3 hrs., 3 crs.****American Literature: Reconstruction to Present**

Prerequisite: ENC 1102 with a minimum grade of "C." (Meets Area III Humanities requirement.)

Major writers, literary movements, forms, and themes of American literature from the Civil War to the present. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**AML 2600 3 hrs., 3 crs.****African-American Literature**

Prerequisite: ENC 1102 with a minimum grade of "C." (Meets Area III Humanities requirement.)

Major writers, literary movements, forms, and themes of African-American literature. Requirement of 6,000 words of writing and completion with a minimum grade of "C."

**ENG 2111 3 hrs., 3 crs.****Literature and Film**

Prerequisite: ENC 1102 with a minimum grade of "C." (Meets Area III Humanities requirement.)

Examines works of literature and their film adaptations, comparing written and cinematic narrative forms, writing elements and film composition techniques, as well as the ways that psychological, sociological, political, philosophical, and theological ideas and issues are presented in these two art forms. Requirement of 6,000 words of writing and completion with a minimum grade of "C."

**ENL 2012 3 hrs., 3 crs.****English Literature Through the Eighteenth Century**

Prerequisite: ENC 1102 with a minimum grade of "C." (Meets Area III Humanities requirement.)

Masterpieces, literary movements, forms, and themes of English literature from its beginning to the end of the eighteenth century. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**ENL 2022 3 hrs., 3 crs.****English Literature: Romantics to Present**

Prerequisite: ENC 1102 with a minimum grade of "C." (Meets Area III Humanities requirement.)

Masterpieces, literary movements, forms, and themes of English literature of the nineteenth and twentieth centuries. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**LIT 2040** 3 hrs., 3 crs.**World Drama**

Prerequisite: ENC 1102 with a minimum grade of "C."  
(Meets Area III Humanities requirement.)

Major dramatists from ancient through the present. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**LIT 2090** 3 hrs., 3 crs.**Contemporary Literature**

Prerequisite: ENC 1102 with a minimum grade of "C."  
(Meets Area III Humanities requirement.)

Major writers, works, and literary movements in the post-World War II era. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**LIT 2110** 3 hrs., 3 crs.**World Literature: Ancient through Renaissance**

Prerequisite: ENC 1102 with a minimum grade of "C."  
(Meets Area III Humanities requirement.)

Masterpieces, literary movements, forms, and themes of world literature from the Ancient World through the Renaissance. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**LIT 2120** 3 hrs., 3 crs.**World Literature: Enlightenment to Present**

Prerequisite: ENC 1102 with a minimum grade of "C."  
(Meets Area III Humanities requirement.)

Masterpieces, literary trends, forms and themes of world literature from the Renaissance to the present. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**LIT 2380** 3 hrs., 3 crs.**Women in Literature**

Prerequisite: ENC 1102 with a minimum grade of "C."  
(Meets Area III Humanities requirement.)

Major themes, works, authors of literature by women spanning from ancient through the present. Requirements of 6,000 words of writing and completion of the course with a minimum grade of "C."

**LIT 2930** 3 hrs., 3 crs.**Special Topics in Literature**

Prerequisite: ENC 1101 with a minimum grade of "C."

Literature of selected genres, periods, places, and people as recommended by the instructor. Repeatable for credit based on change of topics. (An elective course that does not satisfy Area III Humanities requirement.)

**MANAGEMENT****MAN 2021** 3 hrs., 3 crs.**Principles of Management**

Fundamentals of management underlying the solutions of problems of organization and operation of business enterprises covering the management process of planning, organizing, directing, and controlling.

**#MNA 1100** 3 hrs., 3 crs.**Human Relations in Management**

An introductory course concerned with the nature, scope, and understanding of human interactions as they relate to management. Emphasis on theory and practice using conventional and laboratory methods.

**MARKETING****MAR 2011** 3 hrs., 3 crs.**Marketing**

Prerequisite: GEB 1011 or consent of instructor.

Functions and institutions involved in the marketing process; marketing of agricultural products, raw materials, and manufacturing goods; problems involved in the choice of channels of distribution; function and methods of operation of wholesalers, retailers, and other marketing agencies; producer and consumer cooperation; demand creation methods and problems; the pricing problem; and the consumer in our marketing system.

**#MKA 1021** 3 hrs., 3 crs.**Salesmanship**

Principles and problems in personal selling, covering prospecting, preapproach, approach, demonstration, meeting objections, and closing. Emphasis on development of poise and improvement of personality.

**#MKA 2041** 3 hrs., 3 crs.**Retail Merchandising**

Prerequisite: GEB 1011 or consent of instructor.

Principles and practices of store organization and operation with emphasis on buying, merchandising control policies, advertising, display, services, pricing, expenses and profits, and training and supervision of the retail sales force.

# Applies only to A.S. Degree and certificates

= PSAV course

**#MKA 2042** **3 hrs., 3 crs.**  
**Retail Management**

Examination of the role of retailing in the marketing system. Attention to fundamentals for successful retail management. Emphasis on basic marketing principles and procedures, including merchandising, markup-markdown, pricing, stock turn, sales and stock planning, and profit. It also treats return on investment, inventory control, and up-to-date merchandise management methods.

**#MKA 2511** **3 hrs., 3 crs.**  
**Principles of Advertising**

Prerequisite: GEB 1011 or consent of instructor.

Theory and administration of advertising, including functions, research, distribution, displays, direct mail, newspapers, layout, illustration, typography, engraving, and printing.

### MATHEMATICS

First-time and transfer students will be placed by their faculty adviser into one of the following sequences of mathematics courses according to the results of the Florida College Entry-Level Placement Test or their official transcript evaluation.

Suggested sequences of mathematics courses:

Students who are planning courses of study in nonscientific or nontechnical areas and who desire only to meet the six-hour credit course requirement for General Education should enroll in MGF 1106 and MGF 1107.

Students who plan to major in mathematics/science areas should pursue the following sequence: MAC 1105, MAC 1140, MAC 1114, MAC 2311, MAC 2312, and MAC 2313.

Students who plan to major in business areas requiring business calculus should pursue the following sequence: MAC 1105 and MAC 2233.

#### College Preparatory Mathematics

The following developmental courses are not intended to satisfy any part of the college-level mathematics requirements and do not count as part of the required hours for graduation. A minimum grade of "C" or a passing score on the Florida College Entry-Level Placement Test is required to progress to the next course.

**MAT 0002** **4 hrs., 3 crs.**  
**Pre-Algebra**

Pre-algebra is a course designed for students who need to strengthen their mathematical background. The course must be passed with a minimum grade of "C" and is not intended to satisfy general education requirements in mathematics or to count toward required hours for graduation. Calculators are not allowed in the course.

Topics included are basic operations of fractions, mixed numerals, decimals, integers, percent notation and applications, solving equations, exponential notation, order of operations, areas, volumes, ratio, and proportion. (Includes one hour per week in the Success Center or its equivalent.)

**MAT 0024** **5 hrs., 4 crs.**  
**Fundamentals of Algebra**

Prerequisite: Math placement test or minimum grade of "C" in MAT 0002.

Fundamentals of Algebra is designed for students with no algebraic background. The course must be passed with a minimum grade of "C" and is not intended to satisfy general education requirements in mathematics or to count toward required hours for graduation.

Topics included are mathematical symbols and expressions, development of number system, order of operations, properties of operations, operations with signed numbers, properties of equality and inequality, functions, first degree equations, absolute value, problem solving with one variable, exponents, polynomials, graphing linear equations in two variables, finding square roots, factoring, and applications of factoring.

#### College-Level Mathematics Elective Credit

**MAT 1033** **3 hrs., 3 crs.**  
**Intermediate Algebra**

Prerequisite: Math placement test or minimum grade of "C" in MAT 0024.

Intermediate Algebra receives college credit, but only elective credit, and cannot be used to satisfy the math requirements for the Associate in Arts degree. Topics included are factoring, algebraic fractions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, linear equations and inequalities in two variables and their graphs, systems of linear equations and inequalities, introduction to functions, and applications of the above topics.

**College-Level Mathematics  
Math Courses**

The Associate in Arts degree requires that six credit hours of the following mathematics courses be completed with a minimum grade of "C." It is required that all prerequisite mathematics courses be completed with a minimum grade of "C" or that students earn a passing score on the Florida College Entry-Level Placement Test.

**MAC 1105** **3 hrs., 3 crs.**  
**College Algebra**

Prerequisite: Math placement test or minimum grade of "C" in MAT1033. A graphing calculator is required. A TI83 or TI83P is recommended.

Topics included are functions and functional notation, domains and ranges of functions, graphs of functions and relations, operations on functions, inverse functions, linear functions, quadratic functions, rational functions, absolute value functions, radical functions, exponential and logarithmic properties, exponential and logarithmic functions, exponential and logarithm equations, systems of equations and inequalities, and applications.

**MAC 1114** **3 hrs., 3 crs.**  
**Plane Trigonometry**

Prerequisite: Math placement test or minimum grade of "C" in MAC 1105. A graphing calculator is required. A TI83 or TI83P is recommended.

Topics included are properties and graphs of trigonometric functions, properties and graphs of inverse trigonometric functions, trigonometric identities, conditional trigonometric equations, solutions of triangles, vector algebra, parametric equations, polar coordinates, and applications.

**MAC 1140** **3 hrs., 3 crs.**  
**Precalculus Algebra**

Prerequisite: Math placement test or minimum grade of "C" in MAC 1105. A graphing calculator is required. A TI83 or TI83P is recommended.

Topics included are properties and graphs of polynomial and rational functions, polynomial and rational inequalities, properties and graphs of exponential and logarithmic functions, piecewise defined functions, conic sections, matrices and determinants, sequences and series, mathematical induction, binomial theorem, and applications.

**MAC 2233** **3 hrs., 3 crs.**  
**Calculus for Business and Social Science I**

Prerequisite: Minimum grade of "C" in MAC 1105. A graphing calculator is required. A T1-83 or T1-83P is recommended.

Topics included are a review of algebraic preliminaries, rates of change and optimization methods, integration, and applications to business and social sciences.

**MAC 2311** **4 hrs., 4 crs.**  
**Calculus with Analytic Geometry I**

Prerequisite: Math placement test or minimum grade of "C" in MAC 1140 and MAC 1114.

Topics included are families of functions, parametric equations, limits and continuity, differentiation of logarithmic, exponential, trigonometric, and rational functions, related rates, L'Hospital's rule, analysis of functions and their graphs, applications of the derivative, Newton's method, Rolle's Theorem, Mean-Value Theorem, and integration.

**MAC 2312** **4 hrs., 4 crs.**  
**Calculus with Analytic Geometry II**

Prerequisite: Minimum grade of "C" in MAC 2311.

Topics included are applications of integrals, principles of integral evaluation, Simpson's rule, improper integrals, mathematical modeling with differential equations, infinite series, and topics in analytical geometry.

**MAC 2313** **4 hrs., 4 crs.**  
**Calculus with Analytic Geometry III**

Prerequisite: Minimum grade of "C" in MAC 2312.

Topics included are three dimensional space, vectors, vector-valued functions, partial derivatives, and multiple integrals.

**MAD 2104** **3 hrs., 3 crs.**  
**Discrete Mathematics**

Prerequisite: Satisfactory score on math placement test or minimum grade of "C" in MAC 1140.

Topics included in this course are sets, functions and relations, combinatorics, propositional logic, graphs and trees, and applications. The course is designed so that the student can prove results applicable to the topics in computer science and software engineering.

**MAP 2302** **3 hrs., 3 crs.**  
**Differential Equations**

Prerequisite or Corequisite: MAC 2313 or consent of instructor.

Differential Equations is a study of the classification, solution, and application of ordinary differential equations. Solutions to differential equations are obtained by both the classical and Laplace Transform methods.



**MAS 2103** 3 hrs., 3 crs.**Linear Algebra**

Prerequisite: Minimum grade of "C" in MAC 1140.

Linear Algebra is an introductory course which includes vectors, matrices, determinants, vector spaces, transformations, geometric, and other applications.

**MGF 1106** 3 hrs., 3 crs.**Mathematics for Liberal Arts I**

Prerequisite: Satisfactory score on the math placement test or minimum grade of "C" in MAT 1033.

Mathematics for Liberal Arts I requires that the student be skilled in Intermediate Algebra. It is strongly recommended that transfer students demonstrate an algebra placement score greater than or equal to 88 or a minimum grade of "C" in MAT 1033. Topics include sets, logic, metric system, geometry, counting methods, probability and statistics.

**MGF 1107** 3 hrs., 3 crs.**Mathematics for Liberal Arts II**

Prerequisite: Minimum grade of "C" in MGF 1106.

Mathematics for Liberal Arts II requires that the student be skilled in Intermediate Algebra. It is strongly recommended that transfer students demonstrate an algebra placement score greater than or equal to 88 or a minimum grade of "C" in MAT 1033. Topics include, but are not limited to, numbering systems of past civilizations with a treatment of the origins of the Hindu-Arabic numbering system; elementary number theory, including its historical roots. Pythagorean discoveries of polygonal numbers divisibility tests prime numbers. Classifications of numbers, magic squares and prime words; introductory graph theory as applied to puzzles and the TSP, some historical development, Euler and Hamiltonian circuits, exponential and logarithmic functions and their application to population and financial problems; transformation geometry using translations, reflections, rotations, tilings and tessellations and other associated topics.

**MTB 0373** 1 hr., 1 cr.**Health Math I**

Prerequisite: Satisfactory score on math placement test.

Health Math I is a course designed for students who need to strengthen their basic mathematical background. This course must be passed with a minimum grade of "C" and is not intended to satisfy general education requirements in mathematics or to count toward required hours for graduation. Topics included are arithmetic, metric system, apothecary measurements, percent, techniques of health-data analysis, ratio and proportion, and applications to various fields in the health care system.

**MTB 0374** 2 hrs., 2 crs.**Health Math II**

Prerequisite: Satisfactory score on math placement test, minimum grade of "C" in MAT 0002, or minimum grade of "C" in MTB 0373.

Health Math II is a course designed for students completing a degree in a health-related field. This course must be passed with a minimum grade of "C" and is not intended to satisfy general education requirements in mathematics or to count toward required hours for graduation for an A.A. degree. Topics included are apothecary measurements, medication administration, understanding medication orders, calculating dosages using ratio-proportion, calculations of oral and parenteral medications, insulin, pediatric dose calculations, I.V. calculations, and Heparin calculations.

**#MTB 1321** 4 hrs., 3 crs.**Technical Algebra and Trigonometry I** \$25.00 lab fee

Prerequisite: Satisfactory score on math placement test or minimum grade of "C" in MAT 0024.

Topics included are linear equations and inequalities, functions and graphs, right-angle trigonometry, factors and fractions, exponents and radicals, quadratic equations, systems of equations, and trigonometric functions of any angle.

**MTB 1322** 4 hrs., 3 crs.**Technical Algebra and Trigonometry II** \$25.00 lab fee

Prerequisite: Minimum grade of "C" in MTB 1321 or consent of instructor.

Topics included are solving higher degree equations, exponential and logarithmic functions, vectors and oblique triangles, graphs of the trigonometric functions, trigonometric equations and identities, and complex numbers. (The combination of MAC 1105 and MTB 1322 will not meet the six-hour math General Education requirement. An additional three hours in math will be required.)

**#QMB 1001** 3 hrs., 3 crs.**College Business Mathematics**

Prerequisite: Math placement test or minimum grade of "C" in MAT 0024.

A study of the practical application of mathematics to business transactions and calculations, such as percentage, interest, discounts, markups, and commissions, pricing, payrolls, depreciation, and inventory turnover and costing. Emphasis is given to short methods of calculation and verification.

# Applies only to A.S. Degree and certificates

= PSAV course

**QMB 2100** 3 hrs., 3 crs.**Business and Economic Statistics**

Prerequisite: Minimum grade of "C" in MAT 1033 or a higher level mathematics course.

Topics include statistics in business decision-making; statistical data; averages, dispersion and skewness; probability; probability distributions; survey sampling; tests of significance parametric methods and nonparametric methods; simple linear regression and correlation.

**STA 2023** 3 hrs., 3 crs.**Statistics**

Prerequisite: Minimum grade of "C" in MAT 1033 or higher level mathematics course.

Topics include summarization of data, probability, probability distributions, normal distribution, sample mean and standard deviation, statistical estimation, testing hypotheses, chi-square distributions, linear correlation, and regression, and non-parametric statistics.

**MUSIC****MUH 1018** 2 hrs., 2 crs.**Introduction to Jazz Studies**

To study the concepts of jazz improvisation and music theory needed to understand the jazz improvisation courses. This course is a prerequisite for MUT 2641.

**MUH 2116** 3 hrs., 3 crs.**Evolution of Jazz**

The study of the history of jazz from the late 19<sup>th</sup> century New Orleans to the post modern fusion of the 21<sup>st</sup> century. The evolution of styles will be focused upon as well as the innovators who pioneered them.

**MUL 2010** 3 hrs., 3 crs.**Understanding Music**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." (Meets Area I Humanities requirement.)

Introduction to the world of music. Study of musical literature, styles, and forms; development of intelligent and sensitive listening ability; and increase of self enjoyment of music. American music, including jazz, as well as music of other cultures included.

**MUL 2110** 3 hrs., 3 crs.**Survey of Music Literature**

Prerequisites: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C," MUT 1112, MUT 1242, or permission of instructor. (Meets Area I Humanities requirement.)

The analysis and study of music literature. Includes intensive listening and reading of musical scores. (Intended for music majors.)

**MUN 1130** 3 hrs., 1 cr.**Instrumental Ensemble**

The rehearsal and performance of a variety of music from the instrumental repertoire. (May be repeated up to three times for credit.)

**MUN 1340** 4 hrs., 1 cr.**Singing Commodores**

A show choir performance group. By audition only. Students are expected to participate for the entire academic year. (May be repeated up to three times for credit.)

**MUN 1380** 3 hrs., 1 cr.**Masterworks Chorale**

A performance organization designed to meet the needs of students and community members interested in the performance of choral literature. (May be repeated up to three times for credit.)

**MUN 2120** 3 hrs., 1 cr.**Concert Band I**

The study and performance of a wide variety of concert band literature. (Open to all college students. May be repeated up to two times for credit.)

**MUN 2121** 3 hrs., 1 cr.**Concert Band II**

Prerequisites: MUN 2120, permission of instructor. The study and performance of a wide variety of concert band literature. (Open to all college students. May be repeated up to two times for credit.)

**MUN 2210** 3 hrs., 1 cr.**College Orchestra**

The study and performance of orchestral literature. (By audition or permission of the instructor only. May be repeated up to 3 times for credit.)

- MUN 2310** 3 hrs., 1 cr.  
**Concert Chorale I**  
 The study and performance of works representative of a wide spectrum of choral literature. (Open to all college students. May be repeated up to two times for credit.)
- MUN 2311** 3 hrs., 1 cr.  
**Choral Ensemble**  
 The rehearsal and performance of a variety of music from the choral repertoire, including a wide spectrum of material for groups of all sizes. (May be repeated up to three times for credit.)
- MUN 2312** 3 hrs., 1 cr.  
**Concert Chorale II**  
 Prerequisites: MUN 2310, permission of instructor.  
 The study and performance of works representative of a wide spectrum of choral literature. (Open to all college students. May be repeated up to two times for credit.)
- MUN 2710** 3 hrs., 1 cr.  
**Jazz Ensemble**  
 (Audition and instructor permissions required.) The study and performance of jazz and popular band literature. (May be repeated up to three times for credit. Open to all GCCC students.)
- MUO 1020** 1 hr., 1 cr.  
**Musical Productions**  
 Performance or technical work in musicals, operas, oratorios, or revues. (May be repeated up to three times for credit.)
- MUS 2550** 3 hrs., 3 crs.  
**Music Technology** \$15.00 lab fee  
 The study of music technology, including midi sequencing, notation, CD ROMS, and the Internet.
- MUT 1011** 3 hrs., 3 crs.  
**Reading and Writing Music**  
 A basic music theory class. Application of the fundamental materials of music theory. (Does not satisfy music major theory requirement.)
- MUT 1111** 3 hrs., 3 crs.  
**Music Theory I**  
 Corequisite: MUT 1241.  
 A systematic study of the materials and structures of music. Study includes fundamentals, diatonic, chromatic, and twentieth-century concepts.
- MUT 1112** 3 hrs., 3 crs.  
**Music Theory II**  
 Prerequisite: MUT 1111 or permission of instructor.  
 Corequisite: MUT 1242.  
 A systematic study of the materials and structures of music. Study includes fundamentals, diatonic, chromatic, and twentieth-century concepts.
- MUT 1241** 2 hrs., 1 cr.  
**Ear Training and Sight Singing I**  
 Corequisite: MUT 1111.  
 Development of ear training skills and sight singing.
- MUT 1242** 2 hrs., 1 cr.  
**Ear Training and Sight Singing II**  
 Prerequisite: MUT 1241 or permission of instructor.  
 Corequisite: MUT 1112.  
 Development of ear training skills and sight singing.
- MUT 2116** 3 hrs., 3 crs.  
**Music Theory III**  
 Prerequisite: MUT 1112 or permission of instructor.  
 Corequisite: MUT 2246.  
 A systematic study of the materials and structures of music. Study includes fundamentals, diatonic, chromatic, and twentieth-century concepts.
- MUT 2117** 3 hrs., 3 crs.  
**Music Theory IV**  
 Prerequisite: MUT 2116 or permission of instructor.  
 Corequisite: MUT 2247.  
 A systematic study of the materials and structures of music. Study includes fundamentals, diatonic, chromatic, and twentieth-century concepts.
- MUT 2246** 2 hrs., 1 cr.  
**Ear Training and Sight Singing III**  
 Prerequisite: MUT 1242 or permission of instructor.  
 Corequisite: MUT 2116.  
 Development of ear training skills and sight singing.
- MUT 2247** 2 hrs., 1 cr.  
**Ear Training and Sight Singing IV**  
 Prerequisite: MUT 2246 or permission of instructor.  
 Corequisite: MUT 2117.  
 Development of ear training skills and sight singing.
- MUT 2641** 2 hrs., 2 cr.  
**Jazz Improvisation I**  
 Prerequisites: MUT 1112 and MUH 1018 or permission of instructor.  
 Skills in beginning jazz improvisational techniques and related jazz theory. (May be repeated up to three times for credit.)

# Applies only to A.S. Degree and certificates

= PSAV course

**Applied Music****2 hrs., 2 crs.**

Applied Music Lab Fee: \$160 per course  
Private lessons in principal instrument or voice. May be repeated up to a maximum of 4 times for credit. Open to music and theatre majors only. Placement determined by audition.

- MVB 1311, 2321 Applied Trumpet  
MVB 1312, 2322 Applied French Horn  
MVB 1313, 2323 Applied Trombone  
MVB 1314, 2324 Applied Baritone  
MVB 1315, 2325 Applied Tuba  
MVK 1311, 2321 Applied Piano  
MVK 1313, 2323 Applied Organ  
MVP 1311, 2321 Applied Percussion  
MVS 1311, 2321 Applied Violin  
MVS 1312, 2322 Applied Viola  
MVS 1313, 2323 Applied Cello  
MVS 1314, 2324 Applied Double Bass  
MVS 1316, 2326 Applied Guitar  
MVV 1311, 2321 Applied Voice  
MVV 1312, 2322 Applied Musical Theatre Voice  
MVW 1311, 2321 Applied Flute  
MVW 1312, 2322 Applied Oboe  
MVW 1313, 2323 Applied Clarinet  
MVW 1314, 2324 Applied Bassoon  
MVW 1315, 2325 Applied Saxophone

**MVK 1111****2 hrs., 1 cr.****Class Piano I**

\$8.00 lab fee

Beginning class instruction in piano techniques and keyboard harmony. (May be repeated once for credit.)

**MVK 2121****2 hrs., 1 cr.****Class Piano II**

\$8.00 lab fee

Prerequisite: MVK 1111.

Intermediate class instruction in piano techniques and keyboard harmony. (May be repeated once for credit.)

**MVV 1111****2 hrs., 1 cr.****Class Voice**

Fundamentals of voice production, beginning level.

**NURSING****#HSC 1641****3 hrs., 3 crs.****Law and Ethics for Health Care**

This course introduces the student to a variety of legal and ethical issues which may apply to health science professionals. Included is an introduction to law and ethics, working in a health care profession, law and courts, professional liability, medical records and informed consent, workplace legalities (sexual harassment, disabilities, etc.), bioethics and social issues, and death and dying. Case studies are cited to illustrate points and students will consider the relevance to their particular health care specialty. Students are provided with web sites for additional research into topics of interest within their own discipline.

**#HSC 2702****30 hrs., 2 crs.****Management for Health Care Providers**

Prerequisite: Currently enrolled in a Health Sciences Program or a licensed healthcare provider.

Directed towards assisting health careers students to understand the responsibilities of a leader/manager in health and how best to meet these responsibilities. Addresses principles of leadership and management, management theory, health care managements, employee and time management, conflict resolution, computerization of health care, and legal concerns in management.

**#NUR 1000C****2 hrs., 1 cr.****LPN-ADN Transition**

\$40.00 lab fee

Prerequisites: BSC 2085, BSC 2085L.

Designed to orient the LPN-ADN student to the nursing program and to facilitate the transition from the role of Licensed Practical Nurse to Associate Degree Nurse and ultimately, registered nurse. Includes program philosophy, framework and outcomes, roles and functions of the R.N., utilization of the nursing process and selected aspects of patient assessment. Evaluation of selected clinical skills, management, and pharmacology math also included.

**#NUR 1022C****4 hrs., 3 crs.****Foundations of Nursing Practice**

\$46.00 lab fee

Prerequisites: BSC 2085, BSC 2085L.

Introduction to the health care system, the nursing role, conceptual model of the curriculum and the nursing process. Theories of Maslow and Erikson presented as a basis for assessment of needs focusing on normal parameters. Includes a study of medical terminology, communication skills, pharmacology math, health teaching, and introductory nursing management. Concurrent campus lab experiences provided for the development of psychomotor skills.

- #NUR 1142** **2 hrs., 2 crs.**  
**Introduction to Pharmacology**  
 Prerequisite: BSC 2085. Prior completion of BSC 2086, MCB 2004, and knowledge of medical terminology is also helpful. Health care professionals and individuals with biology background may be eligible with consent of instructor.  
 This is an introductory survey course addressing broad drug groups and classifications. Topics include pharmacokinetics, pharmacodynamics, drug preparations, interactions, adverse and side effects, legal aspects, and application of the nursing process to the pharmacological plan of care.
- #NUR 1210C** **6 hrs., 4 crs.**  
**Nursing Care of the Adult I** \$24.00 lab fee  
 Prerequisite: NUR 1022C.  
 Utilization of the nursing process with applications to the adult experiencing alterations in the health state. Content addresses the surgical experience, alterations in protective functions, sexuality, comfort, rest, activity, and mobility. Nursing roles in the clinical area are also incorporated into the clinical tool. Introductory nursing management principles are applied in the clinical setting. Concurrent campus and clinical lab experiences are provided.
- #NUR 1211C** **9 hrs., 5 crs.**  
**Nursing Care of the Adult II** \$26.00 lab fee  
 Prerequisites: NUR 1210C, BSC 2086, BSC 2086L, NUR 1142, DEP 2004, HUN 1201.  
 Utilization of the nursing process with application to the adult experiencing alterations in the health state. Addresses alterations in sensory-perceptual functions, nutrition, elimination, and fluids & electrolytes. Concurrent campus and clinical lab experiences are provided.
- #NUR 1260C** **7 hrs., 5 crs.**  
**Gerontological Nursing** \$10.00 lab fee  
 Prerequisites: NUR 1210C, BSC 2086, BSC 2086L, NUR 1142, DEP 2004, HUN 1201.  
 Introduction to the nursing care of aging persons. Includes a study of the characteristics of the older population, aging theories, issues in aging and characteristics of normal aging. This course also focuses on the unique knowledge and skill utilized in applying the nursing process to older adults and selected illnesses. Concurrent clinical experience is provided in long-term care and community care agencies.
- #NUR 2222C** **13 hrs., 8 crs.**  
**Nursing Care of the Adult III** \$32.00 lab fee  
 Prerequisites: NUR 2420C, NUR 2310C, NUR 2520C, MCB 2004, MCB 2004L.  
 Prerequisite or Corequisite: ENC 1101, PSY 2012, Humanities elective.  
 Utilization of the nursing process with applications to the adult experiencing more alternations in the health state. This course emphasizes alterations in metabolism, elimination (renal), and oxygenation/safety. Included is a study of the intensive care experience and emergency nursing. Concurrent campus and clinical labs are provided.
- #NUR 2310C** **6 hrs., 4 crs.**  
**Nursing Care of the Child** \$48.00 lab fee  
 Prerequisites: NUR 1211C, NUR 1260C, SYG 2000.  
 Nursing care of the children and their families in an acute care hospital environment, the home, ambulatory and community settings. Emphasis is placed on the application of normal growth and development principles as well as the child's needs appropriate for selected health problems. A variety of clinical rotation experiences are provided which assist the student in applying theoretical knowledge to clinical situations in the pediatric setting. Specific exercises and opportunities emphasize critical thinking, communication, cultural considerations, growth and development, assessment, legal and ethical considerations, and management principles.
- #NUR 2420C** **6 hrs., 4 crs.**  
**Maternal-Infant Nursing** \$24.00 lab fee  
 Prerequisites: NUR 1211C, NUR 1260C, SYG 2000.  
 This course focuses on the application of the nursing process to the childbearing family. Content includes reproductive anatomy and physiology, conception and fetal development, pregnancy, pregnancy at risk, the birth process, the postpartum period, the normal newborn, the newborn with selected risks, and methods of fertility control. Legal and ethical concepts are considered, along with selected principles of nursing leadership/management. Concurrent campus and clinical lab experiences are provided.
- #NUR 2520C** **6 hrs., 4 crs.**  
**Psychiatric Mental Health Nursing** \$8.00 lab fee  
 Prerequisites: NUR 1211C, NUR 1260C, SYG 2000.  
 Utilization of the nursing process with applications to the individual experiencing biopsychosocial alterations in the health state. Emphasis is placed on the use of the therapeutic interpersonal process in meeting client's needs. Management of the therapeutic milieu and time related

issues are also addressed. Includes an overview of mental health nursing and care of the persons with disrupted coping patterns and altered thought processes. Concurrent campus and clinical lab experiences are provided in institutional and community-based practice settings.

**#NUR 2930** **1 hr., 1 cr.**  
**Selected Topics in Nursing I**  
 Prerequisite: Permission of instructor.  
 Individualized study of selected aspects in nursing.

**#NUR 2932** **2 hrs., 2 crs.**  
**Selected Topics in Nursing II**  
 Prerequisite: Permission of instructor.  
 A more indepth individualized study of selected aspects of nursing.

**#NUR 2945C** **5 hrs., 3 crs.**  
**Nursing Practicum** \$36.00 lab fee  
 Prerequisites: NUR 2222C.  
 Clinical application and analysis of selected nursing situations. Clinical lab component consists of preceptorship experience to assist in role transition from student to graduate nurse. Students will be assigned clinical labs on shifts other than day shifts.

## NUTRITION

**HUN 1201** **3 hrs., 3 crs.**  
**Principles of Nutrition**  
 Principles and problems of nutrition with emphasis on the principal nutrients in foods and their utilization by the body as well as determining and meeting food needs for optimum health at different stages of the life span.

## OFFICE ADMINISTRATION

**#OST 1061** **3 hrs., 3 crs.**  
**Introduction to Office Management** \$12.00 lab fee  
 Prerequisite: Satisfactory English scores on the Florida College Entry-Level Placement Test or completion of ENC 0021 with a minimum grade of "C" and satisfactory reading scores on the Florida College Entry-Level Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." This course is designed to prepare the student to efficiently perform essential skills needed in the office environment and to develop an understanding of everyday office routines. Topics include prioritizing work and time management, handling mail and electronic communications, making travel and conference arrangements, developing basic grammar and proofreading skills, cultivating ethics and professionalism in the office, refining telephone skills, and other appropriate topics.

**OST 1101** **3 hrs., 3 crs.**  
**Keyboarding & Document Processing I** \$12.00 lab fee  
 A study of the QWERTY keyboard, the mechanics of the typewriter/microcomputer, reports, business letters, and forms.

**OST 1102** **3 hrs., 3 crs.**  
**Keyboarding & Document Processing II** \$12.00 lab fee  
 Prerequisite: OST 1101 or pretest by instructor.  
 A continuation of OST 1101.

**#OST 1257** **2 hrs., 2 crs.**  
**Medical Terminology Workshop** \$8.00 lab fee  
 Study of medical terminology, including prefixes, suffixes, pronunciation, definition, and usage.

**#OST 1355** **3 hrs., 3 crs.**  
**Records Management** \$8.00 lab fee  
 Prerequisites: OST 1101 and CGS 1570 or consent of instructor.

This course is designed to develop an understanding of the principles and practices in effective records management. The importance of using correct filing procedures and processes in the storing of records is emphasized. The ARMA filing rules will be emphasized throughout the course. The use of Microsoft Access database software and other alternatives to file storage and retrieval will be an integral part of the course.

**#OST 1461** **3 hrs., 3 crs.**  
**Computerized Medical Office Management**  
 \$12.00 lab fee

Prerequisites: OST 1101, OST 1257, CGS 1570.  
 Lectures and laboratory experiences on the most popular medical office management software program in use. Students are trained in maintaining patient files, storing treatment information, matching codes with treatment procedures, diagnoses and charges, and in medical insurance claims and procedures.

**#OST 1611** **3 hrs., 3 crs.**  
**Medical Machine Transcription** \$12.00 lab fee  
 Prerequisites: OST 1711 or OST 1856, and OST 1257 or consent of instructor.

Transcribing of medical-related materials of various forms and formats.

**OST 1711** **3 hrs., 3 crs.**  
**Word Processing with WordPerfect** \$12.00 lab fee  
 Prerequisites: OST 1101 and CGS 1570 or consent of instructor.

Develops skills necessary to utilize commercial word processing software WordPerfect to effectively handle word processing needs. Topics include text insertion and deletion, storage and retrieval, formatting, printing, and other topics appropriate to the software of equipment used.

**OST 1856** **3 hrs., 3 crs.**  
**Word Processing with Microsoft Word for Windows**  
 \$12.00 lab fee

Prerequisites: OST 1101 and CGS 1570. The student must know the QWERTY keyboard by touch before entering this course.

This course develops skills necessary to utilize commercial word processing software for microcomputers, Microsoft Word 97 for Windows (or current windows version), to effectively handle the word processing needs for personal and small business use.

**#OST 2335** **3 hrs., 3 crs.**  
**Business Communications** \$12.00 lab fee  
 Prerequisites: OST 1101, ENC 1101 with a minimum grade of "C" or satisfactory score on the Gulf Coast Community College English placement test.

This course focuses on the general principles of effective communications and applies them to specific types of writing: the business letter and the memorandum. Students study the mechanics of writing and methods of writing effectively. Current grammar usage is addressed.

**#OST 2601** **3 hrs., 3 crs.**  
**Machine Transcription** \$12.00 lab fee

Prerequisites: OST 1711 or OST 1856, and satisfactory English scores on the Florida College Entry-Level Placement Test or completion of ENC 0021 with a minimum grade of "C" and satisfactory reading scores on the Florida College Entry-Level Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C" or consent of instructor.

This course provides training in machine transcription skills. Speed, accuracy, neatness, and mailable copy are emphasized on the various documents that are transcribed. Language arts skills and decision-making are developed in this course.

**#OST 2811** **3 hrs., 3 crs.**  
**Desktop Publishing with Microsoft Publisher**  
 \$12.00 lab fee

Prerequisites: CGS 1570, OST 1711 or OST 1856, or consent of instructor.

A hands-on approach to desktop publishing for the office using Microsoft Publisher. The student will learn the skills required to create professional quality newsletters, flyers, brochures, business cards, and more using pre-designed templates as well as original layouts to customize content and create publications.

## PATIENT CARE TECHNICIAN

**=HCP 0001** **90 contact hrs., 3 vocational crs.**  
**Health Careers Core** \$31.00 lab fee

An introduction to health care delivery system. Basic safety measures, communication, techniques, and employability skills, CPR and AIDS are covered.

**=HCP 0120C** **75 contact hrs., 2.5 vocational crs.**  
**Basic Nursing Care**

Prerequisite: HCP 0001.

Contents include classroom and laboratory experiences relating to communication, nursing procedures, and organized patient care, including restorative with emphasis on the geriatrics.

**=HCP 0330C** **50 contact hrs., 1.5 vocational crs.**  
**Home Health Aide**

Prerequisite: HCP 0001.

A continuation of previous nursing assistant courses. Content specific to health care procedures in the home environment.

**=HCP 0620C** **75 contact hrs., 2.5 vocational crs.**  
**Patient Care Assistant**

Prerequisite: HCP 0001.

Builds on nursing assistant and provides experiences needed to work in a health care facility other than a nursing home.

**=HCP 0720C** **75 contact hrs., 2.5 vocational crs.**  
**Electrocardiograph Aide**

Prerequisite: HCP 0001.

Contents include classroom and laboratory instruction on the cardiovascular system, ethical and legal responsibilities, patient care techniques in the health care facility relating to performing electrocardiographs. Basic anatomy and physiology of the cardiovascular system, legal and ethical responsibilities relating to an EKG aide, and performance of a 12 lead EKG and recognition of basic abnormal EKGs are covered.

# Applies only to A.S. Degree and certificates

= PSAV course





**EVR 1001L** 3 hrs., 1 cr.**Introduction to Environmental Science Laboratory**

\$30.00 lab fee

Prerequisite or Corequisite: EVR 1001.

Laboratory activities will focus on resource management techniques and data analysis. Computers will be used to create databases and maps. (Recommended for students majoring in science or secondary science education.)

**GLY 1010** 3 hrs., 3 crs.**Physical Geology**

Physical properties, identification, and origin of minerals. Classification of rocks, physical processes that shape the earth; gradation, deposition, vulcanism, glaciation, weathering, rock deformation, mountain building and metamorphism. Geologic maps.

**GLY 1010L** 2 hrs., 1 cr.**Physical Geology Laboratory**

\$30.00 lab fee

Prerequisite or Corequisite: GLY 1010.

Exercises in the identification of common rocks and minerals, interpretation of topographic maps and aerial photographs, methods of geological illustration.

**MET 1010** 3 hrs., 3 crs.**Introductory Meteorology**

A study of the observation and distribution of weather variables, atmospheric motion, precipitation, and topics in modern weather science.

**OCE 1001** 3 hrs., 3 crs.**Fundamentals of Oceanography**

A study of the ocean basins, the ocean floor, seawater, water masses, circulation, tides, waves, sediment, and topics in modern ocean science.

**PSC 2341** 3 hrs., 3 crs.**Physical Science Survey**

Prerequisite: Three hours college-level mathematics or consent of the instructor.

A survey of selected topics in physics and chemistry.

**PSC 2341L** 2 hrs., 1 cr.**Physical Science Survey Laboratory**

\$30.00 lab fee

Corequisite: PSC 2341 or consent of instructor.

Selected laboratory experience emphasizing basic scientific principles through the use of simple equipment. Designed for Pre-Elementary Teacher Education majors.

**PSC 2371** 3 hrs., 3 crs.**Earth and Space Science Survey**

An introductory course that consists of four units that emphasize broad coverage of the basic topics and principles in geology, oceanography, astronomy, and meteorology. The course is intended to meet the need of Pre-Elementary Teacher Education majors as well as general education requirements.

**PSC 2371L** 2 hrs., 1 cr.**Earth and Space Science Survey Laboratory**

\$30.00 lab fee

Corequisite: PSC 2371 or consent of instructor.

Consists of mineral and rock identification and classification; map interpretation; measurement of weather factors, and observational astronomy.

The following courses will also meet the physical science general education requirements:

CHM 1040 Introductory Chemistry

CHM 1045 General Chemistry

PHY 1020 Introductory Physics

PHY 2048 University Physics I

PHY 2053 College Physics I

**PHYSICAL THERAPIST ASSISTANT****#PHT 1000** 3 hrs., 3 crs.**Introduction to Physical Therapy**

Prerequisite: Acceptance into PTA program.

Introduction to the history, present practice, and future trends of the profession. Introduction to team concept in health care, including the role and responsibilities of the physical therapist assistant. Examination of legal and ethical issues related to the practice of physical therapy. Patient's rights and responsibilities; confidentiality of patient information; discussion of structure and services of the American Physical Therapy Association. Reimbursement systems and fiscal considerations of providers and consumers of physical therapy services. Quality assurance and assessment in the delivery of physical therapy.

**#PHT 1102** 1 hr., 1 cr.**Applied Anatomy for PTAs**

Prerequisites: BSC 2085, BSC 2085L.

A course for PTA students that reviews musculoskeletal, neuromuscular, and basic anatomical concepts and discusses their application to physical therapy procedures.

# Applies only to A.S. Degree and certificates

= PSAV course

**#PHT 1124 3 hrs., 3 crs.****Functional Human Motion**

Prerequisites: BSC 2085, BSC 2085L.

Study of basic kinesiological and biomechanical principles and their application to human movement. Includes analysis of normal movement patterns, posture, and gait. Examination of concepts of coordinated muscle function and neuromotor control. Surface anatomy and palpation.

**#PHT 1124L 4 hrs., 2 crs.****Functional Human Motion Lab**

\$8.00 lab fee

Corequisite: PHT 1124.

A laboratory course offering practice in the application of principles presented in PHT 1124 in movement, posture, and gait analysis and measurement. Focus on the development of sound application of kinesiological and biomechanical concepts to human movement and on the development of keen and effective visual and manual observational skills, surface anatomy, and palpation.

**#PHT 1131 1 hr., 1 cr.****Assessment, Measurement, and Documentation**

Prerequisite: OST 1257.

Introduction to medical record keeping. Documentation skills, including SOAP notes, narrative notes, and computerized documentation systems. Reading and interpreting a physical therapy evaluation. Concepts of measurement, assessment, and recording of flexibility, strength, function, balance, endurance, pain, neurological deficit and sensation, segmental length, girth and volume.

**#PHT 1131L 4 hrs., 2 crs.****Assessment, Measurement, and Documentation Lab**

Corequisite: PHT 1131. \$6.00 lab fee

A laboratory course designed to practice principles presented in PHT 1131. Reading and interpreting medical records and examination of a variety of evaluation and assessment forms. Practice in documentation skills, goniometry, muscle testing, neurological and sensory testing, coordination, and functional assessment.

**#PHT 1200 2 hrs., 2 crs.****Basic Skills in Patient Care**

Corequisite: PHT 1000.

Introduction to basic patient care skills; moving, lifting, and transferring patients; patient positioning and draping; preparation of treatment area; medical asepsis and infection control; body mechanics; wheelchair operation and adjustment; identification of architectural barriers; safety issues in patient care and transport; fitting and application of selected adaptive devices; introduction to activities of daily living; bed mobility skills; vital signs, range of motion, and wound care in physical therapy.

**#PHT 1200L 4 hrs., 2 crs.****Basic Skills in Patient Care Lab**

\$10.00 lab fee

Corequisite: PHT 1200

A laboratory course designed for practice in the basic patient care skills presented in PHT 1200. The focus is on the development of safe and competent patient and equipment handling skills.

**#PHT 1220 2 hrs., 2 crs.****Introduction to Therapeutic Exercise**

Prerequisites: PHT 1200, PHT 1200L.

Corequisites: PHT 1124, PHT 1124L.

Introduction to the types and effects of exercise. Rationale for and functional basis of exercises and techniques employed for therapeutic reasons. Use and maintenance of a variety of exercise equipment. Exploration of the concepts of lifespan fitness and wellness.

**#PHT 1220L 4 hrs., 2 crs.****Therapeutic Exercise Lab**

\$8.00 lab fee

Corequisite: PHT 1220.

A laboratory course designed to develop skill in the application of the concepts and techniques of exercise therapy presented in PHT 1220. Hands-on experience with a variety of exercise equipment and practice in performing, assisting, and teaching of therapeutic exercises.

**#PHT 2211 3 hrs., 3 crs.****Therapeutic Modalities**

Prerequisites: PHT 2225, PHT 2225L.

Study of the physical principles, physiological effects, indications, contraindications, and rationales in the use of therapeutic heat, cold, light, water, pressure, traction, electricity, and massage in the treatment of specific clinical symptoms. Wound care with modalities. Use, maintenance, and safety inspection of equipment. Disinfection and sterilization of materials and equipment and infection control.

**#PHT 2211L 4 hrs., 2 crs.****Therapeutic Modalities Lab**

\$20.00 lab fee

Corequisite: PHT 2211.

A laboratory course designed to develop competencies in the application of therapeutic modalities discussed in PHT 2211. Positioning, draping, and safety precautions in the use of all modalities will be a strong focus.

**#PHT 2224** **2 hrs., 2 crs.**  
**Therapeutic Interventions I: Medical/Surgical Disabilities**

Prerequisites: PHT 1220, PHT 1220L, PHT 1131, PHT 1131L.

Exploration of basic pathological processes in body systems and their clinical signs and symptoms in physical disabilities associated with selected medical/surgical conditions. Relationships between pathological conditions and their prognosis and treatment. Pharmacological aspects of treatment with implications for physical therapy treatment.

**#PHT 2224L** **2 hrs., 1 cr.**  
**Therapeutic Interventions I Lab** **\$6.00 lab fee**  
 Corequisite: PHT 2224.

Laboratory course designed to develop skill in the application of concepts presented in PHT 2224. Practice in performing, assisting, teaching, and documenting therapeutic exercises and treatment techniques for selected medical/surgical disabilities.

**#PHT 2225** **3 hrs., 3 crs.**  
**Therapeutic Interventions II: Orthopedic Disabilities**

Prerequisites: PHT 2224, PHT 2224L.

Exploration of basic pathological processes in body systems and their clinical signs and symptoms in physical disabilities associated with selected orthopedic disabilities. Relationships between pathological conditions and their prognosis and treatment. Pharmacological aspects of treatment with implications for physical therapy treatment.

**#PHT 2225L** **4 hrs., 2 crs.**  
**Therapeutic Interventions II Lab** **\$10.00 lab fee**  
 Corequisite: PHT 2225.

This is a laboratory course designed to develop skill in the application of concepts presented in PHT 2225. Practice in performing therapeutic exercises and treatment techniques for selected orthopedic disabilities.

**#PHT 2226** **2 hrs., 2 crs.**  
**Therapeutic Interventions III: Neurological Disabilities**

Prerequisites: PHT 2225, PHT 2225L.

Exploration of basic pathological processes in body systems and their clinical signs and symptoms in physical disabilities associated with selected neurological conditions. Relationships between pathological conditions and their prognosis and treatment. Pharmacological aspects of treatment with implications for physical therapy treatment.

**#PHT 2226L** **4 hrs., 2 cr.**  
**Therapeutic Interventions III Lab** **\$8.00 lab fee**  
 Corequisite: PHT 2226.

This is a laboratory course designed to develop skill in the application of concepts presented in PHT 2226. Practice in performing, assisting, teaching, and documenting therapeutic exercises and treatment techniques for selected neurological disabilities.

**#PHT 2801** **12 hrs., 3 crs.**  
**PTA Clinical Practice I** **\$32.00 lab fee**

Prerequisites: PHT 2226, 2226L, PHT 2211, 2211L. Students are assigned to an agency providing physical therapy services for an introductory (full-time, 40 hours/week for 4 1/2 weeks) experience in the application of skills learned in the classroom to patients in the clinical setting. Students implement PT treatments and perform specific clinical tasks under the close supervision of a physical therapist. This is an introductory experience and emphasis is on developing ease in the moving and handling of patients; confidence in communicating and interacting with staff, patients, and their families; sharpened powers of observation; and an understanding of the role of the physical therapist assistant. A Patient Care Study is completed along with pertinent literature review.

**#PHT 2810** **40 hrs., 5 crs.**  
**PTA Clinical Practice II** **\$24.00 lab fee**

Prerequisite: PHT 2801. Corequisite: PHT 2931.

An intermediate level, full-time clinical placement (40 hours/ week for 7 weeks) designed to be an in-depth experience in the delivery of physical therapy services to patients in a clinical setting. It is a supervised experience in the application of academically acquired knowledge. Problem-solving techniques are employed in the interpretation and execution of patient care plans. An in-depth patient care study will be completed, and students will prepare and give an in-service to the facility staff.

**#PHT 2820** **40 hrs., 5 crs.**  
**PTA Clinical Practice III** **\$10.00 lab fee**

Prerequisite: PHT 2810. Corequisite: PHT 2931.

This course is an advanced level, full-time clinical placement (40 hours/week for 7 weeks) designed to be an in-depth experience in the delivery of physical therapy services to patients in a clinical setting. Although a supervised experience in the application of academically and clinically acquired knowledge, emphasis will be on the students' developing more autonomy in patient care and more independence in involvement with the entire scope of physical therapy services from clerical to patient scheduling and treatment to department maintenance. Also of emphasis will be a continuation of the development of critical thinking, problem-solving, and communication/teaching skills. An in-depth patient care

study will be completed and a quality assurance study will be conducted.

**#PHT 2931** **2 hrs., 2 crs.**  
**Seminar**

Corequisites: PHT 2810, PHT 2820.

This course is designed to broaden the scope of the student's understanding of clinical practice. Relationship of clinical research to clinical practice. Reading and review of professional literature in physical therapy or related fields. Conduction and presentation of patient care studies. Responsibilities for continuing education and professional development and quality assurance. Licensure issues. Job skills such as resumes and interview techniques. Reviewing for final competency exam and licensing exam preparation. Presentation of in-service and quality assurance projects. Final comprehensive exam.

### PHYSICS

**PHY 1020** **3 hrs., 3 crs.**  
**Introductory Physics**

Prerequisite: MAC 1140.

Prerequisite or Corequisite: MAC 1114.

A conceptual approach to physics with emphasis on problem solving. This course is designed for students who plan to take PHY 2048 and have had no previous physics course.

**PHY 2048** **4 hrs., 4 crs.**  
**University Physics I**

Prerequisites: MAC 2311, PHY 1020 or consent of instructor. Prerequisite or Corequisite: MAC 2312.

Corequisite: PHY 2048L

A study of mechanics and simple harmonic motion at the calculus level with engineering applications.

**PHY 2048L** **3 hrs., 1 cr.**  
**University Physics I Laboratory** \$30.00 lab fee

Corequisite: PHY 2048 or consent of instructor.

Investigation of lecture-related materials with an emphasis on the relationship of theoretical concepts to realistic measurements.

**PHY 2049** **4 hrs., 4 crs.**  
**University Physics II**

Prerequisite: PHY 2048. Corequisite: PHY 2049L.

A continuation of PHY 2048 involving selected topics from sound, thermodynamics, optics, electricity, and magnetism.

**PHY 2049L** **3 hrs., 1 cr.**  
**University Physics II Laboratory** \$30.00 lab fee  
Corequisite: PHY 2049 or consent of instructor.  
A continuation of PHY 2048L.

**PHY 2053** **3 hrs., 3 crs.**  
**College Physics I**

Prerequisite or Corequisite: MAC 1140.

Prerequisite: MAC 1114. Corequisite: PHY 2053L.

Selected topics from mechanics and thermodynamics. Application is towards nonengineering fields.

**PHY 2053L** **2 hrs., 1 cr.**  
**College Physics I Laboratory** \$30.00 lab fee

Corequisite: PHY 2053 or consent of instructor.

Laboratory work involves investigation of lecture-related materials and alternative approaches to problem solving.

**PHY 2054** **3 hrs., 3 crs.**  
**College Physics II**

Prerequisite: PHY 2053. Corequisite: PHY 2054L.

A continuation of PHY 2053 involving selected topics from mechanics, wave motion, sound, optics, electricity, magnetism, and atomic physics.

**PHY 2054L** **2 hrs., 1 cr.**  
**College Physics II Laboratory** \$30.00 lab fee

Corequisite: PHY 2054 or consent of instructor.

A continuation of PHY 2053L.

### POLITICAL SCIENCE

**CPO 2002** **3 hrs., 3 crs.**  
**Comparative Government**

Prerequisites: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C" and POS 2041 or its equivalent.

This course is a comparison of the major forms of government (Presidential, Parliamentary, and Totalitarian) using a study of appropriate countries' political systems. Throughout the study, these governments will be compared to the American method of government.

**INR 2002** 3 hrs., 3 crs.**International Relations**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

This course provides an introduction to the nature of international relations, analysis of trends and international movements (nationalism, imperialism, militarism), armaments and developments in international organizations (governmental and nongovernmental). Principles and practices in foreign policy in the world today as well as historically will be examined.

**POS 2041** 3 hrs., 3 crs.**American National Government**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

A comprehensive examination of the theory, practice, ideals, and realities of government and politics in the United States. Major areas of study include behavior and participation, the legislative process, the presidency, the judicial process, and the administrative state.

**POS 2112** 3 hrs., 3 crs.**State and Local Government**

Prerequisites: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C," and POS 2041 or its equivalent.

The course is a study of state and local forms of government. Throughout the course, the government of Florida is used as an example of activities and patterns of state government. The responsibilities of local government at the county and city levels are explored during the course.

**POS 2600** 3 hrs., 3 crs.**American Constitutional Law**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

This is a survey course in constitutional law. The course increases knowledge in the internal operation of the United States Supreme Court, the viability of the Constitution as both a symbolic force and a charter for the operation of our government, and awareness of the major Constitutional issues that have been presented to the court. The court focuses on the U.S. Supreme Court, and the Constitutional aspect of the court's workload.

**POS 2931** 2 hrs., 2 crs.**Special Topics in Government: Citizen Leadership**

This course provides an introduction to the concept of grassroots citizen leadership.

**POS 2932** 3 hrs., 3 crs.**Special Topics: Citizen Leadership/Service Learning**

Citizen Leadership/Service Learning is a course that allows students to be actively participating in service experiences that are directly related to political science courses. During the course, students apply the political knowledge and skills they gain in the classroom and learn the importance of civic engagement.

**PRACTICAL NURSING****=HSC 0530** 15 contact hrs., .5 vocational crs.**Medical Terminology**

Prerequisite: PRN 0022.

A study of medical terminology, including prefixes, suffixes, and word roots with emphasis on spelling, pronunciation, definition, and usage.

**=MTB 0372** 30 contact hrs., 1 vocational cr.**Applied Math**

Prerequisite: HSC 0530.

This course enables the student to write and understand the symbols and numbers used in the measurement of medication, to convert units of measurement within the systems of measurement from one system to another, and to calculate amounts of medication to give a client from the medication on hand.

**=PRN 0000C** 270 contact hrs., 9 vocational crs.**Fundamentals of Nursing Care**

\$6.00 lab fee

Prerequisite: HCP 0120C.

This is a basic knowledge and skills course designed to orient the student to the Practical Nursing occupation. The course encompasses the nursing principles and the role of the practical nurse in assisting the professional nurse with the five basic steps of gathering information, identifying problems, formulating tentative solutions, planning action or intervention, and evaluating. The role of the practical nurse in the assessment phase will also be defined.

# Applies only to A.S. Degree and certificates

= PSAV course



relationships with peers, self, authority, and society. The course provides an opportunity for students to explore goals and self improvement through qualitative personal improvement projects.

**DEP 2000** **3 hrs., 3crs.**

**The Psychology of Childhood and Youth**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

This course provides an approach to the study of children through an investigation of scientific facts which explain the characteristic maturation and development of human behavior. The course examines the role of home and family life in child development and the psychology of the gifted child.

**DEP 2004** **3 hrs., 3 crs.**

**Developmental Psychology**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

This course is a chronological study of the total human being that observes the various aspects of development taking place at different times in the person's life.

**PSY 2012** **3 hrs., 3 crs.**

**General Psychology**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."

This course is a study of the general field of psychology and is designed to provide an understanding of human behavior by studying the adaptation of the individual to his physical and social environment.

**RADIO/TELEVISION BROADCASTING**

**RTV 1000** **3 hrs., 3 crs.**

**Electronic Media Survey**

A broad overview of the history, programming theory, law, and salient regulations that have affected and shaped the relationship of the electronic media and American society. Mediated examples strengthen class discussions and study that range from the telegraph to cutting-edge technology.

**RTV 1240** **3 hrs., 3 crs.**

**Basic Audio Production**

Basic production techniques and business concepts found in today's radio world. Students will develop, plan, and perform promotional announcements, on-air checks, and digital editing assignments resulting in possible air work on WKGC-AM/FM, the college's two public radio stations.

**RTV 1241** **3 hrs., 3 crs.**

**Basic Video Production**

Prerequisite: RTV 1240

Technique and aesthetic training of numerous video elements through a series of in-class assignments and out-of-class projects. Students will produce, direct, script, shoot, and edit work that mirrors real-world business and commercial production considerations.

**RTV 1941** **3 hrs., 3 crs.**

**Radio Practicum**

Prerequisite: RTV 1240

Familiarization with all equipment and basic operation of WKGC radio with emphasis on program production in news, performance, and public affairs. One-on-one instruction and supervision.

**RTV 1942** **3 hrs., 3 crs.**

**Video Practicum**

Hands-on instruction utilizing television production equipment, camera operation, directing techniques, camera presence, video tape editing, and program production with be featured.

**RTV 2100** **3 hrs., 3 crs.**

**Electronic Media Writing**

Prerequisite: ENC 1102.

Development of fundamental skills used in both radio and television journalism. A clear, concise, and active writing style will be emphasized along with incorporating sound elements and newsmaker interviews.

**#RTV 2242** **3 hrs., 3 crs.**

**Advanced Video Production**

\$25.00 lab fee

Prerequisite: RTV 1241.

Complex and varied production methods will be used to develop multiple video spots and program shots. Graphic and artistic considerations, computer animation, and non-linear editing systems will be introduced to help prepare students for future technological advances in the industry.

# Applies only to A.S. Degree and certificates

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**#RTV 2249 3 hrs., 3 crs.****Advanced Audio Production**

Prerequisite: RTV 1240.

Complex program-length shows and features will be planned, performed, and edited covering a variety of radio formats and audio needs. Special emphasis will also be placed on developing each student's portfolio for future employment or acceptance into a four-year academic program.

**RTV 2272 3 hrs., 3 crs.****Media Programming and Promotions**

Overview of strategies and concepts behind modern American media management will be offered. Students will learn relevant programming philosophies, options, and promotional campaigns associated with radio, television, cable, and the internet here and around the world.

**RTV 2300L 1 hr., 1 cr.****Broadcast News Lab**

Prerequisite: RTV 2100 or MMC 2100, RTV 1240

Practical writing and production experience with actual local news stories and interviews for use on the college's public radio outlets. Deadlines, style variations, and sound considerations will be emphasized and utilized.

**RTV 2460 3 hrs., 3 crs.****Electronic Media Practicum**

Prerequisites: RTV 1240, RTV 1241, ENC 1102.

Study or project related opportunities in the local or national electronic media meant to give real-world work experience to the aspiring broadcast professional.

**RADIOGRAPHY****#RTE 1000C 4 hrs., 3 crs.****Introduction to Diagnostic Imaging \$42.00 lab fee**

Students are taught the basic concepts of the health care system, ethics, professionalism, and patient care applied to all age groups. Introduction to fundamentals of radiologic technology, the equipment required to generate x-rays, nature and behavior of radiation, basic radiation protection, and medical terminology are included in the focus of this class. In addition, students participate in laboratory exercises introducing the safe operation of radiographic equipment, application of proper body mechanics for lifting and moving patients, standard precautions, equipment, and techniques involved in patient monitoring.

**#RTE 1418C 5 hrs., 4 crs.****Principles of Radiographic Exposure \$26.00 lab fee**

Prerequisite: RTE 1613.

Technical factors of image quality including theory and application of exposure factors, intensifying screen, radiographic film, sensitometry, filtration, beam limitation, and grids will be introduced and discussed through lecture and labs. In addition, examination of patient characteristics influencing technique selection, formulation of exposure systems, and automatic exposure control devices will be covered.

**#RTE 1503C 6 hrs., 4 crs.****Radiographic Procedures and Positioning I**

\$26.00 lab fee

This class includes a review of medical terminology, basic nursing procedures, and radiographic contrast media and their administration. Basic anatomy and radiographic positioning of the human body in examination of the chest, abdomen, and upper extremities are thoroughly covered. Trauma radiography is introduced along with the application of radiographic equipment and technical exposure factors for the exams presented.

**#RTE 1513C 5 hrs., 3 crs.****Radiograph Procedures and Positioning II**

Prerequisite: RTE 1503C.

\$26.00 lab fee

The student will demonstrate in a laboratory setting basic anatomy, terminology, and radiographic positioning of the human body as it relates to radiographic examinations of the spine, ribs, and sternum. Discussion includes trauma radiography along with the application of radiographic equipment and technical exposure factors for the exams presented.

**#RTE 1523C 5 hrs., 2 crs.****Radiograph Procedures and Positioning III**

\$26.00 lab fee

Prerequisite: RTE 1513C.

The student will demonstrate in a laboratory setting basic anatomy, terminology, and radiographic positioning of the human body as it relates to radiographic examinations of the skull and facial bones. Trauma radiography along with the applications of radiographic equipment and technical exposure factors for the exams presented will be discussed.



- #RTE 1613** **3 hrs., 3 crs.**  
**Diagnostic Imaging Physics**  
 Prerequisite: RTE 2385.  
 The fundamentals of atomic structure, magnetism, electricity, and radiation physics as they relate to the principles of x-ray production will be presented.
- #RTE 1804** **8.5 hrs., 2 crs.**  
**Clinical Education I** \$42.00 lab fee  
 Prerequisites: RTE 1000C, current certification in cardiopulmonary resuscitation, Hepatitis B vaccine or waiver, physical exam report on file in program office.  
 Observation and application of health care principles will be the focus of this clinical rotation. The student will spend time orienting to the medical facility, learning to understand the departmental process and procedures, and becoming familiar with the flow of the radiology department.
- #RTE 1814** **16 hrs., 3 crs.**  
**Clinical Education II** \$10.00 lab fee  
 Prerequisite: RTE 1804.  
 Observation and application of the primary healthcare principles will be the focus of this clinical rotation. The student will begin to apply the radiographic principles and skills taught in RTE 1503C.
- #RTE 1824** **21 hrs., 3 crs.**  
**Clinical Education III** \$15.00 lab fee  
 Prerequisites: RTE 1814.  
 Observation and application of the primary of healthcare principles will be the focus of this clinical rotation. The student will continue to build on the radiographic principles and skills taught in RTE 1503C and RTE 1513C. In addition, the student will begin applying the principles taught in RTE 1523C.
- #RTE 2385** **3 hrs., 3 crs.**  
**Radiobiology**  
 Prerequisite: RTE 1000C.  
 The student will receive instruction on the effects of ionizing radiation on organisms with an emphasis on changes at the cellular level. Incidences of cancer induction related to exposure to ionizing radiation will also be discussed. In addition, the student will learn the procedures for radiation detection and how this relates to radiography.
- #RTE 2473C** **5 hrs., 3 crs.**  
**Radiographic Quality Assurance**  
 Prerequisite: RTE 1418C.  
 The student will receive instruction and hands-on practice in basic equipment tests to ensure consistent and proper performance of radiographic equipment. The rationale of a quality assurance program will be discussed with a focus on quality control evaluation and documentation.
- #RTE 2563** **5 hrs., 3 crs.**  
**Special Procedures**  
 Prerequisites: RTE 2762.  
 Basic anatomy, terminology, and radiographic positioning of the human body in examination of vascular, biliary, lymphatic, respiratory, and reproductive system will be discussed. Special attention is directed to invasive and interventional procedures and necessary accessory equipment. The use of alternate imaging modalities to demonstrate each system is discussed.
- #RTE 2762** **2 hrs., 2 crs.**  
**Sectional Anatomy/Pathology I**  
 Prerequisites: BSC 2085, BSC 2085L, BSC 2086, BSC 2086L.  
 Identification of normal and abnormal anatomic structures of the skull, neck, thorax, and musculoskeletal system by the use of various imaging modalities will be the focus of this class.
- #RTE 2772** **2 hrs., 2 crs.**  
**Sectional Anatomy/Pathology II**  
 Prerequisite: RTE 2762.  
 Identification of normal and abnormal anatomic structures of the abdomen and male and female pelvis and the central nervous systems by the use of various imaging modalities will be the focus of this class.
- #RTE 2834** **4 hrs., 4 crs.**  
**Clinical Education IV** \$47.00 lab fee  
 Prerequisites: RTE 1824.  
 Observation and application of primary healthcare principles is the focus of this clinical rotation. The student will continue to build on the radiographic principles and skills taught in RTE 1503C and RTE 1513C. In addition, the student will begin applying the principles taught in RTE 1523C.

**#RTE 2844** **4 hrs., 4 crs.**  
**Clinical Education V** \$26.00 lab fee

Prerequisite: RTE 2834.

Observation and application of primary healthcare principles will be the focus of this clinical rotation. The student will continue to build on the radiographic principles and skills taught in RTE 1503C, RTE 1513C, and RTE 1523C. In addition, the student will continue clinical rotations into the surgical suite and portable radiography.

**#RTE 2854** **20 hrs., 4 crs.**  
**Clinical Education VI** \$20.00 lab fee

Prerequisite: RTE 2844.

Application of principles and performance of radiographic procedures will be the focus of this clinical rotation. Students will demonstrate a mastery of the basic skills necessary to perform a variety of radiographic procedures. Students will also, on a rotational basis, begin clinical observation of advanced modalities to include CT, MRI, US, Special Procedures, Nuclear Medicine, and the Cardiac Catheterization Lab.

**#RTE 2905** **2 hrs., 2 crs.**  
**Directed Study in Diagnostic Imaging**

Prerequisites: RTE 1000C, RTE 2835.

The student will conduct an individualized study of many of the various aspects of Radiologic Technology, to include, patient care, radiation protection, equipment operation and maintenance, image production and evaluation, and overall radiographic procedure.

**#RTE 2933** **1 hr., 1 cr.**  
**Radiologic Science Seminar**

The student will study current topics in diagnostic imaging and how the skills taught in the program relate to these issues. There will be a special emphasis on developing basic professional communication skills.

## READING

### College Preparatory Reading

The following are developmental courses not intended to satisfy any part of the college-level reading requirements and do not count as part of the required hours for graduation. A minimum grade of "C" is required to progress to the next course.

**REA 0001** **4 hrs., 3 crs.**  
**Reading Skills I** \$6.00 lab fee

The first level of an intensive improvement program designed to upgrade each student's level of reading comprehension. Required of students who score below the prescribed state levels on the Gulf Coast Community College placement test. Must be passed with a minimum grade of "C." (A developmental course that does not satisfy General Education requirements or count toward required hours for graduation.)

**REA 0002** **4 hrs., 3 crs.**  
**Reading Skills II** \$6.00 lab fee

Prerequisite: Satisfactory score on the Gulf Coast Community College placement test or completion of REA 0001 with a minimum grade of "C."

The second level of an intensive improvement course designed to upgrade each student's level of critical reading and thinking skills. Must be passed with a minimum grade of "C." (A developmental course that does not satisfy General Education requirements or count toward required hours for graduation.)

### College-Level Reading

**REA 1930** **3 hrs., 3 crs.**  
**Special Topics in Reading** \$6.00 lab fee

Prerequisite: Satisfactory English score on the Florida College Entry-Level Placement Test or completion of REA 0001 with a minimum grade of "C." This course may be used as an alternative to REA 0002 as a prerequisite for ENC 1101. In order to meet the reading prerequisite for ENC 1101 or any other college level course requiring a reading prerequisite, students who are substituting REA 1930 for REA 0002 must take and pass the REA 0002 exit exam and pass the course with a "C" or place into college reading by means of the CPT. This course may be used as a college-level elective. A course that focuses on developing and refining reading skills primarily through reading and responding to full-length, thematically related works.

**REA 2205** **3 hrs., 3 crs.**  
**College-Level Reading Techniques** \$6.00 lab fee

Prerequisite: Eligibility for ENC 1101.

Techniques of increasing reading speed, expanding vocabulary, and heightening comprehension level. Designed for students who wish to improve their college-level reading skills. Qualifies as an elective course in the A.A. degree program and as an English requirement in some A.S. degree programs.

**REAL ESTATE****#REE 1040 4 hrs., 4 crs.****Real Estate Principles, Practices, and Law**

(Required by the Real Estate Commission for eligibility to take the salesman's exam.) A study of the accepted principles and practices in real estate. field. The nature of the business, real estate ownership, contracts, titles, deeds, costs and mortgages instruments discussed for an overall view of present practices. A presentation of real property ownership and the principal commercial and financial transactions involved. Includes real estate law.

**#REE 2041 5 hrs., 5 crs.****Real Estate Broker**

Prerequisite: Approval by the Real Estate Commission. (Required by the Real Estate Commission for eligibility to take the broker's exam.) A study of brokerage, advertising, selling, property insurance, real estate instruments, liens, leases, property management, plan reading, city planning and zoning.

**#REE 2081 1 hr., 1 cr.****License Renewal**

Prerequisite: Hold real estate salesman's or broker's license. New and updated information to real estate personnel. Meets license renewal requirements.

**#REE 2085 3 hrs., 3 crs.****Post-Licensure Course for Salesmen**

Prerequisite: Real Estate Salesman registered after January 1, 1989. Real estate finance, appraising, property management, and the economics of real estate. (Meets license renewal requirements.)

**#REE 2180 5 hrs., 5 crs.****FREAB Licensed Residential Appraisal Course I**

A thorough coverage of the residential appraisal process. Includes uniform standards of professional appraisal practices, an introduction to property, bundling of property rights, interest in property of others, transfer of property interests, deeds, real estate contracts, mortgage contracts, lending, and underwriting, introduction to market analysis, appraisal mathematics, preliminary analysis, site and improvement analysis, comparable-sales analysis, cost-depreciation analysis, appraisals of attached and manufactured housing, and appraisal reports. (Successful completion is necessary to obtain certification as a Registered/Licensed Appraiser in Florida.)

**#REE 2302 2 hrs., 2 crs.****FREC Post-Licensing Broker's Course II**

Prerequisite: Hold current Florida Real Estate Broker's license.

Provides new and updated information on investment and finance. (Brokers licensed after January 1, 1989, must successfully complete the course to renew broker's license.)

**#REE 2432 2 hrs., 2 crs.****Real Estate Contracts**

Prerequisite: Real Estate Broker licensed after January 1, 1989.

A study of contracts used in real estate transactions. Topics include understanding, preparing, explaining, and defending contracts; financing arrangements; additional/special contract provisions; contract presentation; and counteroffers.

**RELIGION****REL 2000 3 hrs., 3 crs.****Introduction to Religion**

Prerequisite: ENC 1101 with a minimum grade of "C." (Meets Area II Humanities Requirement.)

Introduction to the academic study of religion. The student will investigate a wide range of religious phenomena from the major world religious traditions. This course requires 6,000 words of writing and must be passed with a grade of "C" or better.

**REL 2121 3 hrs., 3 crs.****Introduction to Religion in America**

Prerequisite: ENC 1101 with a minimum grade of "C." (Meets Area II Humanities Requirement.)

Descriptive and analytical introduction to religion in the United States. Emphasis placed on the major religious denominations which dominate the contemporary American scene. This course requires 6,000 words of writing and must be passed with a grade of "C" or better.

**REL 2210 3 hrs., 3 crs.****Introduction to the Hebrew Bible/Old Testament**

Prerequisite: ENC 1101 with a minimum grade of "C." (Meets Area II Humanities Requirement.)

A study of the history of the Hebrew people in a connected narrative and a general treatment of the background, purpose, and meaning of books in the Old Testament. This course requires 6,000 words of writing and must be passed with a grade of "C" or better.

**REL 2240** 3 hrs., 3 crs.**Introduction to New Testament**

Prerequisite: ENC 1101 with a minimum grade of "C."  
(Meets Area II Humanities Requirement.)

A study of the background of the New Testament world, the life and teachings of Jesus, the expansion of Christianity by early missionaries, and an overview of important Christian teachings. This course requires 6,000 words of writing and must be passed with a grade of "C" or better.

**REL 2300** 3 hrs., 3 crs.**Religions of the World**

Prerequisite: ENC 1101 with a minimum grade of "C."  
(Meets Area II Humanities Requirement.)

A study of primitive and the living religions of Hinduism, Jainism, Sikhism, Buddhism, Confucianism, Taoism, Judaism, Shinto, Zoroastrianism, Islam, and Christianity. This course requires 6,000 words of writing and must be passed with a grade of "C" or better.

**RESPIRATORY CARE****#RET 1004** 1 hr., 1 cr.**Introduction to Science I**

An introduction to basic mathematics and physics as they relate to the health profession. Provides theories, principles, and laws of these sciences.

**#RET 1005** 1 hr., 1 cr.**Respiratory Microbiology**

A review of microbiology as it relates to the profession of respiratory care. Infection control procedures and blood borne disease will be discussed.

**#RET 1024C** 8 hrs., 6 crs.**Respiratory Care I**

\$28.00 lab fee

Topics include setting objectives of patient care, theory and procedure for handling of compressed gases, humidity, O<sub>2</sub>, and IS. Laboratory and related clinical experiences will be part of this unit.

**#RET 1264C** 19 hrs., 9 crs.**Respiratory Care II**

\$34.00 lab fee

A lecture, laboratory, and clinical course covering theory, procedures, and equipment of respiratory care. Topics include CPT, HHN therapy, IPPB airway control, and blood gas analysis.

**#RET 1295** 1 hr., 1 cr.**Clinical Respiratory Medicine I**

A comprehensive survey of common pulmonary diseases including etiology, detection, treatment, prognosis of each disease category, and patient evaluation. The purpose will be to establish the groundwork for the treatment of the same by the respiratory care practitioner.

**#RET 1350** 1 hr., 1 cr.**Pulmonary Pharmacology I**

The route and methods of drug administration; effects and mechanisms of drugs; absorption and excretion of drugs; classification and description of drugs commonly used in respiratory therapy care.

**#RET 1483** 2 hrs., 2 crs.**Pulmonary Assessment I**

Patient assessment course covering information gathering, physical exams, chest x-rays, breath sounds, ABG and PFT evaluations.

**#RET 1485** 2 hrs., 2 crs.**Pulmonary Physiology**

An introductory course covering the function of the respiratory system including ventilatory mechanics, gas transport, acid base physiology, and neural/chemical regulation of breathing. Other topics covered will be ventilation perfusion relationships, fluids, electrolyte physiology, and cardiac anatomy.

**#RET 1930** 1 hr., 1 cr.**Selected Topics Seminar I**

Provides fundamental understanding of the origin, purpose, indications for use, and contraindications of hyperbaric medicine.

**#RET 1931** 1 hr., 1 cr.**Selected Topics Seminar II**

Covers various sleep disorders identified in the Sleep Disorders Lab, a study of these disorders as well as lead placement, scoring, and options to treatment.

**#RET 1932** 1 hr., 1 cr.**Selected Topics Seminar III**

Basic twelve lead machine operation and setup; life-threatening arrhythmias, monitoring, as well as waveforms will be covered.

**#RET 1933** 1 hr., 1 cr.**Selected Topics Seminar IV**

Introduction to venipuncture by laboratory and didactic instruction. Specialty areas may be covered for specific health professions.

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**#RET 1934** **1 hr., 1 cr.**  
**Selected Topics Seminar V**  
 This course will prepare the student to pass the ACLS certification test.

**#RET 1935** **1 hr., 1 cr.**  
**Selected Topics Seminar VI**  
 This course will cover the theory, procedures, and selected clinical practice of PFT.

**#RET 1936** **1 hr., 1 cr.**  
**Selected Topics Seminar VII**  
 This course will introduce the new and constantly changing concepts in respiratory care.

**#RET 2234** **1 hr., 1 cr.**  
**Critical Thinking in Respiratory Care**  
 This course examines critical thinking, assessment, and evaluation techniques necessary in the development of respiratory care plans and therapist driven protocols.

**#RET 2280C** **12 hrs., 7 crs.**  
**Respiratory Care IV** \$45.00 lab fee  
 This course covers invasive and non-invasive techniques related to critical care. Topics include hemodynamic monitoring, capnography, calorimetry, impedance pneumography, ventilation waveforms, sleep disorders monitoring, and quality control of ABG equipment.

**#RET 2292** **1 hr., 1 cr.**  
**Clinical Respiratory Medicine II**  
 Physician lectures related to care of patient with more complex respiratory diseases sometimes requiring mechanical ventilation and invasive monitoring techniques.

**#RET 2297** **1 hr., 1 cr.**  
**Pulmonary Assessment II**  
 Lectures are provided focusing on hemodynamics, infectious diseases, blood disorders, and the management of the adult respiratory distress syndrome and near-drowning victims. Students present case studies to the physician on related topics of interest.

**#RET 2534C** **11 hrs., 5 crs.**  
**Respiratory Care V** \$85.00 lab fee  
 Covers infant/neonatal/fetal development, assessment, computer use in RC and concepts of cardio/pulmonary rehab.

**#RET 2616** **1 hr., 1 cr.**  
**Management**  
 Topics included in this course are the concepts of planning, organizing, and coordinating a department in a health care setting. Motivation, hiring, counseling, communication, and other concepts of employee management will be covered.

**#RET 2878C** **16 hrs., 5 crs.**  
**Respiratory Care III** \$26.00 lab fee  
 A lecture, lab, and clinical course covering adult ventilator care.

## SIGN LANGUAGE

**#SPA 1620** **2 hrs., 2 crs.**  
**Introduction to Sign Language Systems I**  
 Current sign systems used throughout the United States, including ASL, Signed English, Signing Exact English, and PSE. Traces the history of sign language and fosters a greater appreciation and understanding of the hearing impaired and their culture. Introductory receptive and expressive sign language skills, including a working knowledge of 500 signs (alphabet, colors, numbers, food, emergency signs, etc.)

**#SPA 1622** **2 hrs., 2 crs.**  
**Introduction to Sign Language Systems II**  
 Prerequisite: SPA 1620.  
 A continuation of concepts introduced in SPA 1620 with expansion of signing vocabulary by 300 new signs. Achievement of receptive and expressive skills with 80 percent accuracy.

## SOCIOLOGY

**SOW 2020** **3 hrs., 3 crs.**  
**Introduction to Social Work**  
 Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C."  
 This course is an introduction to an analysis of the relationship of social problems and their determinants to clients, social welfare institutions, services, policies, and social service delivery systems.

**SYG 2000** 3 hrs., 3 crs.**Principles of Sociology**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." This course provides an introduction to basic structure of human society through the study and analysis of group life, the characteristics and variability of culture, the development of the individual's relationships to other individuals and groups.

**SYG 2010** 3 hrs., 3 crs.**Social Problems**

Prerequisite: SYG 2000.

The course challenges the students to consider the practical implications, interpretation, and theoretical perception of social problems. It also enables students to gain an understanding of their own backgrounds and opinions about the social forces that shape the problems. Students will also be challenged to consider the factors that have shaped their own views of those problems as they live them.

**SYG 2430** 3 hrs., 3 crs.**Marriage and Family Living**

This course is an analysis of courtship, mate selection, engagement, marriage, and child rearing, with emphasis on the contemporary American family.

**SPANISH****#SPN 1000** 3 hrs., 3 crs.**Basic Spanish Conversation I**

Introduction to Spanish sound system and conversational emphasis on practical applications in daily personal and business life. Culture based. (Does not fulfill any part of the college-transfer sequence and does not provide General Education elective credit.)

**#SPN 1050** 5 hrs., 5 crs.**Basic Spanish for Business**

Introduction to basic Spanish for persons with commercial interests. Emphasis will be in conversational and business language with limited grammatical structure pertaining to reading and writing in business Spanish. Introduction to common etiquette of Spanish-speaking countries and the process of making business travel arrangements. (Does not fulfill any part of the two-year college transfer sequence and does not provide General Education elective credit.)

**SPN 1120** 4 hrs., 4 crs.**First-Year Spanish I**

Prerequisite: Eligibility for ENC 1101.

Elements of Spanish grammar, simple conversational exercises, readings, composition, and cultural insights. Use of visual and auditory aids.

**SPN 1121** 4 hrs., 4 crs.**First-Year Spanish II**

Prerequisite: SPN 1120.

Continuation of SPN 1120.

**SPN 2200** 4 hrs., 4 crs.**Second-Year Spanish I**

Prerequisites: ENC 1101 and SPN 1121 or equivalent. (Meets Area II Humanities Requirement.)

Readings dealing with Spanish culture and civilization, grammar review, and oral practice. Use of visual and auditory aids. Requirements of 6,000 words of writing and completion with a minimum grade of "C."

**SPEECH****SPC 1420** 3 hrs., 3 crs.**Group Discussion**

Theory and practice in the process and dynamics of group discussion. Emphasis on techniques for the problem-solving or decision-making group.

**SPC 1600** 3 hrs., 3 crs.**Introduction to Public Speaking**

Prerequisite: Eligibility for ENC 1101.

Verbal elements of public speaking (purpose, organization, development, style, and methods of presentation of the message and relationship of the message to specific audiences) and nonverbal elements of public speaking (body action, voice, and general bearing). Designed to meet practical needs of the general student.

**STUDENT LIFE SKILLS****SLS 1225** 1 hr., 1 cr.**Human Potential Seminar**

Students will explore the process of goal setting by becoming familiar with common goal theories and motivational theories and applying them to the development of a specific academic plan. This course is highly recommended for students who test into two or more developmental courses.

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**SLS 1300** 1 hr., 1 cr.**Life and Career Planning I**

Designed to help students set realistic life goals and determine occupational interests. (A student cannot receive credit for SLS 1300 or SLS 1302 and SLS 1501.)

**SLS 1301** 3 hrs., 3 crs.**College and Career Management**

Emphasis is placed on academic, personal, and interpersonal skills that will equip the student with the skills necessary to succeed in college and the creation of a sense of career importance. This course is highly recommended for students who test into two or more developmental courses.

**SLS 1302** 2 hrs., 2 crs.**Life and Career Planning II**

A continuation of SLS 1300 and includes values clarification and career and job planning. (A student cannot receive credit for SLS 1300 or SLS 1302 and SLS 1501.) This course is highly recommended for students who test into two or more developmental courses.

**#SLS 1341** 2 hrs., 2 crs.**Employability Skills I**

Pre-job training to help students set realistic job goals and to steer them into educational programs appropriate for their aptitudes and interests. Emphasis is on values clarification, setting life goals, determining occupational interests, time structuring, and developing proper work attitudes. This course is highly recommended for students who test into two or more developmental courses.

**SLS 1501** 3 hrs., 3 crs.**Personal Development**

Acceptable Corequisites: ENC 0021, MAT 0002, MAT 0024, REA 0001, REA 0002, REA 1930.

The course is aimed toward improving self-esteem of the student. Motivation, interpersonal relationships, study skills, basic academic skill level, and future potential of the individual are examined. (A student cannot receive credit for SLS 1300 or SLS 1302 and SLS 1501.) This course is highly recommended for students who test into two or more developmental courses.

**SURGICAL TECHNOLOGY****#HSC 0005** 30 hrs., 1vc.**Orientation to Health Sciences**

The purpose of this course is to introduce the student to the health care delivery system and provide an overview of the role and responsibility of members of the health care team. Common illnesses are discussed with a focus on prevention of disease and promotion of wellness. Systems of measurement, interpersonal skills, legal/ethical issues, basic medical terminology, infection control, and the personal characteristics of the successful health care professional are included. Also included are the basic concepts of patient care skills, which are common to all health occupations. Topics include patient and professional communication, proper patient identification, and monitoring of patient status.

**#HSC 0591** 15 hrs., 0.5 vc.**CPR/AIDS/OSHA**

**Prerequisite:** OST 1257 & BSC 1005.

**Corequisite:** HSC 0591L.

This course is a study of cardiopulmonary resuscitation (CPR), Acquired Immune Deficiency Syndrome (AIDS), and OSHA standards for blood borne pathogens for the health professional. Successful completion results in Basic Life Support for Healthcare Providers certification. This course satisfies the minimum AIDS education requirements, OSHA standards for universal precautions, PPE, microbiological practices, Hepatitis B vaccination, Tuberculosis precautions, post exposure evaluation/follow-up, and hazard communication in working with blood borne pathogens. Instruction includes infection control practices and latex allergy identification and precaution. It also satisfies minimum requirements for Domestic Violence Education.

**#HSC 0591L** 15 hrs., 0.5 vc**CPR/AIDS/OSHA Lab**

\$48.00 lab fee

**Prerequisite:** OST 1257 & BSC 1005.

**Corequisite:** HSC 0591.

This lab course accompanies HSC 0591, CPR/AIDS/OSHA for the healthcare provider.

# Applies only to A.S. Degree and certificates

= PSAV course

- #STS 0003** **90 hrs., 3 vc.**  
**Introduction to Surgical Technology**  
 Prerequisites: HSC 0005.  
 Corequisite: STS 0003L.  
 This course introduces the student to the discipline of surgical technique. Introduction to the program and facilities, mental health/personal hygiene, professional ethics, the design of the surgical suite, the health care team, legal issues in patient care, affirmative impact statement, asepsis/infection control, instrument cleaning methods for prevention of infection, sterilization methods for prevention of infection, chemical disinfection, and environmental sanitation.
- #STS 0003L** **60 hrs., 2 vc.**  
**Introduction to Surgical Technology Lab/Clinical**  
 \$48.00 lab fee  
 Prerequisite: HSC 0005.  
 Corequisite: STS 0003.  
 Lab and clinical practicum to accompany STS 0003, Introduction to Surgical Technology.
- #STS 0120** **30 hrs., 1 vc.**  
**Surgical Specialties I**  
 Prerequisite: STS 0155 and STS 0155L.  
 Corequisite: STS 0120L.  
 This course is designed to prepare students for surgical procedures including review of anatomy regarding eye, ear, nose, and throat surgery, diagnostic procedures and relevant equipment, supplies, and techniques. Depth of coverage will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists.
- #STS 0120L** **15 hrs., 0.5 vc.**  
**Surgical Specialties I Lab**  
 \$60.00 lab fee  
 Prerequisites: STS 0155 and STS 0155L.  
 Corequisite: STS 0120.  
 Lab to accompany STS 0120, Surgical Specialties I.
- #STS 0121** **30 hrs., 1 vc.**  
**Surgical Specialties II**  
 Prerequisite: STS 0120 and STS 0120L.  
 Course is designed to prepare students for surgical procedures including review of anatomy, relevant equipment, supplies, and techniques regarding maxillary/mandibular surgery, oral surgery, genito-urinary surgery, gynecological surgery, orthopedic surgery, neurosurgery, cardiovascular surgery, and general surgery. Depth of coverage will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists.
- #STS 0122** **30 hrs., 1.5 vc.**  
**Surgical Specialties III**  
 Lab fee: \$105.00  
 Prerequisite: STS 0121 and STS 0121L.  
 Corequisite: STS 0122L.  
 Course is designed to prepare students for surgical procedures including review of anatomy, relevant equipment, supplies, and techniques regarding thoracic surgery, emergency room activities, plastic surgery, and pediatric surgery. Depth of coverage will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists. Course also prepares students for employment in the surgical technologist field.
- #STS 0122L** **15 hrs., 0.5 vc.**  
**Surgical Specialties III**  
 \$105.00 lab fee  
 Prerequisites: STS 0121 and STS 0122L.  
 Corequisites: STS 0122.  
 Lab to accompany STS 0122, Surgical Specialties III.
- #STS 0155** **105 hrs., 3.5 vc.**  
**Surgical Techniques and Procedures**  
 Prerequisite: STS 0003 and STS 0003L.  
 Corequisite: STS 0155L.  
 Course is designed to introduce students to aseptic technique, infection control practices, duties of the circulator role, duties of the scrub role, suture material/wound closure, surgical needles, staples, instruments, wound healing and hemostasis, drains, dressings, incisions, and relevant terminology, pharmacology, and anesthesia principles to the duties of surgical procedure.
- #STS 0155L** **135 hrs., 4.5 vc.**  
**Surgical Techniques and Procedures Lab/Clinical**  
 \$120.00 lab fee  
 Prerequisites: STS 0003 and STS 003L.  
 Corequisite: STS 0155.  
 Lab and clinical practicum to accompany course STS 0155, Surgical Techniques and Procedures.
- #STS 0255L** **180 hrs., 6 vc.**  
**Surgical Procedures Clinical I**  
 Prerequisite: STS 0155 and STS 0155L.  
 Course is designed to prepare students for surgical procedures including the role of the scrub person including assisting team members to gown/glove, draping the sterile field, medical weights and measures/medicines/dosages, instrument identification and preparation, draping the patient, adhering to aseptic technique, sterilizing, chemical



disinfection, preparing supplies and special equipment, passing instruments, supplies, and sutures to the surgeon, cutting sutures, holding retractors, cardiopulmonary resuscitation, instrument, sponge, and sharps count, administrative tasks and preparing operating room tables and lights. The role of circulator will include surgical preparation of the patient, positioning, and assisting in the administration of blood, plasma, transfusions, and injections. This course prepares students to meet the "standard" category regarding level of performance. Depth of coverage and case completion requirements will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists.

**#STS 0256L** **180 hrs., 6 vc.**  
**Surgical Procedures Clinical II**

Prerequisite: STS 0255L.

This course is designed to prepare students for performing preoperative, intra-operative, and postoperative surgical procedures including the role of the scrub person regarding safety practices, work attitudes, professional ethics and legal requirements, reporting, documentation of work areas. Course prepares students to meet the "standard" category regarding level of performance. Depth of coverage and case completion requirements will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists.

**#STS 0257L** **190 hrs., 6.5 vc.**  
**Surgical Procedures Clinical III**

Prerequisite: STS 0256L.

Course is designed to prepare students for performing preoperative, intraoperative, and postoperative surgical procedures. Course prepares students to meet "standard" category regarding level of performance. Depth of coverage and case completion requirements will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists.

**#STS 0803** **45 hrs., 1.5vc.**  
**Pharmacology & Anesthesia** **\$24.00 lab fee**

Prerequisites: HSC 0005.

Corequisite: STS 0803L.

Course is designed to introduce students to most commonly used pharmacological agents in surgery, pre-, post-, and intraoperatively, stressing identification, handling, and usage.

**#STS 0803L** **15 hrs., 0.5 vc**  
**Pharmacology & Anesthesia Lab** **\$24.00 lab fee**  
 Prerequisite: HSC 0005.  
 Corequisite: STS 0803.  
 Lab to accompany STS 0803, Pharmacology and Anesthesia.

**#STS 0804** **60 hrs., 2 vc.**  
**Basic Microbiology**

This course covers the characteristics and activities of microorganisms. It surveys the various microbial groups, especially the bacteria, viruses, and fungi, with emphasis on pathogenic forms. Bacterial growth, metabolism, and genetics are discussed in some detail. Theories and methods of destruction, removal, and inhibition of microorganisms in the environment are studied, as well as how the human body's natural defenses act to protect us against pathogenic microorganisms, principles of wound healing, and how chemotherapeutic agents assist in this task. Various significant aspects of several infectious diseases that occur in humans are also covered.

## SURVEYING

**SUR 2101** **3 hrs., 3 crs.**  
**Surveying and Measurements**

Prerequisites: EGS 1110C, MTB 1322, or MAC 1114. Includes distance measurements; theory and practice of leveling; angles and bearings; principles and use of transits, theodolites, EDMs and laser equipment; curves; stadia; topographic surveying; property surveying, and construction surveying.

**SUR 2101L** **3 hrs., 1 cr.**  
**Surveying and Measurements Laboratory**

Corequisite: SUR 2101. **\$10.00 lab fee**  
 Laboratory and field assignments coordinated with SUR 2101.

**#SUR 2533C** **3 hrs., 3 crs.**  
**Introduction to Global Positioning Systems**

Provides students with the basic theory of Geographic Information System (GIS) and Global Positioning System (GPS) to solve practical engineering problems using the orbital Satellite Navigation System.

## THEATRE

**THE 1925** **3 hrs., 1 cr.**  
**Play Production**

Participation in theatrical productions with work in preparation and performance, including both acting and technical fields. (May be repeated up to three times for credit.)

**THE 2000** 3 hrs., 3 crs.**Understanding Theatre**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." (Meets Area I Humanities Requirements)

Introduction to theatre with stress on the performer-audience relationship. Theatrical styles, dramatic structure, technical design, acting techniques, and criticism studied within a framework of aesthetic exchange between the actors and their audience.

**THE 2071** 3 hrs., 3 crs.**Survey of Film, Television, and Video**

Prerequisite: Satisfactory reading scores on the Florida College-Level Entry Placement Test or completion of REA 0002 or REA 1930 with a minimum grade of "C." (Meets Area I Humanities requirement .)

An introduction to the film, television, and video industries. Covers silent cinema, the Hollywood studio era, contemporary world cinema, and the television and video era. These topics are treated by exploring the aesthetic aspects of film, television, and video and examining its economics and sociology.

**TPA 1290** 1 hr., 1 cr.**Technical Lab**

Practical experience in the operation of stage equipment.

**TPA 2000** 3 hrs., 3 crs.**Theatre Design Basics**

Prerequisite: THE 2000.

Basic design skills for scenic, lighting, and costume design using color, grayscale, textures, and symmetry to create a strong stage presence.

**TPA 2200** 3 hrs., 3 crs.**Stagecraft**

This course serves as an introduction to the technical aspects of theatre. It will provide a basic understanding of tools and their operation in set construction along with providing opportunities to apply that knowledge. In addition, this course will cover other backstage topics such as paint, rigging, and electrics.

**TPP 1500** 3 hrs., 3 crs.**Movement Techniques for the Theatre**

Indepth study of inner resources: Believable action through developing imagination, observation, concentration, sense recall, emotional response as preparation for stage movements, crosses, gesturing, body positions, motivation and stage business. Practical application of movement studies will be made through class use of scenes from plays or one-act plays.

**TPP 1700** 3 hrs., 3 crs.**Voice Techniques for the Theatre**

Indepth study of improving voice techniques, oral reading, retelling stories, interpreting lines and memorization. Application of techniques will be made through reading poetry, scenes and scripts for commercials, television, and radio. Voice for the theatre and amplified voice techniques are included.

**TPP 2110** 3 hrs., 3 crs.**Acting I**

Study of the acting process, including basic acting techniques, preparation, improvisation, role-playing, text analysis, and character development with emphasis on a truthful and honest approach.

**TPP 2111** 3 hrs., 3 crs.**Acting II**

Prerequisite: TPP 2110 or consent of instructor.

Advanced study of characterization through the use of effective preparation, the review of essential acting techniques, and the application of these in monologues, scenes, and audition pieces.

**TPP 2250** 3 hrs., 3 crs.**Introduction to Musical Theatre**

Study of musical theatre analysis, creation, and performance applied through the study of voice, dance, and acting.

**TPP 2300** 3 hrs., 3 crs.**Directing I**

Prerequisites: THE 2000 and TPP 2110 or permission of instructor.

Introduction to the fundamental principles and techniques of play direction to include script selection and analysis, casting, composition, picturization, blocking, interpretation, and staging of plays.

**WATER/WASTEWATER TECHNOLOGY****=EVS 0110** 60 hrs., 2 vocational crs.**Introduction to Water and Wastewater Technology**

This course is a required course (Level D) that is a prerequisite to EVS 0333 Wastewater Treatment Plant Operations Level C. Professions related to water technology, scientific concepts, safety, regulations, basic hydraulics, disinfection, and sampling techniques are studied in this course.

# Applies only to A.S. Degree and certificates

= PSAV course

**=EVS 0333** **115 hrs., 4 vocational crs.**  
**Wastewater Treatment Plant Operations, Level C**  
 Prerequisite: EVS 0110.  
 Basic principles of wastewater treatment, sampling techniques and interpreting results, collection systems, treatment train, treatment process control, equipment inspection, and regulations are studied in this course.

## WELLNESS AND PHYSICAL EDUCATION

*No more than two physical education activity courses may be counted toward the 60 hours for graduation.*

**HLP 1081** **3 hrs., 2 crs.**  
**Wellness** \$4.00 lab fee  
 This course is designed and organized so that students of all ages, interests, physical conditions, and activity levels will become more knowledgeable of appropriate wellness and lifestyle choices. Topics covered will include but not be limited to wellness, health, flexibility and strength, cardiovascular endurance, nutrition, weight control, stress, drug and alcohol use, and related issues. There will be a lifetime recreation or lifetime fitness activity component as a part of each class. This course will count as an academic elective.

**HSC 1403C** **3 hrs., 3 crs.**  
**First Aid, Personal Safety, and Basic Life Support Techniques** \$12.00 lab fee  
 A study of standards and accepted principles of first aid. Discussion and laboratory practice in dressings and bandages, wounds and their care, artificial respiration and cardiopulmonary resuscitation, poisons, fractures, burns, and transportation of the injured. This course will count as an academic elective.

**HSC 2100** **3 hrs., 3 crs.**  
**Personal and Community Health**  
 This course is designed to improve the quality of health, and to explore crucial health issues. This course encourages a more knowledgeable and proactive stance towards maintaining good health. This course will count as an academic elective.

**PEL 1214** **2 hrs., 1 cr.**  
**Intercollegiate Softball Workshop** \$2.00 lab fee  
 An activity course designed to serve varsity women's softball team members.

**PEL 1219** **2 hrs., 1 cr.**  
**Intercollegiate Baseball Workshop** \$2.00 lab fee  
 An activity course designed to serve varsity baseball team members.

**PEL 1324** **2 hrs., 1 cr.**  
**Intercollegiate Volleyball Workshop** \$2.00 lab fee  
 An activity course designed to serve the varsity women's volleyball team members.

**PEL 1621** **2 hrs., 1 cr.**  
**Theory and Practice of Basketball** \$2.00 lab fee  
 This course is designed for students to gain a working knowledge of rules, theory, and strategy of the sport of basketball through lecture, video, and on court demonstration and practice.

**PEL 1624** **2 hrs., 1 cr.**  
**Intercollegiate Basketball Workshop** \$2.00 lab fee  
 An activity course designed to serve varsity basketball team members.

**PEM 1116** **2 hrs., 1 cr.**  
**Lifetime Fitness** \$2.00 lab fee  
 This course is designed to improve or maintain strength and fitness levels through cross training. Activities such as weight training, land aerobics, water aerobics, walking and jogging are included. Emphasis is on fitness and proper exercise techniques.

**PEM 1131** **2 hrs., 1 cr.**  
**Weight Training** \$2.00 lab fee  
 This course is designed to improve or maintain strength and fitness levels through weight training. Emphasis is on fitness and proper use of weight equipment.

**PEM 1953** **2 hrs., 1 cr.**  
**Cheerleading Workshop** \$2.00 lab fee  
 Prerequisite: Consent of instructor.  
 Practice of fundamentals and techniques of cheerleading.

**PEM 2171** **2 hrs., 1 cr.**  
**Aerobics** \$2.00 lab fee  
 This course is designed to improve cardiovascular fitness through dance and exercise.

**PEN 1171** **2 hrs., 1 cr.**  
**Water Aerobics** \$5.00 lab fee  
 This course is designed and organized so students can maintain and/or improve their health and fitness. Instruction in water exercises will contribute to the strength, flexibility, and cardiovascular endurance of the student. NOTE: Swimming skills are not a prerequisite.

**PEN 1172** **2 hrs., 1 cr.**  
**Fitness Swim** \$5.00 lab fee

Prerequisite: PEN 1121 or complete basic water skills test the first day of class.

This course is a noncompetitive but structured lap-swim program combined with stroke analysis and training techniques. The course is designed so students can maintain and/or improve their health and fitness.

**PEN 2114** **4 hrs., 2 crs.**  
**Lifeguard Training** \$7.00 lab fee

Prerequisite: Student must pass a basic water skills test the first class meeting.

This course is designed to help students understand the lifeguard/ employer relationships. The course provides explanations, demonstrations, practice, and review of the rescue skills essential for lifeguards. Fitness swimming will also be included as a component of this course. Upon successful completion, students will be eligible for Red Cross course completion cards in Lifeguard Training, Community First Aid and Safety, CPR for the Professional Rescuer, and Preventing Disease Transmission.

**PEN 2136** **6 hrs., 3 crs.**  
**Basic Skin and SCUBA Diving** \$125.00 lab fee

(The lab fee covers buoyancy compensator, regulator, tank rental, and air fills. Students must provide mask, fins, snorkel, dive gloves, and boat dives.)

Prerequisite: Student must pass a basic water skills test the first class meeting.

This course provides an orientation and introduction to physics of diving; anatomy; barotrauma, decompression sickness and decompression tables; general diving and scuba operation and maintenance; diving first aid and CPR; dive planning, environment and marine life.

**PEO 1932** **2 hrs., 1 cr.**  
**Adapted Aquatics** \$5.00 lab fee

This course is designed to help students with disabilities formulate concepts of safe practice when in an aquatic environment; learn and improve their physical aquatic skills relative to survival, efficient propulsion, and noncontact rescue; and provide an opportunity to improve or maintain physical fitness. NOTE: Swimming skills are not a prerequisite.

**PEO 2003** **3 hrs., 3 crs.**  
**Sports Officiating**

This course is designed to provide students with a working knowledge of sports officiating through the use of lecture, videos, and practical experience. Interpretation of rules from a selection of sport activities will be included. This course will count as an academic elective.

## WOMEN'S STUDIES

**WST 2010** **3 hrs., 3 crs.**

**Introduction to Women's Studies: Women and Their Communities**

Prerequisite: ENC 1101.

This course introduces students to the study of major issues relevant to the female experience in Western Civilization and to the significance of gender in society. Students will be exposed to the major feminist theories that have shaped scholarship and lives. Emphasis will be placed upon the ways in which women have responded to the challenge of community.

### FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

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 Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course details."

#### Example of Course Identifier

<b>Prefix</b>	<b>Level Code (first digit)</b>	<b>Century Digit (second digit)</b>	<b>Decade Digit (third digit)</b>	<b>Unit Digit (fourth digit)</b>	<b>Lab Code</b>
<b>SYG</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	
<b>Sociology, General</b>	<b>Freshman level at this institution</b>	<b>Entry-Level General Sociology</b>	<b>Survey Course</b>	<b>Social Problems</b>	<b>No laboratory component in this course</b>

#### 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 the participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 34 different postsecondary institutions. Each institution uses "SYG\_010" to identify its social problems 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, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and 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. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which may meet at a different time or place.

Transfer of any successfully completed course from one 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, SYG 1010 is offered at a community college while the same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university upon transfer. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements on the same basis as credit awarded to native

students. It is the prerogative of the receiving institution to offer transfer credit for courses successfully completed which have not been designated as equivalent.

### **The Course Prefix**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category 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 used to identify the course.

### **Authority for Acceptance of Equivalent Courses**

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student 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 common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces 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 award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

### **Exceptions to the General Rule for Equivalency**

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 in the \_900-\_999 series (e.g., HUM 2905).
- B. Internships, practica, clinical experiences, and study abroad courses.
- C. Performance or studio courses in art, dance, theater, and music.
- D. Skills courses in criminal justice.
- E. Graduate courses.
- F. Courses not offered by the receiving institution.

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Dr. Jeffry Stevenson, Dean of Workforce Development, at Gulf Coast Community College or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling (850) 245-0427.

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Executive Vice President and Chief  
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**Todd, Sharon O. (1988)**  
**Coordinator, Enrollment Services**  
 A.A., Gulf Coast Community College  
 B.S., Florida State University

**Tolbert, Iva (1982)**  
**Culinary Management**  
 A.S., Gulf Coast Community College

**Van Dalen, Linda B. (1982)**  
**Coordinator, Disabled Student**  
**Services**  
 A.S., Ricks College  
 B.S., Brigham Young University  
 M.S., Virginia Commonwealth  
 University

**Vandervest, James R. (1980)**  
**Professor, Drafting**  
 B.S., Western Michigan University  
 M.S., Western Michigan University

**Varnado, Roy T. (1991)**  
**Coordinator, College Reach-Out**  
**Program, Student Development**  
 A.A., Gulf Coast Community College  
 B.A., Florida State University

**Veal, James D. (1972)**  
**Assistant Professor, Business**  
 A.A., Gulf Coast Community College  
 B.A., University of West Florida  
 M.B.A., University of West Florida

**Wall, Mary E. (1994)**  
**Assistant Coordinator, Corrections,**  
**Public Safety**  
 A.A., North Florida Junior College

**Wallace, Arnold Lynn (1989)**  
**Assistant Professor, English**  
 B.A., Pennsylvania State University  
 M.A., Pennsylvania State University

**Walz, Robert J. (2003)**  
**Manager II, Small Business**  
**Development Center**  
 B.A., University of New Orleans  
 M.B.A., University of Houston

**Washington, Mosell Jr. (1989)**  
**Director, Human Resources**  
 A.A., Gulf Coast Community College  
 B.S., Florida State University  
 M.S., Florida State University

**Watson, Lisa L. (1998)**  
**Assistant Coordinator, Passport**  
**Program, Success Center**  
 B.A., University of West Florida

**Webb, Jamieson D. (2003)**  
**Assistant Professor, Natural**  
**Sciences**  
 B.S., Auburn University  
 M.S., Auburn University

**Wells, Douglas A. (2001)**  
**Assistant Professor, English**  
 A.A., Florida Community College at Jacksonville  
 B.A., University of South Florida  
 M.A., University of South Florida

**West, Barbara E. (2000)**  
**Passport Program Specialist**  
 B.S.N., Virginia Commonwealth University

**Westlake, Christopher J. (2000)**  
**Assistant Coordinator of Accounting, Business Affairs**  
 B.S., Southeastern Missouri State University

**Wheeler, Donna G. (1991)**  
**Assistant Professor, Nursing**  
 B.S.N., Florida State University  
 M.S.N., Florida State University

**Whitelock, Pamela L. (1973)**  
**Dean, Lifelong Learning**  
 A.A., Gulf Coast Community College  
 B.A., University of West Florida  
 M.Ed., Middle Tennessee State University

**Whitley, Sherri L. (2001)**  
**Assistant Coordinator, Health Professions**  
 B.S., Florida State University

**Whittington, Charles O. (2001)**  
**Instructor, Computer/Electronics Engineering**  
 B.S., University of Tampa

**Williams, A. Scott (2003)**  
**Assistant Coordinator, Emergency Medical Services Program, Health Sciences**  
 B.S., University of West Florida

**Williams, Jamie J. (1999)**  
**Counselor, Student Support Services**  
 B.S., University of Florida  
 M.S., Troy State University

**Williams, Willard J. (1984)**  
**Associate Professor, Business**  
 A.A., Gulf Coast Community College  
 B.A., University of West Florida  
 M.B.A., University of West Florida

**Wilson, Gerry S. (1984)**  
**Chair, Mathematics**  
 B.A., Emory University  
 M.A., Northwestern University

**Winther, Nicoleila (2003)**  
**ABE/GED Learning Manager**  
 B.A., Florida State University

**Wise, Stephen C. (1998)**  
**Assistant Coordinator, Health Sciences Admissions**  
 B.S., Troy State University

**Wolfe, Gregory C. (1991)**  
**Chair, Wellness & Athletics**  
 A.A., Gulf Coast Community College  
 B.S., Florida State University  
 M.S., Florida State University

**Wolfkill, Lorna Girvin (1999)**  
**School and Community Relations Specialist**  
 A.A., Gulf Coast Community College  
 B.S., University of Florida  
 M.B.A., Florida State University

**Wood, Danella (2000)**  
**Assistant Coordinator, Workforce Center**  
 A.A., Gulf Coast Community College  
 B.S., University of West Florida

**Woodham, Patti D. (1998)**  
**Associate Professor, English**  
 B.A., University of Alabama  
 M.A., University of Alabama

**York, Virginia S. (1989)**  
**Professor, Economics/History**  
 B.A., Wesleyan  
 M.A., Middle Tennessee State University  
 D.A., Middle Tennessee State University

**Zacchio, Tony J. (2001)**  
**Business Analyst, Small Business Development Center**  
 A.A., Gulf Coast Community College  
 B.S., University of Florida

## EMERITUS

**Baugh, Anna Marie (1970-1998)**  
**Professor Emeritus**  
 B.S., Florida State University  
 M.S., Nova University

**Burch, Ivie R. (1966-1991)**  
**Professor Emeritus**  
 B.S., Florida A & M University  
 M.Ed., Florida A & M University

**Campbell, Letha J. (1977-1998)**  
**Professor Emeritus**  
 A.A., Rosenwald Junior College  
 B.S., Florida A&M University  
 M.E., Florida A & M University

**Daugherty II, George I. (1987-2001)**  
**Professor Emeritus**  
 M.S., University of Texas  
 D.D.S., Marquette University

**Etheridge, Sandra Y. (1967-2003)**  
**Professor Emeritus**  
 B.S., Limestone College  
 M.A.T., Duke University  
 Ph.D., Florida State University

**Gibson, Daurice K. (1973-2003)**  
**Professor Emeritus**  
 A.A., Gulf Coast Community College  
 B.S., Florida State University  
 M.Ed., Auburn University

**Hair, Norman J. (1958-1993)**  
**Professor Emeritus**  
 B.S., Troy State College  
 M.M., University of Montevallo

**Henry, Cordell V. (1967-1994)**  
**Professor Emeritus**  
 B.S., East Central Oklahoma State College  
 M.N.S., State University of South Dakota

**Higgins, Margaret Ann (1965-1998)**  
**Professor Emeritus**  
 A.A., Jones Junior College  
 B.A., Mississippi College  
 M.R.E., Southwestern Baptist Theological Seminary  
 M.S., University of Southern Mississippi  
 Ed.D., Florida State University

**Jones, Robert C. (1969-2003)**  
**Professor Emeritus**  
 B.A., University of Northern Iowa  
 M.A., Colorado State College

**McFatter, Janice (1966-2003)**  
**Professor Emeritus**  
 B.S.E., Henderson State Teachers College  
 M.A., University of Arkansas

**Miller, Leon (1969-1999)**  
**Counselor Emeritus**  
 B.A., Wiley College

**Richards, Ann V. (1977-1998)**  
**Professor Emeritus**  
 B.S., Georgia State University  
 M.A., University of West Florida

**Sale, William Frederick (1967-2003)**  
**Professor Emeritus**  
 A.A., Tyler, Texas Junior College  
 B.A., North Texas State University  
 B.D., Southwestern Baptist Theological Seminary  
 Th.M., Southwestern Baptist Theological Seminary  
 M.Div., Southwestern Baptist Theological Seminary

**Syfrett, Ann S. (1969-2003)**  
**Professor Emeritus**  
 B.S.N., University of Florida  
 M.N., University of Florida

**Wright, Robert E. (1981-2003)**  
**Professor Emeritus**  
 A.A.S., Community College of the Air Force  
 A.S., Gulf Coast Community College  
 B.S., Florida State University

### **CAREER SERVICE PERSONNEL**

**Adams, Jean M. (1980)**  
 Administrative Secretary

**Akins, Debra B. (2000)**  
 Executive Secretary

**Aplin, Nancy J. (2002)**  
 Senior Clerk Typist

**Ash, Candy S. (1998)**  
 Administrative Secretary

**Bailey, Ellax L. (1990)**  
 Custodian

**Barker, Mary E. (1985)**  
 Executive Secretary

**Barker, Willie L. (1991)**  
 Lead Custodian

**Bellucci, Tony (2001)**  
 Lab Assistant

**Bennett, Dorrie E. (Beth) (1990)**  
 Executive Secretary

**Boswell, Christopher S. (1999)**  
 Groundskeeper

**Brannon, Toby J. (1986)**  
 Administrative Secretary

**Brown, Angela M. (2002)**  
 Distance Education Assistant

**Brown, Darby H. (2000)**  
 Administrative Secretary

**Brown, Gerald A. (2002)**  
 Facilities Maintenance

**Brown, Harold (2000)**  
 Custodian

**Broxson, Glenda P. (1996)**  
 Secretary

**Buckner, Thomas L. (2003)**  
 Intake Orientation Assistant

**Burdeshaw, Deborah A. (1999)**  
 Bookkeeper

**Burkett, Brenda S. (1999)**  
 Secretary, Gulf/Franklin Center

**Cain, Larry L. (2002)**  
 Facilities Maintenance, Remote Campus

**Carter, Curtis J. (1986)**  
 WKGC

**Caruso, Carol A. (2001)**  
 Switchboard Operator

**Cassini, Tamara L. (2000)**  
 Administrative Secretary

**Cato, Linda (2003)**  
 Enrollment Services and Research

**Chambers, Johnette T. (1998)**  
 Retention Assistant

**Chan, Gerald D. (1992)**  
 Bookstore Manager

**Chappelle, Geraldine (1999)**  
 Administrative Assistant

**Cherry, Lenwood (1989)**  
 Custodian

**Chester, Andrea C. (2002)**  
 Executive Secretary

**Childers, Peggy K. (1977)**  
 Executive Secretary

**Clemons, Jennifer K. (2003)**  
 Testing Assistant

**Cole, Joanna L. (2003)**  
 Senior Employment Representative

**Collins, George J. (1989)**  
 Custodian

**Cook, Richard A. (1999)**  
 Computer Operator

**Costa, Don A. (1987)**  
 Groundskeeper

**Courtney, Janice E. (1990)**  
 Bookstore

**Coy, Mary R. (1988)**  
 Records and Credentialing Assistant

**Crawford, Wallace M. (1977)**  
 WKGC

**Cullen, Thomas E. (1999)**  
 Custodian

**Cumbie, Carol A. (1992)**  
 Custodian

**Dallas, Alexandra S. (1999)**  
 Administrative Secretary

**Dalrymple, Marcia E. (1995)**  
 Enrollment Services and Research

**DeLos Santos, Caty (1997)**  
 Food Services

**Devilbiss, James (1997)**  
 Printer

**Doherty, Daniel (2003)**  
 Custodial Supervisor

**Dorn, Gregory A. (2001)**  
 Board Operator

**Driesbach, Lynn M. (1974)**  
 Enrollment Services and Research

**Dukes, Marvin E. (1999)**  
 Computer Maintenance Technician

**Dutton, James T. (2003)**  
 Groundskeeper

**Freeman, Lonnie C. (1994)**  
 Custodian

**Gilbert, Barbara A. (1992)**  
 Administrative Secretary

**Gillespie, Tommy L. (2002)**  
 Custodian

<b>Gilmore, Mary S. (1986)</b> Food Services	<b>Jones, Kimberly (2002)</b> Enrollment Services and Research	<b>McCroan, Alvin E. (1979)</b> Maintenance
<b>Good, Brenda L. (1994)</b> Bookkeeper	<b>Kelly, Elizabeth A. (2002)</b> Administrative Secretary	<b>McIntosh, Sandra (2002)</b> Secretary
<b>Gould, Janet M. (1988)</b> Senior Bookkeeper	<b>Kight, Christina L. (1998)</b> Senior Clerk Typist	<b>McLeod, Logan B. (2003)</b> Enrollment Services and Research
<b>Grey, Mariana J. (1999)</b> Senior Library Assistant	<b>Kinney, Robert R. (2000)</b> Board Operator, WKGC	<b>McNear, Latoria O. (1998)</b> Custodian
<b>Grouev, Sandra G. (1999)</b> Reach-Out Assistant	<b>Krampota, Tom J. (1992)</b> Custodian	<b>Menchion, Pattie (1982)</b> Senior Cashier
<b>Hall, Ernorris (1999)</b> Programmer/Analyst	<b>Krutchek, Kimberly A. (2002)</b> Senior Library Assistant	<b>Merritt, Kerry G. (1998)</b> Computer Lab Assistant
<b>Harden, Ty V. (2003)</b> Senior Bookkeeper	<b>Kuczenski, Jacqueline L. (1984)</b> Administrative Secretary	<b>Merritt, Robin A. (2003)</b> Intake Orientation Assistant
<b>Harrison, Kimberly (2003)</b> Senior Clerk Typist	<b>LaCasse, Colette (1999)</b> Administrative Assistant	<b>Miller, Wilma L. (1989)</b> Senior Bookkeeper
<b>Head, Connie (2003)</b> Senior Library Assistant	<b>Lamberson, John M. (2001)</b> Administrative Assistant	<b>Millett, Wayne C. (1976)</b> Receiving & Inventory Clerk
<b>Heltman, Jerry (1999)</b> Maintenance	<b>LaVigne, Pamela (2002)</b> Secretary	<b>Mineer, Debra L. (1999)</b> Receptionist
<b>Hesketh, Ann P. (Pat) (2000)</b> Administrative Secretary	<b>Lindman, Lisa I. (2001)</b> Administrative Secretary	<b>Mitchell, Cindy L. (2003)</b> Senior Library Assistant
<b>Hewitt, Kathryn L. (1996)</b> Secretary	<b>Lindsey, James E. (1982)</b> Maintenance	<b>Mitchell, Marcia J. (2001)</b> Administrative Secretary
<b>Hillard, Randal J. (1999)</b> Computer Maintenance Technician	<b>Long, James R. (1985)</b> Maintenance	<b>Morgan, Michael A. (2002)</b> Maintenance Mechanic II
<b>Hudson, Nellie (Sue) (2001)</b> Intake/Orientation Assistant	<b>Long, Kelley R. (2001)</b> Intake Orientation Assistant	<b>Murphy, Dolores N. (1976)</b> Executive Secretary
<b>Hughes, Bobby E. (2000)</b> Financial Aid	<b>Long, Margaret A. (1990)</b> Enrollment Services and Research	<b>Nickson, Edward (1960)</b> Custodian
<b>Ivey, Sandra L. (1984)</b> Postal Operations Assistant	<b>Lowder, Latangela F. (2001)</b> Auxillary Service Worker III	<b>Nielsen, Doris I. (2000)</b> Programmer/Analyst
<b>Jackson-Griggs, Louise (2000)</b> Auxiliary Services	<b>McClinton, Horace (1999)</b> Custodian	<b>Oberst, William G. (1994)</b> WKGC
<b>Jenkins, Hilary A. (1996)</b> Maintenance	<b>McCorvey, Michael (1976)</b> Custodian	<b>Ogburn, Gracie A. (1999)</b> Financial Aid Assistant
<b>Jones, Carin H. (2000)</b> Administrative Secretary	<b>McCoy, Margie Y. (1985)</b> Membership Associate, WKGC	<b>Packard, Linda G. (2002)</b> Custodian
<b>Jones, Christopher S. (2003)</b> Network Assistant	<b>McCray, Latasha (2003)</b> Administrative Secretary	<b>Pardi, Joanne (2003)</b> Administrative Assistant

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<b>Phelps, Marko L. (1998)</b> Lead Network/Telecommunications	<b>Soderquist, Margaret A (1976)</b> Senior Bookkeeper	<b>Ware, Jesse L. (1987)</b> Print Shop Manager
<b>Phillips, Janice L. (1974)</b> Senior Library Assistant	<b>Spencer, Scott (2003)</b> Administrative Secretary	<b>Watson, Ronney L. (1982)</b> Grounds Supervisor
<b>Pittman, Edgar L. (1979)</b> Lead Groundskeeper	<b>Stanley, Susan D. (2001)</b> Senior Clerk Typist	<b>Whitaker, Sylvia G. (2001)</b> Teacher's Aide
<b>Pollard, Janice L. (2000)</b> Financial Aid Assistant	<b>Stauffer, Patricia S. (1991)</b> Administrative Assistant	<b>White, John A. (2001)</b> Producer/News Reporter
<b>Porter, James A. (1974)</b> Maintenance	<b>Steele, Michelle E. (2003)</b> Administrative Assistant	<b>White, Willie H. (1990)</b> Custodian
<b>Ramsey, Sheila A. (2002)</b> Senior Clerk Typist, Financial Aid	<b>Stephens, Willie J. (1977)</b> Custodian	<b>Whitehead, Carlos V. (1990)</b> Facilities Management Supervisor
<b>Rice, Ronald W. (2001)</b> Facilities Maintenance, Remote Campus	<b>Striplin, Roy B. (2000)</b> Groundskeeper	<b>Wilkes, Eileen S. (1986)</b> Secretary to the President
<b>Riley, Cleveland (2002)</b> Facilities Maintenance, Remote Campus	<b>Takahashi, George H. (1994)</b> Maintenance Mechanic	<b>Willbanks, Charlotte M. (1993)</b> Purchasing Assistant
<b>Riley, Josephine (1997)</b> Custodian	<b>Taylor, Brenda K. (1998)</b> Administrative Secretary	<b>Wright, Jeremy C. (2001)</b> Network Assistant
<b>Rissmann, Mark A. (1999)</b> Groundskeeper	<b>Taylor, Shirley H. (1992)</b> Administrative Secretary	<b>Young, Kevin (2001)</b> Computer Technician
<b>Robertson, Katherine H. (1997)</b> Administrative Secretary	<b>Terryn, Dorothy A. (Dottie) (1986)</b> Executive Secretary	
<b>Robinson, Chester J. (1990)</b> Groundskeeper	<b>Thomasson, Barbara (1994)</b> Administrative Secretary	
<b>Robinson, Derek A. (1998)</b> Custodian	<b>Thompson, Ronald (2003)</b> Wellness and Athletics	
<b>Roldan, Helen M. (1995)</b> Assistant Bookstore Manager	<b>Thorndyke, Judy A. (1995)</b> Program Assistant	
<b>Sapp, Beverly A. (2002)</b> Administrative Secretary	<b>Varner, Arnold C. (1990)</b> Maintenance	
<b>Sheppard, Doreen (2003)</b> Administrative Secretary	<b>Varnum, Jerry (1996)</b> Computer Operator/Programmer	
<b>Shoffer, Dawn (2003)</b> Enrollment Services and Research	<b>Vaughn, Jackie A. (1994)</b> Secretary	
<b>Slendorn, Patricia E. (1991)</b> Food Services	<b>Vista, Tito N. (1998)</b> Maintenance	
<b>Smith, Laura J. (1996)</b> Custodian	<b>Walding, Shannon M. (2003)</b> Secretary	
<b>Smith, Susanne P. (2000)</b> Administrative Secretary	<b>Walker, Shirley A. (1998)</b> Custodian	

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