

# St. Petersburg College

## *Baccalaureate Programs*

### Teaching Disciplines & Faculty Credential Guidelines

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November 4, 2009



*Notation: The teaching discipline and faculty credential requirements listed in this booklet may be revised to reflect continued compliance with The Southern Association of Colleges and Schools, Commission on Colleges (SACS-COC), the State Board of Education and/or the SPC Board of Trustees curricular or faculty credential criteria/rules.*

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## **Introduction**

For the credentialing of faculty, St. Petersburg College must comply with the standards set forth by its accrediting organization, the Commission on Colleges of the Southern Association of Colleges and Schools. The *Teaching Disciplines and Faculty Credential Requirements* booklet complies with the standards for faculty identified in:

***The Principles of Accreditation: Foundations for Quality Enhancement***  
published by the Southern Association of Colleges and Schools, Commission on Colleges, 2004.

### **Comprehensive Standards: 3.7, page 24**

#### **3.7 Faculty**

3.7.1 The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

#### **Credential Guidelines:**

- a. Faculty teaching general education courses\* at the undergraduate level: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree-usually the earned doctorate-in the discipline.

\*General Education Courses include: Communications; Humanities; Fine Arts; Mathematics; Natural Sciences; Social and Behavioral Sciences.

## **Guidelines**

The *Teaching Disciplines and Faculty Credential Requirements* guidebook is intended to assist Deans and all readers with the process of credentialing faculty members to teach at St. Petersburg College. Both full-time and part-time (adjunct) faculty teaching credit courses are required to meet these credentialing standards. This guidebook identifies the minimum academic and work experience credentials needed to teach SPC courses listed in each teaching discipline.

The first few pages describe the process of credentialing faculty and list important considerations when making credentialing decisions. The main part of the guidebook is devoted to listing each of the Teaching Disciplines with complete identification of:

- The Teaching Discipline reference number
- The name of the Teaching Discipline
- The level of the Teaching Discipline (all baccalaureate courses are transfer courses)
- The SPC course(s) identified with that Teaching Discipline
- The MINIMUM faculty preparation requirements:

### ADADEMIC AND WORK EXPERIENCE

- Credentialing notations which SPC considers for that specific Teaching Discipline

The requirements are listed in as much detail as possible to guide the Dean or reviewer in making appropriate credential decisions. All SPC credit courses have been assigned to only one teaching disciplines.

The latter part of the guidebook contains SPC forms and links to SACS and other valuable credential resources.

When questions arise about the interpretation of the guidelines, the reviewer should contact the Office of the Senior Vice President, Baccalaureate Programs and University Partnerships; that Office will make final rulings on credential questions affecting faculty teaching in the B.S. or B.A.S. degree programs.

**Note: For the credentialing of faculty, St. Petersburg College also must comply with the Board of Trustees Rule 6Hx23-2.022, Certification of Instructional, Administrative and Professional Personnel. Please refer to Appendix.**

## **Process**

The following information briefly describes the credentialing process and credentialing considerations for new full-time or part-time faculty hires.

### **I. SPC Faculty Hiring and SPC Faculty Credential Form**

A Dean must complete the “**St. Petersburg College (SPC) Faculty Credential Form**” for all faculty candidates, for each teaching discipline to be assigned. The form must be signed and dated by the Dean before a copy is sent to the Senior Vice President, Baccalaureate Programs and University Partnerships. The original form must be sent to the Human Resources department for filing in the personnel file once the candidate is hired to teach.

For full-time faculty candidates, the Dean must have the **SPC Faculty Credential Form** also signed by the Senior Vice President, Baccalaureate Programs and University Partnerships, before an interview with the President will be scheduled.

Faculty candidates coming from an SPC A & P, Career Staff or OPS position must complete an Instructional Staff Employment Application and the SPC Faculty Credential Form must be completed by the appropriate Dean.

A faculty applicant must provide copies of official transcripts for all undergraduate and graduate degrees identified on the employment application. Transcript copies must also be provided for all other non-degree undergraduate or graduate coursework taken and listed on the employment application, if coursework is to be counted in the credentialing analysis.

A faculty applicant who possesses degree(s) from institutions outside of the U.S. must submit an appropriate course-by-course foreign credential evaluation. This information must be presented to the Dean before the applicant can be considered for employment. The foreign credential organization must be one identified in the current listing by the National Association of Credential Evaluation Services: [www.naces.org/members.htm](http://www.naces.org/members.htm).

A faculty applicant must provide copies of appropriate licensure/certification verifications if required by the teaching discipline.

A faculty applicant must demonstrate satisfactory oral and written communication skills and this demonstration must be confirmed by the Dean and checked off on the **SPC Faculty Credential Form**.

A faculty applicant must be able to demonstrate the use of technology in the classroom and must be able to use the technology required for the course.

If a faculty applicant will be assigned to more than one teaching discipline (subject area), a separate **SPC Faculty Credential Form** must be completed for each teaching discipline (e.g., Mathematics and Physics; Biology and Oceanography; English and ESL; Management and Computer Science, etc.).

If a current faculty member has already been credentialed to teach in one teaching discipline (subject area), but the Dean decides to assign that faculty member to an additional teaching discipline (subject area), a separate **SPC Faculty Credential Form** must be completed by the Dean and approved by the Senior Vice President for Baccalaureate Programs and University Partnerships. Again, the original document must be sent to the Office of Human Resources and a copy must be sent to the Office of the Senior Vice President for Baccalaureate Programs and University Partnerships.

If a current faculty member already has been credentialed to teach in one teaching discipline (subject area), but is then hired by another Dean to teach a course in an additional teaching discipline (subject area), or another course in the same teaching discipline, a separate **SPC Faculty Credential Form** must be completed by that Dean and approved by the Senior Vice President for Baccalaureate Programs and University Partnerships. Again, the original document must be sent to the Office of Human Resources and a copy must be sent to the Office of the Senior Vice President for Baccalaureate Programs and University Partnerships.

## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

Credit hours listed on the **SPC Faculty Credential Form** must be identified as semester hours—not quarter hours, clock hours, etc.

Course work submitted by the faculty applicant as graduate credit must be clearly designated on the transcript of the granting institution as part of a graduate program, or formally validated by the granting institution as graduate-level study. Official documentation must be provided by the granting institution and attached to the **SPC Faculty Credential Form**.

Course work listed on the **SPC Faculty Credential Form** which was not taken in the graduate department of the subject to be taught must include catalog course descriptions and/or documentation from the granting institution that the course(s) contain similar content to the SPC course to be taught. This information should be attached to the **SPC Faculty Credential Form**.

A detailed explanation of any directed study, seminar, thesis, internship, research and/or dissertation credits counted towards the required 18 graduate semester hours must be identified on or attached to the **SPC Faculty Credential Form**.

The **SPC Faculty Credential Form** must include all of the SPC courses for which the Dean wants to credential the faculty applicant.

A faculty applicant who does not strictly meet the SACS-COC standards (and that of SPC) may work with the Dean to submit a portfolio for review by the Senior Vice President for Baccalaureate Programs and University Partnerships. These procedures are detailed in Section III.

### II. Transcript Review

For the purposes of preliminary faculty credentialing, transcript copies will be accepted. Once hired, the faculty applicant must obtain and have sent to the Office of Human Resources, official copies of transcripts for all undergraduate and graduate degrees and coursework identified on the employment application. Official transcripts must also be provided for all other non-degree undergraduate or graduate coursework taken and listed on the employment application, if coursework is to be counted in the credentialing analysis. *An official transcript is one that is sent from the sending institution directly to the receiving institution and does not pass through the hands of the student.*

Degrees or coursework which count towards credentialing must be obtained from regionally-accredited institutions.

Coursework within the degree must reflect competencies in the SPC courses to be taught.

Credential requirements for full-time and part-time faculty are the same.

Credential requirements for lecture or lab credit courses (regardless of the number of credit hours, or if the course is offered on the weekend) are the same.

One or two undergraduate courses, if taken as part of a graduate program, may be counted as part of the faculty applicant's 18 graduate semester hours credential total if the course content reflects the SPC course to be taught.

Graduate courses, if taken as part of an undergraduate curriculum, will NOT be counted.

In cases where it is not clear that the "related" coursework in a graduate or undergraduate degree is appropriate to the teaching assignment, it will be necessary to obtain catalog course descriptions and/or documentation from the granting institution. In some cases, a complete portfolio may be required.

Coursework to be counted as part of the faculty applicant's 18 graduate semester hours must have a letter grade of "C" or higher.

The transcript(s) must evidence full degree completion.

## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

The degree title(s) written on the SPC Faculty Credential Form must be identical to what appears on the transcript(s).

The course title(s) written on the **SPC Faculty Credential Form** must be identical to what appears on the transcript.

### **III. Faculty Portfolios**

A faculty applicant who does not strictly meet the SACS-COC standards (and that of SPC) may work with the Dean to submit a portfolio for review by the Senior Vice President for Baccalaureate Programs and University Partnerships. The portfolio should contain the following information:

1. Resume, identifying related work experience(s) and teaching experience(s) in the Teaching Discipline(s)
2. Professional certification(s) in the Teaching Discipline(s)
3. Professional licensure(s) in the Teaching Discipline(s)
4. Current professional activities/achievements in the Teaching Discipline(s)
5. Honors and Awards, Research and Publications in the Teaching Discipline(s)
6. Letters of Recommendation from supervisors in the Teaching Discipline(s)
7. Student evaluations from most recent academic year (to assess continuous excellence in teaching), or from a previous employer for that subject area
8. Additional documentation to evidence competencies and achievements that contribute to effective teaching and student learning outcomes—most importantly, SACS is looking for us to correlate the academic and experiential qualifications of that faculty member to the written SPC major learning outcomes in a specific SPC course. This section could be done in a chart or matrix format, provided that the specific academic coursework and/or work experience, certifications, etc. of that faculty member show the relationships between his/her background and the major learning outcomes to be covered in the specific SPC course to be taught.
9. Advertisements placed in the appropriate local, regional, state and national media and professional publications for the specific Teaching Discipline(s)—this helps SPC to justify and document that there are insufficient numbers of faculty with appropriate degrees in the Teaching Discipline, and that SPC has attempted to seek and hire qualified faculty with appropriate degrees in the Teaching Discipline. HR has stated that they will work with you on providing more detailed information, if you do not already have copies of the ads placed.
10. Summary narrative about faculty candidate's competence, effectiveness and capacity to teach in that Teaching Discipline. This document will be linked on the SACS faculty roster and is really a summation of the 9 items listed above. It should be at least one full page and concisely justify why this instructor is highly qualified to teach the classes in question.

If you are not certain about a faculty applicant's proper credential, please contact the Senior Vice President's Office for Baccalaureate Programs and University Partnerships to obtain a preliminary review before the interview/hiring stage.

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

# **COLLEGE OF EDUCATION**

## **Bachelor's of Science Degrees**

**in**

### **Educational Studies**

### **Elementary Education**

### **Exceptional Student Education**

### **Middle Grades General Science Education**

### **Middle Grades Mathematics Education**

### **Secondary Biology Education**

### **Secondary Business Technology Education**

### **Secondary Mathematics Education**

### **Secondary Technology Education**

## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>	
112.1.12	Education: Career & Technical	Transfer	BTE 4401 BTE 4412 BTE 4413 BTE 4946 BTE 4948 EVT 3123 EVT 3192 EVT 3261 EVT 3402C	EVT 3403C EVT 4065 EVT 4094 EVT 4165 EVT 4294C EVT 4333 EVT 4365 EVT 4407C EVT 4947

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Career and Technical Education, Occupational Education/Studies, or Vocational Education

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Career & Technical Education—Vocational/Technical Education  
 Career & Technical Education—Curriculum  
 Computer Science  
 Curriculum and Instruction  
 Education  
 Educational Leadership  
 Instructional Technology  
 Math Education  
 Occupational Education/Studies  
 Science Education  
 Vocational Education

These subject areas can also apply for BTE Courses

Business Administration  
 Career & Technical Education—Business Education  
 Marketing

These subject areas c also apply for EVT Courses

Career & Technical Education—Industrial Arts Education  
 Career & Technical Education—Technology Education  
 Engineering

#### WORK EXPERIENCE

3 years full-time permanent teaching (preferred)

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>	
112.1.13	Education: Career & Technical (Practicum)	Transfer	BTE 4940 <sup>a</sup> EVT 3946	EVT 4940 <sup>b</sup> EVT 4947

**Minimum Faculty Preparation Requirements**

**ACADEMIC**

Doctorate or Master's degree in Career and Technical Education, Occupational Education/Studies, or Vocational Education

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

- Administration and Supervision
- Career & Technical Education—Vocational/Technical Education
- Career & Technical Education—Curriculum
- Computer Science
- Curriculum and Instruction
- Education
- Educational Leadership
- Instructional Technology
- Math Education
- Occupational Education/Studies
- Science Education
- Vocational Education

These subject areas can also apply for BTE Courses

- Business Administration
- Career & Technical Education—Business Education
- Marketing

These subject areas c also apply for EVT Courses

- Career & Technical Education—Industrial Arts Education
- Career & Technical Education—Technology Education
- Engineering

**WORK EXPERIENCE**

3 years full-time permanent teaching (preferred)

<u>SPC Course</u>	<u>Title</u>	<u>In-field academic requirements for supervising final internship</u>
<sup>a</sup> BTE 4940	Internship – Business Education	Doctorate or Master's in Career & Technical Education, Occupational Education/Studies, or Vocational Education  <b>or</b> Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas: Career & Technical Education Curriculum and Instruction Instructional Technology Occupational Education/Studies Vocational Education
<sup>b</sup> EVT 4940	Internship – Technology Education	

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>	
112.2.1	Education: Early Childhood	Transfer	EEC 3005 EEC 3009 EEC 3204 EEC 3403 EEC 3413 EEC 3731	EEC 4207 EEC 4210 EEC 4211 EEC 4212 EEC 4227 EEC 4408

**Minimum Faculty Preparation Requirements**

**ACADEMIC**

**WORK EXPERIENCE**

Doctorate or Master's degree in Early Childhood Education

3 years work experience in an early childhood center, program or setting (preferred)

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Community Education  
 Early Childhood Education  
 Elementary Education  
 Exceptional Student Education (ESE)  
 Nutrition  
 Pre-K Education  
 Preschool Education  
 Psychology (Child, Family, Life Span, Developmental)  
 Public Health  
 Sociology (Family, Community, Diversity)  
 Wellness

**including**

at least 9 graduate semester hours in an education related area

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
112.1.10	Education: Elementary	Transfer	EDE 3302 EDE 4220 EDE 4223 EDE 4226 EDE 4314 EDE 4304 EDE 4421 EDF 4780

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Elementary Education

**or**

Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject  
areas:

Administration and Supervision  
Bilingual Education (Multicultural/Multilingual)  
Childhood Education  
Curriculum & Instruction  
Early Childhood Education  
Education (all areas)  
Educational Leadership  
Elementary Education  
Exceptional Student Education (ESE)  
ESOL/TESOL  
Measurement & Assessment  
Reading  
Special Education

#### WORK EXPERIENCE

3 years full-time permanent teaching in K-6 classrooms  
(preferred)

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
112.1.11	Education: Elementary (Practicum)	Transfer	EDE 4940 <sup>a</sup> EDE 4942 <sup>b</sup> EDE 4943 <sup>b</sup>

**Minimum Faculty Preparation Requirements**

**ACADEMIC**

**WORK EXPERIENCE**

Doctorate or Master’s degree in Elementary Education  
**or**  
 Master’s degree with at least 18 graduate semester hours  
 in an appropriate combination of the following subject  
 areas:

3 years full-time permanent teaching in K-6 classrooms  
 (preferred)

- Administration and Supervision
- Bilingual Education (Multicultural/Multilingual)
- Childhood Education
- Curriculum & Instruction
- Early Childhood Education
- Education (all areas)
- Educational Leadership
- Elementary Education
- Exceptional Student Education (ESE)
- ESOL/TESOL
- Measurement & Assessment
- Special Education

<u>SPC Course</u>	<u>Title</u>	<u>In-field academic requirements for supervising final internship</u>
<sup>a</sup> EDE 4940	Internship – Elementary Education	Doctorate or Master’s degree in Elementary Education <b>or</b> Master’s degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:  C&I Elementary Education ESOL Reading Special Education  <b>and</b> a State Certification in Elementary Education (preferred).

<sup>b</sup> EDE 4942 & EDE 4943 are practicum classes which are part of both the Elementary Education and Exceptional Education BS degree programs.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
112.1.5	Education: ESOL/Literacy	Transfer	TSL 3080 TSL 4081

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in ESOL, Bilingual Education, or ESOL Literacy

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Adult Education (ESOL emphasis)  
Bilingual Education  
Education (ESOL emphasis)  
Education, K-12 (ESOL emphasis)  
English as a Second Language/TESOL  
ESOL/TESOL  
ESOL Literacy  
Linguistics (including Applied Linguistics)  
Literacy  
Multi-cultural Education  
Second Language Acquisition  
Special Education (ESOL emphasis)

#### WORK EXPERIENCE

3 years full-time permanent teaching in K-12 classrooms (preferred)

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>	
112.1.1	Education: General	Transfer	EDE 3321 EDF 3214 EDF 3660 EDF 3862 EDF 4430 EDF 4490 EDF 4632 EDF 4781 EDF 4810 EDF 4932	EDG 3321 EDG 3341 EDG 3410 EDG 3620 EDG 4322 EDG 4343 EDG 4943

**Minimum Faculty Preparation Requirements**

**ACADEMIC**

Doctorate or Master's degree in Education

or

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject

areas:

- Administration and Supervision
- Curriculum & Instruction
- Education
- Educational Leadership
- Educational Statistics
- Educational Research
- Elementary Education
- Exceptional Student Education (ESE)
- ESOL
- Measurement & Assessment
- Middle School Education
- Psychology
- Reading
- Secondary Education
- Special Education
- TESOL

**WORK EXPERIENCE**

3 years full-time permanent teaching in K-12 classrooms (preferred)

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
112.1.6	Education: Mathematics	Transfer	MAE 3166 MAE 3320 MAE 3823 MAE 4330 MAE 4642

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Math Education

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Curriculum and Instruction (Math emphasis)  
Education (Math emphasis)  
Educational Leadership  
Educational Statistics  
Elementary Education  
Exceptional Student Education (ESE)  
Instructional Technology  
Math Education  
Mathematics  
Middle School/Middle Grades Education  
Special Education

#### WORK EXPERIENCE

3 years full-time permanent teaching in 6-12 Mathematics classrooms (preferred)

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are **MINIMUMS**.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
112.1.7	Education: Mathematics (Practicum)	Transfer	MAE 3941 MAE 4940 <sup>a</sup> MAE 4942 MAE 4943

**Minimum Faculty Preparation Requirements**

**ACADEMIC**

Doctorate or Master's degree in Math Education  
**or**

Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject  
areas:

- Administration and Supervision
- Curriculum and Instruction (Math emphasis)
- Education (Math emphasis)
- Educational Leadership
- Educational Statistics
- Elementary Education
- Exceptional Student Education (ESE)
- Instructional Technology
- Math Education
- Mathematics
- Middle School/Middle Grades Education
- Special Education

**WORK EXPERIENCE**

3 years full-time permanent teaching in 6-12 Mathematics  
classrooms (preferred)

<u>SPC Course</u>	<u>Title</u>	<u>In-field academic requirements for supervising final internship</u>
<sup>a</sup> MAE 4940	Internship – Secondary Mathematics	Doctorate or Master's degree in Math Education <b>or</b> Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas: Elementary Education (Math emphasis) Math Education Special Education (Math emphasis) <b>and</b> a State Certification in Math (preferred).

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>	
112.1.4	Education: Reading	Transfer	EEC 4706	RED 3309 RED 4324
			LAE 4414	RED 4335 RED 4511 RED 4519 RED 4940

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Reading

**or**

Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject  
areas:

Bilingual Education (Reading/Literacy emphasis)  
Curriculum and Instruction or Teaching and Learning (Reading/Literacy emphasis)  
Early Childhood Education (Reading/Literacy emphasis)  
English Education (Reading/Literacy emphasis)  
ESOL/TESOL  
Language Arts Education  
Linguistics (including Applied Linguistics)  
Literacy  
Middle School Education (Language Arts or Reading/Literacy emphasis)  
Reading  
Special Education (Reading/Literacy emphasis)

#### WORK EXPERIENCE

3 years full-time permanent teaching in K-12 classrooms  
(preferred)

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
112.1.8	Education: Science	Transfer	BSC 4032 SCE 3030 SCE 3420C SCE 4330

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Science Education teaching

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Curriculum and Instruction (Science emphasis)  
Education (Science emphasis)  
Educational Leadership  
Elementary Education  
Exceptional Student Education (ESE)  
Instructional Technology  
Middle Grades Education (science emphasis)  
Science  
Science Education  
Special Education

#### WORK EXPERIENCE

3 years full-time permanent teaching in 6-12 Science classrooms (preferred)

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are **MINIMUMS**.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
112.1.9	Education: Science (Practicum)	Transfer	SCE 3941 SCE 3945 SCE 4940 SCE 4942 <sup>a</sup> SCE 4943

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Science Education teaching

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Administration and Supervision  
Curriculum and Instruction (Science emphasis)  
Education (Science emphasis)  
Educational Leadership  
Elementary Education  
Exceptional Student Education (ESE)  
Instructional Technology  
Middle Grades Education (science emphasis)  
Science  
Science Education  
Special Education

#### WORK EXPERIENCE

3 years full-time permanent teaching in 6-12 Science classrooms (preferred)

<u>SPC Course</u>	<u>Title</u>	<u>In-field academic requirements for supervising final internship</u>
<sup>a</sup> SCE 4942	Internship – Secondary Science	<p style="text-align: center;">Doctorate or Master's degree in Science Education</p> <p style="text-align: center;"><b>or</b></p> <p style="text-align: center;">Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas: Elementary Education (Science emphasis) Science Education Special Education (Science emphasis)</p> <p style="text-align: center;"><b>and</b></p> <p style="text-align: center;">a State Certification in Science (preferred).</p>

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
112.1.2	Elementary Education with Infused ESOL	Transfer	LAE 4416

**Minimum Faculty Preparation Requirements**

**ACADEMIC**

Doctorate or Master's degree in Education, Reading, or Curriculum & Instruction (Literacy Emphasis)

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Curriculum and Instruction  
Education  
Elementary Education  
English Education  
ESOL/ TESOL  
Language Arts  
Literacy  
Reading  
Reading Research

**WORK EXPERIENCE**

3 years full-time permanent teaching in K-6 classrooms (preferred)

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are **MINIMUMS**.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>	
112.1.3	Exceptional Student Education with Infused ESOL	Transfer	EEX 3012 EEX 3101 <sup>b</sup> EEX 3241 EEX 3280 EEX 4221 EEX 4261 EEX 4094 EEX 4291	EEX 4761 <sup>b</sup> EEX 4604 EEX 4940 <sup>a</sup> EEX 4941 EEX 4942 EEX 4943 <sup>b</sup> EVT 4562

**Minimum Faculty Preparation Requirements**

**ACADEMIC**

Doctorate or Master's degree in Special Education  
**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

- Autism
- Curriculum and Instruction (ESE emphasis)
- Communication Disorders
- Education
- Educational Leadership
- Elementary Education
- Emotionally Handicapped
- Exceptional Student Education (ESE)
- Learning Disabilities
- Mental Retardation
- Special Education
- Speech and Language Pathology
- Varying Exceptionalities

**WORK EXPERIENCE**

3 years full-time permanent teaching in K-12 Special Education classrooms (preferred)

<u>SPC Course</u>	<u>Title</u>	<u>In-field academic requirements for supervising final internship</u>
<sup>a</sup> EEX 4940	Internship – Exceptional Student Education K-12	Doctorate or Master's degree in Special Education <b>or</b> Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas: Special Education ESOL Reading  and a State Certification in ESE (preferred).
<u>SPC Course</u>	<u>Title</u>	<u>Alternative Academic Requirements—would allow faculty to teach with graduate degree(s) noted</u>
<sup>b</sup> EEX 3101	Survey of Normal/Abnormal Language and Speech Development	Doctorate or Master's degree in Autism, Communication Disorders, or Speech and Language Pathology
<sup>b</sup> EEX 4761	Communication with Students with Autism, Families and Other Professionals	
<sup>b</sup> EEX 4943	Field Experience Associated with EEX 4942	

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
110.1.1	Mathematics	Transfer	MAD 3107 MAS 3105 MAS 4203 MAS 4301 MGF 4301 MHF 4404 <sup>a</sup> MTG 3212

### Minimum Faculty Preparation Requirements

#### ACADEMIC

#### WORK EXPERIENCE

Doctorate or Master's degree in Mathematics or Statistics  
**or**  
 Master's degree with at least 18 graduate semester hours  
 in Mathematics or Statistics

3 years full-time permanent teaching (preferred)

<u>SPC Course</u>	<u>Title</u>	<u>Alternative Academic Requirements— would allow faculty to teach with graduate degree(s) noted</u>
<sup>a</sup> MHF 4404	Perspectives in Mathematics	Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:  Mathematics Statistics Mathematics Education History of Mathematics

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
118.1.1	Psychology	Transfer	DEP 3305

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Psychology

**or**

Master's degree with at least 18 graduate semester hours  
in Psychology

#### WORK EXPERIENCE

None

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
109.1.1	Science	Transfer	BCH 3023 BSC 3096 PCB 3043C PCB 3063C PCB 4674 PCB 4723C

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Science

**or**

Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject

areas:

Anatomy and Physiology  
Biology  
Biological Science  
Biology (Chemistry emphasis)  
Botany  
Ecology  
Environmental Science  
Genetics  
Microbiology  
Science  
Zoology

#### WORK EXPERIENCE

3 years full-time permanent teaching (preferred)

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

# **College of Health Sciences**

## **Bachelor's of Applied Science Degrees**

**in**

**Dental Hygiene**

**Health Services Administration**

**Orthotics and Prosthetics**

## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

### **Further Information Regarding Faculty Credentials and Terminal Degrees**

#### BAS in Dental Hygiene

In the past when dental hygienists had a desire to continue their education, their options were very limited—especially when they wanted to teach in the field. But today's hygienists have several options of how to continue their education. One option is to obtain a Master of Science in Dental Hygiene (MSDH), which is the highest degree currently available in the field. However, this alone has not provided the needed number of dental hygiene educators for several reasons. First the MSDH is only offered by eleven (11) schools, second they produce only a small number of graduates a year, and third the majority of the programs emphasize clinical research and not teaching experiences. With this said, St. Petersburg College has found that the most qualified dental hygiene educators first have experience as a practicing dental hygienist and second have a graduate degree in a related health science or education program.

#### BAS in Health Services Administration

Not Applicable

#### BAS in Orthotics and Prosthetics

There are several Methods to reach the terminal degree in the field of Orthotics and Prosthetics. The attainment of a Bachelors degree in Orthotics and Prosthetics followed by a 1 year residency in each orthotics and prosthetics, followed by the national American Board for Certification Exam in each orthotics and prosthetics, is the most straightforward academic method.

Equivalent to this pathway is the attainment of a bachelor's degree in any subject followed by the attainment of certification in one or both disciplines of orthotics and prosthetics and then the appropriate residency and certification exam. Under development, there is a masters program at Georgia Tech.

At this time, it is unclear what the differences between the bachelors and certificate training, and master's training are. In addition, the masters program is new, and graduates do not yet have the required clinical experience to teach in this program. Master's graduates also have to complete residencies and national certification exams.

## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
109.1.2	Biological Sciences: Orthotics & Prosthetics	Transfer	PRO 3100 PRO 3110 PRO 3120 PRO 3200C PRO 4130

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in  
Biomechanics/Biomedical Engineering

**or**

M.D., D.O., D.C.

**or**

Master's degree with at least 18  
graduate semester hours in an appropriate  
combination of the following subject areas:

Biomechanics

Biomedical Engineering

Kinesiology

Motor Control or Motion Analysis

**or**

American Board Certified in  
Orthotics and/or Prosthetics

**and/or**

Licensure in Orthotics  
and/or Prosthetics by Florida State  
Board of Orthotics and/or Prosthetics

#### WORK EXPERIENCE

4 years in related industry (preferred)

Team teaching is also an option for lab courses:

Teacher A must meet one of the above options

**and**

Teacher B must be licensed and/or certified in the area  
they will be assisting with in the lab (Orthotics and/or  
Prosthetics)

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Note: The current terminal degree is a Bachelor's degree in Orthotics & Prosthetics.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
144.1.1	Dental Hygiene	Transfer	DEH 3730 DEH 3813 DEH 3814 DEH 4607 DEH 4851 DEH 4852 DEH 4854 DEH 4901 DEH 4947

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Master's degree in Dental Hygiene

**or**

Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject  
areas:

Administration  
Dental Hygiene  
Education  
Educational Foundation  
Health Sciences  
Leadership  
Public Health  
Research  
Statistics/Measurement  
Supervision

**and**

a Bachelor's or Associate's degree in Dental Hygiene  
from a Commission on Dental Accreditation (CODA)  
accredited Dental Hygiene program

**and**

Dental Hygiene License

#### WORK EXPERIENCE

3 years teaching (preferred)

Note: The current terminal degree is a Masters in Dental Hygiene

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
145.1	Emergency Medical Services	Transfer	EMS 4314 EMS 4315 EMS 4316

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Emergency Medical Services, Homeland Security, Management, Public Administration, Public Health

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Business Administration  
Disaster Management  
Education  
Emergency Medical Services  
Health Sciences  
Homeland Security  
Management  
Nursing  
Public Administration  
Public Health

**and**

AA/AS or BA/BS in Emergency Medical Services

**and**

Either State of Florida or National Registry certification as a Paramedic

#### WORK EXPERIENCE

2 years in related work experience (preferred)

Note: The current terminal degree is a Master's in Emergency Medical Services.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
120.2.1	Human Services	Transfer	HUS 3321 HUS 4442 HUS 4561

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Human Services

**or**

Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject  
areas:

Counseling including Guidance Counseling  
Criminal Justice/Criminology  
Education/Special Education  
Human Development  
Gerontology  
Mental Health  
Public Health  
Social and Behavioral Science including Psychology and Sociology  
Social Work  
Substance Abuse/Addiction  
Urban Studies/Urban Education

#### WORK EXPERIENCE

2 years working with human services (preferred)

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
200.1.1	Health Services Administration	Transfer	HSA 3104 HSA 3113 HSA 3170 HSA 3211 HSA 3551 HSA 3702 HSA 4184 HSA 4502 HSA 4191 HSA 4140 HSC 3201 HSC 4910

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in an Allied Health Field

**or**

Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject  
areas:

Administration  
Allied Health  
Epidemiology  
Finance  
Health  
Health Assessment  
Health Administration  
Health Care Administration  
Health Education  
Health Related Research  
Health Science/Studies  
Health Services Administration  
Hospital Administration  
Leadership  
Management  
Organizational Behavior  
Public Health and/or Health Promotion

**including**

at least 9 graduate semester hours in a health related  
area

#### WORK EXPERIENCE

2 years teaching experience (preferred)

3-5 years experience in healthcare profession (preferred)

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are **MINIMUMS**.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>	
190.1.1	Orthotics & Prosthetics	Transfer	PRO 3000 PRO 3301C PRO 3310C PRO 3311C PRO 3500C <sup>a</sup> PRO 3505 PRO 3801L	PRO 4190 <sup>b</sup> PRO 4331C PRO 4350C PRO 4360 PRO 4361C PRO 4371C PRO 4600 PRO 4850L

### Minimum Faculty Preparation Requirements

#### ACADEMIC

A Bachelor's degree in any area  
(Orthotics & Prosthetics is preferred)

**and**

American Board Certified or licensed in Orthotics and/or  
Prosthetics

#### WORK EXPERIENCE

4 years in related industry (preferred)

Team teaching is also an option for lab courses:

Teacher A must meet one of the above options

**and**

Teacher B must be licensed and/or certified in the area  
they will be assisting with in the lab (Orthotics and/or  
Prosthetics)

<u>SPC Course</u>	<u>Title</u>	<u>Faculty with the following alternative academic requirements are also qualified to teach the identified course (in addition to anyone with the above credentials)</u>
<sup>a</sup> PRO 3500C	Clinical Methods	A Bachelor's degree (or higher) in any area <b>and</b> licensed in Physical Therapy <sup>^</sup>
<sup>a</sup> Someone licensed in physical therapy is highly qualified and able to teach clinical methods because the course covers patient evaluation/physical diagnosis and note taking/charting. Both of these skills are a large part of physical therapist training, as well as being part of their day-to-day job duties.		
<sup>b</sup> PRO 4190	Research Methods	Doctorate or Master's degree in Health Related field <b>or</b> Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas: Research Research Methods Statistics/Biostatistics Measurement and Evaluation Qualitative/Quantitative analysis

Note: The current terminal degree is a Bachelor's degree in Orthotics & Prosthetics.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

# **College of Nursing**

## **Bachelor's of Science Degree**

**in**

**Nursing**

## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
149.1.1	Nursing	Transfer	NUR 3XXX    NUR 3805 NUR 3066C    NUR 3826 NUR 3125    NUR 3833 NUR 3145    NUR 3834 NUR 3178    NUR 3905 NUR 3288    NUR 3906 NUR 3290    NUR 4165 NUR 3295    NUR 4606 NUR 3298    NUR 4636 NUR 3299    NUR 4835 NUR 3655    NUR 4835L NUR 3758 NUR 3784 NUR 3785 NUR 3786

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Nursing  
**or**  
 Doctoral degree in related medical field  
 Master's degree in Nursing  
**and**  
 Licensed as RN in the state of Florida

#### WORK EXPERIENCE

3 years as a professional in the discipline and  
 demonstrated current clinical competency (preferred)  
  
 College or University teaching (preferred)

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

# **College of Public Safety Administration**

## **Bachelor's of Applied Science Degree**

**in**

## **Public Safety Administration**

## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

### **Further Information Regarding Faculty Credentials and Terminal Degrees**

Due to the disciplines within the public safety administration community being extremely diverse, it is extremely challenging to find what has been traditionally been classified as “qualified” faculty members, i.e. someone with a Doctoral degree in a specific discipline. The first challenge comes from the fact that specific degree programs in Public Safety Administration have just recently begun to appear. Currently there are very few baccalaureate level programs, even less Masters programs, and no specific Doctoral level programs. The second challenge is related to the complexity of the field. This can easily be seen when looking at SPC’s own program, which encompasses several specific areas of study: Corrections, Emergency Administration and Management, Emergency Medical Services, Fire Science, and Law Enforcement.

In order to have a quality program SPC not only looks for faculty who have the ability to teach their specific discipline, but also look for those who can show a connection between their specific discipline and the ever changing field of public safety administration. To assist with this, faculty members are recruited who have real world experiences in their field as well as public safety administration.

With this said, SPC has found that the most qualified public safety administration educators have graduate degrees in areas such as: Public Policy, Public Management, Public Safety, or even Community Relations. The fields of Corrections and Law Enforcement are most often taught by faculty who have Doctorate degrees in Criminal Justice or Master degrees in areas such as: Criminology, Public Safety, or Criminal Justice. Finally the faculty teaching Emergency Administration and Management, Emergency Medical Services, and Fire Science usually have a unique mix of on the job experience and a Master degree in their area of expertise or a similar area such as: Public Administration, Public Safety, Police Science, or Public Health.

## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
141.1.1	Criminal Justice Technology: Corrections/Law Enforcement Track	Transfer	CJC 3163 CJC 3311 CJC 3601 CJE 3263 CJE 3264 CJE 3341 CJE 3361 CJE 3611 CJE 4693 <sup>a</sup>

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Criminal Justice

**or**

Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject

areas:

Business Administration (with AA/AS or BA/BS in any one of the specific subject areas listed in this column)

Criminal Justice

Criminology

Law Enforcement/Corrections

Police Science

Public Administration (with AA/AS or BA/BS in any one of the specific subject areas listed in this column)

Public Safety

Public Safety Administration

#### WORK EXPERIENCE

1 year in the field (preferred)

<sup>a</sup> In order to teach CJE 4693, Geographic Information Systems in Gang Enforcement, the faculty member is required to have specialized experience and/or course work in Geographic Information Systems (GIS).

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
140.1.1	Emergency Administration and Management	Transfer	FES 3823 FES 3833 FES 4014

**Minimum Faculty Preparation Requirements**

**ACADEMIC**

Master's degree in Emergency Administration and Management

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

- Emergency Management
- Emergency Medical Services
- Fire Science
- Health Services
- Police Science
- Public Administration (with AA/AS or BA/BS in any one of the specific subject areas listed in this column)
- Public Safety
- Public Safety Administration

**WORK EXPERIENCE**

1 year in the field (preferred)

Note: The current terminal degree is a Master's in Emergency Administration and Management.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
139.1.1	Fire Science	Transfer	FES 3015 FES 3533 FES 3780

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Master's degree in Fire Science or Fire Science  
Leadership

**or**

Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject  
areas:

Business Administration (with AA/AS or BA/BS in any one of the specific subject areas listed in this column)  
 Emergency Management (with AA/AS or BA/BS in any one of the specific subject areas listed in this column)  
 Emergency Medical Services (with AA/AS or BA/BS in any one of the specific subject areas listed in this column)  
 Fire Prevention  
 Fire Protection Technology  
 Fire Science  
 Fire Science Leadership  
 Public Administration (with AA/AS or BA/BS in any one of the specific subject areas listed in this column)  
 Public Safety (with AA/AS or BA/BS in any one of the specific subject areas listed in this column)  
 Public Safety Administration (with AA/AS or BA/BS in any one of the specific subject areas listed in this column)

#### WORK EXPERIENCE

1 year in the field (preferred)

Note: The current terminal degree is a Master's in Fire Science.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
138.1.5	Information Systems	Transfer	ISM 3011

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Computer Science, Information Systems Management, or Software Management

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Computer Programming and Analysis  
Computer Science  
Database Management & Administration  
Enterprise Architecture Management  
Enterprise Resource Planning systems  
Information Security Management  
Information Systems Management  
Internet/Extranet/Intranet design  
Management Information Systems  
Network Administration and Management  
Software Management  
Software Quality Management  
System Architecture and Analysis

**including**

at least 9 graduate semester hours in ISM or MIS

#### WORK EXPERIENCE

1 year in related work experience (preferred)

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
130.1.8	Management	Transfer	MAN 3301 MAN 4863

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Business Administration  
**or**  
Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject  
areas:

Business Administration  
Business Development  
Business Management  
Management  
Operations Management  
Project Management

#### WORK EXPERIENCE

1 year in the field (preferred)

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>	
180.1.1	Public Safety Administration	Transfer	PAD 3034 PAD 3311 PAD 3724 PAD 3820 PAD 3821 PAD 3874	PAD 4014 PAD 4204 <sup>a</sup> PAD 4232 PAD 4332 PAD 4603 <sup>b</sup> PAD 4878

**Minimum Faculty Preparation Requirements**

**ACADEMIC**

Master's degree in Public Safety Administration

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

- Accounting
- Business Administration
- Criminal Justice
- Community Relations
- Corrections
- Emergency Management
- Emergency Medical Services (EMS)
- Finance
- Fire Science
- Grant Administration
- Management
- Public Administration
- Public Management
- Public Policy
- Public Safety
- Public Safety Administration
- Urban Planning and Development

**WORK EXPERIENCE**

1 year in the field (preferred)

<u>SPC Course</u>	<u>Title</u>	<u>Alternative Academic Requirements—would allow faculty to teach with graduate degree(s) noted</u>
<sup>a</sup> PAD 4204	Public Finance	Finance
<sup>b</sup> PAD 4603	Administrative Law	J.D. <b>and</b> Related work in Public Safety arena (preferred)

Note: The current terminal degree is a Master's in Public Safety Administration.

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- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

# **College of Technology & Management**

## **Bachelor's of Applied Science Degrees**

**in**

### **Banking**

### **International Business**

### **Management and Organizational Leadership**

### **Sustainability Management**

### **Technology Management**

**&**

## **Bachelor's of Science Degree**

**in**

### **Business Administration**

## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
124.1.1	Accounting	Transfer	

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctor or Master's degree in Accounting

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Accounting

<sup>a</sup> Finance-Financial Analysis

<sup>a</sup> Taxation

#### WORK EXPERIENCE\*

2 years in related work experience (preferred)

\* Certified Public Accountant (CPA) or Certified Financial Analysis (CFA) designation is desired but not essential requirements for teaching.

<sup>a</sup> Up to 6 hours of Finance (Financial Analysis) or Taxation courses may be counted towards the 18 graduate semester hours provided the course content relates to the Accounting discipline and may be found in a similar graduate Accounting course.

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
130.1.6	Banking and Financial Services Management	Transfer	BRC 3203 <sup>a</sup> FIN 4323 MAN 4910

**Minimum Faculty Preparation Requirements**

**ACADEMIC**

Doctorate or Master's degree in Banking or Finance

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

- Business Management and Administration
- Business Process & Control
- Commercial Bank Management
- Economics
- Finance
- Financial Planning
- Information Systems Management
- Insurance/Risk Management
- Marketing
- Operations Management
- Trusts and Estates

**including**

at least 9 graduate semester hours in Banking or Finance

**WORK EXPERIENCE**

2 years in related work experience (preferred)

<u>SPC Course</u>	<u>Title</u>	<u>Alternative Academic Requirements—would allow faculty to teach with graduate degree(s) noted</u>
<sup>a</sup> BRC 3203	Banking Regulation And Compliance	Juris Doctor Degree

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
127.1.1	Business Law	Transfer	BUL 3310    REE 3433 BUL 3322 BUL 3564 BUL 3583

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Juris Doctor

**or**

Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject  
areas:

Business Law  
Civil and Tort Liability  
Constitutional Law  
Contract Law  
Corporate Law  
Cyber Law  
Financial/Federal Law and Regulations  
Intellectual Property Law  
International Business Policy  
International Law  
Trade and Commerce Policy

#### WORK EXPERIENCE

2 years in related work experience (preferred)

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
130.1.2	Communications	Transfer	COM 3120 COM 3441 COM 3604

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Communications or  
Organizational Communications

**or**

Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject

areas:

Business Communications  
Communications  
English  
Mass Communications  
Management Communications  
Organizational Communications  
Public Relations  
Speech  
Technical Writing

#### WORK EXPERIENCE

2 years in related work experience (preferred)

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
115.1.1	Economics	Transfer	ECP 3703

**Minimum Faculty Preparation Requirements**

**ACADEMIC**

Doctor or Master's degree in Economics

**or**

Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject  
areas:

- <sup>a</sup> Banking
- Economics
- <sup>a</sup> Finance

**WORK EXPERIENCE**

2 years in related work experience (preferred)

<sup>a</sup> Up to 6 hours of Banking or Finance courses may be counted towards the 18 graduate semester hours provided the course content relates to the Economics discipline and may be found in a similar graduate Economics course.

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
143.1.1	Engineering Technology Management	Transfer	ETI 3116 ETI 3413 ETI 3647 ETI 4448 ETI 4621 MAN 4520

**Minimum Faculty Preparation Requirements**

**ACADEMIC**

Doctorate or Master's degree in Engineering Management or Industrial Engineering

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Business Management  
Business Process & Control  
Engineering Management  
Engineering Technology  
Industrial Engineering  
Information Systems Management  
Inventory Control, Sourcing  
Production and Operations Management  
Quality Management  
Supply Chain and Logistics  
Project Management

**WORK EXPERIENCE\***

2 years in related work experience (preferred)

\* Related industry certifications, such as Professional Engineer (P.E), Project Management Professional (PMP), or various quality management certifications are desired but not essential requirements for teaching.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>	
129.1.1	Finance	Transfer	FIN 3403 FIN 3461 FIN 4140 FIN 4244 FIN 4324	FIN 4345 FIN 4504 FIN 4634 FIN 4930

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Finance

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Bank Operations Management  
 Capital and Money Markets  
 Commercial Banking  
 Commercial/Consumer Lending  
 Credit Analysis  
 Economics  
 Financial Accounting/Financial Statement Analysis  
 Financial Management & Analysis  
 Financial Planning  
 International Banking and Finance  
 Investments  
 Real Estate Finance  
 Treasury Management  
 Trusts and Estates

**including**

at least 9 graduate semester hours in Finance

#### WORK EXPERIENCE

2 years in related work experience (preferred)

\* Related industry certifications, such as Certified Financial Analyst (CFA) or Certified Financial Planner (CFP) are desired but not essential requirements for teaching.

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>	
138.1.1	Information Systems Management	Transfer	ISM 3232 ISM 3320* ISM 3324* ISM 3330* ISM 4212	ISM 4220 ISM 4301 ISM 4323* ISM 4480 ISM 4932

**Minimum Faculty Preparation Requirements**

**ACADEMIC**

Doctorate or Master's degree in Information Systems Management

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

- Business Management/Process & Control
- Computer Programming and Analysis
- Database Management & Administration
- Ecommerce
- Finance
- Information Security Management
- Management Information Systems
- Network Administration and Management
- Operations Management
- Planning and Decision Making
- Quantitative Analysis
- Software Management
- Strategic Management
- System Architecture and Analysis

**including**

at least 9 graduate semester hours in ISM or MIS

**WORK EXPERIENCE**

2 years in related work experience (preferred)

\* Related Computer Information Security certifications are desired but not essential requirements for teaching.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
135.1	Insurance Management	Transfer	RMI 3117 RMI 3200 RMI 4211

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Insurance, Insurance Management, or Risk Management

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Actuarial Science  
Business Administration or Management  
Finance  
Insurance Law, Underwriting, and/or Regulation  
Marketing  
Operations Management  
Property Casualty Insurance  
Risk Management/Insurance  
Sales Management

**or**

Master's degree in any area (above areas preferred) and a Bachelor's Degree in Insurance, Insurance Management or Risk Management with CLU (Charter Life Underwriter) and/or CPCU (Charter Property Casualty Underwriter) Insurance Certification/Designation

**or**

Team teaching with:  
Teacher A having any of above qualifications

**and**

Teacher B having a Bachelor's Degree (or higher) and CLU (Charter Life Underwriter) and/or CPCU (Charter Property Casualty Underwriter) Insurance Certification/Designation

#### WORK EXPERIENCE

2 years in related work experience (preferred)

\* Appropriate Insurance licenses and certifications are desired but not essential requirements for teaching.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>	
130.1.1	Management	Transfer	MAN 3240	MAN 4900 <sup>a</sup>
			MAN 3303	MAN 4902 <sup>a</sup>
			MAN 4061	MAN 4915 <sup>a</sup>
			MAN 4102	MAN 4934 <sup>a</sup>
			MAN 4625	

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Management

**or**

Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject  
areas:

Business Management and Administration

Finance

Industrial/Organizational Engineering/ Psychology

International Business and Economics

Leadership

Management including specialty areas such as:

Engineering Management, Human Resource Management, Information Systems Management, Operations

Management, Project Management, Technology Management, Quality Management, Logistics Management, Supply

Chain Management, Sustainability Management, Process Management, Not for Profit Management

Marketing

Operations Management

Organizational Communications

Public Administration/Management

#### WORK EXPERIENCE

2 years in related work experience (preferred)

<sup>a</sup> Capstone courses involve students completing a final project which highlights what they have learned throughout their entire program of study. The faculty member teaching the course assists each student through this process by acting as a project manager. Because of this, all faculty who are credentialed for courses in the College of Technology and Management are eligible to teach the capstone classes listed above.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
131.1.1	Marketing	Transfer	MAR 3802 MAR 4413 MAR 4424 MAR 4613 MAR 4836

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Marketing

**or**

Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject  
areas:

Business Administration  
Business Management  
Ecommerce  
Entrepreneurship  
International Marketing  
Marketing  
Marketing Research  
Marketing Management

**including**

at least 9 graduate semester hours in Marketing

#### WORK EXPERIENCE

2 years in related work experience (preferred)

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
130.1.5	Not for Profit Management	Transfer	MAN 3860 MAN 3861 MAN 4862

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Not for Profit Management

**or**

Master's degree in any area combined with a related Not for Profit Industry Certification (see College of Technology Management for list of approved certificates)

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Accounting  
Business  
Communications  
Community Management  
Finance  
Fundraising  
Human Resources  
Law  
Leadership  
Management  
Marketing  
Organizational Behavior  
Organizational Management  
Organizational Planning  
Public Policy  
Psychology  
Sociology

#### WORK EXPERIENCE

2 years in related work experience (preferred)

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
130.1.7	Quantitative Analysis	Transfer	QMB 3200

**Minimum Faculty Preparation Requirements**

**ACADEMIC**

Doctorate or Master's degree in Quantitative Analysis

**or**

Master's degree with at least 18 graduate semester hours  
in an appropriate combination of the following subject  
areas:

Analytical Finance  
Business Statistics  
Decision Science  
Finance  
Financial Analysis  
Logistics & Transportation  
Management Science  
Mathematics  
Process Engineering  
Quantitative Analysis  
Quantitative Engineering  
Statistics

**WORK EXPERIENCE**

2 years in related work experience (preferred)

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
134.1	Real Estate Management	Transfer	REE 3043 REE 4103

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Real Estate

**or**

Master's degree in any area combined with a real estate/mortgage broker's license

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Business Management and Administration  
 Real Estate Management  
 Real Estate Investment  
 Real Estate Transactions and Contracts  
 Commercial/Property Management  
 Real Estate/Property Leasing  
 Real Estate/Property Appraisal and Valuation  
 Finance (Real Estate Finance)  
 Real Estate/Property Brokerage  
 International Markets (Real Estate)  
 Law and Regulation  
 Sales and Marketing (Real Estate)

**including**

at least 9 graduate semester hours in Real Estate related coursework

#### WORK EXPERIENCE\*

2 years in related work experience (preferred)

\* Appropriate Real Estate licenses and certifications pertaining to real estate brokerage and appraisal are desired but not essential requirements for teaching.

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Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are **MINIMUMS**.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>	
130.1.4	Strategy, Operations, and Process Management	Transfer	MAN 3503 MAN 3504 MAN 3600 MAN 3593 MAN 3802 MAN 3930 <sup>a</sup> MAN 3949 <sup>b</sup>	MAN 4534 MAN 4570 MAN 4584 MAN 4720 MAN 4741 MAN 4801 MAN 4935

**Minimum Faculty Preparation Requirements**

**ACADEMIC**

**WORK EXPERIENCE**

Doctorate or Master's degree in Operations Management

2 years in related work experience (preferred)

or

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject areas:

- Business Architecture and Design
- Business Management and Administration
- Business Process & Control
- Decisions Science
- Finance
- Marketing
- Operations Management
- Industrial/Organizational Engineering/Psychology
- International Business and Economics
- Logistics & Transportation
- Management including specialty areas such as:
  - Engineering Management, Human Resource Management, Information Systems Management, Operations Management, Project Management, Technology Management, Quality Management
- Public Administration/Management

<u>SPC Course</u>	<u>Title</u>	<u>Alternative Academic Requirements—would allow faculty to teach with graduate degree(s) noted</u>
<sup>a</sup> MAN 3930	Seminars In Business and Management	Juris Doctor Degree

Seminar courses can focus on current and emerging issues in international business, technology, and management. Possible seminar topics include legal issues, financial markets, international trade, human resources, cultural issues, economic subjects, telecommunication, information security, system development management, etc. Appropriate faculty credentials are determined by the specific seminar topic.

<sup>b</sup> Co-op work experience courses involve students completing a project in their individual interest area, over the course one semester. The faculty member teaching the course assists each student through this process by acting as a project manager. Because of this, all faculty who are credentialed for courses in the College of Technology and Management are eligible to teach the co-op work experience class listed above.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>	
130.1.3	Sustainability Management	Transfer	MAN 3780 MAN 3781 MAN 3784 MAN 3786	MAN 4783 MAN 4787 MAN 4788

### Minimum Faculty Preparation Requirements

#### ACADEMIC

#### WORK EXPERIENCE

Doctor or Master's degree in Sustainability Management

2 years in related work experience (preferred)

**or**

Master's degree in any area combined with a related Sustainability Industry Certification (see College of Technology Management for list of approved certificates)

**or**

Master's degree with at least 18 graduate semester hours in an appropriate combination of the following subject

areas:

Accounting  
 Architecture  
 Business  
 Communications  
 Construction Management  
 Economics  
 Engineering  
 Environmental Dynamics  
 Finance  
 Law  
 Leadership  
 Logistics & Transportation  
 Management  
 Marketing  
 Organizational Behavior  
 Organizational Management  
 Policy: Environmental, Energy  
 Psychology  
 Resource Management  
 Risk Management  
 Science: Biology, Botany, Chemistry, Earth Science, Ecology, Environmental Science, Geography, Geology, Meteorology, Oceanography  
 Sociology  
 Supply Chain  
 Sustainability  
 Urban Planning

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

# **School of Paralegal Studies**

## **Bachelor's of Applied Science Degree**

**in**

## **Paralegal Studies**

Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>	
142.1	Paralegal Studies	Transfer	PLA 3240 PLA 3306 PLA 3410 PLA 3467 PLA 3474 PLA 3563 PLA 3703 PLA 3723 <sup>a</sup> PLA 3734 PLA 3873 PLA 3885	PLA 4116 PLA 4275 PLA 4522 PLA 4554 PLA 4613 PLA 4806 PLA 4827 PLA 4830 PLA 4843 PLA 4941 PLA 4944 PLA 4949

**Minimum Faculty Preparation Requirements**

**ACADEMIC**  
Juris Doctor Degree

**WORK EXPERIENCE**  
2 years working with paralegals (preferred)

<u>SPC Course</u>	<u>Title</u>	<u>Alternative Academic Requirements—would allow faculty to teach with graduate degree(s) noted</u>
<sup>a</sup> PLA 3723	Logic and The Law	Team Teaching: Instructor 1-Juris Doctor Degree <b>and</b> Instructor 2-Doctorate or master's degree in Math

Note: This course can be taught via team teaching, where two instructors are used. If this option is chosen, please refer to alternative academic requirements.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

# **College of Veterinary Technology**

## **Bachelor's of Applied Science Degree**

**in**

## **Veterinary Technology**

## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

### **Further Information Regarding Faculty Credentials and Terminal Degrees**

The veterinary field is very broad, covering both domestic and non-domestic species as diverse as cats and cows. Veterinary technicians must work with all species. They employ skills from all of the allied health fields such as nursing, medical laboratory, radiology, surgical assisting, anesthesia and others. Graduates of AAS and AS degree programs are called veterinary technicians and graduates of baccalaureate programs are called veterinary technologists. Either may also have National Association of Veterinary Technicians in America (NAVTA) recognized specialty certification.

Veterinary technology degree programs first began in 1961 with associate degrees, but have now expanded to include baccalaureate degrees. SPC is one of the 15 accredited baccalaureate programs in the United States. Currently the bachelor's is the terminal degree, since there are no graduate programs offered. However, the veterinary technology profession is following other allied health professions in the development and recognition of clinical specialties. These are modeled after board certifications in human and veterinary medicine. At the present time, NAVTA has recognized three technician specialties of Anesthesia, Dentistry and Emergency and Critical Care. Very small numbers of technicians have completed specialization to date. More specialties are being organized in subjects such as internal medicine, behavior, and radiology and imaging.

SPC is dedicated to providing appropriately credentialed individuals to provide quality instruction. Depending on the course the appropriate credential level may be a Bachelor's in Veterinary Technology, a Doctorate in Veterinary Medicine, or even a combination of professionals.

## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
154.1.1	Veterinary Technology	Transfer	ATE 3100 ATE 3803 ATE 3914 ATE 4000 ATE 4814

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate of Veterinary Medicine

**or**

Doctorate or Master's degree in a related field (e.g.,  
Education or Communications)

**and**

an Associate's or Bachelor's degree in Veterinary  
Technology

#### WORK EXPERIENCE

2 years in a related veterinary field

Note: The current terminal degree is a Bachelor's in Veterinary Technology.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
154.1.3	Veterinary Technology: Clinical Courses	Transfer	ATE 3510 ATE 3601 ATE 3615 ATE 3616 ATE 3617 ATE 3637 ATE 3642 ATE 3643 ATE 3744 ATE 4051 ATE 4644

### Minimum Faculty Preparation Requirements

Advanced expertise in specialized clinical subjects is only obtained by working in clinical settings. There are few if any upper-division credit courses in clinical specialties available anywhere in the United States. Veterinary Technicians with recognized special expertise have gained it by working in the specialty and attending continuing education.

#### ACADEMIC

Master's Degree in any field and Associate's or Bachelor's  
Degree in Veterinary Technology  
**or**  
Team teaching:  
Teacher 1-Associate degree in Veterinary Technology  
Teacher 2-Doctorate in Veterinary Medicine  
**or**  
Doctorate in Veterinary Medicine

#### WORK EXPERIENCE

2 years in related veterinary field  
  
Teacher 1-3 years in related veterinary field  
Teacher 2-2 years in related veterinary field  
  
2 years in related veterinary field

Note: The current terminal degree is a Bachelor's in Veterinary Technology.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
154.1.4	Veterinary Technology: Clinical Courses in Specializations	Transfer	ATE 3410 ATE 3658 ATE 4711

### Minimum Faculty Preparation Requirements

Advanced expertise in specialized clinical subjects is only obtained by working in clinical settings. There are few if any upper-division credit courses in clinical specialties available anywhere in the United States. Veterinary Technicians with recognized special expertise have gained it by working in the specialty and meeting the qualifications to receive specialty designation as approved by the National Association of Veterinary Technicians in America.

#### ACADEMIC

#### WORK EXPERIENCE

Master's degree in any field and Associate's or Bachelor's in Veterinary Technology

2 years in related veterinary field

**or**

Associate's degree in Veterinary Technology and Bachelor's degree in any field and NAVA-recognized certification in the specialty

2 years in related veterinary field

**or**

Team teaching:

2 years in related veterinary field

Teacher 1-Associate's degree in Veterinary Technology  
Teacher 2-Doctorate in Veterinary Medicine

**or**

Doctorate in Veterinary Medicine

2 years in related veterinary field (preferred)

Note: The current terminal degree is a Bachelor's in Veterinary Technology.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
154.1.2	Veterinary Technology: Hospital Management	Transfer	ATE 3200 ATE 3316 ATE 3344 ATE 3515 ATE 4317 ATE 4319 ATE 4320 ATE 4854

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Doctorate or Master's degree in Business related field  
**and**  
at least 18 graduate semester hours in an appropriate combination of the following subject areas:

Advertising  
Conflict Management  
Finance  
Labor Relations  
Law  
Leadership  
Management  
Marketing  
Operations  
Organizational Behavior  
Organizational Development/Leadership  
Professional Development  
Project Management  
Quality Assurance  
Risk Management  
Supervision

#### **and**

an Associate's or Bachelor's degree in Veterinary Technology (preferred)

#### WORK EXPERIENCE

3 years in Veterinary Hospital Management

Note: The current terminal degree is a Bachelor's in Veterinary Technology.

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## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

- The academic and work experience requirements listed are MINIMUMS.
- It is expected that work experience is industry-related, unless otherwise noted.
- Additional credentialing notes are listed where appropriate.
- Degrees and/or coursework which count towards credentialing must be obtained from regionally-accredited institutions and must reflect competencies of the Major Learning Outcomes (MLOs) in the specific SPC course(s) to be taught.

<u>Ref. No.</u>	<u>Teaching Discipline</u>	<u>Level</u>	<u>SPC Course(s)</u>
154.1.5	Veterinary Technology:Research and Capstone	Transfer	ATE 4813

### Minimum Faculty Preparation Requirements

#### ACADEMIC

Master's degree in Business, Education, Biological Sciences, Social Sciences, or Medical Sciences

#### **including**

at least 6 graduate semester hours in research-related courses

**or**

Team teaching:

Teacher 1- Person with above requirements

Teacher 2- Doctorate in Veterinary Medicine

#### WORK EXPERIENCE

2 years in related veterinary field

2 years in related veterinary field

Note: The current terminal degree is a Bachelor's in Veterinary Technology.

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**Course Descriptions**

**ATE 3001 ADVANCED VETERINARY TERMINOLOGY 1 credits**

Prerequisite: Admission to the VETTC-BAS program or permission of the Dean. This course expands on the basics of terminology introduced in Associate Degree terminology courses. Words for each system of the body will be mastered as well as knowledge of abbreviations used in pharmacology, record keeping and laboratory testing. Students will achieve mastery of concepts through completion of exams and written assignments requiring use of the terminology. 17 contact hours or equivalent.

**ATE 3100 TOOLS FOR SUCCESS 1 credits**

Prerequisite: Admission to the Veterinary Technology BAS program. This course will introduce and review core concepts that will increase the probability of the veterinary technology student's successful completion of the Bachelor's program in Veterinary Technology. The course is designed to familiarize and/or review the following: navigating the online environment, using the SPC online library and the Internet as a research tool, the essentials of writing and grammar, core concepts for writing using American Psychological Association (APA), standards for writing style and referencing, introduction to PowerPoint, and introduction to an electronic portfolio system. 16 contact hours or equivalent.

**ATE 3200 SAFETY AND REGULATORY COMPLIANCE IN VETERINARY TECHNOLOGY 1 credits**

Prerequisite: Admission to the Veterinary Technology BAS program. This course will introduce and heighten veterinary technician learner's awareness of veterinary specific safety hazards and regulatory compliance issues. The course is designed to acquaint veterinary technician learners to the following: (1) personal safety hazards, (2) patient safety hazards, (3) Human Resource issues related to safety, (4) licenses, permits, and registrations, (5) Occupational and Safety Health Administration (OSHA), and (6) reproductive and gender issues. 16 contact hours or equivalent.

**ATE 3316 FINANCE FOR THE VETERINARY MANAGER 3 credits**

Prerequisite: Admission into the Veterinary Technology BAS Program. This course will guide the student in the study of the financial and economic concepts necessary to run a small business with an emphasis on managing cash flow and planning. 47 contact hours or equivalent.

**ATE 3344 SUPERVISION IN THE VETERINARY HOSPITAL 3 credits**

Prerequisite: ATE 3100 with a minimum grade of "C", ATE 3200 with a minimum grade of "C". This course will prepare the student to manage the human resource cycle in its entirety in the veterinary hospital including the care of employees while in the organization. 47 contact hours or equivalent.

**ATE 3410 DENTAL TECHNIQUES IN VETERINARY TECHNOLOGY 3 credits**

This course will focus on learning and applying techniques in preventive care, periodontics, endodontics, orthodontics and dental radiology appropriate for veterinary technicians. The student will acquire knowledge of dental diseases, diagnostic techniques and therapeutic technique and equipment. 47 contact hours or equivalent.

**ATE 3510 UNDERSTANDING THE HUMAN-ANIMAL BOND 3 credits**

This course will focus on human-companion animal interactions. Students will relate to animal-assisted therapy/activity, care and uses of service animals and humane education programs. 47 contact hours or equivalent.

**ATE 3515 LEGAL AND ETHICAL ISSUES IN VETERINARY TECHNOLOGY 3 credits**

Prerequisite: ATE 3100 with a minimum grade of "C." This course is part of the managerial track in the BAS program in veterinary technology. It will give the student an understanding of the legal and ethical aspects of veterinary practice. 47 contact hours or equivalent.

**ATE 3601 INTEGRATIVE VETERINARY NURSING 3 credits**

This course provides an overview of American Veterinary Medical Association (AVMA) recognized alternative and complementary therapies being used in veterinary medicine today. Emphasis will be on exploring the history, philosophy, application and research supporting each selected modality. 47 contact hours or equivalent.

**ATE 3615 VETERINARY PHARMACOLOGY 3 credits**

Prerequisite: Admission to the VETTC-BAS program or permission of the Dean. This course develops the concepts of pharmacology essential in understanding the advanced clinical courses of the baccalaureate program. The technologist will learn both the scientific fundamentals and the practical applications of pharmacology. The course will explore the most commonly used classes of drugs, the applications to each body system and the record keeping responsibilities involved in handling and prescribing medications, including

**Course Descriptions**

controlled substances. Students will achieve mastery of concepts through completion of exams, written assignments and case studies. 47 contact hours or equivalent.

**ATE 3616 SMALL ANIMAL NURSING 3 credits**

Prerequisite: ATE 3658 with minimum grade of "C." This course will focus on the nursing care required by companion animals as the result of disease or neonatal, geriatric, and obstetrical needs. 47 contact hours or equivalent.

**ATE 3617 COMPANION ANIMAL DISEASES 3 credits**

Prerequisite or Co-requisite: ATE 3001 with a minimum grade of "C" and ATE 3615 with a minimum grade of "C." This course is designed to provide the student with essential knowledge of the common diseases affecting companion animals. Students will learn the basics of recognizing diseases. Clinical signs, diagnostic tests and appropriate client education will be highlighted. The course will emphasize dogs and cats, but will also include other companion species including birds, ferrets and rodents. 47 contact hours or equivalent.

**ATE 3633 SMALL ANIMAL NUTRITION 3 credits**

Prerequisite: Admission into the Veterinary Technology BAS Program. This course is a required course for students in the veterinary technology program that provides identification and function of nutrients, understanding of pet food labels, and applications for wellness, life stages, and therapeutic nutrition (prescription foods) for dogs and cats. 47 contact hours or equivalent.

**ATE 3634 VETERINARY OPHTHALMIC NURSING 3 credits**

This course will focus on the duties of the veterinary technician in the course of providing ophthalmic care to dogs, cats, exotics, and horses. 47 contact hours or equivalent.

**ATE 3635 LARGE ANIMAL NURSING 3 credits**

This course will focus on the medical and surgical knowledge and skills necessary to function as an effective veterinary technician caring for equine and bovine patients. Topics covered will include diseases, nursing care, surgery, nutrition, and pain management. 47 contact hours or equivalent.

**ATE 3658 ANESTHESIA AND SURGICAL NURSING 3 credits**

Prerequisite: ATE 3615 with a minimum grade of "C." This course will focus on anesthesia and surgical procedures associated with providing anesthesia and surgical services to veterinary patients, including anesthetic, pre-surgical, surgical, and post-surgical procedures. 47 contact hours or equivalent.

**ATE 3803 VETERINARY TECHNOLOGY COMMUNICATIONS 3 credits**

This course is designed to provide the student with an introduction to educational concepts and theory relative to effective communication in many veterinary settings. Topics included are development and design of training materials, designing goals and objectives for training materials, client instruction, principles of learning, learning styles and motivation, case-based learning, and using media and software. Emphasis will be on presenting the basic concepts of planning, development and evaluation of presentations and materials. 47 contact hours or equivalent.

**ATE 3914 INTRODUCTION TO VETERINARY TECHNOLOGY RESEARCH 3 credits**

Prerequisite: Admission to the Veterinary Technology BAS program or permission of the Dean. This course is an overview of the role and scope of research as it relates to the formation of veterinary technology knowledge and the application to veterinary technology practice. The focus is on basic strategies, methodology, and the types of research design. Critiquing of current veterinary technology research is included. 47 contact hours or equivalent.

**ATE 4000 VETERINARY TECHNOLOGY CAPSTONE I 1 credits**

Prerequisites: ATE 4854 with a minimum grade of "C". This course is designed to prepare the student for successful completion of Veterinary Technology Capstone II. The student will apply knowledge of a professional role in veterinary technology to develop a capstone project based on education, internship or research. The student will formulate a plan of study and present his/her plan to a committee for approval. 16 contact hours or equivalent.

**ATE 4051 ADVANCED VETERINARY BEHAVIOR 3 credits**

This course will introduce the student to tasks expected of a technician working at a veterinary practice where behavior cases are evaluated. Tasks to include: phone triage, collecting behavioral history, implementing a behavior plan and follow up calls and visits.

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### Course Descriptions

Animal learning and communication dogs and cats will be covered as well as basic psychopharmacology. Student projects will include keeping a log of observed animal behavior and designing a behavioral education program. 47 or equivalent contact hours.

#### **ATE 4317 VETERINARY HOSPITAL MANAGEMENT 3 credits**

Prerequisite: ATE 3316 with minimum grade of "C." This course will give the student an overview of business subjects that will be applicable in any business environment but with particular emphasis in veterinary medicine. 47 contact hours or equivalent.

#### **ATE 4319 VETERINARY HOSPITAL MARKETING 3 credits**

Prerequisite: Admission to the BAS program or permission of the dean. This course will give the student an overview of pricing, advertising, product and service positioning, and marketing research methods for the veterinary hospital. 47 contact hours or equivalent.

#### **ATE 4320 ENTREPRENEURIAL BUSINESS MANAGEMENT 3 credits**

Prerequisite: Admission to the BAS program or permission of the dean. This course will give the student a strategic view of managing a veterinary hospital and is designed to be the capstone course of the management track. 47 contact hours or equivalent.

#### **ATE 4644 VETERINARY ULTRASONOGRAPHY 3 credits**

Prerequisite: Admission to the Veterinary Technology BAS program or permission of the Dean. This course will provide an introduction to ultrasound imaging in veterinary medicine. It is designed to give students an understanding of how sonography is utilized in veterinary practice. Ultrasound equipment, scanning protocols, sonographic appearance of normal and abnormal tissues, and the diagnostic limitations of ultrasound examination will be covered. 47 contact hours or equivalent.

#### **ATE 4711 EMERGENCY AND CRITICAL CARE 3 credits**

This course will focus on learning and applying emergency and critical care techniques appropriate for veterinary technicians. The student will acquire knowledge of the proper use of drugs, fluids, and equipment for emergency and critical care patients. Students will also learn to evaluate and monitor these patients. 47 contact hours or equivalent.

#### **ATE 4813 VETERINARY TECHNOLOGY CAPSTONE 3 credits**

Pre- or Co-requisite: ATE 3914 and ATE 4854. This course is an opportunity for the student to apply the skills and knowledge acquired in the program to a contemporary issue in the profession. It should be taken during the student's last semester at the college. The student will address a major case study or professional issue in detail. 47 contact hours or equivalent.

#### **ATE 4814 VETERINARY TECHNOLOGY CAPSTONE II 5 credits**

Prerequisite: ATE 4000 with a minimum grade of "C" and ATE 3914 with a minimum grade of "C". This course is an opportunity for the student to apply the skills and knowledge acquired in the program to a chosen professional role through education, internship or research. It must be taken during the student's last semester at the college. 77 contact hours or equivalent.

#### **ATE 4854 LEADERSHIP IN VETERINARY TECHNOLOGY 3 credits**

Prerequisites: ATE 3100 with minimum grade of "C," ATE 3200 with minimum grade of "C." This course focuses on the theories, concepts and principles of leadership. Emphasis will be on the development of leadership skills related to personal behavior, communication, organization and self-examination. This course explores opportunity to develop leadership roles appropriate to the veterinary technology profession. 47 contact hours or equivalent.

#### **BCH 3023 ELEMENTARY ORGANIC AND BIOLOGICAL CHEMISTRY 3 credits**

Prerequisite: CHM 1045 and CHM 1045L and CHM 1046 and CHM 1046L. This course is designed primarily to teach biological chemistry and incorporate an integrated treatment of relevant organic chemistry. The aim of this course is to provide an understanding of the structure and function of biological molecules and their metabolism. This course is designed for majors in the Bachelor of Biological Science Education program. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

#### **BRC 3203 BANKING REGULATION AND COMPLIANCE 3 credits**

Prerequisite: BUL 2241 or BUL 2131 or BUL 3310. This course introduces the student to the basic laws governing the banking system in the United States with a focus on compliance and documentation. Topics covered include the history of bank regulation and its constitutional basis, evolution of the regulatory scheme, operational obligations, funds transfers, lending, and data security. 47 contact hours.

#### **BSC 3096 HUMAN BIOLOGY 3 credits**

### Course Descriptions

Prerequisites: BSC 2011, BSC 2011L. This course is designed to teach human biology from the perspective of the human organism's structure and function, health and wellness, and interactions with the social and physical environment. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

#### **BSC 4032 ISSUES AND CHALLENGES IN SCIENCE EDUCATION 2-3 credits**

Prerequisite: EDF 3214. This course is designed to address the challenge of transforming the Florida State Science Standards into individual classroom practices as an approach for improving science education to achieve the national goal of scientific literacy for middle school and secondary school students. Activities in this course will probe students' understanding of the big picture for the science courses and science education courses in their program, explore the history of science education reform in the United States, and investigate strategies for critical thinking in science. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 32-47 contact hours.

#### **BTE 4401 SPECIAL METHODS OF TEACHING BUSINESS EDUCATION 3 credits**

This course is designed to give the in-service business education teacher, on temporary teacher certification, specific theory and methodology most appropriate to this dynamic field. Experiences will reinforce practical applications of current research in the field and provide students with appropriate applied opportunities for learning. 47 contact hours.

#### **BTE 4412 INSTRUCTIONAL METHODS FOR MIDDLE SCHOOL BUSINESS TECHNOLOGY EDUCATION 2 credits**

This course is designed to give the pre-service and new business teacher specific theory and methodology most appropriate to this dynamic field. This course addresses the required instructional methods, techniques, strategies, resources, and assessment considerations for effective teaching of business technology education. It also incorporates appropriate technology to support the learning of business technology education. This course addresses specific Student Performance Objectives, subject matter competencies and pedagogy pertinent to the discipline and required for certification. This course includes 25 school-based hours. 32 contact hours.

#### **BTE 4413 INSTRUCTIONAL METHODS FOR SECONDARY BUSINESS TECHNOLOGY EDUCATION 3 credits**

This course is designed to give the pre-service and new business teacher specific theory and methodology most appropriate to this dynamic field. This course addresses the required instructional methods, techniques, strategies, resources, and assessment considerations for effective teaching of business technology education. It also incorporates appropriate technology to support the learning of business technology education. This course addresses specific student performance objectives, subject matter competencies and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

#### **BTE 4940 INTERNSHIP: BUSINESS TECHNOLOGY EDUCATION 6-12 12 credits**

Prerequisites: Successful completion of all Business Technology Education BS program requirements and passing General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

#### **BTE 4946 INSTRUCTIONAL METHODS FOR SECONDARY BUSINESS TECHNOLOGY EDUCATION PRACTICUM 2 credits**

Prerequisite: EDF 3214 and fourth-year (senior) standing. Co-requisite: BTE 4413. This course is designed to give practicum experience to students in public or private school classrooms as approved by the dean. Students will spend a minimum of 40 school-based hours of observation/teaching/assessment in business technology education classrooms. These clinical experiences will be incorporated into BTE 4413: Instructional Methods for Secondary Business Technology Education. 32 contact hours.

#### **BTE 4948 CURRICULUM OVERVIEW IN BUSINESS EDUCATION 3 credits**

Prerequisite: Full admission to the undergraduate business technology education (BTE) program with at least one-third of content courses completed. This course is designed to provide the new business technology education teacher the opportunity for field-based exploration, observation, and reflection of effective instruction in the BTE classroom, limited interaction with students, structured business/office and school based observations, and of trends and issues affecting business technology education. This class is designed to prepare students for the internship. 30 school-based hours. 47 contact hours.

#### **BUL 3310 ADVANCED LEGAL ENVIRONMENT OF BUSINESS 3 credits**

Prerequisites: (BUL 2131 or BUL 2241 or equivalent) or (permission of the Dean) and admission to the College of Technology and Management BAS Programs. This course covers the nature, classification and characteristics of law including the study of jurisdiction and the functions of the court system as they affect the business environment. Topics include common law contracts, the Uniform

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Commercial Code (UCC) including commercial paper and bank collections, business entities, agency, securities regulation, and intellectual property. 47 contact hours.

#### **BUL 3320 ADVANCED BUSINESS LAW I** 3 credits

Prerequisite: BUL 2241 or 2131 or equivalent or admission to the Business Technology Education BS program. This course covers the nature of legal and societal institutions and environments, and major aspects of public, private, Uniform Commercial Code (UCC), and related business law. 47 contact hours.

#### **BUL 3322 LEGAL ISSUES IN INTERNATIONAL BUSINESS** 3 credits

This course gives the international business student an overview of the legal concepts affecting individuals and/or organizations that are involved in international business. The student will be exposed to a broad survey of legal issues businesses confront in the international market place. Specifically, the student will learn about the treaties giving rise to international law, differing legal regimes, international dispute resolution processes including principles of jurisdiction, differing governmental structures as they relate to commerce, global information systems regulations and international social issues affecting businesses and their operations. 47 contact hours.

#### **BUL 3564 LEGAL ASPECTS OF MANAGING TECHNOLOGY** 3 credits

Prerequisite: BUL 2241 or BUL 2131 or equivalent. This course gives the information technology management student an overview of the evolving legal issues involved in the business realm of cyberspace. Topics include jurisdiction, intellectual property, taxation, online contracting, privacy and free speech, civil and criminal liability. 47 contact hours.

#### **BUL 3583 LEGAL ASPECTS OF SUSTAINABILITY** 3 credits

Prerequisite: BUL 2241 or BUL 2131 and admission to the Sustainability Management BAS Program. This course is intended to provide an overview of concepts and laws within the area of sustainability and environmental law. Topics covered include the history and foundations of sustainability and environmental law and the main laws and regulations surrounding sustainability and the protection of our environment. Topics covered will include the international and national impact of the Kyoto Protocol, environmental laws and regulations, emerging sustainability laws and regulations, affect of existing laws on the sustainability industry, and SEC industry regulations. 47 contact hours.

#### **CJC 3160 MANAGEMENT OF COMMUNITY CORRECTIONS** 3 credits

This course will provide the student with an understanding of community-based corrections, including probation, parole, residential intermediate sanctions, and non-residential sanctions. Emphasis will be placed on the management role in implementing solutions to the challenges facing the corrections professional. 47 contact hours.

#### **CJC 3311 CONTEMPORARY ISSUES AND TRENDS IN CORRECTIONS** 3 credits

This course will provide the student with an understanding of the evolution of the U.S. Corrections system, specifically the antecedents of modern corrections, the operation and administration of corrections facilities, and the role of corrections in modern society. Emphasis will be placed on the issues and trends in corrections affecting administration and management. 47 contact hours.

#### **CJC 3601 CORRECTIONS PRACTICE AND POLICY** 3 credits

This course will provide the student with an understanding of the principles of modern management theory to the operations and functions that comprise the leadership of progressive custodial and non-custodial correctional practice. Relevant aspects of human resource management will also be considered and applied to the corrections industry. 47 contact hours.

#### **CJE 3263 INTERNATIONAL GANG AWARENESS FOR PUBLIC SAFETY ADMINISTRATORS** 3 credits

Prerequisite: Admission to the Public Safety Administration BAS program. This course will provide the student with an awareness of the impact of international gangs, organized crime and terrorism on the United States and globally. The student will examine the undermining of nations' financial institutions, homeland security and global networking capabilities of international gangs, organized crime and terrorist groups. The student will analyze the historical and regulatory factors that contributed to creating domestic and international gangs and organized crime in Eastern Europe and Asia, and the impact of organized crime groups, particularly Italian, Asian, Russian, Israeli, Albanian, Colombian, Mexican, African, Canadian and outlaw motorcycle gangs. The course will deal with international issues including money laundering, drug trafficking, human trafficking, contract assassinations, transnational terrorism, arms trafficking, cyberspace fraud and corruption of political and police officials. 47 contact hours.

#### **CJE 3264 SUPERVISING TACTICAL GANG UNITS AND HIGH RISK OPERATIONS** 3 credits

Prerequisite: Admission to the Public Safety Administration BAS program. This course will provide the student an opportunity to explore and analyze administrative and operational issues in supervising law enforcement tactical units and high risk operations involving gang enforcement. The student will develop effective leadership skills required to select, train, and supervise tactical units that have

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responsibility for gang enforcement operations. The learning experience provides the student with knowledge to effectively evaluate the performance of the gang tactical units and their impact on the community. The student will develop skills to effectively plan and evaluate high risk operations that are carried out by a gang's enforcement unit. 47 contact hours.

#### **CJE 3341 PATROL ISSUES IN LAW ENFORCEMENT ADMINISTRATION** 3 credits

This course will provide the student an opportunity to explore and understand one facet of law enforcement service delivery. The student will focus on agency implementation requirements and overall program effectiveness while evaluating community satisfaction. This process will enhance the student's ability to research program needs, examine budgetary requirements for implementation and measure the program's effectiveness from a crime reduction and prevention standpoint. 47 contact hours.

#### **CJE 3361 MANAGEMENT OF SPECIALIZED LAW ENFORCEMENT UNITS** 3 credits

This course will provide the student an opportunity to explore and understand specialized facets of law enforcement service delivery. The student will focus on agency implementation of public safety, crime reduction, and/or community relation initiatives, evaluating program effectiveness and community impact. This process will enhance the student's ability to research program needs, examine budgetary requirements for implementation, and measure the program's effectiveness from a viability standpoint. 47 contact hours.

#### **CJE 3611 CRIMINAL INVESTIGATIONS THEORY AND PRACTICE** 3 credits

This course will give the student an opportunity to explore and understand investigative facets of law enforcement service delivery. The student must focus on agency implementation of investigative initiatives and overall program effectiveness while evaluating prosecution success and community impact. This process will enhance the student's ability to research program needs, examine budgetary requirements for implementation, and measure the program's effectiveness from a crime solvability standpoint. 47 contact hours.

#### **CJE 4693 GEOGRAPHIC INFORMATION SYSTEMS IN GANG ENFORCEMENT** 3 credits

Prerequisite: Admission to the PSA-BAS program. This course will provide the student with an understanding of Geographic Information Systems (GIS) technology which has become an important component in crime analysis, trend formation, informing policies and administrative practices in law enforcement. This course is designed to introduce students to the key concepts and uses of GIS and Geographic Positioning Systems (GPS) in operational and managerial environments. Students will become familiar with the benefits of utilizing these technological tools in criminal justice research and crime analysis, with a particular focus on gang enforcement. In addition, students will review various case studies and their use in criminal justice research and gang enforcement operations and management. 47 contact hours.

#### **COM 3120 ORGANIZATIONAL COMMUNICATION** 3 credits

Prerequisite: SPC 1017, SPC 1065 or SPC 1608. This course will examine the process of communication within organizations. The topics of message dissemination, interpersonal communication, work group interaction, and nonverbal communication will be analyzed as to their impact on individuals and the organization. Emphasis will be placed on practical application techniques for diagnosing and resolving organizational communication problems. This course will also have a major writing requirement focusing on practical business writing techniques. 47 contact hours.

#### **COM 3441 GROUP COMMUNICATION AND TEAM INTERACTION** 3 credits

Prerequisite: COM 3120 or permission of the Dean. This course explores communication within groups and teams for use in academic, professional, and social situations. Topics include verbal and nonverbal communication within groups, the structure and environment of groups, group roles, leadership, conflict management, and decision making in groups and teams. A major course requirement is a formal group presentation and a written analysis of the group processes and experiences. 47 contact hours.

#### **COM 3604 ENVIRONMENTAL COMMUNICATION** 3 credits

Prerequisite: SPC 1017, SPC 1608 or SPC 1065 or Honors and admission into the Sustainability Management BAS Program. This course examines environmental communication for sustainable/green and environmental careers and practices. Topics include the rhetoric of environmental issues, the application of the transactional human communication model to advocacy campaigns, developing and conveying possible solutions, managing conflict between stakeholders, assessing green marketing and corporate campaigns, and developing persuasive techniques. A major course requirement is to present a formal proposal and persuasive presentation based on an environmental practice or initiative. 47 contact hours.

#### **DEH 3730 DENTAL HYGIENE EDUCATIONAL CONCEPTS** 3 credits

Pre or Co-requisite: DEH 3813 and admission to the Dental Hygiene BAS program or permission of the Dean. This course is designed to provide the student with an introduction to educational concepts and theory relative to dental hygiene education. Topics included are course development and design, goals and objectives, laboratory and clinical instruction, principles of learning, learning styles and motivation, case-based learning, and using educational media and software. Emphasis will be on presenting the basic concepts of educational planning, development and evaluation. 47 contact hours.

**Course Descriptions**

**DEH 3813 CONTEMPORARY ISSUES IN DENTAL HYGIENE 4 credits**

Prerequisite: Admission to the Dental Hygiene BAS program or permission of the Dean. This course is designed to update the student with the changing trends in dental hygiene profession. The role of the dental hygienist is to keep up with new systems in health care delivery, changing technology, increased geriatric population and a more informed public. Through this course and group projects, the student will begin developing skills in research and educational presentation. 64 contact hours or equivalent.

**DEH 3814 INTRODUCTION TO DENTAL HYGIENE RESEARCH 3 credits**

Prerequisite: DEH 3813. This course is an overview of the role and scope of research as it relates to the formation of dental hygiene knowledge and the application to dental hygiene practice. Focus is on basic strategies, methodologies, and the types of research design. Thoughtful analysis of current oral health research is included. 47 contact hours or equivalent.

**DEH 4607 ADVANCED PERIODONTICS 4 credits**

Prerequisite: DEH 3814 and admission to the Dental Hygiene BAS program or permission of the Dean. This course will expand on the student's existing knowledge of current concepts in etiology, risk factors, assessment, treatment planning, implementation and evaluation of contemporary treatment modalities and maintenance therapy. The interrelationship of periodontal treatment with other dental specialties will be discussed along with an investigation of the periodontal literature. Emphasis will be placed on the dental hygienist's role in periodontal therapy. 60 contact hours or equivalent.

**DEH 4851 DENTAL HYGIENE PRACTICE MANAGEMENT 3 credits**

Prerequisite: DEH 3814 and admission to the Dental Hygiene BAS program or permission of the Dean. This course is designed to assist the dental hygienist in understanding and applying the principles of management related to a dental hygiene practice. The concepts of patient, office and dental team management will be explored. Strategies will be presented on the marketing and promoting of dental services and dental products to dental professionals and the general public. 45 contact hours or equivalent.

**DEH 4852 ADVANCED ETHICS IN DENTAL HYGIENE 3 credits**

Prerequisite: DEH 3730 and admission to the Dental Hygiene BAS program or permission of the Dean. This course will explore the ethical behavior in various dental hygiene settings. Students will analyze decision making models, theories, values, and professional obligations and apply them to their roles as health care providers. 45 contact hours or equivalent.

**DEH 4854 LEADERSHIP IN DENTAL HYGIENE 3 credits**

Prerequisite: DEH 4851 and admission to the Dental Hygiene BAS program or permission of the Dean. . This course focuses on the theories, concepts and principles of leadership. Emphasis will be on the development of leadership skills related to personal behavior, communication, organization and self-examination. This course explores opportunity to develop leadership roles appropriate to the dental hygiene profession. 45 contact hours or equivalent.

**DEH 4901 INDEPENDENT STUDY IN DENTAL HYGIENE 1-3 credits**

Prerequisites: Permission of the Dean. This course may be taken to satisfy dental hygiene credits required for graduation. It provides an opportunity for an individual or small group of students to systematically validate the programs outcomes. In addition, current concepts in dental hygiene care will be discussed. It may involve a case study or other project that provides an opportunity for increasing breadth or depth of knowledge or skill. 15-45 contact hours.

**DEH 4947 DENTAL HYGIENE CAPSTONE 7 credits**

Prerequisites: DEH 4607 and DEH 4851 and admission to the Dental Hygiene BAS program or permission of the Dean. This course is designed to provide students an opportunity to apply their knowledge of a chosen professional role through teaching, internship, observation or work experience. This course will use selected sites on and off campus to develop the expanding role of the dental hygienist in the health care system. 105 or its equivalent contact hours or equivalent.

**ECP 3703 MANAGERIAL ECONOMICS 3 credits**

Prerequisite: ECO 2013, ECO 2023, and Admission to the Business Administration BS Programs. This course applies economic theory and methodology to managerial decision making in various organizational settings. This course will emphasize demand analysis, production, and cost analysis under different market conditions, and decision making under uncertainty. 47 contact hours.

**EDE 3302 PREPARATION FOR AND MANAGEMENT OF CLASSROOM INSTRUCTION 2 credits**

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This course is an introduction to the design and implementation of curricula and strategies for instructional planning (goals, objectives, assessment), resources, learning theory applications, instructional media, and managing student progress in learning. Preservice teachers learn reflective practices. This course is writing intensive. 32 contact hours.

#### **EDE 3321 APPLYING LOVE AND LOGIC IN THE CLASSROOM** 1 credits

Prerequisite: Admission into the College of Education or permission from the Dean. This course is designed to provide the student with a thorough understanding of the principles and strategies of "Love and Logic". Love and Logic is a philosophy that is founded on the premise that logical consequences of behavior are the best lessons for teaching responsible behavior. Love and Logic encourages adults to take care of themselves by setting limits in loving ways and offers powerful strategies that encourage children to own and solve their own problems. 17 contact hours.

#### **EDE 4220 INTEGRATED HEALTH AND RECREATION** 1 credits

Prerequisite: Admission to the College of Education BS program. This course is designed to help the student gain knowledge and competencies necessary to become an effective teacher and leader in the areas of elementary school integrated health and recreation. It develops the theoretical bases for health and recreation learning and teaching; illustrates and applies models for integrating elementary teaching; provides practical experience in curriculum, instruction and assessment. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the disciplines and requirements for certification. 17 contact hours.

#### **EDE 4223 INTEGRATED MUSIC, ART & MOVEMENT FOR ELEMENTARY CHILDREN** 1 credits

Prerequisite: EDF 3214. This course is designed to help the student gain knowledge and competencies necessary to become an effective teacher and leader in the areas of elementary school integrated music, art and movement. It develops the theoretical bases for music, art and movement learning and teaching; illustrates and applies models for integrating elementary teaching; provides practical experience in curriculum, instruction and assessment. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the disciplines and requirements for certification. 17 contact hours.

#### **EDE 4226 INTEGRATED LANGUAGE ARTS, CHILDREN'S LITERATURE & SOCIAL SCIENCES** 2-4 credits

Prerequisites for all College of Education BS programs: EDF 3214, RED 3309, EDE 4304, EDE 4943. Additional Prerequisites: EDG 3620 for Elementary Education majors and EEX 3241 for Exceptional Education majors. Co-requisite: EDE 4942. This course is designed to help preservice teachers teach the social sciences through the language arts, children's literature, and the creative arts. By using an integrated curricular approach, preservice teachers acquire competencies in subject area content as well as pedagogical strategies for these disciplines. In addition, the course prepares preservice teachers to teach using a thematic approach so that K-6 learners understand connections across curricular areas. This course is enriched through the creative arts, including art, music, drama, and dance and addresses the sunshine state standards in these specific areas. 62 contact hours.

#### **EDE 4304 INTEGRATED MATHEMATICS AND SCIENCE** 3-4 credits

Prerequisite: College of Education math assessment. Corequisite: EDE 4943. This course is designed to help the student gain knowledge and competencies necessary to become an effective teacher and leader in the areas of elementary school mathematics and science. It develops the theoretical bases for mathematics and science learning and teaching; illustrates and applies models for integrating elementary mathematics and science teaching; provides practical experience in curriculum, instruction and assessment. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the disciplines and required for certification. 62 contact hours.

#### **Topic #2 INSTRUCTIONAL STRATEGIES IN ELEMENTARY MATHEMATICS AND SCIENCE: IMPACT** 3 credits

Prerequisite: Admission to the Elementary Education or Exceptional Student Education IMPACT Programs. This course is designed to help the student gain the knowledge and skills necessary to become an effective teacher and leader in the area of elementary school mathematics and science. The activities in this course are designed to: develop the theoretical basis for mathematics and science learning and teaching; illustrate and apply models for integrating elementary mathematics and science teaching, and provide practical experience in planning and carrying out instruction. 47 contact hours.

#### **EDE 4314 MATHEMATICAL CONCEPTS AND PROCEDURES IN THE K-6 CLASSROOM** 1 credits

Prerequisite: Admission to the Elementary Education or the Exceptional Education BS program. This course introduces conceptually and developmentally appropriate mathematics content based on the five content areas identified by the state (Sunshine State Standards) and national standards (National Council of Teachers of Mathematics). These are Numeration & Number Sense, Geometry, Measurement, Algebraic Thinking, and Data Analysis & Probability. Within these content areas, students will learn techniques consistent with the national process standards including problem solving, computation, effective representation, communication, reasoning, and making connections as well as error pattern analysis and research-based procedural strategies. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for teacher certification. 17 contact hours.

**Course Descriptions**

**EDE 4421 EVALUATION IN ELEMENTARY EDUCATION 2 credits**

Prerequisites: EDF 3214; EDF 4430. This course is designed to extend the knowledge base acquired in Measurement, Evaluation and Assessment in Education K-12 to focus on the evaluation of measurement in grades K-6. Teachers learn the principles needed to interpret and understand all types of standardized and non-standardized assessment tools. 32 contact hours.

**EDE 4940 INTERNSHIP: ELEMENTARY EDUCATION 3-12 credits**

Prerequisites: Successful completion of all Elementary Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school as approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

**Topic #2: CANADIAN INTERNSHIP ELEMENTARY EDUCATION: IMPACT 3-6 credits**

Prerequisites: Successful completion of all Elementary Education IMPACT Program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during a semester long internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. This course is 6 credits for the Canadian students already in the program, but for new students they will be required to take 3 credits each semester for a total of 6 credits. Contact hours: a minimum of 35 hours per week for 10 weeks.

**EDE 4942 INTEGRATED LANGUAGE ARTS, CHILDREN'S LITERATURE & SOCIAL SCIENCE PRACTICUM 1-2 credits**

Prerequisites: EDF 3214, RED 3309. Corequisite: EDE 4226. This course is designed to give practical experience to students through school-based experiences in public and approved private school classrooms. Students work directly with elementary classroom teachers and have an opportunity to teach both large and small group activities, particularly children's literature, language arts and social science. This course is designed to develop competencies relative to program planning instruction, daily schedule, record keeping, evaluation, classroom management, reporting to parents, professional organizations, and teacher ethics. Students spend a minimum of forty (40) to sixty (60) school-based hours in the elementary classroom. 17-32 contact hours.

**EDE 4943 INTEGRATED MATHEMATICS AND SCIENCE PRACTICUM 1-2 credits**

Prerequisite: EDF 3214 and the College of Education math assessment. Co-requisite: EDE 4304. This course is designed to give practical experience to students through school-based experiences in public and approved private school classrooms. Students work directly with elementary classroom teachers and have an opportunity to teach both large and small group activities, particularly Math and Science. This course is designed to develop competencies relative to program planning, instruction, daily scheduling, record keeping, evaluation, classroom management, reporting to parents, professional organizations, and teacher ethics. Students spend a minimum of forty (40) to sixty (60) school-based hours (SBH) in the elementary classroom. 17- 32 contact hours.

**EDF 3214 STUDENT DEVELOPMENT AND LEARNING PRINCIPLES K-12 2-3 credits**

This course is designed to cover principles of learning and student development and their applications to learning/teaching situations. Self-concept, motivation, views of intelligence and assessment are examined with opportunities to analyze teaching/learning episodes and to develop a repertoire of teaching approaches. Emphasis is placed on the interaction between the role of the teacher and the needs and learning styles of students at various developmental ages and stages. A minimum of 5 school-based hours of observation/teaching specifically related to principles of learning and development are required. 47 contact hours.

**EDF 3660 EDUCATION AND PUBLIC POLICY IN THE U.S. 3 credits**

Prerequisite: Admission to the College of Education Educational Studies Program. This course is designed to study the relationship between education and public policy at the federal, state, and local levels of government. Emphasis is placed on the social, political, and economic factors that affect the development of educational public policy. 47 contact hours.

**EDF 3862 INTERNATIONAL PERSPECTIVES IN EDUCATION 3 credits**

Prerequisite: Admission into the College of Education with approval from the faculty advisor or permission from the Dean. This course is designed to provide students with a global perspective of important educational issues and themes across cultures. This perspective is gained through travel to an international location that includes structured experiences in the culture. Students will be expected to compare the educational system in the United States with other nations, with a specific focus on the culture being visited. A final project that reflects on the learning experiences from the study abroad endeavor is required. A minimum of 35 field-based hours of observation/teaching specifically are required. 47 contact hours.

**EDF 4430 MEASUREMENT, EVALUATION AND ASSESSMENT IN EDUCATION K-12 2 credits**

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Prerequisite: Admission to the College of Education BS Program or Impact Program. This course is designed to study advanced principles of measurement, evaluation and assessment. Knowledge of and competencies for analyzing learner needs, instructional adaptation, differences in learner cognitive, social, linguistic, cultural, emotional and physical needs. 32 contact hours.

#### **EDF 4490 RESEARCH IN EDUCATIONAL STUDIES 3 credits**

Prerequisites: PAD 3034 and admission to the Educational Studies BS Program. This course is designed to provide an introduction to the process of reviewing, evaluating, conducting and disseminating education research. 47 contact hours.

#### **EDF 4632 SOCIOLOGY OF EDUCATION 3 credits**

Prerequisite: Admission to the Education Studies BS program. This course provides a sociological approach to education, from several theoretical perspectives and their application to current educational issues, to the structure and processes that make education systems work. This course focuses on the role of school in society and how school relates to other systems within the macro system. 47 contact hours.

#### **EDF 4780 ROLE OF THE TEACHER 1 credits**

Prerequisite: Admission to the Elementary Education BS program or permission of the Dean. This course is designed to help the teacher candidates learn to communicate and work cooperatively with students, families and colleagues to improve education experiences at the school and is based on indicators found in Florida Educator Accomplished Practice #11. 17 contact hours.

#### **EDF 4781 EDUCATIONAL ISSUES FOR THE 21st CENTURY 2 credits**

Prerequisite: Admission to the College of Education BS program or permission of the Dean. This course is a compendium of four concepts to enhance specific professional skills that are necessary for success as an educator: educational law, principles of professional conduct of the education profession in Florida as outlined in The Code of Ethics, character education and teacher resiliency. 32 contact hours.

#### **EDF 4810 COMPARATIVE AND INTERNATIONAL EDUCATION 3 credits**

Prerequisite: Admission to the Educational Studies BS Program. The Right to Education is a fundamental human right according to the Universal Declaration of Human Rights (Article 26) of the United Nations Educational, Scientific and Cultural Organization (UNESCO). Yet, education is denied to many across the world, particularly women. This course will examine and compare educational systems in their national contexts around the world in the United States of America, United Kingdom, France, the Russian Federation, Mexico, Japan, People's Republic of China, India, and Nigeria. emphasis will be placed on a blend of historical, philosophical, political, cultural, and sociological perspectives on a variety of foundational topics in international education, including the vital interests of developing and developed states; the implications for ethnonationalism, political, economic, environmental and educational relationships. 47 contact hours.

#### **EDF 4932 SENIOR CAPSTONE FOR EDUCATIONAL STUDIES 4 credits**

Prerequisites: Admission to the College of Education Educational Studies Program and senior standing. This course is to be taken during the student's last semester in the College of Education. This multidisciplinary course is the culminating experience with a focus on critical analysis designed to broaden students' perspectives within the social sciences, including Education. This course helps students seeking careers in non-school settings develop a more thorough understanding of the issues confronting institutions from a national or global perspective. Students will integrate knowledge and skills developed during the Educational Studies program to create an independent study such as a research project, case study, grant application, improvement plan, service learning project, etc. to explore a specific issue or problem. 62 contact hours.

#### **EDG 3321 PAIDEIA I 1 credits**

This course is a special session centering around a specific topic designed to enhance specific professional skills: character education and counseling skills for teachers with the intent of establishing an environment of respect and rapport. PAIDEIA is the ancient Greek word for education. It is the process of acquiring knowledge. It is also the result of that process, learning and culture. A common cultural tradition is created and renewed by generations of persons who have learned. SPC's College of Education recognizes that life in community depends on centuries of shared wisdom. 17 contact hours.

#### **EDG 3341 EFFECTIVE STRATEGIES FOR UNDERACHIEVING STUDENTS 2 credits**

The purpose of this course is to examine the complexities of teaching in schools that qualify for free or reduced-priced meals, have high rates of teacher turnover and produce low gains in student achievement. The course will address these issues by examining historical materials and contemporary understanding of the impact of these variables on attitude, motivation, and learning. This course will engage students in both learning and teaching in that preservice teachers will acquire knowledge about teaching strategies tailored for this type of school environment and have opportunities to practice them as part of their field experience in these neighborhood schools. Field experiences required. 32 contact hours.

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**EDG 3410 CLASSROOM MANAGEMENT AND COMMUNICATION K-12** 2 credits

Prerequisite: EDF 3214 and Admission to the College of Education BS Program or Impact Program. This course covers basic skills and knowledge for creating a learning environment that encourages positive social interaction and effective communication among members of the learning community. The course emphasizes attitudes, language patterns, values, and behaviors for eliciting and maintaining student learning as well as on-task behaviors. The course also includes methods and strategies for consulting with other school professionals and parents. 32 contact hours.

**EDG 3620 CURRICULUM AND INSTRUCTION** 3 credits

Prerequisite: Admission to the Elementary Education BS program or permission of the Dean. This course is an introduction to major concepts, assumptions, debates, processes of inquiry, and ways of knowing within the school curriculum. Preservice teachers create coherent, meaningful learning experiences using the major philosophical foundations of education to develop learners' competence in subject matter knowledge. Preservice teachers evaluate the suitability of the content against learner intellectual, social, emotional, physical characteristics. This course is writing intensive. 47 contact hours.

**EDG 4322 PAIDEIA II** 1 credits

This course is a special session centering around a specific topic designed to enhance specific professional skills. PAIDEIA is the ancient Greek word for education. It is the process of acquiring knowledge. It is also the result of that process, that is, learning and culture. A common cultural tradition is created and renewed by generations of persons who have learned. SPC's College of Education recognizes that life in community depends on centuries of shared wisdom. Professional seminars include readings, discussion, and presentations in "mental toughness" with the aim of helping future teachers manage themselves, their circumstances and students in effective ways. 17 contact hours.

**EDG 4343 COGNITIVE STRATEGIES INSTRUCTION IN THE CLASSROOM** 3 credits

Prerequisite: DEP 3304 or EDF 3214. Co-requisite: EDG 4943. This course is designed for middle grades pre-service teachers to develop reflective practice in the areas of communication, planning, instruction, and assessment. In this course, pre-service teachers will learn how to help middle grade learners (grades 5-9) acquire essential meta-cognitive strategies and responsible behaviors to prepare them for high school. 47 contact hours.

**EDG 4943 COGNITIVE STRATEGIES INSTRUCTION IN THE CLASSROOM PRACTICUM** 1 credits

Prerequisite: DEP 3305 or EDF 3214. Co-requisite: EDG 4343. This course is designed to give practical experience to students through school-based experiences in public and approved private school classrooms. Students work directly with middle and high school teachers in grades 5-9 and have an opportunity to teach both large and small group activities, particularly in the content areas of math and/or science. This course is designed to develop competencies relative to program planning, instruction, daily scheduling, record keeping, evaluation, communication, classroom management, reporting to parents, professional organizations, and teacher ethics. Students spend a minimum of sixty (60) school-based hours (SBH) in a middle or high school classroom. 17 contact hours.

**EEC 3005 CHILD GROWTH AND DEVELOPMENT: BIRTH TO AGE 8** 3 credits

Prerequisite: Admission to the Educational Studies BS program. This course is the study of child growth and development from conception to age eight. The focus is on cognitive, social, physical, and emotional development of the young child. Course content will include theories of child development, the means through which young children learn, and the role of adults in children's development. 47 contact hours.

**EEC 3009 FOUNDATIONS OF EARLY CHILDHOOD CARE AND EDUCATION: BIRTH TO AGE 8** 3 credits

Prerequisite: EEC 3005. In this course students will explore the historical, social, political, economic and philosophical foundations of early education, early intervention models and approaches, the role of early childhood education in children's lives, relevant learning theories and their application to early education and public policy, governance and advocacy issues. The course provides a context for a dialogic process that encourages reflective inquiry and collaborative thinking. 47 contact hours.

**EEC 3204 CURRICULUM IN EARLY CHILDHOOD EDUCATION: BIRTH TO AGE 8** 3 credits

Prerequisite: EEC 3005. This course is a study of the components of developmentally appropriate curriculum. Students will evaluate learning environments, analyze classroom schedules and write age appropriate lesson plans for young children, birth to age eight. This course requires 15 field experience hours in an early childhood setting. 47 contact hours.

**EEC 3403 YOUNG CHILDREN WITH SPECIAL NEEDS: BIRTH TO AGE 8** 3 credits

Prerequisite: EEC 3005. This course introduces the student to the study of young children, birth through eight years of age, with special needs. The content includes an overview of historical and legal perspectives; the family-based model of service delivery; the importance

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of early identification and strategies for teaching young children with special needs including the preparation of the learning environment and curriculum design. This course requires 5 field experience hours in an early childhood setting. 47 contact hours.

**EEC 3413 WORKING WITH DIVERSE FAMILIES IN EARLY CHILDHOOD EDUCATION: BIRTH TO AGE 8 3 credits**

Prerequisite: EEC 3005. This course is designed to provide students with a general knowledge of how to serve families they will meet, not only in their early childhood setting, but in the community at large. It will explore issues of human rights, multiculturalism, and also variations in family lifestyles. This course will provide both an historical and current context for cultural understanding in an atmosphere of open dialogue and reflective inquiry. This course requires 5 field experience hours in an early childhood setting. 47 contact hours.

**EEC 3731 HEALTH, SAFETY AND NUTRITION FOR THE YOUNG CHILD: BIRTH TO AGE 8 3 credits**

Prerequisite: EEC 3111. This course will prepare students to manage the diverse issues related to health, safety and nutrition, specifically as applied to children from birth to age eight. The course examines existing early childhood health, safety, disease control and nutritional policies; explores development of health and nutrition standards for children ages birth to eight based on current public policy; investigates healthy and safe school environment practices for children ages birth to eight; researches materials and methods for teaching health, safety and nutrition in primary elementary education. 47 contact hours.

**EEC 4207 ASSESSMENT AND EVALUATION OF YOUNG CHILDREN: BIRTH TO AGE 8 3 credits**

Co-Requisite: EEC 3111. This course is designed to increase the student's effective use of assessment and evaluation procedures in early childhood and primary education settings. The student will review appropriate observation and documentation procedures. Students will also compare, analyze and interpret assessments and results to plan curriculum that is responsive to and supports the development and learning of young children, birth to age 8. This course requires 15 field experience hours in an early childhood setting. 47 contact hours.

**EEC 4210 INTEGRATED CURRICULUM I FOR PRE-KINDERGARTEN/PRIMARY EDUCATION 3 credits**

Prerequisite: EEC 3005. This course is designed to increase understanding of creative experiences for children three to eight years of age (prekindergarten to grade three). Emphasis is placed on creating and adapting meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and physical skills, and drama. This course requires 15 field experience hours in an early childhood setting. The course promotes methods to incorporate creativity into all aspects of the curriculum. 47 contact hours.

**EEC 4211 INTEGRATED CURRICULUM II FOR PRE-KINDERGARTEN/PRIMARY EDUCATION 3 credits**

Prerequisite: EEC3111. This course will focus on exploring sequential math development, identifying how concepts are developed and acquired, and promoting young children's concept development through problem solving, and assessing the child's developmental level. It will also focus on teaching science strategies using concept development, process of inquiry, planning for fundamental concepts in science including activities for young children at the appropriate stages of cognitive development, while utilizing appropriate technology to support teaching and learning. This course requires 15 field experience hours in an early childhood setting. 47 contact hours.

**EEC 4212 MATH, SCIENCE AND TECHNOLOGY FOR PRESCHOOL EDUCATION: BIRTH TO AGE 4 3 credits**

Prerequisite: EEC 3111. This course presents the process of introducing science, technology, and math for young children to age 4. It includes planning and implementation of appropriate activities and development of methods and techniques of delivery, fostering an exploration of methods and materials for teaching young children math and science concepts and process skills through discovery and play. This course requires 15 field experience hours in an early childhood setting. 47 contact hours.

**EEC 4227 CREATIVE ARTS FOR PRESCHOOL EDUCATION 3 credits**

Prerequisite: EEC 3005. This course is designed to increase understanding of the development of creativity and the importance of creative experiences from birth through four years of age. Emphasis is placed on creating and adapting meaningful, challenging, engaging and developmentally supportive learning experiences in art, music, movement, and dramatics. This course requires 15 field experience hours in an early childhood setting. The course incorporates methods to promote creativity into all aspects of the curriculum. 47 contact hours.

**EEC 4408 FAMILY, TEACHER, COMMUNITY RELATIONS IN EARLY CHILDHOOD EDUCATION: BIRTH TO AGE 8 3 credits**

Prerequisite: EEC 3111. This course is designed to prepare the student to acquire an understanding of diversity within families and the development of positive relationships between teachers and families. Implications from this knowledge will guide the development of systems and programs that promote sustained collaboration between families and schools for children, birth to age 8. This course requires 5 field experience hours in an early childhood setting. 47 contact hours.

**EEC 4706 EARLY AND EMERGENT LITERACY IN PRESCHOOL EDUCATION 3 credits**

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Prerequisite: EEC 3111. This course is designed to increase understanding of the emergence of human language and the fundamentals of early literacy development in children from birth to four years of age. Communication ranging from prenatal interactions through the preschool years will be explored along with the understanding that communication is a whole process in which speaking, listening, using written symbols and reading symbols are closely connected. Language, communication, literacy theory and current research are used to encourage the development of informed practices that are developmentally appropriate for the age of the child. This course requires 15 field experience hours in an early childhood setting. 47 contact hours.

#### **EEX 3012 NATURE AND NEEDS OF EXCEPTIONAL STUDENTS K-12 2-3 credits**

This course is designed to review topics including etiology, terminology, classification, prevalence, history, behaviors and characteristics, and the educational approaches of exceptional students. This course is required for state certification in all areas of elementary education and exceptional education. It includes a minimum of 10 clock hours of observation/teaching in special education setting(s). 47 contact hours.

#### **EEX 3012 / Topic #2: TEACHING IN THE INCLUSIVE CLASSROOM: IMPACT**

This course is designed to prepare teacher candidates for an inclusive classroom which serves a variety of students, including those with disabilities. Candidates will review topics including terminology, assessment, classification, prevalence, history, behaviors, characteristics, and educational approaches of exceptional students. 32 contact hours.

#### **EEX 3101 SURVEY OF NORMAL/ABNORMAL LANGUAGE AND SPEECH DEVELOPMENT 1 credits**

Prerequisites: [EEX 3012](#) and Admission to the Exceptional Student Education (ESED-BS) Program or Impact Program (ACERT-NO.) This course is a survey of normal language and speech development, an overview of major communication disorders and supportive strategies for classroom teachers. 17 contact hours.

#### **EEX 3241 ORGANIZATION, CURRICULUM AND INSTRUCTION FOR EXCEPTIONAL STUDENTS 2 credits**

This course is an assessment of organization, curriculum materials, effective strategies, and technologies available to teach exceptional students. 32 contact hours.

#### **EEX 3280 CAREER/VOCATIONAL ASSESSMENT AND INSTRUCTIONAL PLANNING 1 credits**

Prerequisites: [EEX 3012](#) and Admission to the Exceptional Student Program (ESED-BS) or Impact Program (ACERT-NO.) This course will give prospective teachers an understanding of how exceptional students move successfully from the school environment to the community environment which best meets their needs. 17 contact hours.

#### **EEX 4094 NATURE AND DIAGNOSTIC ASSESSMENT OF AUTISM 3 credits**

Prerequisite: Students must be in the AUTISM-NO program. Corequisite: [EEX 4941](#). This course is an introduction to the nature of autism which surveys the history of Autism Spectrum Disorders (ASD) and gives an overview of the characteristics of children on the autism spectrum. Students will study the assessment and diagnosis of autism and examine research-based best practices for children on the autism spectrum. 47 contact hours.

#### **EEX 4221 EDUCATIONAL ASSESSMENT OF EXCEPTIONAL STUDENTS 3 credits**

Prerequisites: [EDF 4430](#), [EEX 3012](#). This course is a study of theory and practice of informal and formal assessment of behavior and/or learning problems. Practice with evaluation instruments and strategies is a key component of the course. Use of assessment information in designing academic K-12 curriculum plans is taught. 47 contact hours.

#### **EEX 4261 CURRICULUM AND INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH BEHAVIORAL DISORDERS AND SPECIFIC LEARNING DISABILITIES 1- 4 credits**

Prerequisites: [EEX 3012](#), [EEX 3241](#), [EEX 4221](#), and [EEX 4604](#). This course addresses curriculum, materials, effective strategies and technologies available to teach students with behavioral disorders and specific learning disabilities. Learning theory and strategies are analyzed and applied. This course emphasizes basic knowledge and skills for establishing and maintaining order in the classroom, problem-solving, developing social skills. It includes a minimum of ten (10) school-based hours of observation/teaching in an exceptional educational setting(s). 62 contact hours.

#### **EEX 4291 EFFECTIVE LEARNING ENVIRONMENTS FOR AUTISM THROUGH DESIGN, ASSESSMENT, BEHAVIOR MANAGEMENT AND PBS 3 credits**

Prerequisite: Students must be in the AUTISM-NO program. Corequisite: [EEX 4942](#). This course offers instruction regarding behavior management of and classroom management supports for children with autism. Class members will examine various behavior analysis techniques, positive behavior and classroom supports for children with Autism Spectrum Disorders (ASD). Class members will evaluate behavior assessments and construct instructional planning for children with autism. 47 contact hours.

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**EEX 4604 BEHAVIOR MANAGEMENT OF EXCEPTIONAL STUDENTS** 3 credits

Prerequisite: [EEX 3012](#). This course is designed to prepare teachers for the educational management of exceptional students with emphasis on behavior management and consultation skills. Students will gain a basic knowledge of how to create and maintain an on-task, safe and healthy environment for learning in the exceptional education classroom as well as the inclusive classroom. 47 contact hours.

**EEX 4761 COMMUNICATION, ASSESSMENT, STRATEGIES, AND ASSISTIVE AND INSTRUCTIONAL TECHNOLOGY FOR STUDENTS WITH AUTISM** 3 credits

Prerequisite: Students must be in the AUTISM-NO program. Corequisite: [EEX 4943](#). The course will examine the potential usefulness of Alternative and Augmentative Communication (AAC) supports to increase, maintain or improve functional communication skills of children with Autism Spectrum Disorder (ASD) in community and school settings. Students will develop the awareness and the necessary skills to conduct informed observations of communication abilities and to identify AAC supports that match the individual's learning style. Students will learn strategies to collaborate with teachers, family members and related professionals to increase communication amongst stakeholders. 47 contact hours.

**EEX 4940 INTERNSHIP: EXCEPTIONAL STUDENT EDUCATION** 12 credits

Prerequisites: Successful completion of all Exceptional Student Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

**EEX 4941 NATURE AND DIAGNOSTIC ASSESSMENT OF AUTISM FIELD EXPERIENCE** 1 credits

Prerequisite: Students must be in the AUTISM-NO program. Corequisite: [EEX 4094](#). This course is a companion course to the Nature of Autism course. Students will spend time in a classroom with children who have Autism Spectrum Disorders (ASD) in order to apply the knowledge gained in the paired theory course. Assignments and peer discussion relating to the observed application of material covered in the companion course will be submitted. 30 clock hours spent with child or children diagnosed with ASD in a school setting. 15 contact hours.

**EEX 4942 EFFECTIVE LEARNING ENVIRONMENTS FOR AUTISM THROUGH DESIGN, ASSESSMENT, BEHAVIOR MANAGEMENT AND PBS FIELD EXPERIENCE** 1 credits

Prerequisite: Students must be in the AUTISM-NO program. Corequisite: [EEX 4291](#). This course is a companion course to the Effective Learning Environments for Students with Autism course. Students will spend time in a classroom with children who have Autism Spectrum Disorders (ASD) in order to apply the knowledge gained in the paired theory course. Assignments and peer discussion relating to the observed application of material covered in the companion course will be submitted. 30 clock hours spent with child or children diagnosed with ASD in a school setting. 15 contact hours.

**EEX 4943 COMMUNICATION ASSESSMENT, STRATEGIES, AND ASSISTIVE AND INSTRUCTIONAL TECHNOLOGY FOR STUDENTS WITH AUTISM FIELD EXPERIENCE** 1 credits

Prerequisite: Students must be in the AUTISM-NO program. Corequisite: [EEX 4761](#). This course is a companion course to the Communication with Students with Autism, Families and Other Professionals course. Students will spend time in a classroom with children who have Autism Spectrum Disorders (ASD) in order to apply the knowledge gained in the paired theory course. Assignments and peer discussion relating to the observed application of material covered in the companion course will be submitted. 30 clock hours are required with a child or children diagnosed with ASD in a school setting. 15 contact hours.

**EMS 4314 ADVANCED EMERGENCY MEDICAL SERVICES (EMS) ADMINISTRATION** 3 credits

Prerequisite: Admission to the Public Safety BAS program. This course is for students interested in the field of EMS administration. The focus of the course will allow the student to gain a global overview of EMS system administration and financing of EMS operations, risk management, quality improvement programs, personnel development and management. This course will foster skills to enhance the student's ability to function in an administrative setting in the EMS profession. 47 contact hours.

**EMS 4315 ANALYTICAL APPROACHES TO EMERGENCY MEDICAL SERVICES (EMS) SYSTEMS** 3 credits

Prerequisite: Admission to the Public Safety BAS Program. This course is for students interested in the field of Emergency Medical Services (EMS) administration. The focus of the course will be a global overview of EMS System design and operation. The course will also incorporate research as it pertains to EMS in system management, clinical, and human performance. 47 contact hours.

**EMS 4316 EMERGENCY MEDICAL SERVICES (EMS) INJURY PREVENTION AND PUBLIC HEALTH** 3 credits

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Prerequisite: Admission to the Public Safety Administration BAS Program. This course is for students interested in the field of EMS injury prevention and public health. The focus of the course will be a global overview of EMS injury prevention for EMS personnel and the community. Additionally the course will enhance the student's understanding of the role of public health and EMS. 47 contact hours.

#### **ETI 3116 QUALITY MANAGEMENT 3 credits**

Prerequisite: MAN 3504 or permission of the Dean. This course helps students to understand how quality products, processes, and services require integration across complex systems of customers, suppliers, technology, and people. This course covers the fundamental methods used to define quality, as well as how to connect this definition to measures that can be analyzed to drive quality improvements and control performance. This course helps students understand, integrate, and apply quality management (Six Sigma) concepts and techniques to better plan, organize, lead, and control quality improvement projects that can help organizations to better focus on achieving their strategic goals and objectives. 47 contact hours.

#### **ETI 3413 MANUFACTURING SYSTEMS AND PROCESSES 3 credits**

Prerequisite: MAN 3504 or permission of the instructor. This course presents the advanced machining processes, equipment, and systems used in competitive manufacturing environments. Characteristics of surface technology, micro-electronic device fabrication, quality assurance, human factors engineering, product liability, automation, and techniques of modern integrated manufacturing systems are presented. 47 contact hours.

#### **ETI 3646 PRODUCTION CONTROL MANAGEMENT 3 credits**

Prerequisite: MAN 3504. This course presents the basic concepts, principles, techniques of production control. Emphasis will be on students developing a solid enterprise-wide view of managing and controlling manufacturing and service production processes while centering them in the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will integrate basic production control tools and techniques with the core aspects of the management practice. 47 contact hours.

#### **ETI 3647 SUPPLY CHAIN MANAGEMENT 3 credits**

Prerequisite: MAN 3504 and admission to the Technology Management or International Business BAS program. This course presents the basic concepts, principles, techniques of supply chain management. Emphasis will be on the student developing a solid enterprise wide view while centering them in the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate basic supply chain management, inventory management, and logistic management as they relate to the core aspects of the management practice. 47 contact hours.

#### **ETI 4448 APPLIED PROJECT MANAGEMENT 3 credits**

Prerequisite: Admission to the Technology Management or International Business BAS program. The student should have a working knowledge of basic project management concepts and Project Management software tools. This course provides students with an understanding of the concepts of project management (PM) and its application in the information technology environment. Students will gain an understanding of the fundamentals of the project management framework and understand how to apply the nine project management areas — integration, scope, time, cost, quality, human resources, communications, risk and procurement management. The project management processes of initiating; planning, executing, controlling and closing used in information technology projects will be covered. Techniques suitable for management of large and small projects in business environments will be discussed. 47 contact hours.

#### **ETI 4621 LEAN ESSENTIALS 3 credits**

Prerequisite: MAN 3504 or PLA 1763 or permission of the Dean. This course presents the basic principles, techniques, and benefits of lean manufacturing for a world-class manufacturing environment. Lean manufacturing involves identifying and eliminating non-value-adding activities in design, production, supply chain management, and customer relations as applicable to manufacturing and service organizations. 47 contact hours.

#### **ETI 4661 FACILITIES PLANNING AND MATERIAL HANDLING 3 credits**

Prerequisite: MAN 3504. This course covers fundamental concepts of facilities design and material handling, including: practical and theoretical analysis and planning of facilities design, and the integration of facilities planning, material handling, and computer technologies with modern engineering and management philosophies. 47 contact hours.

#### **EVT 3123 INSTRUCTIONAL METHODS IN MIDDLE SCHOOL TECHNOLOGY EDUCATION 3 credits**

Corequisite: EVT 3946. This course prepares pre-service educators to design, develop, implement and evaluate effective curricula materials, methods and assessments in middle school technology education. The course focuses on the selection of standards-based teaching methods and assessment strategies for specific instructional settings. Curricula will be developed using the Sunshine State Standards, Standards for Technological Literacy and Florida Curriculum Frameworks for middle school Technology Education courses. 47 contact hours. Field experiences will be incorporated into EVT 3946.

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**EVT 3192 FOUNDATIONS OF TECHNOLOGY EDUCATION** 3 credits

This course is an introduction to the field of technology education. State and national curriculum trends are analyzed. The International Technology Education Associations *Standards for Technological Literacy: Content for the Study of Technology* will be used extensively by students. 47 contact hours. This course also has 15 hours of school based instruction in approved public school locations.

**EVT 3261 PROGRAM MANAGEMENT: TECHNOLOGY EDUCATION** 2 credits

This course covers planning, organizing, motivating and managing of the learning environment in technology education classrooms and laboratories. Topics include program standards and evaluation, record keeping, budgeting, professional development, lab safety, teacher liability, advisory committees, connections to industry and community, and student organizations. 32 contact hours.

**EVT 3402C MATERIAL & PROCESSES WITH LAB** 4 credits

Prerequisite: Admission to the Technology Education BS program. This laboratory-based course is an introduction to industry processes used to form usable products from wood, metal, and composite materials. Students will study and execute a variety of industrial processes including forming, separating, fabricating, conditioning and finishing. Emphasis will also be placed on the design process and the selection of appropriate materials for specific product and structural applications. Students will become proficient processing various industrial materials and writing curriculum. This course serves as a foundation for all other laboratory courses requiring the processing of materials. Safe and efficient use of tools and machines is stressed and incorporated in all facets of the course. 92 contact hours.

**EVT 3403C MANUFACTURING & TRANSPORTATION WITH LAB** 4 credits

This laboratory-based course focuses on the control of equipment and processes with advanced technology. Students will learn about computer-aided manufacturing (CAM), computer numerical control (CNC), robotics, programmable controllers and the emerging automated transportation systems by which people, raw materials and finished products are moved. Students will engage in a variety of problem solving activities to design, produce, test, and analyze systems in each area. Safe use of manufacturing tools will be stressed in all facets of the course. 92 contact hours.

**EVT 3946 INSTRUCTIONAL METHODS FOR MIDDLE SCHOOL TECHNOLOGY EDUCATION PRACTICUM** 1-2 credits

Corequisite: EVT 3123. This course is designed to give practical experiences to students through field experience in public middle school classrooms. Students will report to public middle schools as observers and instructional participants in Technology Education. These field experiences will be incorporated into classroom discussions, investigations and reports, and various strategies for probing understanding within Instructional Methods in Middle School Technology Education. This course addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for certification. 17- 32 contact hours. This course has forty (40) to sixty (60) hours of school-based instruction in approved public middle schools.

**EVT 4065 HISTORY AND PRINCIPLES OF VOCATIONAL EDUCATION** 3 credits

Access to the Internet and familiarity with email procedures are required. This course is an overview of current policies and principles in vocational education including their historical, sociological, and philosophical bases. It is one of the four courses required to complete the professional preparation requirements for newly employed industrial, technical, health occupations and public service instructors teaching in non-degree vocational programs. 47 contact hours.

**EVT 4094 TECHNOLOGICAL DESIGN** 3 credits

Prerequisite: Admission to the Technology Education BS program. This course provides a broad overview of the knowledge and processes of design. Students will study the technological problem solving process. Students will study the elements, principles and processes of design. Topics will include English and metric measurement, mechanical design and virtual design. Students will learn freehand technical sketching, basic elements of two-dimensional design and computer-aided drafting. Required student work will include a wide range of design problem solving and technical illustrations. 47 contact hours.

**EVT 4165 CURRICULUM CONSTRUCTION: INDUSTRIAL-TECHNICAL EDUCATION** 3 credits

Access to the Internet and familiarity with email procedures are necessary. This course is one of four courses required to complete the professional preparation requirements for newly employed Industrial-Technical Education (ITE) instructors. It is designed to assist new ITE instructors, Technology Education and Business Education teachers, in constructing a comprehensive curriculum, for the program or course(s) they are teaching or will be teaching. It will focus on translating the ITE instructor's occupational knowledge and experience, the academic goals and objectives of Technology or Business Education and a coherent series of efficient and effective learning experiences for students. 47 contact hours.

**EVT 4294C INFORMATION AND COMMUNICATION TECHNOLOGY WITH LAB** 4 credits

Prerequisite: Admission to the Technology Education BS program. This laboratory-based course focuses on the fundamental concepts of information technology, communication design, graphics communications, digital imaging, web page, audio and video production, and

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desktop publishing. The emphasis is on a broad range of digital information and communications technologies and how to present them in technology education classrooms. Practical hands-on assignments will be used to reinforce learning. 92 contact hours.

#### **EVT 4333 INSTRUCTIONAL METHODS IN SECONDARY TECHNOLOGY EDUCATION 3 credits**

Corequisite: EVT 4947. This course prepares pre-service educators to design, develop, implement and evaluate effective curriculum materials, methods and assessments in high school Technology Education. The course focuses on the selection of standards-based teaching methods and assessment strategies for specific instructional settings. Curricula will be developed using the Sunshine State Standards, Standards for Technological Literacy and Florida Curriculum Frameworks for secondary technology education courses. 47 contact hours. Field experiences will be incorporated into EVT 4947.

#### **EVT 4334 STANDARDS-BASED INSTRUCTIONAL METHODS FOR TECHNOLOGY EDUCATION 3 credits**

This course prepares out-of-field educators or in-service teachers who need recertification to design, develop, implement and evaluate effective curriculum materials, methods and assessments in middle and high school Technology Education. The course focuses on the selection of standards-based teaching methods and assessment strategies for the teacher's specific instructional setting. Curricula will be developed using the Sunshine State Standards and Standards for Technological Literacy for technology education courses. 47 contact hours.

#### **EVT 4365 BASIC TEACHING METHODS: INDUSTRIAL AND TECHNICAL EDUCATION 3 credits**

This course is designed to assist in-service Industrial and Technical Teachers, on temporary teacher certification, to develop or expand their skill in planning and delivering effective instruction in the technical classroom and laboratory. The course focuses on the selection of teaching methods for specific instructional settings. 47 contact hours.

#### **EVT 4407C ENERGY AND POWER SYSTEMS WITH LAB 4 credits**

This laboratory-based course is a survey of energy forms and power systems, impacts of energy choices and electrical and selected electronics principles. Students will explore emerging electrical and electronics technologies such as solar power, nano solar technology, and fuel cells in terms of their implications for global societies, industries, and future careers. Students will learn practical concepts of DC circuits, resistance, power and magnetism, AC circuits, capacitance, inductance, reactance, impedance, phase, and circuit analysis. Laboratory exercises will allow students to build and test circuits, use electronic instruments, and design and construct energy-generating and power-transforming devices. This course serves as a foundation for all other laboratory courses. Safe use of electricity and electrical equipment will be stressed in all facets of the course. 92 contact hours.

#### **EVT 4562 VOCATIONAL EDUCATION FOR STUDENTS WITH SPECIAL NEEDS 3 credits**

Access to the Internet and familiarity with email procedures is required. This course is one of four courses required to complete the professional preparation requirements for employed Industrial-Technical Education instructors. This course provides an overview of the rationale, legal and social foundations, and characteristics of education for students with special needs. It focuses on modifying the vocational education curriculum, laboratory, shop, student outcomes, learning activities, tests, media, etc. to accommodate the unique learning needs of minority, handicapped, disadvantaged, non-traditional, and other special needs students. 47 contact hours.

#### **EVT 4940 INTERNSHIP: TECHNOLOGY EDUCATION 6-12 12 credits**

Prerequisites: Successful completion of all Technology Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

#### **EVT 4947 INSTRUCTIONAL METHODS FOR SECONDARY TECHNOLOGY EDUCATION PRACTICUM 1-2 credits**

Corequisite: EVT 4333. This course is designed to give practical experiences to students through field experience in public high school classrooms. Students will report to public high schools as observers and instructional participants in technology education. Field experiences will be incorporated into Instructional Methods in Secondary Technology Education. 17-32 contact hours. This course has forty to sixty (60) hours of school-based instruction in approved public schools.

#### **FES 3015 ADVANCED FIRE ADMINISTRATION 3 credits**

This is an executive level course introducing the student to the concepts and processes of fire service administration. The course will prepare the student for upper level fire service management. The course will focus on modern fire protection, resource management, fire prevention, and support services including intergovernmental coordination. 47 contact hours.

#### **FES 3533 COMMUNITY FIRE AND RISK REDUCTION 3 credits**

## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

### Course Descriptions

This is an executive level course introducing the student to the concepts and process of fire and risk reduction within a community. The course will prepare the student to study the community, assess community risks, develop supporting networks, develop strategies for intervention, action plans, and perform risk reduction program evaluation. 47 contact hours.

#### **FES 3780 ANALYTICAL APPROACHES TO PUBLIC FIRE PROTECTION** 3 credits

This course examines tools and techniques of rational decision making in fire rescue departments, including the use of databases, statistics, probability, decision analysis, utility modeling, resource allocation, cost-benefit analysis, and linear programming. 47 contact hours.

#### **FES 3823 PLANNING METHODOLOGY FOR HAZARD MITIGATION** 3 credits

This course will provide the student with an overview of society's need for planning for disastrous situations. The lessons will discuss the best practice and proper methodologies required when developing land for farming or construction and disaster preventative measures. The course will also focus on mitigation measures which are required to reduce risk from natural and technological hazards. In addition, the course will provide the student with an understanding of interagency cooperation between emergency responders such as fire departments, police departments, and emergency medical personnel and the emergency manager to prevent or reduce injury and damage from a disaster. 47 contact hours.

#### **FES 3833 EMERGING ISSUES IN ENVIRONMENTAL DISASTER MANAGEMENT** 3 credits

This course will provide the student the opportunity to analyze many man-made and natural disasters. The focal point is to infuse each disaster with the role of today's Emergency Manager. This course will examine the response of an Emergency Manager to a disaster and the subsequent impact on other agencies. In addition, students will be introduced to methodologies dealing with disasters and the integration of other emergency responders, such as fire departments, police departments and emergency medical services. 47 contact hours.

#### **FES 4014 EVOLUTION OF EMERGENCY MANAGEMENT** 3 credits

Prerequisite: Admission to the Public Safety Administration BAS Program or permission of the dean. This course examines the history and the principles establishing Emergency Management in the United States. It describes the "Four Phases of Emergency Management," relates processes to codes and laws governing Emergency Management, and examines Emergency Management and the terrorist threat. 47 contact hours.

#### **FIN 3403 FINANCIAL MANAGEMENT** 3 credits

Prerequisites: (ACG 2001 and ACG 2011) or ACG 2021 or FIN 1030, or permission of the dean and Admission to the College of Technology and Management BAS programs. College Algebra is recommended. This is an introductory course in financial analysis and decision-making from a management perspective. Topics include financial statement analysis, financial planning and forecasting, time value of money with analysis and computation tools, risk and rates of return, asset valuation, capital budgeting, and miscellaneous financial decision-making tools and methods. 47 contact hours

#### **FIN 3461 FINANCIAL ANALYSIS** 3 credits

Prerequisite: FIN 3403, ACG 2071, STA 2023, and admission to the Banking BAS program. This course examines the methods and processes necessary to assess the financial characteristics of a business entity from a lender or credit granting perspective. The course addresses the measurement, assessment, and evaluation of the short-term and long-term cash and capital requirements of a business entity. 47 contact hours.

#### **FIN 4140 FINANCIAL PLANNING** 3 credits

Prerequisite: FIN 3400 or permission of the Dean. This course examines the nature and principles of individual wealth creation and preservation. The course introduces principles for consumer financial decision making and personal money management. It will also cover the characteristics and appropriate application of modern tax, risk management and insurance, money management, investment, retirement, and estate planning tools and methods. 47 contact hours.

#### **FIN 4244 MONEY, BANKING AND FINANCIAL MARKETS** 3 credits

Prerequisites: FIN 3400 and admission to the Banking or International Business BAS program or permission of the Dean. This course examines the global characteristics of money, monetary policy, and such Central Banking systems as the Federal Reserve and European Central Bank systems. Students will develop a qualitative and quantitative understanding of the nature of money, interest rate dynamics, intermediation, and financial market characteristics. Students will further examine the characteristics and structures of financial institutions such as banks, insurance companies and credit unions. 47 contact hours.

#### **FIN 4323 BANK OPERATIONS AND MANAGEMENT** 3 credits

**Course Descriptions**

This course will provide a managerial examination of the major operating functions of the banking industry. Emphasis will be on the student developing a solid foundation from a managerial perspective: money and interest, deposits, negotiable instruments, bank loans, mortgages, commercial lending, specialized services, security, and ethics. 47 contact hours.

**FIN 4324 COMMERCIAL BANK MANAGEMENT 3 credits**

Prerequisite: FIN 3403 and admission to the Banking BAS program or permission of the Dean. This course examines the nature and role of banks and affiliated non-deposit financial intermediaries in a modern economy. The course will also cover the characteristics of a banking institution, banking structure and organization. The principles of bank accounting and financial performance systems, profitability, growth, competitive strategies and risk management will be major topics in the course. 47 contact hours.

**FIN 4345 CREDIT ANALYSIS AND LOAN STRUCTURES 3 credits**

Prerequisite: FIN 4324, and admission to the Banking BAS program. It is recommended that students take FIN 3461 prior to this course. This course examines the nature and role of the lending process, a crucial and fundamental skill of banking professionals. The course addresses the credit analysis evaluation of retail and commercial loan applicants; the development, specification, and perfection of an appropriate loan arrangement; and the subsequent monitoring, collection, and "unwinding" activities. 47 contact hours.

**FIN 4504 INVESTMENTS 3 credits**

Prerequisite: FIN 3400 and admission to the Banking BAS program. This course examines the nature of the modern capital markets, investments, and portfolio management. It is intended to blend theory with appropriate application to create strategies to achieve successful value creation. The characteristics and valuation of equity, fixed income, and derivative securities will be addressed. 47 contact hours.

**FIN 4634 INTERNATIONAL BANKING AND FINANCE 3 credits**

Prerequisite: FIN 3400 and admission to the Banking or International Business BAS program or permission of the Dean. This course examines the nature of the modern international financial system, factors influencing foreign exchange rates, and international capital and monetary markets. Students will develop qualitative and quantitative understanding of fixed and floating exchange rate monetary systems, the interaction of multinational interest rates. The student will examine inflation rates and Transactions and Economic Exposure, and risk management. Students will be expected to assess and determine specific strategies to reduce foreign exchange risk in commercial and financial institutions. 47 contact hours.

**FIN 4930 SPECIAL TOPICS IN FINANCE 3 credits**

Prerequisite: Admission to the Banking BAS Program or permission of the Dean. This course is an examination of unique finance topics and problems that deserve additional depth and attention as the art and science of finance and banking evolves. The student will be introduced to the foundational principles, methodologies, application, and contemporary issues surrounding the course topic. 45 contact hours.

**HSA 3104 HEALTH CARE DELIVERY IN THE UNITED STATES 3 credits**

Prerequisite: Admission into the Health Services Administration BAS Program or permission of the Dean. This course explores the social, economic, political, technological and legal forces that influence the delivery of health care in the United States. The organization, financing and delivery of health care are examined, as are the legislative and policy processes related to health care. 47 contact hours or equivalent.

**HSA 3113 CONTEMPORARY ISSUES IN HEALTH CARE 3 credits**

Prerequisites: HSA 3104. This course is designed to introduce students to a range of issues related to health and health care in the United States. Course content will give students the opportunity to explore differing perspectives as they develop a deeper understanding of the issues and enhance their research and communication skills. The course will enable students to analyze and evaluate evidence regarding controversial issues and allow them to develop and practice skills in formulating and writing well-informed, well-articulated arguments and reflections. 47 contact hours or equivalent.

**HSA 3170 HEALTH CARE FINANCE 3 credits**

Prerequisite: HSA 3104. This course provides students with an overview of the principle financial mechanisms in the U.S. Healthcare Industry and the critical issues the industry currently faces. Additionally, it provides students with a foundation in using financial tools which will enable them to better understand health care finances and analysis within the health care system. 47 contact hours.

**HSA 3551 ETHICS IN HEALTH CARE 2 credits**

## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

### Course Descriptions

Prerequisites: HSA 3104. This course will explore ethical behavior in various health care settings. Students will analyze decision making models, theories, values, and professional obligations and apply them to their roles as health care providers. 32 contact hours or equivalent.

#### **HSA 3702 RESEARCH METHODS IN HEALTH SCIENCE** 3 credits

Prerequisite: HSA 3104. This course is an overview of the role and scope of research as it relates to the support of decision making. This course develops the basic skill of critically analyzing research findings. Research methods are introduced with emphasis placed on analyzing key elements of research reports as a basis for determining the appropriateness of the research results for evidence-based health service's practice. 47 contact hours or equivalent.

#### **HSA 4140 STRATEGIC HEALTH MANAGEMENT AND PLANNING** 3 credits

Prerequisite: HSA 3104. This course will focus on past and present interventions that affect supply and demand for health care at community, state, regional, and national levels. Health planning and regulatory entities will be presented. Strategic management and program planning in the context of current economic and market conditions will be discussed and students will formulate practical implications based on current literature. 47 contact hours or equivalent.

#### **HSA 4184 LEADERSHIP AND MANAGEMENT IN HEALTH RELATED ORGANIZATIONS** 3 credits

Prerequisite: HSA 3104. This course focuses on the theories, concepts and principles of leadership. Emphasis will be on the development of leadership skills related to personal and professional behavior, communication, organization and self-examination. This course explores opportunities to develop leadership roles appropriate in Health-Related Organizations. 47 contact hours or equivalent.

#### **HSA 4191 HEALTH INFORMATION SYSTEMS** 3 credits

Prerequisite: HSA 3104 or permission of the Dean. This course focuses on the theories, concepts and principles of health information systems and development of critical thinking skills for use in practice/working in health care informatics. Current trends and issues in using, designing, and managing health care information systems will be examined. Students, applying evidence-based knowledge, will analyze the design and implementation of health care information systems. 47 contact hours or equivalent.

#### **HSA 4502 HEALTH CARE RISK MANAGEMENT** 3 credits

Prerequisite: HSA 3104. This course focuses on the theories, concepts and principles of health care risk management and development of an integration of concepts relevant to health care risk management. Current trends and issues in using, designing, and managing health care risk management systems will be examined. Students, applying evidence-based knowledge, will analyze the design and implementation of health care risk management systems. 47 contact hours or equivalent.

#### **HSC 3201 COMMUNITY HEALTH AND EPIDEMIOLOGY** 3 credits

Prerequisite: HSA 3104. This course is designed to assist students in recognizing and analyzing the interrelationships between individuals, population group, and communities in determining the health status of each. Students will explore the complex determinants of health and disease, the impact of economic, social, environmental and cultural concerns on community health status, and community organizations that help shape community health. Course content integrates concepts from behavioral, biological and natural sciences, with emphasis on epidemiology, to examine the history and foundation of community health. 47 contract hours or equivalent.

#### **HSC 3211 CONCEPTS OF HEALTH PROMOTION AND DISEASE PREVENTION** 3 credits

Prerequisite: HSA 3104. This course is designed to develop student's knowledge and theoretical insight into the historical and contemporary developments, trends, fundamental concepts and strategies in Health Promotion practice and its role at local, national and international levels. Students will explore the most common theories from behavioral and social sciences that address individual motivations and obstacles to positive health behavior or behavior change, as well as social-based, organization-based and eco-social theories, including the Health Belief Model, the Theory of Planned Behavior, the Transtheoretical Model, Social Support Theory, Social Learning Theory, and Diffusion of Innovations. 47 contact hours per week or equivalent.

#### **HSC 4910 HEALTH SERVICES ADMINISTRATION CAPSTONE** 4 credits

Prerequisites: Final Semester of program or permission of the Dean. This capstone course is designed to provide students an opportunity to apply their knowledge of a chosen professional health care or human studies role through teaching, internship, observation or work experience. This course will use selected sites on and off campus to develop the expanding role of the provider in the health and human services system. 62 contact hours or its equivalent.

#### **HUS 3321 CASE MANAGEMENT AND PROBLEM-SOLVING IN HUMAN SERVICES** 3 credits

## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

### Course Descriptions

Prerequisite: HSA 3104. This course covers various needs of the human services client. Case management with children and families, elderly, chronically mentally ill, developmentally and physically disabled, and those in health care settings will be discussed. Skills in case management will be covered as well as some research on case management. 47 contact hours or equivalent.

#### **HUS 4442 SUBSTANCE ABUSE AND THE FAMILY** 3 credits

Prerequisite: HSA 3104. This course offers a broad overview of the basic processes of substance use, abuse, addiction, treatment, and recovery. Students will examine the biological, psychological and societal forces that encourage the use, misuse, abuse and addiction to both licit and illicit substances. The course focuses on the major substances of abuse and their historical, social and legal impact on our society as well as their physical, psychological and social impact on individuals, families, and the community. 47 contact hours.

#### **HUS 4561 SOCIAL PROBLEMS AND POLICY** 3 credits

Prerequisite or co-requisites HSA 3104. This course will survey the political and administrative context in which public policies are developed, implemented, and evaluated. Topics may include long-term care, gerontology, mental health, substance abuse, homelessness, child and family programs, migration/immigration, juvenile crime and criminology. 47 contact hours or equivalent.

#### **ISM 3011 MANAGEMENT OF INFORMATION SYSTEMS** 3 credits

This course is an examination of information systems and their management. The student will be introduced to digital integration, managing information systems, electronic business, managing of hardware and software and designing information systems. 47 contact hours.

#### **ISM 3232 SOFTWARE ESSENTIALS** 3 credits

Prerequisites: CGS 1100 and admission to the Technology and Management BAS Program. Recommended: CIS 2321. This course covers a broad range of software topics as they apply to software management and systems analysis and design. Topics include, but are not limited to organizational requirements analysis, process of systems development and design, systems development life cycle (SDLC), and optimization of technology payback. 47 contact hours.

#### **ISM 3320 CORE SECURITY PRINCIPLES** 3 credits

Prerequisite: Admission to the College of Technology and Management BAS program. This course provides the foundation of security principles and skills necessary for the successful management of information security in an organization. Students will understand the controls over hardware, media, as well as personnel responsible for utilizing an organization's information assets. The student will also become familiar with auditing and monitoring for security events. The course focuses on the physical measures and their associated procedures necessary to safeguard against damage, loss and theft. The student will be able to recognize the basic concepts of cryptography including key algorithms, distribution methods, methods of attack, and the construction and use of concepts such as digital signatures. 47 contact hours.

#### **ISM 3324 APPLICATIONS IN INFORMATION SECURITY** 3 credits

Prerequisite: Admission to the College of Technology and Management BAS program. This course helps develop the important security concepts relative to software application development and access control that provide the knowledge and skills necessary for the successful management of information security in an organization. Students will understand the environment where software is designed and developed as well as the critical role software plays in providing security to an organization's information systems. The course focuses on software development concepts that relate to security, and how access control methodologies fit into the entire enterprise architecture. 47 contact hours.

#### **ISM 3330 INFORMATION SECURITY POLICY ADMINISTRATION AND MANAGEMENT** 3 credits

Prerequisite: Admission to the College of Technology and Management BAS program. This course develops the information security knowledge and skills necessary for the successful management of information security technology in an organization. Students will understand an organization's information assets. Students will also learn how to develop and implement policies, procedures and standards as they relate to an information security plan. The course focuses on information classification, risk assessment, business continuity planning and enterprise security architecture, as well as the key concepts of enterprise information security planning and administration. 47 contact hours.

#### **ISM 3930 SEMINARS IN TECHNOLOGY MANAGEMENT** 1 credits

Prerequisite: Admission to any BAS program in the College of Technology and Management or permission of the Dean. This course focuses on current and emerging issues in the management of technology in a modern business. Its format and topics will vary but will typically include a half-day to one-day seminar by one or more industry subject matter experts on specific technology management topics such as telecommunication, information security, system development management, etc. The requirements for each student will vary with the seminar topic. This course must be taken three (3) times for a total of three (3) credits using different seminar topics. In addition, students can take it a 4th time as an elective for 1 credit under a different seminar topic. 16 contact hours.

**Course Descriptions**

**ISM 4212 DATABASE DESIGN AND ADMINISTRATION** 3 credits

Prerequisite: CGS 1100 or permission of the Dean and admission into the Technology Management BAS Program. This course covers the essentials of database design and administration in a business environment and focuses on the skills and knowledge necessary to develop data models aligned with the requirements of business. This course also covers structured query language (SQL) and the object-oriented approach to data modeling and design. 47 contact hours.

**ISM 4220 NETWORK TECHNOLOGIES FOR INFORMATION PROFESSIONALS** 3 credits

Prerequisites: Admission to the College of Technology & Management BAS program or permission of the Dean. Recommended: At least two information technology or computer science courses at a college or university level. This course is designed to give the student an understanding of the various networking technologies and their practical application in the management of a business. The course also covers the technical issues involved in designing and implementing an efficient network for voice, data, and information networks. 47 contact hours.

**ISM 4301 GLOBAL INFORMATION SYSTEMS** 3 credits

Prerequisite: Admission to the College of Technology and Management BAS programs. This course addresses key management issues as they are applied to global information resources management. This course addresses key management issues as they are applied to global information resources management. This course also addresses strategic global systems issues such as hardware, software, Enterprise Resource Planning (ERP), electronic business integration, security and infrastructure support for a variety of industries. 47 contact hours.

**ISM 4323 SECURITY ESSENTIALS** 3 credits

Basic understanding of network, database and application principles is suggested. This course includes the study of security issues: access control, authentication, authorization, and non-repudiation as well as network security, platform security, data and file security, virus detection and management, scam control and security administration. Also included are support technologies and tools such as: security gateways, firewall, certification authorities, Public Key Identifiers (PKI) services. 47 contact hours.

**ISM 4480 ELECTRONIC COMMERCE SYSTEMS AND STRATEGIES** 3 credits

Prerequisites: Admission to the Technology Management or International Business BAS programs or to the Business Technology Education BS program. This course is designed to familiarize the student with the management approach to defining and implementing e-commerce (EC) systems. The course addresses the digital economy, EC strategy and marketing, EC models (Business to Business, Business to Consumer, etc.) as well as EC architectures. The course will cover management and regulatory issues in EC such as internationalization, electronic payment methods, Internet fraud, mobile ecommerce, and current implementation technologies. Architectures and inter-dependence (i.e. integration) of systems will be covered. 47 contact hours.

**ISM 4932 SPECIAL TOPICS IN INFORMATION SYSTEMS MANAGEMENT** 3 credits

Prerequisite: Admission into the Technology Management BAS program. This course is an examination of unique information systems management topics and problems that deserve additional depth and attention as technology and information systems evolve. The student will be introduced to the foundational technologies, history, and contemporary issues surrounding the course topic. 47 contact hours.

**LAE 4414 LANGUAGE ARTS FOR PRE-KINDERGARTEN/PRIMARY EDUCATION** 3 credits

Prerequisite: EEC 3111. This course is designed to increase the student's understanding of the fundamentals of early literacy, early reading skills and reading development in children three to eight years of age (prekindergarten to grade three.) Literacy development will be explored along with the understanding that communication is a whole process in which speaking, listening, using written symbols and reading symbols are closely connected. The course explores activities that foster a balanced, positive, constructive and appropriate attitude towards literacy in young children as reflected in college classroom performance and practical application. The course requires 15 field experience hours in an early childhood setting. 47 contact hours.

**LAE 4416 INTERMEDIATE LITERACY 3-6: WRITING AND THINKING** 3 credits

This course is an introduction to writing instruction and the best methods to use with students in grades three through six. This course will examine the development of writing instruction over the past thirty years and provide knowledge about those who have been most influential in its evolution. This course will examine, among many other things, the writing process, the use of a daily writing workshop for instructional purposes, materials to use for instructing and assessing writing, the place of literature in the writing classroom and ways to use writing to enhance thinking throughout all curriculum areas. 47 contact hours.

**MAD 3107 DISCRETE STRUCTURES** 3 credits

### **Course Descriptions**

Prerequisite: MAC 2312. This course is designed to give secondary mathematics education majors a thorough understanding of the nature and importance of mathematical proof as well as provide knowledge of a variety of discrete mathematics topics. Topics include mathematical proofs, logical arguments, formal logic systems, sets, equivalence relations, partial orders, functions, mathematical induction, recursion, iteration, recurrence relations, counting principles, combinatorics, and graph theory. Special emphasis will be placed on mathematical reasoning and on connecting the central mathematical concepts contained in this course with related topics across both secondary and college-level mathematics curricula. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours. (Credit is not also given for MAD 2104. Mathematics education majors are required to complete MAD 3107 Discrete Structures.)

#### **MAE 3166 BUILDING TRUST IN THE MATHEMATICS CLASSROOM 1 credits**

This course introduces strategies for establishing a relationship of trust in the mathematics classroom and creating a classroom environment of respect and rapport. Students will also learn techniques for producing positive student behavior. This course includes a minimum of 10 school-based hours of observation/teaching specifically related to principles of establishing a learning environment of trust, respect and rapport. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 17 contact hours.

#### **MAE 3320 INTERACTIVE MIDDLE SCHOOL MATHEMATICS PROJECTS 3 credits**

Prerequisite: Admission to Mathematics Education BS program. Corequisite: MAE 3941. This course is designed for students who are majoring in secondary mathematics education and who will be obtaining teacher certification in grades 6-12. In this course students learn principles of effective curriculum design and assessment and apply these principles by designing and developing interactive mathematics curriculum projects for middle school students. This course is offered concurrently with the one credit hour practicum, Interactive Middle School Mathematics Projects, in which students present their projects in middle school classroom environments. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

#### **MAE 3823 CONNECTIONS THROUGH ALGEBRAIC THINKING 4 credits**

Prerequisite: DEP 3305. This course is designed to develop a background for the middle school mathematics teacher that will enable the teacher to understand the relationship between the brain and learning, the meaning of conceptual change, some of the history of symbolic language, the geometric terms used for shapes and simple relationships, the significance of readiness for abstract thought and the importance of variety in teaching through presentations that utilize technology and connections to out-of-school experiences. The course will emphasize the constructivist approach and the teaching of solving problems mathematically. The course will utilize National Council of Teachers of Mathematics (NCTM) standards and Sunshine State Standards (SSS) in problem solving in algebraic and geometric applications as well as applications with basic numerical operations. 62 contact hours.

#### **MAE 3941 INTERACTIVE MIDDLE SCHOOL MATHEMATICS PROJECTS PRACTICUM 1 credits**

Prerequisite: EDF 3214. Corequisite: MAE 3320. This course is designed for students who are majoring in secondary mathematics education and who will be obtaining teacher certification in grades 6-12. This practicum accompanies Interactive Middle School Mathematics Projects and provides students with opportunities to present their interactive curriculum projects to middle school students in local area school districts. Project presentations will be coordinated with in-service middle school teachers and their curriculum schedules and needs. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. Students spend a minimum of forty (40) to sixty (60) school-based hours in the middle school classroom. 17 contact hours.

#### **Topic #2: INTERACTIVE MIDDLE SCHOOL MATH FIELD EXPERIENCE: IMPACT**

Prerequisite: Admission to the Mathematics Education IMPACT Program. Corequisite: MAE 3320, EDF 3214. This course is designed for certification candidates who are majoring in secondary mathematics education and who will be obtaining teacher certification in grades 6-12. This practicum provides candidates with opportunities to present their interactive curriculum projects to middle school students in local area school districts. Project presentations will be coordinated with inservice middle school teachers and their curriculum schedules and needs. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. Students spend a minimum of 35 school-based hours in the middle school classroom. 17 contact hours.

#### **MAE 4330 INSTRUCTIONAL METHODS IN SECONDARY MATHEMATICS WITH TECHNOLOGY 3 credits**

Prerequisite: Admission to Mathematics BS program (MTSED-BS) or Mathematics Education Impact program. Corequisite: MAE 4942. This course is designed for students who are majoring in secondary mathematics education and is offered concurrently with Instructional Methods in Secondary Mathematics with Technology Practicum. This course addresses the required instructional methods, techniques, strategies, resources, and assessment considerations for effective teaching of secondary mathematics. It also incorporates appropriate technology to support the learning of mathematics. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

#### **MAE 4642 ASSESSING COGNITIVE AND AFFECTIVE ISSUES IN LEARNING MATHEMATICS 2 credits**

### Course Descriptions

Prerequisite: EDF 3214. This course is designed for students who are majoring in secondary mathematics education and who will be obtaining teacher certification in grades 6-12. This course assesses research-based evidence of cognitive and affective factors that impede or enhance learning (e.g., learner characteristics, what makes learning a particular concept difficult, teaching methodologies for specific areas of content) and applies this evidence to the teaching of mathematics. It emphasizes pedagogical reflection and problem solving by means of active learning strategies, physical and visual materials, print and electronic resources and effective questioning and communicating. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 32 contact hours.

#### **MAE 4940 INTERNSHIP: SECONDARY MATHEMATICS EDUCATION 6-12** 12 credits

Prerequisites: Successful completion of all Secondary Math Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

#### **MAE 4942 INSTRUCTIONAL METHODS IN SECONDARY MATHEMATICS WITH TECHNOLOGY PRACTICUM** 1 credits

Corequisite: MAE 4330. This course is designed for students who are majoring in secondary mathematics education and is offered concurrently with Instructional Methods in Secondary Mathematics with Technology. This course provides students with opportunities to apply the knowledge of teaching methods, techniques, and strategies learned in Instructional Methods in Secondary Mathematics with Technology. There are forty (40) to sixty (60) school-based hours of teaching/observation required and will be coordinated with in-service high school teachers and their curriculum schedules and needs. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 17 contact hours.

#### **Topic #2: INSTRUCTIONAL METHODS IN SECONDARY MATHEMATICS FIELD EXPERIENCE: IMPACT**

Prerequisite: Admission to the Mathematics Education IMPACT Program. Corequisite: MAE 4330. This course provides candidates with opportunities to apply the knowledge of teaching methods, techniques, and strategies learned in the course Instructional Strategies Using Technology in Secondary Mathematics. Teaching/observation is required for 20 school-based hours and will be coordinated with in-service high school teachers and their curriculum schedules and needs. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 17 contact hours.

#### **MAE 4943 INTERNSHIP: MIDDLE GRADES MATHEMATICS EDUCATION 5-9** 12 credits

Prerequisites: Successful completion of all Middle Grades Mathematics, 5-9 Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

#### **MAN 3240 APPLIED ORGANIZATIONAL BEHAVIOR** 3 credits

This course will provide a broad overview of organizational functioning. This will include basic management, individual differences, diversity, communication, motivation, team building, leadership and the dimensions of organizational structure, design, culture and change. 47 contact hours.

#### **MAN 3301 PUBLIC PERSONNEL MANAGEMENT** 3 credits

This course will provide the student an examination of the services that are provided by a manager of a human resources department. The student will be introduced to the legal issues associated with personnel management, staffing, development, compensation and benefits, and labor relations. 47 contact hours.

#### **MAN 3303 MANAGEMENT AND LEADERSHIP PRACTICES** 3 credits

Prerequisite: Admission to the College of Technology and Management, Public Safety, or Educational Studies BAS programs, or permission of the Dean. This course presents concepts, principles, and techniques of business management and leadership in a dynamic organizational environment. This course will incorporate management skill development as it relates to the core aspects of leadership. The student will be empowered to facilitate organizational objectives through techniques such as planning, organizing, controlling, and leading. 47 contact hours.

#### **MAN 3503 MANAGERIAL RISK ANALYSIS AND DECISION MAKING** 3 credits

Prerequisite: Admission to the College of Technology and Management BAS program or permission of the Dean. This course covers a framework for making decisions, as well as understanding how these decisions can be used to manage risk. Managers need to understand how they personally value risk in order to recognize the potential impact their behavior may have on organizations and

### **Course Descriptions**

stakeholders. This course will study approaches that students may develop and apply decision making and risk analysis to solve problems in different operating environments. 47 contact hours.

#### **MAN 3504 OPERATIONS MANAGEMENT 3 credits**

Prerequisites: (CGS 1100) and admission to the Technology Management or International Business BAS programs or to the Business Technology Education BS program. This course helps the student understand the entire enterprise and the role of operations management in an organization. Students will understand how to identify key factors impacting decisions and will be exposed to analytical tools to aid in decision making. 47 contact hours.

#### **MAN 3600 INTERNATIONAL BUSINESS 3 credits**

Prerequisites: Admission to the Technology Management or International Business BAS programs or to the Business Technology Education BS program. This course will provide a broad overview of management practices from an international perspective. This will include international management, strategic analysis and planning in a global setting, implementation and control of businesses and managing technology components to meet the challenges of globalization. Emphasis will be on addressing issues and opportunities that managers face when managing multinational multicultural organizations. 47 contact hours.

#### **MAN 3593 LOGISTICS MANAGEMENT 3 credits**

Prerequisite: MAN 3504 and Admission to the College of Technology and Management BAS Programs. This course presents the basic concepts, principles, and techniques of logistics management. Emphasis will be on the student's developing an international view while centering them in the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate basic logistics management, logistics operations, and customer/supplier relationships as they relate to the core aspects of the management practice. 47 contact hours.

#### **MAN 3780 SUSTAINABILITY IN THE BUILT ENVIRONMENT: GREEN CONSTRUCTION AND URBAN PLANNING 3 credits**

Prerequisite: ARC 2461 and MAN 3786 and admission to the Sustainability Management BAS Program. This course is intended to provide an overview of concepts of green construction methods and urban planning. Topics covered include sustainable building construction techniques, sustainable neighborhood development, and sustainable urban practices in future land use planning, transportation design, recycling, storm water, and waste management. 47 contact hours.

#### **MAN 3781 SUSTAINABLE BUSINESS STRATEGIES 3 credits**

Prerequisites: Admission to the Sustainability Management BAS Program. This course is intended to provide an overview of concepts, tools, and techniques to build and operate a sustainable organization. Topics covered include the role of leadership in sustainability, organizational design issues, capital investment, costing, and risk management systems, incentives and rewards, measurement of social, environmental, and economic impacts, green marketing concepts, and internal and external reporting. 47 contact hours.

#### **MAN 3784 SUSTAINABILITY IN THE NATURAL ENVIRONMENT 3 credits**

Prerequisites: General Education science requirement (Environmental Science, Chemistry, Biology, Tropical Ecology, Earth Science, Geology, Meteorology, or Oceanography) and admission to the Sustainability Management BAS Program. This course is intended to provide an overview of principles of sustainability regarding the natural environment. Topics covered include business effects and mitigation of air, land, and water pollution, soil erosion and resource extraction, climate change, and threats to biodiversity. 47 contact hours.

#### **MAN 3786 SUSTAINABLE ENTERPRISE PLANNING 3 credits**

Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course introduces students to assessment tools, design and construction considerations, and operating planning requirements for sustainable enterprises. Students will learn about the ecological and economic benefits of sustainability/green practices. Additionally, they will learn how product, process, and service decisions affect sustainable enterprise concepts. Today's enterprises focus on social and environmental challenges, marketing, supply chain decisions, recycling, reusing, reconditioning, and other product and service decisions in order to realize a competitive advantage. This course will focus on best practices, case studies, evolving trends, and experimental efforts regarding sustainable/green systems. 47 contact hours.

#### **MAN 3802 PRINCIPLES OF ENTREPRENEURSHIP 3 credits**

Prerequisite: Admission to the College of Technology and Management BAS program or permission of the Dean. This course provides an overview of the multiple elements associated with starting and operating a small business. There will be a wide range of fundamentals covered, including: identifying needs of the marketplace, researching and assessing market opportunities, identifying and analyzing risk, creating a value proposition, designing an introductory marketing platform, obtaining financing, cash flow strategies, operating a small business, growing a small business and relevant best practices. 47 contact hours.

**Course Descriptions**

**MAN 3860 PHILANTHROPY AND THE MANAGEMENT OF THE NOT-FOR-PROFIT (NFP) 3 credits**

Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course will provide the student with an introduction to the principles of philanthropy and the history of the creation of not-for-profit organizations. Attention will be given to strategic planning as an essential executive management tool for the growth and survival of not-for-profit organizations. This includes the understanding of the purpose of a strong mission and vision statement. Also, students will be introduced to the role of a board of trustees and the importance of volunteer management. Attention will also be given to the executive manager's role in evaluating, setting, and implementing financial goals for the organization's sustainability. This course includes a brief introduction to the most common types of fund development plans. 47 contact hours

**MAN 3861 MANAGEMENT OF THE FUND DEVELOPMENT PROCESS IN NOT-FOR-PROFIT (NFP) 3 credits**

Prerequisite: MAN 3860 and Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course will provide students with a comprehensive introduction to fund-raising strategies and tools of not-for-profit organizations. The elements of institutional readiness for fund raising will be examined with attention to the role of the board of trustees and volunteers, policies and procedures, and the master plan of the organization. The place of public relations and marketing, as well as the participation of non-development managers in the fund-promotion effort, will be considered. The annual giving program will be introduced as the foundation of mission-driven, volunteer-powered fund development. Fund raising from foundations and corporations will be reviewed with special focus on the preparation of funding proposals. Major investments by donors in the institution's mission, in terms of special purpose major gifts and gift planning will be reviewed, and issues of fund development management and efficiency will be examined. 47 contact hours.

**MAN 3930 SEMINARS IN BUSINESS AND MANAGEMENT 1 credits**

Prerequisite: Admission to any BAS Program in the College of Technology and Management, or permission of the Dean. This course focuses on current and emerging issues in business and management. Its format and topics will vary but will typically be a full day or a half-day seminar conducted by one or more industry subject-matter experts who will address a specific business and management topic such as financial markets, international trade, human resources, cultural issues, or economic subjects, etc. The requirements of each student will vary with the topics in question. This course may be taken 3 times for a total of 3 credits using different seminar topics. 16 contact hours.

**TOPIC #1 ISSUES IN MODERN BANKING**

Prerequisite: Admission to any BAS Program in the College of Technology and Management, or permission of the Dean. This specific section of the Seminars in Business and Management course focuses on current and emerging issues in Bank and Financial Services Management. Its format and topics will include a half-day to one-day seminar by a practicing financial services executive or regulator, a pre-seminar activity involving the reading of relevant literature related to the subject banking issues, and a post-seminar activity to reinforce the information, concepts, and issues presented at the seminar. 16 contact hours.

**TOPIC #2 GLOBALIZATION: NEW CHALLENGES FOR TAMPA BAY AREA**

Prerequisite: Admission to any BAS Program in the College of Technology and Management, or permission of the Dean. This specific section of the Seminars in Business and Management course focuses on current and emerging globalization challenges confronting the local region. Its format and topics will include a half-day to one-day seminar by a practicing economic development professional or regulator, a pre-seminar activity involving the reading of relevant literature related to the subject globalization issues, and a post-seminar activity to reinforce the information, concepts, and issues presented at the seminar. 16 contact hours.

**TOPIC #3 INTERNATIONAL STUDY ABROAD**

Prerequisite: Admission to any BAS Program in the College of Technology and Management, or permission of the Dean. The student may participate in a "study abroad trip" respective to their studies in International Business, Technology Management or Banking. The nature and location of the trip will be approved by the College Dean and faculty. Typically a two week study abroad trip will explore various issues pertaining to international business (globalization), marketing, entrepreneurship, law or technology related to the country or location visited. The student may earn 1 credit for the seminar/study. 16 contact hours.

**TOPIC #4 E-GOVERNANCE**

Prerequisite: Admission to any BAS program in the College of Technology and Management or permission of the Dean. This seminar focuses on the use of information and communications technology to create and transfer knowledge on electronic governance (e-governance) and electronic democracy (e-democracy) associated with the e-Governance Academy and the Government of Estonia. E-governance and e-democracy provides a mechanism for analyzing and systematizing international and domestic experiences allowing the creation of a knowledge base and experience model where the knowledge can be transferred to interested parties and government agencies.

**TOPIC #5 ENTREPRENEURSHIP: FOCUSING ON INNOVATION**

Prerequisite: Admission to any BAS program in the College of Technology and Management or permission of the Dean. This seminar focuses on key elements of successful Entrepreneurship. Entrepreneurship concepts in the seminar may include issues such as new market venture ideas, financing options for a new business, how to get a new product to market, product branding, business leadership and innovation, defining business development and successfully using incubators in a new business. 16 contact hours.

**Course Descriptions**

**TOPIC #6 IMPORTING & EXPORTING OF TECHNOLOGY & SECURITY**

Prerequisite: Admission to any BAS program in the College of Technology and Management or permission of the Dean. This seminar focuses on the emerging topics and considerations associated with import and export controls on high technology. Current legal requirements as governed by the Bureau of Industry and Security (BIS) and regulations under the Export Administration Act (EAA) will be examined. Emerging technology and exports to outlawed countries will be explored. 16 contact hours.

**TOPIC #7 SUSTAINABILITY/GREEN MANAGEMENT CONCEPTS**

Prerequisite: Admission to any BAS Program in the College of Technology and Management, or permission of the Dean. This course focuses on current and emerging issues in business sustainability/green. Its format will vary but will typically include a ½ day to one day seminar by one or more industry experts. Depending on the seminar specific topic, the expert(s) will address specific business and management topics pertaining to sustainable business planning, such as social and environmental challenges, marketing and supply chain decisions, recycling, reusing, reconditioning, product and service decisions in order to realize a natural competitive advantage within their operating strategies, international policies and regulations, and other key sustainability/green issues, as well as laws associated with this subject matter. The requirements of each student will vary depending on the topic in question. The course may be taken 3 times for a total of 3 credits using different seminar topics. 16 contact hours.

**MAN 3949 COOPERATIVE WORK EXPERIENCE IN COLLEGE OF TECHNOLOGY AND MANAGEMENT 3 credits**

Prerequisite: Senior standing and faculty advisor/co-op coordinator or Dean's approval. This course provides a mechanism to earn credit for relevant work experience, on the job. Those already working in the field can earn credit for their on-the-job training and effort. Students will be required to complete a portfolio and make a presentation to earn this credit. The equivalent of three months full-time work is required. MAN 3949 may not be repeated for credit. The portfolio of work will be reviewed by a faculty member for relevance to the studies, nature/quality of the work and the student's individual contributions.

**MAN 4061 CORPORATE SOCIAL RESPONSIBILITY 3 credits**

Prerequisite: Admission to the College of Technology and Management BAS program or permission of the Dean. This course will introduce the student to business ethics as a process of responsible decision making in the workplace. The student will analyze various ethical issues and dilemmas that face corporations today to provide the student a basic foundation in business ethics. The student will build an ethical decision making model based on an acquired understanding of corporate social responsibility. 47 contact hours.

**MAN 4102 MANAGING CULTURAL DIVERSITY 3 credits**

Prerequisite: Admission to the Technology Management or International Business BAS program. This course presents the basic concepts, principles, and techniques associated with leading cultural diversity in the global marketplace. Emphasis will be on the students developing an understanding of the interplay between leadership, cultural diversity, and the global business models. Students will also gain an understanding of how these concepts relate to and are applied in regional markets like Asia, Latin America, Europe, Africa, and the Middle East. 47 contact hours.

**MAN 4520 QUALITY MANAGEMENT (SIX SIGMA) 3 credits**

Prerequisites: MAN 3504 or PLA1763 or permission of the Dean. This course presents the advanced concepts, principles, and techniques of Six Sigma Methodology. Emphasis will be on students developing a solid philosophical, conceptual, and practical view of Six Sigma methodologies as they are applied to the business objectives. This course will create greater understanding of the concept of Six Sigma, through methodology, organizational roles, and improvements in the organization. 47 contact hours.

**MAN 4534 BUSINESS ARCHITECTURE AND PROCESS MODELING 3 credits**

Prerequisite: MAN 3504 and admission to the College of Technology Management BAS program or Business Technology Education BS program. This course focuses on defining, analyzing, and designing effective business models. Students will learn how to understand, model, analyze, and ultimately design business process modeling and simulation strategies. . Methods used to simulate process performance can reveal implications of process changes, which then can be analyzed and improved to make effective managerial decisions. 47contact hours.

**MAN 4570 INTERNATIONAL PROCUREMENT AND OUTSOURCING 3 credits**

Prerequisite: MAN 3504 and Admission to the Technology Management or International Business BAS program. This course presents the basic concepts, principles, and techniques of procurement and outsourcing. Emphasis will be placed on students developing a basic knowledge set while centering them in the real themes, demands, and opportunities of an evolving and dynamic international business environment. This course will incorporate basic principles of procurement and outsourcing as they relate to the core aspects of international management practices. 47 contact hours.

**MAN 4584 PROCESS IMPROVEMENT METHODOLOGIES 3 credits**

Prerequisite: Admission into the College of Technology and Management BAS program. This course presents the basic principles and techniques used to manage process improvement. Today's managers need to understand how to engage people in process

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improvement, as well as how to critically understand and apply the associated methodologies. Process improvement is complicated and dynamic, encompassing a variety of approaches traditionally recognized as Total Quality Management (TQM), Lean, Six Sigma, Balanced Scorecard, and many others. The potential benefits of process improvements create not only lucrative opportunities for today's organizations, but they are a necessity for survival in the competitive world marketplace. Businesses must be able to better manage and control their process improvements in order to achieve their strategic objectives. 47 contact hours.

**MAN 4625 MANAGING GLOBAL HUMAN RESOURCES 3 credits**

This course focuses on addressing the issues and strategies of managing the human resource (HR) areas of transnational firms. This will include comprehending local employment laws, adapting HR management practices to local situations, understanding how to effectively recruit, develop and train talent in global enterprises, reviewing performance appraisals and addressing labor relations in multinational organizations. 47 contact hours.

**MAN 4702 STRATEGIC MANAGEMENT AND POLICY 3 credits**

Prerequisite: Admission to the College of Technology and Management BAS program or permission of the Dean. This course will provide the student with the basic knowledge needed to craft, implement and execute strategies for managing a business enterprise. It provides also the opportunity for the student to understand how developing strategic management goals and plans will impact the company's competitive advantage and strategic resource fit within specific industries. Another area that will be covered is an overview of culture leadership with strategy and culture. 47 contact hours.

**MAN 4741 CHANGE AND INNOVATION MANAGEMENT 3 credits**

Prerequisite: ETI 3116, ETI 3647, or MAN 4584 and admission to the College of Technology and Management. This course is intended to provide an overview of concepts and strategies for change management and diffusion of innovation. Topics covered include innovation processes, technology forecasting, organizational development, synectics, reengineering, diffusion of innovations theory, social epidemic theory, learning organization, and change implementation strategies. 47 contact hours.

**MAN 4783 SUSTAINABLE BUDGET MANAGEMENT TRIPLE BOTTOM LINE ANALYSIS 3 credits**

Prerequisites: MAN 3786 and MAN 3XX3 (Sustainable Business Strategies) and admission to the Sustainability Management BAS program. This course is intended to develop students' knowledge and skills in environmental budget analysis, triple bottom line evaluation and reporting, and the economics of sustainability. 47 contact hours.

**MAN 4787 ENERGY AND ENVIRONMENTAL TECHNIQUES 3 credits**

Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course introduces students to how organizations can deal with societal challenges associated with energy and the environment. This course is intended for students with little or no background in science or mathematics, and will focus on organizational applications and opportunities for sustainability/green initiatives. This will include availability and cost requirements of energy, as well as the effects of energy use on our environment. Students will explore organizational energy and environmental models that are increasingly overlapping in the global marketplace. This course will highlight applications and opportunities for today's managers to link operating decisions to environmentally and energy focused practices. 47 contact hours.

**MAN 4788 SUSTAINABILITY AND ENVIRONMENTAL ISSUES 3 credits**

Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course integrates social and environmental values in a management context in order to further the student's understanding of human, natural, and financial sustainability issues. The student will evaluate sustainability and environmental philosophies on a broad scale. The student will understand international policies and regulations, human welfare, politics, environmental racism, hazardous waste and pollution, global warming, and other key sustainability/green issues. The student will work to develop skills in conducting cost-benefit, payback, and life cycle analysis to justify projects and evaluate their impact on sustainability/green issues. By increasing the student's understanding, he or she will be better prepared to direct a company, community, or country in ways that restore and enhance stakeholder value while insuring the continued sustainability of the environment as a whole for current and future generations. 47 contact hours.

**MAN 4801 BUSINESS PLAN STRATEGIES 3 credits**

Prerequisites: Admission to a College of Technology and Management BAS program or permission of the Dean. In addition, it is strongly recommended that Entrepreneurship students take MAN 3802 and MAR 4836 before taking this course. This course will allow students to create and test their business ideas through feasibility analyses. This course includes analyzing the strategic issues when starting a new firm or expanding a current business. The student will plan and implement the components of a business plan based upon their research and analysis. 47 contact hours.

**MAN 4862 ADVANCEMENT STRATEGIES FOR NOT-FOR-PROFIT (NFP) SUCCESS 3 credits**

**Course Descriptions**

Prerequisite: MAN 3861 and Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course will provide the student with tools for financial and strategic management of not-for-profit organizations. Students will study and learn how to maintain, build and advance the objectives of the not-for-profit organization. Considerable attention will be given to the budget and financial statement as tools of advancement and control. The student will learn the importance of evaluating, setting and implementing financial goals. Attention will be given to management tools and organizational tools that are necessary for employee and volunteer retention, constituent retention and advancement, public awareness, lobbying, and grant management. The importance of continuous program evaluation and accountability will be emphasized. 47 contact hours.

**MAN 4863 FACILITIES AND PROPERTY MANAGEMENT 3 credits**

This course is designed to provide the student the basic principles of facility management (FM) including the evolution of FM theories, and the role and impact of FM in today's workplace. Included in this course is a discussion of organizational models, FM roles and responsibilities, design and construction, space and asset management, technology, the placement of FM within the organization, FM as it relates to strategic planning within the organization, FM performance measures, benchmarking, operations and maintenance, and financial management. 47 contact hours.

**MAN 4900 SENIOR CAPSTONE PROJECT IN MANAGEMENT AND ORGANIZATIONAL LEADERSHIP 3 credits**

Prerequisite: Student must have completed all major (core) courses, with a grade of "C" or better, in the Management and Organizational Leadership Program or permission of the Dean. This capstone course will provide the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the college. It provides the student the opportunity to develop a plan to solve a problem dealing with management and organizational leadership issues of today. The student will choose one major plan to address the problem in detail. This is a 16 week course offered in fall and/or spring semesters only. 47 contact hours.

**MAN 4902 SENIOR CAPSTONE PROJECT IN SUSTAINABILITY MANAGEMENT 3 credits**

Prerequisite: The student must have completed all major (core) courses, with a grade of 'C' or better, in the Sustainability Management BAS Program or permission of the Dean. This capstone course will provide the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the college. It provides the student the opportunity to develop a plan to solve a problem dealing with sustainability management issues of today. The student will choose one major plan to address the problem in detail. This is a 16 week course offered in fall and/or spring semesters only. 45 contact hours.

**MAN 4910 SENIOR CAPSTONE PROJECT IN BANKING 3 credits**

Prerequisite: Student must have completed all major (core) courses in the Banking BAS Program or permission of Dean. This course provides the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the College. It provides the student the opportunity to develop a plan to solve a problem dealing with current banking issues. This course is the Capstone course before graduation. This is a 16 week course offered in fall and/or spring semesters only. 47 contact hours.

**MAN 4915 SENIOR CAPSTONE PROJECT IN TECHNOLOGY MANAGEMENT 3 credits**

Prerequisite: Student must have completed all major (core) courses in the Technology Management Program or permission of Dean. This is the capstone course for the Technology Management program. It will provide the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the college. It provides the student the opportunity to develop a plan to solve a problem dealing with technology management issues today. The student will choose one major plan to address the problem in detail. This is a 16 week course offered in fall and/or spring semesters only. 47 contact hours.

**MAN 4934 SENIOR CAPSTONE PROJECT IN INTERNATIONAL BUSINESS 3 credits**

Prerequisite: Completion of intermediate foreign language requirement. Student must have completed all major (core) courses in the International Business BAS Program or permission of dean. This course is the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the college. It provides the student the opportunity to develop a plan to solve a problem dealing with current international management issues. The student will choose one major plan to address the problem in detail. This course is the Capstone course before graduation. This is a 16 week course offered in fall and/or spring semesters only. 47 contact hours.

**MAN 4935 SPECIAL TOPICS IN MANAGEMENT CONCEPTS 3 credits**

Prerequisite: Admission to the International Business BAS Program. This course is an examination of unique management topics and problems that deserve additional depth and attention as the art and science of management evolves. The student will be introduced to the foundational philosophies, history, and contemporary issues surrounding the course topic. 47 contact hours.

**Course Descriptions**

**MAR 3802 MARKETING FOR MANAGERS 3 credits**

Prerequisites: Admission to the Technology Management, International Business, Banking, or Management and Organizational Leadership BAS programs, the Business Technology Education BS program or permission of the Dean. This course helps develop the marketing knowledge and skills necessary for the successful manager of a technology organization. Students will understand marketing concepts, including the development of and execution of a marketing strategy. The course focuses on business-to-business and business-to-government marketing as well as the marketing of services. 47 contact hours.

**MAR 4413 SALES, NEGOTIATING AND CUSTOMER RELATIONSHIP MANAGEMENT 3 credits**

Prerequisite: Admission to the Banking BAS program or permission of the Dean. This course focuses on addressing the issues, processes and strategies related to professional selling and sales management. This is a comprehensive course in the art of selling, focusing on relationship building, negotiating and sales management. Various techniques will be explored, including prospecting, lead management, product introduction, negotiation, closing strategies and relationship management. 47 contact hours.

**MAR 4424 INTERNATIONAL SALES AND MARKETING 3 credits**

Prerequisite: Admission to the Technology Management or International Business BAS program. This course focuses on addressing the issues and strategies of managing the sales areas of transnational firms. A comprehensive course in sales focusing on the "fundamentals" of selling, learning the differences of team selling, consultative selling, selling techniques, sales planning, selling strategies (including strategic alliances), time management, territory management, sales management, client management, customer relations, and options in developing a sales organizational structure in global enterprises. 47 contact hours.

**MAR 4613 MARKETING RESEARCH 3 credits**

Prerequisite: Admission to the Technology Management, International Business or Banking BAS program or permission of the Dean. This course focuses on addressing the issues, methods and strategies associated with the collection, management, analysis and dissemination of information for use in domestic and global marketing decisions. The core focus will be on primary (*quantitative & qualitative*) and secondary research methodologies, including problem identification, methodology design, sampling planning, questionnaire design, fieldwork implementation, data processing, data analysis and data presentation. 47 contact hours.

**MAR 4836 CONCEPT AND PRODUCT DEVELOPMENT 3 credits**

Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course will illustrate the numerous aspects involved with establishing bona-fide product concepts for newly established entrepreneurs. Included will be an in-depth review of how micro- and macro-econometric modeling and predictive marketing research models are created and used in consumer and business-to-business markets. Specific areas of focus include problem-solution relationships, innovation, idea generation, concept transition, test marketing, commercialization and branding. 47 contact hours.

**MAS 3105 LINEAR ALGEBRA WITH APPLICATIONS 4 credits**

Prerequisite: MAC 2312. This course is designed for students who are majoring in secondary mathematics education, mathematics, science or engineering. This course provides a thorough treatment of linear algebra using a matrix-oriented approach. Major topics include: matrices, systems of linear equations, linear transformations, determinants, eigenvectors and eigenvalues, vector spaces, subspaces, inner product spaces, and orthogonality. Emphasis is on gaining a deep understanding of the subject matter through the use of interactive computer algebra systems and application projects; emphasis is also given to development of algebraic reasoning abilities in analyzing conceptual relationships. Each student will develop an electronic portfolio of course projects and accomplishments, which incorporate the Florida Educator Accomplished Practices. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 62 contact hours. (Credit is not also given for MAS 2103.) 62 contact hours. Mathematics education majors are required to complete MAS 3105.

**MAS 4203 NUMBER THEORY 3 credits**

Prerequisites: MAC 2312. This course is designed for students who are majoring in secondary mathematics education, mathematics, science or engineering. This course offers an investigative approach to number theory in which students develop their capacity to formulate conjectures and explore their ideas and inquiries through the use of technology. Formal proofs are constructed in order to develop concepts in number theory. Major topics include: divisibility, the Euclidean algorithm, Diophantine equations, factorization, the Fundamental Theorem of Arithmetic, prime numbers, congruences, and number-theoretic functions. Emphasis is on gaining an understanding of the nature of mathematical thinking and learning. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. This course is required for Mathematics Education majors. 47 contact hours.

**MAS 4301 INTRODUCTORY ABSTRACT ALGEBRA 3 credits**

Prerequisites: MAS 3105. This course is designed for students majoring in secondary mathematics education, mathematics, science or engineering. This course presents an introduction to the basic structures of abstract algebra with the aim of connecting these structures

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to high school mathematics curricula. Major topics include: groups and subgroups, permutations and symmetries, properties of the integers, rings and subrings, ideals, integral domains, and fields. Emphasis is on developing understanding through active investigation of the concepts presented. Emphasis is also given to development of algebraic reasoning abilities in analyzing conceptual relationships. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

#### **MTG 3212 MODERN GEOMETRIES 4 credits**

Prerequisite: MAC 2311. This course is designed for in-service middle and high school teachers and for students who are majoring in secondary mathematics education. This course presents the axioms, basic concepts, proofs and constructions of Euclidean geometry involving line segments, angles, triangles, polygons, circles, parallel lines and similarity. Constructions are made using both compass and straightedge and interactive geometry software. The course also presents basic concepts of non-Euclidean geometries including hyperbolic and spherical. Emphasis is on using technology to make conjectures and discoveries concerning geometrical relationships and then constructing proofs to verify the relationships. Each student will develop an electronic portfolio of course projects and accomplishments incorporating appropriate Florida Educator Accomplished Practices. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 62 contact hours. Mathematics education majors are required to complete MTG 3212.

#### **NUR 3066C HEALTH ASSESSMENT AND PHYSICAL APPRAISAL 4 credits**

Prerequisites: NUR 3125, NUR 3805. This course focuses on client assessment, health risks and formation of nursing diagnoses and health teaching. Emphasis is on the process of client interaction and use of appraisal skills in the collection of bio-psychosocial data across the life span. Application of pathophysiological concepts is required. 75 contact hours.

#### **NUR 3125 PATHOPHYSIOLOGY 3 credits**

Pre-or co-requisites: NUR 3805. This course focuses on cellular alterations in organ systems as they relate to selected disease states that impact the health of people as holistic beings. Special emphasis is on critical thinking and decision making related to these alterations in homeodynamic balance, their presentation and implications for nursing practice. 45 contact hours.

#### **NUR 3145 PHARMACOLOGY IN NURSING PRACTICE 2 credits**

Prerequisite: NUR 3805. This course builds on essential concepts and principles of pharmacology as applied in the nursing management of client care. Major concerns in health care include medication errors and medication reconciliation. Improvement in delivery processes to improve safety and quality of care thereby improving client outcomes is the focus of many regulatory agencies. This course will highlight issues in pharmacology and provide the student with basic knowledge for client care and education. This course will specifically address aspects of pharmacology related to the assessment and management of symptoms across the lifespan by providing the student with the in depth knowledge regarding the administration of pharmacologic therapies, the management of physical and psychological symptoms related to disease and treatment, and education related to safe and effective use of pharmacologic agents. 30 contact hours.

#### **NUR 3178 COMPLEMENTARY/INTEGRATIVE HEALTH AND THERAPIES 2 credits**

Prerequisites: Admission to the RN-BSN program or permission of the Dean. This elective course consists of an overview of the field of Complementary/Integrative Health that explores health and healing as related to the physical, mental, emotional and spiritual levels of consciousness and reviews current therapies in the field. The focus is to expand one's awareness of integrative ideas and approaches for healing and to explore evidence for their effectiveness. Topics vary according to instructor and student interest. 30 contact hours.

#### **NUR 3288 SPECIAL TOPICS IN GERONTOLOGICAL NURSING 2 credits**

Prerequisite: Admission to the RN-BSN program or permission of the Dean. This elective course provides opportunities to explore special topics related to the aging process and care of the aging population in acute care and community settings. 32 contact hours.

#### **NUR 3290 EMERGENCY DEPARTMENT NURSING 2 credits**

Prerequisite: Registered Nurse status or admission to the BSN program or permission of the Dean. The focus of this course is on the development of knowledge, techniques, and skills needed for the delivery of complex nursing care to clients experiencing health problems requiring immediate medical intervention. 32 contact hours.

#### **NUR 3295 CRITICAL CARE NURSING 3 credits**

Prerequisite: Registered Nurse status and documented competencies of NUR 3299 or admission to the BSN program or permission of the Dean. The focus of this course is the development of knowledge, techniques, and skills needed for the delivery of complex nursing care to clients experiencing health problems requiring critical care interventions. 47 contact hours.

#### **NUR 3298 ECG INTERPRETATION FOR HEALTH CARE PROFESSIONALS 2 credits**

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Prerequisite: R.N. status or admission to the BSN program or permission of the Dean. This course focuses on the essential information necessary for the accurate interpretation of basic cardiac rhythms and 12-lead electrocardiograms. A systematic approach is utilized for the interpretation of cardiac rhythms, their underlying hemodynamic significance, and current treatment modalities. 32 contact hours.

#### **NUR 3299 PROGRESSIVE CARE NURSING 4 credits**

Prerequisite: R.N. status and documented competencies of NUR 3298 or admission to the BSN program or permission of the Dean. The focus of this course is the development of knowledge, techniques, and skills needed for the delivery of complex nursing care to clients experiencing health problems requiring progressive care interventions. 62 contact hours.

#### **NUR 3655 NURSING IN A MULTICULTURAL SOCIETY 3 credits**

Prerequisite NUR 3805. This course provides an examination of personal values, cultural beliefs and practices of selected cultural groups that contribute to the holistic nature of each group member. The focus is on communication and cultural responses to health and illness as they influence the homeodynamic balance of individuals, families and their communities. Nursing interventions that integrate varying cultural health practices are acquired. 45 contact hours.

#### **NUR 3758 END-OF-LIFE CARE 2 credits**

Prerequisites: Admission to the RN-BSN program or permission from the dean. This course will provide an overview of the issues related to providing end-of-life care. Although end-of-life care emphasizes a team approach, this course will focus on nursing interventions commonly used. Topics to be covered include symptom management including pain control, psycho-social needs of the patient and family, spiritual care, advance directives, and meeting the needs of the caregiver. 30 contact hours.

#### **NUR 3784 INFECTIOUS DISEASE AND SEPSIS 3 credits**

Prerequisite: RN status or admission to the BSN program or permission of the Dean. This course focuses on infectious disease in individuals across the lifespan. Infectious disease processes and the body's responses are included. Principles of prevention, treatment, and control of infectious diseases for nurses are provided. 47 contact hours.

#### **NUR 3785 INFECTION CONTROL FOR HEALTHCARE SETTINGS 3 credits**

Prerequisite: RN status or admission to the BSN program or permission of the Dean. This course examines infection control in healthcare settings with a focus on acute care facilities. Trends and issues regarding infectious disease in hospitals are included. Infection control strategies as well as the roles and responsibilities of infection control professionals are provided. 47 contact hours.

#### **NUR 3786 COMMUNICABLE DISEASE PREVENTION AND CONTROL 3 credits**

Prerequisite: RN status or admission to the BSN program or permission of the Dean. This course focuses on communicable diseases with public health impact at the local, national and international levels. The epidemiology of infectious disease and the role of infection control professionals are included. Principles, practices and ethics of communicable disease prevention and control are discussed. 47 contact hours.

#### **NUR 3805 PROFESSIONAL ROLES AND DIMENSIONS OF NURSING PRACTICE 3 credits**

Prerequisite: Admission to the BSN Program. This course encompasses an introduction to the history, trends, issues, and evolution of the nursing profession. The course includes an overview of selected nursing theorists and professional nursing practice in the changing health care delivery system. Opportunities will be presented that provide for the development of further socialization into the professional role of nursing. 45 contact hours.

#### **NUR 3826 LEGAL AND ETHICAL ASPECTS OF NURSING 3 credits**

Prerequisite: NUR 3805. This course is an assessment of ethical and legal issues confronting nurses and other health care providers in a variety of settings. The course focuses on identification and analysis of legal and ethical concepts and principles underlying the critical thinking process in nursing and health care. 45 contact hours.

#### **NUR 3833 FUNDAMENTALS OF QUALITY MANAGEMENT 2 credits**

Prerequisites: Admission to the RN-BSN program or permission from the dean. This course provides an overview of Quality Management Principles useful in the health care setting and other related settings. The focus is on understanding the origins and history of quality principles, the development of models and their application to consumer and organizational concerns. Skills utilizing quality applications in process improvement and problem solving are acquired. 30 contact hours.

#### **NUR 3834 INTRODUCTION TO RISK MANAGEMENT 2 credits**

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### Course Descriptions

Prerequisites: Admission to the RN-BSN program or permission from the dean. This course provides an overview of risk management and is designed to offer those who wish to move into a risk management position a basic understanding of the management of risk and its integration into strategic and operational planning. The focus is on gaining a fundamental understanding of the categories of risk; the techniques used to minimize risk; and the components of a risk management program. Topics to be covered include liability, property loss exposures, safety and accident prevention. 30 contact hours.

#### **NUR 3905 INDEPENDENT STUDY IN NURSING** 1-3 credits

Pre or co-requisite: Permission from Instructor. This course may be taken to satisfy nursing elective credits required for graduation. It provides an opportunity for an individual or small group of students to systematically investigate, under faculty guidance, selected topics relevant to the health needs of individuals or groups. It may involve a case study or other project that provides an opportunity for increasing breadth or depth of knowledge or skill. 15-45 contact hours.

#### **NUR 3906 INDEPENDENT STUDY IN CLINICAL NURSING** 1-3 credits

Pre or co-requisite: Permission from Instructor. This course may be taken to satisfy nursing elective credits required for graduation. It provides an opportunity for an individual student to systematically investigate, under faculty guidance, nursing roles in selected clinical settings. 15-45 contact hours.

#### **NUR 4165 INTRODUCTION TO NURSING RESEARCH** 3 credits

Prerequisite: NUR 3805 and STA 2023 or equivalent. This course is an overview of the role and scope of research as it relates to the formation of nursing knowledge and the application to nursing practice. The focus is on basic strategies, methodology, and the types of research design. Critiquing of current nursing research is included. 45 contact hours.

#### **NUR 4285 AGING AND END OF LIFE ISSUES** 3 credits

Prerequisite: NUR 3066C. This course encompasses the study of the normal aging process, common bio-psychosocial disruptions, and holistic interventions with emphasis on health formation and disease prevention. Additional focus is upon understanding the uniqueness of the dying and grieving process, end of life issues and supportive modalities for individuals and families. 47 contact hours.

#### **NUR 4606 NURSING OF THE FAMILY** 3 credits

Prerequisite: NUR 3805. This course focuses on the nurse's role in managing the holistic health care of individuals and families with bio-psychosocial disruptions. Emphasis is on the nursing process and principles from nursing, physical and behavioral sciences to enhance knowledge development necessary for the promotion of client/family well-being throughout the life span. 45 contact hours.

#### **NUR 4636 COMMUNITY HEALTH NURSING THEORY** 3 credits

Prerequisite: NUR 3805. Corequisite: NUR 4636L. This course focuses on the holistic nursing role in the community. Emphasis is on concepts and theories related to community health nursing. Special attention is given to the community as client with emphasis on health promotion/disease prevention and teaching of groups in community settings. 45 contact hours.

#### **NUR 4636L COMMUNITY HEALTH NURSING PRACTICUM** 4 credits

Prerequisite NUR 3805, NUR 3066C and corequisite: NUR 4636. This course offers opportunities to practice the principles and theory of community health nursing in a variety of health care settings. Included are the identification of health care needs of the community as a client, and the nurse's role as a facilitator, teacher, and evaluator in promoting and maintaining health and wellness. 60 contact hours.

#### **NUR 4835 LEADERSHIP THEORY** 3 credits

Prerequisite: NUR 3805. This course includes a focus on theories, concepts, and principles of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. Emphasis will be on the methods to become an effective leader/manager including interpersonal skills needed for effective leadership and management, the different types of organizations delivering health care, outcomes management, and analysis of current research findings. 45 contact hours.

#### **NUR 4835L LEADERSHIP PRACTICUM** 4 credits

Prerequisite: NUR 3145, NUR 3655, NUR 3826, NUR 4165, NUR 4606, NUR 4636, NUR 4636L. Co or prerequisite: NUR 4835. This course focuses on the application of the theories, concepts, and principles of leading and managing. Emphasis in the course will be on the development of skills needed for effective leadership and management. Opportunities will be provided to demonstrate appropriate leadership and management ability. 60 contact hours.

#### **PAD 3034 SURVEY OF PUBLIC POLICY** 3 credits

**Course Descriptions**

This course will provide the student broad exposure to public policy issues. Emphasis will be placed on determining public need and providing service delivery through program research and community input supported by budgeting and funding. Learning will be directed toward total service delivery models involving multidisciplinary approaches. 47 contact hours.

**PAD 3311 PROGRAM PLANNING & EVALUATION 3 credits**

This course examines training and education in a changing workplace and workforce from a systematic perspective. The student will learn how to improve individual, team, and organizational effectiveness by understanding how to design successful training interventions and learning experiences that can impart knowledge, skills, and attitudes to learners in the workplace. 47 contact hours.

**PAD 3724 FORECASTING TRENDS IN GANGS ENFORCEMENT 3 credits**

Prerequisite: Admission to the PSA-BAS program. This course is designed to provide the student with an understanding of the methodology of forecasting in decision-making for public safety administrators. Specifically, the student will be exposed to forecasting models to anticipate trends in gang enforcement on a national and international scale. Emphasis will be placed on gang intervention, gang membership, and the use of forecasting to gain awareness of the need for administrative planning. 47 contact hours.

**PAD 3820 FOUNDATIONS OF PUBLIC SAFETY ADMINISTRATION 3 credits**

Prerequisite: Must be taken in the student's first semester in the Public Safety Administration BAS program. This course is presented as an overview of the primary aspects of public safety administration. Major administrative, managerial and leadership components of public safety organizations will be examined. Also addressed will be administrative concerns for special issues and challenges, such as coordinated public safety approaches, post-9/11 administrative worldviews, ethical foundations, critical thinking and analysis, and innovative solutions for pragmatic public safety problems. The course will also provide the student with a framework for individual progress. This will include an initial supervisor/leadership/management skills assessment; the beginning development of an individualized development plan toward educational and career goals, with a personal portfolio; and preliminary planning to link continuous learning with the Capstone course at the end of the program. 47 contact hours.

**PAD 3821 CONTEMPORARY ISSUES IN PUBLIC SAFETY ADMINISTRATION 3 credits**

Prerequisite: PAD 3820 and admission to the Public Safety Administration BAS Program. This course focuses on current issues and trends in the field of public safety administration. The course is structured to introduce management and administrative topics in public safety, examine the implications to the field, and formulate recommendations. This course will begin developing skills in project design and presentation. This course will enhance critical thinking skills. 47 contact hours.

**PAD 3874 COMMUNITY RELATIONS THEORY AND PRACTICE 3 credits**

This course will expose the student to community relations theory and practice within a broad range of public safety organizations. Students will understand why positive community perception of public safety is critical to funding and operational effectiveness. Each student will gain the insight and skills necessary to be effective in the community relations function of public safety administration. 47 contact hours.

**PAD 4014 POLITICAL & SOCIO-ECONOMIC IMPACT OF GANGS 3 credits**

Prerequisite: Admission to the PSA-BAS program. This course introduces the student to the interrelationship of gangs, public policy, political decision-making, and the social and economic ramifications. The course focuses on contemporary gang issues, public policy paradigms, national social and economic trends, and the impact of gang activity in the community. 47 contact hours.

**PAD 4204 PUBLIC FINANCE 3 credits**

This course will provide the student with a firm understanding of all elements of public finance, from budget development to finance management, and from procurement to accounting and auditing. In addition, the course will explore alternative sources of public safety funding available to local government entities. A key component of the course will be the student's preparation and presentation of a budget for a model city. 47 contact hours.

**PAD 4232 GRANT ADMINISTRATION AND RESOURCE DEVELOPMENT 3 credits**

This course will explore and analyze the proposal-writing role in the resource development process. The student will be introduced to several concepts including researching alternative resources and funding opportunities, proposal writing, implementing and managing grants, developing community partnerships and collaborations, and becoming knowledgeable in policies and procedures related to public entities. 47 contact hours.

**PAD 4332 STRATEGIC AND OPERATIONAL PLANNING 3 credits**

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### Course Descriptions

The course is an examination of strategic planning in public and nonprofit organizations. The student will learn how strategic planning can guide and strengthen the effectiveness of an organization's performance. The ten step Strategy Change Cycle is introduced as an effective planning approach to accomplish strategic and operational planning in organizations. 47 contact hours.

#### **PAD 4603 ADMINISTRATIVE LAW** 3 credits

This course will examine the workings of Administrative Agencies with an emphasis on their power to make and enforce rules along with their power to investigate and adjudicate alleged violations. Particular focus will be placed on the means by which government administrators interact with these agencies. In addition to understanding the role of administrative agencies, the course will focus on using research skills to examine the constantly-changing rules that are promulgated by administrative agencies. 47 contact hours.

#### **PAD 4878 PUBLIC SAFETY ADMINISTRATION CAPSTONE** 3 credits

Prerequisites: Senior standing or permission of the Dean. This course will afford the student an opportunity to observe and use analytical knowledge and research skills to define and confront a problem encountered by today's public safety administrators. The student will complete a project dealing with a current public safety issue and make recommendations for implementation of a solution. This course will foster implementation strategies concluding in a process of promoting efficient and effective management in a public safety agency or the student's chosen field of study. This course will examine the outcome of each student's individualized leadership plan toward educational and career goals with a personal portfolio developed in the course Foundations of Public Safety Administration course to ensure attainment of program goals. 47 contact hours.

#### **PCB 3043C ECOLOGY WITH LAB** 4 credits

Pre-requisites BSC 2010/2010L, and BSC 2011/2011L and admission to the College of Education programs. This course is designed to teach ecology at four major levels: organismic, population, community and ecosystem. One of the aims is to interrelate the different levels of ecological study and to unify these via evolutionary and behavioral ecology. A second aim is to correlate the concepts of ecology with those learned in physiology to understand physiological ecology. This course will address both theoretical and empirical ecology as well as applied ecology with special emphasis on Florida's ecosystems and human impacts on them. This course is a combined lecture and lab class. This course is suitable for students in science education, science, or in a pre-professional program of study. It addresses specific Sunshine State standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 92 contact hours.

#### **PCB 3063C GENETICS WITH LAB** 4 credits

Prerequisite: BSC1011-1011L. This course is designed to teach three major areas of genetics: the organization and transmission of genetic material, the molecular biology of gene expression and regulation, and the modification and evolution of genes and genomes. Another aim of this course is to also provide an understanding of the history and process of genetics as an experimental science and to provide the student with a foundation for understanding the current advances and rapid changes in genetic engineering and genomics. This course is a combined lecture and lab class. This course is designed for majors in the Secondary Science Education program. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 92 contact hours.

#### **PCB 4674 ADAPTATION IN PLANTS AND ANIMALS** 3 credits

Pre-requisites: BSC 2010/2010L, BSC 2011/2011L and admission to College of Education programs. This lecture course is designed to teach both the mechanisms of adaptation and the resulting traits that arise. The course will emphasize the environmental (both biotic and abiotic) pressures that drive adaptation and will investigate the morphological, physiological, behavioral and demographic adaptations resulting from specific environmental pressures. This course will place special emphasis on adaptations found in plants and animals in Florida. This course is suitable for students in science education, science, or in a pre-professional program of study. It addresses specific Sunshine State standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

#### **PCB 4723C COMPARATIVE ANIMAL PHYSIOLOGY WITH LAB** 3-4 credits

Prerequisite: BSC 2011, BSC 2011L. This course is designed to teach animal physiology from a comparative perspective that focuses on the interplay between environmental conditions and physiological adaptation and highlights the many similarities and differences seen among different types of organisms. It also stresses the significance of homeostasis and addresses the interdependency between structure and function. This course emphasizes an interdisciplinary approach as concepts from physics and chemistry are meshed with biology and is a combined lecture and lab class. This course is designed primarily for students in the Secondary Science Education program. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 77-92 contact hours.

#### **PLA 3240 ALTERNATIVE DISPUTE RESOLUTION** 3 credits

Prerequisite: Admission to the Paralegal BAS program. This course is designed to provide an overview of mediation procedure and governing law in Florida. Additionally, it will provide students with the fundamental tools for conflict resolution through negotiation and

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mediation and will enable them to both understand and apply successful conflict resolution in their forthcoming roles within the legal community. 47 contact hours.

#### **PLA 3304 CRIMINAL LAW AND PROCEDURE** 3 credits

This course is developed both topically and historically to approach the substantive criminal law and criminal procedure for the upper division student. The course covers the history and basis of U.S. criminal law, delves into an analytical study of the various types of crimes and defenses, and provides an in-depth treatment and real-world view of U.S. criminal procedure. 47 contact hours.

#### **PLA 3410 INTELLECTUAL PROPERTY LAW** 3 credits

Prerequisites: [PLA 2114](#) and admission to the Paralegal Studies BAS program. This course will provide the student with a working knowledge of the types, nature, registration requirements, and enforcement of patents, trademarks, copyright, trade secrets and trade dress. The student will also be exposed to procedural requirements in protecting and enforcing intellectual property. A component of this course also discusses current and future intellectual property issues on the internet and in the entertainment industry. 47 contact hours.

#### **PLA 3467 BANKRUPTCY** 3 credits

Prerequisites: [PLA 2114](#) and admission to the Paralegal Studies BAS program. This course gives the student an introduction into the purpose and structure of the bankruptcy laws. This course is designed to teach the student the basic steps a case takes under Chapter 7, 11, and 13 of the Bankruptcy Code. This course will define and demonstrate basic bankruptcy terminology including a discussion of the various roles of debtors, creditors, trustees, and judges in a typical bankruptcy case. 47 contact hours.

#### **PLA 3474 LABOR AND EMPLOYMENT LAW** 3 credits

Prerequisite: [BUL 2241](#) or [BUL 2131](#) or [BUL 3310](#). This course introduces the student to the basic laws governing labor and employment in the United States with a focus on compliance. Topics covered include the employer/employee relationship, statutory law regarding the workplace, the historical and regulatory scheme of workers compensation, unemployment compensation, the basic statutory law, administrative law, and enforcement scheme governing labor and employment; collective bargaining laws; and civil service and civil rights in the public sector. 47 contact hours.

#### **PLA 3563 INSURANCE LAW** 3 credits

Prerequisite: Admission to the Paralegal BAS program. This course examines the nature of insurance, insurable interests, the definitions of risk, persons insured, the procedures for filing claims, defenses of the insurer, doctrines of waiver and estoppel, measures of recovery, the insurer's duty to defend, bad faith causes of action, reinsurance, bonds, and regulation of insurance. 47 contact hours.

#### **PLA 3700 SEMINAR IN PROFESSIONAL RESPONSIBILITY** 3 credits

Prerequisites: [PLA 2114](#) and admission to the Paralegal Studies BAS program. This course covers ethical responsibilities of legal professionals, a study in the canons of legal ethics, and areas of liability for professional malpractice. This course requires the student to participate in a community service-learning project approved by the college, instructor, and student. 47 contact hours.

#### **PLA 3723 LOGIC AND THE LAW** 3 credits

Prerequisites: [PLA 2114](#) and admission to the Paralegal Studies BAS program or permission of the Dean. The course will introduce students to various forms of reasoning and informal fallacies. Subsequently, the course will conduct an in-depth study of deductive syllogistic logic and will conclude by introducing the quantification techniques of propositional and predicate logic (first-order symbolic logic). The course includes logic games and application of logical analytical principles to legal writing. 47 contact hours.

#### **PLA 3732 COMPUTERS AND THE LAW OFFICE** 3 credits

Prerequisites: [PLA 2114](#) and admission to the Paralegal Studies BAS program. This course introduces the student to the law office work environment and contains instruction and practice on computer programs common to law offices. Applications will include word processing, spreadsheets, databases, document preparation and billing software. 47 contact hours.

#### **PLA 3873 SECURITIES LAW** 3 credits

Prerequisites: [PLA 2114](#) and admission to the Paralegal Studies BAS program or permission of the Dean. The course surveys federal and state regulation of securities from initial registration and issuance to public trading. The course focuses on the nature and extent of investor protection and the duties and liabilities of corporate officers and directors, the issuer, and others. Various aspects of securities regulation in the area of business entity finance are discussed including such regulatory schemes as the Securities Act of 1933, the Securities Exchange Act of 1934, and the Florida Blue Sky laws. 47 contact hours.

#### **PLA 3880 UNITED STATES CONSTITUTION LAW** 3 credits

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### Course Descriptions

Prerequisite: PLA 2114 or permission of the program director. The course is developed both topically and historically to approach the judicial review process, the doctrine of implied powers, the three branches of power, substantive due process along with equal protection, civil rights, free speech and religion. 47 contact hours.

#### **PLA 4116 LEGAL WRITING SEMINAR 3 credits**

Prerequisite: PLA 2114 or permission of the program director. This course provides a comprehensive review of the entire legal researching and writing process. The further development of legal researching and writing skills is fostered with special emphasis on analyzing and preparing documents for either the state or federal court system. 47 contact hours.

#### **PLA 4275 TORT AND PERSONAL INJURY LAW 3 credits**

Prerequisites: PLA 1003 and PLA 2203. This course is intended to provide an overview of basic concepts and laws within tort and personal injury law. Topics covered include intentional torts, the four elements of negligence, strict liability torts, various types of defamation, malpractice, insurance, and business torts. The applicable defenses to the aforementioned torts will be covered as well. In addition, it will provide the student fundamental tools in this area of the law concerning how law firms function, assessing cases for settlement value, investigating claims, billing hours, and evaluating insurance policies. 47 contact hours.

#### **PLA 4522 HEALTH CARE LAW 3 credits**

Prerequisite: BUL 2241 or BUL 2131 or BUL 3310 or permission of Dean. This course is intended to provide an overview of regulations and laws applying to the health care system. Topics covered include the contractual relationship established between patient and provider as well as patient and health insurance company; state and federal regulations regarding licensing, health care facilities, and health care insurance; and state and federal laws governing health care, privacy and bioethics. In addition, the course will give an in-depth look at the governing case law in each of these areas as well as addressing issues surrounding liability in the health care profession and medical malpractice. 47 contact hours.

#### **PLA 4554 ENVIRONMENTAL LAW 3 credits**

Prerequisites: PLA 1003 and PLA 2203. This course is intended to provide an overview of concepts and laws within environmental law. Topics covered include the history and foundations of environmental law and the main laws and regulations surrounding the protection of our environment. An in-depth examination of the applicable laws and regulations will be pursued to achieve the requisite knowledge of environmental issues. 47 contact hours.

#### **PLA 4613 REAL PROPERTY LAW 3 credits**

Prerequisite: PLA 1003 and enrollment in the BAS Paralegal Studies degree program or permission of the Dean. This course is designed to provide students with a basic overview of real property law with transactional considerations. Topics covered include: the basic elements of real property law, the different methods used to record and describe property, the methods used to transfer title, the rights associated with real estate ownership, the elements of real estate contracts, the basic elements of landlord/tenant law, deeds, mortgages, restrictions on land use, title insurance and title examinations, the closing process, and tax implications. Emphasis will be placed on the practical application of the skills necessary to perform drafting and review of related documents. 47 contact hours.

#### **PLA 4806 FAMILY LAW 3 credits**

Prerequisite: PLA 1003. This course is a study of cases, Florida Statutes, and legal principles relevant to the formation, regulation and dissolution of the family unit, and to legal obligations which arise within the family relationship. The course considers: nuptial agreements, marriage, annulment, divorce, division of property, maintenance, custody, visitation, child support, tax law, adoption, paternity, and ethical issues. Emphasis is placed on developing practical skills such as the creation of pleadings, agreements, discovery, and trial preparation. 47 contact hours.

#### **PLA 4827 SPORTS AND ENTERTAINMENT LAW 3 credits**

Prerequisite: BUL 2241 or BUL 2131 or BUL 3310. This course introduces the student to basic concepts and regulations within the sports and entertainment industry with a focus on contract, constitutional, and intellectual property law. Topics covered in the area of sports law include the history of sports agents, torts and crimes in sports, Title IX and women's issues, contract law regarding athletes, financial and compensation considerations, American with Disabilities Act in sports, athlete/celebrity status, and intellectual property issues. Topics covered in the area of entertainment law include the legal structure of film, television, music, live stage, and publishing industries, contract law regarding entertainers, credits and compensation, constitutional considerations, and intellectual property law issues. 47 contact hours.

#### **PLA 4830 COMPARATIVE LEGAL SYSTEMS 3 credits**

Prerequisites: PLA 2114 and admission to the Paralegal Studies BAS program or permission of the Dean. This course provides an examination of various legal traditions and systems of the world. International law and transboundary issues will be discussed. Substantive and procedural laws will be examined. Availability of resources will be emphasized. 47 contact hours.

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**PLA 4843 IMMIGRATION LAW** 3 credits

Prerequisite: PLA 2114 or permission of the Dean. This course is intended to provide an overview of U.S. immigration laws. Special emphasis is placed on the practical aspects of immigration law, an examination of the substantive and procedural aspects of this type of practice, and an analysis of the changes in our immigration laws and policies post September 11, 2001. In addition, it will provide the student fundamental tools in this area of the law concerning interviewing a client as well as forms and documents requirements. 47 contact hours

**PLA 4941 PARALEGAL STUDIES CAPSTONE** 3 credits

Prerequisite: Permission of Dean and senior standing. This is the capstone course for the Paralegal Studies program. It will provide the opportunity for the student to demonstrate that he/she has learned both the theoretical material and practical skills from the program and can apply them in the real world. It must be taken during the student's last semester at the college. This course focuses on giving the student the opportunity to develop and present a plan to solve a problem dealing with paralegal issues today. The student will choose a topic for a project consistent with the goals of this course and submit it to the course instructor for approval. 45 contact hours.

**PLA 4944 PARALEGAL CERTIFICATE CAPSTONE** 3 credits

Prerequisite: Admission to the Paralegal Studies BAS program or Paralegal Studies Certificate Program and permission of the Dean. This is the capstone course for the Paralegal Studies Certificate Program. It will provide the opportunity for the student to demonstrate that he/she has learned both the theoretical material and practical skills from the certificate courses and can sufficiently apply them to the Certified Legal Assisting examination. It must be taken during the student's last session of the certificate program. A substantive review of the CLA examination topics will be covered along with practice examinations. This course focuses on giving the student the opportunity to develop and present a plan to solve a problem dealing with paralegal issues today. The student will choose a topic for a project consistent with the goals of this course and submit it to the course instructor for approval. 45 contact hours.

**PLA 4949 PARALEGAL STUDIES CO-OP WORK EXPERIENCE** 1-3 credits

Prerequisite: Faculty Advisor/Co-op Coordinator or Dean Approval. This course is designed to provide students with major-related, supervised, evaluated practical training work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to three per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. Co-op courses may be repeated but total credits shall not exceed twelve.

**PRO 3000 INTRODUCTION TO ORTHOTICS, PROSTHETICS AND REHABILITATION** 2 credits

Prerequisites: REA 0002, ENC 0020 and MAT 0024, or appropriate score on the placement test. This course focuses on the development of knowledge necessary to understand the rehabilitation process as it relates to the delivery of orthotic/prosthetic care. The prosthetic and orthotics professions are presented in terms of the integration of the biological, medical, and engineering sciences. Students will develop a solid foundation of the principles and practice of orthotics and prosthetics and the materials and technology associated with the manufacture of custom devices. 32 contact hours.

**PRO 3100 BIOMECHANICS** 2 credits

Prerequisites: Admission to the Orthotics and Prosthetics BAS program. This course examines how forces act upon and within the human body and the effects produced by these forces as they relate to human movement. The student will gain functional knowledge of basic engineering principles as they apply to the human body. The student will learn the mechanics of human movement as it relates to orthotic/prosthetic applications. The student will be introduced to biomechanical measurement instruments (i.e. force plates, pressure transducers, video analysis) used to quantify the kinetic effects associated with physical activity. 32 contact hours.

**PRO 3110 CLINICAL PATHOLOGY** 3 credits

Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course focuses on the pathophysiology, clinical signs and symptoms associated with numerous diseases and traumatic injuries as they relate to the practice of orthotics and prosthetics. Clinical Pathology provides a comprehensive foundation to build the students knowledge of specific clinical disorders. Each problem is presented in terms of the diagnoses, tests, treatment regimes, rehabilitation, prognosis and its morbidity. Students will learn the proper method to review case materials (history, physical exam, laboratory data, etc), to develop differential diagnoses for a specific patient presentation. Relevant case studies are presented to develop an understanding of the role of the prosthetist and orthotist in the rehabilitation process. Students will also participate in small groups for a review of the literature, to provide an in depth study of recent research on the major diseases encountered in a clinical orthotic/prosthetic practice. 47 contact hours.

**PRO 3120 GAIT ANALYSIS AND PATHOMECHANICS** 2 credits

Prerequisite: Admission to the Orthotics and Prosthetics BAS program or approval of the Dean. This course focuses on normal human locomotion and pathological gait. The students will learn the mechanics of human locomotion and the muscle activity associated with all

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phases of gait identify numerous events that occur during the gait cycle, and identify gait deviations in prosthetics/orthotics patients due to clinical pathologies or compensations. 32 contact hours.

**PRO 3200C HUMAN ANATOMY AND PHYSIOLOGY FOR ORTHOTICS AND PROSTHETICS 4 credits**

Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course focuses on examination of the human body as it is relevant to orthotics and prosthetics. Specific systems focused on will be cardiovascular, skeletal, neurological, and muscular. Particular emphasis will be placed on the extremities and the spine. 92 contact hours.

**PRO 3301C TRANSTIBIAL PROSTHETICS 5 credits**

Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course focuses on anatomy, numerous amputation levels (symes – transtibial), pathology, biomechanics, phases of gait, pathological gait and gait training techniques. Students will learn biomechanics of socket fit and prosthetic alignment. They will be presented prescription criteria for socket design, measuring techniques and casting techniques. Relevant case studies will be discussed to facilitate clinical problem solving skills. This course utilizes comprehensive integration of the student's knowledge of pathology, anatomy, and biomechanics to promote clinical problem solving for transtibial prosthetics. Application of technology including CAD/CAM imaging will be incorporated throughout the course projects. 137 contact hours.

**PRO 3310C LOWER EXTREMITY ORTHOTICS I 4 credits**

Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course is designed so that the student will understand that the foot and ankle pathology and treatment for problems including, diabetes, neuropathy, ischemia, and infection. Each of these factors acting alone or in concert predispose the foot to ulceration when subjected to mechanical, thermal or chemical trauma. Correlation of clinical findings allow the student to understand the importance of the correct choice of materials, orthoses and prostheses for proper treatment regimens. The goal of the course is to focus on the assessment, differential diagnosis and treatment strategies. Emphasis will be placed on the practical management of the patient. 122 contact hours.

**PRO 3311C LOWER EXTREMITY ORTHOTICS II 5 credits**

Prerequisite: PRO 3310C with a "C" or better and admission to the Orthotics and Prosthetics BAS program. This course focuses on integrating knowledge of biomechanics, anatomy, pathology, material properties, and orthotic principles to solve clinical problems afflicting the lower extremity. This course is clinically based instruction in selection, measurement, and manufacture of lower limb orthotics. Students will examine, cast, and provide model patients with several devices including various plastic ankle foot orthoses, metal ankle foot orthoses, and knee-ankle-foot orthoses. The differences between taking an impression by the traditional plaster casting and CAD-CAM methods will be examined and discussed. This class will be a combined lecture lab course. 137 contact hours.

**PRO 3500C CLINICAL METHODS 3 credits**

Prerequisite: Admission to the Orthotics and Prosthetics BAS Program or permission of the Dean. This course focuses on utilizing medical evidence and patients' exam to support clinical practical decisions. This course is clinically based on instruction in selection of prescription criteria. The course will help students gather appropriate clinical data required for good clinical practical decisions. The laboratory portion will focus on patient assessment skills. 77 contact hours.

**PRO 3505 CLINICAL PROBLEM SOLVING 2-3 credits**

Prerequisite: Admission to the Orthotics and Prosthetics BAS program or permission of the Dean. This course will focus on the development and presentation of comprehensive orthotic/prosthetic treatment plans through the analysis and synthesis of information gleaned through the clinical evaluation and assessment process. Formulation of the treatment plan is one of the six practice domains of the orthotist/prosthetist. 32 contact hours.

**PRO 3801L ORTHOTICS AND PROSTHETICS CLINICAL ROTATION PRACTICUMS I-V 2-3 credits**

Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course allows students to observe, assist, and practice clinical patient care and device fabrication in an environment to prepare for an orthotic or prosthetic residency. Each student will be placed at a clinical agency to practice orthotic & prosthetic skills under close supervision of an ABC prosthetist/orthotist. The student will need to compile a log book documenting their patient interactions and case analysis of their clinical experiences. The students are required to present case studies once a month to an audience of peers. The area of concentration in the clinical rotations will be on clinical assessments, technical skills, practice management; foot orthotics, ankle foot orthotics, and transtibial prosthetics including amputation surgery, post operative prostheses, static and dynamic alignment, fabrication and adjustments; spinal orthotics including, but not limited to scoliosis orthoses, TLSO, LSO, cervical orthoses, and patient evaluation; upper limb and research; lower extremity orthoses and transfemoral prosthetics including, but not limited to amputation surgery, post operative prostheses, and static and dynamic alignment. Students are encouraged to take advantage of hands on clinical exposure in each area of study to develop their clinical skills and confidence during their rotations at the approved affiliate sites. 135 contact hours.

**PRO 4130 MATERIAL SCIENCE 2 credits**

**Course Descriptions**

Prerequisite: Admission into the Orthotics and Prosthetics BAS program. This course focuses on the mechanical properties of various materials used in orthotics and prosthetics. Some of the materials discussed will include metals, thermoset plastics, thermoplastics, open and closed celled foams. 32 contact hours.

**PRO 4190 RESEARCH METHODS** 3 credits

Prerequisite: Admission to the Orthotics and Prosthetics BAS Program. This course provides the student with an understanding of the research process. The student will develop techniques used in scientific research to critically evaluate scientific papers with regard to the measurements and methods used. The student will learn to formulate a simple research project and employ quantitative testing methods to reach conclusions. 32 contact hours.

**PRO 4331C TRANSFEMORAL PROSTHETICS** 4-5 credits

Prerequisite: PRO 3301 with a grade of "C" or better and admission to the Orthotics and Prosthetics BAS program. This course focuses on anatomy, biomechanics and prosthetic principles of transfemoral, hip disarticulation and hemipelvectomy amputations. Students will learn biomechanics of the socket fit and prosthetic alignment. This course requires comprehensive integration of the students' knowledge of anatomy, biomechanics and prosthetic principles. Students will learn to take an impression, rectify the model, fabricate a check and a definitive prosthesis, and perform diagnostic and final fittings. 122 contact hours.

**PRO 4350C SPINAL ORTHOTICS** 5 credits

Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course focuses on how to integrate knowledge of biomechanics, anatomy, pathology, material properties, and orthotic principles to solve clinical problems afflicting the spine. This course offers clinically based instruction in selection, measurement, and manufacture of spinal orthotics. Students will examine, cast, and provide model patients with several devices including various lumbo-sacral orthoses and thoraco-lumbo-sacral orthoses. In addition, students will have the opportunity to fit several prefabricated spinal orthoses. The differences between taking an impression by the traditional plaster casting and Computer-Aided Design and Computer- Aided Manufacturing (CAD/CAM) methods will be examined and discussed. This class will be a combined lecture lab course. 137 contact hours.

**PRO 4361C UPPER EXTREMITY PROSTHETICS** 4 credits

Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course focuses on anatomy, biomechanics and prosthetic principles and materials to solve clinical problems affecting patients with upper extremity amputations. The student will learn to measure, cast, fabricate, design, and manufacture prostheses for partial hand, wrist disarticulation, transradial, elbow disarticulation, transhumeral, shoulder disarticulation, and thoraco-scapular amputation levels. The student will learn biomechanics of the socket fit and prosthetic alignment, and upper limb prosthetic control strategies. This course requires comprehensive integration of the students' knowledge of anatomy, biomechanics and prosthetic principles. 92 contact hours.

**PRO 4371C UPPER EXTREMITY ORTHOTICS** 4 credits

Prerequisite: Admission to the Orthotics and Prosthetics BAS program or permission of the Dean. This course focuses on how to integrate knowledge of anatomy, kinesiology, biomechanics, pathology, material properties, upper limb orthotic components and principle, and to address clinical problems of the upper limb. Multiple orthotic systems will be reviewed. In addition to working with each other, students evaluate and work with professional patients to measure, recommend, fabricate, fit and modify upper limb orthoses. Orthoses fabricated in this course include various metal hand orthoses; thermoplastic hand orthoses; static metal wrist hand orthosis; metal wrist hand orthoses with dynamic assists; polymer upper limb orthoses; metal wrist driven flexor hinge orthoses (then converted to a cable driven). Application of technology (e.g., external power, CAD\CAM) will be incorporated, as appropriate, throughout the course, as will prefabricated alternatives to custom orthoses. 92 contact hours.

**PRO 4410 CAD/CAM FOR ORTHOTICS AND PROSTHETICS** 2 credits

Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course focuses on the utilization of computer automated design and manufacturing (CAD/CAM) in orthotics and prosthetics. Students will develop the knowledge and skills needed to measure and manufacture orthoses and prostheses through the tools of CAD/CAM including computers, digitizers, scanners, lathes, and milling machines. 32 contact hours.

**PRO 4600 PRACTICE MANAGEMENT ORTHOTICS AND PROSTHETICS** 2 credits

Prerequisite: Admission to the Orthotics and Prosthetics BAS program. This course will teach students the business development skills needed to run a practice to ensure proper patient management. The student will learn to utilize the different billing systems available for electronic billing. The student will learn ethics, professionalism and proper documentation skills to maintain an orthotic and prosthetic medical practice. 32 contact hours.

**PRO 4850 SENIOR CAPSTONE** 2-4 credits

**Course Descriptions**

Prerequisite: Admission to the Orthotics and Prosthetics BAS program or permission of the Dean. This capstone course will integrate all the information from the orthotics and prosthetics program. The student will be demonstrating competency in the six practice domains of the orthotist/prosthetist. Upon completion of this course the student will be prepared to enter a residency in orthotics or prosthetics. 32 contact hours.

**QMB 3200 QUANTITATIVE METHODS FOR BUSINESS 3 credits**

Prerequisite: STA 2023, MAC 2233, and Admission to the Business Administration BS programs. This course presents quantitative approaches in business decision making. It provides students with a conceptual understanding of the role that management science plays in the decision making process. This course emphasizes the application of quantitative techniques to the solution of business and economic problems. 47 contact hours.

**RED 3309 EARLY AND EMERGENT LITERACY K-2 2-3 credits**

This course is designed to increase understanding of early literacy development and the conditions which promote total literacy from birth through lower elementary grades. Language theory and current research are used to shape informed practices regarding literacy development. Connections are made among all aspects of literacy learning: reading, writing, listening, speaking and attitude development. The course explores and develops many related activities to foster a balanced, positive, constructive attitude towards literacy in young children. It includes a minimum of 15 school-based hours of observation/teaching reading in educational setting(s). This course is writing intensive. 47 contact hours.

**Topic #2: LEARNING TO READ: IMPACT**

This course is designed to increase understanding of early and emergent literacy development and the conditions, which promote total literacy from birth through lower elementary grades K-2. Language theory and current research are used to shape informed practices regarding literacy development. This course explores and develops many related activities to foster a balanced, positive, constructive attitude towards literacy in young children. 32 contact hours.

**RED 4324 READING IN THE MIDDLE SCHOOL 3 credits**

Prerequisite: Admission to the College of Education. This course is designed for middle grades teachers who need developmental reading/literacy and assessment strategies for adolescents. The major emphasis of the course is placed on current theories, practical strategies, development of teaching techniques, and materials used in reading/literacy instruction to improve both academic and recreational reading. The emphasis is placed on the key No Child Left Behind literacy areas of Fluency, Vocabulary, and Comprehension for both content understanding and diagnosis of reading difficulties at that level. Lecture, discussion, simulated teaching, and field work constitute different course activities. 47 contact hours. 20 school-based hours required.

**RED 4335 READING IN THE CONTENT AREA 2-3 credits**

Prerequisite: Must be in College of Education programs. This course is designed to promote the effective teaching of literacy skills across the curriculum. The major emphasis of this course is placed on current theories, methods, and materials used in content area literacy instruction. Lecture, discussion, simulated teaching, and field work constitute different course activities. 47 contact hours.

**Topic #2: READING ACROSS THE CURRICULUM: IMPACT**

Prerequisite: Must be in the IMPACT programs. This is a two-credit course designed to promote effective teaching of literacy skills. Through lecture, discussion, and simulated teaching, students learn to apply appropriate strategies and assessments for diverse learners, employ exemplary practices and create learning environments that promote and build literacy across the curriculum. 32 contact hours.

**RED 4511 INTERMEDIATE LITERACY 3-6: READING, WRITING AND THINKING 2-3 credits**

Prerequisite: RED 3309. This course is a beginning reading and writing course that combines the study of theory and practice in the teaching of developmental reading/literacy in the elementary intermediate grades. The major emphasis of the course is placed on current theories, methods, and materials used in reading/literacy and writing instruction. Lecture, discussion, simulated teaching and fieldwork constitute different course activities. 47 contact hours.

**RED 4519 DIAGNOSIS AND INTERVENTION IN READING 2-3 credits**

Prerequisites: RED 3309, RED 4511. This course is designed to focus on formal and informal methods (e.g., standardized norm-referenced, criterion-referenced, performance assessment) and materials used to identify reading strengths and needs of students. Students will complete case studies to demonstrate their ability to diagnose and correct reading difficulties. Topics include assessments that address all elements of reading (e.g., comprehension, word recognition, phonemic awareness, phonics, fluency, vocabulary and concept development, cognitive strategies). The major emphasis of this course is on diagnosis of reading problems, administration of assessments, evaluation of results, and planning instruction/interventions to correct or remediate. Lecture, discussion, simulated assessment practice, and actual case studies constitute different course activities. 20 school-based hours. 47 contact hours.

**Topic #2: DIAGNOSIS AND REMEDIATION IN READING: IMPACT 2 credits**

## Baccalaureate Teaching Disciplines and Faculty Credential Guidelines

### Course Descriptions

Prerequisites: RED 3309, RED 4511 and admission to the Elementary Education or Exceptional Student Education IMPACT Programs. The major emphasis of this course is on learning how to diagnose reading problems in students, grades K-6. Through lecture, discussion, and simulated practice, students will learn how to administer assessments, evaluate results and plan appropriate instruction and remediation. 32 contact hours.

#### **RED 4940 FINAL READING INTERNSHIP 1 credits**

Co-requisite: EDE 4940 or EEX 4940. This course is designed as a supervised reading portion of the final internship to give practical experience in reading for the pre-service teacher. This course aligns directly to the Florida Reading Competencies, which include language development, cognition, research-proven best practices, and differentiated instruction. Students will work directly with K-12 teachers and students in the public schools in large group, small group, and individual settings to connect all aspects of theoretical, campus-based literacy instruction to classroom practice. This course is designed to demonstrate specific skills and strategies in reading relative to program planning, instruction, daily scheduling, record keeping, evaluation, classroom management, communication, ethics, and professional development. Contact hours: Students will spend a minimum of 5 hours per week for 15 weeks associated with the co-requisite of EDE 4940 or EEX 4940.

#### **REE 3043 REAL ESTATE BUSINESS FUNDAMENTALS 3 credits**

Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This will serve as the introductory course to the Real Estate Track. The intent of this course is to provide an overview of the real estate industry, including an introduction to fundamental real estate concepts and practices, legal and financial aspects, as well as construction and market trends. 47 contact hours.

#### **REE 3433 REAL ESTATE LAW 3 credits**

Prerequisite: REE 3043 and admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course will illustrate the numerous legal aspects associated with various domestic and international real estate transactions. Aside from this, the legal framework of property ownership, the foundation of Magna Carta, and a review of the complicated legal system in the United States will be covered as to provide an overview of the legal aspects, ramifications, and limitations in the real estate industry. 47 contact hours.

#### **REE 4103 REAL ESTATE APPRAISAL AND VALUATION 3 credits**

Prerequisite: REE 3043. This course will illustrate and assess the numerous economic, social, employment, geographic, marketing and financial aspects associated with property valuation and appraisal. The core focus will be on how to identify trends, where to locate trends, how to interpret trends and how to apply relevant data in the commercial and residential property valuation process. The student will learn from an analytical review, how to value vacant land, personal residence and commercial use buildings for multiple uses. 47 contact hours.

#### **RMI 3117 PERSONAL INSURANCE 3 credits**

Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. Successful completion of RMI 3200 is strongly recommended. This is the second of three courses in the Insurance Track. The intent of this course is to provide an overview of personal lines insurance, including an introduction to fundamental automobile, homeowners, life, health and disability concepts, practices, and current market trends. 47 contact hours.

#### **RMI 3200 PRINCIPLES OF PROPERTY AND LIABILITY INSURANCE 3 credits**

Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This will serve as the introductory course to the Insurance Track. The intent of this course is to provide an overview of the Property and Casualty Industry, including an introduction to fundamental insurance concepts, practices, legal, regulation and financial aspects and current market trends. 47 contact hours.

#### **RMI 4211 COMMERCIAL INSURANCE 3 credits**

Prerequisite: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. Successful completion of RMI3117 and RMI 3200 is strongly recommended. This is the third of three courses in the Insurance Track. The intent of this course is to provide an overview of commercial lines insurance, including an introduction to fundamental property, liability, automobile, crime business income, workers compensation practices, and current market trends. 47 contact hours.

#### **SCE 3030 SCIENCE MATTERS 2 credits**

This course is designed to promote observation in middle and high school science classrooms so that students gain an awareness of how they can engage students in learning and make science matter to students. This course is designed for majors in the Bachelor of Biological Science Education program. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 32 contact hours total with 5 school-based hours.

**Course Descriptions**

**SCE 3420C PHYSICAL SCIENCE FOR MIDDLE SCHOOL TEACHERS 4 credits**

Prerequisites: CHM 1025 or passing the chemistry pretest administered by SPC Natural Science department. This course is a study of the fundamental concepts of physical science as part for preparation for teaching science in grades 5-9. General topics will include: Newtonian mechanics, force, motion, energy, momentum, magnetism, electricity, light, sound and gravity. Chemistry topics will include the nature of elements, compounds, and mixtures; chemical and physical properties of matter; chemical reactions and nuclear processes. Although knowledge of basic algebra and mathematical skills are required, the course is focused on the conceptual understanding of physical principles rather than on mathematical manipulations. An integrated laboratory component will stress the importance of evidence, observations, experimentation, logic, and argument, and provide students with the knowledge and skills necessary for conducting demonstrations and laboratory investigations in the middle school setting. This course is designed for majors in the Middle School General Science, 5-9 program, and addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for certification. 92 contact hours.

**SCE 3941 SECONDARY SCIENCE FIELD EXPERIENCE (6-8): IMPACT 1 credits**

Prerequisite: EDF 3214 and admission into the IMPACT Secondary Science Program. Corequisite: SCE 3945 & RED 4335. This course is designed for students who will be obtaining teacher certification in grades 6-12. Students spend a minimum of 35 school-based hours in the middle school classroom. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 17 contact hours.

**TOPIC 2: SECONDARY SCIENCE FIELD EXPERIENCE (6-8)**

Admission into the College of Education Secondary Science Program. Corequisite: SCE 3945. This course is designed for students who will be obtaining teacher certification in grades 6-12. Students will report to schools for forty (40) to sixty (60) school-based hours as supervised observers and instructional participants in the middle school classroom. This course addresses specific Sunshine State Science Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 17 contact hours.

**SCE 3945 INTERACTIVE PROJECTS THAT PROMOTE LEARNING IN SCIENCE 3 credits**

Pre or Corequisite: EDF 3214. Corequisite: SCE 3941. Prerequisite: Admission to Secondary Science Education BS program or the Science Education IMPACT program. This course is designed to build on the course Science Matters and integrate science coursework with practical experience for students preparing to teach middle school science. Field experiences from Secondary Science Field Experience (6-8) will be incorporated into classroom discussions, investigations and reports, and various strategies for probing understanding. This course addresses specific Sunshine State Science Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

**SCE 4330 SECONDARY SCHOOL SCIENCE AND ASSESSMENT WITH TECHNOLOGY 3 credits**

Prerequisite: EDF 3214 Corequisite: SCE 4940. This course is designed to: 1) enlarge and expand the instructional theories, ideas, and strategies developed and discussed in the two previous courses, Science Matters and Interactive Projects that Promote Learning in Science; and 2) help the student gain knowledge and skills necessary to become an effective teacher and leader in the area of secondary school biology or middle school science. The activities in this course will: a) develop the theoretical basis for science instruction intended for middle school and secondary school students; b) illustrate and apply models for instruction in science courses involving laboratory and field activities and technology in the process of enhancing students' understanding of science; and c) provide practical experience in planning, implementing, assessing and evaluating science instruction. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 62 contact hours.

**Topic #2: SECONDARY SCHOOL SCIENCE AND ASSESSMENT WITH TECHNOLOGY: IMPACT 3 credits**

Prerequisite: SCE 3945. This course is designed to enlarge and expand instructional theories, ideas, and strategies developed and discussed in Middle School Science. Activities are intended to illustrate and apply models for instruction and assessment in science courses involving laboratory, field activities, and technology. The course provides practical experience in planning, implementing, assessing, and evaluating science instruction. 47 contact hours.

**SCE 4940 INSTRUCTIONAL METHODS IN SECONDARY SCIENCE AND ASSESSMENT WITH TECHNOLOGY PRACTICUM 1 credits**

Prerequisite: EDF 3214 and admission to the Science Education BS program. Co-requisite: SCE 4330. This course is designed to give practicum experience to students in public or private school classrooms as approved by the dean. Students will spend a minimum of forty (40) to sixty (60) school-based hours of observation/teaching/assessment in science classrooms. These clinical experiences will be incorporated into Instructional Methods in Secondary Science and Assessment with Technology. 17 contact hours.

**Topic #2: SECONDARY SCIENCE FIELD EXPERIENCE GRADES 9-12: IMPACT**

Prerequisite: EDF 3214 and Admission to the Science Education IMPACT Program. Co-requisite: SCE 4330. This course is designed to give 20 school-based hours practicum experience to certification candidates in public or private school classrooms as approved by the dean. Candidates work directly with middle school teachers and have an opportunity to teach both large and small group activities. This

**Course Descriptions**

course is designed to develop competencies relative to program planning instruction, daily schedule, record keeping, evaluation, classroom management, reporting to parents, professional organizations, and teacher ethics. 17 contact hours.

**SCE 4942 INTERNSHIP: SECONDARY SCIENCE EDUCATION 12 credits**

Prerequisites: Successful completion of all program requirements and passing General Knowledge and Professional Education sections of the Florida Teacher Certification Exam. This course requires a teacher candidate to demonstrate pre-professional competencies during one semester of full day internship in a public or private school approved-by the dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

**SCE 4943 INTERNSHIP: MIDDLE GRADES GENERAL SCIENCE EDUCATION 5-9 12 credits**

Prerequisites: Successful completion of all Middle Grades General Science, 5-9 Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

**TSL 3080 ESOL ISSUES: PRINCIPLES AND PRACTICES I K-12 3 credits**

This course is an introduction to the issues, principles, and practices of teaching English to speakers of other languages. It provides the foundation of knowledge necessary to meet the instructional needs of linguistically and culturally diverse students. Students will have 15 hours of field experience. (COE and IMPACT Math Education and IMPACT Science Education students will complete the field experience hours in this course. IMPACT Elementary Education and IMPACT Exceptional Education students will complete the field experience hours in their practicum.) 47 contact hours.

**TSL 4081 ESOL ISSUES: PRINCIPLES AND PRACTICES II K-12 3 credits**

Prerequisites: TSL 3080 and Admission to Elementary Education program (ELED-BS) or Exceptional Student program (ESED-BS) or Impact program. This course is designed to serve as the culminating experience in the teaching of English to speakers of other languages (ESOL) for the education major. Its main goal is to make the connection between theory and practice. Special attention will be given to the areas of second language acquisition theory and methods of teaching learners with limited English proficiency (LEP). 47 contact hours plus 15 hours of field experiences.

## **Faculty Credential Resources**

- **SACS Web Site:** [www.sacs.org](http://www.sacs.org) or [www.sacscoc.org/principles.asp](http://www.sacscoc.org/principles.asp)
- **SACS Faculty Roster Sample Page** <http://www.sacscoc.org/pdf/fac%20roster%20principles.pdf>
- **SPC BOT Rule: 6Hx23-2.022—Certification of Instructional, Administrative and Professional Personnel:** <http://www.spcollege.edu/central/botrules/>
- **SPC HR Office Web Links for Faculty Hiring:** <http://www.spcollege.edu/central/hr/jobs.htm>
- **SPC Faculty Credential Form:** <https://www1.spjc.edu/staffcentral/index.aspx>
- **SPC Transcript Request Form:** [http://www.spcollege.edu/central/credential/HR\\_Transcript\\_Request\\_form.doc](http://www.spcollege.edu/central/credential/HR_Transcript_Request_form.doc)
- **List of NACES member organizations:** <http://www.naces.org/>
- **List of Regional Accrediting Bodies:** <http://www.sacscoc.org/links.asp>