

# St. Petersburg College



Catalog 2016-2017

# SPC St. Petersburg College

(Formerly known as St. Petersburg Junior College)

## 2016-2017 CATALOG

**MAILING ADDRESS**  
P.O. Box 13489  
St. Petersburg, FL 33733-3489

**WEBSITE/PHONE**  
[www.spcollege.edu](http://www.spcollege.edu)  
Phone: 727-341-4772

### CAMPUS/SITE LOCATIONS

**Allstate Center**

3200 34<sup>th</sup> Street South  
St. Petersburg, FL 33711

**Caruth Health Education Center**

7200 66<sup>th</sup> Street North  
Pinellas Park, FL 33781

**Clearwater Campus**

2465 Drew Street  
Clearwater, FL 33765

**District Office**

6021 142<sup>nd</sup> Ave. N  
Clearwater, FL 33760

**EpiCenter**

13805 58<sup>th</sup> Street North  
Largo, FL 33760

**Epi Services, Human Resources**

14025 58<sup>th</sup> St. N  
Clearwater, FL 33760

**Seminole Campus**

9200 113<sup>th</sup> Street North  
Seminole, FL 33772

**SPC Downtown**

244 Second Avenue N  
St. Petersburg, FL 33701

**SPC Midtown**

1300 22<sup>nd</sup> Street S  
St. Petersburg, FL 33712

**St. Petersburg/Gibbs Campus**

6605 5<sup>th</sup> Avenue North  
St. Petersburg, FL 33710

**Tarpon Springs Campus**

600 Klosterman Road  
Tarpon Springs, FL 34683

**Veterinary Technology Center**

12376 Ulmerton Road  
Largo, FL 33774

### Campus Security/Crime Information

A copy of St. Petersburg College's Annual Security Report, which includes statistics for the previous three (3) years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by St. Petersburg College; and on public property within or immediately adjacent to and accessible from the campus and which includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters, can be obtained by contacting either the Associate Provost's Office, Site Administrator's Office, the Campus Security Office or the Office of Human Resources.

Security officers are on duty at all sites when the college is open for classes. In addition, some Security Dispatch and some sites are staffed from 1-5 p.m. on Sundays. Officers patrol the college grounds, conduct safety inspections, investigate and document incidents and help provide a safe environment. Officers also will provide safety escorts to and from your office or vehicle, assist motorists locked out of their vehicles, jump start vehicles and more. Call security dispatch at 727-791-2560 and an officer will be sent to assist you. In an emergency, call 911 first, then notify security.

### Equal Access Equal Opportunity

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact Pamela Smith, the director of EA/EO/Title IX Coordinator at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at [eaao\\_director@spcollege.edu](mailto:eaao_director@spcollege.edu).

### Accreditation

St. Petersburg College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award selected Bachelor's degrees in Science and Bachelor's degrees in Applied Science, Associate's degrees in Arts, Associate's degrees

in Science, and Associate's degrees in Applied Science, as well as certificates and Applied Technology diplomas. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Petersburg College.

## **Leadership**

### **PRESIDENT**

Dr. William D. Law, Jr.

### **BOARD OF TRUSTEES**

The SPC Board of Trustees is comprised of five positions, one of which is currently vacant.

Deveron M. Gibbons

Bill Foster

Jeffrey "Dale" Oliver

Nathan Stonecipher

Lauralee Westine

SPC President Bill Law serves as secretary to the Board of Trustees.

Trustees emeriti of St. Petersburg College (formerly known as St. Petersburg Junior College) since the Board of Trustees was created in 1968 are:

Arthur Libby Albers\*, Bridgette Bello, Philip Benjamin\*, Evelyn Bilirakis, Stanley A. Brandimore\*, Terrence E. Brett, L. Chauncey Brown\*, Janice C. Buchanan, Kenneth P. Burke, Laurel J. Chadwick, Pamela Jo Davis, Robert J. Fine Jr., William W. Gilkey\*, Thomas H. Gregory, Lacy R. Harwell\*, Paul Hatchett\*, James E. Hendry\*, Ann G. Hines\*, H. W. Holland\*, W. Richard Johnston, Susan D. Jones, Cecil B. Keene\*, Joseph H. Lang, Beatrice Lewis\*, E. C. Marquardt\*, J. Patrick McElroy, Demos A. Megaloudis\*, Gary Megaloudis, Reina C. Pollack, Kenneth T. Welch, Mac J. Williams\*, Robert C. Young \*Deceased

## **NOTICE REGARDING POLICIES FOUND IN THIS CATALOG AND CHANGES TO POLICIES**

Students need to review Board of Trustees (BOT) Rules and Procedures ([webapps.spcollege.edu/botrules/](http://webapps.spcollege.edu/botrules/)) to determine complete policies. Students may review BOT Rules online, at the library or provosts' office.

This catalog is for information only and does not constitute a contract between the applicant/student and the college.

The college reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses, and costs of any kind and further reserves the right to add or delete without notice any course offering or information in this catalog. The college further reserves the right to change any provision or requirement when such action becomes necessary.

# General SPC Information



## 2016-17 Academic Calendar

	<b>FALL TERM 2016 (520) 8/15 – 12/9/2016</b>	<b>SPRING TERM 2017 (525) 1/9 – 5/5/2017</b>	<b>SUMMER TERM 2017 (530) 5/15 - 7/21/2017</b>
<b>ADMISSIONS</b>			
Priority apply deadline for regular session	8/5/2016	12/30/2016	5/5/2017
Priority apply deadline for bachelor programs	7/11/2016	11/4/2016	4/7/2017
Health programs	Dates vary by program. View <a href="#">Health Admissions website</a> for details.		
International students deadline to apply with assurance of requirements	6/10/2016	10/21/2016	3/17/2017
Last day to apply for Study Abroad trips	Dates vary by trip. View <a href="#">Study Abroad website</a> for details.		
<b>REGISTRATION - Registration is not allowed after first class meets. The last day to register for online classes is the Sunday before classes begin for each term.</b>			
View Class Offerings on MySPC	4/4/2016	10/10/2016	3/6/2017
Special Programs	4/18/2016	10/24/2016	3/20/2017
Registration (Regular, online, 1st 8-Week Mod)	4/20/2016	10/26/2016	3/22/2017
Registration (Express)	4/20/2016	10/26/2016	3/22/2017
Registration (2nd 8-Week Mod)	4/20/2016	10/26/2016	3/22/2017
Transient students (The last day for SPC to receive incoming transient approval forms for online courses is 2 p.m. the Friday before classes start for each term.)	5/13/2016	11/18/2016	4/14/2017
Senior citizen/state employee (Regular) (View waiver forms)	8/10/2016	1/4/2017	5/10/2017
Senior citizen/state employee (Express)	8/10/2016	1/4/2017	5/10/2017
Senior citizen/state employee (2nd 8-Week Mod)	8/10/2016	1/4/2017	5/10/2017
<b>TUITION/FINANCIAL AID</b>			
Payment Plan enrollment deadlines	View <a href="#">Tuition Payment Plan details</a> .		
Tuition Universal due date (View <a href="#">tuition due date details</a> )	7/15/2016	TBA	TBA
Last day to pay online with Florida Prepaid (by noon)	TBA	TBA	TBA
View all <a href="#">financial aid deadlines</a>			
<b>LAST DAY TO DROP, RECEIVE REFUND, AND/OR CHANGE TO AUDIT</b>			
Regular, 1st 8-Week Mod and Online (See <a href="#">drop with a refund</a> )	8/19/2016	1/13/2017	5/19/2017
Weekend	8/26/2016	1/20/2017	5/27/2017
Express	9/16/2016	2/10/2017	6/14/2017
2nd 8-Week Mod	10/14/2016	3/17/2017	6/2/2017

## LAST DAY TO WITHDRAW \* WITH GRADE OF "W"

1st 8-Week Mod	9/15/2016	2/9/2016	6/15/2017
Weekend	10/16/2016	4/20/2017	6/23/2017
Regular, online	10/20/2016	3/22/2017	6/23/2017
Express	10/31/2016	4/2/2017	7/4/2017
2nd 8-Week Mod	11/11/2016	4/13/2017	6/29/2017

### \* **FINANCIAL AID RECIPIENTS:**

If you completely withdraw from the college anytime on or before the dates of your session, you may incur repayment of financial Assistance funds. See [financial aid withdrawal deadlines](#).

## FIRST/LAST DAY OF CLASSES (*MyCourses is down for maintenance the fourth Sunday of each month from 1-7 a.m.*)

Regular	8/15 - 12/8/2016	1/9 - 5/4/2017	5/15 - 7/20/2017
Online	8/15 - 12/8/2016	1/9 - 5/4/2017	5/15 - 7/20/2017
1st 8-Week Mod	8/15 - 10/7/2016	1/9 - 3/3/2017	5/15 - 7/7/2017
Weekend	8/19 - 12/3/2016	1/13 - 4/29/2017	5/20 - 7/16/2017
Express	9/12 - 12/8/2016	2/6 - 5/4/2017	6/12 - 7/20/2017
2nd 8-Week Mod	10/10 - 12/8/2016	3/13 - 5/4/2017	5/30 - 7/20/2017

## NO CLASSES FOR STUDENTS (also see college closed dates below)

All College Day (professional development for faculty/staff)	10/18/2016		
Winter break	12/10/2016 - 1/8/2017		
Spring break		3/5 - 3/12/2017	
Spring holiday		4/14 - 4/16/2017	

## EXAMS

Mid-Term Exams (Online)	10/7 - 10/9/2016	3/17 - 3/19/2017	6/16 - 6/18/2017
Final Exams (Online)	12/2 - 12/4/2016	4/28 - 4/30/2017	7/14 - 7/16/2017
Final Exams (Weekend)	12/1 - 12/3/2016	4/27 - 4/29/2017	TBA
Final Exams (Regular, express) <a href="#">View schedule</a> .	12/5 - 12/8/2016	5/1 - 5/4/2017	7/19- 7/20/2017

## GRADUATION

Last day to apply	12/8/2016	5/4/2017	7/20/2017
Name in Program Deadline	10/28/2016	3/24/2017	6/9/2017
<b>Commencement</b> (final dates dependent on venue)	12/10/2016	5/6/17	7/22/2017

## FACULTY SCHEDULE

Report for duty	8/11/2016	1/6/2017	5/15/2017
Last working day	12/9/2016	5/5/2017	7/21/2017
All College Day (professional development for faculty/staff)	10/18/2016		
Winter break	12/17/2016 - 1/1/2017		
Spring break		3/5 - 3/12/2017	
Summer break			5/6 - 5/14/2017
Final grades due in PS by 4 p.m. (1st 8-Week Mod)	10/7/2016	3/3/2017	7/7/2017
Final grades due in PS by 4 p.m. (All other sessions)	12/9/2016	5/5/2017	7/21/2017
<b>COLLEGE CLOSED</b>			
Labor Day	9/5/2016		
Veterans Day	11/11/2016		
Thanksgiving Break	11/23 - 11/27/2016		
Winter Break	12/17/2016 - 1/1/2017		
Martin Luther King, Jr.'s Day		1/16/2017	
Spring Break		3/5 - 3/12/2017	
Spring Holiday		4/14 - 4/16/2017	
Memorial Day			5/29/2017
Independence Day			7/4/2017
All College Day	10/18/2016		

**DATES SUBJECT TO CHANGE**

Last revised 4/27/2016

## **SPC Foundation, Inc.**

<http://spcollegefoundation.spcollege.edu/>

The St. Petersburg College Foundation, Inc. is a 501 (c)(3) corporation chartered under Florida statutes, serving as a direct-support organization of St. Petersburg College. In support of the vision and mission of SPC the Foundation accepts and prudently manages all gifts including cash, securities, property, bequests and trust or life-income arrangements.

The Foundation is guided by a Board of Directors composed of professional, business and civic leaders who are vitally interested in higher education in the greater Tampa Bay area.

The St. Petersburg College Foundation, Inc. promotes the practice of philanthropy through partnerships with the community for the advocacy of higher education in general and specifically at SPC, for (1) the provision of student scholarships, awards and grants, (2) the advancement of teaching and instructional services, (3) new and improved facilities and (4) state-of-the-art technology.

### **Board of Directors**

The Foundation is guided by a Board of Directors composed of professional, business and civic leaders who are vitally interested in higher education in the greater Tampa Bay area.

#### **Officers:**

- Chairman – Beth A. Horner
- Vice Chairman – Paul Demirdjian
- Treasurer - Theresa K. Furnas \*
- Secretary - Frances Neu, Foundation Executive Director \*

#### **Board Members:**

- Angie Beltz
- Joseph G. Blanton
- Michael Carroll
- Kenneth P. Cherven
- Stephen O. Cole
- John W. Doshier
- Robert L. Hilton
- Dr. William D. Law Jr., SPC President
- Bill McLoud
- Walter L. "Skip" Schafer Jr.
- Steve R. Shepard
- Shan Shikarpuri
- Richard B. Winning
- David Zillig

#### **Directors Emeritus:**

- Leon R. Hammock
- Helen K. Leslie
- Alfred T. May
- Henry B. Saylor

#### **Honorary Director:**

•Wendell R. Ware

\* Ex officio nonvoting members

## **SPC Mission, Vision and Values**

SPC's mission is to provide accessible, learner-centered instruction for students pursuing associate degrees, four-year degrees, and technical and continuing education. As a comprehensive multi-campus state college, SPC seeks to be a creative leader and partner with students, communities and other educational institutions to deliver enriched learning experiences and to promote economic development.

The college boasts an outstanding, diverse faculty and staff; advanced technology; distance learning; innovative teaching techniques; outstanding library and information resources; a climate for student success; and an enduring commitment to excellence.

Get more information on the philosophy and objectives of the college by reading College Rule 6Hx23-1.02(03/19/13) at [webapps.spcollege.edu/botrules/](http://webapps.spcollege.edu/botrules/).





## Mission Statement

*Promote student success and enrich our communities through education, career development and self-discovery*

### VISION STATEMENTS

#### **Student Focus**

We believe students are the heart of SPC! All SPC resources, decisions, and efforts are aligned to transform students' lives to empower them to finish what they start!

#### **Academic Excellence**

We promote academic excellence through interactive, innovative, and inquiry-centered teaching and learning.

#### **Outstanding Service**

We commit to a culture where excellent service is expected and delivered by all SPC employees.

#### **Diversity**

We foster a learning community in which the values, goals, and learning styles of all students and members of the college community are recognized and supported.

#### **Ethics**

We are dedicated to the highest standards of ethics and integrity while promoting a culture of stewardship.

#### **Culture of Inquiry**

We encourage a data-driven environment that allows for open, honest dialogue about who we are, what we do, and how we continue to improve student success.

#### **Partnerships**

### History

From the beginning, St. Petersburg College has been a leader. It was Florida's first two-year college (founded in 1927) as well as the state's first community college to offer bachelor's degrees (2002). Today, SPC is one of 14 State Colleges, and served as a model for incorporating bachelor's degree programs into traditional two-year institutions. Read more SPC history at <http://www.spcollege.edu/friends-partners/about/history>.

We nurture relationships within the college and community that allow us to grow our knowledge, expand our reach, and strengthen our impact on those we serve.

#### **Transparency**

We embrace openness in communication by providing access to college processes and procedures, expenditures, institutional effectiveness, and student success rates.

#### **Leadership and Empowerment**

We are committed to the authority to lead and the creativity to inspire by providing accessible learning opportunities responsive to a range of community needs.

#### **Global Citizenship**

We broaden perspectives and promote the principles of civil discourse and ethical responsibility in social, cultural, and environmental matters both locally and abroad.

#### **Innovation**

We actively seek and create new tools and techniques that facilitate and encourage cutting edge innovation in student education and services.

#### **Mutual Respect**

We make a commitment to treat all members of SPC and our communities with mutual respect and empathy.

#### **Professional Development**

We commit to providing all SPC employees ongoing opportunities for personal and professional growth.

## **Textbooks**

[www.spcollege.edu/textbooks](http://www.spcollege.edu/textbooks)

SPC makes shopping for textbooks easy. After you register for classes on MySPC, you can see the required and recommended textbooks you need. The International Standard Book Number (ISBN) is provided so that you can be sure you are getting the exact educational content needed for your courses, no matter where you choose to shop.

### **Barnes & Noble College**

St. Petersburg College bookstores are under the management of Barnes & Noble College. Students can choose from new and used books, textbook rentals and from a rapidly expanding selection of eTextbooks. Use your class schedule to order your books in person at your campus bookstore or learn more about shopping for textbooks online at Barnes & Noble and paying for textbooks with the Book Line of Credit and the SPC textbook credit.

### **SPC BookSwap**

Trade textbooks with other SPC students. Log into MySPC and look for the link to Bookswap.

## **Personal Property**

Students who bring personal property to the College and/or leave personal property at the college do so at their own risk as the college provides no insurance in the event the student's personal property is stolen or damaged while on college premises.

## **Photography**

All students grant permission to the college, its agents and staff to use video and photographs taken of them for SPC promotional/advertising materials without charge. No promises have been made and no consideration is involved for their use. If a student does not want SPC to use video and photographs of himself/herself then he/she must inform the associate provost on his/her home campus.

## **Insurance**

The college does not provide accident or health insurance for students. Optional student insurance may be obtained from a college-approved insurance company at the student's expense. Forms are available in the Student Life and Leadership offices. Certain courses require the student to obtain liability insurance for which a special fee is charged.

### **Professional Liability Insurance for Students**

Those students in a program of study leading toward a degree or certificate in a health care profession who will be providing health care services to a patient or clinic under the direction of a faculty member of the College as a part of the course of study are required to have student professional liability (malpractice) insurance for which a fee is charged. Students in the health programs are also required to carry clinical accidental insurance, which must be obtained through the College and for which a special fee will be charged. The professional liability coverage does not protect the student in the event of illness or injury.

## **Libraries**

[www.spcollege.edu/libraries](http://www.spcollege.edu/libraries)

Your student ID is your library card and can be used to check out materials or use any of the services the libraries provide. Once you have your student ID, search for materials online or visit one of the libraries. For campus locations, hours, and a list of available services, visit [www.spcollege.edu/libraries](http://www.spcollege.edu/libraries).

Our libraries are staffed by professional librarians, career library employees, student workers and volunteers to help students. College librarians teach and provide assistance with research projects, APA/MLA citation and finding information for course projects. Students can also get help by searching our FAQ database, calling any of the SPC libraries or using Ask a Librarian to chat, text or email your questions. For 24/7 access, visit [www.spcollege.edu/library](http://www.spcollege.edu/library).

### **Public library and college library in one**

Joint-use libraries on the St. Petersburg/Gibbs and Seminole campuses showcase two unique partnerships between SPC and the cities of St. Petersburg and Seminole. Each library provides users with the benefits of a public library and a college library in one.

## **Tutoring**

[www.spcollege.edu/tutoring](http://www.spcollege.edu/tutoring)

Trouble with math or English? The Learning Support Commons provides free academic resources and learning support for currently enrolled students. Tutors help students with homework, understand mistakes on tests, memorize facts and formulas, improve writing and math skills, computer skills and more. Highly skilled professionals work with students one-on-one and in groups.

## **MySPC Student Portal**

<https://my.spcollege.edu>

MySPC is the college's secure portal for your academic information. MySPC makes it fast and easy to find information. You'll find helpful links and video tutorials to improve your online experience and guide you as you apply to SPC, register for classes, manage your financial aid, check student email. Build your individual learning plan and chart your progress. Additional information is available at [www.spcollege.edu/myspc](http://www.spcollege.edu/myspc). Questions regarding MySPC should be referred to 727-341-4772.

## **Advising**

[www.spcollege.edu/advising](http://www.spcollege.edu/advising)

Our advisors can help you achieve your academic and personal goals by walking you through college entrance procedures, evaluating placement test scores, reviewing new student orientation information, assisting with course selection, assisting with long-range academic planning, reviewing general education and degree requirements, reviewing how many courses you should take, and reviewing transfer options.

## **Career Services**

[www.spcollege.edu/careerservices](http://www.spcollege.edu/careerservices)

SPC Career Services can help you select a career direction and appropriate program of study. We can help with everything from personal assessment, career exploration and decision-making, choosing a matching SPC major, preparing a job search strategy, developing a resume and cover letters, interview preparation and salary negotiation.

## **Student Government Association (SGA)**

[www.spcollege.edu/SGA](http://www.spcollege.edu/SGA)

Represent your fellow students by joining the Student Government Association. SGA members voice the interests, concerns and needs of students in campus and college decisions to college administration and state legislators. Each SGA belongs to the Florida Junior Community College Student Government Association (FJCCSGA), which serves as the representative voice of Florida Colleges throughout Florida.

Each year, SGA members can travel to the annual FJCCSGA state convention and regional meetings and leadership retreats across Florida. As a currently enrolled SPC student, you can vote for who represents you as an officer in the SGA.

## **Accessibility Services**

[www.spcollege.edu/accessibility](http://www.spcollege.edu/accessibility)

Disability Resources has changed its name to Accessibility Services. This is a result of a collaborative effort by the Accessibility Services staff, the Associate Provosts, and Retention Services to revitalize services for students with disabilities. The goal of the revitalization is to promote the overall commitment of St. Petersburg College to equal educational access for all students and to help eliminate barriers, while enhancing student success, retention, completion, and job placement.

### **Who is eligible?**

A student with a documented disability may be eligible to receive services. If you think you have a disability but have not had it documented, your campus learning specialist will explain how to get proper testing or assessment. To be documented, you must have a recent report from a licensed physician or psychologist or an IEP or SOP from your high school.

### **What services are available?**

Appropriate, reasonable accommodations are offered based on documented needs. Accommodations might include:

- Adaptive technology
- Enlargers
- Early registration
- Tutors
- Notetakers
- Sign language interpreters
- Real-time captioning
- Testing arrangements
- Classroom modifications

**What are the benefits?**

Students who use these services tend to have:

- Higher GPAs
- Fewer withdrawals from courses
- Better graduation rates

**Request Services**

See a campus learning specialist and bring your documentation. Schedule your appointment as early as possible so that accommodations can be made in a timely manner. All information will be kept confidential.

**Financial Aid**

[www.spcollege.edu/getfunds](http://www.spcollege.edu/getfunds)

**Tuition Payment Plan**

If you cannot pay by the deadline, consider our Tuition Payment Plan. For details visit [www.spcollege.edu/paymentplan](http://www.spcollege.edu/paymentplan).

**Receiving funds**

Students will get their financial aid funds at the end of the fourth week of classes of the earliest term they are enrolled in. If you are enrolled only in Express or Second 8-week Mod classes, your funds will be disbursed at the end of the fourth week of that term. It is the student's responsibility to understand the attendance policies of all courses they are enrolled in.

**Tuition and fees**

SPC deducts tuition and fees from your financial aid award directly. If your award is less than the cost of tuition and fees, you must pay the difference by the tuition due date.

**Book Line of Credit**

If your financial aid exceeds your tuition and fee charges, you may charge up to \$800 books and supplies using the Book Line of Credit (a short-term, interest-free loan) at campus bookstores. The amount of your Book Line of Credit is based on projected financial aid that will be refunded at the end of the fourth week of your classes. The bookstore will have your information on file and will apply your available book charges against your tuition account. Visit [www.spcollege.edu/bloc](http://www.spcollege.edu/bloc) for more information.

**Disbursements**

Disbursements occur when SPC receives federal, state, or other funds on your behalf. These funds are disbursed to your student account to cover your tuition, fees, and Book Line of Credit charges. This is the date you will see in MySPC; however, this is not the date your excess funds are refunded to your SPC OneCard.

**Loan disbursements**

All loans are disbursed in two payments, even if you are enrolled in Fall term or Spring term only. The first disbursement is delivered to SPC during the fourth week of your classes. The second disbursement is delivered to SPC at the midpoint of your classes.

**Refunds to your SPC OneCard**

Refunds to your SPC OneCard occur when the amount of the disbursements received on your behalf is greater than the amount owed for tuition, fees, and the Book Line of Credit. The excess funds will be refunded to your SPC OneCard based on the choice you made when you activated the card. Refunds begin at the end of the fourth week of your classes.

**Student employment pay**

Students working through student employment programs of Federal Work Study, America Reads, America Counts or Student Assistants will receive their paychecks bi-weekly through their supervisor or directly deposited into their bank accounts.

**Satisfactory Academic Progress (SAP)**

Federal regulations require that all students who get financial aid demonstrate that they are moving through their academic program at a reasonable rate or are making progress toward their degree. Federally-mandated regulations regarding SAP changed July 1, 2011. Visit [www.spcollege.edu/sap](http://www.spcollege.edu/sap) for details on our Satisfactory Academic Progress (SAP) policy.

**Withdrawing from classes**

CAUTION: If you are a financial aid recipient and are thinking about dropping your classes or withdrawing from the college, please consult a financial aid counselor on how this will affect your aid. For complete details visit [www.spcollege.edu/withdrawal](http://www.spcollege.edu/withdrawal).

## **Veterans Services**

[www.spcollege.edu/veterans](http://www.spcollege.edu/veterans)

Veterans Services specialists will help ease your transition in starting, continuing or resuming your educational pursuit and offer assistance with Department of Veterans Affairs (VA) educational benefits. Veterans Services Centers provide specialized services to veterans, eligible dependents, active duty servicepersons and members of the Selected Reserve. Currently, more than 1,500 student veterans have made SPC their choice – with more student veterans joining our ranks every day.

## **Online Courses**

<http://go.spcollege.edu/online/>

Our eCampus program offers hundreds of accredited online college courses in dozens of majors — plus online student support services at your fingertips. Look for online courses as you register in MySPC.

# Board of Trustees Rules & Procedures



## NOTICE REGARDING POLICIES FOUND IN THIS CATALOG AND CHANGES TO POLICIES

The BOT rules listed in this catalog are a small sample, students need to examine official Board of Trustees (BOT) Rules and Procedures ([webapps.spcollege.edu/botrules/](http://webapps.spcollege.edu/botrules/)) to determine complete policies. Students may review official BOT Rules online, at the library or provosts' office.

# BOT rules and Procedures

## Academic Affairs & Academic Honesty Policies

6Hx23-4.461 ACADEMIC AFFAIRS: ACADEMIC HONESTY POLICIES

Honor Code—St. Petersburg College expects students to be honest in all of their academic work. By enrolling at the College, students agree to adhere to the College's standards of academic honesty and integrity. Failure to comply with this pledge may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, students also have an ethical obligation to report violations of the SPC academic honesty policies they may witness.

All students have an ethical obligation to adhere to the Honor Code and are required to abide by the following Academic Honesty Policies:

- I. Each student is required to subscribe to the Policies upon registration each semester by signing the following pledge, which is contained on the Registration and Drop/Add Form:

I understand that SPC expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the College.

- II. Students admitted into certain professional programs of the College may be subject to a code of ethics in accordance with the rules and policies of that program and, therefore, subject to such policies as they may relate to sanctions and discipline for infractions involving unethical behavior and matters of academic honesty.
- III. The College has developed policies in regard to conduct which constitutes a violation of Academic Honesty. Those adjudged to have committed such conduct shall be subject to discipline up to expulsion in accordance with the college's established process and procedures.

Specific Authority: 1001.64(2) & (4), F.S.  
Law Implemented: 1001.64(8)(f), F.S.

History: 7/16/96. Adopted - 7/16/96. Effective - Session I, 1996-97; 3/20/01. Filed - 3/20/01. Effective - 3/20/01; 5/16/05. Filed - 5/16/05. Effective - Session I, 2005-06; 11/21/06. Filed - 11/21/06. Effective - 11/21/06; 4/26/11. Filed - 4/26/11. Effective - 4/26/11.

P6Hx23-4.461 PROCEDURE: ACADEMIC AFFAIRS: ACADEMIC HONESTY POLICIES

- I. Violations of the Honor Code and Policies include, but are not limited to, the following:
  - A. Cheating — The improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:
    1. Copying from another student's test or homework paper.
    2. Allowing another student to copy from a test or homework assignment.
    3. Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including information accessed through a calculator or other electronic devices.
    4. Collaborating during an in-class or take-home test with any other person by giving or receiving information without authority.
    5. Having another individual write or plan a paper, including those bought from research paper services.
    6. Submitting the same paper/project in more than one class course unless the course faculty gives specific permission.

- B. Plagiarism — The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

When a student submits oral or written work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness. Examples include:

1. Quoting another person's actual words.
2. Using another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words.
3. Drawing upon facts, statistics, or other illustrative materials — unless the information is common knowledge.
4. Submitting a paper purchased from a term paper service as one's own work.
5. Failing to accurately document information or wording obtained on the internet according to an approved citation format.
6. Submitting anyone else's paper as one's own work.
7. Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.
8. Offering, giving, receiving or soliciting of any materials, items or services of value to gain academic advantages for yourself or another.

- C. Bribery - The offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another. This does not apply to College approved or sponsored tutoring or supplemental instruction.

- D. Misrepresentation - Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

- E. Conspiracy - The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

- F. Fabrication - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects or internships.

Examples include:

1. Citing information not taken from the source indicated.
2. Listing sources in a Works Cited or reference not used in the academic exercise.
3. Inventing data or source information for research or other academic exercise.
4. Submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including on-line sources.
5. Taking a test for someone else or permitting someone else to take a test for you.
6. Falsifying records of hours in the field.



- G. Collusion – The act of working with another person on an academic undertaking for which a student is individually responsible. Unless working together on an individual assignment has been prior approved, it is not allowed. On group projects, students must stay within the guidelines set by the instructor and this Rule. If the instructor provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of these Policies and Rule.
- H. Duplicate Submission - Submission of the same or substantially same paper/project in more than one course unless prior permission has been obtained from the current instructors if the paper/project is being used in two classes in the same term or from the subsequent instructor if being used in a subsequent term.
- I. Academic Misconduct — The intentional violation of College policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:
1. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
  2. Selling or giving away all or part of an unadministered test and/or test answers.
  3. Asking or bribing any other person to obtain a test or any information about a test.
  4. Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
  5. Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the College which relate to grades.
  6. Continuing to work on an examination or project after the specified time has elapsed.
- J. Improper Computer/Calculator Use
- Examples of improper computer and/or calculator use include but are not limited to:
1. Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs.
  2. Selling or giving away all or part of the information on a calculator, computer disk or hard drive, which will be used as graded material. NOTE TO STUDENTS: Never save information on the hard drive of a SPC computer.
  3. Sharing a calculator or computer while leaving answers on display or in memory.
  4. Submitting a duplicate computer printout with only the student's name changed. This applies to homework and tests.
- K. Improper Online, TeleWeb and Blended course use include:
1. Having or providing unauthorized outside help when completing online quizzes or assignments.
  2. Obtaining access to confidential test materials or questions before quizzes or assignments.
- L. Disruptive Behavior - Each student's behavior in the classroom or Web course is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials on chartroom or Web page sites.

The instructor has the authority to ask a disruptive student to leave the classroom, lab, or online course and to file disciplinary charges if disruptive behavior continues.

Cell phones and other electronic devices must not disturb instruction. Turn off these devices when entering the classroom.

- M. Right to Confidentiality – The Family Educational Rights and Privacy Act of 1974 provides that any information related to an alleged violation of SPC's disciplinary policy or the outcome of a disciplinary hearing be treated as strictly confidential by faculty members. Further information about STUDENTS' RIGHTS AND RESPONSIBILITIES may be found in the official Student Handbook and the College catalog.

## II. Initial Process: Alleged Violation of Academic Honesty Policy

- A. When a student is alleged to have violated the Academic Honesty Policies, the faculty member involved shall contact the appropriate program administrator regarding the allegations. The program administrator shall then contact the dean, program director, academic chair, or instructor-in-charge, as the case may be, who has direct authority over the program to which the faculty member alleging the violation belongs. The dean, program director, or instructor-in-charge, as the case may be, shall determine whether or not the alleged violation would be the student's first offense.
- B. The faculty member may attempt to resolve the alleged violation in accordance with the process and procedures set forth in this Article if the alleged violation would be the first offense and the faculty member believes there are no circumstances that require the imposition of a sanction other than a discretionary education assignment and/or a reduced or failing grade on the assignment or in the course.

However, if the alleged violation would not be the student's first offense, or if the faculty member believes a more severe sanction other than a discretionary education assignment and/or a reduced or failing grade on the assignment or in the course is warranted, the alleged violation shall be resolved in accordance with the process and procedures set forth herein.

- C. A student shall not be permitted to withdraw from the course once informed of a suspected academic honesty violation. Any class that a student withdraws from in violation of this restriction shall be reinstated until the charges are resolved.

## III. Faculty Determination Process

- A. If, in accordance with Article II, a faculty member is permitted to attempt to resolve the alleged violation, the faculty member shall meet with the student to discuss the alleged violation and the sanctions which the faculty member intends to impose. The faculty member may request that the program administrator or other appropriate College official attend the meeting between the faculty member and the student.
- B. After meeting with the student, the faculty member may take the following actions:
  - 1. Drop the charges if in the faculty member's judgment the allegation appears to be unsubstantiated
  - 2. If the student agrees that a violation has occurred and that the sanction(s) imposed is warranted, the faculty member shall fill out a Disciplinary Form and the student and faculty member shall both sign the Disciplinary Form.
    - a. A student's signature on the Disciplinary Form shall act as a waiver of all other available adjudicatory procedures or appeals related to the matter.
    - b. A faculty member shall send the original fully executed Disciplinary Form to the appropriate program administrator and associate provost and keep a copy for his or her own file. The associate provost shall create a file on the matter and forward a copy of the Disciplinary Form to the office of the vice president of Academic and Student Affairs.
  - 3. Impose a sanction(s) against the student

If the student does not agree that a violation of the Academic Honesty Policy has occurred or that the imposed sanction(s) are appropriate, the student may within seven (7) business days of receiving notice of the faculty member's determination file a written petition to the dean, program director, or instructor in charge, as the case may be, having supervisory authority over the course in which the sanction was imposed, alleging arbitrary and capricious actions of the faculty member and stating the reasons or grounds in support thereof. If the student fails to file a petition within the time set forth above, the sanction(s) shall become final and shall constitute a waiver of all other adjudicatory procedures or appeals.

- 4. If the student files his or her written petition, it will be referred to the dean, program director, or instructor in charge, as the case may be, who shall have ten (10) business days to issue a written

decision as to whether or not the faculty member's determination was arbitrary and/or capricious. A copy of the written decision shall be provided to the student, the faculty member, and the associate provost. The decision of the dean, program director, or instructor in charge, as the case may be, shall constitute a final action with respect to the matter and be non-appealable.

IV. Associate Provost or Designee Determination Process Concerning a Second Violation or Serious Violation Warranting Disciplinary Action

If the alleged violation would not be the student's first offense or if the faculty member believes a more severe sanction other than a discretionary education assignment and/or a reduced or failing grade on the assignment or in the course is warranted, the faculty member shall submit the alleged violation to the program administrator who will contact the associate provost at the campus at which the course is taught for resolution in accordance with the process and procedures set forth herein.

Submissions of alleged violations of the Academic Honesty Policy as provided herein to the associate provost shall be handled in accordance with BOT Rule 6Hx23-4.35.

V. Alleged Violations Occurring at the End of a Term

A. In the event a faculty member alleges a violation of the Academic Honesty Policy by a student at the end of a term and: (i) the alleged violation is unable to be resolved before grades are due for the term; and (ii) is a violation of the nature that the faculty member may handle in accordance with Article V, the faculty member shall award the student a grade of "incomplete" in the course. The faculty member shall attempt to notify the student that an alleged violation of the Academic Honesty Policy has occurred and that the student must respond to the allegation or waive his or her right to oppose any imposed sanction.

B. If the faculty member's initial attempt to contact the student is unsuccessful, the faculty member shall send a letter by certified mail, return receipt requested, to the last known address of the student on file with the Registrar's Office with a copy to the program administrator. The letter should inform the student that the faculty member believes a violation of the Academic Honesty Policy occurred and that the student has ten (10) days from the receipt of the letter to respond to the charge. If the student fails to respond within twenty (20) days of the faculty member's mailing of the letter, the faculty member shall impose the sanction as set forth in Article V, herein, and the student shall be deemed to have waived any and all rights to appeal the sanction(s).

C. In the event a faculty member alleges a violation of the Academic Honesty Policy by a student at the end of a term and: (i) the alleged violation is unable to be resolved before grades are due for the term; and (ii) the violation is of a nature that it would be handled by the associate provost in accordance with Article VI, the faculty member shall submit the alleged violation to the program administrators who will then contact the associate provost at the campus at which the course is taught. The faculty member shall award the student a grade of "incomplete" in the course.

D. The associate provost shall do a preliminary review of the matter and if after the preliminary review the associate provost believes a violation may have occurred and that sanctions are appropriate, the associate provost shall notify the student by phone and/or e-mail to inform the student that the associate provost believes a violation of the Academic Honesty Policy may have occurred, that the student could face sanctions for such violation up to expulsion from the College and that the student must respond to the allegation or will waive their right to oppose any imposed sanction. The associate provost may recommend that the matter proceed pursuant to BOT Rule 6Hx23-4.35.

E. If the associate provost's initial attempt to contact the student is unsuccessful, the associate provost shall send a letter by certified mail, return receipt requested, to the last known address of the student on file with the registrar's office. The letter should inform the student that the associate provost believes a violation of the Academic Honesty Policy may have occurred and that the student has ten (10) days from the receipt of the letter to respond to the charge. If the student fails to respond within twenty (20) days of the associate provost's mailing of the letter, the associate provost shall recommend an appropriate sanction.

F. If the recommended sanction does not include suspension, dismissal or expulsion, the sanction will be imposed and the student shall be deemed to have waived any and all rights to appeal the sanction(s). In the event the associate provost desires to impose a sanction of suspension, dismissal or expulsion from the College and the student fails to respond within twenty (20) days of the faculty member's mailing of the letter, the student shall receive a grade of "F" in the course and shall not be able to enroll in courses until resolution of the alleged violation. In the event the associate provost reviews the allegations and recommends a sanction of suspension, dismissal or expulsion from the College and the student fails to respond to the alleged violation within six (6) months of the associate provost's

mailing of the letter, the student shall retain the "F" in the course, the recommended sanction shall be imposed, and the student shall be deemed to have waived any and all rights to appeal such sanctions.

History: Adopted – 4/18/11. Effective – 4/26/11.

## Academic Average & Repeat Courses

6Hx23-4.15 ACADEMIC AVERAGE AND REPEATED COURSES

The Board of Trustees delegates to the President the responsibility to establish and implement policies and procedures related to the calculation of academic averages and repeated coursework. Such delegation shall include implementing procedures related to the determination of grades to be included in a student's grade point average, a process for reviewing requests to exclude certain coursework from grade point average calculations, and defining standards concerning repeated course attempts and fees in accordance with state Board of Education rules. It is the responsibility of the President that these procedures are disseminated and fully observed, and that a viable process for reviewing extenuating circumstances for purposes of determining financial hardship is established.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(8), 1004.68, 1001.02, 1001.03, 1009.28, 1009.285, 1004.93, F.S.

History: Formerly 6Hx23-4-6.01; Adopted 10/16/75; Readopted 10/25/77; Amended 11/30/81, Emergency Amendment 1/19/84 (effective Session I, 1984-85), 2/16/84; Filed 2/16/84; Effective 8/20/84 for Session I, 1984-85. 12/15/97. Filed - 12/15/97. Effective - 12/15/97; 6/20/00. Filed - 6/20/00. Effective - 6/20/00; 3/26/02. Filed – 3/26/02. Effective – 3/26/02; 5/16/05. Filed – 5/16/05. Effective – 8/15/05; 9/18/06. Filed – 9/18/06. Effective – 9/18/06; 5/18/10. Filed – 5/18/10. Effective – 5/18/10; 10/17/11. Filed – 10/17/11. Effective – 10/17/11.

P6Hx23-4.15 PROCEDURE: ACADEMIC AVERAGE AND REPEATED COURSES

### PURPOSE AND INTENT:

To provide for a student's grade point average that will include grades on all college level work attempted. If a course is repeated more than once, only the grade on the last attempt will be used in computing the average.

- I. A student may not repeat a course for which a grade of "C" or higher has been earned. A student enrolled in the same college-level course more than twice will be assessed fees at 100 percent of the full cost of instruction equal to the rate charged non-Florida residents. Students may have their fees reduced once for each class due to extenuating circumstances as determined by the campus provost or associate provost or designee whose decision in the matter shall be final. An attempt shall be defined as each enrollment in a college/college preparatory course past the drop/add period regardless of the grade received. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances as determined by the Dean/Program Administrator. In addition, at the third or any subsequent attempt, the student may not receive a grade of "W" or "X", but must receive the letter grade earned. When a course is repeated or when credit cannot be received in both of two courses, credit will be allowed only in the more recent course taken, even if the later grade is lower than a previous grade. Except where provided in the course description, multiple credit will not be granted for the same course.

In order to request a fourth attempt in a course the student must submit an Academic Appeal to Dean Form within 10 working days of the receipt of the final grade for the third attempt for the course to the Dean/Program Administrator. The Dean/Program Administrator will respond to the student within 10 working days of the receipt of the request with the decision to approve or deny the request. The decision of the Dean/Program Administrator is final, with no appeal available.

- II. Credit for previous attempts will not be taken away until the course has been repeated the maximum number of times allowable for credit.
- III. After the maximum has been reached, the loss of credit for earlier attempts will be applied first to the attempt with the lowest grade, then successively to the next highest grade, etc.

The symbols to be used for designating grades are standardized for all Florida community colleges in Appendix II (Common Transcript Standard Form) to the articulation agreement between the state universities and the public community colleges of Florida. The appendix also specifies a 4-point grading system for determination of grade point averages.

Section 2C of the articulation agreement provides that only the final grade received in courses repeated by the student shall be used in computing the grade point average even if the final grade received is lower than the initial attempt(s).

The college uses the following letter grades (and grade points):

Grades used in G.P.A. computation:		Grades not used in G.P.A. computation:	
A	4 grade points	Excellent	W Withdrawal
B	3 grade points	Good (Non-Credit)	S Satisfactory
C	2 grade points	Average	X Audit
D	1 grade point	Poor	I Incomplete
F	0 grade points	Failure	N No Credit
WF (Attendance Policy Violation)	0 grade points	Failure	(College Prep) P Passing (College Level)

Grades are submitted by instructors electronically using a secure, password protected grade roster.

The computer program records the grade, assigns the grade points associated with the letter grade, and records the grade points earned for the course. The program then summarizes the course totals for the session:

- A. Hours earned: Actual hours earned (whether grade points are assigned or not; e.g., "S" grades).
- B. Hours attempted for G.P.A.: Includes all courses in which the assigned grade has a grade point value of 0-4.
- C. Total grade points.
- D. Grade point average: The G.P.A. is the ratio obtained by dividing item C. by item B. above.

The program then searches the permanent record file to determine if any of the courses in the current session appear previously on the permanent record file. When such a course is present, the previous hours earned, hours attempted, and the grade points are excluded from the summary and the last (latest) attempt is designated by an "R" (repeat), even if the grade in the last attempt is lower (earning fewer grade points).

To determine repeated courses, the data systems programs will check transfer work as well as previous college work on the permanent record file.

The on-line permanent record file represents an accumulation dating back only to Session I, 1969-70. When a student's record includes work which has not been accumulated on the file, the college registrar adds "pre 69" data to the on-line permanent record.

#### IV. Requests to Exclude Coursework from Grade Point Average Calculations

- A. Coursework attempted more than 10 years ago may be excluded from grade point average calculations according to the following criteria:
  - 1. There must be a break in the student's continuous enrollment for a period of 5 or more years.
  - 2. Evidence of a material change of circumstances (i.e., change of career direction) must be present and documented in writing by the student.
- B. A written request to exclude coursework from grade point average shall be made by the student and submitted to the associate provost. The associate provost will consult with the director of admissions and records to determine if the student meets the criteria.

1. Decisions to exclude coursework attempted must include the exclusion of all coursework attempted prior to the date requested by the student, but not before the 10-year limit specified in Paragraph IV. A.
  2. Coursework deemed to be eligible for grade point average exclusion shall remain on the student's permanent record and will be reflected on the student's transcript.
- C. Coursework attempted within the last 10 years shall be included in grade point average calculations and is not eligible to be excluded from the student's grade point average.
  - D. Exceptions to the above provisions may be considered in cases where the student is without opportunity to repeat a course(s) at St. Petersburg College as provided herein.
  - E. Coursework used to award prior degrees, college certificates, or applied technology diplomas from St. Petersburg College is not eligible to be excluded from grade point average calculations.

History: 10/17/11. Adopted – 10/17/11. Effective – 10/17/11; Filed - 1/18/12. Effective – 1/18/12; 7/21/14. Filed – 7/21/14. Effective – 7/21/14.

## Academic Warning, Probation, Suspension and Dismissal

6Hx23-4.46 ACADEMIC WARNING, PROBATION, SUSPENSION AND DISMISSAL

The Board of Trustees directs and authorizes the President, or his or her designee, to establish and implement procedures related to academic warnings, academic probation, and the suspension and dismissal of students based on academic performance and grade point average.

Specific Authority: 1001.64(2) & (4), F.S.  
 Law Implemented: 1001.64(8), 1004.68, 1001.02, 1001.03, F.S.

History: Adopted - 11/20/79 (effective 8/18/80). Amended - 11/30/81, 10/18/83 (effective 11/14/83), 4/19/84, 1/22/86, 4/27/89. Filed - 4/27/89. Effective - 4/27/89; 3/28/95. Filed - 3/28/95. Effective - Session I, 1995-96. Filed - 11/24/97. Effective - 11/24/97; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 11/16/99. Filed - 11/16/99. Effective - 11/16/99; 10/17/01. Filed – 10/17/01. Effective – 10/17/01; 11/20/07. Filed – 11/20/07. Effective – 11/20/07; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

P6Hx23-4.46 PROCEDURE: PROGRAM-BASED GOOD ACADEMIC STANDING, ACADEMIC WARNING, PROBATION, SUSPENSION AND DISMISSAL

### I. Program-Based Academic Standing Definition

To measure students' academic progression, the College uses the courses and grades associated with the student's current program of study. The measurement consists of:

- A. Program GPA – the grade point average of those completed courses which are used to satisfy the requirements for graduation in the student's current program of study.
- B. Program completion percentage (Pace) – those credits which can be used to satisfy the requirements for graduation in the student's current program of study which were successfully completed divided by all attempted credits which can be used to satisfy the requirements for graduation in the student's current program of study.

### II. Good Academic Standing

Students admitted into college credit programs must maintain at least a 2.0 program-based GPA and complete 67% of program-based coursework (i.e. completion percentage). Transfer courses and grades which are a part of a student's current program of study are included in this calculation. Once a student no longer meets these requirements, they will be placed on Academic Warning, Probation, Suspension or Dismissal (as described below).

### III. Academic Warning

- A. When a student no longer meets the Good Academic Standing requirements (as defined above), they will be placed on Academic Warning.
  - B. Once a student is placed on Academic Warning, they will have one term to increase their program-based GPA and program-based completion percentage to meet the Good Academic Standing criteria or they will be placed on Academic Probation, the following term.
- IV. Academic Probation
- A. Once a student is placed on Academic Probation, their term based GPA and completion percentage will be evaluated at the end of each term. The student will stay on Academic Probation until one of the following occurs:
    - 1. The student's program-based GPA and completion percentage both meet the Good Academic Standing criteria. This will be evaluated at the end of each term. Once this occurs the student will be considered in Good Academic Standing, the following term.
    - 2. The student's program and term based GPA drops below a 2.0 and/or their completion percentage drops below 67% of all term coursework (as defined above). Once this occurs the student will be placed on Academic Suspension, the following term.
- V. Academic Suspension
- A. Once a student is placed on Academic Suspension, they will not be allowed to enroll for one term.
  - B. Before re-enrolling the student is required to consult with an academic advisor and a learning support specialist to complete the terms of a Student Success Contract. Depending on the student's individual needs, the Student Success Contract may require a student to successfully complete non-credit sessions on topics such as time management, study skills, and life planning.
  - C. When the student returns to the College, they will be placed back on Academic Probation and subject to those rules. However, if the student's program and term based GPA drops below a 2.0 and/or their program-based completion percentage drops below 67% of all term coursework (as defined above) the following term, this will result in the student being placed on Academic Dismissal. Students who do not meet the requirements of Academic Probation in subsequent terms will be placed on Academic Suspension.
- VI. Academic Dismissal
- A. Once a student is placed on Academic Dismissal, they will not be allowed to enroll for one academic year.
  - B. Before re-enrolling the student is required to consult with an academic advisor and a learning support specialist to complete the terms of a Student Success Contract. Depending on the student's individual needs, the Student Success Contract may require a student to successfully complete non-credit sessions on topics such as time management, study skills, and life planning.
  - C. When the student returns to the College, they will be placed back on Academic Probation and subject to those rules. However, if the student's program and term based GPA drops below a 2.0 and/or their program and term based completion percentage drops below 67% (as defined above), this will result in the student being placed on Academic Dismissal, the following term.
- VII. Additional Information
- A. This procedure is in addition to any approved program specific Academic Standing, Warning, Probation, Suspension, and/or Dismissal rules and procedures. Program specific procedures may supersede the rules contained within this procedure.
  - B. Definition of terms:
    - 1. Completion of a course is defined as a grade of A, B, C, D or P.
    - 2. All GPA calculations include developmental coursework.
    - 3. All completion percentages exclude developmental coursework.

4. Transfer credits applicable towards the student's current program of study are included in both the completion percentages and GPA calculations.

C. Terms of the Academic Standing are not subject to appeal.

History: Adopted – 7/17/12. Effective – 7/17/12; 9/24/12. Filed – 9/24/12. Effective – 1/7/13; 2/17/16. Filed – 2/17/16.  
Effective – 2/17/16.

## Acceleration Mechanisms

### 6Hx23-4.28 ACCELERATION MECHANISMS

The Board of Trustees authorizes and directs the President, or his or her designee, to establish and offer accelerated mechanisms and options for those students who seek to receive a degree in less than the traditional length of time, in accordance with the provisions of the pertinent Florida Statutes and State Board of Education Rules.

Specific Authority: 1001.64(2) & (4), F.S.  
Law Implemented: 1001.64(8), 1007.27, 1007.271, F.S. SBE Rules 6A-14.031, 6A-14.054, F.A.C.

History: Formerly - 6Hx23-4-6.14; Adopted - 10/16/75; Readopted - 10/25/77. Amended - 11/30/81, 1/22/86, 12/10/87, 10/17/89. Filed - 10/17/89. Effective - 10/17/89; 1/19/99. Filed - 1/19/99. Effective - Session I, 1999-2000; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

### P6Hx23-4.28 PROCEDURE: ACCELERATION MECHANISMS

A variety of methods are available to students who wish to receive the associate degree in less than the usual 2 calendar years. The opportunities for time-shortened degrees at St. Petersburg College include the following:

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

The College participates in the general examination program and the selected subject examination program. Decision as to accept-ability of subject examinations is made Educational and Student Services, within the restrictions imposed by Paragraph 6A-14.031(1) (a), State Board of Education Regulations.

The acceptable examinations, minimum acceptable scores for each examination, the course(s) for which credit will be granted and the number of semester hours credit for each examination are published in the College-Level Examination Program at St. Petersburg College brochure by the Central Records' Office.

Score reports are transmitted by the Educational Testing Service, Princeton, N.J., to the Central Records' Office.

The Central Records' Office evaluates the test results, prepares an advanced standing notification (a copy of which is furnished to the student), and the data on courses for which credit has been granted are entered into the student's course file. These credits are entered as institutional credit, without grades or quality points. The percentile score (for general examinations) or the scaled score (for subject examinations) is also recorded. No record of examinations on which scores are below the acceptable level is kept on the permanent record.

#### II. Advanced Placement

Advanced Placement examinations are a special program of the College Entrance Examination Board offering special instruction to high school seniors. The examination must have been taken while the student is still enrolled in high school.

Advanced Placement credit is treated as transfer credit. The procedures followed for the granting of credit are the same as those followed for the College-Level Examination Program.



Scores are reported to the College on a scale of 5 to 1, with 5 being the highest. Credit will be granted to students who achieve scores of 3, 4, or 5, on one or more of the Advanced Placement Program examinations. Such credits will be transferable to institutions of higher education within the State of Florida which participate in the State Advanced Placement Program. The following table describes the subject areas for which Advanced Placement examinations are available and the necessary score(s) which must be achieved to earn the specified hours of credit.

Advanced Placement Examination	Exam Score Required	SPJC Course Equivalence	Credit Hour Granted
American History	3, 4, or 5	AMH-2010	3
	3, 4, or 5	AMH-2020	3
Biology	3, 4, or 5	BSC-1005	3
	3, 4, or 5	BSC-1010C	4
Calculus	3	MAC-2311	5
	4 or 5	MAC-2311	5
	4 or 5	MAC-2312	5
Chemistry	3, 4, or 5	CHM-1045	3
	3, 4, or 5	CHM-1046	3
English	3	ENC-1101	3
	3	LIT-2110	3
	4 or 5	ENC-1101	3
	4 or 5	ENC-1102	3
European History	3	EUH-1001	3
	4 or 5	EUH-1000	3
	4 or 5	EUH-1001	3
French	3	FRE-2200	3
	4 or 5	FRE-2200	3
	4 or 5	FRE-2201	3
German	3	GER-2200	3
	4 or 5	GER-2200	3
	4 or 5	GER-2201	3
Music	3 or 4	MUT-2126	4
	5	MUT-2126	4
	5	MUT-2127	4
Physics	3	PHY-1053	3
	4 or 5	PHY-105	3
	4 or 5	and 1054	6
Spanish	3	SPN-2200	3
	4 or 5	SPN-2200	3
	4 or 5	SPN-2201	3

### III. Correspondence and Extension Courses

A maximum of 15 semester hours of correspondence and extension credit may be accepted, provided:

- A. The course was administered by an accredited institution.
- B. The credit is acceptable by the institution conducting the correspondence or extension course toward one of its degrees.

The provisions that acceptable correspondence and extension courses be administered by an accredited institution and that the credit be acceptable by the institution conducting the correspondence and extension

course toward one of its degrees means the course(s) must appear on an official transcript of the conducting institution.

When such a transcript is received, it is evaluated as any other transcript, as outlined under Transfer Student. All credits earned through correspondence and extension are evaluated and entered into the student's permanent record file. The restriction of 15 hours maximum toward a degree is applied by the campus coordinator of Admissions/Registration when determining graduation eligibility.

Students expecting to transfer correspondence and extension credit to another institution should be advised to become familiar with that institution's acceptance policy.

Courses taken at an extension center of an institution are considered as residence credit and are not subject to the restrictions on correspondence and extension courses.

#### IV. Credit Bank

Students who wish to earn college credit while enrolled in high school may do so by completing requirements provided in Board of Trustees' Rule 6Hx23-4.02, III; B; 2.

A permanent record file for credit bank students is maintained in the same manner as for regular students.

A student who has attended under credit bank status and subsequently desires to be admitted to St. Petersburg College must meet the requirements as stated for regular admission. Any credits earned under credit bank status are treated as regular college work when the student is admitted as a regular student.

Acceptance of the high school student under credit bank status does not constitute a waiver of the requirement for high school graduation since the student's primary status is still that of high school student.

#### V. Early Admission

Upon completion of the 11th grade, a high school student who satisfies requirements stated on the Early Admission Form may enter St. Petersburg College.

The requirements for admission under this category are established by the Board of Trustees and are so stated in the catalog and on the Early Admission Form.

After reviewing all required credentials, the campus coordinator of Admissions/Registration has the authority to waive a requirement if the waiver is in the best interest of the student, the institution, and in keeping with the intent and mandate of the Florida Legislature as reflected in legislation regarding acceleration mechanisms in the interest of effective use of public funds.

The acceptance by the campus coordinator of Admissions/Registration is considered a waiver of the requirement for high school graduation for purposes of early admission.

The application of a student applying for early admission is not processed until all required items (application, test scores, high school transcript, Early Admission Form) are complete.

The transcript and test scores are evaluated by the campus coordinator of Admissions/Registration, who makes the decision and initials the evaluation form.

The student is notified by letter of the action taken.

A student admitted under this category is a fully matriculated student, but without a high school diploma.

The Pinellas County School Board will award a diploma to the student at a later date if the student presents a transcript showing completion of 30 semester hours of satisfactory college work. The responsibility for applying for the diploma rests with the student. The College has no automatic procedure for notifying the high school.

Similar arrangements may be made by students accepted from schools outside Pinellas County. Such arrangements are between the student and the high school, and the College accepts no responsibility for notifying the school.

#### VI. International Baccalaureate

St. Petersburg College will grant college credit to a student who presents a score of 4, 5, or 6 on one or more of the International Baccalaureate examinations. Credit thus granted is transferable among Florida institutions of higher education participating in the statewide articulation agreement.

VII. Credit by Assessment of Prior Learning/Experiential Learning Program (ELP)

Credit may be awarded under this area for learning in a discipline or program area(s) offered by the College. The assessment of learning shall take place through means consistent with generally accepted techniques of measuring college-level learning. The techniques may include written and oral examinations, portfolio evaluations, interview assessments, and project or product evaluations. In addition, other methods of evaluation shall include use of ACE guidebooks, DANTES, the MOS Specialty Guide, the CAEL Guide, and correlation of military training with college-level credit. Such assessment shall certify levels of attainment consistent with the content and performance expectations established in the curriculum of the College for equivalent courses. Experiential Learning Program (ELP) replaces internal/challenge exams and other methods of evaluating and crediting prior learning. The discipline program directors, by collegewide agreement, will determine which courses within the curriculum of the department may be eligible for assessment through experiential learning. Program directors will consult annually with advisory committees, discipline instructors, and Experiential Learning coordinators to update the listing of courses eligible for assessment through the Experiential Learning Program. The College limits the credit earned through the Experiential Learning Program for Associate in Science and Certificate Programs to 50 percent of the core courses and/or courses within the major. If a student can demonstrate prior learning, the College will award credit for achievement rather than have the student repeat the learning sequence. Information concerning such assessments may be secured from the associate provost or the Experiential Learning Office on each campus.

- A. When the student completes the assessment, the ELP Office will notify the student of the outcome. A grade of "P" will be recorded for the course if credit is awarded.
- B. A student may not be registered for a course and be simultaneously evaluated for his/her prior learning of that course.

Pursuant to State Board of Education Rule 6A-14.054, matriculation and tuition fees shall not be charged for the assessment of prior learning or the awarding of credit based on prior learning, regardless of whether the prior learning was acquired through instruction provided by the College or through instruction or experience external to the College.

Students who are evaluated for the assessment of prior learning shall be charged a fee as prescribed in Board of Trustees' Rule 6Hx23-5.17 Student Fees.

History: Amended - 2/11/86, 2/10/87, 11/10/87 (effective 11/17/87 for Session II, 1987-88), 2/23/88, 12/14/88, 9/12/89. Effective - 9/19/89; 10/18/94. Filed - 10/18/94. Effective - Session I, 1994-95; 1/19/99. Filed - 1/19/99. Repealed Effective - Session I, 1999-2000. See Rule 6Hx23-4.28; Re adopted – 7/17/12. Effective – 7/17/12.

## Admissions Requirements

### 6Hx23-4.02 ADMISSION REQUIREMENTS

St. Petersburg College has established standards for admission to the institution and its programs to assist students with their transition to college studies. The Board of Trustees delegates to the President authority to develop and establish admission requirements and policies as set forth in the College's procedures.

Specific Authority: 1001.64 (2) & (4), F.S.  
Law Implemented: 1001.64(5), (6), (7) & (8), 1003.435, 1004.73, 1007.22, 1007.235, 1007.24, 1007.25, 1007.263, 1007.264, 1009.23, 1009.25(3), 1009.26, F.S.; SBE Rules 6A-10.024, 6A-10.030, 6A-10.041, 6A-19.001, 6A-19.002, F.A.C.; Title VI of Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973, as amended; Americans With Disabilities Act of 1991; Age Discrimination Act of 1975; SB 20, 2002 Legislature.

History: Formerly - 6Hx23-4.02, 6Hx23-4.03, 6Hx23-4.04, 6Hx23-4.05, 6Hx23-4.06, 6Hx23-4.07, 6Hx23-4.08, 6Hx23-4.09, 6Hx23-4.10, 6Hx23-4.11, 6Hx23-4.12, 6Hx23-4-5.10 & 6Hx23-4-5.11. Adopted - 10/16/75. Readopted - 10/25/77. Amended - 4/21/77, 11/30/81, 5/26/82, 11/23/82 (effective 1/1/83), 6/28/83, Emergency Amendment 8/18/83, 9/15/83, 2/16/84, 1/17/85, 3/21/85 (effective 8/19/85 for Session I, 1985-86), 11/21/85, 7/24/86, 10/16/86 (effective 1/7/87 for Session II, 1986-87), 1/22/87 (effective 1/22/87 for Session III, 1986-87), 6/18/87 (effective 6/18/87 for Session I, 1987-88), 12/10/87 (effective 12/10/87 for Session II, 1987-88), 10/20/88, 4/27/89, 11/21/89, 7/17/90, 2/19/91. Filed - 2/19/91. Effective - 2/19/91, 6/13/91. Filed - 6/13/91. Effective - Session III, 1990-91, 11/19/91. Filed - 11/19/91. Effective - 11/19/91; 12/17/91. Filed - 12/17/91. Effective - Session I, 1992-93; 6/15/93. Filed - 6/15/93. Effective - 6/15/93; 8/30/94. Filed - 8/30/94. Effective - Session I, 1994-95; 1/21/97. Filed - 1/21/97. Effective - 1/21/97; 10/22/97; 4/20/98. Filed - 4/20/98. Effective - 4/20/98; 7/27/98. Filed - 7/27/98. Effective - Session I, 1998-99. Effective - Session I, 1998-99; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 11/16/99. Filed - 11/16/99. Effective - 11/16/99; 4/18/00. Filed - 4/18/00. Effective - Session I, 2000-01. 7/21/00. Filed - 7/21/00. Effective - Session I, 2000-01; 2/27/01. Filed - 2/27/01. Effective - Session I, 2001-02; 9/11/01. Filed - 9/11/01. Effective - 9/11/01; 6/21/02. Filed - 6/21/02. Effective - 6/21/02; 11/12/02. Filed - 11/12/02. Effective - 11/12/02; 5/20/03. Filed - 5/20/03. Effective - 5/20/03; 7/24/03. Filed - 7/24/03. Effective - Immediately for students applying for admission to the Bachelor of Applied Science in Dental Hygiene Program for Session II, 2003-04; 11/6/04. Filed - 11/16/04. Effective - 11/16/04; 7/19/05. Filed - 7/19/05. Effective - 7/19/05; 1/17/06. Filed - 1/17/06. Effective - 1/17/06; 3/21/06. Filed - 3/21/06. Effective - 3/21/06; 6/20/06. Filed - 6/20/06. Effective - 6/20/06; 9/18/06. Filed - 9/18/06. Effective - 9/18/06; 3/20/07. Filed - 3/20/07. Effective - Session I, 2007-08; 7/17/07. Filed - 7/17/07. Effective - 7/17/07; 11/20/07. Filed - 11/20/07. Effective - 11/20/07; 11/18/08. Filed - 11/18/08. Effective - Session I, 2009-10; 12/16/08. Filed - 12/16/08. Effective - 12/16/08; 4/21/09. Filed - 4/21/09. Effective - 4/21/09; 9/15/09. Filed - 9/15/09. Effective - 9/15/09; 9/20/11. Filed - 9/20/11. Effective - 9/20/11.

P6Hx23-4.02

## PROCEDURE: ADMISSION – GENERAL ADMISSION REQUIREMENTS

### I. Application and Registration Eligibility for Credit Courses

In order to enroll in college credit courses:

- A. Applicants must submit the official St. Petersburg College Application for admission as a credit-seeking student. The Application for Admission will remain active for one year. If the applicant does not enroll after one year from the time of the application is submitted, the applicant shall submit updated information to the College.
- B. Upon receipt of the application, a student identification number and SPC email account will be provided to the student.

### II. Admission Requirements to College-Credit Programs (Degrees, Certificates, or Diplomas)

- A. All entering credit-seeking students may indicate a college credit program of choice on the Application for Admission. There are certain limited admission programs, credit courses and baccalaureate programs for which the College may require additional admission documents and standards. For more information see the College's website, College Catalog, Student Handbook, and program specific publications.
- B. For admission to College-Credit programs, the student should:
  1. Submit evidence of graduation from a valid high school, a GED transcript, a home school affidavit, or evidence of competency in previous college-credit courses at SPC or another regionally accredited postsecondary institution.
    - a. Competency is defined as an earned grade of C or better in one or more college-credit classes, excluding remedial, at a regionally-accredited institution in the United States.
    - b. A student who has completed high school at a school outside of the United States should submit an official comprehensive evaluation provided by an agency affiliated with the National Association of Credential Evaluation Services (NACES), indicating that high school completion at that school is equivalent of a high school diploma in the United States.
    - c. Students who have earned an associate's degree or higher from a regionally accredited institution are not required to furnish evidence of high school completion, provided the student submits an official college transcript evidencing the degree has been awarded.

2. High School Transcripts: SPC defines as valid, and accepts high school diplomas, that meet any of the following criteria:
  - a. All public high schools within the U.S. or U.S. territories
  - b. Regionally accredited high schools
  - c. High schools accredited by the Distance Education and Training Council (DETC) or AdvancEd
  - d. All state and military-issued General Education Diplomas (G.E.D's)
  - e. Foreign High School transcripts evaluated by a NACES affiliate as equivalent to a standard high school diploma
  - f. Private High Schools previously validated by St. Petersburg College.

All other high school transcripts must be validated. Students are expected to participate in the collection of the required documentation so that the College can make an informed decision on the validity of the student's diploma and the diploma-granting institution. Generally, schools that offer an exam for a diploma, and do not fit in the categories above, are not acceptable by SPC as a valid high school. At SPC, the responsibility for determining the validity of a high school is by the Director of Admissions and Records or designee.

3. Take the College Placement Test. In lieu of taking the College Placement Test, the student may provide evidence of one of the following:
  - a. Test scores from a college placement test, SAT, or ACT that are less than two years old. The highest score will prevail.
  - b. A college transcript demonstrating achievement of college-level communication and computation skills may also be provided in lieu of test scores. In the absence of test scores or college-level courses meeting this requirement, the student will be required to take the College Placement Test prior to enrolling.
  - c. Students who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma, or a student who is serving as an active duty member of any branch of the United States Armed Services, are not required to take the College Placement Test.

- C. Upon completion of the above items, the student will be considered eligible for admission into an Associate's degree, certificate or college credit diploma program at SPC, unless the program has additional requirements (as in selective admissions health programs or some law enforcement programs).

### III. Students Not Seeking Admission to a College Credit Program

- A. Credit-seeking students indicating that there is no intent to earn a degree, certificate, or diploma while at SPC may be admitted to enroll for credit courses, with the following limitations, and shall be classified in one of the following categories:
  1. Dual enrolled high school students
  2. Transient students from another college (see Procedure 4.07)
  3. Students taking classes only for personal enrichment or job improvement
  4. Teacher re-certification (or other baccalaureate certificates)
- B. Students in the above categories are not required to submit the same documents as those whose intent is to earn an Associate's degree, Certificate or Applied Technology Diploma. However, students still must provide evidence of meeting course prerequisites, where appropriate, by submitting transcripts, test scores, or by taking the College Placement Test at SPC.

### IV. Returning Students

Students who return to St. Petersburg College (SPC) after an absence of six or more consecutive terms will provide updated information at the time of re-enrollment, including information about attendance at additional colleges during the absence of enrollment at SPC, updated contact information, updated program of interest, and updated residency for tuition purposes information. Returning students are not required to pay an additional application fee.

V. Transfer Students from Other Colleges

A transfer student is one who has previously attended another college. College credits earned at other regionally accredited colleges and universities may be transferred to St. Petersburg College and may apply toward program requirements. Guidelines for credit transfer are delineated in College Procedure 4.06.

VI. International Students

International Student Admissions procedures are delineated in Procedure 4.08, which is specific to international students entering the U.S. on an F-1 student visa, or international distance students.

VII. Admission by Exception to College Credit Programs

Students who indicate at the time of admission that their intent is to earn an Associate's degree, Certificate or Applied Technology Diploma from SPC, but who do not initially meet the requirements to become admitted to a college-credit program of study, may nevertheless be eligible to enroll for certain college credit courses as provided in Section I of this procedure. By doing so, such students may later qualify for admission to a college-credit program. Upon showing evidence of demonstrated competency in college-credit courses at SPC or another regionally accredited institution, a student may be admitted to a college-credit program.

VIII. Denial of Admission

A. Students who have been found to have knowingly submitted false information or who forged documents as part of the application process shall be denied admission to the College, or, if later found to have submitted falsified documents after enrolling at the College, shall be denied further enrollment.

B. In accordance with Florida Statute 1001.64(8)(a), the College may consider the past actions of any person applying for admissions or enrollment and deny admission or enrollment to an applicant because of misconduct or because the College determines he or she would disrupt the orderly process of college programs, would interfere with the rights and privileges of other students or employees, and/or would represent a safety risk to students, employees, or property. Determinations are made in the best interests of the College. The student has a right to appeal denial of admission or enrollment through the campus Provost.

IX. Admission Information Utilization and Disclosure

A. By submitting the application for admission, either online or hard-copy, the student grants permission to SPC to obtain on his/her behalf any secondary or post-secondary transcripts of schools attended prior to attending SPC, or, in some cases, subsequent to attending SPC.

B. By submitting the application for admission, either online or hard-copy, the student grants permission to SPC to utilize his/her image in videos and photographs for promotional or advertising purposes.

C. SPC collects and utilizes student Social Security Numbers for the purpose of compliance with federal and state statutes related to employment, financial and academic assistance, inter-institutional articulation or transfer, and for actions imperative to the performance of the College's duties and responsibilities as prescribed by law.

D. Students shall submit a statement regarding residency for tuition purposes prior to the first day of the term/session in which initial enrollment occurs in order to correctly assess tuition and fees as resident or non-resident. In the absence of the residency statement, students shall be assessed non-resident tuition and fees for that term.

History: Amended - 6/28/83, 9/16/86 (effective 1/7/87 for Session II, 1986-87), 5/12/87, 10/17/89, 9/13/90. Effective - 9/20/90; 8/30/94. Filed - 8/30/94. Effective - Session I, 1994-95; 5/18/99. Filed - 5/18/99. Repealed - 5/18/99. See 6Hx23-4.02; 9/20/11. Re Adopted 9/20/11. Effective - 9/20/11; 4/7/14. Approved - 4/7/14. Effective - 4/7/14; 2/17/16. Filed - 2/17/16. Effective - 2/17/16.

**PROCEDURE: ADMISSION – CURRENT HIGH SCHOOL STUDENTS SEEKING COLLEGE CREDIT WHILE IN HIGH SCHOOL (DUAL ENROLLMENT, EARLY COLLEGE, EARLY ADMISSIONS, OR COLLEGIATE HIGH SCHOOL)****High School Students Eligible for Accelerated Admissions—Dual Enrollment, Early College, Early Admission and Collegiate High School Students****I. Dual Enrollment Students**

A. Students attending a public or a valid private high school or a home education program meeting the requirements of 1002.41, F.S., who wish to take courses to earn both college and high school credit may do so if the following requirements are satisfied:

1. The Dual Enrollment student is enrolled in grades 6-12 while attending a public school within the Pinellas County school district. The student must have completed a minimum of six core academic high school credits.
2. The Dual Enrollment student is enrolled in grades 6-12 while attending a valid private high school or home education program within the state of Florida. The private high school must meet SPC criteria for being a valid high school.
3. The student has submitted a St. Petersburg College Application for Admission Form. The application fee is waived. Upon acceptance to the program, no matriculation or laboratory fees will be assessed.
4. The student has achieved an acceptable score for college-level courses on the Computerized Placement Test (CPT), SAT, ACT or other approved placement instrument as set forth in Board of Trustees' Rule 6Hx23-4.45 and Procedure P6Hx23-4.45.
5. The public school, valid private school, or home education student has attained at least a 3.0 cumulative unweighted high school grade point average on a 4.0 scale, or when registering for a particular academic course, the student has demonstrated prior academic achievement in the field of the course by attaining at least a 3.0 cumulative unweighted grade point average on a 4.0 scale within that field. A 2.0 cumulative unweighted high school grade point average is required for career education courses.
6. The home education Dual Enrollment student may take up to 18 credit hours in each fall and spring terms and nine credit hours in the summer term. Upon entering as a Dual Enrollment student, home education students will have three calendar years to participate or until the conclusion of the term in which the student turns 19. After the three years are concluded or the student turns 19 (or whichever comes first), the student may not matriculate as a dual enrollment student unless otherwise provided by law.

B. Requirements for high school students who are younger than fifteen (15) years of age are as follows:

The student and parent(s) must meet with the campus provost or associate provost, and program director or designees to discuss rules and requirements of academic and student life to determine the applicant's level of adaptability to an adult academic setting.

C. Dual Enrollment Graduates:

Students who complete the Dual Enrollment Program and who apply to SPC for postsecondary studies will have their application fee waived and must complete a residency statement.

**II. Early College Students**

A. Students attending a public or a valid private high school or a home education program meeting the requirements of 1002.41, F.S., who wish to apply to the Early College Program may do so if the following requirements are satisfied:

1. The student has submitted a St. Petersburg College Application for Admission Form. The application fee is waived. Upon acceptance to the program, no matriculation or laboratory fees will be assessed.

2. Submission of a high school transcript, from a Pinellas County school that meets the criteria of SPC as being a public high school, a valid private high school, or home education program, and which indicates that the applicant:
  - a. Has completed the 10th grade while attending a public high school, a valid private high school, or home education program within the Pinellas County School District.
  - b. Has an unweighted high school GPA (grade point average) of at least a 3.0 on a 4.0 scale.
3. The student has achieved an acceptable score for college-level courses on the Computerized Placement Test (CPT), SAT, ACT or other approved placement instrument as set forth in Board of Trustees' Rule 6Hx23-4.45 and Procedure P6Hx23-4.45.
4. Presentation of a completed Early College Program Application form.
5. Applicants with extenuating circumstances during the application period may be eligible to apply providing Pinellas County Schools' enrollment requirements are met.

B. Early College Graduates:

Students who complete the Early College Program and who apply to SPC for postsecondary studies will have their application fee waived and must complete a residency statement.

III. Early Admission Students

- A. Students attending a public high school, meeting the requirements of 1002.41, F.S., who wish to apply to the Early Admission Program may do so if the following requirements are satisfied:
  1. The student has submitted a St. Petersburg College Application for Admission Form. The application fee is waived. Upon acceptance to the program, no matriculation or laboratory fees will be assessed.
  2. Submission of a high school transcript, from a Pinellas County school that meets the criteria of SPC as being a public high school, and which indicates that the applicant:
    - a. The applicant must submit a high school transcript showing grades for all work completed through the first semester of the 11th year and courses in which he/she is enrolled for the second semester.
    - b. Has earned a minimum of 18 credits towards high school graduation.
    - c. Has an unweighted high school GPA (grade point average) of at least a 3.0 on a 4.0 scale.
  3. The student must have met all standardized state assessment graduation requirements.
  4. The student has achieved an acceptable score for college-level courses on the Computerized Placement Test (CPT), SAT, ACT or other approved placement instrument as set forth in Board of Trustees' Rule 6Hx23-4.45 and Procedure P6Hx23-4.45.
  5. Presentation of an Early Admission to College Form signed by the high school principal or designee.

- B. Students admitted to the Early Admission Program must complete a minimum of 15 semester hours each term and maintain a college level grade point average of at least a 2.0 on a 4.0 scale to remain in the program.

C. Early Admission Graduates:

Students who complete the Early Admission Program and who apply to SPC for postsecondary studies will have their application fee waived and must complete a residency statement.

IV. Collegiate High School

- A. Students attending a public or valid private high school or a home education program meeting the requirements of 1002.41, F.S., who wish to apply to the Collegiate High School Program may do so if the following requirements are satisfied:



1. The student has submitted a St. Petersburg College Application for Admission Form. The application fee is waived. Upon acceptance to the program, no matriculation or laboratory fees will be assessed.
  2. Submission of a high school transcript, from a Pinellas County school that meets the criteria of SPC as being a public high school, a valid private high school, or home education program and which indicates that the applicant:
    - a. Has completed the 9th grade if entering as a sophomore, or the 10th grade if entering as a junior while attending a public high school, a valid private high school, or home education program within the Pinellas County School District.
    - b. Has an unweighted high school GPA (grade point average) of at least a 3.0 on a 4.0 scale.
  3. The student has achieved an acceptable score for college-level courses on the Computerized Placement Test (CPT), SAT, ACT or other approved placement instrument as set forth in Board of Trustees' Rule 6Hx23-4.45 and Procedure P6Hx23-4.45.
  4. Presentation of a completed Collegiate High School Application form.
  5. Applicants with extenuating circumstances during the application period may be eligible to apply providing Pinellas County Schools' enrollment requirements are met.
- B. Collegiate High School Graduates:

Students who complete the Collegiate High School Program and who apply to SPC for postsecondary studies will have their application fee waived and must complete a residency statement.

History: Adopted – 2/17/16. Filed – 2/17/16. Effective – 2/17/16.

P6Hx23-4.06 PROCEDURE: TRANSFER CREDIT POLICIES

I. Transfer Students

C. St. Petersburg College Policy on Transfer of Academic Credit

Transfer credit may be accepted from degree granting institutions that are regionally accredited by a regional accrediting agency recognized by the U.S. Secretary of Education. Courses may be accepted from other institutions at the discretion of the Director of Admissions and Records or the pertinent Academic Dean. Transfer courses are subject to a course-by-course evaluation process to determine if the course is equivalent to courses offered at St. Petersburg College. All transfer work is evaluated by the Director of Admissions and Records, or his/her designee, with guidance and participation from Academic Deans.

To minimize the potential for repeating courses at SPC that were successfully completed elsewhere, students should submit official transcripts from all previously attended regionally accredited colleges. Students will be allowed to register their first term without submitting official transcripts. However, continuous enrollment beyond the first term will require the submission of all official transcripts from regionally accredited colleges previously attended. Transcripts reflecting only graduate level coursework or non-credit coursework are not required. Students should be aware of SPC policies on repeated courses as outlined in SPC Procedure 4.15; specifically, the most recent attempt of a course taken will prevail.

- D. For courses that are initially deemed nontransferable to SPC the transfer student has the option of seeking an alternative method for obtaining credit. The student may submit supporting documentation to support that the course(s) in question should be transferable. Examples of supporting documentation should include evidence of the faculty member's credentials at the time the student took the course. Items such as a resume, professional licensure/certifications, work experience in the field, the course syllabus (including course title, course length, course description, and the textbook used) will be evaluated by the Director of Admissions and the appropriate academic Dean. The documentation may be submitted by the student for each course requested for reconsideration. The student should submit the supporting documentation to: Office of Admissions and Records, St. Petersburg College, P.O. Box 33089, St.

Petersburg, FL 33733. In turn, the Office of Admissions and Records will submit this to the appropriate academic Dean or program area for consideration of equivalency and eligibility for awarding of transfer credit.

- E. Any transfer student who has graduated from a regionally accredited institution with an Associate in Applied Science degree or higher shall be exempt from the requirement of submitting evidence of high school graduation. Florida Statutes requires that after a Florida university or community college has published its general education core, the integrity of that curriculum shall be recognized by the College and other public universities and community colleges. SPC will not require additional general education courses upon the receipt of an official transcript from a regionally accredited institution if the student earned an Associate in Arts, Baccalaureate degree or higher.
- F. All courses listed on the transcript(s) are evaluated, including those with failing grades, except as noted in paragraph F. below. Courses from which the student withdrew without penalty are not evaluated. When the course is equivalent to a course in the College catalog, it is transferred in with the College prefix and course number. However, the course title and credit hours will be those of the transfer institution. Quarter hours will be converted to semester hours on the basis that 3 quarter hours equal 2 semester hours. Fractional hours resulting from the conversion will be carried to two decimal places and rounded to nearest hundredth.
- G. For purposes of meeting general education and program requirements, 2.5 or greater credits will satisfy a 3 credit course requirement and .67 or greater will satisfy a 1 credit course.
- H. Upper division courses are not evaluated for lower division programs. If a student later matriculates into an upper division program, all upper division work will be evaluated at that time. Additionally, graduate level coursework is not evaluated for transfer credit.
- I. A student may request a second review of transfer coursework posted to his/her record by submitting a written request to the Director of Admissions and Records or his/her designee.
- J. Some programs may limit transferability of coursework based on recency of credit.

## II. Official Transcripts

- A. For postsecondary degree-granting institutions within the United States, an official transcript should be submitted directly from the school to SPC, Office of Admissions and Records. If presented by the student to SPC, the transcript must be unopened and in a sealed envelope issued by the postsecondary institution. For students who attended a postsecondary institution outside the U.S., a course-by-course evaluation for educational purposes should be submitted if transfer courses and/or degrees are to be posted to his/her SPC record. The evaluation must be completed by an approved agency affiliated with the National Association of Credential Evaluation Services (NACES) and sent directly to SPC; or, if presented by the student, be unopened and in a sealed envelope issued by the NACES agency.

History: Adopted – 2/17/16. Filed – 2/17/16. Effective – 2/17/16.

P6Hx23-4.07 PROCEDURE: ADMISSION—TRANSIENT STUDENTS

### I. Transient Students

#### K. Inbound Transient Students from Another College

A transient student is one who preserves uninterrupted academic residency status and good standing with his/her home college while attending St. Petersburg College. Students who wish to attend St. Petersburg College on a transient basis will be considered non-degree seeking and will not be required to meet the College's admissions requirements for degree-seeking status. Regardless of courses approved by the home institution, the College will require students to adhere to the same co-requisite course and academic course load requirements as for native students. Transient students registering for baccalaureate or upper-division courses will require permission of the appropriate dean. Approval by SPC for a transient student to enroll in SPC courses does not guarantee availability of space in the desired course(s). Transient students will be permitted to register for courses according to dates published in the academic calendar, which are typically about 30 days after the start of registration for native SPC students.

1. Students who attend a Florida public college or university should request permission from their home institution to attend St. Petersburg College as a transient student by initiating the process at FloridaShines ([www.floridashines.org](http://www.floridashines.org)). Students who apply to SPC using the common application found at FloridaShines will have the SPC application fee waived. SPC will honor the home institution's student classification of residency for tuition purposes with no further documentation, unless contradictory information causes this to be further scrutinized. Transient students who do not apply to SPC via FloridaShines, and who instead apply directly to SPC will not have their application fee waived and must also complete the residence for tuition purposes affidavit.
2. Transient students who do not attend a Florida public college or university should submit a letter or form to the Director of Admissions and Records (or his/her designee) from his/her home institution granting permission for the student to enroll in specific courses at SPC. The letter/form should be on official college letterhead and signed by the college or university registrar at that institution, and will become a part of the student's official record at SPC. Students in this category must submit an application for admission to SPC, pay the application fee, and also complete the residency for tuition purposes affidavit.
3. Transient students who are studying in the United States on an international student visa (F-1 status) at their home institution must obtain the approval/signature of their home school's Principle Designated School Official (PDSO) or Designated School Official (DSO) stating the student is in good status at that institution. This is in addition to the signature of the college or university registrar at that school. Approvals of both the PDSO/DSO and college or university registrar should be faxed directly to the Office of Admissions and Records at SPC. This requirement is for student at Florida public and non-Florida public or private institutions.
4. Transient student are responsible for requesting an official record of courses taken at SPC be sent to their home institution by submitting an official SPC transcript request to Admissions and Records upon completion of the term in which they enrolled. For transient students approved through FloridaShines, this is automatically generated on behalf of the student.

L. Outbound Transient Students from St. Petersburg College

1. Permission to attend another institution on a transient basis will be granted to SPC students who meet the following criteria:
  - a. Classified as degree or credential seeking for current term;
  - b. Cumulative GPA of at least 2.0;
  - c. Meet the SPC pre-requisite(s) for the desired course(s);
  - d. No outstanding registration or financial holds that would prevent enrollment at SPC;
  - e. Not have previously completed the desired course with a grade of "C" or better;
  - f. Not be in a third-attempt scenario for the requested course(s);
  - g. Not exceed the maximum allowed credit hours for the term of attendance.

Permission to take courses at another college as a transient student is not usually given for consecutive terms.
2. Eligibility for transient status and eligibility to enroll in specific courses requested by the student is determined by the Director of Admissions and Records or his/her designee. Additional approvals by SPC officials may be required.
3. SPC students who wish to enroll as a transient student at another Florida public college or university shall utilize the application for transient students found at FloridaShines ([www.floridashines.org](http://www.floridashines.org)). Upon approval by SPC, the application will be electronically forwarded to the desired college or university selected by the student. Final approval to take courses at the institution is subject to that institution's policies and procedures. Approval by SPC does not guarantee the student will be able to enroll for the courses at the host institution.
4. SPC students who desire to enroll as a transient student at a private college or university in Florida, or at any private or public college or university outside the state, shall submit to the SPC Director of Admissions and Records or his/her designee the course description(s) of the desired courses that the student wishes to enroll at that institution.
5. Students who are studying at SPC in F-1 status who wish to enroll as a transient student at another institution must first obtain the written consent of the Principal Designated School Official (PDSO) or Designated School Official (DSO) at SPC prior to beginning the transient student approval process and prior to seeking approval by the Director of Admissions and Records or his/her

designee. The approval by the PDSO or DSO at SPC will certify that the student is in status at SPC.

6. Courses taken by SPC students at another institution and for whom transient approval was obtained shall have their credits posted to the SPC record upon submission of an official transcript from that institution at the completion of the term.
7. Transfer courses will be posted in accordance with SPC transfer credit policies. Students who enroll at another institution without obtaining SPC approval as described in this procedure will not be guaranteed that courses taken at a transient institution will be applied to the student's program of study.

History: Adopted – 2/17/16. Filed – 2/17/16. Effective – 2/17/16.

P6Hx23-4.08 PROCEDURE: ADMISSION—INTERNATIONAL STUDENTS

I. International F-1 Students

- M. An International Student is defined as one who has entered the United States on an F-1 visa and for whom an I-20 must be issued by the College for the purpose of attending St. Petersburg College. The student is admitted to the U.S. with a student visa and remains a citizen and resident of his/her home country. There are two classifications of International Students, and the required admissions documentation differs depending on the student's intent:
  1. Students who enter the College with the intention of enrolling full-time to pursue an academic program of study to receive a degree.
  2. Students who enter the College with the intention of enrolling full-time in a language program at SPC (either English for Academic Purposes [EAP] or the Intensive English Program [IEP]).
- N. International Student applicants, regardless of program intent as described in Section A., who are applying for the Student F-1 Visa must complete the International Student Packet which includes the application for admission, the financial ability form with official bank statement (a Certified translated foreign bank statement is acceptable), and payment of the International Student application fee. The student must prove that sufficient funds are available for one full year which includes: matriculation and tuition fees, books, and supplies, personal expenses, off campus room and board, medical insurance, and dependent costs (if applicable) for a full academic year. Proof of medical insurance must be received after arrival in the U.S. and before initial registration into classes. Students who intend to have dependent(s) accompany them for whom an I-20 must be issued in order to apply for an F-2 Visa must provide all applicable documents to the Office of Admissions and Records. A dependent may be defined as a spouse or unmarried child under 21 years of age. Documents to be submitted for this purpose may include:
  5. Marriage license
  6. Birth certificate(s)
  7. Immigration documents

Documents that are not in English must first be sent to a certified translator prior to submitting to SPC.

- O. International Students whose intent is to enroll full-time at SPC to pursue an academic program of study as delineated in Section A.1. of this Procedure must provide evidence of high school completion, as evidenced by sealed, evaluated transcripts from an approved source sent directly to the Office of Admissions and Records. A request for an official document evaluation of non-U.S. high school transcripts must be submitted to one of the approved National Association of Credential Evaluation Services (NACES) agencies. This shall be required before issuance of the I-20 to enter the U.S.
- P. International Students who begin their studies at SPC with the intent of pursuing only the Intensive English Program, but who later desire to pursue an academic program of study to earn a SPC degree, shall be required to submit evidence of high school completion, as outlined in Section C. of this Procedure, prior to being admitted to degree-seeking status at SPC.
- Q. Prospective International Students who are already in the U.S. and are seeking to transfer their F-1 status from another U.S. institution must complete all SPC application requirements as delineated in Section B.

of this Procedure. The prospective student shall submit to the school they are transferring from an SPC Clearance form and request the school to transfer the I-20 through the Student and Exchange Visitor Information System (SEVIS). An I-20 will be issued by International Student Services only after the SPC admission requirements have been met, depending on the student's stated intent and purpose for studying at SPC.

- R. Prospective International Student applicants who desire to have transfer credits and/or earned degrees from previously attended postsecondary institutions posted to their SPC record should refer to SPC Procedure 4.06 pertaining to transfer credit policies. Students with international degrees certified by an NACES-approved credential evaluation agency of having met requirements for an Associate in Arts degree or higher from a regionally accredited U.S. institution shall be exempt from further general education requirements. The exception is that students with degrees from a non-English speaking country will be required to complete SPC's General Education Communication requirements.
- S. Final acceptance and issuance of the I-20 to International Student applicants will not be made until all of the following items have been received by the Office of Admissions and Records;
  - 8. Completed application for admissions
  - 9. Payment of nonrefundable application fee, including international student fee
  - 10. Evidence of high school completion (depending on student intent)
  - 11. Financial Ability form with bank statements or bank letter
  - 12. Copies of applicable immigration documents

## II. International Distance Students

Students who reside outside of the United States, who are foreign nationals in their resident country, may apply to SPC to enroll for online credit courses while remaining in their country. Such students shall pay the application fee, provide photo identification, and are limited to enroll in online courses only. Students in this category desiring to earn a degree or credential shall meet SPC general admission and registration eligibility requirements as delineated in Procedure 4.02. An International Distance Student who subsequently enters the U.S. after first enrolling in this status, and who desires to continue to enroll in online courses at SPC, must notify the Office of Admissions and Records as to his/her current visa status, purpose for entering the United States, and anticipated length of stay. During the period in which the student is physically residing in the U.S., SPC may suspend the student's ability to enroll in classes, depending on the type of visa by which the student has entered the U.S.

History: Adopted – 2/17/16. Filed – 2/17/16. Effective – 2/17/16.

## P6Hx23-4.10 PROCEDURE: ADMISSION BY EXCEPTION—STUDENTS WITH DISABILITIES

### I. Request for Exception to General Admission Requirements of the College

The President or designee is authorized to permit substitute admission requirements for eligible students who have disabilities as defined by State Board of Education Rule 6A.10.041, F.A.C.

This College Procedure is established in compliance with State Board of Education Rule 6A-10.041, to provide disabled students reasonable substitutions for requirements for general admission to the College. Any student who has provided St. Petersburg College's Disability Resources Office with appropriate documentation of a disability, as defined by Florida Statute §1007.02, shall be eligible to request a reasonable modification/substitution for admission requirements to the College, a program of study, or graduation requirement(s) provided that the individual's inability to meet the requirement is related to the disability and where the failure to meet the graduation requirement or program admission requirement does not constitute a fundamental alteration in the nature of the program. To make a determination of appropriate substitutions, the disabled student will be required to provide documentation that:

- T. The student has a disability which is evaluated as interfering in a basic life activity. Examples of such disabilities include but are not limited to: vision impairment, hearing impairment, mental or emotional impairment, physical impairments such as cerebral palsy or multiple sclerosis, dyslexia, or other specific learning disabilities as defined below;

- U. The disability can be reasonably expected to prevent the student from meeting requirements for general admission to the College. The student must identify the specific general admission requirement(s) for which a substitution is sought and furnish documentation from an appropriate source that will support the need of a substitution or accommodation.
- V. A potential student who believes he or she should be considered for substitutions for requirements for general admission to the College should appeal to the Director of Admissions and Records or his/her designee. The Director of Admissions shall confer with the Director of Disability Resources. Waiver or substitution of testing requirements, submission of evidence of high school completion, or any item that is not a course-specific or program-specific waiver may be considered by the Director of Admissions and Records. Current documentation of the disability, including test scores, when appropriate, will be required. Other information to be considered, especially for substitution of admission requirements, may include items such as: scores on one or more of the approved placement instruments, evidence of the student's experiences in mainstream classes, performance in selected academic courses, evidence of an appropriate reading level or appropriate competency indicating the ability to function in college-level classes, recommendations from prior teachers and other professionals.

If the potential student and the Director of Admissions and Records agree on the substitution or waiver offered, the student shall be admitted to an associate or certificate-level college-credit program that does not have additional or selective admission requirements.

Students seeking substitutions for requirements for admission to a selective admissions or upper-division program of the College, or for graduation from the College should appeal to the Program Administrator/Academic Dean at his or her campus or site.

Admission by exception as described herein may impact the student's ability to be eligible for federal financial assistance.

II. For purposes of this Procedure, the following definitions apply:

- C. **Hearing impairment.** A hearing loss of 30 decibels or greater, pure tone average of 500, 1000, or 2000 Hz, ANSI, unaided, in the better ear. Examples include, but are not limited to, conductive hearing impairment or deafness, sensorineural hearing impairment or deafness, high or low tone hearing loss or deafness, acoustic trauma hearing loss or deafness.
- D. **Visual impairment.** Disorders in the structure and function of the eye as manifested by at least one of the following: visual acuity of 20/70 or less in the better eye after the best possible correction, a peripheral field so constricted that it affects one's ability to function in an educational setting, or a progressive loss of vision which may affect one's ability to function in an educational setting. Examples include, but are not limited to cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.
- E. **Specific Learning Disability.** A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations. Examples include dyslexia, dysgraphia, dysphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological processes. Such disorders do not include learning problems which are due primarily to visual, hearing, or motor handicaps, to mental retardation, to emotional disturbance, or to an environmental deprivation.

History: Adopted – 2/17/16. Filed – 2/17/16. Effective – 2/17/16.

P6Hx23-4.11 PROCEDURE: GENERAL ADMISSION TO BACCALAUREATE PROGRAMS

- I. For requirements for admission to Bachelor's degree in Education Programs at St. Petersburg College, see College Procedure P6Hx23-4.72.
- II. In addition to general St. Petersburg College admissions rules, students will be eligible for admission to the Baccalaureate Programs as follows:
  - W. Completion of a minimum of 60 credits from regionally accredited postsecondary institutions.

- X. Completion of college level writing and mathematics with a grade of “C” or higher from a regionally accredited post-secondary institution.
- Y. A cumulative grade point average of 2.00 on a 4.00 scale in all postsecondary coursework is required in all programs except for the B.A.S. in Orthotics and Prosthetics, which requires a cumulative grade point average of 3.00 on a 4.00 scale.
- Z. Completion of a minimum of 15 semester hours of transferable general education coursework.
- AA. Completion of an application to the appropriate baccalaureate program.

All health related admissions programs require prospective students, who are not initially accepted, to resubmit their application for subsequent enrollment periods.

- BB. Completion of all state mandated or SPC specific prerequisites with a grade of “C” or better are required for admission to all degree programs. See the individual program requirements at [spcollege.edu/bachelordegrees.edu](http://spcollege.edu/bachelordegrees.edu) or [FloridaShines.org](http://FloridaShines.org) for specific information.

- CC. Students wishing to pursue an additional bachelor’s degree at SPC must meet the following admissions criteria:

- 8. Meet the stated admissions requirements for the second degree;
- 9. Be enrolled in one baccalaureate program at a time;
- 10. Develop an individualized academic plan (IAP) for completion of the second degree. This must be approved by the program’s dean after program admission.

- DD. Additional admissions rules for specific programs are as follows:

- 13. Upper division certificate seeking students must meet all program admissions criteria.
- 14. Upper division certificates require proof of a baccalaureate degree from a regionally accredited post-secondary institution.
- 15. The College of Nursing requires:
  - h. An A.S. degree in a related area from a regionally accredited postsecondary institution.
  - i. The College of Nursing may also accept diplomas in nursing from programs accredited by the National League for Nursing Accrediting Commission.
  - i. Completion of all AA degree General Education Requirements.
  - j. Completion of a minimum of two consecutive years of a foreign language in high school or two semesters of a foreign language at the college level.
  - k. The presentation of a valid unrestricted, unencumbered RN license from the state where applicant is practicing, to be kept current throughout the duration of the required course of study.
- 16. The B.A.S. in Dental Hygiene Program requires:
  - a. An A.S. degree in a related area from a regionally accredited postsecondary institution.
  - b. The presentation of a valid and current Dental Hygiene license from the state where applicant is practicing.

History: Adopted – 2/17/16. Filed – 2/17/16. Effective – 2/17/16.

# Audit Students

## 6Hx23-4.20 GRADING SYSTEM

The Board of Trustees authorizes and directs the President, or his or her designee, to establish a grading system used to indicate the quality of work done by students at St. Petersburg College and to implement procedures related to awarding student grades for credit coursework.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(8), 1004.68, F.S.

History: Formerly - 6Hx23-4-6.06; Adopted - 10/16/75; Readopted - 10/25/77; Amended - 11/30/81, 8/18/83; Emergency Amendment 1/19/84 (effective Session I, 1984-85), 2/16/84 (effective Session I, 1984-85), 11/20/86, 12/10/87, 4/27/89, 10/17/89. Filed - 10/17/89. Effective - 10/17/89, 8/22/91. Filed- 8/22/91. Effective- 8/22/91; 2/16/93. Filed - 2/16/93. Effective - Session I, 1993-94; 10/20/93. Filed - 10/20/93. Effective - Session I, 1993-94; 1/24/95. Filed - 1/24/95. Effective - Session I, 1995-96; 6/27/95. Filed - 6/27/95. Effective - Session I, 1995-96; 3/16/98. Filed - 3/16/98. Effective - 3/16/98; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 2/27/01. Filed - 2/27/01. Effective - Session III, 2000-01; 6/21/02. Filed - 6/21/02. Effective - 6/21/02; 2/17/04. Filed - 2/17/04. Effective - 2/17/04; 7/18/06. Filed - 7/18/06. Effective - Session I, 2006-07; 9/18/06. Filed - 9/18/06. Effective - 9/18/06; 9/18/07. Filed - 9/18/07. Effective - 9/18/07; 12/17/07. Filed - 12/17/07. Effective - Session II, 2007-08; 4/21/10. Filed - 4/21/10. Effective - 4/21/10; 7/17/12. Filed - 7/17/12. Effective - 7/17/12.

## P6Hx23-4.20 PROCEDURE: GRADING SYSTEM

I. Letters are used to indicate the quality of work done by students at St. Petersburg College:

A	excellent .....	awards 4 quality points
B	good .....	awards 3 quality points
C	average .....	awards 2 quality points
D	poor .....	awards 1 quality point
F	unsatisfactory.....	awards 0 quality points
I	incomplete .....	awards 0 quality points
N	no credit (college preparatory courses only)	
NG	no grade reported	
P	passing (credit courses)	
S	satisfactory (non-credit courses only)	
SP	showing progress (non-credit courses only)	
U	unsatisfactory (non-credit courses only)	
W	withdrawal	
WF	Withdrawal after the "W" period	awards 0 quality points
X	audit	

II. Special instructions for grades

- A. "I" Incomplete grades received at the end of any term become "F" if not completed by the end of the succeeding Fall or Spring term.
- B. A grade of "N" is used only in college preparatory courses. A grade of "N" may be assigned to students earning a "D" or "F" in such courses.
- C. A grade of "WF" indicates that a student voluntarily withdrew from a course after the deadline to receive a grade of "W." The "WF" grade is punitive and has the same impact on the student's GPA as a grade of "F."
- D. "P" may be used as follows:
  1. Students enrolled in physical education activity courses (e.g. golf, tennis, bowling, archery, racquetball, etc.) may choose to be graded on a "P/F" or an "A-F" basis. During the first 2 weeks the course is taught, the instructor will require each student to select the grade option preferred. "P" grades will not be used in GPA calculations.
  2. Credit awarded by Assessment of Prior Learning through the Experiential Learning Program (ELP) may be designated by the grade of "P". Assessment of Prior Learning is the only approved procedure for evaluating and awarding credit for prior learning.
  3. Credit awarded for the Basic/Computer and Information Literacy competency OPT-OUT test may be designated by the grade of "P".



4. Satisfactory completion of the following credit courses in the Physical Therapist Assistant Program will be graded on a "P/F" basis.

PHT 1801L—Physical Therapy Clinical Practice I  
PHT 2810L—Physical Therapy Clinical Practice II  
PHT 2820L—Physical Therapy Clinical Practice III

5. Satisfactory completion of the following credit courses in the College of Education IMPACT Program will be graded on a "P/F" basis.

MAE 4942 Instructional Methods in Secondary Mathematics Field Experience: IMPACT  
MAE 3941 Interactive Middle School Mathematics Field Experience: IMPACT  
EDE 4942 Literacy Field Experience: IMPACT  
EDE 4943 Integrated Mathematics and Science Elementary (K-6) Field Experience: IMPACT  
SCE 4940 Secondary Science Field Experience Grades 9-12: IMPACT

6. Satisfactory completion of SLS 0003 by students who tested into all three areas of remediation upon admission to the College will be graded on a "P/F" basis.

- E. Students who wish to audit a college-level credit course may register on an audit basis without special permission during the regularly scheduled registration period through the end of the first week of classes. This applies to regular and express sessions.

Students who wish to change from credit to audit status may change to an audit status without special permission during the regularly scheduled registration period through the end of the first week of classes. This applies to regular and express sessions.

Students may change from audit to credit status during the regularly scheduled registration period through the end of the first week of classes or after the registration period has expired, but prior to the end of the session only upon the approval of the faculty member, the program director, and the campus provost, associate provost or the site administrator.

Fees are the same for both credit and audit students.

Audit students are required to meet course prerequisites including appropriate scores on the St. Petersburg College Placement Test unless such requirements are waived by obtaining permission through the program director.

Under exceptional circumstances, a student may appeal to the appropriate program director to seek a change to credit in a course in which registration was for audit. The program director will work with the student and the instructor to determine that the student completed all of the requirements for credit in the course.

History: Adopted – 7/17/12. Effective – 7/17/12.

## Class Attendance

6Hx23-4.30 CLASS ATTENDANCE

The President or designee is authorized and directed by the Board of Trustees to establish standards and procedures to accompany this Rule concerning the assessment and recording of class attendance, as well as informing students of attendance and absence policies imposed pursuant to College policy and as provided for in applicable state and federal law.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64, 1001.65, F.S.; 34 CFR 668, Return of Title IV Funds

History: Formerly 7-1.02 and 6Hx23-7-1.02 and 6Hx23-4.31. Adopted 7/2/68; Readopted 12/19/74, 10/25/77; Amended 10/16/75, 11/30/81; Filed and Effective 11/30/81. 6/21/02. Filed – 6/21/02. Effective – 6/21/02; 10/17/06. Filed – 10/17/06. Effective – 10/17/06; 12/17/07. Filed – 12/17/07. Effective – Session II, 2007-08; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

- I. Attendance taking throughout the term is not required but is strongly encouraged. Attendance throughout the term may be taken in the ANGEL Learning Management System Attendance Manager module. It will be the responsibility of each instructor to insure that all students are informed of his or her class attendance and excessive absence policy in writing via the course syllabus. The instructor determines when the absences of a particular student have become "excessive." During the first two weeks of each class, the instructor is required to take attendance in the college's student information system. During a period of one week just after the sixty (60) percent point in the term, instructors shall determine any student enrolled in his or her class who is not actively participating in his or her class. Instructors are required to identify and record any of his or her students who are not actively participating in his or her class in the college's student information system by the end of the one week period just after the sixty (60) percent point in the term.
- II. Each instructor shall exercise his or her professional judgment to determine if a student is actively participating in his or her class. Examples of active participation include: completion of a recent exam, submission of a class assignment, attendance in a scheduled class meeting, and participation in online discussion groups.
- III. Instructors will be notified via email when no attendance has been taken for a student during the first two weeks and when it is time to determine active participation (just after the sixty (60) percent point in the term).
- IV. Recognizing that the college offers courses of varying length (express, eight week, and dynamically dated classes), the instructor will have one week to take attendance at the beginning of such classes. Furthermore, the period to determine active participation will be calculated and each instructor will be notified when students who are not participating may be recorded as such in the college's student information system.
- V. Regular class attendance is expected of all students. When absent for less than a week because of illness or other emergencies, a student should notify, or have someone notify, the appropriate instructors. In the case of extended absences of a week or more, the student should notify, or have someone notify, the office of the associate provost.
- VI. It is important that the student become aware of each instructor's attendance and excessive absence policy.

VII. CLASS ATTENDANCE

Instructors are required to provide students with a written statement of their attendance policy at the beginning of each session.

VIII. RELEASE FOR JURY DUTY

When a student is summoned to attend any court on jury duty, the student shall, upon presentation of a copy of the summons, be excused from classes during the period of the jury duty. Instructors may, however, require the student to return to class if the student is excused from jury duty earlier than expected. Students excused from class under this procedure shall be given the opportunity by the instructors involved to make up any tests or other work missed during the period of jury duty.

History: Amended 4/25/83. Effective 4/25/83; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

## Classification of Students

6Hx23-4.16 CLASSIFICATION OF STUDENTS

Students are classified according to the number of semester hours of credit they have earned and the number of semester hours they are carrying. Listed below are the requirements for the respective classifications:

- I. Full-time student—An enrollee carrying 12 semester hours or more during a regular session (Session I or II) or 9 semester hours or more during Session III (summer).
- II. Part-time student—An enrollee carrying fewer than 12 semester hours during a regular session (Session I or II) or fewer than 9 semester hours during Session III (summer).
- III. Freshman—An enrollee who has fewer than 24 semester hours of earned credit.
- IV. Sophomore—An enrollee who has between 24 and 59 semester hours of earned credit.
- V. Junior—An enrollee who has between 60 and 89 semester hours of earned credit meeting admission requirements for admission into the upper division.
- VI. Senior—An enrollee admitted in the upper division who has 90 semester hours or more of earned credit toward a bachelor degree.

Specific Authority: 240.319(2) & (3), F.S.

Law Implemented: 240.319(4)(b), 240.319(4)(n), 240.325, 240.5278, F.S.; Rules 6A-14.0262(8)(a), 6A-14.0247, F.A.C.

History: Formerly 6Hx23-4-6.02; Adopted 10/16/75; Readopted 10/25/77; Amended 11/30/81, 2/18/88; Filed 2/18/88; Effective Session I, 1988-89; 3/26/02. Filed – 3/26/02. Effective – 3/26/02.

## Collection of Financial Obligations and Delinquent Accounts

6Hx23-5.27 COLLECTION OF FINANCIAL OBLIGATIONS AND DELINQUENT ACCOUNTS

The Board of Trustees shall exert every reasonable effort to collect all delinquent accounts. The Board authorizes and directs the President to establish related procedures regarding collection of financial obligations and delinquent accounts in accordance with the Florida Statutes and State Board of Education Rules.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(44), F.S.; Rule 6A-14.060, F.A.C.

History: Formerly - 6Hx23-7-6.04 and 6Hx23-5-15.01. Adopted - 5/18/72. Readopted - 12/19/74, 10/25/77. Amended - 6/19/75, 11/30/81, 7/24/86, 7/16/87, 3/17/88, 3/16/89. Filed - 3/16/89. Effective - 3/16/89; 10/20/93. Filed - 10/20/93. Effective - 11/1/93; 8/15/00. Filed - 8/15/00. Effective - 8/15/00 except that the fee charge is effective as of the date the increased fee was approved by the Board for Rule 6Hx23-5.171 (7/20/99); 9/18/06. Filed – 9/18/06. Effective 9/18/06; 6/19/12. Filed – 6/19/12. Effective – 6/19/12.

## College-Preparatory Instruction

6Hx23-4.451 COLLEGE-PREPARATORY INSTRUCTION

The Board of Trustees directs and authorizes the President or a designee to establish procedures related to the implementation of college preparatory instruction in accordance with state law and State Board of Education Rules.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(9), 1001.02, 1001.03, 1001.65, 1004.65, 1004.68, 1007.263, 1008.30, 1009.23, 1009.26, 1009.28, 1009.285, F.S.; Rule 6A-10.0315, F.A.C.

History: Adopted 12/12/85. Filed 12/12/85. Effective 1/6/86 for Session II, 1985-86; 9/26/95. Filed - 9/26/95. Effective - Session I, 1995-96. Filed - 11/24/97. Effective - to implement the law effective Session I, 1997-98;

5/18/99. Filed - 5/18/99. Effective - 5/18/99; 10/17/01. Filed – 10/17/01. Effective – 10/17/01; 5/16/05. Filed – 5/16/05. Effective – Session I, 2005-06; 6/19/07. Filed – 6/19/07. Effective – 6/19/07; 11/20/07. Filed – 11/20/07. Effective – 11/20/07; 6/17/08. Filed – 6/17/08. Effective 6/17/08; 3/15/11. Filed – 3/15/11. Effective – Session I, 2011-12; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

P6Hx23-4.451

PROCEDURE: COLLEGE-PREPARATORY INSTRUCTION

- I. Competency-based preparatory instruction is required for degree seeking students who score below the St. Petersburg College Placement Test cut-off scores in reading, writing and/or mathematics as prescribed by Rule 6A-10.0315, F.A.C., and College Procedure P6Hx23-4.45. Students scoring below the prescribed Computerized Placement Test (CPT) cut-off scores in any of these three (3) areas must begin competency-based preparatory instruction in those identified area(s) within their first twelve (12) credit hours of enrollment. In accordance with Section 1007.263, Florida Statutes, as an alternative to traditional college preparatory instruction, if they so qualify, students may participate in adult basic education, adult secondary education, or other instructional programs, including private provider instruction. Students who place into all three areas of remediation must successfully complete the prescribed academic success coursework during their first term of enrollment.
- II. Students scoring below the prescribed CPT cut-off score in more than one college preparatory area have the following additional requirements to enhance their ability to succeed in college-level course work.
  - A. Students scoring below the prescribed cut-off score in two or more college preparatory areas must take SLS 1101 and SLS 1126 as co-requisites during their first term of enrollment.
- III. In accordance with 6A-10.0315(20), students enrolled in college preparatory instruction shall be permitted to take courses concurrently in areas for which they are qualified. Pursuant to Section 1008.30(4), Florida Statutes, students who test into college preparatory instruction and subsequently enroll in college preparatory instruction must successfully complete the required preparatory studies by the time they have accumulated twelve (12) hours of college credit coursework or they must maintain continuous enrollment in college preparatory coursework each semester until the requirements are completed while performing satisfactorily in degree earning coursework.
  - A. College preparatory students may not enroll in the following categories of college credit courses while completing their college preparatory coursework:
    1. College preparatory students who are deficient in mathematics may not enroll in any mathematics courses that meet the requirements of Rule 6A-10.030, F.A.C., or other courses that require mathematics skills that are beyond the skill level of the student.
    2. College preparatory students who are deficient in English and/or reading skills may not enroll in English or Humanities courses that meet the requirements of Rule 6A-10.030, F.A.C., or other courses that require communication skills that are beyond the skill level of the student.
    3. College preparatory students who are deficient in all three (3) areas (i.e. reading, writing and/or mathematics) may enroll in college-level courses such as orientation courses, college success courses, or other courses that are not dependant on college- level computation and communication skills.
- IV. Students who have begun required competency-based preparatory instruction must take identified preparatory courses consecutively in their identified skill area(s) during each session they enroll at the College, insofar as possible in conjunction with Section I. above, until such area(s) is/are resolved within the limitations prescribed by Section IV. below.
- V. Enrollment in competency-based preparatory credit instruction to remediate the skill area(s) identified may not extend beyond three (3) attempts in each required course in each skill area. A fourth attempt may be allowed only through an academic appeals process as set forth in Board of Trustees' Rule 6Hx23-4.36 based on extraordinary extenuating circumstances. Students enrolled in the same college preparatory class within a skill area more than twice will be assessed fees at 100 percent of the full cost of instruction equal to the rate charged non-Florida residents. Students may have their fees reduced once for each class due to extenuating circumstances as determined by the campus provost or associate provost or designee. However, the provost, associate provost or designee shall have the authority to review and reduce payment for increased fees due to continued enrollment in a college preparatory class on an individual basis contingent upon the student's financial hardship, pursuant to definitions and fee levels established by the

State Board of Education. An attempt shall be defined as each enrollment in a College/college preparatory course past the drop/add period regardless of the grade received.

Extenuating circumstances for the purposes of this Section IV. are those circumstances determined by the Dean/Program Administrator to be exceptional and beyond the control of the student.

The criteria for determining financial hardship shall include, but not be limited to, qualification for federal need-based financial assistance. Students with other documented financial hardships may also be considered. In either case, the exception for financial hardship should be granted only after the student has demonstrated reasonable effort to succeed in the course.

- VI. Students who have not successfully completed their preparatory course requirement(s) in any of the identified skill area(s) within three (3) attempts will be permitted to enroll in additional credit coursework outside those skill area(s) that the student has not successfully completed remediation, but must be concurrently enrolled in the developmental area(s) every term until basic skill mastery has been demonstrated.
- VII. Students who complete college preparatory courses may only be given the grade of A, B, C, N, or F.

History: Adopted – 7/17/12. Effective – 7/17/12; 7/21/14. Filed – 7/21/14. Effective – 7/21/14.

## Credit from Non-Traditional Sources

6Hx23-4.17 CREDIT FROM NONTRADITIONAL SOURCES

In addition to instruction provided by the College, credit may be accepted for transfer from the following sources: The Advanced Placement Program, the International Baccalaureate Program, the College-Level Examination Program, Assessment of Prior Learning/Experiential Learning Program (ELP), and Correspondence or Extension Courses. The maximum amount of credit which may be accepted from all sources in combination is 45 semester hours. In instances where students utilize only one source, the maximum amount of credit which may be accepted is as follows:

Advanced Placement Examinations	45 semester hours
International Baccalaureate Program	30 semester hours
College-Level Examination Program	45 semester hours
Assessment of Prior Learning/ Experiential Learning Program (ELP)	45 semester hours
Correspondence or Extension Courses	15 semester hours

### I. Advanced Placement

Advanced Placement examinations are a special program of the College Entrance Examination Board (CEEB) offering special instruction to high school seniors.

The examination must have been taken while the student was still enrolled in high school.

Advanced Placement credit is treated as transfer credit. The procedures followed for the granting of credit are the same as those followed for the College-Level Examination Program.

Scores are reported to the College on a scale of 5 to 1, with 5 being the highest. Credit will be granted to students who achieve scores of 3, 4, or 5, on one or more of the advanced placement program examinations. Such credits will be transferable to institutions of higher education within the state of Florida which participate in the state Advanced Placement Program. The following table describes the subject areas for which Advanced Placement examinations are available and the necessary score(s) which must be achieved to earn the specified hours of credit.

Advanced Placement Examination	Exam Score Required	SPC Course Equivalence	Credit Hour Granted
American History	3, 4, or 5	AMH-2010	3
	3, 4, or 5	AMH-2020	3
Biology	3, 4, or 5	BSC-1005	3
	3, 4, or 5	BSC-1010C	4

Calculus	3	MAC-2311	5
	4 or 5	MAC-2311	5
	4 or 5	MAC-2312	5
Chemistry	3, 4, or 5	CHM-1045	3
	3, 4, or 5	CHM-1046	3
English	3	ENC-1101	3
	3	LIT-2110	3
	4 or 5	ENC-1101	3
	4 or 5	ENC-1102	3
European History	3	EUH-1001	3
	4 or 5	EUH-1000	3
	4 or 5	EUH-1001	3
French	3	FRE-2200	3
	4 or 5	FRE-2200	3
	4 or 5	FRE-2201	3
German	3	GER-2200	3
	4 or 5	GER-2200	3
	4 or 5	GER-2201	3
Music	3 or 4	MUT-2126	4
	5	MUT-2126	4
	5	MUT-2127	4
Physics	3	PHY-1053	3
	4 or 5	PHY-1053	
	4 or 5	and 1054	6
Spanish	3	SPN-2200	3
	4 or 5	SPN-2200	3
	4 or 5	SPN-2201	3

## II. International Baccalaureate

St. Petersburg College will grant college credit to a student who presents a score of 4, 5, or 6 on one or more of the International Baccalaureate examinations. Credit thus granted is transferable among Florida institutions of higher education participating in the statewide articulation agreement.

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

The College participates in the general examination program and the selected subject examination program. Decision as to acceptability of subject examinations is made by the Educational and Student Services Office, within the restrictions imposed by Paragraph 6A-14.031(1)(a), State Board of Education Regulations.

The acceptable examinations, minimum acceptable scores for each examination, the course(s) for which credit will be granted and the number of semester hours credit for each examination are published in a brochure, "College-Level Examination Program at St. Petersburg College," by the Central Records' Office.

Score reports are transmitted by the Educational Testing Service, Princeton, N.J., to the Central Records' Office. The Central Records' Office evaluates the test results, prepares an advanced standing notification (a copy of which is furnished to the student), and the courses for which credit has been granted are entered into the student's course file. These credits are entered as institutional credit, without grades or quality points. The percentile score (for general examinations) or the scaled score (for subject examinations) is also recorded. No record of examinations on which scores are below the acceptable level is kept on the permanent record.

The required level of performance on the examinations will be that required to insure transferability under the articulation agreement.

## IV. Credit by Assessment of Prior Learning/Experiential Learning Program (ELP)

Credit may be awarded under this area for learning in a discipline or program area(s) offered by the College. The assessment of learning shall take place through means consistent with generally accepted techniques of measuring college-level learning. The techniques may include written and oral examinations, portfolio evaluations, interview assessments, and project or product evaluations. In addition, other methods of evaluation shall include use of ACE guidebooks, DANTES, the MOS Specialty Guide, the CAEL Guide, and correlation of military training with college-level credit. Such assessment shall certify levels of attainment consistent with the content and performance expectations established in the curriculum of the College for equivalent courses. Experiential Learning Program (ELP) replaces internal/challenge exams and other methods of evaluating and crediting prior learning. The discipline program directors, by collegewide agreement, will determine which courses within the curriculum of the department may be eligible for assessment through Experiential Learning. Program directors will consult annually with advisory committees, discipline instructors, and Experiential Learning coordinators to update the listing of courses eligible for assessment through the Experiential Learning Program. Program directors in the Associate in Science and Certificate Programs may limit credit earned through Experiential Learning to 50 percent of the core courses and/or courses within the major. If a student can demonstrate prior learning, the College will award credit for achievement rather than have the student repeat the learning sequence. Information concerning such assessments may be secured from the associate provost or the Experiential Learning Office on each campus.

When the student has successfully completed an assessment of prior learning, credit is reported according to described procedures:

A. When the student completes the assessment, the ELP Office will notify the student of the outcome. The credit and a grade of "P" will be reported for the course if credit is awarded.

**B. A student may not be registered for a course and be simultaneously evaluated for his/her prior learning of that course.**

Pursuant to State Board of Education Rule 6A-14.054, matriculation and tuition fees shall not be charged for the assessment of prior learning or the awarding of credit based on prior learning, regardless of whether the prior learning was acquired through instruction provided by the College or through instruction or experience external to the College.

Students who are evaluated for the assessment of prior learning shall be charged a fee as prescribed in Board of Trustees' Rule 6Hx23-5.17 Student Fees.

V. Correspondence Courses

A maximum of 15 semester hours of correspondence credit may be accepted provided:

A. The course was administered by an accredited institution.

VI. Credits under Advanced Placement, International Baccalaureate, and CLEP are awarded without letter grades or quality points assigned. Credits awarded under ELP utilize a "P" grade. Credit will not be awarded which is duplicative of credit awarded through any other examination program, courses taken at St. Petersburg College, or courses received in transfer. However, if the course(s) for which credit is awarded under this Rule has a previous grade of "F," the provisions of Rule 6Hx23-4.15 will be applied.

Specific Authority: 240.319(2) & (3)  
Law Implemented: 240.319(4)(b), 240.321, 240.325, F.S.; SBE Rules 6A-14.031, 6A-14.054, 6A-14.0247, 6A-14.0262(8), F.A.C.

History: Formerly - 6Hx23-4-6.03. Adopted - 10/16/75. Readopted - 10/25/77. Amended - 11/30/81, 1/22/86, 12/10/87, 4/27/89, 10/17/89. Filed - 10/17/89. Effective 10/17/89; 1/19/93. Filed - 1/19/93. Effective - Session I, 1993-94; 1/19/99. Filed - 1/19/99. Effective - Session I, 1999-2000; 5/18/99. Filed - 5/18/99. Effective - 5/18/99.

## Eligibility for Intercollegiate Athletics

6Hx23-4.18 ELIGIBILITY FOR INTERCOLLEGIATE ATHLETICS

Eligibility for participation in intercollegiate athletics is in accordance with requirements determined by the Florida Community College Activities Association.

General Authority: 240.319, F.S.  
Law Implemented: 240.325, F.S. SBE Rules 6A-14.262, 6A-14.247, F.A.C.  
History: Formerly 6Hx23-4-6.04; Adopted 11/20/75; Readopted 10/25/77; Amended, filed and effective 11/30/81.

## Final Examinations

### 6Hx23-4.19 EXEMPTION FROM FINAL EXAMINATIONS

The giving of the final examination shall be left to the discretion of the individual instructor with the concurrence of the division director; however, students averaging an "A" or "B" may be exempt from the final by obtaining permission from the instructor.

General Authority: 240.319, F.S.  
Law Implemented: 240.325, F.S. SBE Rules 6A-14.262, 6A-14.247, F.A.C.  
History: Formerly 6Hx23-4-6.05; Adopted 10/16/75; Readopted 10/25/77; Amended, filed and effective 11/30/81.

### P6Hx23-4.19 PROCEDURE: FINAL EXAMINATIONS

The giving of final examinations shall be left to the instructor's discretion with the concurrence of the program director. Students averaging an "A" or "B" may be exempt from the final examination by obtaining the instructor's permission.

All final examinations will be administered according to the published schedules.

The final examination period is determined by the college calendar committee and published in the college catalog. The final examination class schedule is prepared and disseminated by the registrar.

Instructors are required to keep final examination papers on file for the duration of the subsequent regular session (Session I or II).

#### PROCTORING

Since the college does not operate under a student honor system, proctoring of examinations is required.

#### SPECIAL FEES

Students wishing to take final examinations other than during the regularly scheduled final examination period must obtain permission from the instructor, program director, and the dean of student services. If permission is granted, the business office is notified in writing of the number of special examinations a student will take, the course and section numbers of each, and the amount of the approved fee. After the student has paid the special examination fee(s) at the campus business office, the student presents his/her copy of the validated permission form to the instructor(s) and takes the examination(s) as arranged with the instructor(s).

History: Adopted 3/3/82. Amended 3/3/87. Effective 3/10/87 for Session I, 1987-88.

## Grading System

### 6Hx23-4.20 GRADING SYSTEM

The Board of Trustees authorizes and directs the President, or his or her designee, to establish a grading system used to indicate the quality of work done by students at St. Petersburg College and to implement procedures related to awarding student grades for credit coursework.



Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(8), 1004.68, F.S.

History: Formerly - 6Hx23-4-6.06; Adopted - 10/16/75; Readopted - 10/25/77; Amended - 11/30/81, 8/18/83; Emergency Amendment 1/19/84 (effective Session I, 1984-85), 2/16/84 (effective Session I, 1984-85), 11/20/86, 12/10/87, 4/27/89, 10/17/89. Filed - 10/17/89. Effective - 10/17/89, 8/22/91. Filed- 8/22/91. Effective- 8/22/91; 2/16/93. Filed - 2/16/93. Effective - Session I, 1993-94; 10/20/93. Filed - 10/20/93. Effective - Session I, 1993-94; 1/24/95. Filed - 1/24/95. Effective - Session I, 1995-96; 6/27/95. Filed - 6/27/95. Effective - Session I, 1995-96; 3/16/98. Filed - 3/16/98. Effective - 3/16/98; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 2/27/01. Filed - 2/27/01. Effective - Session III, 2000-01; 6/21/02. Filed - 6/21/02. Effective - 6/21/02; 2/17/04. Filed - 2/17/04. Effective - 2/17/04; 7/18/06. Filed - 7/18/06. Effective - Session I, 2006-07; 9/18/06. Filed - 9/18/06. Effective - 9/18/06; 9/18/07. Filed - 9/18/07. Effective - 9/18/07; 12/17/07. Filed - 12/17/07. Effective - Session II, 2007-08; 4/21/10. Filed - 4/21/10. Effective - 4/21/10; 7/17/12. Filed - 7/17/12. Effective - 7/17/12.

P6Hx23-4.20 PROCEDURE: GRADING SYSTEM

I. Letters are used to indicate the quality of work done by students at St. Petersburg College:

A	excellent .....	awards 4 quality points
B	good .....	awards 3 quality points
C	average .....	awards 2 quality points
D	poor .....	awards 1 quality point
F	unsatisfactory.....	awards 0 quality points
I	incomplete .....	awards 0 quality points
N	no credit (college preparatory courses only)	
NG	no grade reported	
P	passing (credit courses)	
S	satisfactory (non-credit courses only)	
SP	showing progress (non-credit courses only)	
U	unsatisfactory (non-credit courses only)	
W	withdrawal	
WF	Withdrawal after the "W" period	awards 0 quality points
X	audit	

II. Special instructions for grades

- A. "I" Incomplete grades received at the end of any term become "F" if not completed by the end of the succeeding Fall or Spring term.
- B. A grade of "N" is used only in college preparatory courses. A grade of "N" may be assigned to students earning a "D" or "F" in such courses.
- C. A grade of "WF" indicates that a student voluntarily withdrew from a course after the deadline to receive a grade of "W." The "WF" grade is punitive and has the same impact on the student's GPA as a grade of "F."
- D. "P" may be used as follows:
  - 1. Students enrolled in physical education activity courses (e.g. golf, tennis, bowling, archery, racquetball, etc.) may choose to be graded on a "P/F" or an "A-F" basis. During the first 2 weeks the course is taught, the instructor will require each student to select the grade option preferred. "P" grades will not be used in GPA calculations.
  - 2. Credit awarded by Assessment of Prior Learning through the Experiential Learning Program (ELP) may be designated by the grade of "P". Assessment of Prior Learning is the only approved procedure for evaluating and awarding credit for prior learning.
  - 3. Credit awarded for the Basic/Computer and Information Literacy competency OPT-OUT test may be designated by the grade of "P".
  - 4. Satisfactory completion of the following credit courses in the Physical Therapist Assistant Program will be graded on a "P/F" basis.

PHT 1801L—Physical Therapy Clinical Practice I  
PHT 2810L—Physical Therapy Clinical Practice II

5. Satisfactory completion of the following credit courses in the College of Education IMPACT Program will be graded on a “P/F” basis.

MAE 4942\_\_Instructional Methods in Secondary Mathematics Field Experience: IMPACT  
MAE 3941\_\_Interactive Middle School Mathematics Field Experience: IMPACT  
EDE 4942\_\_ Literacy Field Experience: IMPACT  
EDE 4943\_\_Integrated Mathematics and Science Elementary (K-6) Field Experience: IMPACT  
SCE 4940\_\_Secondary Science Field Experience Grades 9-12: IMPACT

6. Satisfactory completion of SLS 0003 by students who tested into all three areas of remediation upon admission to the College will be graded on a “P/F” basis.

- E. Students who wish to audit a college-level credit course may register on an audit basis without special permission during the regularly scheduled registration period through the end of the first week of classes. This applies to regular and express sessions.

Students who wish to change from credit to audit status may change to an audit status without special permission during the regularly scheduled registration period through the end of the first week of classes. This applies to regular and express sessions.

Students may change from audit to credit status during the regularly scheduled registration period through the end of the first week of classes or after the registration period has expired, but prior to the end of the session only upon the approval of the faculty member, the program director, and the campus provost, associate provost or the site administrator.

Fees are the same for both credit and audit students.

Audit students are required to meet course prerequisites including appropriate scores on the St. Petersburg College Placement Test unless such requirements are waived by obtaining permission through the program director.

Under exceptional circumstances, a student may appeal to the appropriate program director to seek a change to credit in a course in which registration was for audit. The program director will work with the student and the instructor to determine that the student completed all of the requirements for credit in the course.

History: Adopted – 7/17/12. Effective – 7/17/12.

## Graduation Requirements for all Degrees, Certificates and Diplomas

6Hx23-4.24 GRADUATION REQUIREMENTS FOR ALL DEGREES, CERTIFICATES AND DIPLOMAS

The College awards bachelor’s degrees, associate’s degrees, technical certificates and applied technology diplomas for satisfactory completion of a planned program of post-high school studies. The Board of Trustees authorizes and directs the President or designee to develop and establish graduation requirements for all degrees, certificates and diplomas, and to establish College procedures related to the completion of graduation requirements for candidates.

Specific Authority: 1001.64(2) & (4), F.S.  
Law Implemented: 1000.21, 1001.02, 1001.03, 1001.64(6), (7), (8) & (17), 1003.49, 1004.04, 1004.65, 1004.68, 1004.73(4), 1004.92, 1007.22, 1007.23, 1007.24, 1007.25, 1009.23, 1009.25, 1009.26, 1009.28, F.S.; SBE Rule 6A-14.030, F.A.C.

History: Formerly 6Hx23-4-6.10. Adopted 10/16/75. Readopted 10/25/77.  
Emergency Amendment 12/15/83. Amended 12/18/78, 4/19/79, 11/30/81, 6/17/82 (effective 4/19/83), 6/28/83, 1/19/84, 4/19/84, 3/21/85 (effective 8/19/85 for Session I, 1985-86), 4/18/85, 5/15/86, 4/16/87 (effective for Session I, 1987-88), 6/18/87, 5/19/88 (effective Session I, 1988-89), 2/19/91, 4/17/91. Filed 4/17/91. Effective 4/17/91, 5/23/91. Filed 5/23/91. Effective Session I, 1991-92, 11/19/91. Filed - 11/19/91. Effective - Session II, 1991-92, 7/21/92. Filed - 7/21/92. Effective - 7/21/92; 10/20/92. Filed - 10/20/92. Effective - 10/20/92; 4/18/95. Filed - 4/18/95. Effective - Session III, 1994-95; 9/26/95. Filed - 9/26/95. Effective - Session I, 1995-96; 2/20/96. Filed - 2/20/96. Effective - Session I, 1996-97; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 4/18/00. Filed -

4/18/00. Effective - Session I, 2000-01; 9/11/01. Filed 0 9/11/01. Effective – 9/11/01; 10/17/02. Filed – 10/17/02. Effective – 10/17/02; 8/26/03. Filed – 8/26/03. Effective – Session I, 2003-04; 5/21/04. Filed – 5/21/04. Effective – Session I, 2004-05; 11/16/04. Filed – 11/16/04. Effective – 11/16/04; 7/19/05. Filed – 7/19/05. Effective – 7/19/05; 1/17/06. Filed – 1/17/06. Effective – 1/17/06; 3/20/07. Filed – 3/20/07. Effective – Session I, 2007-08; 7/17/07. Filed – 7/17/07. Effective – 7/17/07; 11/20/07. Filed – 11/20/07. Effective – 11/20/07; 10/21/08. Filed – 10/21/08. Effective – 10/21/08; 11/18/08. Filed – 11/18/08. Effective – Session II, 2009-10; 9/15/09. Filed – 9/15/09. Effective – 9/15/09; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

P6Hx23-4.24

#### PROCEDURE: GRADUATION REQUIREMENTS FOR ALL DEGREES, CERTIFICATES AND DIPLOMAS

- I. The following general requirements for graduation from St. Petersburg College must be met by all students who are candidates for the Bachelor of Arts, Bachelor of Science or Bachelor of Applied Science Degrees.
  - A. Students must satisfactorily complete at least 120 semester hours of college-level credits. For residency purposes, at least 30 of the semester hours required for graduation must be earned at St. Petersburg College. Students who have left the College must be eligible to return for transfer credits to be accepted to meet graduation requirements. All other specific degree requirements must also be met. Credit awarded for college-preparatory instruction (0000 designation courses) may not be counted toward fulfilling the total number of credits or the number of credits in residency required for a degree.
  - B. For purposes of conferring the bachelor's degree, students must complete at least 40 semester hours of program specific courses numbered 3000 level or above. At least 30 of the 40 hours must be earned at St. Petersburg College and a grade of "C" or better is required in all program specific coursework.
  - C. Fulfill all requirements for the chosen major.
  - D. Students must generally achieve a grade point average of 2.0 or better on a 4.0 scale for all work at St. Petersburg College considered alone and for all work at the College and transfer credits combined, except for the College of Education, which requires that students achieve 2.5 or better average in all coursework. The quality point value of transfer work accepted by the College will be included in grade point average computations for all purposes including determination of achievement of the required 2.0 grade point average to be graduated from St. Petersburg College. Individual programs may require a higher grade point average for graduation.
  - E. Students must complete the general education requirements for the Associate in Arts degree including any assessment of education outcomes that are required by the College.
  - F. Students must satisfactorily complete any state mandated exit requirements or tests unless exempt. See P6Hx23-4.45, 6Hx23-4.36, and 6Hx23-4.45 for additional information.
  - G. Students must complete the former Gordon Rule requirement (met with the A.A. Degree).
  - H. Students must complete 2 credits/consecutive years of the same foreign language or American Sign Language in high school (documented by an official high school transcript) or 8-10 hours in the same language or American Sign Language at the college level. Students may also provide official proof of successful completion of CLEP or other proficiency examination. Students admitted without this requirement met must satisfy it prior to graduation for any bachelor's program.
  - I. Students have a 15-session period, beginning with the academic year of initial acceptance and enrollment into a specific baccalaureate degree at the junior level, in which to complete graduation requirements under the terms of the College catalog which was in effect at the time of their initial enrollment. However, students may opt to meet the program course requirements for any catalog year within the 15-session period based on advisement provided by the program director and/or the counselor/advisor. Students who have not graduated within the 15-session period will begin a new 15-session period upon their enrollment following the expiration of their previous 15-session period.
  - J. Students must submit a graduation application and pay any required fees. Graduation application deadlines will be published in the College catalog. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of the diploma, and participation in the graduation ceremonies. Late applications for graduation will be accepted until the last day of classes for the term in which the student wishes to graduate. However, students who apply late will not be listed in the graduation program and may not be able to order caps and gowns or participate in the graduation ceremonies.
  - K. Students who have completed an A.A. degree or higher from a regionally accredited institution, at the time of graduation, are exempt from all state mandated exit requirements or tests, general education, and former Gordon Rule requirements associated with an A.A. degree. In addition to these exemptions, students who

have completed a bachelor's degree or higher from a regionally accredited institution are also exempt from the foreign language requirement.

- L. Students may be eligible to receive a second SPC baccalaureate degree provided that:
1. The requirements for both the first and second degrees are satisfied.
  2. An additional thirty (30) upper division semester hours are completed at SPC after the first SPC baccalaureate degree has been awarded.
  3. The individual academic plan (IAP), developed as part of the admissions process, has been completed and approved by the program's dean.
- M. Special graduation requirements must be met for individual programs as follows:
1. Bachelor of Science in Education  
For graduation requirements, please refer to Section I. D. of Board Rule 6Hx23-4.72 College of Education Programs—Special Rules.
  2. Bachelor of Science in Nursing  
RN to BSN students must complete each NUR upper division course with a grade of "C" or better in order to receive credit and progress in the program. If a student fails to obtain a "C" or better in any NUR upper division course, the student may retake the course in order to attempt to achieve a "C" or better. In no event, however, shall a student be permitted to take any NUR upper division course more than three (3) times by reason of failure to achieve a "C" or better. Any RN to BSN student failing to achieve a "C" or better in the same NUR upper division course after three attempts will be academically dismissed from the College of Nursing and unable to return to the program. Additionally, any RN to BSN student failing to achieve a "C" or better in any combination of three NUR upper division courses while enrolled in the RN to BSN program shall be academically dismissed from the College of Nursing and unable to return to the program. Notwithstanding the foregoing, any NUR upper division course in which a student fails to achieve a "C" or better will be counted towards the dismissal criteria for failure to achieve a "C" or better in any combination of three NUR upper division courses, even if the student retakes such a course as provided herein and achieves a "C" or better.
  3. Bachelor of Applied Science in Technology Management  
Completion of a minimum of 21 semester hours in a single technical discipline, certificate or program of study.
  4. Bachelor of Applied Science in Dental Hygiene
    - a. Ten (10) upper division semester hours may be earned by the presentation of a valid and current dental hygiene license, from the state in which the applicant is practicing.
    - b. Students must receive a grade of "C" or better in all upper division dental hygiene coursework in order to progress in the program.
  5. Bachelor of Applied Science in International Business  
Intermediate level foreign language proficiency as demonstrated by:
    - a. One (1) semester (3 credit hours) of an intermediate level or conversational foreign language course, which may be eligible to be counted towards this requirement.
    - b. A qualifying score on the AP (Advanced Placement), IB (International Baccalaureate), or CLEP (College Level Entrance Program) exam or
    - c. A qualifying rating on the ACTFL (American Council on the Teaching of Foreign Languages), OPI (Oral Proficiency Interview) or
    - d. A Study Abroad Program approved by the College of Technology and Management will be counted towards the Intermediate Foreign Language Requirement.
  6. Bachelor of Applied Science in Orthotics and Prosthetics

- a. Maintain a valid Basic Life Support (BLS) for Healthcare Providers C.P.R. certificate throughout the program.
  - b. Students must satisfactorily complete a capstone exam including theoretical, clinical, and technical knowledge and skills.
  - c. Students must be able to perform the essential functions and occupational requirements of the Orthotics and Prosthetics Program. Students with disabilities must be able to perform the essential functions and occupational requirements with or without reasonable accommodations.
  - d. Students must satisfactorily exhibit the knowledge, behavior, skills, and ethics deemed necessary for the health, safety, and welfare of patients as outlined in the American Board for Certification in Orthotics, Prosthetics and Pedorthics Code of Professional Responsibility. The Orthotics and Prosthetics Program reserves the right to suspend or dismiss from the Orthotics and Prosthetics Program any student who does not meet these criteria.
  - e. Orthotics and Prosthetics students must complete each PRO upper division course with a grade of "C" or better in order to receive credit and progress in the program. If a student fails to obtain a "C" or better in any PRO upper division course, the student will not be allowed to continue with the program and will have to reapply. In no event, however, shall a student be permitted to take any PRO upper division course more than two (2) times by reason of failure to achieve a "C" or better. Any student failing to achieve a "C" or better in the same PRO upper division course after two (2) attempts will be academically dismissed from the Orthotics and Prosthetics Program and will be unable to return. Additionally, any student failing to achieve a "C" or better in any combination of three (3) PRO upper division courses while enrolled in the Orthotics and Prosthetics Program shall be academically dismissed from the program and will be unable to return. Notwithstanding the foregoing, any PRO upper division course in which a student fails to achieve a "C" or better will be counted towards the dismissal criteria for failure to achieve a "C" or better in any combination of three (3) PRO upper division courses, even if the student retakes such a course as provided herein and achieves a "C" or better.
- II. The following general requirements for graduation from St. Petersburg College must be met by all students who are candidates for the Associate in Arts degree:
- A. Students must satisfactorily complete at least 60 semester hours of college-level credits. At least 25 percent of the semester hours required for graduation credits must be earned at St. Petersburg College. Students who have left the College must be eligible to return for transfer credits to be accepted to meet graduation requirements. All other specific degree requirements must also be met. Credit awarded for college preparatory instruction (0000 designation courses) may not be counted toward fulfilling the total number of credits, or the number of credits in residency, required for a degree.
  - B. Students must achieve a grade point average of 2.0 or better on a 4.0 scale, for all work at St. Petersburg College considered alone and for all work at the College and transfer credits combined. The quality point value of transfer work accepted by the College will be included in grade point average computations for all purposes including determination of achievement of the required 2.0 grade point average to be graduated from St. Petersburg College.
  - C. Students must satisfactorily complete the general education requirements for the Associate in Arts degree including any assessment of educational outcomes that are required by the College.
  - D. Students must satisfactorily exhibit College-Level Academic Skills (CLAS) in English language, reading, writing/essay and computation, unless exempt.
  - E. Students who achieve a score of 500 on the Verbal and/or Math portions of the SAT I, or a 21 score on the Enhanced ACT in Mathematics, 21 on the English and 22 on the Reading, or a 93 score in Reading and 105 on Writing/Essay, or 91 in Mathematics on the Accuplacer/CPT may be exempt from all or a portion of the CLAS requirements.
  - F. Students who complete appropriate coursework with a 2.5 GPA in each individual area where CLAS skills are taught (Reading, Writing, Computation, and Essay skills) shall be qualified for an exemption.
  - G. Students have a 15-session period, beginning with the academic year of initial enrollment, in which to complete graduation requirements under the terms of the College catalog which was in effect at the time of their initial enrollment. However, students may opt to meet the program course requirements for any catalog year within the 15-session period based on advisement provided by the program director and/or the

counselor/advisor. Students who have not graduated within this 15-session period will begin a new 15-session period upon their next enrollment following the expiration of their previous 15-session period.

- H. Students must submit a graduation application to the campus Admissions/Registration Office. Graduation application deadlines (usually the Friday of the 4th week of classes) will be published in the College catalog. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of the diploma, and participation in the graduation ceremonies. Late applications for graduation will be accepted until the last day of classes for the term in which the student wishes to graduate. However, students who apply late will not be listed in the graduation program and may not be able to order caps and gowns or participate in the graduation ceremonies.
- III. The following general requirements for graduation from St. Petersburg College must be met by all students who are candidates for the Associate in Science or Associate in Applied Science degree:
- A. Students must satisfactorily complete the general education requirements for the Associate in Science or Associate in Applied Science degree including any assessment of educational outcomes that are required by the College. Students must satisfactorily complete 25 percent of the semester hours required for graduation at the St. Petersburg College including at least 12 credit hours in the major.
  - B. Students must satisfactorily complete the Associate in Science or Associate in Applied Science degree End of Program Assessment.
  - C. Students must achieve a grade point average of 2.0 or better on a 4.0 scale, for all work at St. Petersburg College considered alone and for all work at the College and transfer credits combined. The quality point value of transfer work accepted by the College will be included in grade point average computations for all purposes including determination of achievement of the required 2.0 grade point average to be graduated from St. Petersburg College.
  - D. Students have a 15-session period, beginning with the academic year of initial enrollment, in which to complete graduation requirements under the terms of the College catalog which was in effect at the time of their initial enrollment. However, students may opt to meet the program course requirements for any catalog year within the 15-session period based on advisement provided by the program director and/or the counselor/advisor. For students in limited enrollment programs, students must receive approval from the appropriate program director. For students enrolled in linkage programs, the 15-session period begins with their initial enrollment at their local college. Students who have not graduated within this 15-session period will begin a new 15-session period upon their next enrollment following the expiration of their previous 15-session period. In each of the selected admission A.S. degree programs, students have a 15-session period, beginning with the session of initial enrollment into the program, to complete the specialty courses required for the degree.
  - E. Students must submit a graduation application to the campus Admissions/Registration Office. Graduation application deadlines (usually the Friday of the 4th week of classes) will be published in the College catalog. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of the diploma, and participation in the graduation ceremonies. Late applications for graduation will be accepted until the last day of classes for the term in which the student wishes to graduate. However, students who apply late will not be listed in the graduation program and may not be able to order caps and gowns or participate in the graduation ceremonies.
- IV. The following general requirements for completion must be met by all students who are candidates for College Credit Certificates or Applied Technology Diplomas:
- A. Candidates must achieve a 2.0 grade point average or better on a 4.0 scale in all coursework applicable to either the College Credit Certificate or Applied Technology Diploma.

V. Degrees

The authority for the award of baccalaureate degrees is contained in 1004.73, F.S. The authority for the award of associate degrees is contained in Rule 6A-14.030. The regulation sets as the minimum requirement for the award of an associate degree the completion of a program of post-high school studies of not less than 60 semester hours.

- A. The Bachelor of Science and Bachelor of Applied Science degrees are defined in 1004.73, F.S.
- B. The Associate in Arts degree is defined in Rule 6A-14.030(1).
- C. The Associate in Science degree is defined in Rule 6A-14.030(2).

- D. The Associate in Applied Science degree is defined in Rule 6A-14.030(3).
- E. The College Credit Certificate is defined in Rule 6A-14.030(4).
- F. The Applied Technology Diploma is defined in Rule 6A-14.030(5).

VI. Degree certification

- A. The determination of eligibility of the applicants for the awards of the Associate in Arts degree is the responsibility of the campus coordinator of Admissions/Registration. The determination of eligibility for the award of the Associate in Science or Associate in Applied Science degree, College Credit Certificate, or Applied Technology Diploma in a vocational specialty is the responsibility of the program director or designee; the campus coordinator of Admissions/Registration will verify total hours and grade point average. Certification of degrees is the responsibility of the vice president of Educational and Student Services.
- B. The determination of eligibility of the applicants for the awards of the bachelor's degree is the responsibility of the Office of Central Records.

VII. Graduation

Graduation is not automatic. Each candidate for a degree or certificate must file an application for graduation by the deadline date published in the catalog as part of the College calendar to be assured of final clearance for graduation, timely receipt of the diploma or certificate and participation in the graduation ceremony.

VIII. Graduation with Honors

- A. Each student graduating with an associate's degree from St. Petersburg College with a GPA of 3.30 or higher on all college work will receive a special notation on the diploma indicating graduation with honors.
- B. Associate degree candidates (A.A. candidates who have completed at St. Petersburg College at least 25% of the semester hours required for graduation; and A.S. and A.A.S. degree candidates who have completed at least 25% of the semester hours required including at least 12 hours in the major area) who have earned an overall grade point average (GPA) of 3.50 or higher shall be considered for Latin Honors at graduation. Honors are conferred based on the following scale:
  1. Cum Laude—a diploma designation for candidates with an overall GPA of at least 3.50 but below 3.70 (with honors).
  2. Magna Cum Laude—a diploma designation for candidates with an overall GPA of at least 3.70 but below 3.90 (with high honors).
  3. Summa Cum Laude—a diploma designation for candidates with an overall GPA of 3.90 or higher (with highest honors).

The GPA is not rounded up when determining honors for graduation (e.g., 3.49 is not the same as 3.50).

- C. Eligibility guidelines for Graduation with Honors Diploma or Honors Certificate are as follows. A student should:
  1. have earned 18 credit hours of honors-designated courses with a cumulative grade point average of 3.5 or higher for the Honors Diploma; OR have earned 11 credit hours of honors-designated courses with a cumulative grade point average of 3.25 or higher for the Honors Certificate; AND
  2. have completed one service-learning project and/or participated in one extra-curricular activity per each semester; AND
  3. maintained a cumulative grade point average of 3.3 in honors-designated courses.
- D. Bachelor's degree candidates who have completed 40 credits of upper-division graded coursework at St. Petersburg College and have earned an overall grade point average (GPA) of 3.50 or higher shall be considered for Latin honors at graduation. Honors are conferred based on the following scale:
  1. Cum Laude—a diploma designation for candidates with an overall GPA of at least 3.50 but below 3.70 (with honors).
  2. Magna Cum Laude—a diploma designation for candidates with an overall GPA of at least 3.70 but below 3.90 (with high honors).

3. Summa Cum Laude—a diploma designation for candidates with an overall GPA of 3.90 or higher (with highest honors).

The GPA is not rounded up when determining honors for graduation (e.g., 3.49 is not the same as 3.50).

#### IX. Honorary Degrees

The College may award honorary degrees.

- X. The President is authorized to permit substitute graduation requirements for eligible disabled students as defined by Rule 6A-10.041, F.A.C. (See 6Hx23-4.02 for substitute requirements for qualified disabled students.)

#### XI. Degrees in Memoriam

- A. The President may grant a “Degree in Memoriam” in honor of a student who deceases while enrolled in the College providing the following requirements are met:
  1. The award of the degree is requested by a member of the student's immediate family (i.e., mother, father, sister, brother, spouse, child or grandparent); and
  2. The student was enrolled and in good standing at the time of his/her death.
- B. The Degree in Memoriam may be presented to appropriate members of the student's immediate family at one of the graduation ceremonies following the award of the degree or to members of the family prior to the graduation ceremony if the earlier date is preferred by the family.
- C. Exception to the above requirements may be approved by the President.

History: Amended 5/12/87, 2/21/89. Effective - 2/28/89; 8/25/92. Filed - 8/25/92. Effective - 8/25/92; 1/19/93. Filed - 1/19/93. Effective - 1/19/93; 4/18/95. Filed - 4/18/95. Effective - Session I, 1995-96; 5/18/99. Filed - 5/18/99. Repealed - 5/18/99. See 6Hx23-4.24; Re adopted – 7/17/12. Effective – 7/17/12.

## Lost and Found

P6Hx23-5.1311

### PROCEDURE: LOST AND FOUND

- I. Lost and Found shall be located in the office of the Student Activities Specialist on each site and shall operate during the hours of 8:00 AM to 4:00 PM Monday through Friday. On weekends and after normal operating hours, the Lost and Found will be located in the Library.
- II. All items placed in the Lost and Found shall be placed in a lockable cabinet. Said cabinet shall remain locked at all times. Access to this cabinet shall be primarily through the Student Activities Specialist, and secondarily through the Student Services Secretary.
- III. All items placed in Lost and Found shall be logged in on the Lost and Found Log Sheet (Form No. SA 418) located on top of the cabinet. Log-in should include:
  - a) a line number
  - b) description of the item
  - c) date the item was turned in
  - d) student number or social security number of the person turning in the item
  - e) where the item was found

A Lost and Found Item Tag (Form No. SA 419) with the following information will be attached to each item before being placed in the cabinet:

- a) an identification number matching the log line number
- b) date on which the item was turned in

This will ensure proper ID and/or disposal of items in a timely manner.



- IV. Person(s) claiming lost item(s) should be able to adequately describe said item(s) without prior knowledge of what has been found and MUST show appropriate identification on reclamation of said item(s). Item(s) shall be logged out upon return to the rightful owner.

Log-out should include the following:

- (a) date the item was returned
  - (b) name of the person to whom it was returned
  - (c) the initials of the staff person returning the item
- V. All items placed in Lost and Found shall be retained for a period of not less than 30 days and not more than 60 days. All items remaining unclaimed after this time shall be deemed abandoned and shall be sold at public outcry after giving notice of the time and place of sale in a publication of general circulation on the campus and written notice to the owner if known. The rightful owner may reclaim same at any time prior to sale. All monies realized from such sale shall be placed in an appropriate fund and used solely for student scholarship and loan purposes.

Law Implemented: F.S. 705.18.

History: Adopted - 12/20/94. Effective - 12/20/94.

## Maximum Student Load

6Hx23-4.161 MAXIMUM STUDENT LOAD

The maximum student load is eighteen (18) semester hours of credit in each of Terms I and II and twelve (12) semester hours of credit in Term III. Under extenuating circumstances, students may, with the approval of a counselor or academic advisor, take additional credit hours.

Specific Authority: 1001.64(2) & (4), F.S.  
Law Implemented: 1001.64, F.S.; Rule 6A-14.0262(8), F.A.C.  
History: Adopted 11/20/86; Filed 11/20/86; Effective 11/20/86 for Session II, 1986-87; 11/21/06. Filed – 11/21/06. Effective – 11/21/06.

## Parking and Vehicle Control

6Hx23-1.25 PARKING AND TRAFFIC CONTROL

- I. The president shall approve a plan for the control of traffic and parking.
- II. Accidents occurring on college property shall be reported to the local police in accordance with the law.
- III. The college shall assume no responsibility for theft or damages occurring to vehicles while on college property.
- IV. Vehicles illegally parked in spaces reserved for individuals with disabilities/handicapped may be towed away at the owners' expense.

General Authority: 240.319(3)(b), F.S.  
Law Implemented: 240.319(3)(a), F.S.  
History: Formerly - 6Hx23-3-4.05. Readopted - 10/25/77. Amended - 9/17/81, 2/18/82. Filed and Effective - 2/18/82; 1/19/93. Filed - 1/19/93. Effective - 1/19/93.

6Hx23-4.34 STUDENT TRAFFIC AND PARKING CONTROL

The Board of Trustees authorizes and directs the President or a designee to establish procedures governing parking and the flow of traffic within campus boundaries, and implement procedures regarding regulations and appropriate penalties for violations.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(24)

History: Formerly - 6Hx23-7-6.02. Adopted - 10/16/75. Readopted - 10/25/77. Amended - 11/20/80, 11/30/81, 2/18/82, 10/27/82, 12/15/88. Filed 12/15/88. Effective - 12/15/88 with the exception of the increase in fines, which is effective Session I, 1988-89, 1/21/92. Filed - 1/21/92. Effective - 1/21/92; 7/17/12. Filed - 7/17/12. Effective - 7/17/12.

P6Hx23-1.25 PROCEDURE: PARKING AND TRAFFIC CONTROL

FACULTY AND STAFF

Employees will use parking lots labeled by signs marked "Faculty Parking Only." Staff decals are required for parking in these lots. When these lots are filled to capacity, staff members may park in other parking areas. Staff riding motorcycles or bicycles will use roadways and not sidewalks. Parking spaces for motorcycles are designated on each campus. Parking along curbs, on the grass, sidewalks, loading docks, or ramps, in areas other than marked spaces, and in an area specifically designated and/or barricaded, is not authorized. Dependent students of staff members are not authorized to park in faculty lots even if the vehicles have valid decals.

STUDENTS

Students will park in parking lots labeled by signs marked "Student Parking Only." Students riding motorcycles or bicycles will use roadways and not sidewalks. Parking spaces for motorcycles and bicycles are available on each campus. Students are not authorized to park in faculty lots at any time, or in the visitors' lot Monday through Friday between 7 a.m. and 4:30 p.m. Parking along curbs, on the grass, sidewalks, loading docks, or ramps, areas other than marked spaces, and in areas specifically designated and/or barricaded, is not authorized.

Students found in violation of parking and driving regulations will be fined. The rate of fines is standard and available in the Student Activities office on campus.

VISITORS PARKING

When visitors are invited to a campus, they should be advised of the visitors' parking lot. Faculty, staff, and students are not allowed to park in the visitors' lot before 4 p.m. When the visitors' lot is filled to capacity, the campus patrolman on duty may permit use of a faculty lot.

History: 12/17/91. Filed - 12/17/91. Effective - 1/1/92.

P6Hx23-4.34 PROCEDURE: STUDENT TRAFFIC AND PARKING CONTROL

I. The following schedule of fines and penalties for parking and traffic violations shall be in effect at all campuses and centers of the college:

- A. Parking
    - Illegal parking in any form, each offense \$10.00
  - B. Speeding
    - Operation of any type vehicle in excess of posted speed limit, each offense \$10.00
- After the second offense, automatic referral to the dean of student services for disciplinary action under rules 6Hx23-4.33 and 6Hx23-4.35.

C. Reckless Driving

Operation of any type vehicle in a wanton or willful manner so as to endanger life or property, each offense \$10.00

After the first offense, automatic referral to the dean of student services for disciplinary action under rules 6Hx23-4.33 and 6Hx23-4.35.

D. Compliance with Traffic Signs

Failure to heed traffic regulatory signs, each offense \$10.00

II. Citations issued by the campus police for alleged traffic or parking violations, or fines levied or assessed by the College, can be canceled only by the Dean of Student Services, Provost, or Center Administrator.

III. Vehicles illegally parked in special reserved areas where the college has posted signs may be towed away at the owner's expense.

IV. In accordance with Florida law, moneys collected from parking and traffic violation fines will be used for student financial aid purposes.

V. The parking office is a function of the student activities office on each campus. All parking violations are processed here. The campus police initiate the process by issuing citations to offenders. The business office then collects the fine based on BOT Rule 6Hx23-4.34. The student activities specialist serves as the appeal officer on all parking matters.

VI. Parking ordinances and printed information explaining parking rules and violations shall be distributed to all students.

VII. Distribution of staff decals shall be determined by the campus provost. All employees of the college are expected to adhere to campus parking rules and procedures. Repeated violations by employees shall be reported to the campus provost.

VIII. All fines collected from student parking and traffic violation fines will be used for student activity scholarships (see P6Hx23-4.031).

IX. Procedure: Towing of Vehicles

A. When a motor vehicle is parked illegally in an area designated for the handicapped or as a fire lane when such areas are identified as tow away, the security guard or traffic control person shall notify the campus dean of student services, provost, or the evening administrator-on-duty of the description and location of the vehicle. In addition, the security guard or traffic control person shall notify the dean of student services, provost, or the evening administrator-on-duty of the description and location of any vehicle which is repeatedly parked in designated student parking areas.

B. The dean of student services, provost, or the evening administrator-on-duty may notify a towing company and request that the towing company tow the car from the campus to the towing company's storage lot, which shall be located not more than five miles from the campus.

C. Upon the arrival of the towing company representative at the campus, said representative and the security guard or traffic control person shall visually inspect the vehicle for apparent damage and shall complete and sign Form SA-402 in duplicate. The security guard or traffic control person shall forward one copy of Form SA-402 to the dean of student services, and the second copy shall be given to the towing company representative.

D. The towing company shall then remove the vehicle. If the registered owner of the vehicle or other legally authorized person in control of the vehicle shall arrive at the scene prior to removal or towing of the vehicle, the security guard or traffic control person shall request that the company representative disconnect the vehicle, unless said person refuses to remove the vehicle from the area in which it is illegally parked.

- E. The dean of student services shall make available to the registered owner of the vehicle or other legally authorized person in control of the vehicle who requests such information, the name of the towing company, the location of its storage lot, and its schedule of rates.

History: Amended - 3/15/83, 11/1/88. Effective - 11/8/88, 12/17/91. Filed - 12/17/91. Effective - 1/1/92; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

## **Policy for Threats, Violence, Stalking and / or Use or Possession of Explosives, Destructive Devices, Firearms and / or Weapons**

6Hx23-1.232 POLICY FOR THREATS, VIOLENCE, STALKING AND/OR USE OR POSSESSION OF EXPLOSIVES, DESTRUCTIVE DEVICES, FIREARMS AND/OR WEAPONS, ETC.

### **I. GENERAL POLICY**

Nothing is more important than the safety and security of the students and employees of the College. Threats, threatening behavior, acts of violence, stalking, the use and/or possession of explosives, destructive devices, and the use or unauthorized possession of firearms and/or weapons, etc. will not be tolerated, whether the conduct is directed against students, employees, visitors, guests or any other individuals on College property or against any one attending a College sponsored event. The College has zero tolerance for such conduct. Violations of this policy by a student or employee will lead to disciplinary action as provided in the Board of Trustees' Rules, State Board of Education Rules and law, which may include suspension or dismissal, and may subject the student or employee to immediate removal from the campus or other College property.

### **II. PROHIBITED CONDUCT**

This policy prohibits:

- A. Any substantial threat - any threat to harm or endanger the safety of others or threat to damage or destroy property. It shall not be an excuse that the threat was false, unintentional or a joke.
- B. Any threatening behavior - behavior or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression.
- C. Acts of violence - any act(s) which a reasonable person would believe constitutes battery under Florida law and/or the intentional damaging or destruction of property.
- D. Stalking as defined in law pursuant to Florida Statute 784.048.
- E. Use and/or possession of an explosive(s), or destructive device(s) and/or weapon(s), including firearms, as those terms are defined in Florida Statutes 790.001, by any person except for use and possession by certain persons who may carry or possess a weapon(s) or firearm, in accordance with College Procedure P6Hx23-1.232.
- F. Leaving unattended book bags or other item(s) wherein explosives, destructive devices, firearms and/or weapons, etc. may be located.

This policy is not meant in any way to curtail an individual's right to express himself/herself as long as that expression is not disruptive, inappropriate, unprofessional and would not cause a reasonable person to be put in fear of harm.

### **III. ACTION TO BE TAKEN**

Any person who makes substantial threats, exhibits threatening behavior, engages in violent acts, stalks, uses or possesses explosives, destructive devices, possesses an unauthorized firearm and/or weapon, or uses any firearm or weapon other than in accordance with College Procedure P6Hx23-1.232 on College property, online instructional platform, SPC email, or any other means shall be in violation of the College code of conduct and forfeit any right to be on the College's website, property or at a College sponsored event and shall be removed from the premises as quickly as safety permits. College personnel or security shall immediately notify the local law enforcement authority by calling 911 (9-911 from a College telephone) and request immediate assistance in the removal of the person. College personnel should also promptly notify College Security at 791-2560, the site provost, associate provost or designee, the director of Human Resources and the General Counsel's Office, as appropriate.

Any book bag or other item(s), wherein explosives, destructive devices, firearms and/or weapons, etc. may be located, left unattended may be secured by College staff, security, and/or law enforcement personnel for inspection for explosives, destructive devices and/or weapons and firearms.

#### IV. DISCIPLINE OF STUDENTS AND EMPLOYEES

Should the prohibited conduct be committed by a College student or employee, an investigation shall be conducted, and, if appropriate, disciplinary proceedings commenced. Where it is deemed necessary the student or employee will be removed from the campus or site immediately pending disciplinary proceedings pursuant to this Rule and College Procedure P6Hx23-4.33, Section III. In the case of a student, disciplinary proceedings shall commence pursuant to College Procedure P6Hx23-4.35. In addition, students may be subject to the threat assessment procedure found in College Procedure P6Hx23-4.351. Employees may be subject to disciplinary action including, but not limited to, suspension and dismissal under the provisions of Board of Trustees' Rules and Procedures pertaining to employees.

Whether the student or employee is entitled to return to the College for continuation of his/her coursework or employment during the pending investigation and disciplinary proceedings will depend upon the nature of the conduct and the best judgment of the site provost, administrator or designee consistent with the general policy described in this Rule. The site provost, administrator or designee shall attempt to provide the student or employee with an opportunity to tell their side of the story before imposing restrictions. The site provost, administrator or designee may impose restrictions consistent with said general policy on an employee's or student's return to the College during the time the investigation and proceedings are pending. The student or employee will have an automatic review of the provost's, administrator's or designee's decision by the President or designee. The student or employee and the site provost, administrator or designee shall submit their position/evidence to the President or designee in writing within three (3) working days after the site provost's, administrator's or designee's decision. The President or designee may require more investigation or enter a decision based on the furnished information. A decision on this issue shall not necessarily affect whether or not the student or employee shall be subject to discipline.

In any disciplinary proceeding brought against the student or employee, the discipline may include limited access to College facilities, and other restrictions, reassignment, training, counseling, reprimand, probation, suspension, or dismissal of the student or employee as circumstances may indicate.

#### V. CONFLICT WITH OTHER RULES, ETC.

No existing College Rule, policy, practice and/or procedure should be interpreted to prohibit decisions designed to stop a threat from being carried out, a violent act from occurring or a life threatening situation from developing.

#### VI. REPORTING OF PROHIBITED CONDUCT AND RESTRAINING ORDERS

Students and employees are responsible for notifying campus security via the College-wide security phone number, their site provost, associate provost or designee, or the senior vice president of Student Services or the director of Human Resources of any threats, threatening behavior, acts of violence or stalking in which they have been subjected to, witnessed or have been told that another person has witnessed or received, as well as any item left unattended wherein an explosive, destructive devices, firearms and/or weapon, etc. could be located. Even without an actual threat, students and employees should also report any behavior that they have witnessed which they regard as intimidating, threatening or violent in nature when that behavior is related to or might be carried out on College property or at a College sponsored activity.

Any individual who applies for or obtains a protective or restraining order that lists any College site as being a protected area must provide campus security, the provost, associate provost, or designee or director of Human Resources at the listed site(s) a copy of the petition, the affidavit, if any, used to seek the order, a copy of any temporary or protective restraining order granted and a copy of any protective and restraining order that is made permanent. The provost, associate provost, site administrator or their designee or the director of Human Resources or campus security shall report any violation of any protective or restraining order to the law enforcement agency charged with the enforcement of said orders.

#### VII. STUDENT THREAT ASSESSMENT

A student may be subject to a threat assessment to evaluate whether that student's behavior in a given specific circumstance may suggest a threat of targeted violence to self or others. These threats may include, among other threatening acts on campus, acts of violence, stalking, the use or anticipated use of explosives, destructive devices, firearms and/or weapons. In such cases, the threat assessment procedure as outlined in College Procedure P6Hx23-4.351 shall be activated where appropriate. In any case, a student subject to a

threat assessment may also be subject to this Rule, as well as subject to disciplinary action pursuant to College Procedure P6Hx23-4.33 and College Procedure P6Hx23-4.35.

#### VIII. DEPARTMENTAL PLANS

As part of the College's Emergency Management Plan, each campus and site shall develop and disseminate a written procedure for dealing with what action should be taken by members of the department in the event of a threat, threatening behavior, acts of violence, stalking and/or the use or possession of explosives, destructive devices, firearms and/or deadly weapons, etc. on each campus or site, or at a College sponsored event. Human Resources shall help identify risks and advise on how to manage the risk of departments upon request.

#### IX. OVERSIGHT

The Emergency Management Council, in conjunction with Campus Security and Human Resources shall from time to time review the effectiveness of, consistency in application and the need to amend this Rule.

#### X. TRAINING

The College shall provide training to its provosts, associate provosts, site administrators, or designees, and full-time security in a budgeted position in the areas of conflict and anger management techniques, negotiation techniques and crisis management. Risk Management and Human Resources will identify risk areas and Human Resources will provide training accordingly.

Specific Authority: 1001.64 (2) & (4), F.S.  
Law Implemented: 1001.64(4)(a) & (b), 1001.64(8)(f), Chapter 790, F.S.

History: The Emergency Rule shall be effective for ninety (90) days commencing May 18, 1999; 7/20/99; Adopted - 7/20/99. Effective - 7/20/99; 11/18/08. Filed – 11/18/08. Effective – 11/18/08; 4/15/14. Filed – 4/15/14. Effective – 4/15/14.

## President's Honor List

6Hx23-4.491 PRESIDENT'S HONOR LIST

Students achieving a minimum grade point average of 3.3 each term, and who are enrolled in at least 12 academic hours for Terms I or Term II, or, at least 9 academic hours for Term III, shall be included in the President's Honor List.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64 (6) & (8), F.S.; Rule 6A-14.0262(8)(a), F.A.C.

History: Adopted - Emergency Rule - 5/26/82 (filed and effective 5/26/82). Readopted - 6/17/82. Amended - 6/28/83, 4/27/86, 10/16/86, 9/17/87, 2/24/89. Filed - 2/24/89. Effective - 2/24/89; 3/15/94. Filed - 3/15/94. Effective - 3/15/94; 5/16/95. Filed - 5/16/95. Effective - 5/16/95; 4/20/98. Filed - 4/20/98. Effective - 4/20/98; 2/17/05. Filed – 2/17/05. Effective – Session I, 2005-06.

## Residency

6Hx23-4.14 FLORIDA RESIDENT CLASSIFICATION FOR THE PURPOSE OF ASSESSING FEES

The Board of Trustees shall authorize and direct the President to establish College procedures outlining the process of assessing and classifying Florida residency for tuition purposes in accordance with state law and the pertinent State Board of Education Rule.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(18), 1012.81, 1012.855, F.S; Rule 6A-14.047, F.A.C.

History: Formerly 6Hx23-4-5.13. Adopted 10/16/75. Readopted 10/25/77. Amended 11/30/81, 10/18/83 (effective 11/14/83), 9/20/84, 6/24/85. Filed 6/24/85. Effective 7/1/85; 11/17/92. Filed - 11/17/92. Effective - 11/17/92; 5/21/96. Filed - 5/21/96. Effective - 5/21/96; 11/20/07. Filed – 11/20/07. Effective – 11/20/07. - 11/17/92; 5/21/96. Filed - 5/21/96. Effective - 5/21/96; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

P6Hx23-4.14      PROCEDURE: FLORIDA RESIDENT CLASSIFICATION FOR THE PURPOSE OF ASSESSING FEES

Classification as a Florida resident for tuition purposes shall be based upon Section 1009.21, Florida Statutes and the Guidelines on Florida Residency for Tuition Purposes adopted by the Articulation Coordinating Committee on September 6, 2006.

Every applicant for admission to St. Petersburg College shall be required to make a statement as to his or her length of residence in the state and, further, shall establish that his or her presence or, if the applicant is a dependent child, the presence of his or her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

For the purpose of determining residency status, "term" is defined as the beginning of a regular and/or express session for which residency is sought. If evidence of 12 months of residency cannot be established by the first day of the term but can be established before the start of the express session, residency may be granted for the express session provided that the student is not enrolled in any classes which start before the beginning of the express session.

I. The College shall follow Residency Guidelines adopted by the statewide Articulation Coordinating Committee on September 6, 2006 and any amendment that may be made thereto.

A. Students shall be classified as residents or nonresidents for the purpose of assessing tuition fees and other charges at the College.

1. Dependent child is any person, whether or not living with a parent, who is eligible to be claimed by her or his parent as dependent under the Federal Income Tax Code.
2. Institution of higher education is any of the constituent institutions under the jurisdiction of the State University System or the State Community College System.
3. Legal resident or resident is a person who has maintained residence in this state for the preceding year, has purchased a home which is occupied by her/him as her/his residence, or has established a domicile in this state pursuant to Florida Statute 222.17.
4. Parent means the natural or adoptive parent or legal guardian of a dependent child.
5. Resident for tuition purposes is a person who qualifies as provided within this policy for the in-state tuition; and nonresident for tuition purposes is a person who does not qualify for the in-state tuition rate.

B. Qualifications as a Resident for Tuition Purposes

1. A person or, if that person is a dependent child, her/his parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 months immediately prior to her/his qualification.
2. Every applicant for admission to an institution of higher learning shall be required to make a statement as to length of residence in the state and, further, shall establish that her/his presence or, if she/he is a dependent child, the presence of her/his parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher learning.
3. With respect to a dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 months immediately prior to the child's qualification, provided the child has resided continuously with such relative for the 5 years

immediately prior to the child's qualification, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.

4. The legal residence of a dependent child whose parents are divorced, separated or otherwise living apart will be deemed to be this state if either parent is a legal resident of the state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.
5. An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state rate until she/he has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher learning from which she/he seeks the in-state tuition rate.
6. With respect to a dependent child, the legal residence of such individual's parent or parents is prima facie evidence of the individual's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual, by the other evidence of legal residence required of or presented by the individual. However, the legal residence of an individual whose parent or parents are domiciled outside this state is not prima facie evidence of the individual's legal residence if that individual has lived in this state for 5 consecutive years prior to enrolling or re-registering at the institution of higher learning at which resident status for tuition purposes is sought. Notwithstanding the foregoing, U.S. citizen dependent students, who can otherwise establish Florida residency, shall not be required to provide evidence of their parent's federal immigration status or legal presence in the United States to qualify as residents for tuition purposes.
7. In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purpose of this section:
  - a. A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when that person's spouse continues to be domiciled outside of this state, provided such person maintains her/his legal residence in this state.
  - b. A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reasons of marriage to a person domiciled in this state.
  - c. In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.
8. Any nonresident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse' immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.
9. A person shall not lose resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of her/his parent's or parents' serving, in the Armed Forces outside this state.
10. A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher learning in this state, loses resident tuition status because she/he or, if she/he is a dependent child, her/his parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.
11. Any person who ceases to be enrolled at or who graduates from an institution of higher learning while classified as a resident for tuition purposes and who subsequently abandons her/his domicile in this state shall be permitted to re-enroll at an institution of higher learning in this state as a resident for tuition purposes without the necessity of meeting the 12-month durational



requirement of this section if that person has re-established domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this section shall not be accorded more than once to any one person.

12. The following persons shall be classified as residents for tuition purposes:
  - a. Active duty members of the Armed Services of the United States residing or stationed in Florida (and spouse/dependent children); active duty members of the Florida National Guard (and spouse/dependent children) who qualify under 250.10(7) and (8); or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children)..
  - b. Full-time instructional and administrative personnel employed by state public schools, community colleges, and institutions of higher learning, as defined in Florida Statute 1000.04, and their spouses and dependent children.
  - c. Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher learning.

II. Every applicant for admission to the College must complete one or more of the application forms for admission and must show two pieces of evidence of having lived in Florida for at least 12 consecutive months before the first day of classes of the term for which Florida residency is sought. Applicants for admission should use the following forms:

- A. College credit - Application for Admission form SR-420
- B. Corporate Training - Application/Registration form SR 459
- C. Non credit - Application form CE 400.
- D. Only Application for Admissions form SR 420 requires that the residency affidavit section be completed by the appropriate legal resident stating under oath:
  1. The duration of legal residency in Florida, and
  2. That his/her presence in Florida was for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence incident to enrollment in the College.
- E. Evidence that Can Be Used to Establish Residency  
At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two may be requested. No single piece of documentation will be considered conclusive. Additionally, there must be an absence of information that contradicts the applicant's claim of residency.
  1. First Tier (as least one of the two documents submitted must be from this list)
    - a. Florida's driver's license (if known to be held in another state previously, must have relinquished OR a State of Florida identification card (if evidence of no ties to another state)
    - b. Florida voter registration card
    - c. Declaration of Domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)
    - d. Proof of purchase of permanent home in Florida that is occupied as a primary residence of the claimant.
    - e. Transcripts from a Florida high school for multiple years (if Florida high school diploma or GED was earned within last 12 months)

- f. Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12 month period)
- g. Benefit histories from Florida agencies or public assistance programs
- 2. Second Tier (may be used in conjunction with one document from First Tier)
  - a. A Florida professional or occupational license
  - b. Florida incorporation
  - c. Documents evidencing family ties in Florida
  - d. Proof of membership in Florida-based charitable or professional organizations
  - e. Any other documentation that supports the student's request for resident status
- 3. Examples of "other" documentation:
  - a. Utility bills and proof of 12 consecutive months of payments
  - b. Lease agreements and proof of 12 consecutive months of payments
  - c. State or court documents evidencing legal ties to Florida
- 4. Unacceptable Documents (may not be used)
  - a. Hunting/fishing licenses
  - b. Library cards
  - c. Shopping club/rental cards
  - d. Birth certificates
  - e. Passport

III. Reclassification:

Students classified as "nonresidents for tuition purposes" who desire to be reclassified as "residents for tuition purposes" must fully comply with the "resident for tuition purposes" requirements of this procedure and complete under oath the Florida residency affidavit section of the Application for Admission form.

IV. Appeals:

In the cases where the applicant expresses a desire to appeal the admissions classification, he or she should present an informal appeal to the campus coordinator of Admissions and Records at the applicant's home campus. This administrative review shall include a thorough investigation of all pertinent facts including evidence presented by the applicant. The applicant shall cooperate and provide information reasonably requested by the campus coordinator of Admissions and Records or designee. A decision will be made by the campus coordinator of Admissions and Records or designee involved within 7 working days after the matter has been presented. If the applicant is not satisfied with the decision of the campus coordinator of Admissions and Records or designee, the applicant may appeal to the college registrar. The applicant should present evidence and reasons in support of his/her position to the college registrar.

The college registrar will evaluate evidence presented by the applicant and using the current Florida state statute, state rules and guidelines provided to the College by the state Articulation Coordinating Committee, make the final determination of residency.

History: Amended 9/20/83, 3/27/84, 8/13/85, 12/9/86, 8/15/89. Effective 8/22/89; 12/15/92. Filed - 12/15/92. Effective - 12/15/92; 5/21/96. Filed - 5/21/96. Effective - 5/21/96; 11/20/07. 11/20/07. Filed – 11/20/07. Effective – 11/20/07; 7/17/12. Filed – 7/17/12. Effective – 7/17/12; 11/20/12. Filed – 11/20/12. Effective – 11/20/12.

# Student Code of Conduct

## 6Hx23-4.33 STUDENT CODE OF CONDUCT

Students enrolled at St. Petersburg College are expected to conduct themselves in a manner which will reflect credit to the College, the community, and themselves. Each student, by registering, assumes the responsibility to become familiar with and to abide by the general regulations and rules of conduct of the College. If found guilty of violation of any of these rules, a student may be subject to the placing of a hold on the student's record, the withholding of grades, credits, transcripts, or diplomas, disciplinary probation, suspension or dismissal, in accordance with prescribed policies and procedures for the handling of disciplinary cases.

The Board of Trustees authorizes and directs the President to establish regulations related to prohibited activities and those activities which violate the student code of conduct found in the accompanying College procedure. Students found to have violated the College's code of conduct shall be subject to disciplinary action as outlined in the College's procedure on the disciplinary process.

Specific Authority: 1001.64(2) & (4), F.S.  
Law Implemented: 1001.64(8), 1000.05, 1006.60, F.S.

History: Formerly 6Hx23-7-2.01; Readopted 10/25/77; Emergency Amend-ment 8/20/81; Amended 10/20/71, 12/19/74, 1/15/81, 10/15/81, 11/15/83. Filed 11/15/83. Effective 11/15/83; 2/16/93. Filed - 2/16/93. Effective - 2/16/93; 4/19/94. Filed - 4/19/94. Effective - 4/19/94; 11/21/95. Filed - 11/21/95. Effective - November 21, 1995; 5/21/96. Filed - 5/21/96. Effective – Session III, 1996; 10/19/98. Filed - 10/19/98. Effective - 10/19/98; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

## P6Hx23-4.33 PROCEDURE: STUDENT CODE OF CONDUCT

- I. The following actions are prohibited at or on any campus or center of the College, or at any College-sponsored or College-affiliated activity or event. Violation of any of these regulations may result in disciplinary action. In addition, the College reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the College or College community. Further, disciplinary action may be imposed in special circumstances where prescribed by law.
  1. Possession or consumption of alcoholic beverages.
  2. Use, possession, sale, barter, exchange, gift, distribution, or other transaction of any drugs which would be in violation of state or federal law.
  3. Cheating in any form as delineated in the College's Procedure on Academic Honesty.
  4. Stealing or attempting to steal.
  5. The use of indecent or abusive language.
  6. Gambling.
  7. Hazing. The College's anti-hazing policy and the penalties for violations thereof are set forth in Board of Trustees' Rule 6Hx23-4.331.
  8. Vandalism or destruction of property.
  9. Unauthorized possession, duplication or use of keys or access cards to any College premises or services.
  10. Taking or unauthorized use or possession of College property or the private property of another.
  11. Falsification, forgery, alteration, or misuse of any College record, document or identification card.
  12. Permitting another to use his or her College identification card, impersonating another or misrepresenting being authorized to act on behalf of another.
  13. Failure to comply with lawful directives of College officials or security officers acting within the performance of their duty.

14. Any action which causes or attempts to cause a fire, explosion, including bomb threats, or any false reporting of a fire, explosion or any tampering with the fire safety equipment or other safety devices or the failure to evacuate the College buildings during a fire alarm.
15. Fraudulent and/or unauthorized official use of College name, seal, emblem, nickname or motto.
16. Lewd or indecent conduct as defined in the Florida Statutes, Chapter 800.
17. Behavior or actions which are disruptive of the normal, peaceable, and orderly operation of the College.
18. Any disorderly conduct or breach of peace. This includes, but is not limited to, such conduct as threatening, fighting or other tumultuous behavior, the making of unreasonable noise or offensively coarse utterances, gestures or display, or abusive language to any person, creation of a hazard or offensive condition or other causes or matters resulting in the disturbance of the public tranquility and order of the College, its students or personnel.
19. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
20. Acts of verbal or written abuse, threats, intimidation, harassment, coercion and/or other conduct which creates an intimidating, hostile or offensive working and/or educational environment.
21. Violation of a federal or state law, county or city ordinance.
22. Assault or physical abuse.
23. Possession or use of explosives (including fireworks), chemical agents, or weapons (including firearms) on College property unless such possession and use is authorized as provided for in the Board of Trustees' Rule 6Hx23-1.232 and College Procedure P6Hx23-1.232.
24. Unauthorized entry and/or occupancy of College facilities.
25. Violations of student traffic and parking control as listed in Board of Trustees' Rule 6Hx23-4.34.
26. Sexual harassment, as defined in Board of Trustees' Rule 6Hx23-2.011.
27. Sexual misconduct, as defined in Board of Trustees' Rule 6Hx23-4.332.
28. Discrimination as defined pursuant to the Board of Trustees' Rule 6Hx23-1.34 and College Procedure P6Hx23-1.34.
29. Stalking as defined by Florida law pursuant to §784.048.
30. Disobedience. Failure to abide by official College rules, procedures, policies or guidelines.
31. Conduct endangering safety and welfare. The commission of any act which one could reasonably foresee as having the potential to threaten or endanger the health or well-being of any person or property.
32. Misuse of Computer and Computer Information Resources as outlined in the Board of Trustees' Rule 6Hx23-6.900 and College Procedure P6Hx23-6.900.
33. False information. Furnishing false information to a College official in the exercise of his/her responsibilities.
34. Knowingly instituting a false charge against another.
35. Intentionally, without consent, limits or restricts the freedom of another to move about in a lawful manner.
36. Knowingly providing false statements during any proceeding or taking any action which interferes with or obstructs any College administrative process.
37. Conspiracy to commit violation of any of the above or aiding, abetting, assisting, hiring, soliciting, or procuring another in the violation of any of the above.

In cases in which there has been a violation of law against the College or any of its officials, legal action may also be brought against the offender.

- II. Student organizations are also prohibited from engaging in the conduct listed in I. above. Violations of this College Procedure by a student organization could result in the rescission of the authority for such organization to operate on College property or under the sanction of the College.
- III. This section of the Procedure is implemented in recognition of the fact that there are circumstances in which the College administration needs to act expeditiously in order to provide a reasonable safe academic and work environment.

Student disciplinary action shall be imposed in accordance with College Procedure P6Hx23-4.35, however, a student may be immediately suspended from classes and/or from the College and its grounds and premises under this Procedure and upon recommendation of the student's campus/center associate provost or designee, upon approval of the provost or designee, or upon approval of the President or designee when one or more of the following circumstances exist:

1. A student is reasonably suspected of threatening and/or causing physical harm to a student, instructor and/or staff member and/or their property or property of the College.
2. A student is reasonably suspected of violating Sub Paragraphs 14, 16, 18, 20, 22, 23, 27 and 35 of Paragraph I. of this Procedure.

The associate provost or designee will conduct an expedited investigation of the alleged violation and attempt to meet with the student to present notice of the charges, and, as may be feasible in the situation, providing an opportunity for the student to respond to such charges. If a meeting is not feasible due a serious campus safety or security concern, the student may be afforded an opportunity to provide any written evidence to the appointed campus administrator in lieu of a meeting.

Any student suspended pursuant to the foregoing shall be notified of the suspension by letter, either by personal delivery or by regular mail to the student's last known address.

The suspension letter shall include a time certain for which the suspension is in force, and details concerning the method by which the student can apply for readmission at the conclusion of the suspension time period. The letter of notice shall further provide the student with an opportunity to request a disciplinary review pursuant to the College's Disciplinary Procedure, P6Hx23-4.35, to be arranged in an expedited fashion. The student shall have no more than three school days from the actual notice of immediate suspension to notify the associate provost of the request. If the student does not timely request a disciplinary review on the matter, such right is waived. Under this section, the College reserves the right to impose additional disciplinary action as may be warranted in accordance with this Procedure. As deemed necessary by the associate provost or designee, the suspension shall remain in place during the duration of any review and proceedings.

On sites where there is no provost and/or associate provost, the President shall designate the person(s) to undertake the duties of the provost and/or associate provost under this College Procedure.

History: Adopted – 7/17/12. Effective – 7/17/12; 3/26/14. Filed - 3/26/14. Effective – 3/26/14; 7/21/14. Filed – 7/21/14. Effective – 7/21/14.

## Student Grievances and Appeals

6Hx23-4.36 STUDENT GRIEVANCES AND APPEALS

### I. Student Grievances and Appeals

- A. A student may bring a grievance alleging that his or her rights have been abridged by any alleged arbitrary or capricious action or decision as delineated below. The term "arbitrary or capricious" means without rational basis, or done in bad faith or constitutes disparate treatment and/or based on unlawful discrimination. The following may constitute the basis for a student grievance or appeal:

1. a violation of Rules and/or Procedures of the College;

2. an arbitrary or capricious action in relation to an improper denial of admission or readmission to the College or program of the College;
  3. an academic matter which may be grieved as an appeal and may be filed for an individual determination concerning matters relating to any of the following:
    - a. award of a final grade
    - b. belated and involuntary withdrawals;
    - c. deviations from graduation requirements;
    - d. changes from audit to credit.
- B. Appeals to exclude coursework from grade point average calculations shall be considered in accordance with Rule 6Hx23-4.15.
- C. Appeals relating to a student's access to courses and credit granted towards his/her degree may be brought under Rule 6Hx23-4.362, Student Ombudsman Office, and pursuant to related procedures as outlined in P6Hx23-4.362.
- II. Student grievances and appeals may be timely brought forward for resolution in accordance with this Rule and College policy, and as outlined in its accompanying procedure.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(4)(a) & (b), 1001.64(8), F.S.

History: Formerly 7-2.04 & 6Hx23-7-2.04; Adopted 7/2/68; Readopted 10/25/77; Amended 12/23/69, 12/19/74, 11/20/75, 8/17/81, 6/17/82, 10/18/83 (effective 11/14/83), 4/19/84 (effective 5/8/84 for Session III, 1983-84), 4/18/85, 4/17/86, 6/19/90, 9/13/90. Filed 9/13/90. Effective 9/13/90; 12/21/93. Filed - 12/21/93. Effective - March 1, 1994; 7/16/96. Filed - 7/16/96. Effective - 7/16/96; 11/16/98. Filed - 11/16/98. Effective - 11/16/98; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 1/23/04. Filed - 1/23/04. Effective - 1/23/04; 5/18/10. Filed - 5/18/10. Effective - 5/18/10; 11/15/11. Filed - 11/15/11. Effective - 11/15/11.

P6Hx23-4.36 PROCEDURE: STUDENT GRIEVANCES AND APPEALS

Pursuant to Rule 6Hx23-4.36, a student may grieve or appeal certain determinations made and actions taken by the College. This Procedure outlines the grievance/appeal process for the matters listed in Section I. A. of Rule 6Hx23-4.36.

- I. Grievance/appeal process for matters lodged in the Associate Provost's Office
  - A. The following matters may be lodged in the Associate Provost's Office:
    1. College determination that the student has violated a College Rule or Procedure.
    2. College determination relating to the student's admission or readmission to the College.
    3. College's withdrawal of a student from a course or a program for non-academic reasons.
  - B. Time Limitations
 

A grievance or appeal should be promptly presented, which is defined here as within 60 days of the alleged abridgement of the student's rights. Failure to bring a grievance or appeal within 60 days of the alleged abridgment constitutes a waiver of the student's right to lodge that grievance or appeal.
  - C. Grievance/Appeal Form
 

The student must timely submit an appropriately completed appeal form to the Associate Provost's office at the site where the alleged abridgement of the student's rights took place, stating the reasons and grounds for the appeal. If the reasons and/or grounds presented by the student are unclear, the Associate Provost may seek clarification and/or supplemental documentation from the student.
  - D. Associate Provost's Review and Decision

The Associate Provost's review will include a thorough investigation of all pertinent facts, including evidence presented by the student. The Associate Provost will provide a decision in writing to the student within 10 working days of the day the matter was lodged. This time period may be extended by the Provost in the event of extenuating circumstances.

E. Appeal of the Associate Provost's Decision

The student may appeal the Associate Provost's decision by submitting the appeal in writing to the Provost. This must be done within 10 working days of the delivery of the Associate Provost's decision.

F. Provost's Review and Decision

The Provost will review the Associate Provost's decision, including the basis upon which the Associate Provost's decision was made. The Provost will provide a decision in writing to the student within 10 working days, or in the case of extenuating circumstances, as soon thereafter as possible. The decision of the Provost is final.

II. Grievance/appeal process for matters lodged in the Dean's Office.

A. The following matters may be lodged in the Dean's Office:

1. Award of a final grade and/or related academic matters.
2. Student's request to change from audit to credit.
3. Student's request for a fourth attempt in a course as defined in College Procedure P6Hx23-4.15.

B. Time Limitations

A student must present an academic appeal within 60 days of the beginning of the next subsequent academic session. The appeal will not be heard if it is not filed within this time period.

C. Informal Resolution

1. The student must follow any academic procedure/rule/or process prior to commencing an Informal Resolution. If an academic department of the College has a special published procedure designed to be utilized by the student for resolutions of issues covered by this procedure, then the student will be expected to follow the department's procedure, before commencing the informal resolution process.
2. In the case of an appeal of a final course grade, before pursuing a formal written appeal, the student must first attempt to resolve the issue directly with the course faculty. If it is the course faculty's decision to change a grade, the course faculty must promptly notify the appropriate person to initiate the process in accordance with college policy and procedures. Whatever the decision, the course faculty must notify the student and the program administrator/dean within 7 working days of the decision. This time period may be extended by the Dean/program administrator or designee in the event of extenuating circumstances. To the degree permitted by law, all informal appeals shall be kept private, except as required by the completion of the informal resolution process.

D. Formal Resolution – Referral to Student Academic Appeals Committee

1. If after informal resolution is attempted the student's appeal remains unresolved to the student's satisfaction, the student may seek a formal resolution by appealing the final grade to the appropriate program administrator/dean. When the grievant requests a change of the final course grade, the burden of proving that the final grade assigned by the course faculty was improper, arbitrary or capricious shall be upon the grievant.
2. The student will complete and submit to the Dean/program administrator the appropriate appeal form within 10 working days of the informal resolution notification. If the information provided on the form is unclear, the Dean or program administrator may ask for clarification or additional materials. The Dean/program administrator will refer this appeal to the Student Academic Appeals Committee and notify all parties within 7 working days.
3. The Dean/program administrator will provide to the Committee and all interested parties copies of all pertinent materials. A hearing will be scheduled by the Chair of the Committee. Committee members must not be associated with the situation being presented. Using the Instructions to the Committee, the

chairperson will prepare the Committee for the appeal. During the periods when the College is not in session, substitute personnel may be appointed by the appropriate dean or program administrator.

4. The Committee shall assemble for the hearing within 15 working days after receipt for the appeal or supplement, if any. The chairperson may extend the time for the hearing for extenuating circumstances. It shall be the duty of the chairperson of Committee to notify the persons directly involved of the time and place for the hearing.
5. The Committee's decision shall be by majority vote and shall be based upon the evidence presented. Committee members may ask questions of the person directly involved and the witness(es) (if there are any). The hearing is intended to be informal and without application of any strict rules of evidence and any evidence which a reasonable person would rely upon may be accepted.
6. The grievant and the other party may, at their own expense, employ an attorney to be present, assist and counsel them. However, the attorney shall not directly participate in the hearing.
7. The chairperson shall be responsible for making arrangements for electronic recording of the Committee hearing. However, the deliberations for the Committee shall not be recorded. If the Committee's decision is appealed, the chairperson shall be responsible for providing a summary of the meeting. Should the student desire a copy of the summary, the student shall be entitled to a copy at her/her expense.

E. Formal Resolution – Student Academic Appeals Committee Responsibilities

1. In advance of meeting the committee chairperson shall consult with each member of the Committee regarding their responsibility to be fair and unbiased.
2. The chairperson shall schedule the hearing, give the persons directly involved notice of the hearing and furnish all of the parties with a copy of the grievant's written appeal. The Notice of Hearing shall advise the parties of their right to testify, offer documentary evidence, witnesses and the right of cross-examination. The chairperson shall furnish the parties with a copy of this Procedure. The grievant shall present his/her case first. The faculty will then respond to the grievant's presentation. The parties are responsible for assuring the attendance of their respective witnesses. (The Committee has no subpoena power.)
3. The chairperson shall instruct all witnesses (except the parties) to wait outside of the hearing room and not discuss the case with the other witnesses during the course of the hearing. Witnesses will be called into the hearing room when the party offering their testimony is ready to offer the witnesses testimony. The parties, however, may discuss the case with the witnesses during recesses of the hearing.
4. The chairperson shall make rulings regarding hearing procedures, time allowed for presentations, admission of evidence, the limiting of cumulative evidence and/or witnesses and make such other rulings as otherwise may be necessary or appropriate.
5. The chairperson may grant a continuance only in the event of extenuating circumstances.
6. When the grievant requests a change of the final course grade, the burden of proving that the final grade assigned by the course faculty was improper, arbitrary or capricious shall be upon the grievant. The Committee shall consider procedural and substantive matters and concerns and shall take such action as is deemed by the Committee to be in the best interests of all concerned.
7. At any point in the proceedings prior to the time when the Committee meets to consider its decision, the grievant(s) may withdraw the appeal by so informing the chairperson in writing.
8. The Committee shall record its decision in writing (decision letter), within 5 working days after the conclusion of the proceedings. The Committee chairman shall mail a copy of the decision letter to the student at the student's last known address and to the faculty member.

F. Final Appeal

1. The parties directly involved have the right to appeal the Committee's decision. The appeal must be filed with the Dean/Program Administrator or designee within 10 calendar days after the date of the decision letter from the Committee. Failure to file an appeal with the Dean/Program Administrator or designee within the 10 days after the date of the decision letter shall constitute a waiver and bar of the parties' rights.



2. The Dean or designee shall provide the parties with a written decision regarding the appeal within 10 working days. This is the final step in the appeal process. The decision is of the dean or designee is final.

G. Committee Structure and Membership

The Dean/program administrator will appoint a Student Academic Appeals Committee consisting of two faculty, two students and one administrator who will serve as chair. These appointees may be from a campus other than where the matter took place. Committee members must not be associated with the situation being presented.

**SPECIAL NOTE FOR GRADE APPEALS:** The student grievant shall have the burden of demonstrating that the grade given was arbitrary and/or capricious. For the purpose of this provision, a grade shall be limited to grades of "A", "B", "C", "D", "F" or "WF". Except when the grade given was arbitrary and/or capricious, it is not appropriate for the Committee to substitute its judgment for matters within the instructor's professional judgment or discretion. If the grade given was not arbitrary and/or capricious, and is within the judgment and discretion of the instructor, the grade must be affirmed. If the grade given is arbitrary and/or capricious the Committee may recommend a change of grade subject to the appeal rights of the instructor and student through a timely appeal to the Dean. Failure to timely appeal as provided for hereinafter shall cause the Committee's recommended decision to be final.

III. Definitions

- A. A "grievance and/or appeal" is defined for the application of this Procedure to be a complaint, other than a discrimination grievance which would include sexual harassment, alleging that a student's (grievant's) rights have been abridged.
- B. A "grievant" must be a student of the College and is the person making the complaint.
- C. "Other party" is the College person(s) or condition against whom the complaint is filed.
- D. "Person directly involved" means the grievant(s), and the other party to the grievance.
- E. "Working days" include Mondays, Tuesdays, Wednesdays, Thursdays and Fridays and shall exclude Saturdays, Sundays, and Board of Trustees' approved holidays.
- F. "Calendar days" include all days on the calendar including Board of Trustees' approved holidays.
- G. "Arbitrary or Capricious" means a determination or action done without rational basis, or done in bad faith, or that it constituted disparate treatment, or that it was based on unlawful discrimination.

History: Adopted 4/23/85. Effective 4/23/85; 10/18/94. Filed - 10/18/94. Effective - 10/18/94; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 11/15/11. Filed - 1/15/11. Effective - 11/15/11; 4/30/12. Filed - 4/30/12. Effective - 4/30/12; 7/21/14. Filed - 7/21/14. Effective - 7/21/14.

## Student Records

6Hx23-4.37 STUDENT RECORDS

The purpose of this Rule is to protect the rights of students and their parents or guardians with respect to student records created, maintained, and used by the College. The President or his designee is the person at St. Petersburg College responsible to establish procedures to manage and safeguard student educational records and directory information in accordance with applicable federal and state law.

Specific Authority: 1001.64 (2) & (4), F.S.

Law Implemented: 1001.64(4); 1002.225, F.S.; Family Educational Rights & Privacy Act of 1974, as amended; 20 U.S.C. 1232g.

History: Formerly - 7-3-01 & 6Hx23-7-3.01. Adopted - 7/2/68. Readopted - 10/25/77. Amended - 12/23/69, 12/19/74, 10/16/75, 11/16/78, 11/30/81, 6/17/82, 10/16/86, 1/26/89, 11/20/90. Filed - 11/20/90. Effective - 11/20/90; 3/28/95. Filed - 3/28/95. Effective - 3/28/95. 12/15/97. Filed - 12/15/97. Effective - 12/15/97; 6/15/98. Filed - 6/15/98. Effective - 6/15/98; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 5/20/03. Filed - 5/20/03. Effective - 5/20/03; 9/15/09. Filed - 9/15/09. Effective - 9/15/09; 7/17/12. Filed - 7/17/12. Effective - 7/17/12.

P6Hx23-4.37 PROCEDURE: STUDENT RECORDS

I. Definitions:

- A. A "Student" is any person for whom the College maintains educational records or personally identifiable information, but does not include a person who has not been in attendance at the College.
- B. "Student Records" means any and all official records, files, and data directly related to students which are created, maintained, and used by the College, including all material that is incorporated into each student's permanent record and intended for College use or to be available to parties outside the College for legitimate educational or research purposes. However, the term "student records" shall not include:
  - 1. Records of instructional personnel in the sole possession of the maker thereof and which are not accessible or revealed to any other individual except a substitute;
  - 2. Employment records;
  - 3. Directory information or
  - 4. Records created and maintained solely by Campus Security for law enforcement and security purposes.
- C. The protection of student records under the Family Education Rights and Privacy Act (FERPA) begins at the point the student enrolls for classes at SPC, whereupon a student is considered "in attendance" whether instruction is in person or by paper correspondence, videoconference, satellite, Internet, or through other electronic information and telecommunication technologies for students who are not physically present in the classroom.
- D. "Directory Information" shall include:
  - 1. Names and dates of attendance of students;
  - 2. Names of recipients of degrees conferred or to be conferred;
  - 3. Names of recipients of honors or special awards; and
  - 4. Weight and height of athletic team members.
  - 5. Student addresses for use by the College's Foundation and Alumni Association upon review by the President's Cabinet and the approval of the President.
  - 6. See Section V.D. 8 for additional information related to armed forces and the disclosure of student recruiting information.
  - 7. Student addresses, of students who have applied for graduation, may be provided to Florida public universities and independent colleges and universities of Florida.
  - 8. Student addresses upon the request of a local, State or Federal law enforcement agency.

II. Student's Request for Non-Release of Directory Information

A student may request in writing that all or a portion of such directory information not be released. Where a student makes such a request the directive that directory information not be released will continue beyond the period of attendance and graduation unless revoked. However, directory information gathered after attendance, such as records related to student alumni information, may be released in the absence of a specific request to not release. Notification of a student's rights, as well as procedures related to non-disclosure, shall be provided on an annual basis.

III. Rights of Students, Parents, and Guardians

The rights involved in student records (e.g., right of access and right of privacy) are normally the rights of the student only. Once a student turns 18 or is enrolled in a post-secondary program, parents no longer have these rights unless: (1) the student gives written consent to release information to the parent; or (2) the parent provides evidence that the parent claims the student as a dependent as defined in Section 152 of the Internal Revenue Code. Dependency claims using Section 152 of the Internal Revenue Code shall be directed to the director of Admissions and Records.

The rights of a student include:

A. Right of Access

1. A student has the right, upon request directed to the College registrar, to be provided with a list of the types of records, directly relating to the student, maintained by the College and with a copy of this Rule.
2. A student has the right, upon request, to be shown any record relating to the student maintained by the College, except the financial records of a parent. The student's request shall be granted within 30 days after receipt of such request.
3. Copies of any record requested under this provision shall be furnished within 30 days, and the student may be assessed a fee for duplication pursuant to Rule 6Hx23-5.171.

B. Right to Waive Access to Confidential Letters or Statements

A student or a person applying for admission may waive the right of access to letters or statements of recommendation or evaluation, except that such waiver shall apply to recommendations or evaluations only if:

1. The student is, upon request, notified of the names of all persons submitting confidential letters or statements; and
2. Such recommendations or evaluations are used solely for the purpose for which they were specifically intended.

Such waivers shall not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the College.

C. Right to Challenge and Hearing

A student has the right to challenge the content of any report to which the student is granted access under this Rule, in order to ensure that the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student and to provide an opportunity for the correction of inappropriate information.

1. Any challenge to a student record shall be considered a student grievance and shall be handled in accordance with Rule 6Hx23-4.36. Pursuant to this right, a student may challenge a grade only on the grounds it was inaccurately recorded, not as a challenge to the awarding of that grade.
2. A student who feels that the decision rendered through the grievance resolution is unacceptable, may submit explanatory statements for inclusion in the student's records.

D. Right of Privacy and Disclosure of Personally Identifiable Information in Student Records

1. A student may provide written consent to release personally identifiable information which identifies the party or class of parties to whom disclosure may be made and what information may be released. Such documentation shall be maintained by the College.
2. A student has a right of privacy with respect to the records maintained by the College on the student. The College shall not permit the release of personally identifiable records of a student, other than directory information, without the written consent of the student, to any individual, agency, or organization, except the following:
  - a. Officials of other educational institutions in which the student seeks to enroll or is enrolled so long as the purpose of disclosure is related to enrollment or transfer of enrollment. Student records disclosed may include updated or corrected information, as well as disciplinary records where it is related to a student's enrollment or transfer, and a copy of such records or reports shall be furnished to the student upon request;
  - b. In connection with a student's application for, or receipt of, financial aid;
  - c. Accrediting organizations, in order to carry out their accrediting functions;

- d. Individuals or organizations conducting studies for the College for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, if such studies do not permit the personal identification of students and if such information is destroyed after its use;
  - e. In an emergency, where there is determined to be an articulable and significant threat to the health and safety of a student or other individuals given the totality of the circumstance, information found in student records may be disclosed to any person whose knowledge is deemed necessary in that situation. Parents may be considered the appropriate persons to receive protected information in a health and safety emergency. A record must be created and maintained outlining the basis for the disclosure, as well as the information disclosed and the names of persons receiving the disclosure;
  - f. In compliance with a judicial order from a court of competent jurisdiction or to the attorney of record pursuant to a lawfully issued subpoena, upon the condition that notification of the order or subpoena is sent to the student's last known address in advance of compliance therewith;
  - g. The State Auditor General in connection with his/her official functions;
  - h. Other federal, state and local governmental officials as required by law; and
  - i. In connection with personally identifiable information received under a community notification program about a student who is required by law to register as a sex offender.
3. All requests for release of information from the records of a student shall be incorporated into the student's records.
  4. All information transferred to a third party under a.-i. above will bear the following statement: "The attached information has been forwarded to you with the understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act of 1974 prohibits release of this information without the student's written consent. Please return this material to us if you are unable to comply with this condition of release."
  5. College officials shall have access to all student records for legitimate educational purposes. Officials shall include employees, contractors, consultants, volunteers, or other parties to whom the institution has outsourced institutional services or functions provided the party: (a) performs an institutional service or function for which the College would otherwise use employees; (b) is under the direct control of the College with respect to the use and maintenance of student records; and (c) is subject to the College's policy governing the use and re-disclosure of information from student records.
  6. In the case where a student is under the age of 21 and such student was found to have violated the College's Code of Conduct relating to alcohol and/or a controlled substance, and where it is also a violation of federal, state or local law, and where it has been determined that the student's behavior demonstrates a health or safety risk to him or herself, or to others, the College may release to the student's parent(s) those portions of student records that relate to the violation.
  7. Directory information may be released to the general public, upon request, unless a student has requested in writing that such information not be released.
  8. In addition to directory information, the United States armed forces may be furnished with student recruitment information which shall include the dates of birth, addresses, telephone listings, levels of education, prior military experience, major fields of study, most previous educational institution enrollment, and degrees and awards of enrolled students. Student recruitment information which is included in directory information of former students may be released to a military recruiter. Where a student has requested a non-release of directory information, student recruitment information shall not be released.
  9. College employees who have access to student records must report any improper requests for access to student records to their supervisors.
- E. Security of Records
- The President shall develop and publish procedures for the security of all student records.
- F. Notification to Students

Annually, the student handbook shall inform the students of

1. Their rights as set forth in this Rule.
2. The location and availability of this Rule.

G. Request for Records

Requests for information on currently enrolled students shall be directed or referred to associate provosts or their designee, Admissions staff on each campus, or Central Records.

1. Directory information may be provided at the discretion of the campus associate provost or designee, or the vice president of Academic and Student Affairs, or Admissions staff on each campus, where a student file does not indicate that he or she has opted to block the release of directory information.
2. Information may be released outside the College where there is a written authorization for its release utilizing the College's Consent to Release form or other such documentation as may provide evidence of authorization to release, or where information is deemed releasable under the provisions of D.(2) of Section V, herein. Documentation of the release of student records under this provision must be maintained in the student's file and indicate what information has been released, to whom and the date of release.
3. Subpoenas and court orders for student records, issued by a court of competent jurisdiction, shall be served on the campus associate provost, provost or designee, college registrar, vice president of Academic and Student Affairs, who shall forward the request to the General Counsel's Office for review and processing. Said subpoenas and court orders may also be served directly on the Office of the General Counsel.

H. Requests for information on former students are processed according to the information requested and are directed or referred to Central Records.

I. The following College staff members and/or their designee(s) have authority to release information from student records to sources outside the College upon receipt of written authorization from the student and/or in accordance with the law:

President  
Senior Vice President of Academic and Student Affairs  
Vice President of Academic and Student Affairs  
Vice President of Baccalaureate Programs & University Partnerships  
Provosts, Associate Provosts and Site Executive Officers  
St. Petersburg Collegiate High School Principal  
Campus Coordinator of Admissions/Registration  
Managers, MySPC Answer Place (MAPS)  
Associate Vice President of Enrollment Management  
Associate Vice President of Financial Assistance Services  
Director of Admissions and Records  
Director of Financial Assistance Services  
General Counsel  
Director of Athletics  
Director and Assistant Director of Institutional Advancement

Note: The foregoing list is subject to modification as positions are added, changed, or deleted.

It shall be the responsibility of the custodian of records to prepare and maintain records relating to the release of student record information.

J. Retention and Destruction of Records

Student records shall be retained for the period(s) set forth in the General Records Schedule for Community College Records promulgated by the Department of State, Division of Library and Information Services, Records Management Program, provided, however, the student's application for admission, high school and college transcripts, evaluations of transcripts, student's grade history and diploma shall be maintained as a permanent record and retained permanently in a form permitted by law. The Office of Admissions and Records is responsible for the policies and oversight of operations regarding retention and destruction of student records.

History: Amended 5/31/83, 4/20/84, 8/14/84, 10/23/90. Effective 10/30/90; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 7/27/04. Filed - 7/27/04. Effective - 8/6/04; 9/15/09. Filed - 9/15/09. Repealed Effective - 9/15/09; Re adopted - 7/17/12. Effective - 7/17/12.

## Student Fees, Transfers and Refunds

### 6Hx23-5.19 STUDENT FEES - TRANSFERS AND REFUNDS

- I. The Board of Trustees authorizes and directs the President to establish procedures for an approval process of 100% nonrefundable transfer of tuition fees to subsequent session for documented extenuating circumstances in accordance with College procedures.
- II. In addition, the President shall establish procedures related to refunds for the following:
  - A. Tuition fees prior to the end of the drop-add period, as defined in (III) below.
  - B. Tuition fees for documented extenuating circumstances to students who will be unable to attend the session due to these extenuating circumstances. Such refund is permitted between the end of the drop-add period and the last day to voluntarily withdraw from classes.
  - C. Tuition fees for documented extenuating circumstances to students who will be unable to attend the session due to these circumstances and have requested the refund between the last day to voluntarily withdraw from classes and the last day of the regular session.
- III. The drop-add period for credit courses shall be designated as follows:
  - A. Session I, II, III, and express session(s) courses - the dates specified in the official college calendar.
  - B. Modmester courses - 1 week after the beginning date of courses scheduled to run longer than 1 week. Prior to the second class meeting for courses scheduled to run less than 1 week.
  - C. Open enrollment courses - 1 week after the student's registration or the appropriate dates specified under (1) above, whichever is later.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(10), 1009.23, F.S.; Rules 6A-14.054, 6A-14.0541, F.A.C.

History: Formerly - 6Hx23-5-4.00, 6Hx23-5-11.02. Adopted - 12/23/69. Readopted - 12/19/74, 10/25/77. Amended - 6/19/76, 7/15/76, 8/19/76, 11/18/76, 1/20/77, 7/20/78, 11/30/81, 3/25/82, 10/27/82, 12/12/84 (effective Session I, 1985-86), 5/15/86 (effective 8/18/86 for Session I, 1986-87), 3/16/89. Filed - 3/16/89. Effective - 3/16/89; 4/16/02. Filed - 4/16/02. Effective - Upon approval and award of eArmy contract; 1/27/09. Filed - 1/27/09. Effective - 1/27/09; 6/19/12. Filed - 6/19/12. Effective - 6/19/12.

### P6Hx23-5.19 PROCEDURE: STUDENT FEES - TRANSFERS AND REFUNDS

- I. Credit Courses:
  - A. Transfers will be made as follows:

The President or designee is authorized to make a 100% nonrefundable transfer of matriculation/tuition fees to the subsequent session for documented extenuating circumstances in accordance with Procedure P6Hx23-5.19. Such transfer is permitted between the end of the drop-add period, as defined in (C) below, and the last day to voluntarily withdraw from classes.
  - B. Refunds will be made as follows:
    1. The President or designee is authorized to make a 100% refund of matriculation/tuition fees prior to the end of the drop-add period, as defined in (C) below.
    2. The President or designee is authorized to make a 100% refund of matriculation/tuition fees for documented extenuating circumstances in accordance with Procedure P6Hx23-5.19 to

students who will be unable to attend the session due to these extenuating circumstances. Such refund is permitted between the end of the drop-add period and the last day to voluntarily withdraw from classes.

3. The President or designated appeals committee is authorized to make a 100% refund of matriculation/tuition fees for documented extenuating circumstances in accordance with Procedure P6Hx23-5.19 to students who will be unable to attend the session due to these circumstances and have requested the refund between the last day to voluntarily withdraw from classes to the last day of the regular session.

C. The drop-add period for credit courses shall be designated as follows:

1. Session I, II, III, IV, and express session(s) courses - the dates specified in the official college calendar.
2. Modmester courses – 1 week after the beginning date of courses scheduled to run longer than 1 week. Prior to the second class meeting for courses scheduled to run less than 1 week.
3. Open enrollment courses – 1 week after the student's registration or the appropriate dates specified under (1) above, whichever is later.

D. Refunds to eArmy students will be made as follows:

Before class commences	100%	
1—6 Days*	100%	
7—13 Days*	50%	
14—21 Days*		25%
22 Days or more*	0%	

\*for 16-week classes; days prorated for different term lengths

II. Non-credit courses:

The President or designee is authorized to make the following refunds:

- A. A 100% refund for seminars and institutes (meetings for one day or several successive days) if the request is received prior to the first class meeting.
- B. A 100% refund for non-credit classes (meeting once or twice a week for several weeks) if the request is received prior to the second class meeting.
- C. A 100% refund of matriculation/tuition fees for documented extenuating circumstances in accordance with Procedure P6Hx23-5.19.

III. All registration fees will be refunded in full in cases of College error.

IV. Application fees will be refunded in cases:

- A. of College error;
- B. where the class for which the applicant registered is cancelled;
- C. where the class is full.

V. Deduction from authorized refunds will be made for unpaid accounts due the College.

VI. In addition the President, upon the advice of legal counsel, may authorize a transfer or refund of student fees.

VII. Refunds to students will be made only for fees actually paid by or on behalf of the student from a source other than financial aid.

VIII. Refunds of \$5.00 or less will be paid upon request only. When such refunds are not claimed within 1 year, the College may assess an unclaimed refund fee of \$5.00 or the amount of the refund, whichever is less.

- IX. Transfers and refunds of student matriculation/tuition fees will be in accordance with the transfer and refund policy as established by the Board of Trustees. The amount owed for unpaid obligations due to the college will be deducted from the amount of the transfer or refund.
- X. The Students Fees - Transfers and Refunds Form AC 307 must be completed by the student dean or site administrator and forwarded to the district Business Office for processing of a transfer or refund.
- XI. Transfers made in accordance with BOT Rule 6Hx23-5.19 will be to the subsequent session, excluding Session III and modmester unless the student plans to attend such session. Fees transferred to such subsequent session will be credited to the college if not utilized by the student during that session.
- XII. Acceptable documentation from a creditable third party must be submitted with Form AC 307 before a transfer or refund of fees will be approved.
- XIII. Full-Time Equivalencies (FTE's) will not be counted for reporting purposes following the transfer or refund of fees under BOT Rule 6Hx23-5.19 and this procedure.
- XIV. **EXTENUATING CIRCUMSTANCES**

The President or designee is authorized to transfer and refund fees beyond the deadline date as published in the college catalog in the following extenuating circumstances:

- A. Serious illness of the student;
- B. Serious injury to the student;
- C. Death of the student;
- D. Incapacitation of a close family member;
- E. Death of a close family member; or
- F. Orders to active military duty as a result of national, state, or local emergency.

Students desiring a transfer or refund of fees due to such circumstances should contact the Dean of Student Services or site administrator.

**XV. CREDIT COURSES**

The procedure for processing the transfer or refund of credit course fees for extenuating circumstances will be as follows:

- A. The Dean of Student Services or Center Administrator will either approve or disapprove the request of a student for a transfer or refund of fees in accordance with BOT Rule 6Hx23-5.19 and this procedure. If approval is granted, the dean of student services or center administrator should prepare Form AC 307, Student Fees - Transfers and Refunds, and forward it to district business services for processing.
- B. If a refund or transfer is approved, the Dean of Student Services or Center Administrator will communicate the approval to the student.
- C. Transfers will be non-refundable in the subsequent session unless a refund is approved in the subsequent session pursuant to this procedure.

**XVI. NON-CREDIT COURSES**

The President or his designee is authorized to refund non-credit course fees, in accordance with BOT Rule 6Hx23-5.19 II.C., in the extenuating circumstances listed in Section VI. above.

Non-credit students desiring a refund of fees due to such circumstances should contact the Dean of Open Campus.

**XVII. REFUND CHECKS - RETURNED FOR INCORRECT ADDRESS**

- A. All refund checks returned for incorrect address must be returned to Accounts Payable, District Business Services.
- B. A "Request for Address Verification" should be sent to Open Campus or Business Services and the address from the last registration form should be entered on the "Request for Address Verification" form and returned to Accounts Payable.



- C. If the original address and the verified address are different then the verified address should be used and the refund check remailed.
- D. If the original address and verified address are the same then the check should be cancelled and entered into unclaimed checks accounts.

History: Amended 5/24/83, 11/27/84 (effective Session I, 1985-86), 12/17/85 (effective 1/6/86 for Session II, 1985-86), 8/21/90. Effective 8/28/90; 6/19/12. Filed – 6/19/12. Effective – 6/19/12.

## Students, Admission, Programs and Activities

### 6Hx23-4.01 STUDENTS, ADMISSION, PROGRAMS, AND ACTIVITIES - GENERAL

The Board of Trustees authorize and directs the President, or his or her designee, to establish procedures for the orderly implementation of general admission policies of the College as provided in the Board of Trustees' Rules. Admissions policies and modifications to such policies shall be reviewed on an ongoing basis by the administration and as directed by the President, and in accordance with all pertinent state and federal law.

Specific and detailed requirements for the admission of students to the College and specific programs, as approved by the Board of Trustees, shall be published in the College catalog, including Rules for the acceptance of students not meeting all general requirements.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64 (5), (6), (7) & 8, 1001.02, 1001.03, 1004.73, 1006.33, 1007.263, F.S.; Rules 6A-10.030, 6A-19.001, 6A-19.002, F.A.C.; Title VI of Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973, as amended; Americans With Disabilities Act of 1991, as amended; Age Discrimination Act of 1975.

History: Formerly - 9-1.01, 6Hx23-7-1.01, 6Hx23-4.02(1) & (2). Adopted - 7/2/68. Readopted - 10/19/74, 10/25/77. Amended - 10/16/75, 4/21/77, 11/30/81, 4/19/82, 6/17/82, 10/27/82 (effective 12/1/82), 11/23/82 (effective 1/1/83), 2/17/83 (effective Session I, 1983-84), 9/20/84, 10/20/88, 1/26/89, 7/26/89, 11/21/89, 7/17/90, 2/19/91. Filed - 2/19/91. Effective - 2/19/91, 6/13/91. Filed-6/13/91. Effective-6/13/91;2/16/93. Filed - 2/16/93. Effective - 2/16/93; 6/15/93. Filed - 6/15/93. Effective - 6/15/93; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 4/18/00. Filed - 4/18/00. Effective - Session I, 2000-01; 9/11/01. Filed – 9/11/01. Effective – 9/11/01; 6/21/02. Filed – 6/21/02. Effective 6/21/02; 11/12/02. Filed – 11/12/02. Effective – Upon Board Approval; 7/24/03. Filed – 7/24/03. Effective – Immediately for students applying for admission to the Bachelor of Applied Science in Dental Hygiene Program for Session II, 2003-04; 11/16/04. Filed – 11/16/04. Effective – 11/16/04; 7/19/05. Filed – 7/19/05. Effective – 7/19/05; 9/18/06. Filed – 9/18/06. Effective – 9/18/06; 11/20/07. Filed – 11/20/07. Effective – 11/20/07; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

### P6Hx23-4.01 PROCEDURE: STUDENTS, ADMISSION, PROGRAMS, & ACTIVITIES – GENERAL

The College shall treat students in accordance with the State Board of Education Rule 6A-19.002.

This Rule describes the general admission policies of the College but must be read in conjunction with Board Rule 6Hx23-4.02 Admission Requirements.

- I. Admissions policies and modifications to those policies are reviewed on an ongoing basis by the Academic and Student Affairs Council, Provost's Council and the President's Cabinet.
- II. Specific and detailed definitions of Rules for admission of students to the College, as approved by the Board of Trustees, shall be published in the College catalog and the upper-division supplement to the College catalog, including Rules for the acceptance of students not meeting all general requirements.
- III. In order to maintain the College ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason which is deemed to be in the best interest of the College.
- IV. It is the policy of the College to provide equal access to and equal opportunity within all College programs and activities including admissions, without regard to race, color, religion, marital status, national origin, sex, age or disability. It is also the responsibility of the College to establish policies which identify and examine

qualitative measures of College climate, support services, and extra-curricular services in an effort to clearly identify students with reasonable potential for success.

- A. The College recognizes that sexual harassment constitutes discrimination on the basis of sex and violates this Rule and the College shall not tolerate such conduct. Also see Rule 6Hx23-2.011.
- B. The College will not discriminate in any services program or activity against any qualified individual with a disability. The term "qualified individual with disability" means an individual with a disability who, with or without reasonable modifications to Rules, policies or practices, the removal of architectural, communication and transportation barriers or the provision for auxiliary aids and services meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the College. Except when undue hardship exists or where accommodation would result in a fundamental alteration of a program(s), the College shall endeavor to provide accommodation for such services, programs and activities to any qualified individual with a disability in accordance with the Americans With Disabilities Act of 1990, Sections 504 and 505 and the Rehabilitation Act of 1973 and related regulations.
  - 1. College Rules, Procedures, requirements and practices may be modified or waived when necessary and appropriate to meet the requirements of Paragraph IV.B. above.
  - 2. The College shall develop a procedure and/or guidelines for a qualified student with a disability who requests reasonable accommodation.
  - 3. Disabled students who are not satisfied with the accommodations made hereunder may pursue a grievance in accordance with Rule and Procedure 6Hx23-1.34.
- C. Discrimination grievances shall be processed in accordance with Rule 6Hx23-1.34.
- V. A. College employees shall recognize that Florida law requires the College to reasonably accommodate the religious observances, practices, and beliefs of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments.
  - B. Religious accommodation includes respect for individual religious beliefs and tolerance of religious differences. Thus, students in the classroom shall not be subjected to harassment or ridicule on the basis of their religious beliefs.
  - C. Accommodations under A. or B. above shall be made between the individual student and the appropriate member of the faculty or staff.
    - 1. Such accommodation shall provide reasonable alternative means for students to carry out their responsibilities as students.
    - 2. Students must notify instructors in advance of absences to observe religious holy days in their own faith. Such absences shall be permitted without penalty.
    - 3. Students are responsible for material covered during absences under this Rule, but will be given a reasonable period of time in which to complete makeup assignments after such absences.
    - 4. Whenever practicable, major class assignments, major examinations, and official ceremonies shall be scheduled at times which do not conflict with major religious holy days.
  - D. Students who are not satisfied with the accommodation made hereunder may pursue a grievance in accordance with Rule and Procedure 6Hx23-1.34.
- VI. Each student, by the act of registering, pledges to accept and obey the rules and regulations of the College.
- VII. Any person whose past actions have been found to have disrupted or interfered with the orderly conduct, processes, functions, or programs of any other school, university, college or community college may be denied admission by the President.
- VIII. Failure to pay fees on or before the designated due date will result in the student being dropped from all classes.
- IX. Audit students are enrolled in credit courses for informational instruction only. Audit courses carry no credit.

- X. For specific requirements for admission to Bachelors degree in Education Programs at St. Petersburg College, see BOT Rule 6Hx23-4.72.
- XI. For specific requirements for admission to other bachelor degree programs at St. Petersburg College, see BOT Rule 6Hx23-4.02.

History: Adopted 5/21/01. Filed – 5/21/01. Effective – 5/21/01; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

## Testing of Students

6Hx23-4.45 TESTING OF STUDENTS

The College offers the Common Placement Test (CPT) to assist students and advisors in selecting the appropriate introductory mathematics and communications courses. CPT scores are used to demonstrate readiness to perform college level work, and for placement as determined by the rules of the Florida Department of Education (State Board of Education Rule 6A-10.0315).

The Board authorizes the President, or his or her designee, to establish procedures regarding the testing and placement of students in furtherance of these policies. In addition, the following policy shall be implemented:

- I. Students who have entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma, or a student who is serving as an active duty member of any branch of the United States Armed Services, shall not be required to take the Common Placement Test and shall not be required to enroll in developmental education instruction. However, a student who is not required to take the CPT and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction.
- II. Students who have taken the Common Placement Test and whose score on the test indicates a need for developmental education shall be advised of all available educational options and, after advisement, shall be allowed to enroll in the developmental education option of his or her choice.

Specific Authority: 100.64(2) & (4) F.S.

Law Implemented: 1001.64(4) & (8), 1001.02, 1001.03, 1007.263, 1008.30, F.S.; Rules 6A-10.0315 and 6A-10.0311, F.A.C.

History: Adopted - 11/20/79 (effective 8/18/80); Emergency Amendment 10/27/82, 8/16/84, 12/12/84. Amended 11/30/81, 2/18/82 (effective 8/24/82 for Session I, 1982-83), 4/19/82, 10/27/82, 11/23/82, 6/22/84 (effective 8/20/84 for Session I, 1984-85), 12/12/85 (effective 1/6/86 for Session II, 1985-86), 8/21/86, 4/16/87, 1/26/89 (effective - Session II, 1988-89), 9/13/90, 2/19/91. Filed - 2/19/91. Effective 2/19/91, 8/22/91. Filed- 8/22/91. Effective- 8/22/91; 2/21/92. Filed - 2/21/92. Effective - 2/21/92; 1/19/93. Filed - 1/19/93. Effective - Session II, 1992-93; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 6/20/00. Filed - 6/20/00. Effective - Session I, 2000-01; 11/20/07. Filed – 11/20/07. Effective – 11/20/07; 5/18/10. Filed – 5/18/10. Effective – 5/18/10; 11/19/13. Filed – 11/19/13. Effective – 11/19/13.

## Withdrawal

6Hx23-4.31 WITHDRAWAL

The Board of Trustees shall authorize and direct the President to establish a process and procedures causing students to be appraised of their progress prior to the voluntary withdrawal deadline, and to establish policies concerning voluntary and involuntary withdrawals from courses during the semester, as well as procedures for requesting reinstatements and the process for a complete withdrawal from the College.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64 (6), (7) & (8), 1004.68, F.S.; SBE Rule 6A-14.0301, F.A.C.; 34 CFR 668, Return of Title IV Funds

History: Formerly 6Hx23-7-6.06 & 6Hx23-4.43; Adopted 10/16/75; Readopted 10/25/77; Amended 11/30/81, 1/18/83; Filed 1/18/83; Effective Session I, 1983-84. Filed - 11/24/97. Effective - to implement state regulations effective Session I, 1997-98. 12/15/97. Filed - 12/15/97. Effective - 12/15/97; 6/20/00. Filed - 6/20/00.

P6Hx23-4.31

## PROCEDURE: WITHDRAWAL

### I. WITHDRAWAL FROM THE COLLEGE

The President shall establish procedures causing students to be apprised of their progress prior to the voluntary withdrawal deadline. Students who wish to withdraw completely from the College are required to report to the academic counseling areas of their home campus or center for an exit interview. If it is not possible for a student to come in, a request in writing that the student be withdrawn must be submitted to the associate provost.

#### PROCEDURE FOR COMPLETE WITHDRAWAL

- A. Admissions and registration receives a copy of the complete withdrawal from the academic counseling office.
- B. After entry of the information into the student information system, the withdrawal is posted to the student's record with the date that the withdrawal was initiated.

### II. COURSE WITHDRAWALS ARE CLASSIFIED AS FOLLOWS:

- A. **INVOLUNTARY WITHDRAWAL** - Students should be familiar with the instructor's attendance policy. Attendance guidelines are presented in rule 6Hx23-4.30. Students who fail to attend and participate in at least one class meeting during the first two weeks of the term will be withdrawn from the course with a grade of "W". If the instructor determines that the student is not actively participating in the course at the sixty percent period of the term, the student will receive a grade of "WF".
- B. **VOLUNTARY WITHDRAWAL DURING "W" PERIOD** - A student may elect to withdraw voluntarily from a course through the last day to withdraw with a final grade of "W." Students should refer to these dates in the academic calendar published in the College catalog and on the College's website.
- C. **VOLUNTARY WITHDRAWAL AFTER THE "W" PERIOD** – A student may elect to voluntarily withdraw from a course after the last day to withdraw with a grade of "W." Students who voluntarily withdraw after the last day to withdraw with a grade of "W" will receive a grade of "WF."

Withdrawal from an individual course without penalty will be permitted no more than two times. At the third attempt in any course the student may not receive a W, but will receive the appropriate letter grade earned based on academic performance in the course (See 6Hx23-4.451 and 6Hx23-4.15 for rules on penalties). An attempt shall be defined as each enrollment past the drop/add period in a college level or college preparatory course regardless of grade received. The three-attempt provision is intended to include any college level or college preparatory course(s) where grades of D, F, W, I or any combination thereof were earned. A fourth attempt may be allowed through the appeal process described in College Procedure P6Hx23-4.15. However, only the last grade earned in a college level course will be factored into the overall grade point average (GPA) calculation, even if the last grade is lower than a previous grade. Audit enrollments shall not count as attempts.

**NOTE:** ON ALL DROPS, WITHDRAWALS, AND CHANGES TO AUDIT, IF STUDENT IS UNDER VETERANS ADMINISTRATION BENEFITS AND CEASES TO BE FULL-TIME, THE NECESSARY AGENCIES MUST BE NOTIFIED.

### III. PROCEDURE FOR VOLUNTARY WITHDRAWAL FROM A COURSE

The student may withdraw from a class. A withdraw is defined as the action of dropping a class after the drop/add period for the class. Students who withdraw from a class will receive a grade of "W". A drop is defined as the action of dropping a class before or during the drop/add period for the class. Students who drop a class will have that class removed from their academic records.

### IV. ABSENCE FROM CLASS BECAUSE OF ILLNESS

- A. Any student who has to be absent from class due to illness should notify the instructor of the illness and possible duration of illness.

- B. Any illness or injury necessitating extensive absence from class should be reported to the associate provost. The associate provost will then notify the instructors involved.
- C. Any further action required (e.g., make-up work, etc.) must be arranged by the student with each instructor.

V. PROCEDURE FOR INSTRUCTOR INVOLUNTARY WITHDRAWAL OF A STUDENT FROM A COURSE

- A. It will be the responsibility of each instructor to insure that all students are informed in writing of the class attendance and excessive absence policy via the course syllabus. The instructor determines when the absences of a particular student have become "excessive." If there is any question about a student's absence, the instructor should contact the associate provost or provost for possible information concerning the particular case.
- B. The effect of absences upon grades is determined by the instructor. It is important that the student become aware of each instructor's attendance and excessive absence policy. After the end of the voluntary withdrawal period, a grade of "F" will be recorded due to violation of the instructor's attendance policy. Exceptions must be appealed via the program director to the Associate Provost, Provost or Center Administrator.
- C. For an instructor who fails to provide a syllabus or who fails to include in his/her syllabus an attendance and excessive absence policy, absences exceeding 20% of the scheduled class hours shall be considered excessive.

VI. REINSTATEMENT OF STUDENTS

Students involuntarily withdrawn from a course for excessive absences due to illness may be reinstated at the discretion of the instructor. Any student who is not so reinstated and who wishes to appeal the involuntary withdrawal may file a student academic appeal under the provisions of BOT Rule 6Hx23 - 4.36 (II).

VII. WITHDRAWAL FOR MILITARY SERVICE

If a student's military service obligation prevents him or her from completing a term that has already begun, the student should be referred to the Associate Provost's Office to be withdrawn from classes.

History: Repealed 12/15/97. See Rule 6Hx23-4.31; 7/17/12. Re adopted 7/17/12. Effective – 7/17/12; 7/21/14. Filed – 7/21/14. Effective – 7/21/14.

## Course Transfers

6Hx23-4.311 COURSE TRANSFERS

The program director(s) is authorized after consultation with the involved instructors to transfer a student from one course to another within the same division, after the end of the drop/add period, provided that:

- I. The transfer is determined by the program director to be educationally sound and in the best interests of the student; and
- II. The student consents to the transfer and pays any additional fees as a result of the transfer.

General Authority: 240.319(2), F.S.

Law Implemented: 240.319(3)(b), F.S. SBE Rule 6A-14.262(a), F.A.C.

History: Adopted 11/21/85; Filed 11/21/85; Effective 1/6/86 for Session II, 1985-86.

P6Hx23-4.311 PROCEDURE: COURSE TRANSFERS

Course transfers made in accordance with Board of Trustees Rule 6Hx23-4.311 must be performed within the same session.

Adopted: 7/1/86. Effective 7/8/86.

6Hx23-1.37 TOBACCO FREE COLLEGE

This rule establishes College policy prohibiting all tobacco use at St. Petersburg College. The College is dedicated to providing a safe and healthy environment for faculty, staff, students, community and university partners, and visitors to our campuses, which includes eliminating tobacco use as part of our commitment to promoting healthy practices and choices for individuals.

Tobacco use is prohibited on all property and in all facilities owned or leased by St. Petersburg College, including all vehicles. There are no designated smoking areas on College property. Tobacco use includes all types of tobacco and tobacco-like products including smokeless tobacco and any other smokeable product including electronic cigarettes and chewing tobacco.

The Board of Trustees authorizes and directs the President to establish procedures to implement this rule which will include but not be limited to provisions for notification, signage, compliance, and enforcement.

Specific Authority: 1001.64(1) & (4), F.S.  
Law Implemented: 1001.64(5); 386.201—386.2125, F.S.  
History: Adopted 12/12/85, 10/16/90. Filed 10/16/90. Effective 10/16/90; 10/20/92. Filed- 10/20/92. Effective - 10/20/92; 6/21/16. Filed – 6/21/16. Effective – 8/1/16.



# Academic Programs

## BACHELOR DEGREES, ASSOCIATE DEGREES, CERTIFICATES AND DIPLOMAS

St. Petersburg College offers many options to meet your education needs. Consider your career goals and start planning your path today. Visit [www.spcollege.edu/academics](http://www.spcollege.edu/academics) for more information. You can browse by areas of study or by degree type.



### **Associate in Arts (A.A.) degree**

SPC's A.A. degree is the first step towards earning a bachelor's degree. Earned in as little as two years, an A.A. degree grants you admission to a Florida public university and to many private colleges and bachelor's degree programs at SPC. The curriculum gives you a broad background in writing, critical thinking, the history of culture and civilization, the environment and human behavior. Students with this degree can pursue a variety of careers and bachelor's degrees.

### **Associate in Science (A.S.) degree**

An Associate in Science (A.S.) degree is intended to prepare students dually for the work force and for transfer to some baccalaureate programs. Those programs are in nursing, business administration, electronic engineering, radiology and hospitality/tourism management. A variety of Associate in Science degree programs and certificate options are available for those pursuing fields not requiring a four-year degree.

### **Applied Technology Diplomas (A.T.D.)**

The Applied Technology Diploma consists of a course of study that is part of an A.S. or A.A.S. degree, is less than 60 credit hours, and leads to employment in a specific occupation. SPC offers ATDs in:

- Emergency Medical Technician (EMT)
- Maternal and Child Health (MCH)

### **Certificates**

Our technical certificate programs can be completed in as little as a year and give you specialized skills to enter the workforce, upgrade your job skills or get a head start on your Associate in Science degree.

### **Bachelor of Science (B.S.) degree**

SPC bachelor's degrees meet local workforce demands in high-needs areas. These degrees can help you further your career or get your foot in the door. If you already have an associate degree, you can take the next step at SPC. For more information on St. Petersburg College's baccalaureate admissions requirements, refer to [www.spcollege.edu/bachelors](http://www.spcollege.edu/bachelors).

### **Bachelor of Applied Science (B.A.S.) degree**

Our bachelor degrees are designed for students who have already completed an associate degree and wish to continue their undergraduate education. For more information on St Petersburg College's baccalaureate admissions requirements, refer to [www.spcollege.edu/bachelors](http://www.spcollege.edu/bachelors).

## **WRITING REQUIREMENTS**

State Board of Education Rule 6A-10.30 requires students completing the Associate in Arts Degree to produce written work in six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. St. Petersburg College's General Education Requirements require students to produce written work of at least 24,000 words.



## **FOREIGN LANGUAGE REQUIREMENTS**

All undergraduate students who are admitted to a public university or college in Florida shall have earned 2 credits of sequential foreign language in high school or 8 to 10 credits in one foreign language at the college level. This includes demonstrated proficiency in American Sign Language, e.g., 2 credits of high school level instruction or 8 to 10 credit hours of college level instruction. The law specifically exempts 2 groups of undergraduate students from the foreign language requirement:

1. Students who received Associate in Arts Degrees prior to September 1, 1989, and
2. Students who enrolled full-time in a program of study leading to an Associate in Arts Degree from a Florida community college prior to August 1, 1989, and who maintain continuous full-time enrollment until they are admitted to a university. (Continuous full-time enrollment shall be defined as enrollment in one course per academic year until admitted to a university.)

In addition, the rule provides for a limited number of students to be admitted to the State University System without meeting the foreign language requirement if there is evidence that the applicant is expected to do successful academic work at the admitting university. However, any Associate in Arts degree graduate from a public community college or university in Florida, or other upper-division transfer student, admitted without meeting the foreign language requirement, must earn such credits prior to graduation from a state university.

Students are strongly encouraged to complete foreign language requirements at the junior (community) college. Students should not confuse this admissions requirement to the state universities with the foreign language exit/graduation requirements each institution may have. Students should check with the university they plan to attend to determine that institution's foreign language graduation requirement.

## **ARTICULATION AGREEMENT**

### **General Education Agreement**

State Board of Education Regulation 6A-10.024 stipulates that after a public university or community college in Florida has published its general education core curriculum, the integrity of that curriculum shall be recognized by the other public universities and community colleges. Once a student has been certified by St. Petersburg College on the official transcript as having completed satisfactorily the prescribed general education core curriculum, regardless of whether the associate degree is conferred, no other state university or community college in Florida to which he or she may transfer shall require any further such general education courses.

If articulation problems should occur, students should contact the community college articulation officer at the state university they are attending or contact the associate provost on their home campus at St. Petersburg College.

### **Transfer Agreement**

Florida law provides that "every associate in arts graduate of a Florida community college must be granted admission to an upper division program offered by a state university institution except to: a limited access program; a teacher certification program; or a major program requiring an audition or portfolio." After admission has been granted to A.A. graduates as specified above and to state university system students who have successfully completed 60 credit hours of course work (and met the requirements of Section

240.107 F. S.), admission shall then be granted to other state university system students who have not completed 60 credit hours and Florida community college students who have successfully completed 60 credit hours but who have not been granted an A.A. degree. The law further gives priority for admission to a state university to community college associate in arts graduates over out-of-state students.

Since August 2000, all graduates of an associate in science degree program listed in the Statewide Articulation Manual are granted admission into a corresponding baccalaureate program at the state universities, except for limited access programs and those requiring specific grades on particular courses for admission.

**Course Descriptions**

Course descriptions preceded with a "G" are recommended as fulfilling the writing requirements of the State Board of Education Rule 6-A-10.30 (2) as defined in the SPC Board of Trustees General Education Program requirements.

Waivers of prerequisites may be granted by deans, program directors or instructors-in-charge under certain conditions. Students who feel that they have sufficient training and / or experience to warrant an exception of the prerequisite should consult with the dean, program director or instructor-in charge involved. Please note some courses may have special fees.

**Florida's Statewide Course Numbering System**

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

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

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No Laboratory component in this course

**General Rule for Course Equivalencies**

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

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy,

"ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

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

### **The Course Prefix**

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

### **Authority for Acceptance of Equivalent Courses**

Section 1007.24(7), Florida Statutes, states:

"Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students."

### **Exceptions to the General Rule for Equivalency**

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

- A. Courses not offered by the receiving institution.

- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the \_900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.
- F. Internships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

### **Courses at Non regionally Accredited Institutions**

The Statewide Course Numbering System makes available on its home page a report entitled "Courses at Non regionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Dr. Anne Cooper, Senior Vice President of Academic and Student Affairs at St. Petersburg College, EpiCenter or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400.

Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the internet.

## General Education Courses for A.S. Degrees

For specific course requirements and contacts please see individual program curriculum. Communications – Composition II/Literature is not required for every A. S. degree.

### Communications - Composition I

ENC 1101**	Composition I	3
IDS 1106	Interdisciplinary Studies I: Composition I and Introduction to Humanities	6

### Communications - Composition II/Literature

AML 1600	African-American Literature	3
AML 2010**	American Literature I: to 1865	3
AML 2020**	American Literature II: 1865 to Present	3
ENC 1102**	Composition II	3
ENL 2012**	British Literature I (to 1800)	3
ENL 2022	British Literature II (since 1800)	3
IDS 1112H	Honors Interdisciplinary Studies: The Modern World	6
IDS 1337H	Honors Interdisciplinary Studies: Modern Cultures, Global Insights	6
IDS 1610	Interdisciplinary Studies: Literature and Psychology	6
LIT 2110**	World Literature I (Ancient World through Renaissance)	3
LIT 2120**	World Literature II (Renaissance to the Present)	3

### Communications - Speech

SPC 1017**	Introduction to Speech Communication	3
SPC 1065	Business and Professional Speaking	3
SPC 1608**	Public Speaking	3

### Social and Behavioral Sciences

AMH 2020**	History of the United States II	3
ANT 2000	Introduction to Anthropology	3
ECO 2013**	Principles of Macroeconomics	3
IDS 1610**	Interdisciplinary Studies: Literature and Psychology	6
POS 2041**	American National Government	3
PSY 1012**	General Psychology	3
SYG 2000	Introductory Sociology	3

### Humanities and Fine Arts

ARH 1000	Understanding Art	3
ARH 2050	Art History: Ancient to Gothic	3
ARH 2051	Art History: Renaissance to Contemporary	3
HUM 1020	Introduction to Humanities	3
HUM 2210**	Western Humanities: Ancient to Renaissance	3
HUM 2233**	Western Humanities: Baroque to Contemporary	3
HUM 2270**	Humanities (East-West Synthesis)	3
IDS 1106	Interdisciplinary Studies I: Composition I and Introduction to Humanities	6
IDS 1112H	Honors Interdisciplinary Studies: The Modern World	6
IDS 1337H	Honors Interdisciplinary Studies: Modern Cultures, Global Insights	6
MUH 1110	Introduction to Music History	3
MUL 1010	Music Appreciation	3
PHI 1010**	Introduction to Philosophy	3
REL 2300	World Religions	3
THE 2000	Introduction to Theatre Arts	3

## General Education Courses for A.S. Degrees Continued

### Mathematics

MAC 1105	College Algebra	3
MAC 1114	Trigonometry	3
MAC 1140	Pre-Calculus Algebra	3
MAC 1147	Pre-Calculus Algebra/Trigonometry	5
MAC 2233	Applied Calculus I	3
MAC 2311**	Calculus with Analytic Geometry I	5
MAC 2312	Calculus with Analytic Geometry II	5
MGF 1106	Mathematics for Liberal Arts I	3
MGF 1107	Mathematics for Liberal Arts II	3
MTG 3212	Modern Geometries	4
STA 2023**	Elementary Statistics	3

### Ethics

PHI 1600**	Studies in Applied Ethics	3
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### Computer/Information Literacy Competency

CGS 1070	Basic Computer and Information Literacy	1
CGS 1100	Computer Applications	3
EME 2040	Introduction to Educational Technology	3

### Enhanced World View

HUM 1020	Introduction to Humanities	3
FRE #####	Any FRE prefix classes	
GER #####	Any GER prefix classes	
GRK #####	Any GRK prefix classes	
HUM 2270**	Humanities (East-West Synthesis)	3
IDS 1106	Interdisciplinary Studies I: Composition I and Introduction to Humanities	6
IDS 1137H		
INR 20028**	International Relations	3
ITA #####	Any ITA prefix classes	
JPN #####	Any JPN prefix classes	
LAT #####	Any LAT prefix classes	
LIT 2110**	World Literature I (Ancient World through Renaissance)	3
LIT 2120**	World Literature II (Renaissance to the Present)	3
REL 2300**	World Religions	3
RUS #####	Any RUS prefix classes	
SPN #####	Any SPN prefix classes	
WOH 2040**	The Twentieth Century	3

**PROGRAM OF STUDY**  
**College of Business**  
**Accounting Technology Operations Certificate with Financial Aid Eligibility**  
**ACTAP-CT**

**Effective Beginning Catalog Term: Spring 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit My SPC and view My Learning Plan to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Dr. Jenice Armstead, Academic Department Chair, Tarpon Springs  
 Armstead.jenice@spcollege.edu  
 (727)-712-5230

Dr. Greg Nenstiel, Director, Curriculum & Program  
 Management, EPI (727) 791-2433

**Program Summary**

This certificate is designed to prepare students for employment in the field of accounting in a business environment. The certificate prepares individuals in the principles, procedures, and theories of organizing and maintaining business and financial records and the preparation of accompanying financial reports in both a manual or computer-automated environment. These courses will apply toward the Accounting sub plan in the Business Administration A.S. degree.

**Job-Related Opportunities**

- Accounting Clerk
- Bookkeeper
- Small Business Accounts Receivable/Accounts Payable Professional

**Graduation Rules**

Complete all courses with C or better.

**MAJOR CORE COURSES**

	<b>Credits</b>
ACG 2021    Financial Accounting	3
ACG 2450    Accounting Software Applications	3
ACG 2071    Managerial Accounting	3
GEB 2940    Business Internship	3
or	
FIN 2000    Principles of Finance	3
CGS 1515    Spreadsheet Techniques and Programming	3
TAX 2000    Federal Individual Income Taxation	3
<b>Total Program Credits</b>	<b>18</b>

**PROGRAM OF STUDY**  
**Social and Behavioral Sciences Department**  
**Addiction Studies Certificate with Financial Aid Eligibility**  
**ADS-CT**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit My SPC and view My Learning Plan to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Cheryl Kerr, Program Director  
kerr.cheryl@spcollege.edu  
(727) 341-3736

**Program Summary**

This program will prepare individuals to work in the field of alcohol and substance abuse prevention and/or addiction treatment. The Human Services Program is a Single-Source Provider with the Florida Certification Board (FCB). The coursework in this Applied Technology Diploma satisfies the educational requirements for the Certified Addiction Specialist (CAS) examination, the Certified Addiction Counselor (CAC) examination and also the Certified Addiction Professional (CAP) examination through the Florida Certification Board.

These courses will apply toward the AS degree in Human Services – Addiction Studies Sub plan.

**Job-Related Opportunities**

- Behavioral Health Technician
- Drug Treatment Counselor Aide
- Substance Abuse Technician
- Residential or Group Home Worker
- Program Supervisor or Program Director (with CAP certification)

**MAJOR CORE COURSES**

<b>Grade of “C” or better in each of these courses</b>		<b>Credits</b>
HUS 1431	Issues in Addiction Prevention	2
HUS 1450	Dual Diagnosis I	2
HUS 1480	HIV/AIDS&Drug Crisis	2
HUS 2200	Dynamics of Groups and Group Counseling	3
HUS 2302	Basic Counseling Skills	3
HUS 2420	Evaluation of Treatment Environments	3
OR		
HUS 2421	Methods for Identification and Intervention in Substance Abuse	3
HUS 2428	Treatment and Resources in Substance Abuse	3
PHI 1600**	Studies in Applied Ethics	3
SYG 2324	Principles of Substance Abuse	3
<b>Total Program Credits</b>		<b>24</b>

\*\* Honors courses available to satisfy this requirement.



**PROGRAM OF STUDY**  
**College of Computer & Information Technology**  
**Computer Support Certificate with Financial Aid Eligibility**  
**APLS-CT**

**Effective Beginning Catalog Term: Fall 2014 (0490)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Michael Gordon, Professor  
gordon.michael@spcollege.edu 727-341-3011  
Dr. Sharon Setterlind, - SP/G (727) 341-4641

Program Summary

The Computer Support certificate prepares students to review microcomputer-oriented operating procedures, software applications packages, and hardware in order to select the appropriate information technology equipment for a particular microcomputer-based work environment; install information technology equipment; troubleshoot information technology equipment; and support information technology users.

This certificate will prepare the student for industry certification exams in CompTIA A+ Essentials and IT Technician (<http://certification.comptia.org/a/>).

Credits earned in this certificate program can apply to an Associate of Science degree in Computer Networking.

Job-Related Opportunities

- Applications System Specialist
- Computer Operator
- Computer Repair Technician
- Computer Sales Person
- Help Desk Specialist
- Information Systems Specialist
- Microcomputer Specialist
- Office Systems Support Specialist
- Software Tester
- Technical Support Specialist
- User Support Analyst
- User Support Specialist

Program Related Web Sites

[http://www.spcollege.edu/Computer\\_Support\\_Certificate/](http://www.spcollege.edu/Computer_Support_Certificate/)

**MAJOR CORE COURSES**

**Complete 21 credits - Grade of "C" or better required.**

	<b>Credits</b>
CET 1171C    Computer Repair Essentials	3
CET 1172C    Computer Support Technician	3
CNT 1000     Local Area Network Concepts	3
COP 1000     Introduction to Computer Programming	3
CTS 1327     Configuring and Administering MS Windows Client	3
CTS 1328     Installing and Configuring Windows Server	3
CTS 2106     Fundamentals of the Linux/Unix Operating Environment	3
<b>Total Program Credits</b>	<b>21</b>

**PROGRAM OF STUDY**  
**Engineering and Building Arts Department Architectural Design and**  
**Construction Technology Associate in Science**  
**ARCH-AS**

**Effective Beginning Catalog Term: Spring 2014 (0480)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Lara Sharp, Program Director (727) 398-8256

Program Summary

A balance of practical skills and management training prepares successful AS degree candidates for careers in contractors' or architects' offices, building construction administration, or self-employment in the construction industry. The program is very flexible, allowing the student to choose electives that are most suited to their career goals. Some of the courses satisfy the requirement of the Construction Industry License Board for Continuing Education Units. Classes are conveniently offered days, evenings and weekends.

Job-Related Opportunities

Information is not Currently Available

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework. 3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework. 3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. 3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. 3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework. 3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework. 3

Minimum grade of "C" required.

**Computer/Information Literacy Competency**

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0

OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

**Enhanced World View**

Complete at least one 3-credit course 0-3

Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

**Minimum Credits Required** **18**

## ARCH-AS (Continued)

### SUPPORT COURSES

	<b>Credits</b>
<b>Physical Science</b>	
Complete 3 credits of coursework with CHM, ESC, GLY, PHY, or PSC prefix.	3
<b>Total Credits</b>	<b>3</b>

	<b>Credits</b>
<b>Business (Select 9 credits)</b>	
BUL 2131      Legal Environment of Business	3
BUL 2241      Business Law I	3
BUL 2242      Business Law II	3
GEB 1011      Introduction to Business	3
MAN 2340      Supervisory Management	3
REE 1040      Real Estate Principles and License Law	4
<b>Total Credits</b>	<b>9</b>

### MAJOR CORE COURSES

Complete 21 credits of Major Core Courses (3 credits from each of the 7 areas).

	<b>Credits</b>
<b>Codes (Select 3 credits)</b>	
BCN 1480      Hurricane Resistant Design for Residential Construction	1
BCN 2068      The A.D.A.: Primer for Contractors	1
BCN 2732      Occupational Safety and Health (OSHA) Standards for the Construction Industry	1
BCT 1760      Building Codes	2
BCT 2762      RCS-96 Hurricane Code	1
BCT 2764      SSTD 10-96 Deemed to Comply	1
<b>Total Credits</b>	<b>3</b>

	<b>Credits</b>
<b>Drawing (Select 3 credits)</b>	
ARC 1126C      Architectural Drawing I	3
BCN 1050      Building Specifications	1
BCN 1251C      Construction Drawing	3
BCN 1272      Blueprint Reading	2
ETD 1320C      Introduction to CAD	3
ETD 1340C      AutoCAD II	3
ETD 1350C      AutoCAD III 3-D Molding	3
TAR 2122C      Advanced Construction Drawing	3
<b>Total Credits</b>	<b>3</b>

	<b>Credits</b>
<b>Estimating (Select 3 Credits)</b>	
BCT 1770      Construction Estimating	3
BCT 2771      Advanced Estimating and Scheduling	3
<b>Total Credits</b>	<b>3</b>

	<b>Credits</b>
<b>General (Select 2 Credits)</b>	
ARC 1701      Architectural History I	3
ARC 1702      Architectural History II	3
<b>Total Credits</b>	<b>3</b>

## ARCH-AS (Continued)

### MAJOR CORE COURSES CONTINUED

	<b>Credits</b>
<b>Industry (Select 3 credits)</b>	
BCN 1593     A Building's Life	2
BCN 2070     Avoiding & Resolving Construction Claims	1
BCT 2730     Job Site Superintending	3
TAR 1271     Professional Practice	3
<b>Total Credits</b>	<b>3</b>
<b>Materials (Select 3 credits)</b>	
ARC 2461     Materials and Methods of Construction I	3
BCN 1057     Residential Heating, Ventilating & Air Conditioning (HVAC) Systems	1
BCN 1058     Residential Plumbing Systems	1
BCN 1059     Residential Electrical Systems	1
BCN 1592     Energy Efficient Building Construction for Florida's Climate	3
BCN 1596     Environmental Technology for Building Construction	2
BCN 1597     Introduction to Solar Energy in Residential Construction	3
BCN 2052     Masonry Construction Methods	1
BCN 2053     Roofing Systems	1
BCN 2054     Construction Surveying Methods	1
BCN 2055     Concrete Construction Methods	1
BCN 2056     Steel Construction Methods	1
<b>Total Credits</b>	<b>3</b>
<b>Work Experience (Select 3 credits)</b>	
BCN 1940     Construction Practicum	3
BCN 2949     Co-op Work Experience	1 - 3
TAR 1941     Architectural Drafting Practicum	3
TAR 2949     Co-op Work Experience	1 - 3
<b>Total Credits</b>	<b>3</b>
<b>MAJOR ELECTIVE COURSES</b>	
<b>Select 15 credits</b>	
Complete any courses with ARC, BCN, BCT or TAR prefix not already completed as Major Courses.	15
<b>Total Credits</b>	<b>15</b>
<b>Total Program Credits</b>	<b>66</b>
*Review GEN-AS Program requirements for more information	

**PROGRAM OF STUDY**  
**Fine Arts/Humanities Department**  
**Audio Technology Certificate Certificate without Financial**  
**Aid Eligibility**  
**AUDIO-CT**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Patrick Hernly, Academic Chair  
 hernly.patrick@spcollege.edu  
 727-341-4364

Dr. Jonathan Steele, Dean, CL  
 steele.jonathan@spcollege.edu (727) 791 - 5987

**Program Summary**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Arts, A/V Technology and Communication career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Arts, A/V Technology and Communication career cluster.

**Job-Related Opportunities**

The purpose of this program is to prepare students for initial employment as a sound technician or recording technician, or to provide supplemental training for persons previously or currently employed in these occupations.

**Program Related Web Sites**

MIRA Program – <http://www.spcollege.edu/mira>  
<http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml>

**Admission Rules**

Before entering the first term of the MIRA core courses students must complete all developmental coursework as identified by the college placement test. Developmental courses include REA 0007, REA 0017, REA 0990, ENC 0015, ENC 0025, ENC 0990, MAT 0012L, 0018, 0028, 0990 and SLS 1101. Students who have placed in college level coursework may enter the MIRA program anytime during the first semester.

**Graduation Rules**

Minimum grade of C required in all courses in order to complete.

**MAJOR CORE COURSES (Complete 10 Credits)**

	<b>Credits</b>
MUM 2600 Music Technology and Recording Techniques I	3
MUM 2601 Music Technology and Recording Techniques II	3
MUM 2601L Music Technology and Recording Techniques II-Lab	1
MUS 1621 Acoustics and Psychoacoustics	3
<b>Total Credits</b>	<b>10</b>

STUDENTS ARE REQUIRED TO COMPLETE ONE TRACK

**MAJOR ELECTIVE COURSES**

**TRACK I: Concentration A (Complete 5 credits)**

MUM 1662 Live Sound Reinforcement Techniques	3
MUM 1942 Internship: Sound Engineering I	1
Any one-credit elective from the Suggested Elective Choices list *	1

# AUDIO-CT CONTINUED

## TRACK II: Concentration B (Complete 5 credits)

Lessons (Can be used for Pro Tool Certification)	2
Ensembles (Can be used for Pro Tool Certification)	2
Secondary Instrumental Study	1

## TRACK III: Concentration C (Complete 5 credits)

MUC 1621	Composition in Modern Media	2
MUC 2622	Composition in Modern Media 2 (Sibelius certification embedded)	2
MVK 1111	Class Piano	1
<b>Total Program Credits</b>		<b>15</b>

**PROGRAM OF STUDY**  
**Engineering and Building Arts Department**  
**Sustainable Design Certificate with Financial Aid Eligibility**  
**BCNST-CT**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Lara Sharp, Program Director, CL  
 Sharp.Lara@spcollege.edu  
 (727) 398-8256

**Program Summary**

This Certificate provides the student with the management training and practical skills necessary to assist contractors and subcontractors in the construction industry.

**Job-Related Opportunities**

- Drafter
- Job Foreman
- Job Estimator
- Materials Purchaser
- Project Manager
- Scheduler
- Superintendent

**MAJOR CORE COURSES**

		<b>Credits</b>
BCN 1050	Building Specifications	1
BCN 1251C	Construction Drawing	3
	or	
BCN 1272	Blueprint Reading	2
BCN 2068	A.D.A.: Primer for Contractors	1
BCN 2732	Occupational Safety and Health (OSHA) Standards for the Construction Industry	1
BCT 1760	Building Codes	2
BCT 1770	Construction Estimating	3
	<b>Total Credits</b>	<b>10</b>

*Specialty: Building Construction*

*Recommended Elective Categories: Materials, Codes, Estimating, Industry*

*Specialty: Construction Drafting*

*Recommended Elective Categories: Drawing, Codes, Industry, ETD 1320C, ETD 1350C*

*Specialty: Construction Estimating*

*Recommended Elective Categories: Estimating, Materials, Codes, Industry*

*Specialty: Construction Management*

*Recommended Elective Categories: Codes, Industry, Estimating, General*

*Specialty: Construction Superintendent*

*Recommended Elective Categories: BCT 2730, Codes, Estimating, Materials, Industry*

**MAJOR ELECTIVE COURSES**

		<b>Credits</b>
<b>Materials – Select 3 credits:</b>		
ARC 2461	Materials and Methods of Construction I	3
BCN 1057	Residential Heating, Ventilating & Air Conditioning (HVAC) Systems	1
BCN 1058	Residential Plumbing Systems	1
BCN 1059	Residential Electrical Systems	1
BCN 1592	Energy Efficient Building Construction for Florida's Climate	3

## BCNST-CT

### Materials Continued

BCN 1596	Environmental Technology for Building Construction	2
BCN 1597	Introduction to Solar Energy in Residential Construction	3
BCN 2052	Masonry Construction Methods	1
BCN 2053	Roofing Systems	1
BCN 2054	Construction Surveying Methods	1
BCN 2055	Concrete Construction Methods	1
BCN 2056	Steel Construction Methods	1

**Total Credits** **3**

### Work Experience – Select 3 credits:

**Credits**

BCN 1940	Construction Practicum	3
BCN 2949	Co-op Work Experience	1 - 3
TAR 1941	Architectural Drafting Practicum	3
TAR 2949	Co-op Work Experience	1 - 3

**Total Credits** **3**

### Specialty experience - Select 2-3 credit hours

**Credits**

	Construction Drafting, Construction Management, Construction Estimating and Construction Superintendent	
	ARC, BCN, BCT, TAR courses	2 - 3
	or	
ETD 1320C	Introduction to CAD	3
	or	
ETD 1340C	AutoCAD II	3

**Total Credits** **3**

*Please see the list of suggested specialized elective options below and the elective categories listed in the college catalog under the A.S. Program in Architectural Design and Construction Technology for available options.*

**Total Program Credits** **19**



**PROGRAM OF STUDY**  
**Natural Science Department Biology Bachelor of Science**  
**BIOLOGY-BS**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

John Chapin, Dean chapin.john@spcollege.edu (727)  
394-6995

**Program Summary**

The Bachelor of Science in Biology degree serves primarily to educate students for laboratory and field-related careers in the Biological sciences and as a transfer curriculum for graduate and professional schools.

**Job-Related Opportunities**

A Biology-BS degree may lead to a career in the following fields: Biotechnology, Medical and Environmental laboratories, Field Biology, Research Biology, Aquaria and Zoo Biology.

This degree also prepares students to pursue a graduate degree in Medicine, Dentistry, Pharmacy, Optometry, Physician's Assistant, Physical Therapy and Chiropractic medicine.

**Admission Rules**

**UPPER DIVISION REQUIREMENTS**

Admission requires an A.A. Degree or 60 credits (with at least 15 General Education credits) AND completion of the state-mandated prerequisites listed below.

**Graduation Rules**

**FOREIGN LANGUAGE**

If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.S. program.

The following courses may be used as part of the General Education Requirements and **MUST** be completed prior to admission to the program:

**STATE MANDATED PREREQUISITES**

**Grade of "C" or better required**

**Credits**

BSC 2010	Biology I Cellular Processes	3
BSC 2010 L	Biology I Cellular Processes Laboratory	1
BSC 2011	Biology II Organisms & Ecology	3
BSC 2011L	Biology II Laboratory	1
CHM 2045	General Chemistry I	3
CHM 2045L	General Chemistry & Qualitative Analysis Laboratory I	1
CHM 2046	General Chemistry II	3
CHM 2046L	General Chemistry Laboratory II	1
CHM 2210	Organic Chemistry I	3
CHM 2210L	Organic Chemistry Laboratory I	1
CHM 2211	Organic Chemistry II	3
CHM 2211L	Organic Chemistry Laboratory II	1

## BIOLOGY-BS CONTINUED

### STATE MANDATED PREREQUISITES CONTINUED

MAC 2311	Calculus with analytic Geometry I	5
or		
MAC 2233	Applied Calculus I	3
or		
MAC 2312	Calculus with analytic Geometry II	5
or		
MAC 2234	Applied Calculus II	3
or		
STA 2023	Elementary Statistics	3
<b>Total</b>		<b>27-29</b>

### AA GENERAL EDUCATION REQUIREMENTS

**Credits**

**A.A. Degree**      See requirements for AA degree for specific course requirements.  
 (Or 60 credits with at least 15 General Education credits)

**60**

### MAJOR CORE COURSES

**GRADE OF "C" OR BETTER REQUIRED FOR ALL COURSES**

#### Major Requirements (Complete 38 credits)

**Credits**

BCH 4024	Biochemistry	4
BOT 3015	Plant Biology	3
BOT 3015L	Plant Biology Lab	1
BSC 3017	Theory and Practice in the Biological Sciences	2
BSC 4931	Senior Seminar in Biology	1
PCB 3043	Ecology	3
PCB 3043 L	Ecology Lab	1
PCB 3063	Genetics	3
PCB 3063 L	Genetics Lab	1
PCB 4674	Evolutionary Biology	3
PCB 4723	Comparative Physiology	3
PCB 4723 L	Comparative Physiology Lab	1
PHY 1053	General Physics I	3
or		
PHY 2048	Physics I	3
PHY 1048L	Physics Laboratory I	1
PHY 1054	General Physics II	3
or		
PHY 2049	Physics II	3
PHY 1049L	Physics Laboratory II	1
MCB 3020 <sup>a</sup>	Microbiology	3
and		
MCB 3020 L	Microbiology Lab	1
or		
PCB 3023	Cell Biology	3
and		
PCB 3023 L	Cell Biology Laboratory	1
<b>Total Credits</b>		<b>38</b>

## BIOLOGY-BS CONTINUED

<b>Elective courses (Select 22 credits)</b>	<b>Credits</b>
ANS 3006      Introduction to Animal Science	3
ATE 3605      Small Animal Nutrition	3
BSC 3052      Conservation Biology	3
BSC 3312 C    Marine Biology with Lab	4
BSC 3931      Special Topics in Biology	1
BSC 3931 L    Special Topics in Biology Lab	1 - 2
BSC 3932      Scientific Communication	2
BSC 4422 C    Methods and Applications in Biotechnology	4
BSC 4905C     Undergraduate Research in Biology	1 - 6
BSC 4940      Internship in Biological Sciences	1 - 3
HSC 3201      Community Health and Epidemiology	3
MCB 3020      Microbiology	3
and	
MCB 3020 L    Microbiology Lab	1
or	
PCB 3023      Cell Biology	3
and	
PCB 3023 L    Cell Biology Laboratory	1
PCB 4024      Molecular Biology	3
PCB 4233      Immunology	3
PCB 4253 C    Developmental Biology with Lab	4
PCB 4363C     Physiological Ecology	4
PCB 4454C     Biostatistics with Lab	4
ZOO 3307      Vertebrate Zoology	3
ZOO 3307 L    Vertebrate Zoology Lab	1
ZOO 3713      Functional Vertebrate Anatomy	3
ZOO 3713 L    Functional Vertebrate Anatomy Lab	1
ZOO 3733 C    Human Anatomy with Lab	4
ZOO 4513      Animal Behavior	3
ZOO 4513 L    Animal Behavior Lab	1
<b>Total Credits</b>	<b>22</b>
<b>Total Program Credits</b>	<b>120</b>

<sup>a</sup> Either MCB 3020 OR PCB 3023 can be used as required major courses (not both). If a student chooses to take both, one of the courses will count as an elective.

**PROGRAM OF STUDY**  
**Natural Science Department**  
**Biotechnology Laboratory Technology Associate in**  
**Science**  
**BIOT-AS**

**Effective Beginning Catalog Term: Summer 2016 (0515)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

John Chapin, Dean of Natural Sciences  
chapin.john@spcollege.edu  
394-6995

Program Summary

The Associate of Science in Biotechnology degree serves primarily to directly prepare students for laboratory careers in biotechnology. In addition graduates of this program are eligible for entry into the Bachelor of Science in Biology program.

Job-Related Opportunities

An AS in biotechnology will prepare graduates to work safely and effectively in laboratories that utilize biotechnology and may lead to a career as a laboratory technician in academic, commercial and associated science laboratories.

The degree can also prepare students to enter the BS in Biology program.

Admission Rules

The complete on campus program application includes the following:

- a. The general college application and the \$40 fee for new students at SPC.
- b. Transcripts from your high school (if no college degree) and any colleges you have attended sent directly to SPC from each school.

Graduation Rules

Minimum grade of "C" required in all courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework.

3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework.

3

Minimum grade of "C" required.

# BIOT-AS CONTINUED

## Computer/Information Literacy Competency

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0

OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

## Enhanced World View

Complete at least one 3-credit course 0-3

Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

**Minimum Credits Required 18**

## SUPPORT COURSES (3 Credits)

**Credits**

MAC 1105 College Algebra 3

**Total Credits 3**

## MAJOR CORE COURSES Credits

CHM 2045 General Chemistry I 3

CHM 2045L General Chemistry & Qualitative Analysis Laboratory I 1

BSC 2420 Introduction to Biotechnology 3

BSC 2426 C Biotechnology Methods I 3

BSC 2427 C Biotechnology Methods II 3

BSC 2435 Bioinformatics 3

MCB 2010 Microbiology 3

MCB 2010L Microbiology Laboratory 1

BSC 2419 C Plant and Animal Cell Culture 4

BSC 2847 Scientific Communication for Biotechnology 2

PCB 2061 Applied Genetics 2

BSC 2931 Biotechnology Capstone 1

BSC 2940 Biology Internship 3

CHM 2046 General Chemistry II 3

CHM 2046L General Chemistry Laboratory II 1

BSC 2010 Biology I Cellular Processes 3

BSC 2010 L Biology I Cellular Processes Laboratory 1

BSC 2461 Introduction to Biotechnology Model Systems 3

Total Credits 43

**Total Program Credits 61**

**PROGRAM OF STUDY**  
**College of Education**  
**Science Teacher Education Biology Teacher Education (6-12)**  
**Bachelor of Science**  
**BSCED-BS**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Kimberly Hartman, Dean (727) 712-5890

Program Summary

This teacher preparation program combines laboratory-based science work with practical, school-based experiences to prepare you for professional certification to teach science in grades 6-12. You earn a Bachelor of Science in Biology Teacher Education (6-12) and will be well prepared to teach topics related to Biological Sciences.

Job-Related Opportunities

Our program prepares you for employment as a high school Biological Science teacher. Job prospects are best for teachers in high-demand fields, such as science, math and bilingual education.

Program Related Web Sites

N/A

Admission Rules

- Admittance to this 63-credit program requires:
- An A.A. degree (or transcripts showing 60 credits from a regionally accredited school)
- Cumulative GPA of 2.5 out of 4.0 in all college classes
- Completion of the state-mandated prerequisites with a grade of C or higher
- Passing scores from all sections of Florida's General Knowledge test

Students who have questions concerning state mandated prerequisites should consult [www.facts.org](http://www.facts.org) and review the appropriate common prerequisite manual or see an academic advisor.

Graduation Rules

GPA: A cumulative GPA of 2.5 or higher is required for graduation.

CULTURAL DIVERSITY (6 credits):

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE:

Two years in high school or two semesters of college instruction in a single foreign language. Completing all program requirements, including ESOL, demonstrating competency in the Florida

Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE) and passing the final internship are conditions of graduation.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor.

**STATE MANDATED PREREQUISITES**

**Education Prerequisites (Grade of "C" or better required)**

**Credits**

EDF 1005	Introduction to Education	3
EDF 2085	Teaching Diverse Populations	3
EME 2040	Introduction to Educational Technology	3
<b>Total Credits</b>		<b>9</b>

## BSCED-BS CONTINUED

### STATE MANDATED PREREQUISITES

<b>Science &amp; Mathematics Prerequisites (Grade of "C" or better required)</b>		<b>Credits</b>
MAC 2311	Calculus and Analytic Geometry I	4
BSC 2010	Biology I with Lab (BSC 2010L)	4
BSC 2011	Biology II with Lab (BSC 2011L)	4
CHM 2045 <sup>b</sup>	General Chemistry I with lab (CHM 2045L)	4
CHM 2046 <sup>b</sup>	General Chemistry II with lab (CHM 2046L)	4
<b>Total Credits</b>		<b>20</b>

Note: The Chemistry sequence is the preferred option because it also satisfies the prerequisites for BCH 3023, which is part of the major. If the chemistry prerequisites are not taken prior to admission to the College of Education, they must be completed during the first two semesters.

### AA GENERAL EDUCATION REQUIREMENTS

<b>A.A. Degree</b>	<b>Credits</b>
See requirements for AA degree for specific course requirements.	<b>60</b>

### MAJOR CORE COURSES

<b>Core Requirements (Complete 27 credits)</b>		<b>Credits</b>
EDF 3214 <sub>c</sub>	Student Development and Learning Principles K-12	3
EDF 4430	Measurement, Evaluation and Assessment in Education K-12	2
EDF 4781	Educational Issues for the 21st Century	2
EDG 3410	Classroom Management and Communication K-12	2
EEX 3012 <sup>c</sup>	Nature and Needs of Exceptional Students K-12	3
RED 4043	Reading within the Disciplines 5-12	3
SCE 4942 <sup>c</sup>	Internship: Secondary Science Education 6-12	12
<b>Total Credits</b>		<b>27</b>

### Major Requirements (Complete 33 credits)

<b>Major Requirements (Complete 33 credits)</b>	<b>Credits</b>	
BCH 3023	Elementary Organic and Biological Chemistry	3
BSC 3096	Human Biology	3
BSC 4032	Issues & Challenges in Science Education	2
PCB 3043	Ecology	3
PCB 3043L	Ecology Lab	1
PCB 3063	Genetics	3
PCB 3063L	Genetics Lab	1
PCB 4674	Evolutionary Biology	3
PCB 4723	Comparative Physiology	3
PCB 4723L	Comparative Physiology lab	1
SCE 3030	Science Matters	2
SCE 3941	Secondary Science Field Experience (6-8)	1
SCE 3945	Interactive Projects that Promote Learning in Science	3
SCE 4330	Secondary School Science & Assessment with Technology	3
SCE 4940	Instructional Methods in Secondary Science & Assessment with Technology Practicum	1
<b>Total Credits</b>		<b>33</b>

### ESOL Requirements (Complete 3 Credits)

<b>ESOL Requirements (Complete 3 Credits)</b>	<b>Credits</b>	
TSL 3080	ESOL Issues: Principles and Practices IP-12	3
<b>Total Credits</b>		<b>3</b>
<b>Total Program Credits</b>		<b>123</b>

<sup>b</sup> Physics I & II with labs PHY 2048, 2048L, 2049, 2049L or General Physics I & II with labs PHY 1053, 1048L, 1054, 1049L

<sup>c</sup> These courses include mandatory school based hours.

School-based hours total 155 clinical clock hours plus a 15 week internship.

**PROGRAM OF STUDY**  
**College of Business**  
**Business Administration Certificate with Financial Aid Eligibility**  
**BUSADM-CT**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

April Bailey, Academic Department Chair TS  
 Bailey.April@spcollege.edu  
 727-614-7084

Nicolle Panuthos, Academic Chair SE  
 Panuthos.Nicolle@spcollege.edu  
 727-394-6266

Dr. Greg Nenstiel, Dean EPI  
 Nenstiel.Greg@spcollege.edu 727-791-2433

**Program Summary**

The business courses identified in this Certificate program will apply towards the Business Administration AS degree. These courses will cover the areas of personnel, accounting and finance, marketing, legal requirements and budgeting and planning.

**Job-Related Opportunities**

Information is not Currently Available

**MAJOR CORE COURSES**

**Minimum grade of C or better.**

		<b>Credits</b>
ACG 2021	Financial Accounting	3
BUL 2241	Business Law I	3
CGS 1100	Computer applications	3
FIN 2000	Principles of Finance	3
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
MAR 2011	Principles of Marketing	3
GEB 2940	Business Internship	3
or		
ENT 1000	Introduction to Entrepreneurship	3
or		
MAN 2340	Supervisory Management	3
<b>Total Program credits</b>		<b>24</b>



**PROGRAM OF STUDY**  
**College of Business**  
**Business Administration Associate in Science**  
**BUS-AS**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Michael Ewell, MS, Academic Department Coordinator EPI, St Pete Gibbs  
ewell.mike@spcollege.edu  
(727)-791-2610  
Dr. Greg Nenstiel, Dean, EPI (727) 791-2433

**Program Summary**

This program prepares students for employment in multiple areas of general business. Students in this program will learn to communicate effectively in a business environment developing reading, writing, and speaking skills critical to functioning in this setting. Students will become comfortable making decisions and taking responsibility in multiple aspects of their working environment. Students in this program will elect a subplan specializing in the field of accounting or international business.

**Job-Related Opportunities**

First-line supervisors	Office Manager Credit Manager
Administrative Specialist	Sales Representative
Customer Service Supervisor,	Accounts Receivable/Accounts Payable Professional

**Program Related Web Sites**

Visit [www.spcollege.edu/webcentral/acad/certs.php](http://www.spcollege.edu/webcentral/acad/certs.php) for a list of business certificates.

**Graduation Rules**

Minimum grade of "C" required in all General Education courses and all Support courses used to satisfy a General Education requirement.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework. 3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework. 3

Minimum grade of "C" required.

**Social and Behavioral Sciences<sup>d</sup>**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. 3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. 3

Minimum grade of "C" required.

**Mathematics<sup>d</sup>**

Complete 3 credits from the approved General Education Mathematics coursework. 3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework. 3

Minimum grade of "C" required.

# BUS-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

<b>Computer/Information Literacy Competency</b>	<b>Credits</b>
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T)	0
OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	
<b>Enhanced World View</b>	
Complete at least one 3-credit course	0-3
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	
<b>Minimum Credits Required</b>	<b>18</b>

## SUPPORT COURSES

### Composition II (Select 3 credits)

ENC 1102**	Composition II	3
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### Mathematics (Complete 6 credits)

MAC 1105	College Algebra	3
MAC 2233	Applied Calculus I	3

### Macroeconomics (Select 3 credits)

ECO 2013**	Principles of Macroeconomics	3
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### Microeconomics (Select 3 credits)

ECO 2023**	Principles of Microeconomics	3
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### Computer and Information Literacy Requirement (Complete 1 course)

CGS 1100	Computer Applications	3
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**Total Credits** **18**

## MAJOR CORE COURSES (Complete 18 Credits)

ACG 2021	Financial Accounting	3
ACG 2071	Managerial Accounting	3
BUL 2241	Business Law I	3
GEB 1011	Introduction to Business	3
GEB 2214	Business Communications	3
STA 2023**	elementary Statistics	3
<b>Total Credits</b>		<b>18</b>

## SUBPLANS

Select one specialized subplan below to complete the degree.

### Subplan I: Management

Core Courses (9 credits)	Credits	
MAN 2021	Principles of Management	3
MAN 2340	Supervisory Management	3
MAN 2582	Introduction to Project Management	3
Elective Courses (3 credits)		
LDR 2001	Introduction to Leadership	3
or		
GEB 2940	Business Internship	3
<b>Total Credits</b>	<b>12</b>	

## BUS-AS CONTINUED

### Subplan II: Financial Services/Banking

Core Courses (9 credits)		Credits
BRC 2001	Principles of Financial Services/Banking	3
BRC 2062	Introduction to Financial Markets and Money	3
FIN 2000	Principles of Finance	3
Elective Courses (3 credits)		
RMI 1201	Principles of Property and Liability Insurance	3
or		
GEB 2940	Business Internship	3
<b>Total Credits</b>		<b>12</b>

### Subplan III: Accounting

Core Courses (9 credits)		Credits
ACG 2450	Accounting Software Applications	3
CGS 1515	Spreadsheet Techniques and Programming	3
TAX 2000	Federal Individual Income Taxation	3
Elective Courses (3 credits)		
FIN 2000	Principles of Finance	3
or		
GEB 2940	Business Internship	3
<b>Total Credits</b>		<b>12</b>

### Subplan IV: Business Entrepreneurship

Core Courses (9 credits)		Credits
ENT 1000	Introduction to Entrepreneurship	3
ENT 1012	Entrepreneurship Management	3
ENT 2120	Entrepreneurial Marketing and Sales	3
Elective Courses (3 credits)		
ENT 2010	Planning the Entrepreneurial Venture	3
or		
GEB 2940	Business Internship	3
<b>Total Credits</b>		<b>12</b>

### Subplan V: International Business

Core Courses (9 credits)		Credits
GEB 2350	Survey of International Business	3
MAN 2604	Intercultural Relations in Business	3
MAR 1142	Global Marketing	3
Elective Courses (3 credits)		
FIN 2000	Principles of Finance	3
or		
GEB 2940	Business Internship	3
<b>Total Credits</b>		<b>12</b>

## BUS-AS CONTINUED

### SUBPLANS CONTINUED

#### Subplan VI: Business Operations - Marketing

	<b>Credits</b>
Core Courses (9 credits)	
MAR 2011 Principles of Marketing	3
MAR 2101 Social Media Marketing	3
Elective Courses (3 credits)	
MAR 2321 Advertising	3
MAR 2410 Personal Selling	3
GEB 2940 Business Internship Note: Internship may only be taken once (3 cr).	3
<b>Total Credits</b>	<b>12</b>

#### Subplan VII: Insurance Services

	<b>Credits</b>
Core Courses (9 credits)	
RMI 1201 Principles of Property and Liability Insurance	3
RMI 2113 Personal Insurance	3
RMI 2213 Commercial Insurance	3
Elective Courses (3 credits)	
MAR 2410 Personal Selling	3
or	
GEB 2940 Business Internship	3
<b>Total Credits</b>	<b>12</b>

#### Subplan VIII: Supply Chain (SUP)

	<b>Credits</b>
Core Courses (9 credits)	
MAN 1590 Supply Chain Practices	3
MAN 1500 Supply Chain Operations	3
MAN 2571 Supply Chain Planning	3
Elective Courses (3 credits)	
GEB 2940 Business Internship	3
or	
MAN 2582 Introduction to Project Management	3
<b>Total Credits</b>	<b>12</b>
<b>Total Program Credits</b>	<b>60</b>

\*Review GEN-AS Program requirements for more information

\*\* Honors courses available to satisfy this requirement.

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

**PROGRAM OF STUDY**  
**College of Business**  
**Business Administration Bachelor of Science**  
**BUS-BS**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Dr. Patricia Hanrahan, Academic Chair  
College of Business  
Hanrahan.Patricia@spcollege.edu  
727-791-2735

Dr. Greg Nenstiel, Dean College of  
Business, EPICENTER (727) 791-2433

**Program Summary**

Our Bachelor of Science in Business Administration teaches you how to analyze and solve business problems in quickly changing environments. We give you a foundation in economics, accounting, finance, management, marketing, business law, statistics and operations management. As a graduate of this program, you'll have the knowledge and business insight to assume positions of responsibility in a global business community.

**Job-Related Opportunities**

Information is not Currently Available

**Admission Rules**

**UPPER DIVISION REQUIREMENTS**

Admission requires completion of an AA Degree or A.S. Degree of sixty (60) credits in a related discipline. (View Acceptable AS Degrees) and completion of the state-mandated prerequisites listed below.

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. Visit General Education Requirements for details. Please note that total program hours may vary. Consult the assigned baccalaureate specialist or advisor for any additional questions. Business Administration Advising Request.

STATE MANDATED PREREQUISITES - Grade of "C" or better required

**Graduation Rules**

If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.S. program.

**GENERAL EDUCATION REQUIREMENT**

**AA or AS Degree (60 credits)**

**STATE MANDATED PREREQUISITES**

**Credits**

ACG 2021	Financial Accounting	3
ACG 2071	Managerial Accounting	3
CGS 1100 <sup>d</sup>	Computer Applications	3
ECO 2013 <sup>d</sup>	Principles of Macroeconomics	3
ECO 2023	Principles of Microeconomics	3
MAC 2233	Applied Calculus I (or MAC 2311 Calculus with Analytic Geometry – See Advisor for this option)	3
STA 2023 <sup>d</sup>	Elementary Statistics	3

## BUS-BS CONTINUED

### MAJOR CORE COURSES

Grade of "C" or better required for all upper-division courses	Credits
BUL 3130 Law for Professionals	3
FIN 3403 Financial Management (Must be taken within first 12 upper division hours of program)	3
GEB 3213 Business Communication for Professional Effectiveness	3
ISM 3011 Management of Information Systems	3
MAN 3303 Management & Leadership Practices	3
MAN 3504 Operations Management	3
MAR 3802 Marketing Management	3
QMB 3200 Quantitative Methods for Business REQUIRED FINAL COURSE (3 credits) – Last Semester for All Students	3
MAN 4725 Policy and Strategy (All Non-banking students) or	3
MAN 4900 <sup>d</sup> Strategic Capstone Project (Banking Students only)	6
<b>Total Credits</b>	<b>27-30</b>

NOTE: For students in Effective terms prior to 0520, MAN 4900 will be completed for 3 credits. For students in term 0520 or later, MAN 4900 will be offered at 6 credits starting Fall 2017.

### MAJOR CORE COURSES

#### SUBPLANS

Select one specialized subplan below to complete the degree.

#### Subplan I: Financial Services (FS)

Core Courses (18 credits)	Credits
FIN 3461 Financial Analysis	3
FIN 4140 Personal Financial Planning	3
FIN 4414 Corporate Finance	3
FIN 4504 Investments	3
FIN 4323 Bank Operations & Management	3
or	
ACG 3103 Intermediate Accounting I	3
MAR 4413 Sales, Negotiating and Customer Relationship Management	3
<b>Elective Courses (Select 9 Upper-Division and 3 Lower-Division Credits)</b>	
Bachelor's level 3XXX or 4XXX Business Electives: ACG, FIN, MAN, MAR, ETI Or ECP 3703 <sup>d</sup> Managerial Economics	9
Any elective(s) of your choice for 1000 or 2000 level courses	3
<b>Total Credits</b>	<b>30</b>

#### Subplan II: Marketing (MAR)

Core Courses (18 credits)	Credits
MAR 3334 Marketing Promotions	3
MAR 4413 Sales, Negotiating and Customer Relationship Management	3
MAR 4424 International Marketing	3
MAR 4613 Marketing Research	3
MAR 4836 Concept and Product Development	3
MAR 4841 Services Marketing	3
<b>Elective Courses (Select 9 Upper-Division and 3 Lower-Division Credits)</b>	
Bachelor's level 3XXX or 4XXX Business Electives: ACG, FIN, MAN, MAR, ETI Or ECP 3703 <sup>d</sup> Managerial Economics	9
Any elective(s) of your choice for 1000 or 2000 level courses	3
<b>Total Credits</b>	<b>30</b>

## BUS-BS CONTINUED

### SUBPLANS CONTINUED

#### Subplan III: Management (MGMT)

Core Courses (18 credits)	<b>Credits</b>
ETI 3647      Supply Chain Management	3
MAN 3240      Applied Organizational Behavior	3
MAN 3503      Managerial Risk Analysis and Decision Making	3
MAN 3600      International Business	3
MAN 4583      Project Management	3
MAN 4881      Authority Influence and Projects	3
<b>or</b>	
MAN 4741      Innovation, Change and Agile Projects	3
<b>Elective Courses (Select 19 Upper-Division and 3 Lower-Division Credits)</b>	
Bachelor's level 3XXX or 4XXX Business Electives: ACG, FIN, MAN, MAR, ETI Or ECP 3703 <sup>d</sup> Managerial Economics	9
Any elective(s) of your choice for 1000 or 2000 level courses	3
<b>Total Credits</b>	<b>30</b>

#### Subplan IV: Banking (BNK)

Core Courses (18 credits)	<b>Credits</b>
BRC 3203      Banking Regulation and Compliance	3
FIN 3461      Financial Analysis	3
FIN 4323      Bank Operations & Management	3
FIN 4324      Commercial Bank Management	3
FIN 4345      Credit Analysis and Loan Structures	3
MAR 4413      Sales, Negotiating and Customer Relationship Management	3
<b>Elective Courses (Select 9 Upper-Division and 3 Lower-Division Credits)</b>	
Bachelor's level 3XXX or 4XXX Business Electives: ACG, FIN, MAN, MAR, ETI Or ECP 3703 <sup>d</sup> Managerial Economics	9
Any elective(s) of your choice for 1000 or 2000 level courses	3
<b>Total Credits</b>	<b>30</b>
<b>Total Program Credits</b>	<b>120</b>

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

**PROGRAM OF STUDY**  
**Engineering and Building Arts Department**  
**Computer-Aided Design & Drafting Certificate with Financial Aid Eligibility**  
**CAD-CT**

**Effective Beginning Catalog Term: Fall 2011 (0445)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Lara Sharp, Program Director, CL (727) 398-8256

Program Summary

This certificate provides a program of study with courses in CAD and solid modeling needed to assist the engineering activities of industry and consultants in planning, designing, and detailing. Rapid Prototyping is also utilized throughout the solid modeling courses. This CADD Certificate is part of the Digital Design and Modeling Subplan of the 60-credit hour Associate in Science degree in Engineering Technology. These courses, within this certificate, can also be applied to the 62-credit hour Associate in Science Degree in Drafting and Design Technology. Students new to this field will be able to obtain employment by completing this certificate and work in those areas where CAD technicians and designers are needed.

Job-Related Opportunities

- CAD Designer
- CAD Technician
- Design Technician
- Detailer
- Engineering Aide

**MAJOR CORE COURSES**

	<b>Credits</b>
ETD 1320C Introduction to CAD	3
ETD 1340C AutoCAD II	3
ETD 1350C AutoCAD III 3-D Modeling	3
ETD 2364C Introduction to SolidWorks	3
ETD 2368C Advanced Solidworks	3
ETD 2369C SolidWorks Advance Applications	3
Select any two (2) additional ETD related courses	6
<b>Total Program Credits</b>	<b>24</b>



**PROGRAM OF STUDY**  
**College of Computer & Information Technology**  
**Cisco Certified Network Associate Certificate without Financial Aid Eligibility**  
**CCNA-CT**

**Effective Beginning Catalog Term: Fall 2014 (0490)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Michael Gordon, Professor  
gordon.michael@spcollege.edu 727-341-3011

Program Summary

This certificate program is designed to produce a Cisco Certified Network Associate, CCNA. The CCNA is recognized in the industry as a technical professional working with traditional Cisco-based networks that predominantly include LAN and WAN routers and LAN switches.

Students who complete this Cisco training will have the expertise needed to pass the test, required by Cisco Systems, to achieve CCNA status.

Upon completion of the Cisco Certified Network Associate program, the student is awarded a college certificate. These courses will apply toward the AS degree in Computer Networking.

Job-Related Opportunities

- Field Engineering Technician
- Help Desk Technician
- Network Administrator I
- Network Engineer I
- Network Manager
- Network Support Specialist I
- Network Systems Analyst I
- Network Technician
- Pre-Sales Technical Support
- Router Engineer/Technician I
- Technical Support Specialist
- WAN Administrator

Program Related Web Sites

Go to <http://www.cisco.com/web/learning> for information about the Cisco tests and certification.  
[http://www.spcollege.edu/Cisco\\_Certified\\_Network\\_Associate\\_Certificate/](http://www.spcollege.edu/Cisco_Certified_Network_Associate_Certificate/)

**MAJOR CORE COURSES**

**Complete 18 credits - Grade of "C" or better required.**

CET 1600	Introduction to Networks	3
CET 1610	Routing Protocols & Concepts	3
CET 2615	Scaling Networks	3
CET 2620	Connecting Networks	3
CET 2670	Implementing CISCO IP Routing (ROUTE)	3
CET 2856	Implementing CISCO IP Switched Networks (SWITCH)	3
<b>Total Program Credits</b>		<b>18</b>

**PROGRAM OF STUDY**  
**College of Education**  
**Early Childhood Education Associate in Science**  
**CHDEV-AS**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Anne Ryan, Lead Instructor ryan.anne@spcollege.edu  
 Kimberly Hartman, Dean  
 hartman.kimberly@spcollege.edu 727-712-5890

**Program Summary**

This program's curriculum provides a general education as well as courses in the specialized areas of early childhood education. The goal of this program is to prepare successful students for careers in the Early Childhood arena. The general college admissions policy applies to all students entering the Early Childhood Education Program.

**Job-Related Opportunities**

VPK classrooms, Head Start Centers, Early Childhood Care and Education Agencies

**Program Related Web Sites**

www.naeyc.org

**Graduation Rules**

Minimum grade of "C" required in all courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

<b>Communications - Composition I</b>	<b>Credits</b>
Complete 3 credits from the approved General Education Composition I coursework.	3
Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.	
<b>Communication - Speech</b>	
Complete 3 credits from the approved General Education Speech coursework.	3
Minimum grade of "C" required.	
<b>Social and Behavioral Sciences<sup>d</sup></b>	
Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.	3
Minimum grade of "C" required.	
<b>Humanities and Fine Arts<sup>d</sup></b>	
Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.	3
Minimum grade of "C" required.	
<b>Mathematics</b>	
Complete 3 credits from the approved General Education Mathematics coursework.	3
Minimum grade of "C" required.	
<b>Ethics</b>	
Complete 3 credits from the approved General Education Ethics coursework.	3
Minimum grade of "C" required.	
<b>Computer/Information Literacy Competency</b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T)	0
OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	

# CHDEV-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

<b>Enhanced World View</b>	<b>Credits</b>
Complete at least one 3-credit course	0-3
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	
<b>Total Credits</b>	<b>18</b>

## SUPPORT COURSES

<b>Western Humanities (Select 3 credits)</b>	<b>Credits</b>
HUM 2210**      Western Humanities: Ancient to Renaissance	3
HUM 2233**      Western Humanities: Baroque to Contemporary	3

### Other Humanities Course (Select 3 credits)

Complete 3 additional credits from the approved General Education Humanities and Fine Arts coursework for A.S. Degrees.	3
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### American Government (Select 3 credits)

POS 2041**      American National Government	3
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### Psychology (Select 3 credits)

PSY 1012**      Honors General Psychology	3
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### Natural Science (Select 6 credits)

Complete 6 credits from the approved General Education Natural Sciences coursework.	6
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<b>Total Credits</b>	<b>18</b>
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## MAJOR CORE COURSES (Complete 24 credits)

	<b>Credits</b>
EEC 1223      Observation and Assessment in Early Childhood	3
EEC 1308      Early Childhood Planning and Management	3
EEC 1600      Guiding the Young Child	3
EEC 1603      Early Childhood Development	3
EEC 2271      Introduction to Working with Young Children with Special Needs	3
EEC 2300      Developing Cognitive Activities for Young Children (Math, Language Arts, Science, Social Studies, Health)	3
EEC 2312      Developing Creative Activities for Young Children	3
EEC 2907      Early Childhood Education Internship ( <b>Must be taken during the last term</b> )	3

<b>Total Credits</b>	<b>24</b>
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## MAJOR ELECTIVE COURSES (Select 6 credits)

	<b>Credits</b>
EDF 1005      Introduction to Education	
EDF 2085      Teaching Diverse Populations	
EDG 1319      Professional Techniques for Child Development	
EEC 1512      Caring for Infants and Toddlers	
EEC 2002      Foundations of Child Care and Educational Administration	
EEC 2523      Leadership and Management of Child Care Programs	
LAE 2000      Language and Literacy Development in Young Children	

<b>Total Credits</b>	<b>6</b>
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<b>Total Program Credits</b>	<b>60</b>
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\*Review GEN-AS Program requirements for more information

\*\* Honors courses available to satisfy this requirement.

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

# College of Computer & Information Technology

## Computer Information Technology Associate in Science

### CIT-AS

#### Effective Beginning Catalog Term: Spring 2016 (0510)

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view My Learning Plan to see specific degree requirements for their effective Catalog term.

#### Program Leadership Information

Sharon Setterlind, Dean  
 setterlind.sharon@spcollege.edu  
 7273414724

#### Program Summary

This program prepares the student for an entry-level position in the support of information systems and technology services in a business setting. Students will learn technical skills in networking, spreadsheet and database programming, Web tools, and information technology security. Students also learn software application support, hardware configurations, and troubleshooting. Students prepare to sit for the CompTIA A+, Network+, and MOS: Excel and Access industry certifications.

#### **AS GENERAL EDUCATION REQUIREMENTS\***

	<b>Credits</b>
<b>Communications - Composition I</b>	
Complete 3 credits from the approved General Education Composition I coursework.	3
Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.	
<b>Communication - Speech</b>	
Complete 3 credits from the approved General Education Speech coursework.	3
Minimum grade of "C" required.	
<b>Social and Behavioral Sciences<sup>d</sup></b>	
Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.	3
Minimum grade of "C" required.	
<b>Humanities and Fine Arts<sup>d</sup></b>	
Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.	3
Minimum grade of "C" required.	
<b>Mathematics</b>	
Complete 3 credits from the approved General Education Mathematics coursework.	3
Minimum grade of "C" required.	
<b>Ethics</b>	
Complete 3 credits from the approved General Education Ethics coursework.	3
Minimum grade of "C" required.	
<b>Computer/Information Literacy Competency</b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T)	0
OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	
<b>Enhanced World View</b>	
Complete at least one 3-credit course	0-3
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	
<b>Total Credits</b>	<b>18</b>
<b>SUPPORT COURSES</b>	
CGS 1100      Computer Applications (Satisfies Computer competency for AS degree)	3
CGS 1301      Introduction to Information Systems	3
CGS 1831      Web Foundations/Essentials	3
CGS 1831      Web Foundations/Essentials	3

# CIT-AS CONTINUED

## SUPPORT COURSES CONTINUED

CNT	1000 Local Area Network Concepts	3
COP	1000 Introduction to Computer Programming	3
CTS	1120 Network Security Foundations	3
GEB	1011 Introduction to Business	3

### Total Credits

**21**

## SUPPORT COURSES

CET 1171C	Computer Repair Essentials	3
CET 1172C	Computer Support Technician	3
CGS 1515	Spreadsheet Techniques and Programming	3
CGS 1545	Database Techniques	3
CGS 2651	Intro to Social Media and Web Technologies	3
CIS 2321	Systems Analysis and Design	3
CIS 2940	Technology Support Internship	3

### Total Credits

**21**

**PROGRAM OF STUDY**  
**College of Public Safety Administration**  
**Criminal Justice Technology Public Safety Services Associate in Science**  
**CJPSS-AS**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Anna Goree, Advisor, AC (727) 341-4456

Michael Hughes, Lead Instructor, AC (727) 341-4146

Brian Frank, Dean, AC (727) 341-4503

Program Summary

The goal of this program is to prepare the student with a diverse background in the history, philosophy, organization and operation of the various arenas of public safety and their respective processes. The flexibility of this degree is that the student is allowed to select an option/sub plan and still be able to receive a well rounded foundation of the public safety field. The Associate in Science degree program allows students to not only graduate with an AS degree, but also be able to meet the entrance requirements to continue the BAS degree in Public Safety Administration.

Job-Related Opportunities

N/A

Program Related Web Sites

N/A

Admission Rules

**SPECIAL ADMISSION REQUIREMENTS:**

- Complete SPC application
- Take SPC Placement Test
- Completion of any remedial course work
- Attend an advising session with the program office

**ADDITIONAL INFORMATION:**

- Must have permission of the program office before registering.
- Must have completed the St. Petersburg College Basic Law Enforcement Academy or Basic Corrections Academy, taken and passed the FDLE State Exam, and completed any necessary preparations to have these academy credits transferred to or accepted by SPC. Other credits may be awarded from other FDLE Certified Training schools via the SPC Experiential Learning Program.

Graduation Rules

**SPECIAL GRADUATION REQUIREMENTS;**

- A grade of "C" or better in all designated major and support courses in this program.
- Completion of an End of Program Assessment Examination.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences<sup>d</sup>**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

## CJPSS-AS CONTINUED

### AS GENERAL EDUCATION REQUIREMENTS CONTINUED

	<b>Credits</b>
<b>Humanities and Fine Arts</b>	
Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. Minimum grade of "C" required.	3
<b>Mathematics</b>	
Complete 3 credits from the approved General Education Mathematics coursework. Minimum grade of "C" required.	3
<b>Ethics</b>	
Complete 3 credits from the approved General Education Ethics coursework. Minimum grade of "C" required.	3
<b>Computer/Information Literacy Competency</b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	0
<b>Enhanced World View</b>	
Complete at least one 3-credit course Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	0-3
<b>Minimum Credits Require</b>	<b>18</b>

### SUPPORT COURSES

<b>Political Science/Psychology/Sociology<sup>d</sup> (Select 3 credits)</b>	<b>Credits</b>
POS 2041** American National Government	3
PSY 1012** General Psychology	3
SYG 2000 Introductory Sociology	3
<b>Total Credits</b>	<b>3</b>

<b>MAJOR CORE COURSES (Complete 15 credits)</b>	<b>Credits</b>
CCJ 1020 Introduction to Criminal Justice	3
CCJ 2704 Survey of Research Methods for Criminal Justice	3
CJE 1202 Crime and Delinquency	3
CJE 2605 Investigative Trends	3
CJL 2062 Constitutional Law & Rules of Evidence	3
<b>Total Credits</b>	<b>15</b>

### SUBPLANS (Complete 24 credits)

Select one specialized subplan below to complete the degree.

#### Subplan I: Cross Discipline (CRJ)

	Courses listed are a suggested Pathway. Or select any courses with CCJ, CJB, CJC, CJD, CJE, CJL, CJT or DSC prefixes	
CJE 1640	Introduction to Crime Scene Technology	3
CJE 1643	Advanced Crime Scene Technology	3
CJE 1681	Internet as an Investigative Tool	3
CJE 1684	Internet Fraud Investigations	3
CJE 2644	Crime Scene Safety	3
DSC 1002	Domestic & International Terrorism	3
DSC 1004	Introduction to the NRF and NIMS	3
DSC 1552	Critical Infrastructure Protection	3
<b>Total Credits</b>		<b>24</b>

## CJPSS-AS CONTINUED

### Subplan II: Law Enforcement (LAW ENF)

Credits articulated and applied from completion of the PSAV Law Enforcement Academy can be used toward the required 24 credits for this subplan C. Students completing this degree using this option must meet with the program office or the SEPSI Advisor in order to be certain all requirements of this option have been fulfilled.

**Total Credits** **24**

### Subplan III: Corrections (COR)

Credits articulated and applied from completion of the PSAV Law Enforcement Academy can be used toward the required 24 credits for this subplan C. Students completing this degree using this option must meet with the program office or the SEPSI Advisor in order to be certain all requirements of this option have been fulfilled.

**Total Credits** **24**

**Total Program Credits** **60**

\*Review GEN-AS Program requirements for more information

\*\* Honors courses available to satisfy this requirement.



**PROGRAM OF STUDY**  
**College of Computer & Information Technology**  
**Computer Programmer Certificate without Financial Aid Eligibility**  
**CMPRG-CT**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Shane Hamilton, Lead Instructor  
 hamilton.shane@spcollege.edu 727-614-7049  
 Sharon Setterlind, Dean  
 setterlind.sharon@spcollege.edu 727-341-4724

Program Summary

This certificate is designed to further develop student proficiency in programming by requiring two language tracks. Students have the opportunity to choose mobile device programming and/or on completion of the Java track the student will be prepared for the Oracle Java Associate industry certification. Also, on completion of the program, the student will be expected to enter the job market as an entry-level programmer with multiple programming skills.

Job-Related Opportunities

Entry-Level Programmer

Program Related Web Sites

n/a

Graduation Rules

Minimum grade of "C" required in all courses.

**MAJOR CORE COURSES (Complete 15 credit hours)**

COP 1000	Introduction to Computer Programming	3
CGS 1831	Web Foundations/Essentials	3
CGS 2823	Advanced Web Site Development	3
COP 2801	JavaScript	3
CTS 2433	SQL Database Design & Programming	3
<b>Total Credits</b>		<b>15</b>

**MAJOR ELECTIVE COURSES (Must complete two of the tracks)**

**Track I: C++ (Complete 9 credits)**

CGS 2402	Programming in C++ for Business	3
COP 2222	Advanced C++ Programming for Business	3
COP 2390	C++ Programming with DirectX	3
or		
COP 2654	iOS App Development	3
<b>Total Credits</b>		<b>9</b>

**Track II: C# (Complete 9 credits)**

COP 2360	Introduction to C# Programming	3
COP 2362	Advanced Programming with C#	3
COP 2839	ASP.NET Programming with C#/VB.NET	3
or		
COP 2666	Windows Phone App Development	3
<b>Total Credits</b>		<b>9</b>

## CMPRG-CT

### MAJOR ELECTIVE COURSES CONTINUED

#### Track III: Java (Complete 9 credits)

COP 2250	Java Programming I	3
COP 2251	Java Programming II	3
COP 2806	Java Web Applications	3
or		
COP 2660	Introduction to Android Programming	3

**Total Credits** **9**

#### Track IV: Open Source (Complete 9 credits)

COP 1831	Web Scripting with CGI/PERL	3
COP 1842	Developing Web Sites Using PHP/MYSQL	3
COP 2843	Advanced PHP/MySQL	3

**Total Credits** **9**

#### Track V: Visual Basic.NET (Complete 9 credits)

COP 2837	Visual Basic.NET Programming I	3
COP 2838	Visual Basic.NET Programming II	3
COP 2839	ASP.NET Programming with C#/VB.NET	3
or		
COP 2666	Windows Phone App Development	3

**Total Credits** **9**

**Total Program Credits** **33**

**PROGRAM OF STUDY**  
**College of Computer & Information Technology**  
**Computer Networking Associate in Science**  
**COMPNET-AS**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

John Long, Academic Department Chair  
 long.john@spcollege.edu (727) 341-4724  
 Dr. Sharon Setterlind, Dean, SP/G (727) 341-4724

Program Summary

This program is designed for students to develop a network utilizing the appropriate analytical skills, develop help desk support platforms that facilitate troubleshooting and to develop secure network strategies that maximize value in the information technology environment. This program prepares students to sit for the CompTIA A+, CompTIA Network+, CompTIA Linux+, CISCO Certified Network Associate (CCNA) and Microsoft Certified Solutions Associate (MCSA) industry certifications.

Job-Related Opportunities

- Job Related Opportunities
- Network and Computer Systems Administrators
  - Computer Network Support Specialists
  - Computer User Support Specialists

Graduation Rules

Minimum grade of "C" required in all Major and Subplan courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

<b>Communications - Composition I</b>	<b>Credits</b>
Complete 3 credits from the approved General Education Composition I coursework.	3
Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.	
<b>Communication - Speech</b>	
Complete 3 credits from the approved General Education Speech coursework.	3
Minimum grade of "C" required.	
<b>Social and Behavioral Sciences</b>	
Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.	3
Minimum grade of "C" required.	
<b>Humanities and Fine Arts</b>	
Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.	3
Minimum grade of "C" required.	
<b>Mathematics</b>	
Complete 3 credits from the approved General Education Mathematics coursework.	3
Minimum grade of "C" required.	
<b>Ethics</b>	
Complete 3 credits from the approved General Education Ethics coursework.	3
Minimum grade of "C" required.	
<b>Computer/Information Literacy Competency</b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T)	0
OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	

# COMPNET-AS

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

### Enhanced World View

Credits

Complete at least one 3-credit course

0-3

Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

### Minimum Credits Required

18

### MAJOR CORE COURSES (Complete 18 Credits)

CET 1171C	Computer Repair Essentials	3
CET 1172C	Computer Support Technician	3
CNT 2940	Computer Networking Internship	3
COP 1000	Introduction to Computer Programming	3
CTS 1411	Fundamentals of Information Storage and Management	3
CTS 2370	Configuring and Managing Virtualization	3
CIS 2321	Systems Analysis & Design (Must be taken during the last term)	3

### Total Credits

21

### SUBPLANS (Complete 24 credits)

Select one specialized subplan below to complete the degree.

#### Subplan I: Networking Administration

CNT 1000	Local Area Network Concepts	3
CTS 1303	Configuring Advanced Windows Server Services	3
CTS 1327	Configuring and Administering MS Windows Client	3
CTS 1328	Installing and Configuring Windows Server	3
CTS 1334	Administering Windows Servers	3
CTS 2106	Fundamentals of the Linux/Unix Operating Environment	3
CTS 2321	Linux System Administration I	3
CTS 2322	Linux System Administration II	3

### Total Credits

24

#### Subplan II: Networking Engineer

CET 1600	Introduction to Networks	3
CET 1610	Routing and Switching Essentials	3
CET 2615	Scaling Networks	3
CET 2620	Connecting Networks	3
CET 2670	Implementing CISCO IP Routing (ROUTE)	3
CET 2682	Fundamentals of Voice Over IP (VoIP)	3
CET 2685	Implementing CISCO Network Security (CCNAS)	3
CET 2856	Implementing CISCO IP Switched Networks (SWITCH)	3

### Total Credits

24

### Total Program Credits

63

\*Review GEN-AS Program requirements for more information

**PROGRAM OF STUDY**  
**College of Computer & Information Technology**  
**Computer Programming Specialist Certificate without Financial Aid Eligibility**  
**CPS-CT**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Shane Hamilton, Lead Instructor  
hamilton.shane@spcollege.edu 727-614-7049  
Sharon Setterlind, Dean  
setterlind.sharon@spcollege.edu 727-341-4724

Program Summary

This certificate is designed to develop student proficiency in programming and to introduce the student to the variety of skills necessary to create dynamic Web content and transaction-based Web systems. On completion of the certificate, the student will be expected to enter the job market as an entry-level programmer. Also, on completion of the Java courses the student will be prepared for the Oracle Java Associate industry certification.

Job-Related Opportunities

Entry-level Programmer

Program Related Web Sites

n/a

Graduation Rules

Minimum grade of "C" required in all courses.

**MAJOR CORE COURSES (Complete 9 Credits)**

COP 1000	Introduction to Computer Programming	3
CGS 1831	Web Foundations/Essentials	3
COP 2801	JavaScript	3
<b>Total Credits</b>		<b>9</b>

**MAJOR ELECTIVE COURSES**

Complete One track listed below to complete certificate.

**Track I: C++ (Complete 9 credits)**

CGS 2402	Programming in C++ for Business	3
COP 2222	Advanced C++ Programming for Business	3
COP 2390	C++ Programming with DirectX	3
or		
COP 2654	iOS App Development	3
<b>Total Credits</b>		<b>9</b>

**Track II: C# (Complete 9 credits)**

COP 2360	Introduction to C# Programming	3
COP 2362	Advanced Programming with C#	3

## CPS-CT CONTINUED

### Track II: C# Continued

COP 2839	ASP.NET Programming with C#/VB.NET	3
or		
COP 2666	Windows Phone App Development	3
<b>Total Credits</b>		<b>9</b>

### Track III: Java (Complete 9 credits)

COP 2250	Java Programming I	3
COP 2251	Java Programming II	3
COP 2806	Java Web Applications	3
or		
COP 2660	Introduction to Android Programming	3
<b>Total Credits</b>		<b>9</b>

### Track IV: Open Source (Complete 9 credits)

COP 1831	Web Scripting with CGI/PERL	3
COP 1842	Developing Web Sites Using PHP/MYSQL	3
COP 2843	Advanced PHP/MySQL	3
<b>Total Credits</b>		<b>9</b>

### Track V: Visual Basic.NET (Complete 9 credits)

COP 2837	Visual Basic.NET Programming I	3
COP 2838	Visual Basic.NET Programming II	3
COP 2839	ASP.NET Programming with C#/VB.NET	3
or		
COP 2666	Windows Phone App Development	3
<b>Total Credits</b>		<b>9</b>
<b>Total Program Credits</b>		<b>18</b>

**PROGRAM OF STUDY**  
**College of Public Safety Administration**  
**Computer Related Crime Investigation Certificate with**  
**Financial Aid Eligibility**  
**CRCI-CT**

**Effective Beginning Catalog Term: Fall 2009 (0415)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Anna Goree, Advisor, AC (727) 341-4456  
 Kevin Thomas, Lead Instructor, AC (727) 341-4540  
 Brian Frank, Dean, AC (727) 341-4503

**Program Summary**

This certificate requires eight of nine courses listed below for a total of 24 credit hours which include skills in researching, investigating, using computer software, interpreting laws, and using the internet as an investigative tool. This certificate will prepare the student for careers in corporate computer security investigation or similar careers in law enforcement.

The prerequisites for entry to the program are permission of the Dean and basic computer usage skills: editing files, navigating a file system, and browsing the internet. The courses include tasks that will enhance the student's ability to obtain and interpret data from various sources. The student will also be provided with scenarios and case histories to explore and gain experience.

These courses will apply toward the AS degree in Public Safety Criminal Justice, subplan Computer Related Crime Investigations.

**Job-Related Opportunities**

- Computer Security Specialist
- Corporate Computer Crime Investigator
- Computer Security Manager
- Law Enforcement Computer Crime Investigator
- Computer Forensic Investigator
- Computer Crime Consultant
- Computer Security Auditor

**Admission Rules**

**SPECIAL ADMISSION REQUIREMENTS:**

- Attend an advising session with program director or faculty member.
- Submit signed CRCI Waiver form.

**MAJOR CORE COURSE**

CJE 1680	Introduction to Computer Related Crime Investigations	3
<b>Total Credits</b>		<b>3</b>

**MAJOR ELECTIVE COURSES (Select 21 Credits)**

		<b>Credits</b>
CJE 1669	Identity Theft Investigations	3
CJE 1681	Internet as an Investigative Tool	3
CJE 1682	Tracking and Profiling Hackers, Pedophiles and Internet Stalkers	3
CJE 1683	Internet Pornography Investigations	3
CJE 1684	Internet Fraud Investigations	3
CJE 1685	Legal Aspects of Computer Related Criminal Investigations	3
CJE 1686	Forensic Computer Related Crime Investigations	3
CJE 1687	Computer Software Piracy and Copyright Infringement	3
<b>Total Credits</b>		<b>21</b>
<b>Total Program Credits</b>		<b>24</b>

**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Respiratory Care: CRT Transitional Associate in Science**  
**CRT-RESC-AS**

**Effective Beginning Catalog Term: Fall 2011 (0445)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Steve Hardt, Program Director  
steve.hardt@spcollege.edu  
727-341-3627

Program Summary

The Respiratory Care Program is dedicated to the philosophy and goals of the college. The Respiratory Care Program is designed to offer the student planned learning experiences and to provide knowledge, skills, and promote attitudes that will culminate in successful employment of the graduate as a respiratory therapist.

The Associate of Science in Respiratory Care is transferable to a Bachelor's degree in Health Services Administration at SPC.

NOTE: This program of study is designed for licensed paramedics and awards credit for students' experience. Students who complete this program will graduate with an RESC-AS degree.

Job-Related Opportunities

Information is not Currently Available

Admission Rules

Before entering the first term of the Respiratory Care "program courses" students must complete a minimum of 12 credits from the General Education and/or Support courses listed below including BSC 2085 and BSC 2085L with a grade of "C" or better. General Education and Support courses do not have to be completed in the order listed below. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

Graduation Rules

Minimum grade of "C" required in all courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework. 3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework. 3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. 3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. 3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework. 3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework. 3

Minimum grade of "C" required.



# CRT-RESC-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

### Computer/Information Literacy Competency

**Credits**

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0  
 OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

### Enhanced World View

Complete at least one 3-credit course 0-3  
 Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

**Minimum Credits Required 18**

### SUPPORT COURSES (Complete 12 Credits)

**Credits**

BSC 2085	Human Anatomy & Physiology I	3
BSC 2085L	Human Anatomy & Physiology Laboratory I	1
BSC 2086	Human Anatomy & Physiology II	3
BSC 2086L	Human Anatomy & Physiology Laboratory II	1
CHM 1025	Introduction to Chemistry	3
CHM 1025L	Introduction to Chemistry Laboratory	1

**Total Credits 12**

### ADVANCED PLACEMENT CREDIT

**Total Credits 26**

### MAJOR CORE COURSES

#### 1st Term in Program (Complete 6 credits)

**Credits**

RET 1264	Principal of Mechanical Ventilation	3
RET 1485	Cardiopulmonary Physiology	3

**Total Credits 6**

#### 2nd Term in Program (Complete 2 credits)

RET 2284	Advanced Modalities and Monitoring	2
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**Total Credits 2**

#### 3rd Term in Program (Complete 7 credits)

RET 2414	Diagnostic Procedures and Pulmonary Rehabilitation	3
RET 2450	Cardiopulmonary Assessment	2
RET 2484	Pulmonary Disease	2

**Total Credits 7**

#### 4th Term in Program (Complete 5 credits)

RET 2244	Life Support	1
RET 2714	Neonatal-Pediatric Respiratory Care	2
RET 2935	Medical-Surgery Aspects of Respiratory Care	2

**Total Credits 5**

**Total Program Credits 76**

\*Review GEN-AS Program requirements for more information

**PRROGAM OF STUDY**  
**College of Public Safety Administration**  
**Crime Scene Technology Associate in Science**  
**CST-AS**

**Effective Beginning Catalog Term: Fall 2014 (0490)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Anna Goree, Advisor, AC (727) 341-4456  
David Brumfield, Lead Instructor, AC (727) 341-4508  
Brian Frank, Dean, AC (727) 341-4503

Program Summary

The goal of this program is to prepare successful students for employment in the field of criminalistics with a specialty in Crime Scene Technology. The student can serve in, but is not limited to, a position as a Crime Scene Technician, Crime Scene Photographer, Fingerprint

Classification Specialist, Crime Lab Assistant, Investigator/Consultant, Juvenile Assessment Worker, Latent Print Examiner/Trainee, Fire Inspector/Investigator, Forensic Science Specialist and Property and Evidence Personnel. Crime Scene Technologists can be employed by Local, State and Federal law enforcement agencies, State Attorneys' Offices, Public Defenders' Offices, Medical Examiners' Offices, law firms and private industry.

The content includes, but is not limited to, a working knowledge of all basic tenets in crime scene technology encompassed in the phases of crime scene search, recording, evidence gathering, packaging of evidence and courtroom testimony. The goal is the proper collection of crime scene evidence according to all legal dictates for presentation in court.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory program is provided through vocational classroom instruction and applied laboratory procedures and practice.

Laboratory and field experiences are an integral part of this program. Students will participate in mock crime scene exercises, moot court hearings and various lab experiences that involve the processing of evidence.

Job-Related Opportunities

Information is not Currently Available

Admission Rules

- Complete SPC application.
- Take SPC placement test.
- Attend an advising session with program director, faculty member or SEPSI advisor.

Graduation Rules

- A grade of "C" or better in all designated specialty courses in this program.
- Completion of an End-of-Program Assessment Examination.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework. 3  
Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communications - Composition II/Literature**

Complete 3 credits from the approved General Education Composition II/Literature coursework. 3  
Minimum grade of "C" required. Requirement must be completed within the first 36 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework. 3  
Minimum grade of "C" required.

# CST-AS

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

### Social and Behavioral Sciences

**Credits**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. 3  
 Minimum grade of "C" required.

### Humanities and Fine Arts

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. 3  
 Minimum grade of "C" required.

### Mathematics

Complete 3 credits from the approved General Education Mathematics coursework. 3  
 Minimum grade of "C" required.

### Ethics

Complete 3 credits from the approved General Education Ethics coursework. 3  
 Minimum grade of "C" required.

### Computer/Information Literacy Competency

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0  
 OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

### Enhanced World View

Complete at least one 3-credit course 0-3  
 Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

**Minimum Credits Required 22**

### SUPPORT COURSES

CCJ 1020 Introduction to Criminal Justice 3  
 BSC 1083 Human Anatomy 3  
 Any approved science course with a CHM, ESC, GLY or PHY prefix 3  
 Any one credit elective course 1

**Total Credits 10**

Students must complete any approved science course with a CHM, ESC, GLY or PHY prefix and one credit of elective coursework. It is highly suggested students complete the following to satisfy these 4 credits: CHM 1025 and CHM 1025L or PSC 1001C Physical Science with Lab and any one credit elective

### MAJOR CORE COURSES (Complete 28 credits)

CJE 1640 Introduction to Crime Scene Technology 3  
 CJE 1643 Advanced Crime Scene Technology 3  
 CJE 2644 Crime Scene Safety 3  
 CJE 2645 Introduction to Forensic Science 3  
 CJE 2671 Latent Fingerprint Development (*Must be taken during last semester*) 3  
 CJE 2672 Fingerprint Classification 3  
 CJE 2676 C Biological Evidence 3  
 CJL 2610 Courtroom Presentation of Scientific Evidence (*Must be taken during last semester*) 3  
 CJE 2673 C Crime Scene Photography 3

**Total Credits 28**

**Total Program Credits 60**

\*Review GEN-AS Program requirements for more information

**PROGRAM OF STUDY**  
**College of Public Safety Administration**  
**Crime Scene Technology Certificate with Financial Aid Eligibility**  
**CST-CT**

**Effective Beginning Catalog Term: Fall 2014 (0490)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Anna Goree, Advisor, AC (727) 341-4456  
 David Brumfield, Lead Instructor, AC (727) 341-4508  
 Brian Frank, Dean, AC (727) 341-4503

**Program Summary**

Crime Scene technologists are employed by local, state and federal law enforcement agencies, state attorney offices, public defender offices, medical examiners' offices, law firms and private industry.

The certificate program is designed to prepare a crime scene technician who will be able to locate, identify, process and preserve the crime scene. They will also testify in court as to their findings.

These courses will apply toward the AS degree in Crime Scene Technology.

**Job-Related Opportunities**

- Crime Lab Assistant
- Crime Scene Photographer
- Crime Scene Technician
- Crime Scene Unit Supervisor
- Fingerprint Examiner & Classification Specialist
- Fire Inspector/Investigator
- Forensic Science Specialist
- Investigator/Consultant
- Juvenile Assessment Worker
- Latent Print Examiner/Trainee
- Property and Evidence Personnel

**Admission Rules**

**SPECIAL ADMISSION REQUIREMENTS:**

- Complete SPC application.
- Take SPC placement test and take any remedial courses as student needs to be at college level writing and reading skills.
- Attend an advising session with program director or faculty member.

**Graduation Rules**

**SPECIAL GRADUATION REQUIREMENTS:**

- A grade of "C" or better in all designated specialty courses in this program.
- Completion of an End-of-Program Assessment Examination.
- Online students are required to attend a Lab Technique Review Session during their graduating term.
- A grade of "I" will be assigned to a currently enrolled CJT course until the End of Assessment Exam and any required Lab Technique Review Session is completed.

**MAJOR CORE COURSES (28 Credits)**

		<b>Credits</b>
CJE 1640	Introduction to Crime Scene Technology	3
CJE 1643	Advanced Crime Scene Technology	3
CJE 2644	Crime Scene Safety	3
CJE 2645	Introduction to Forensic Science	3
CJE 2672	Fingerprint Classification	3
CJE 2671	Latent Fingerprint Development <i>(Must be taken during last semester)</i>	3
CJE 2676 C	Biological Evidence	3
CJL 2610	Courtroom Presentation of Scientific Evidence <i>(Must be taken during last semester)</i>	3
CJE 2673 C	Crime Scene Photography	4
<b>Total Program Credits</b>		<b>28</b>

**PROGRAM OF STUDY**  
**College of Computer & Information Technology**  
**Computer Programming and Analysis Associate in Science**  
**CWPA-AS**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Shane Hamilton, Lead Instructor  
hamilton.shane@spcollege.edu 727-614-7049

Dr. Sharon Setterlind, Dean, SP/G  
setterlind.sharon@spcollege.edu (727) 341-4724

Program Summary

This program offers the student the opportunity to specialize in two programming languages. Students will develop dynamic Web content and transaction-based Web systems that work with multiple programming language platforms. Students will also develop strategies for managing data while in accordance with industry standards and to evaluate the effectiveness of information technology application systems. Students electing the Java courses will be prepared to sit for the Oracle Java Certified Associate industry certification.

Job-Related Opportunities

- Computer Programmers
- Computer Systems Analysts
- Web Developers

Graduation Rules

Minimum grade of "C" required in all courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework.

3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework.

3

Minimum grade of "C" required.

# CWPA-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

### Computer/Information Literacy Competency

**Credits**

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0

OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

### Enhanced World View

Complete at least one 3-credit course 0-3

Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

### Minimum Credits Required

**18**

## MAJOR CORE COURSES (Complete 24 Credits)

**Credits**

CGS 1560 Computer Operating Systems 3

CGS 1831 Web Foundations/Essentials 3

CGS 2823 Advanced Web Site Development 3

CNT 1000 Local Area Network Concepts 3

COP 1000 Introduction to Computer Programming 3

COP 2801 JavaScript 3

CTS 2433 SQL Database Design & Programming 3

COP 2940 Computer Programming Internship 3

### Total Credits

**24**

## MAJOR ELECTIVE COURSES (Complete 18 Credits)

Complete Two track listed below to complete certificate.

### Track I: C++ (Complete 9 credits)

CGS 2402 Programming in C++ for Business 3

COP 2222 Advanced C++ Programming for Business 3

COP 2390 C++ Programming with DirectX 3

or

COP 2654 iOS App Development 3

### Total Credits

**9**

### Track II: C# (Complete 9 credits)

COP 2360 Introduction to C# Programming 3

COP 2362 Advanced Programming with C# 3

COP 2839 ASP.NET Programming with C#/VB.NET 3

or

COP 2666 Windows Phone App Development 3

### Total Credits

**9**

### Track III: Java (Complete 9 credits)

COP 2250 Java Programming I 3

COP 2251 Java Programming II 3

COP 2806 Java Web Applications 3

or

COP 2660 Introduction to Android Programming 3

### Total Credits

**9**

## CWPA-AS CONTINUED

### MAJOR ELECTIVE COURSES CONTINUED

#### Track IV: Open Source (Complete 9 credits)

COP 1831	Web Scripting with CGI/PERL	3
COP 1842	Developing Web Sites Using PHP/MYSQL	3
COP 2843	Advanced PHP/MySQL	3

**Total Credits** **9**

#### Track V: Visual Basic.NET (Complete 9 credits)

COP 2837	Visual Basic.NET Programming I	3
COP 2838	Visual Basic.NET Programming II	3
COP 2839	ASP.NET Programming with C#/VB.NET	3

or

COP 2666	Windows Phone App Development	3
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**Total Credits** **18**

**Total Program Credits** **60**

\*Review GEN-AS Program requirements for more information

**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Dental Hygiene Bachelor of Applied Science**  
**DENH-BAS**

**Effective Beginning Catalog Term: Spring 2015 (0495)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Christine Patel, Faculty in Charge  
patel.christine@spcollege.edu (727) 341-3669  
Rebecca Ludwig, Dean ludwig.rebecca@spcollege.edu 727-341-4150

Program Summary

SPC's Bachelor of Applied Science degree in Dental Hygiene is the first and only bachelor's degree program in dental hygiene in Florida and is one of the largest degree completion programs in the nation. This online program can help licensed dental hygienists improve their career opportunities in management, education or sales.

This degree completion program is for licensed dental hygienists who want to progress from their associate to bachelor's degree.

- Offered completely online program - no campus or residency requirements
- Discussion boards foster professional camaraderie
- Courses are offered one at a time for six to eight weeks
- Students are accepted during the fall and spring and progress through the program together in a cohort
- A capstone course, which lasts 14 weeks, integrates career interests through teaching, interning or observing.

Job-Related Opportunities

Careers:

This program is for licensed dental hygienists seeking a bachelor's degree.

Career Outlook:

Research linking oral health and overall physical health continues to increase the demand for preventive dental care. Nationally, dental hygiene employment is expected to increase 38 percent by 2020, faster than average for all occupations. In Florida, dental hygienists will remain in demand as job growth is expected to grow by more than 30% through 2018.

Dental hygiene programs seeking qualified faculty will require a minimum of a bachelor's degree.

Opportunities:

Graduates of our programs work in dental offices, public health clinics, hospitals, nursing homes, managed care facilities, dental hygiene education, dental and pharmaceutical sales and management.

Source: Bureau of Labor Statistics

Program Related Web Sites

[www.spcollege.edu/dental-bas/](http://www.spcollege.edu/dental-bas/)

Admission Rules

To be admitted to the B.A.S. in Dental Hygiene program, a student must have:

- Official transcripts showing completion of a dental hygiene degree of at least 60 credits from an institution accredited by the Commission on Dental Accreditation (CODA), such as SPC's
- Current dental hygiene license
- At least 15 hours of transferable general education courses with at least a 2.0 GPA

NOTE: Due to state authorization requirements for distance learning that are particular to each state, students who reside in Alabama, Arkansas, Massachusetts, Minnesota, Nevada and North Carolina can no longer be enrolled in online classes at St. Petersburg College as long as they are residents of those states. If you have questions regarding this new policy, please send them to [information@spcollege.edu](mailto:information@spcollege.edu)



## DENH-BAS CONTINUED

### Graduation Rules

#### FOREIGN LANGUAGE:

If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the

B.A.S. program.

#### **GENERAL EDUCATION REQUIREMENTS\***

##### **Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework. 3

Minimum grade of "C" required.

##### **Communications - Composition II/Literature**

Complete 3 credits from the approved General Education Composition II/Literature coursework. 3

Minimum grade of "C" required.

##### **Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework. 3

Minimum grade of "C" required.

##### **Social and Behavioral Sciences**

Complete 6 credits from the approved General Education Social and Behavioral Sciences coursework. 6

Minimum grade of "C" required.

##### **Humanities and Fine Arts**

Complete 6 credits from the approved General Education Humanities and Fine Arts coursework. 6

Minimum grade of "C" required.

##### **Mathematics**

Complete 6 credits from the approved General Education Mathematics coursework. 6

Minimum grade of "C" required.

##### **Natural Sciences**

Complete 6 credits from the approved General Education Natural Sciences coursework including a lab. 6

Minimum grade of "C" required.

##### **Ethics**

Complete 3 credits from the approved General Education Ethics coursework. 3

Minimum grade of "C" required.

##### **Computer/Information Literacy Competency**

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0

OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

##### **Enhanced World View**

Complete at least one 3-credit course 0-3

Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

**Minimum Credits Required** **36**

##### **Lower Division Dental Hygiene**

**Credits**

View DENHY – AS degree for acceptable lower division courses.

Transfer Credits 44

**Total Credits** **44**

## DENH-BAS CONTINUED

### MAJOR CORE COURSES

#### Major Requirements (Complete 34 credits)

		<b>Credits</b>
DEH 3730	Dental Hygiene Educational Concepts	3
DEH 3813	Contemporary Issues in Dental Hygiene	4
DEH 3814	Introduction to Dental Hygiene Research	4
DEH 4607	Advanced Periodontics	4
DEH 4851	Dental Hygiene Practice Management	3
DEH 4852	Advanced Ethics in Dental Hygiene	3
DEH 4854	Leadership in Dental Hygiene	3
DEH 4947	Dental Hygiene Capstone	7
HSC 3201	Community Health and Epidemiology	3
<b>Total Credits</b>		<b>34</b>

### MAJOR ELECTIVE COURSES

#### Elective Courses (Select 6 credits)

HSA 3113	Contemporary Issues in Health Care	3
HSA 4191	Health Information Systems	3
HSA 4502	Health Care Risk Management	3
HSC 3211	Concepts of Health Promotion & Disease Prevention	3
HSC 4640	Legal Aspects of Health Care	3
HUS 3370	Issues in Mental Health	3
HUS 3570	Vulnerable Populations: Health and Health Care Issues	3
MAR 4413	Sales, Negotiating and Customer Relationship Management	3
PAD 4232	Grant Administration & Resource Development	3
HUS 4442	Substance Abuse and the Family	3
HUS 4561	Social Problems and Policy	3

**Total Credits** **6**

**Total Program Credits** **120**

\*Review GEN-AA Program requirements for more information

**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Dental Hygiene Associate in Science**  
**DENHY-AS**

**Effective Beginning Catalog Term: Summer 2016 (0515)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Joan Tonner, Program Director (727) 341-3671

Dr. Rebecca Ludwig, Dean (727) 341-4150

Program Summary

Fully transferable to Dental Hygiene or Health Services Administration BAS programs at SPC. Program begins every year in May.

Admission Rules

Before entering the first term of the Dental Hygiene "program courses" students must complete the 12 credits from the Biology support courses listed below.

Prior to admission, students must complete:

BSC 2085

BSC 2085L

BSC 2086

BSC 2086L

MCB 2010

MCB 2010L

General education and support courses do not have to be taken in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

Graduation Rules

Minimum grade of "C" required in all courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences<sup>d</sup>**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework.

3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework.

3

Minimum grade of "C" required.

# DENHY-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

	<b>Credits</b>
<b>Computer/Information Literacy Competency</b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T)	0
OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	
<b>Enhanced World View</b>	
Complete at least one 3-credit course	0-3
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	
<b>Minimum Credits Required</b>	<b>18</b>

## SUPPORT COURSES

	<b>Credits</b>
<b>Biology (Complete 12 credits)</b>	
BSC 2085 Human Anatomy & Physiology I	3
BSC 2085L Human Anatomy & Physiology Lab I	1
BSC 2086 Human Anatomy & Physiology II	3
BSC 2086L Human Anatomy & Physiology Laboratory II	1
MCB 2010 Microbiology	3
MCB 2010L Microbiology Laboratory	1
<b>Psychology (Select 3 credits)</b>	
PSY 1012** General Psychology	3
<b>Total Credits</b>	<b>15</b>

## MAJOR CORE COURSES

<b>1st Summer Term (Complete 6 credits)</b>		
DEH 1000 Introduction to Dental Hygiene		2
DES 1020 Orofacial Anatomy		2
DES 1020L Orofacial Anatomy Laboratory		1
DES 1601 Emergencies in Dental Hygiene		1
<b>Total Credits</b>		<b>6</b>
<b>1st Fall Term (Complete 12 credits)</b>		
DEH 1003 Dental Hygiene I		2
DEH 1003L Dental Hygiene I Clinic		4
DEH 1130 Oral Histology and Embryology		2
DES 1200 Dental Radiography		2
DES 1200L Dental Radiography Laboratory		1
DEH 1720 Preventive Dentistry		1
<b>Total Credits</b>		<b>12</b>
<b>1st Spring Term (Complete 13 credits)</b>		
DEH 1710 Biological Chemistry & Applied Nutrition		2
DEH 1800 Dental Hygiene II		2
DEH 1800L Dental Hygiene II Clinic		4
DES 2100 Dental Materials		2
DES 2100L Dental Materials Laboratory		1

## DENHY-AS CONTINUED

### 1st Spring Term Continued

DEH 2602	Periodontics I	2
<b>Total Credits</b>		<b>13</b>

### 2nd Summer Term (Complete 6 credits)

DEH 2300	Dental Pharmacology	2
DEH 2802L	Dental Hygiene III Clinic	3
DEH 2802	Dental Hygiene III	1
<b>Total Credits</b>		<b>6</b>

### 2nd Fall Term (Complete 11 credits)

DEH 2400	General and Oral Pathology	2
DEH 2701	Community Dental Health2	3
DEH 2804L	Dental Hygiene IV Clinic	4
DEH 2804	Dental Hygiene IV	2
<b>Total Credits</b>		<b>11</b>

### 2nd Spring Term (Complete 12 credits)

DEH 2604	Periodontics II	2
DEH 2702C <sup>e</sup>	Community Dental Health Practicum	1
DEH 2806L	Dental Hygiene V Clinic	5
DEH 2806	Dental Hygiene V	2
<b>Total Credits</b>		<b>10</b>

**Total Program Credits** **88**

\*Review GEN-AS Program requirements for more information

\*\* Honors courses available to satisfy this requirement.

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

<sup>e</sup>DEH 2702C is also offered in the 2nd Fall Term internationally as a Learning Abroad in Jamaica Practicum for selected students.

**PROGRAM OF STUDY**  
**Fine Arts/Humanities Department**  
**Digital Arts, Media and Interactive Web Design Associate in Science**  
**DIG-AS**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Delynda Keefe, Lead Instructor SE  
keefe.delynda@spcollege.edu (727) 394-6127

Barbara Hubbard, Academic Department Chair  
hubbard.barbara@spcollege.edu 727-394-6011

Dr. Jonathan Steele, Dean, CL (727) 791-5987

Program Summary

The Digital Media Technology program at St. Petersburg College meets the needs of one of the fastest growing sectors in the computer industry. Digital Media pertains to the convergence of communication technologies, including television, the World Wide Web, and computer-based interactivity and nonlinear structure. It extends well beyond the scope of the business world. Interactive games, education, CD-ROMs, DVDs, digital video, and dynamic Websites are changing the way we learn and entertain ourselves. The Digital Technology program was created in partnership with skilled and talented professionals drawing on their leadership in digital technology. The program was also designed in collaboration with the Interactive Media Technology Project consortium commissioned to update the Student Performance Standards and Curriculum Frameworks for AS/AA degrees throughout Florida. Students enrolled in the program not only receive a well-rounded general education with an emphasis on originality and creativity, but also acquire the specific skills essential to working in today's digital media industry and the future. Graduates from this program will be able to start careers in digital media production, digital video, instructional integration, interactive and educational media production and other areas utilizing digital media technology. Each graduate will be required to create an industry standard digital portfolio that meets the approval of staff and advisory committee member(s). The program is open to all students who show an interest in digital media and who complete the general college admission procedures.

Job Related Opportunities

- Digital Multimedia Author
- Multimedia Artists and Animators
- Desktop publisher
- Web developers and designers
- Film and Video Editors and Camera Operators
- Audio and Video Equipment Technicians

Program Related Web Sites

<http://www.spcollege.edu/digitalarts>

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

**Humanities and Fine Arts**

**Credits**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

# DIG-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

### Mathematics

Complete 3 credits from the approved General Education Mathematics coursework. 3  
 Minimum grade of "C" required.

### Ethics

Complete 3 credits from the approved General Education Ethics coursework. 3  
 Minimum grade of "C" required.

### Computer/Information Literacy Competency

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0  
 OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

### Enhanced World View

Complete at least one 3-credit course 0-3  
 Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

**Minimum Credits Required 18**

## MAJOR CORE COURSES

### Complete 31 credits

ART 1300C	Drawing I	3
DIG 1004C	Exploration of Media Tools	3
DIG 2000 <sup>f</sup>	Introduction to Digital Media	3
DIG 2030 <sup>f</sup>	Survey of Digital Video	3
DIG 2131	Digital Art and Design	2
DIG 2091	Legal Issues in Media Development	3
DIG 2100	Web Design I	3
DIG 2109 <sup>f</sup>	Digital Imaging Fundamentals	3
DIG 2251	Sound for Media	2
DIG 2311	Motion Graphics I	3
DIG 2545	Media Planning	2
DIG 2940	Digital Arts Internship	1-3

**Total Credits 31**

### SUBPLANS (15 Credits)

Select one specialized subplan below to complete the degree.

#### Subplan I: Digital Media/Multimedia Presentation (DMPRD)

	Credits
Core Courses (12 credits)	
DIG 2302	Introduction to 3D <span style="float: right;">3</span>
DIG 2342C	Motion Graphics II <span style="float: right;">3</span>
DIG 2500	Fundamentals of Interactive Design <span style="float: right;">3</span>
ENT 2612	Creativity and innovation in a Business Environment <span style="float: right;">3</span>
Elective Courses (Select 3 Credits)	
DIG 2040	Survey of Game Development <span style="float: right;">3</span>
DIG 2105	Web 2.0 and Social Media <span style="float: right;">3</span>
DIG 2502C	Interactive Design II <span style="float: right;">3</span>
<b>Total Credits</b>	<b>15</b>

## DIG-AS CONTINUED

### Subplan II: Digital Video Production (DVPRD)

Core Courses (15 credits)		Credits
DIG 2200	Basic Video Camera	3
DIG 2205	Basic Video Editing	3
DIG 2284	Advanced Videography	3
DIG 2290	Studio Production & Direction	3
DIG 2410	Basic Scripting for Videos	3
<b>Total Credits</b>		<b>15</b>

### Subplan III: Video Game Foundations (VGF)

Core Courses (15 credits)		Credits
GRA 2160	Computer Animation	3
DIG 1710	Introduction to Game Development Programming	3
DIG 2040	Survey of Game Development	3
DIG 2364	3-D Animation for Game Development	3
DIG 2430	Storyboarding & Conceptualizing for Game Creation	3
<b>Total Credits</b>		<b>15</b>

### Subplan IV: Digital Graphic Design (DIG)

Core Courses (15 credits)		Credits
DIG 2116	Advanced Digital Image Editing	3
DIG 2117	Advanced Digital Image Rendering	3
DIG 2132	Electronic Media Design	3
GRA 1206C	Typography	3
GRA 2201	Advanced Digital Publishing	3
<b>Total Credits</b>		<b>15</b>

### Total Program Credits

**64**

\*Review GEN-AS Program requirements for more information

\*\* Honors courses available to satisfy this requirement.

<sup>f</sup> Course approved by Employ Florida Banner Center as a "Digital Media Pre-Major" articulation agreement with participating Florida colleges



**PROGRAM OF STUDY**  
**Fine Arts/Humanities Department**  
**Digital Graphic Certificate without Financial Aid Eligibility**  
**DIG-CT**

**Effective Beginning Catalog Term: Fall 2010 (0430)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Barbara Hubbard, Program Director Chair  
hubbard.barbara@spcollege.edu 7273946011  
Dr. Jonathan Steele, Dean  
steele.jonathan@spcollege.edu 727-791-5987

Program Summary

Based upon equipment and demand, some computer courses may be taught at only one site.

The Digital Graphic Certificate prepares students to work with computer technology for desktop design, publishing and presentations. Students earning this certificate will be qualified to apply for work in secretarial, technical, design and professional positions in which the ability to create

Web-based, digital media and print quality graphics. This certificate is designed to prepare students for the latest technological advances in digital media including recent innovations in 2-D, motion graphics and interactive web .This program is aimed for the degreed student, for employee enrichment and for individuals currently working in the field who wish to update and broaden their design and computer skills. All courses apply toward the AS degree in Digital Arts, Media and Interactive Web Design,-Digital Media Production subplan.

Job-Related Opportunities

- Graphic Designer
- Technical Coordinator
- Desktop Publisher
- Digital Multimedia Designer
- Media Production Development
- Digital Media Project Assistant
- Motion Graphics Designer
- Interactive Media Designer

**MAJOR CORE COURSES**

	<b>Credits</b>
DIG 2116      Advanced Digital Image Editing	3
DIG 2117      Advanced Digital Image Rendering	3
DIG 2132      Electronic Media Design	3
GRA 1206C    Typography	3
GRA 2201      Advanced Digital Publishing	3
<b>Total Program Credits</b>	<b>15</b>

**PROGRAM OF STUDY**  
**College of Public Safety Administration**  
**Digital Forensics and Computer Investigations Associate in Science**  
**DIGFORN-AS**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Anna Goree, Advisor, AC (727) 341-4456

Kevin Thomas, Lead Instructor, AC (727) 341-4540

Brian Frank, Dean, AC (727) 341-4503

**Program Summary**

This is a professional training program which will provide the student with skills in researching, investigating, using computer software, interpreting laws, and using the Internet as an investigative tool. The goal of this program is to prepare successful students for careers in corporate computer security investigation or similar careers in computer security and law enforcement.

The prerequisites for entry to the curriculum are permission of the Dean; attend an interview session; and basic computer use skills: editing files, navigating a file system, and browsing the internet. The courses include tasks that will enhance the student's ability to obtain and interpret data from various sources. The student will also be provided with scenarios and case histories to explore and gain experience.

**Job-Related Opportunities**

Information is not Currently Available

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences<sup>d</sup>**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework.

3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework.

3

Minimum grade of "C" required.

**Computer/Information Literacy Competency**

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0

OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

## DIGFORN-AS CONTINUED

### AS GENERAL EDUCATION REQUIREMENTS CONTINUED

	<b>Credits</b>
<b>Enhanced World View</b>	<b>0-3</b>
Complete at least one 3-credit course	
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	

**Minimum Credits Required** **18**

### SUPPORT COURSES

#### Psychology (Select 3 credits)

PSY 1012**    General Psychology	3
<b>Total Credits</b>	<b>3</b>

### MAJOR CORE COURSES

CCJ 1020    Introduction to Criminal Justice	3
CJE 1669    Identity Theft Investigations	3
CJE 1680    Introduction to Computer Related Crime Investigations	3
CJE 1681    Internet as an Investigative Tool	3
CJE 1682    Tracking and Profiling Hackers, Pedophiles and Internet Stalkers	3
CJE 1683    Internet Pornography Investigations	3
CJE 1684    Internet Fraud Investigations	3
CJE 1685    Legal Aspects of Computer Related Criminal Investigations	3
CJE 1686    Forensic Computer Related Crime Investigations	3
CJE 1687    Computer Software Piracy and Copyright Infringement	3
CET 1171C    Computer Repair Essentials	3
CIS 1358    Operating System Security	3
CET1172C    Computer Support Technician	3
CIS 2352    Ethical Hacking	3
CTS 1120    Network Security Foundations	3
<b>Total Credits</b>	<b>45</b>

**Total Program Credits** **63**

\*Review GEN-AS Program requirements for more information

\*\* Honors courses available to satisfy this requirement.

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

**PROGRAM OF STUDY**  
**Fine Arts/Humanities Department**  
**Digital Media Technology Interactive Web Design Certificate**  
**without Financial Aid Eligibility**  
**DIGIWD-CT**

**Effective Beginning Catalog Term: Summer 2015 (0500)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Delynda Keefe, Lead Instructor SE, (727) 394-6127

Dr. Kevin Stanley, Academic Department Chair,  
727-394-6011

Dr. Jonathan Steele, Dean, CL, (727) 791-5987

**Program Summary**

This Interactive Web Design Certificate is intended to prepare students for the foundations of interactive media including user-interface design concepts, optimization/performance issues, scripting for motion and interaction and project management. This certificate will

prepare the student to be competent and competitive in the area of Web and interactive design.

All courses apply toward the AS degree in Digital Arts, Media and Interactive Web Design - INWEB subplan.

**Job Related Opportunities**

- Digital Multimedia Author
- Web Master
- Project Assistant
- Motion Graphic Artist
- Technical Artist
- Webmaster
- Flash Developer

**MAJOR CORE COURSES**

DIG 2105	Web 2.0 and Social Media 3	
DIG 2312	ActionScript	3
<b>OR</b>		
DIG 2502C	Interactive Design II	3
DIG 2500	Fundamentals of Interactive Design	3
DIG 2560	Planning and Management of Digital Media Authoring	3
GRA 1206C	Typography	3
<b>Total Program Credits</b>		<b>15</b>

**PROGRAM OF STUDY**  
**Fine Arts/Humanities Department**  
**Digital Media/Multimedia Foundations Certificate without**  
**Financial Aid Eligibility**  
**DMFND-CT**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Jonathan Steele, Dean  
steele.jonathan@spcollege.edu  
727-791-5987

Barbara Hubbard, Academic Department Chair  
hubbard.barbara@spcollege.edu  
727-394-6011

**Program Summary**

The Digital Media/Multimedia Foundations certificate program introduces students to one of the fastest growing sectors in the computer industry. It is the foundational certificate for the Digital Arts, Media and Interactive Web Design (DIG-AS) program. Digital Media pertains to the convergence of communication technologies, including television, the World Wide Web, and computer-based interactivity and nonlinear structure. It extends well beyond the scope of the business world. Interactive games, education, CD-ROMs, DVDs, digital video, and dynamic Websites are changing the way we learn and entertain ourselves. The program was created in partnership with skilled and talented professionals drawing on their leadership in digital technology. The program was also designed in collaboration with the Interactive Media Technology Project consortium commissioned to update the Student Performance Standards and Curriculum Frameworks for AS/AA degrees throughout Florida. Students enrolled in the program not only get on track to receive a well-rounded general education with an emphasis on originality and creativity, but also acquire the specific skills essential to working in today's digital media industry and the future.

**Job-Related Opportunities**

Digital Multimedia Author, Multimedia Artists and Animators, Desktop Publisher, Web Developers and Designers, Film and Video Editors, Camera Operators, Audio and Video Equipment Technicians

**MAJOR CORE COURSES**

DIG 1004C	Exploration of Media Tools	3
DIG 2000	Introduction to Digital Media	3
DIG 2100	Web Design I	3
DIG 2109	Digital Imaging fundamentals	3
DIG 2030	Survey of Digital Video	3
<b>Total Program Credits</b>		<b>15</b>

**PROGRAM OF STUDY**  
**Fine Arts/Humanities Department**  
**Digital Media Multimedia Presentation Certificate with**  
**Financial Aid Eligibility**  
**DMPRD-CT**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Barbara Hubbard, Academic Department Chair,  
27-394-6011

Dr. Jonathan Steele, Dean, (727) 791-5987

**Program Summary**

This certificate is designed to prepare students for the latest technological advances in digital media including recent innovations in 2-D, 3-D, streaming media and DVD needed to produce and create dynamic digital media projects and productions.

All courses apply toward the AS degree in Digital Arts, Media and Interactive Web Design - Digital Media Production subplan.

**Job Related Opportunities**

- Digital Media Developer
- Digital Multimedia Author
- Flash Developer
- Media Production Development
- Project Assistant
- Web Master

**MAJOR CORE COURSES**

DIG 2105	Web 2.0 and Social Media	3
<b>OR</b>		
DIG 2040	Survey of Game Development	3
DIG 2302	Introduction to 3D	3
DIG 2500	Fundamentals of Interactive Design	3
DIG 2311	Motion Graphics I	3
DIG 2342C	Motion Graphics II	3
DIG 2251	Sound for Media	2
<b>Total Program Credits</b>		<b>17</b>

**PROGRAM OF STUDY**  
**Engineering and Building Arts Department Drafting and Design Technology**  
**Associate in Science**  
**DRAFT-AS**

**Effective Beginning Catalog Term: Spring 2014 (0480)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Lara Sharp, Program Director (727) 398-8256

Program Summary

This program prepares students for careers in drafting as a professional in architect's offices, general contractor's offices, civil and mechanical firms, municipal government offices, and with consulting firms.

The program coverage includes courses related to architectural and building construction, codes and materials, structural and mechanical engineering, and CO-OP work experience.

Job-Related Opportunities

Information is not Currently Available

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework. 3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework. 3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. 3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. 3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework. 3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework. 3

Minimum grade of "C" required.

**Computer/Information Literacy Competency**

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0

OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

**Enhanced World View**

Complete at least one 3-credit course 0-3

Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

**Minimum Credits Required** **18**

## DRAFT-AS CONTINUED

### SUPPORT COURSES

#### Physical Science (Select 3 credits)

Complete 3 credits of coursework with CHM, ESC, GLY, PHY, or PSC prefix 3.

#### Business (Select 9 credits)

BUL 2131	Legal Environment of Business	3
BUL 2241	Business Law I	3
BUL 2242	Business Law II	3
GEB 1011	Introduction to Business	3
MAN 2340	Supervisory Management	3
REE 1040	Real Estate Principles and License Law	4

**Total Credits 12**

### MAJOR CORE COURSES

#### Drafting (Complete 12 credits)

BCN 1251C	Construction Drawing	3
ETD 1320C	Introduction to CAD	3
ETD 1340C	AutoCAD II	3
ETD 1350C	AutoCAD III 3-D Modeling	3

#### Drawing (Select 3 credits)

ARC 1126C	Architectural Drawing I	3
BCN 1050	Building Specifications	1
BCN 1272	Blueprint Reading	2
TAR 2122C	Advanced Construction Drawing	3

#### Codes (Select 3 credits)

BCN 1480	Hurricane Resistant Design for Residential Construction	1
BCN 2068	The A.D.A.: Primer for Contractors	1
BCN 2732	Occupational Safety and Health (OSHA) Standards for the Construction Industry	1
BCT 1760	Building Codes	2
BCT 2762	RCS-96 Hurricane Code	1
BCT 2764	SSTD 10-96 Deemed to Comply	1

#### Materials (Select 3 credits)

ARC 2461	Materials and Methods of Construction I	3
BCN 1057	Residential Heating, Ventilating & Air Conditioning (HVAC) Systems	1
BCN 1058	Residential Plumbing Systems	1
BCN 1059	Residential Electrical Systems	1
BCN 2052	Masonry Construction Methods	1
BCN 2053	Roofing Systems	1
BCN 2054	Construction Surveying Methods	1
BCN 2055	Concrete Construction Methods	
BCN 2056	Steel Construction Methods	1

#### Work Experience (Select 3 credits)

BCN 1940	Construction Practicum	3
BCN 2949	Co-op Work Experience	1-3



## DRAFT-AS CONTINUED

### Work Experience Continued

TAR 1941	Architectural Drafting Practicum	3
TAR 2949	Co-op Work Experience	1-3
<b>Total Credits</b>		<b>24</b>

### MAJOR ELECTIVE COURSES (Select 8 credits)

Complete any courses with ARC, BCN, BCT, ETD or TAR prefix not already completed as Major Courses 8

**Total Credits** **8**

**Total Program Credits** **62**

\*Review GEN-AS Program requirements for more information

**PROGRAM OF STUDY**  
**Engineering and Building Arts Department**  
**Drafting Certificate with Financial Aid Eligibility**  
**DRAFT-CT**

**Effective Beginning Catalog Term: Fall 2008 (0400)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Robert Hudson, Instructor-in-Charge, (727) 791-2598  
Lara Sharp, Program Director (727) 398-8256

Program Summary

This certificate provides the student with the practical skills necessary to accept the challenges of a construction draftsman. Successful certificate holders may find employment as a draftsman in an architect's, engineer's or contractor's office, governmental agencies, corporate planning departments or other private industries. These courses are also applied to the 62-credit hour Associate in Science Degree in Drafting and Design Technology.

**MAJOR CORE COURSES**

BCN 1050	Building Specifications	1
BCN 1251C	Construction Drawing	3
BCN 2068	The A.D.A.: Primer for Contractors	1
BCT 1760	Building Codes	2
ETD 1320C	Introduction to CAD	3
ETD 1340C	AutoCAD II	3
ETD 1350C	AutoCAD III 3-D Modeling	3
<b>Total Credits</b>		<b>16</b>

**MAJOR CORE COURSES**

**Materials - Select 3 credits**

ARC 2461	Materials and Methods of Construction I	3
BCN 1057	Residential Heating, Ventilating & Air Conditioning (HVAC) Systems	1
BCN 1058	Residential Plumbing Systems	1
BCN 1059	Residential Electrical Systems	1
BCN 2052	Masonry Construction Methods	1
BCN 2053	Roofing Systems	1
BCN 2054	Construction Surveying Methods	1
BCN 2055	Concrete Construction Methods	1
BCN 2056	Steel Construction Methods	1
<b>Total Credits</b>		<b>3</b>

**Work Experience - Select 3 credits**

BCN 1940	Construction Practicum	3
BCN 2949	Co-op Work Experience	3
TAR 1941	Architectural Drafting Practicum	3
TAR 2949	Co-op Work Experience	3
<b>Total Credits</b>		<b>3</b>

**MAJOR ELECTIVE COURSES - Select 2 credits**

ARC, BCN, BCT or TAR courses		2
<b>Total Credits</b>		<b>2</b>
<b>Total Program Credits</b>		<b>24</b>

**PROGRAM OF STUDY**  
**Certificate without Financial Aid Eligibility**  
**Digital Media Video Production**  
**DVPRD-CT**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Barbara Hubbard, Program Department Chair  
Hubbard.barbara@spcollege.edu (727) 394-6011

Dr. Jonathan Steele, Dean, CL, (727) 791-5987

Program Summary

This certificate is designed to prepare students to produce complex digital video tape presentations for 'on' or 'off' air. Students will be exposed to hands-on training in several aspects of digital videography including: professional video camera operation, on and off-line editing, scripting, lighting, program directing and producing.

All courses apply towards the AS degree in Digital Arts, Media and Interactive Web Design - Digital Video Production subplan. Some courses may require a prerequisite that must be met by the student.

Job Related Opportunities

- Videographer
- Video Editor
- Camera Operator
- Production Assistant
- Associate Producer
- Studio Technician
- Floor Director
- Gaffer
- Assistant Camera

**MAJOR CORE COURSES**

DIG 2030	Survey of Digital Video	3
DIG 2200	Basic Video Camera	3
DIG 2205	Basic Video Editing	3
DIG 2284	Advanced Videography	3
<b>Total Program Credits</b>		<b>12</b>

**PROGRAM OF STUDY**  
**College of Public Safety Administration**  
**Emergency Administration and Management Associate in Science**  
**EAM-AS**

**Effective Beginning Catalog Term: Spring 2014 (0480)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Anna Goree, Advisor, AC, 727-341-4456  
Charles Crowther, Lead Instructor, 727-341-4507  
Brian Frank, Dean, 727-341-4503

Program Summary

The Associate in Science degree program allows students to not only graduate with an AS degree, but also be able to meet the entrance requirements to continue the BAS degree in Public Safety. Additional information on the PSA-BAS degree may be found here.

Job Related Opportunities

A degree designed for:

- Risk managers in the private and public sectors as well as those responsible for hazard assessment, OSHA, SARA compliance, and emergency response (including volunteer agencies).
- Emergency professionals who will be relied upon to protect the public in the event of a major emergency. This includes paid and volunteer firefighters, police officers, emergency medical service workers, public works officials and private industrial safety managers.
- Governmental and industrial emergency planners who must prepare for potential emergencies by designing procedures, buying equipment and - in some cases - predicting possible disasters.
- Aspiring emergency professionals seeking a broad-based education in the procedures for coping with daily emergencies and major disasters.
- Emergency professionals who need additional skills to prepare for management opportunities.

Admission Rules

- Complete SPC application.
- Take SPC placement test.
- Attend an advising session with the Lead Instructor, SEPSI Advisor or Dean.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework. 3  
Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework. 3  
Minimum grade of "C" required.

**Social and Behavioral Sciences<sup>d</sup>**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. 3  
Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. 3  
Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework. 3  
Minimum grade of "C" required.

## EAM-AS CONTINUED

### AS GENERAL EDUCATION REQUIREMENTS

	<b>Credits</b>
<b>Ethics</b>	
Complete 3 credits from the approved General Education Ethics coursework. Minimum grade of "C" required.	3
<b>Computer/Information Literacy Competency</b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	0
<b>Enhanced World View</b>	
Complete at least one 3-credit course Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	0-3
<b>Minimum Credits Required</b>	<b>18</b>

### SUPPORT COURSES

#### Sociology (Complete 3 credits)

SYG 2000	Introductory Sociology	3
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### MAJOR CORE COURSES

#### Complete 15 credits

FFP 1823	Technical Applications in Emergency Management	3
FFP 2740	Fire Service Course Delivery	3
FFP 2741	Fire Service Course Design	3
FFP 2881	Emergency Management Leadership and Administration	3
SYP 2460	Effects of Disasters on Society	3

<b>Total Credits</b>	<b>15</b>
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### SUBPLANS

Select one specialized subplan below to complete the degree.

#### Subplan I: Emergency Administration & Management

	<b>Credits</b>
<b>Core Courses (24 credits)</b>	
DSC 1002      Domestic & International Terrorism	3
DSC 1004      Introduction to the NRF and NIMS	3
FFP 1830      Introduction to Hazards	3
FFP 2800      Emergency Management Public Education Programs	3
FFP 2801      Fundamentals of Emergency Management	3
FFP 2831      Hazard Mitigation	3
FFP 2840      Disaster Recovery Operations	3
FFP 2841      Contingency Planning for Business and Industry	3
FFP 2940      Internship	3
<b>Elective Courses (Select 3 Credits)</b>	
Select any FFP or DSC course not in your chosen track.	3
<b>Total Credits</b>	<b>27</b>

## EAM-AS CONTINUED

### Subplan II: Homeland Security

Core Courses (24 credits)		Credits
DSC 1002	Domestic & International Terrorism	3
DSC 1004	Introduction to the NRF and NIMS	3
DSC 1033	Weapons of Mass Destruction	3
DSC 1222	Psychological Management of Weapons of Mass Destruction Victims	3
DSC 1552	Critical Infrastructure Protection	3
DSC 1562	Homeland Security Threat Strategy	3
DSC 1631	Terrorism Response Planning	3
DSC 1751	Homeland Security Policy & Law	3
FFP 2940	Internship	3
Elective Courses (Select 3 Credits)		
Select any FFP or DSC course not in your chosen track.		3
<b>Total Credits</b>		<b>27</b>
<b>Total Program Credits</b>		<b>60</b>

\*Review GEN-AS Program requirements for more information

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

**PROGRAM OF STUDY**  
**College of Public Safety Administration**  
**Emergency Administration and Management Certificate**  
**with Financial Aid Eligibility**  
**EAM-CT**

**Effective Beginning Catalog Term: Spring 2012 (0450)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Anna Goree, Advisor, AC, (727) 341-4456  
Charles Crowther, Lead Instructor, AC, (727) 341-4507  
Brian Frank, Dean, AC, (727) 341-4503

Program Summary

Emergency Administration and Management (EAM) is a comprehensive certificate focused on policy, planning, and administration of emergency response teams. This certificate integrates the practical, technical, and communication aspects of emergency management. Program participants will gain an understanding of problems facing response teams, learn to write emergency plans according to state and federal guidelines, and build communications skills as crisis advisors. These courses apply towards the Emergency Administration and Management Associate in Science degree.

Job Related Opportunities

- Risk Manager in private and public organizations
- OSHA, SARA, and Emergency Response Director
- Professionals interested in emergency response training and management
- Governmental and industrial emergency planner

**MAJOR CORE COURSES**

FFP 1830	Introduction to Hazards	3
FFP 2800	Emergency Management Public Education Programs	3
FFP 2801	Fundamentals of Emergency Management	3
FFP 2831	Hazard Mitigation	3
FFP 2840	Disaster Recovery Operations	3
FFP 2841	Contingency Planning for Business and Industry	3
DSC 1002	Domestic & International Terrorism	3
DSC 1004	Introduction to the NRF and NIMS	3
<b>Total Program Credits</b>		<b>24</b>

**PROGRAM OF STUDY**  
**College of Education**  
**Educational Studies With Subplans in Interdisciplinary Studies or**  
**Preschool Education (Birth to Age 4) Bachelor of Science**  
**EDST-BS**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Kimberly Hartman, Dean, (727) 712-5890

Program Summary

Our Bachelor of Science in Educational Studies is an interdisciplinary program. Students seeking jobs in non-school settings benefit from portions of the essential knowledge and skills associated with the field of education. The Educational Studies major has been specifically designed for students who want to deepen their understanding of the learning and teaching process, yet seek careers in non-school settings.

Job Related Opportunities

- Graduates of the Educational Studies program can seek employment as a trainer, evaluator, policy analyst, researcher, fundraiser, among others, in community programs serving children and families, workforce development, religious centers, rehabilitative services, adult education centers, charities, prisons, and hospitals.
- They also can pursue graduate or professional studies in areas such as public administration, education administration, educational policy, educational research, fundraising and philanthropic studies, law, international diplomacy, comparative and international education, social work, staff development, non-profit organizations and entrepreneurship.

Admission Rules

- Admission to the College of Education: Educational Studies
- Cumulative GPA of 2.0 or higher.

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education Requirements. For questions regarding admissions, please consult with the Dean of College of Education.

Graduation Rules

A cumulative GPA of 2.0 or higher is required for graduation.

Important notice to current Baccalaureate students: To view a list of the classes you need to take before you can graduate, login to MySPC and choose My Learning Plan. Contact your academic advisor with any questions.

**STATE MANDATED PREREQUISITES EDUCATION PREREQUISITES**

EDF 1005	Introduction to Education	3
EDF 2085	Teaching Diverse Populations	3
EME 2040	Introduction to Educational Technology	3
<b>Total Credits</b>		<b>9</b>

**AA GENERAL EDUCATION REQUIREMENTS**

<b>A.A. Degree</b>	See requirements for AA degree for specific course requirements.	<b>60</b>
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**MAJOR CORE COURSES (18 credits) Credits**

COM 3120	Organizational Communication	3
EDF 3660	Education and Public Policy in the United States	3
EDF 4490	Research in Educational Studies	3
EDF 4632	Sociology of Education	3
EDF 4810	Comparative and International Education	3
MAN 3303	Management & Leadership Practices	3
<b>Total Credits</b>		<b>18</b>



## EDST-BS CONTINUED

### SUBPLANS

Select one specialized subplan below to complete the degree.

#### Subplan A: Interdisciplinary Studies (Complete 42 Credits)

	<b>Credits</b>
<b>Core Courses (15 credits)</b>	
DEP 3305    Psychology of Adolescence	3
EDF 4781    Educational Issues for the 21st Century	2
EDG 4940    EDST Internship	4
MAN 3301    Public Personnel Management	3
<b>Total Credits</b>	<b>15</b>
<b>Elective Courses Group 1: (Select 6 Credits)</b>	
EDF 3214    Student Development and Learning Principles K-12	3
EDF 4430    Measurement, Evaluation and Assessment in Education K-12	2
EDG 3410    Classroom Management and Communication K-12	2
EEX 3012    Nature and Needs of Exceptional Students K-12 2 -	3
EEX 3241    Organization, Curriculum and Instruction for Exceptional Students	2
RED 3309    Early and Emergent Literacy K-2	3
TSL 3080    ESOL Issues: Principles and Practices I P - 12	3
TSL 4081    ESOL Issues: Principles & Practices II P-12	3
<b>Total Credits</b>	<b>6</b>
<b>Elective Courses Group 2: (Select 6 Credits)</b>	
BUL 3310    Advanced Legal Environment of Business	3
EDG 3620    Curriculum and Instruction	3
ISM 3011    Management Information Systems	3
ISM 4480    Electronic Commerce Systems and Strategies	3
MAN 3240    Applied Organizational Behavior	3
MAN 3504    Operations Management	3
MAN 3600    International Business	3
MAN 4102    Managing Cultural Diversity	3
MAN 4625    Managing Global Human Resources	3
<b>Total Credits</b>	<b>6</b>
<b>Elective Courses Group 3: (Select 6 Credits)</b>	
PAD 3034    Survey of Public Policy	3
PAD 4014    Political & Socio-Economic Impact of Gangs	3
PAD 4232    Grant Administration & Resource Development	3
<b>Total Credits</b>	<b>6</b>
<b>Elective Group 4 (Select 9 credits)</b>	
Select 9 additional credits from the Subplan Elective Groups listed above.	
<b>Total Credits</b>	<b>9</b>
<b>Total Plan A Credits</b>	<b>42</b>

## EDST-BS CONTINUED

<b>Subplan B: Preschool Education (Birth to Age 4) (Complete 42 Credits)</b>		<b>Credits</b>
EEC 3005	Child Growth and Development: Birth to Age 8	3
EEC 3009	Foundations of Early Childhood Care and Education: Birth to Age 8	3
EEC 3204	Curriculum in Early Childhood Education: Birth to Age 8	3
EEC 3403	Young Children With Special Needs: Birth to Age 8	3
EEC 3413	Working with Diverse Families in Early Childhood Education: Birth to Age 8	3
EEC 3731	Health, Safety, and Nutrition for the Young Child: Birth to Age 8	3
EEC 4207	Assessment and Evaluation of Young 3	
EEC 4207	Assessment and Evaluation of Young Children: Birth to Age 8	3
EEC 4212	Math, Science, and Technology for Preschool Education: Birth to Age 4	3
EEC 4227	Creative Arts for Preschool Education	3
EEC 4408	Family, Teacher, Community Relations in Early Childhood Education: Birth to Age 8	3
EEC 4706	Early and Emergent Literacy in Preschool Education	3
EEC 4942	Preschool Education Practicum II Early Childhood Education Preschool (Birth to Age 4)	
EEC 4944	Preschool Education Practicum I: (Birth to Age 4)	1
EEC 4945	Senior Capstone for Preschool Education (Birth to Age 4)	4
TSL 3080	ESOL Issues: Principles and Practices I P – 12	3
<b>Total Plan B Credits</b>		<b>42</b>
<b>Total Program Credits</b>		<b>60</b>

**PROGRAM OF STUDY**  
**College of Education**  
**Elementary Education (K-6) with Infused ESOL & Reading**  
**Endorsements Bachelor of Science**  
**ELEDR-BS**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Kimberly Hartman, Dean (727) 712-5890

Program Summary

This teacher preparation program combines college coursework related to the elementary content, the pedagogy of teaching and practical, school-based experiences to prepare you for professional certification to teach in an elementary classroom grade K-6. Graduates earn a Bachelor of Science in Elementary Education (K-6) and will be endorsed in both Reading and ESOL. Specific courses require school based hours.

Job-Related Opportunities

Elementary Education Teacher in grades K-6

Program Related Web Sites

N/A

Admission Rules

- An A.A. degree (or transcripts showing 60 credits from a regionally accredited school)
- Completion of the state-mandated prerequisites with a grade of C or higher
- A cumulative grade point average of 2.5 on a 4.00 scale in all college classes
- Passing scores from all sections of Florida's General Knowledge test

For admission and graduation a cumulative GPA of 2.5 or higher is required. Questions regarding admissions, please consult with the Dean of College of Education. Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor. Students who have questions concerning state mandated prerequisites should consult [www.facts.org](http://www.facts.org) and review the appropriate common prerequisite manual or see an academic advisor.

Graduation Rules

- GRADE OF "C" OR HIGHER REQUIRED FOR ALL COURSES
- CULTURAL DIVERSITY: (6 credits)  
Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.
- FOREIGN LANGUAGE REQUIREMENTS:  
Two consecutive years in high school or one year of college instruction in a single foreign language.
- G.P.A.:  
For admission and graduation a cumulative GPA of 2.5 or higher is required.
- Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation.

*Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor.*

## ELEDR-BS CONTINUED

### STATE MANDATED PREREQUISITES

#### EDUCATION PREREQUISITES

EDF 1005 <sup>°</sup>	Introduction to Education	3
EDF 2085 <sup>°</sup>	Teaching Diverse Populations	3
EME 2040	Introduction to Educational Technology	3
<b>Total Credits</b>		<b>9</b>

### AA GENERAL EDUCATION REQUIREMENTS

**Credits**

<b>A.A. Degree</b>	See requirements for AA degree for specific course requirements.	<b>60</b>
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### MAJOR CORE COURSES

#### Core Requirements (Complete 20 credits)

EDE 4940 <sup>°</sup>	Internship: Elementary Education	12
EDF 4430	Measurement, Evaluation and Assessment in Education K-12	2
EDG 3410	Classroom Management and Communication K-12	2
EEX 3012 <sup>°</sup>	Nature and Needs of Exceptional Students K-12	3
RED 4940 <sup>°</sup>	Final Reading Internship	1
<b>Total Credits</b>		<b>20</b>

### MAJOR CORE COURSES

#### Major Requirements (Complete 34 credits)

EDE 4226	Integrated Language Arts, Children's Literature and Social Sciences	4
EDE 4304	Integrated Mathematics and Science	4
EDE 4942 <sup>°</sup>	Integrated Language Arts, Children's Literature and Social Science Practicum	1
EDE 4943 <sup>°</sup>	Integrated Mathematics and Science Practicum	1
EDG 3620	Curriculum and Instruction	3
EEX 4604	Behavior Management of Exceptional Students	3
RED 3309 <sup>°</sup>	Early and Emergent Literacy K-2	3
RED 4511 <sup>°</sup>	Intermediate Literacy 3-6: Reading, Writing and Thinking	3
RED 4519 <sup>°</sup>	Diagnosis and Intervention in Reading for Diverse Students K-12	3
MAE 4114	Mathematics Content for the Elementary Grades	3
SCE 4113	Science Concepts in the Elementary Classroom	3
SSE 4112 <sup>9</sup>	Social Studies Content in the Elementary Classroom	3
<b>Total Credits</b>		<b>34</b>

### MAJOR CORE COURSES

#### ESOL Requirements (Complete 6 Credits)

TSL 3080 <sup>°</sup>	ESOL Issues: Principles and Practices I P - 12	3
TSL 4081 <sup>°</sup>	ESOL Issues: Principles & Practices II P-12	3
<b>Total credits</b>		<b>6</b>

**Total Program Credits** **120**

<sup>°</sup> These courses include mandatory school based hours.

<sup>9</sup> Course under development for Fall 2016.

School-based hours in major total 215 clinical clock hours plus a 15-week internship in Elementary Education and Reading.

**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Emergency Medical Services Associate in Science**  
**EMS-AS**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Nerina Stepanovsky, Program Administrator and Curriculum Coordinator (727) 341-3656 or 3680

Program Summary

Information is not currently available.

Job-Related Opportunities

Information is not Currently Available

Admission Rules

General Education and Support courses do not have to be taken in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

Graduation Rules

Minimum grade of "C" required in all courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences<sup>d</sup>**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework.

3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework.

3

Minimum grade of "C" required.

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0

OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

**Computer/Information Literacy Competency<sup>d</sup>**

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0

OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

# EMS-AS CONTINUED

	<b>Credits</b>
<b>Enhanced World View</b>	
Complete at least one 3-credit course	0-3
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	
<b>Minimum Credits Required</b>	<b>18</b>
 <b>SUPPORT COURSE</b>	
<b>Psychology (Select 3 credits)<sup>d</sup></b>	
PSY 1012**    General Psychology	3
 <b>General (Complete 8 credits)</b>	
BSC 1084C    Essentials of Human Anatomy & Physiology	4
This course is a prerequisite or co-requisite with EMS 2601/L and must be taken with or before any EMS 2000 level course. BSC 2085/L and BSC 2086/L may be substituted for BSC 1084C.	
EMS 1522C    General Pharmacology for the EMS Provider	2
This course can be taken (1) after the student is admitted to the paramedic program and (2) completes the Human Anatomy and Physiology requirement.	
HSC 1531    Medical Terminology I	2
<i>This course can be taken after successful completion of EMS 2602, EMS 2602L, and EMS 2665.</i>	
 <b>Computer and Information Literacy Requirement (Complete 1 credit)<sup>d</sup></b>	
Competency may be demonstrated by completing the Computer Information and Literacy Exam (CGS 1070T) OR by successful completion of one of the approved Computer/Information Literacy Competency courses. Completion of this requirement satisfies the General Education Computer Competency requirement for this AS degree.	
CGS 1070    Basic Computer and Information Literacy	1
CGS 1100    Computer Applications	3
EME 2040    Introduction to Educational Technology	3
<b>Total Credits</b>	<b>12</b>
 <b>MAJOR CORE COURSE</b>	
<b>1st Term in Program (Complete 11 credits)</b>	
Note: Successful completion of EMS 1059C-Emergency Medical Responder through SPC with "C" or better is an admission preference for EMT courses.	
EMS 1119    Fundamentals of Emergency Medical Care	6
EMS 1119L    Fundamentals of Emergency Medical Care Lab	2
EMS 1411    Fundamentals of Emergency Medical Care Clinical Experience	2
EMS 1421    EMT Field Internship	2
 <b>2nd Term in Program (Complete 3 credits)</b>	
EMS 2600C    Intro to Paramedic Practice	3
(Would also include BSC 1084C, HSC 1531, and EMS 1522C if not already completed.)	
 <b>3rd Term in Program (Complete 12 credits)</b>	
EMS 2601    Paramedic Theory I	6
EMS 2601L    Paramedic Laboratory I	3
EMS 2664    Paramedic Clinical I	3

## EMS-AS CONTINUED

### 4th Term in Program (Complete 14 credits)

EMS 2602	Paramedic Theory II	8
EMS 2602L	Paramedic Laboratory II	4
EMS 2665	Paramedic Clinical II	2

### MAJOR CORE COURSE CONTINUED

### 5th Term in Program (Complete 6 credits)

EMS 2659	Paramedic Field Internship	5
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**Total Credits** **46**

**Total Program Credits** **73**

\*Review GEN-AS Program requirements for more information

\*\* Honors courses available to satisfy this requirement.

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Applied Technology Diploma without Financial Aid Eligibility**  
**Emergency Medical Technician**  
**EMT-ATD**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Nerina Stepanovsky, Program Director (727) 341-3656 or 3680

Program Summary

This program is designed to produce Emergency Medical Technicians (EMTs), whose job it is to deliver the pre-hospital, life support care and transportation necessary for victims of accidents and emergency illness. The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance.

The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the prescribed courses and the awarding of a diploma of completion means eligibility to take either the State of Florida examination for certification or National Registry exam for certification as an EMT-Basic. See admission requirements in BOT Rule 6Hx23-4.55.

Job-Related Opportunities

Information is not Currently Available

**MAJOR CORE COURSES**

**Grade of "C" or better required in ALL courses.**

**Credits**

EMS 1119	Fundamentals of Emergency Medical Care	6
EMS 1119L	Fundamentals of Emergency Medical Care Laboratory	2
EMS 1411	Fundamentals of Emergency Medical Care Clinical Experience	2
EMS 1421	EMT Field Internship	2
<b>Total Program Credits</b>		<b>11</b>



**PROGRAM OF STUDY**  
**Engineering and Building Arts Department**  
**Engineering Technology Associate in Science**  
**ENG-AS**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Giovanna Taylor, Program Director- Biomedical  
 Technology, 727-791-2402  
 Lara Sharp, Program Administrator- CL  
 Engineering Technology, 727-791-2642

Program Summary

The purpose of the addition of the Biomedical Technology sub-plan is to prepare students to work within the full continuum of the medical device industry includes all aspects of medical device development and manufacturing, related software and technical support integration, FDA and health care regulations, engineering, electronics and mechanical technologies. The sub-plan specifically prepares students to work within the health care industry.

Healthcare institutions and medical device companies have a growing need for skilled professionals with technical skills and an understanding of the healthcare delivery and medical device regulatory environments. Graduates of the program will have the education, skills, and credentials needed to pursue career opportunities in a variety of settings including:

- Healthcare institutions such as hospitals, clinics, health maintenance organizations, and managed care agencies;
- Companies that develop, produce, and market medical devices;
- Integrated service companies that install, manage, and service medical equipment;
- Public health and government agencies; and
- International organizations dedicated to improving healthcare in third-world and developing countries.

Job Related Opportunities

- Over the past decade, Florida has leaped ahead of the competition to establish itself as the new location for life sciences innovation and industry growth. Florida is now home to world renowned biomedical research institutes; nearly 1,000 biotech, pharmaceutical, and medical device companies; and a foundation of more than 44,000 healthcare establishments.
- Employment of biomedical engineers/medical equipment repairers/biomedical equipment technicians is projected to grow 30 percent from 2012 to 2022, much faster than the average for all occupations. Employment growth will stem from both greater demand for healthcare services and the increasing types and complexity of the equipment these professionals manage, maintain and repair. BMETs work in a hospital's Biomedical or Clinical Engineering but can also find employment with a third-party independent service organization (ISO), an original equipment manufacturer (OEM), durable medical equipment provider, or many other healthcare organizations. BMETs working for an OEM or ISO are often called Field Service Engineers (FSE).
- According to data provided by Economic Modeling Specialists International (EMSI), there were 1,121 jobs in the medical device industry in the seven-county area that comprises the region surrounding the Tampa Bay area (Hillsborough, Pinellas, Pasco, Hernando, Sarasota, Manatee and Polk counties) in 2012. EMSI projects this number of jobs to be 1,357 in 2017. This represents an increase of 21.1% and is consistent with the projected increase in jobs in the medical device industry for all of Florida (4,976 jobs in 2012, and 6,038 jobs in 2017 - an increase of 21.3%).

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework. 3  
 Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework. 3  
 Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. 3  
 Minimum grade of "C" required.

# ENG-AS

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

	<b>Credits</b>
<b>Humanities and Fine Arts</b>	
Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. Minimum grade of "C" required.	3
<b>Mathematics</b>	
Complete 3 credits from the approved General Education Mathematics coursework. Minimum grade of "C" required.	3
<b>Ethics</b>	
Complete 3 credits from the approved General Education Ethics coursework. Minimum grade of "C" required.	3
<b>Computer/Information Literacy Competency</b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	0
<b>Enhanced World View</b>	
Complete at least one 3-credit course Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	0-3
<b>Minimum Credits Required</b>	<b>18</b>

## MAJOR CORE COURSES

### Technology Core (Complete 18 credits)

EET 1084C	Introduction to Electronics	3
ETD 1320C	Introduction to CAD	3
ETI 1110	Introduction to Quality Assurance	3
ETI 1420	Manufacturing Processes and Materials I	3
ETI 1701	Industrial Safety	3
ETM 1010C	Mechanical Measurement and Instrumentation	3
<b>Total Credits</b>		<b>18</b>

## SUBPLANS

Select one specialized subplan below to complete the degree.

<b>Subplan I: Electronics (24 credits)</b>		<b>Credits</b>
CET 1114C	Digital Fundamentals with Lab	4
EET 1015C	DC Circuit Analysis with Lab	4
EET 1025C	AC Circuit Analysis with Lab	4
EET 1205C	Electronic Instrumentation	1
EET 2140C	Solid State Electronics with Lab	4
EET 2155C	Linear Integrated Circuits with Lab	4
EET 2949	Co-op Work Experience	3
<b>Total Credits</b>		<b>24</b>
<b>Subplan II: Quality (24 credits)</b>		<b>Credits</b>
ETI 1622	Concepts of Lean and Six Sigma	3
ETI 1628	Developing & Coaching Self-Directed Work Teams	3
ETI 2610	Principles of Six Sigma	3
ETI 2619	Six Sigma Project Management	3
ETI 2623	Tools for Lean Manufacturing	3

## ENG-AS CONTINUED

### Subplan II: Quality Continued

ETI 2624	Six Sigma Black Belt Concepts	3
ETI 2626	Six Sigma Capstone Project	3
ETI 2670	Technical Economic Analysis	3
<b>Total Credits</b>		<b>24</b>

### Subplan III: Digital Design and Modeling

		Credits
Core Courses (18 credits)		
ETD 1340C	AutoCAD II	3
ETD 1350C	AutoCAD III 3-D Modeling	3
ETD 2364C	Introduction to SolidWorks	3
ETD 2368C	Advanced Solidworks	3
ETD 2369C	SolidWorks Advance Applications	3
EET 2949	Co-op Work Experience	3
Elective Courses (6 Credits)		
Complete 6 credits of ETD prefix courses not required as Subplan Core Courses.		6
<b>Total Credits</b>		<b>24</b>

### Subplan IV: Medical Quality Systems (24 credits)

		Credits
ETI 1030	Regulatory Environment for Medical Devices	3
ETI 1622	Concepts of Lean and Six Sigma	3
ETI 1628	Developing & Coaching Self-Directed Work Teams	3
ETI 2031	Risk Management and Assessment for Medical Devices	3
ETI 2032	Change Control and Documentation	3
ETI 2041	Medical Device Design and Manufacturing	3
ETI 2171	Quality Auditing for Medical Devices	3
EET 2949	Co-op Work Experience	3
<b>Total Credits</b>		<b>24</b>

### Subplan V: Biomedical technology (24 credits)

		Credits
BME 1008	Introduction to Biomedical Engineering	2
EET 1214C	Instrumentation and Control Systems	1
MAN 2582	Introduction to Project Management	3
ETI 2041	Medical Device Design and Manufacturing	3
CET 1175C	Technical Support Fundamentals	2
ETS 1407	Survey of Medical Technology	3
ETS 1412C	Biomedical Technology and Techniques	3
ETS 2424C	Biomedical Electronics	3
ETS 2440C	Biomedical Electronics Systems	3
ETS 2940	BMET Basic Field Experience	1
BME 2930C	Special Topics in Biomedical Engineering	1
<b>Total Credits</b>		<b>24</b>
<b>Total Program Credits</b>		<b>60</b>

\*Review GEN-AS Program requirements for more information

**PROGRAM OF STUDY**  
**Engineering and Building Arts Department Engineering Technology Support**  
**Certificate with Financial Aid Eligibility**  
**ENGTECH-CT**

**Effective Beginning Catalog Term: Fall 2011 (0445)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Brad Jenkins, Program Director, SP/G, (727) 791-2642

Program Summary

The purpose of this certificate is to prepare students for initial employment with an occupational title as Engineering Support Specialist or Engineering Specialist in various specialized areas to support engineering design, manufacturing processes and production, testing, and/or maintaining product quality, or to provide supplemental training for persons previously or currently employed in these occupational areas.

This 18 credit hour certificate has been defined to align with the Manufacturing Skills Standards Council's (MSSC) skills standards. MSSC skill standards define the knowledge, skills, and performance needed by today's frontline manufacturing workers. After completing this core and the General Education requirements in the A.S. degree, it is anticipated that students will be prepared to pass the MSSC Production Technician Certification.

These courses are also part of the 60-credit hour Associate in Science Degree in Engineering Technology.

Job Related Opportunities

- Engineering Support Specialist
- Engineering Technician
- Process Technician
- Quality Specialist
- Manufacturing Specialist

**MAJOR CORE COURSES**

EET 1084C	Introduction to Electronics	3
ETD 1320C	Introduction to CAD	3
ETI 1110	Introduction to Quality Assurance	3
ETI 1420	Manufacturing Processes and Materials I	3
ETI 1701	Industrial Safety	3
ETM 1010C	Mechanical Measurement and Instrumentation	3
<b>Total Program credits</b>		<b>18</b>

**PROGRAM OF STUDY**  
**College of Business**  
**Business Entrepreneurship Certificate without Financial Aid Eligibility**  
**ENTR-CT**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Greg Nenstiel, Dean, College of Business  
EPI, (727) 791-2433

Program Summary

The Entrepreneurship courses identified in this Certificate program will apply towards the Business Administration AS degree. These courses will cover the areas of entrepreneurship from management and marketing to developing strategies for business plans.

**MAJOR CORE COURSES**

ENT 1000	Intro to Entrepreneurship	3
ENT 1012	Entrepreneurship Management	3
ENT 2010	Planning the Entrepreneurial Venture	3
ENT 2120	Entrepreneurial Marketing and Sales	3
<b>Total Program Credits</b>		<b>12</b>

**PROGRAM OF STUDY**  
**Natural Science Department**  
**Environmental Science Technology Associate in Science**  
**ENVSC-AS**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

John Chapin, Dean, (727) 394-6995

Program Summary

As the world around us grows more complex, so too does our need to take care of it. Gain the scientific background of how we impact the environment and how society tries to keep it in check through environmental regulation and compliance.

This A.S. degree in Environmental Science Technology gives you:

- A choice of three specializations: sustainability, water resource management or environmental resources and energy management
- Enhanced earning potential
- Knowledge of green practices
- The ability to help your organization meet environmental standards
- Knowledge of how to manage air and water pollution remediation
- Awareness of environmental regulations and compliance
- The ability to operate and calibrate lab and field instruments for quantitative and qualitative analysis of pollutants
- 

This 64-credit-hour A.S. degree transfers to SPC's Bachelor of Applied Science in Sustainability Management.

Job Related Opportunities

- Students will be prepared to enter the workforce as an environmental technician in:
- Federal, state, county and local government agencies
- Water (including storm water, wastewater, desalination) Treatment Plants
- Utilities (Waste-to-Energy facilities, Renewable Energy, Energy companies)
- Non-profit organizations (parks, preserves, educational, conservation and grass-root organizations)
- Private Environmental Monitoring/Consulting Laboratories

Job-Related Opportunities

- Students will be prepared to enter the workforce as an environmental technician in: Federal, state, county and local government agencies
- Water (including storm water, wastewater, desalination) Treatment Plants Utilities (Waste-to-Energy facilities, Renewable Energy, Energy companies)
- Non-profit organizations (parks, preserves, educational, conservation and grass-root organizations) Private Environmental Monitoring/Consulting Laboratories

Graduation Rules

Minimum grade of "C" required in all General Education Courses and all Support Courses used to satisfy a General Education Requirement.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

# ENVSC-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

	<b>Credits</b>
<b>Social and Behavioral Sciences</b>	
Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.	3
Minimum grade of "C" required.	
<b>Humanities and Fine Arts</b>	
Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.	3
Minimum grade of "C" required.	
<b>Mathematics</b>	
Complete 3 credits from the approved General Education Mathematics coursework.	3
Minimum grade of "C" required.	
<b>Ethics</b>	
Complete 3 credits from the approved General Education Ethics coursework.	3
Minimum grade of "C" required.	
<b>Computer/Information Literacy Competency</b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T)	0
OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	
<b>Enhanced World View</b>	
Complete at least one 3-credit course	0-3
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	
<b>Minimum Credits Required</b>	<b>18</b>

## MAJOR CORE COURSES (Complete 23 credits)

BSC 2250C	Field Biology of Florida with Lab	3
CHM 1025	Introductory Chemistry	3
CHM 1025L	Introductory Chemistry Lab	1
ENC 2210	Technical Writing	3
ESC 1000C	Earth Science	3
EVR 2892C	Environmental Sampling and Analysis I	3
GIS 2040	Introduction to Geographic Information Systems	3
EVR 2930	Special Topics in Environmental Science	1
EVR 1001C	Introduction to Environmental Science	3

## Major Elective Courses

### Business (Select 3 credits)

ECO 2013**	Principles of Macroeconomics	3
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3

**Total Credits** **3**

### Biology (Select 3-4 credits)

BSC 2010	Biology I Cellular Processes	3
<b>AND</b>		
BSC 2010L	Biology I Cellular Processes Laboratory	1
OCE 2001	Introduction to Oceanography	3
OCB 1000C	Biology of Marine Life	3

**Total Credits** **3-4**

## ENVSC-AS CONTINUED

### SUBPLANS

Select one specialized subplan below to complete the degree.

<b>Subplan I: Water Resource Management (17 credits)</b>		<b>Credits</b>
EVR 1016	Hazardous Waste/ Materials Management	3
EVR 1263	Urban Pollution	3
EVR 1328	Natural Resources Conservation and Management	3
EVR 1357	Wetland Resources	3
EVR 1858	Environmental Regulation and Compliance	3
EVR 2949	Co-op Work Experience	2
<b>Total Credits</b>		<b>17</b>

<b>Subplan II: Environmental Resources/Energy Management (17 credits)</b>		<b>Credits</b>
EVR 1263	Urban Pollution	3
EVR 1310	Renewable Energy Resources, Energy Efficiency and Conservation Methods	3
EVR 1328	Natural Resources Conservation and Management	3
EVR 1858	Environmental Regulation and Compliance	3
EVR 2316	Solar Energy Principles and Applications	3
EVR 2949	Co-op Work Experience	2
<b>Total Credits</b>		<b>17</b>

<b>Subplan III: Sustainability (17 credits)</b>		<b>Credits</b>
<b>Core Courses (11 credits)</b>		
EVR 1310	Renewable Energy Resources, Energy Efficiency and Conservation Methods	3
EVR 1328	Natural Resources Conservation and Management	3
EVR 1858	Environmental Regulation and Compliance	3
EVR 2949	Co-op Work Experience	2
<b>Elective Courses Sociology (3 credits)</b>		
SYG 2000**	Introductory Sociology	3
SYG 2010	Social Problems	3
<b>Elective Courses Microeconomics (3 credits)</b>		
ECO 2023**	Principles of Microeconomics	3
<b>Total Credits</b>		<b>17</b>
<b>Total Program Credits</b>		<b>64</b>

\*Review GEN-AS Program requirements for more information

\*\* Honors courses available to satisfy this requirement.



**PROGRAM OF STUDY**  
**College of Education**  
**Educator Preparation Institute (EPI) Certificate**  
**with Financial Aid Eligibility**  
**EPI-CT**

**Effective Beginning Catalog Term: Summer 2012 (0455)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Kimberly Hartman, Dean, 727-712-5890

Admission Rules

Prerequisites: Admission to the College of Education (COE) - Educator Preparation Institute (EPI)

- Applicants must have graduated with a non-education, bachelor's degree (or higher) from a regionally accredited college/university or other approved Florida Department of Education (FLDOE) institution.
- Applicants must pass the Florida Teacher Certification Examinations (FTCE) General Knowledge Test (GK) - all four sections.
- Middle Grades and Secondary applicants must pass respective Subject Area Exam (SAE).
- Applicants must present a valid FLDOE Official Statement of Status of Eligibility.
- Applicants must be computer literate.

Graduation Rules

A grade of "C" or higher is required in all EPI classes.

Graduation requirements include completing all above course requirements, demonstrating competency in the Florida Educator Accomplished Practices (FEAPs) at the pre-professional level, passing all sections of the Florida Teacher Certification Examinations (FTCE), a minimum 2.5 G.P.A. in all EPI coursework, and completing all School Based Hours.

**MAJOR CORE COURSES**

EDF 4264	Learning Theory and Instruction	3
EDF 4444	Assessment in the Curriculum	2
EDF 4930	EPI Capstone Seminar	1
EDF 4944 <sup>c</sup>	EPI Practicum	3
EDF 4949 <sup>c</sup>	EPI Internship	6
EDG 4419	Building Classroom Management and Discipline	3
EEX 4084	Differentiated Instruction of Exceptional and Diverse Students	3
RED 4014	Reading/Writing & Language Arts Skills in Elementary School, K-6	3
<b>OR</b>		
RED 4043	Reading within the Disciplines 5-12	3
TSL 4140 <sup>c</sup>	Curriculum Development in ESOL	3

**Total Program Credits** **27**

<sup>c</sup> These courses include mandatory school based hours.

Explanation of School-based hours (SBH): Some EPI courses contain assignments which require students to spend time in a public school classroom. This classroom time is identified in the above curriculum as SBH (school based hours). Students also complete an eight week Internship course which requires them to spend five full days in an assigned classroom for the duration of this eight week internship. The College of Education coordinates the placements for all student field experiences.

**PROGRAM OF STUDY**  
**College of Education**  
**Exceptional Student Education (K-12) with Infused ESOL**  
**& Reading Endorsements Bachelor of Science**  
**ESEDR-BS**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Kimberly Hartman, Dean, (727) 712-5890

Program Summary

This teacher preparation program combines college coursework related to the content of Exceptional Student Education, the pedagogy of teaching and practical, school-based experiences to prepare you for professional certification to teach in an Exceptional Student Education classroom, grades K-12. Graduates earn a Bachelor of Science in Exceptional Student Education (grades K-12) and will be endorsed in both Reading and ESOL.

Job Related Opportunities

- Exceptional Student Education grades K-12 Teacher

Admission Rules

- An A.A. degree (or transcripts showing 60 credits from a regionally accredited school)
- Completion of the state-mandated prerequisites with a grade of C or higher
- A cumulative grade point average of 2.5 on a 4.00 scale in all college classes
- Passing scores from all sections of Florida's General Knowledge test

Graduation Rules

GPA: A cumulative GPA of 2.5 or higher is required for graduation.

CULTURAL DIVERSITY (6 credits) Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE: Two years in high school or two semesters of college instruction in a single foreign language.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE) and passing the final internship are conditions of graduation.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor

**STATE MANDATED PREREQUISITES**

**Credits**

**Grade of "C" or better required**

EDF 1005	Introduction to Education	3
EDF 2085	Teaching Diverse Populations	3
EME 2040	Introduction to Educational Technologu	3

**AA GENERAL EDUCATION REQUIREMENTS**

**Credits**

**A.A. Degree** See requirements for AA degree for specific course requirements.

**60**

**MAJOR COURSES**

**Core Requirements (25 credits)**

**Credits**

EDF 3214 <sup>c</sup>	Student Development and Learning Principles K-12	3
EDF 4430	Measurement, Evaluation and Assessment in Education K-12	2
EDF 4781	Educational Issues for the 21st Century	2

## ESEDR-BS

### Core Requirements Continued

EDG 3410	Classroom Management and Communication K-12	2
EEX 3012 <sup>c</sup>	Nature and Needs of Exceptional Students K-12	3
EEX 4940 <sup>c</sup>	Internship: Exceptional Student Education	12
RED 4940 <sup>c</sup>	Final Reading Internship	1

### Total Credit 25

### Major Requirements (34 credits)

		<b>Credits</b>
EDE 4226	Integrated Language Arts, Children's Literature and Social Sciences	2-4
EDE 4304	Integrated Mathematics and Science	3-4
EDE 4314	Mathematical Concepts and Procedures in the K-6 Classroom	1
SCE 4832	Science Concepts and Procedures in the K-6 Classroom	1
EDE 4942 <sup>c</sup>	Integrated Language Arts, Children's Literature and Social Science Practicum	1
EDE 4943 <sup>c</sup>	Integrated Mathematics and Science Practicum	1
EEX 3101	Survey of Normal/Abnormal Language and Speech Development	1
EEX 3241	Organization, Curriculum and Instruction for Exceptional Students	2
EEX 3280	Career/Vocation Assessment and Instructional Planning	1
EEX 4221	Educational Assessment of Exceptional Students	3
EEX 4261 <sup>c</sup>	Curriculum and Instruction Strategies for Students with Behavioral Disorders & Specific Learning Disabilities	3
EEX 4604	Behavior Management of Exceptional Students	3
RED 3309 <sup>c</sup>	Early and Emergent Literacy K-2	3
RED 4511 <sup>c</sup>	Intermediate Literacy 3-6: Reading, Writing and Thinking	3
RED 4519 <sup>c</sup>	Diagnosis and Intervention in Reading for Diverse Students K-12	3
<b>Total Credits</b>		<b>34</b>

### ESOL Requirements (6 credits)

TSL 3080 <sup>c</sup>	ESOL Issues: Principles and Practices I P - 12	3
TSL 4081 <sup>c</sup>	ESOL Issues: Principles & Practices II P-12	3

### Total Credits 6

### Total Program Credits 125

<sup>c</sup>These courses include mandatory school based hours.

School-based hours total 230 clinical hours plus a 15-week internship in Exceptional Student Education and Reading.

**PROGRAM OF STUDY**  
**Hospitality and Tourism Department**  
**Food and Beverage Management Certificate with Financial Aid Eligibility**  
**FBM-CT**

**Effective Beginning Catalog Term: Spring 2003 (0315)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term

Program Leadership Information

Claudine Cooper, MS, Instructor in Charge SE  
 Cooper.claudine@spcollege.edu 727-934-6155

Greg Nenstiel, Dean nenstiel.greg@spcollege.edu  
 727-341-3026

Program Summary

This certificate is designed to prepare students for employment as supervisors and managers in the food and beverage sectors of the hospitality industry. These courses will apply toward the A. S. degree in Hospitality & Tourism Management.

Job-Related Opportunities

Information is not Currently Available

**MAJOR CORE COURSES**

**Credits**

FSS 2235C	Introductory Food Production Management	3
HFT 1000	Introduction to the Hospitality and Tourism Industry	3
HFT 1210	Supervision in the Hospitality Industry	3
HFT 1500	Marketing in the Hospitality Industry	3
HFT 1941	Operations and Service Practicum	2
HFT 2265	Food Service Operations	3
HFT 2276	Club and Resort Operations	2
HFT 2450	Hospitality Cost Controls	3
HFT 2600	Hospitality Law	3
HFT 2942	Hospitality Internship	3
MNA 1751	Customer Service I: Developing A Spirit of Customer Service	1
MNA 1760	Customer Service II: Developing Exceptional Customer Service	1
<b>Total Program Credits</b>		<b>30</b>

**PROGRAM OF STUDY**  
**Hospitality and Tourism Department**  
**Food and Beverage Management Specialist Certificate**  
**without Financial Aid Eligibility**  
**FBS-CT**

**Effective Beginning Catalog Term: Spring 2012 (0450)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Claudine Cooper, MS, Instructor in Charge SE  
Cooper.claudine@spcollege.edu 727-934-6155

Greg Nenstiel, Dean nenstiel.greg@spcollege.edu  
727-341-3026

Program Summary

This certificate is designed to prepare students for employment as specialists in the food and beverage sectors of the hospitality industry.

These courses will apply toward the A.S. degree in Hospitality & Tourism Management.

**MAJOR CORE COURSES**

FSS 2235C	Introductory Food Production Management	3
HFT 1000	Introduction to the Hospitality and Tourism Industry	3
HFT 1210	Supervision in the Hospitality Industry	3
HFT 1941	Operations and Service Practicum	2
MNA 1751	Customer Service I: Developing a Spirit of Customer Service	1
<b>Total Program Credits</b>		<b>12</b>

**PROGRAM OF STUDY**  
**College of Public Safety Administration**  
**Fire Science Technology Associate in Science**  
**FIRE-AS**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Anna Goree, Advisor, AC (727) 341-4456  
Charles Crowther, Lead Instructor, AC (727) 341-4507  
Brian Frank, Dean, AC (727) 341-4503

Program Summary

The goal of this program is to prepare students with a scientific understanding of fire hazards and their control with emphasis on effective operating procedures at fires and other emergencies.

General education courses are included to prepare the graduate to communicate and work effectively with all levels of society. The general college admission policy applies to all students entering the Fire Science Technology program.

Job-Related Opportunities

Information is not Currently Available

Admission Rules

- Complete SPC application.
- Take SPC placement test.
- Attend an advising session with the Lead Instructor, SEPSI Advisor or Dean.

Graduation Rules

Students must complete an End-of-Program Assessment Examination

**AS GENERAL EDUCATION REQUIREMENTS\***

	<b>Credits</b>
<b>Communications - Composition I</b>	
Complete 3 credits from the approved General Education Composition I coursework.	3
Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.	
<b>Communication - Speech</b>	
Complete 3 credits from the approved General Education Speech coursework.	3
Minimum grade of "C" required.	
<b>Social and Behavioral Sciences</b>	
Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.	3
Minimum grade of "C" required.	
<b>Humanities and Fine Arts</b>	
Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.	3
Minimum grade of "C" required.	
<b>Mathematics</b>	
Complete 3 credits from the approved General Education Mathematics coursework.	3
Minimum grade of "C" required.	
<b>Ethics</b>	
Complete 3 credits from the approved General Education Ethics coursework.	3
Minimum grade of "C" required.	

# FIRE-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

### Computer/Information Literacy Competency

**Credits**

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0

OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

### Enhanced World View

Complete at least one 3-credit course 0-3

Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

**Minimum Credits Required 18**

## SUPPORT COURSES

### Technical Writing (Select 3 credits)

ENC 2210 Technical Writing 3

ENC 1102 Composition II 3

## MAJOR CORE COURSES (24 credits)

FFP 1109 Fire Department Occupational Safety and Health 3

FFP 1111 Fire Chemistry 3

FFP 1505 Fire Prevention 3

FFP 1540 Private Fire Protection Systems I 3

FFP 2120 Building Construction for the Fire Service 3

FFP 2720 Company Officer 3

FFP 2740 Fire Service Course Delivery 3

FFP 2810 Firefighting Tactics and Strategy I 3

**Total Credits 24**

## MAJOR ELECTIVE COURSES (15 credits)

FFP 2510 Fire Codes and Standards 3

FFP 2521 Blueprint Reading and Plans Review 3

FFP 2541 Private Fire Protection Systems II 3

FFP 2610 Fire Cause and Origin Determination 3

FFP 2706 Fire Service Public Information Officer 3

FFP 2741 Fire Service Course Design 3

FFP 2811 Firefighting Tactics and Strategy II 3

**Total Credits 15**

**Total Program Credits 60**

\*Review GEN-AS Program requirements for more information

**PROGRAM OF STUDY**  
**College of Public Safety Administration**  
**Fire Officer Supervisor Certificate without Financial Aid Eligibility**  
**FOSU-CT**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Brian Frank, Dean, AC (727) 341-4503

Program Summary

This certificate is designed to incorporate the theory and applications necessary to become a credentialed Fire Officer. Students who complete SPC's Certificate program in Fire Officer Supervisor will have completed courses in preparation for the Certificate of Competency test for Fire Officer I through the Florida State Fire College. Additional requirements outside of this certificate are required for Fire Officer I certification and details are available on the Florida Fire Board of Standards Training website ([url:http://www.myfloridacfo.com/Division/SFM/BFST/default.htm#.VTexC5OMBdM](http://www.myfloridacfo.com/Division/SFM/BFST/default.htm#.VTexC5OMBdM)).

These courses also apply towards the Fire Science Associate in Science (FIRE-AS) degree.

Job Related Opportunities

- Fire Officer

Admission Rules

Must be a Florida Firefighter.

**MAJOR CORE COURSES**

FFP 2720	Company Officer	3
FFP 2120	Building Construction for the Fire Service	3
FFP 2740	Fire Service Course Delivery	3
FFP 2810	Firefighting Tactics and Strategy I	3
<b>Total Program Credits</b>		<b>12</b>



**PROGRAM OF STUDY**  
**Health Science Department**  
**Funeral Arts Certificate with Financial Aid Eligibility**  
**FUNAT-ATC**

**Effective Beginning Catalog Term: Fall 2010 (0430)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Kevin Davis, Program Director (727) 341-3781

Program Summary

This Advanced Technical Certificate is designed to meet specific state or professional needs. It is NOT accredited by the American Board of Funeral Service Education (3432 Ashland Avenue, Suite G, St. Joseph, MO 64506, Office 816-233-3747). Students graduating from this program ARE NOT eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

Graduates are eligible to take the Florida State Board Exam for Funeral Directing. These courses apply towards the Funeral Services Associate in Science degree.

Job-Related Opportunities

- Florida Funeral Director
- Pre-need Counselor

Admission Rules

Prerequisites: Applicants must have graduated with at least an associate's degree from a regionally accredited college or university.

NOTE: If you have missed two (2) consecutive terms, you must see a counselor to be readmitted into your program

**MAJOR CORE COURSE**

**GRADE OF "C" OR BETTER IN ALL COURSES**

ACG 2001	Applied Financial Accounting I	3
<b>OR</b>		
ACG 2021	Financial Accounting	3
BUL 2241	Business Law I	3
FSE 1000	Introduction to Funeral Services	3
FSE 1010	Funeral Ethics	1
FSE 1150	Cremation History, Principles and Practice	2
FSE 1204	Funeral Services Computer Applications	1
FSE 2060	Funeral Directing	3
FSE 2061	Thanatology	3
FSE 2080	Funeral Law	3
FSE 2201	Funeral Home Management Operations	3
FSE 2202	Funeral Home Management	3
<b>Total Program Credits</b>		<b>28</b>

**PROGRAM OF STUDY**  
**Health Science Department**  
**Funeral Services Associate in Science**  
**FUNSE-AS**

**Effective Beginning Catalog Term: Spring 2014 (0480)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Kevin Davis, Program Administrator and Curriculum Coordinator, (727) 341-3781

Program Summary

Transferable to a Bachelor's degree in Health Services Administration at SPC.  
Program begins every August and January.

Job Related Opportunities

- Funeral Director
- Embalmer
- Cemeterian
- Cremationist
- Pre-arrangement Counselor

Admission Rules

General Education Requirements must be completed before entry into the Funeral Services program. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

Graduation Rules

Minimum grade of "C" required in all courses.

NOTE: Students must complete the National Board Examination prior to Graduation.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework.

3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework.

3

Minimum grade of "C" required.

# FUNSE-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

### Computer/Information Literacy Competency<sup>d</sup>

**Credits**

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0

OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

### Enhanced World View

Complete at least one 3-credit course 0-3

Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

**Minimum Credits Required 18**

## SUPPORT COURSES

### Financial Accounting (Select 3 credits)

ACG 2001 Applied Financial Accounting I 3

ACG 2021 Financial Accounting 3

### Computer and Information Literacy Requirement (Complete 1 credit)<sup>d</sup>

Competency may be demonstrated by completing the Computer Information and Literacy Exam (CGS 1070T) OR by successful completion of one of the approved Computer/Information Literacy Competency courses. Completion of this requirement satisfies the General Education Computer Competency requirement for this AS degree.

CGS 1070 Basic Computer and Information Literacy 1

CGS 1100 Computer Applications 3

EME 2040 Introduction to Educational Technology 3

### General (8 Credits)

**Credits**

BSC 1083 Human Anatomy 3

BUL 2241 Business Law I 3

HSC 1524 Introduction to Infectious Disease 2

**Total Credits 12**

## Major Core Courses

### 1st Term in Program (Complete 15 credits)

FSE 1000 Introduction to Funeral Services 3

FSE 1204 Funeral Services Computer Applications 1

FSE 2061 Thanatology 3

FSE 2202 Funeral Home Management 3

FSE 2060 Funeral Directing 3

FSE 1150 Cremation History, Principles and Practice 2

**Total Credits 15**

### 2nd Term in Program (Complete 12 credits)

FSE 1105 Thanatochemistry 2

FSE 2080 Funeral Law 3

FSE 2100 Embalming I 3

FSE 2101L Embalming Clinical I 1

FSE 2201 Funeral Home Management Operations 3

**Total Credits 12**

## FUNSE-AS CONTINUED

### 3rd Term in Program (Complete 12 credits)

FSE 2120	Restorative Art	3
FSE 2120L	Restorative Art Lab	1
FSE 2160	Funeral Pathology	3
FSE 2140	Embalming II	3
FSE 2141L	Embalming Clinical II	1
FSE 2930	Funeral Services Professional Review	1
<b>Total Credits</b>		<b>12</b>

### 4th Term in Program (Complete 3 credits)

FSE 2946	Professional Practicum All courses must be completed prior to FSE 2946	3
<b>Total Credits</b>		<b>3</b>
<b>Total Program Credits</b>		<b>72</b>

\*Review GEN-AS Program requirements for more information

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

# PROGRAM OF STUDY

## Associate in Arts Degree

### GEN-AA

#### Effective Beginning Catalog Term: Spring 2016 (0510)

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

#### Program Leadership Information

Joseph Leopold, Dean, Communications, 727-341-3719  
 Jimmy Chang, Dean, Mathematics, 727-341-4305  
 John Chapin, Dean, Natural Sciences, 727-394-6995  
 Joseph Smiley, Dean, Social & Behavioral Science, 727-712-5851  
 Jonathan Steele, Dean, Humanities & Fine Arts, 727-791-5987

#### Program Summary

The Associate in Arts degree emphasizes a Liberal Arts education and is designed to transfer to a bachelor's degree at a state university or SPC. Along with classes to prepare you for your major at the four-year level, you also take at least 36 hours in general education areas.

#### Graduation Rules

In addition to satisfying the General Education and Elective course requirements, students must:

- Complete at least 60 college-level credits.
- Complete at least 15 credits in residence (at SPC).
- Complete a minimum of two consecutive years of a foreign language in high school OR two semesters of a foreign language at the college level.
- Earn a cumulative 2.0 GPA in all courses completed.
- Earn a cumulative 2.0 GPA in all courses completed at SPC.

#### **AA GENERAL EDUCATION REQUIREMENTS**

##### **Communications - Composition (Complete 3 credits from the approved coursework below) Credits**

Minimum grade of "C" required. This requirement must be completed within the first 24 credits of coursework toward the AA degree.

ENC 1101**	Composition I	3
IDS 1106	Interdisciplinary Studies I: Composition I and Introduction to Humanities	6
<b>Total Credits</b>		<b>3</b>

##### **Communications – Literature (Complete 3 credits from the approved coursework below)**

Minimum grade of "C" required. This requirement must be completed within the first 36 credits of coursework toward the AA degree. Completing IDS 1337H, LIT 2110, LIT 2110H, LIT 2120, or LIT 2120H will also satisfy the Enhanced World View Requirement.

AML 1600	African-American Literature	3
AML 2010**	American Literature to 1865	3
AML 2020**	American Literature from 1865 to Present	3
ENC 1102**	Composition II	3
ENL 2012**	British Literature I (to 1800)	3
ENL 2022	British Literature II (since 1800)	3
IDS 1112H	Honors Interdisciplinary Studies: The Modern World	6
IDS 1337H	Honors Interdisciplinary Studies: Modern Cultures, Global Insights	6
IDS 1610	Interdisciplinary Studies: Literature and Psychology	6
LIT 2110**	World Literature I (Ancient World through Renaissance)	3
LIT 2120**	World Literature II (Renaissance to the Present)	3
<b>Total Credits</b>		<b>3</b>

## GEN-AA CONTINUED

### Communications – Speech (Complete 3 credits from the approved coursework below) Credits

Minimum grade of "C" required.

SPC 1017**	Introduction to Speech Communication	3
SPC 1065	Business and Professional Speaking	3
SPC 1608**	Public Speaking	3
<b>Total Credits</b>		<b>3</b>

### Social and Behavioral Sciences - American Government (Complete 3 credits from the approved coursework below)

Minimum grade of "C" required.

POS 2041**	American National Government	3
IDS 2103H	Honors Interdisciplinary Studies: The American Experience	6
<b>Total Credits</b>		<b>3</b>

### Social and Behavioral Sciences – Other (Complete 3 credits from the approved coursework below)

Minimum grade of "C" required.

AMH 2020**	History of the United States II	3
ANT 2000	Introduction to Anthropology	3
ECO 2013**	Principles of Macroeconomics	3
IDS 1610	Interdisciplinary Studies: Literature and Psychology	6
PSY 1012**	General Psychology	3
SYG 2000	Introductory Sociology	3
<b>Total Credits</b>		<b>3</b>

### Humanities and Fine Arts – Core (Complete 3 credits from the approved coursework below)

Minimum grade of "C" required. Completing HUM 1020 or IDS 1106 will also satisfy the Enhanced World View Requirement.

ARH 1000	Understanding Art	3
HUM 1020	Introduction to Humanities	3
IDS 1106	Interdisciplinary Studies I: Composition I and Introduction to Humanities	6
MUL 1010	Music Appreciation	3
PHI 1010**	Introduction to Philosophy	3
THE 2000	Introduction to Theatre Arts	3
<b>Total Credits</b>		<b>3</b>

### Humanities and Fine Arts – Other (Complete 3 credits from the approved coursework below)

Minimum grade of "C" required. Completing HUM 2270, HUM 2270H or REL 2300 will also satisfy the Enhanced World View Requirement.

ARH 2050	Art History: Ancient to Gothic	3
ARH 2051	Art History: Renaissance to Contemporary	3
HUM 2210**	Western Humanities: Ancient to Renaissance	3
HUM 2233**	Western Humanities: Baroque to Contemporary	3
HUM 2270**	Humanities (East-West Synthesis)	3
IDS 1112H	Honors Interdisciplinary Studies: The Modern World	6
IDS 1337H	Honors Interdisciplinary Studies: Modern Cultures, Global Insights	6
MUH 1110	Introduction to Music History	3
REL 2300	World Religions	3
<b>Total Credits</b>		<b>3</b>

## GEN-AA CONTINUED

### Mathematics (Complete 6 credits from the approved coursework below) Credits

Minimum grade of "C" required.

MAC 1105	College Algebra	3
MAC 1114	Trigonometry	3
MAC 1140	Pre-Calculus Algebra	3
MAC 1147	Pre-Calculus Algebra/Trigonometry	5
MAC 2233	Applied Calculus I	3
MAC 2311**	Calculus with Analytic Geometry I	5
MAC 2312	Calculus with Analytic Geometry II	5
MGF 1106	Mathematics for Liberal Arts I	3
MGF 1107	Mathematics for Liberal Arts II 3	
MTG 3212	Modern Geometries	4
STA 2023**	Elementary Statistics	3

**Total Credits** **6**

### Natural Sciences – Core (Complete 3 credits from the approved coursework below)

Completing any course with an "L" or "C" in the number will also satisfy the Natural Sciences Laboratory requirement.

AST 1002	Universe: The Infinite Frontier	3
BSN 1005C	Biological Sciences with Lab	3
BSC 2010C**	Biology I Cellular Processes	3
BSC 2085	Human Anatomy & Physiology I	3
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001C	Introduction to Environmental Science	
PHY 1053	General Physics I	3
PHY 2048	Physics I	3

**Total Credits** **3**

### Natural Sciences – Other (Complete 3 credits from the approved coursework below)

Completing any course with an "L" or "C" in the number will also satisfy the Natural Sciences Laboratory requirement.

AST 1003	The Solar System	3
AST 1022L	Observational Astronomy Laboratory	1
BSC 1083	Human Anatomy	3
BSC 1930	Biological Issues	3
BSC 2011	Biology II Organisms & Ecology	3
BSC 2086	Human Anatomy & Physiology II	3
BSC 2250C	Field Biology of Florida with Lab	3
BSC 2420	Introduction to Biotechnology	3
BSC 2426C	Biotechnology Methods I	3
BSC 2435	Bioinformatics	3
CHM 2046	General Chemistry II	3
CHM 2210	Organic Chemistry I	3
CHM 2211	Organic Chemistry II	3
EVR 1328	Natural Resources Conservation and Management	3
GLY 2010	Physical Geology	3
HUN 1201	Science of Nutrition	3
MET 2010	Introductory Meteorology	3
OCB 1000C	Biology of Marine Life	3
OCE 2001	Introduction to Oceanography	3
PCB 2061	Applied Genetics	2
PHY 1054	General Physics II	3

**GEN-AA CONTINUED****Natural Sciences – Laboratory**

Complete at least 1 course from the Natural Sciences coursework that includes a laboratory component. Natural Science Laboratory courses include any "C" or "L" course with the following prefixes: AST, BSC, CHM, ESC, EVR, GLY, MET, OCB, OCE, PCB, PHY or ZOO.

**Ethics (Complete 3 credits from the approved coursework below)**

Minimum grade of "C" required.

PHI 1600**	Studies in Applied Ethics	3
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<b>Total Credits</b>		<b>3</b>
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**Computer and Information Literacy Competency**

Competency may be demonstrated by completing the Computer Information and Literacy Exam (CGS 1070T) OR by successful completion of one of the approved Computer/Information Literacy Competency courses below. No minimum credits required.

CGS 1070	Basic Computer and Information Literacy	1
CGS 1100	Computer Applications	3
EME 2040	Introduction to Educational Technology	3

**Foreign Language**

This degree program requires a minimum of two consecutive years of a foreign language in high school OR two semesters of a foreign language at the college level.

ASL 1140C	Basic American Sign Language with Lab	4
ASL 1150C	Intermediate American Sign Language with Lab	4
FRE 1120	Elementary French I	4
FRE 1121	Elementary French II	4
SPN 1120**	Elementary Spanish I	4
SPN 1121**	Elementary Spanish II	4

**Enhanced World View (Complete 3 credits from the approved coursework below)**

This requirement is intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. Any college-level foreign language course, excluding American Sign Language, will meet this requirement.

HUM 1020	Introduction to Humanities	3
HUM 2270**	Humanities (East-West Synthesis)	3
IDS 1106	Interdisciplinary Studies I: Composition I and Introduction to Humanities	6
IDS 1337H	Honors Interdisciplinary Studies: Modern Cultures, Global Insights	6
INR 2002**	International Relations	3
LIT 2110**	World Literature I (Ancient World through Renaissance)	3
LIT 2120**	World Literature II (Renaissance to the Present)	3
REL 2300	World Religions	3
WOH 2040**	The Twentieth Century	3

**Electives**

Complete 24 credits to satisfy the 60 credit requirement for the Associate of Arts degree. The college-level course (credits) used to satisfy the Computer and Information Literacy Requirement and Foreign Language Requirement will be counted as Elective credits. The college-level course (credits) used to satisfy the Enhanced World View requirement will be counted as Elective credits UNLESS counted in another General Education Requirement.

<b>Total Program Credits</b>		<b>60</b>
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\*\* Honors courses available to satisfy this requirement.



**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Healthcare Informatics Certificate with Financial Aid Eligibility**  
**HCINF-CT**

**Effective Beginning Catalog Term: Fall 2015 (0515)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Sheila Newberry, Program Director, HEC  
 newberry.sheila@spcollege.edu  
 (727) 341-3623

**Program Summary**

(Transferable to an Associate's Degree in Health Information Management at SPC)

This program is designed to prepare students for employment as entry level Healthcare Informatics Specialists or to provide supplemental training for persons previously or currently employed in related health record or information technology occupations.

**Job-Related Opportunities**

Healthcare technician EHR Specialist  
 Workflow and Information Redesign Specialist Implementation Manager  
 Implementation Support Specialist Software Support Staff

**Program Related Web Sites**

- [www.ahima.org](http://www.ahima.org) --- American Health Information Management Association
- [www.amia.org](http://www.amia.org) --- American Medical Informatics Association
- [www.cchit.org](http://www.cchit.org) --- Certification Commission for Health Information Technology
- [www.himss.org](http://www.himss.org) --- Healthcare Information and Management Systems Society
- [www.healthit.gov](http://www.healthit.gov) --- Office of the National Coordinator for Health Information Technology
- [www.phii.org](http://www.phii.org) --- Public Health Informatics Institute
- [www.who.int/en](http://www.who.int/en) --- World Health Organization

**Admission Rules**

Before entering the first term of the Healthcare Informatics Certificate "program courses," students must complete 7 credits which must include CGS 1100, HIM 1102, and HSC 1531 from the Support Courses listed below. These courses do not have to be completed in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

**ADMISSIONS COURSES**

**Support Courses**

CGS 1100	Computer Applications	3
HSC 1531	Medical Terminology I	2
HIM 1102	Introduction to Healthcare Informatics	2
<b>Total Credits</b>		<b>7</b>

**MAJOR CORE COURSES**

**1st Term in Program**

HIM 1000	Introduction to Health Information Management	2
HIM 1005	Healthcare Informatics Project Management	2
HIM 1110	Standard Healthcare Practices	2
HIM 1800	Professional Practice Experience I	2

HIM 2652	Electronic Health/Medical Record Systems	2
<b>Total Credits</b>		<b>10</b>

## HCINF-CT

### MAJOR CORE COURSES CONTINUED

#### 2nd Term in Program

HIM 1212	Data and Workflow Management	2
HIM 2012	Health Law Concepts and Practices	2
HIM 2215	Health Data Analysis	2
HIM 2960	Credentialing Exam Review	1
<b>Total Credits</b>		<b>7</b>
<b>Total Program Credits</b>		<b>24</b>

**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Health Data Management Certificate without Financial Aid Eligibility**  
**HDM-ATC**

**Effective Beginning Catalog Term: Fall 2014 (0490)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Sheila Newberry, HIM Program Director  
newberry.sheila@spcollege.edu  
727-341-3623

**Program Summary**

This program is designed for healthcare professionals who have already completed an associate's degree in health information management or another related field. Students in this program will be working towards certification in data analytics, a newly established credential, Certified Health Data Analyst (CHDA). Professionals will have the knowledge to acquire, manage, analyze, interpret, and transform data into accurate, consistent, and timely information.

**Job-Related Opportunities**

Certified Health Data Analysts will exhibit broad organizational knowledge and the ability to communicate with individuals and groups at multiple levels, both internal and external.

**Program Related Web Sites**

<http://www.ahima.org>

**Admission Rules**

Applicants must have an A.S. degree in a health related field. They must have experience working with healthcare data.

**Graduation Rules**

Completion of all coursework with a grade of "C" or higher.

**MAJOR CORE COURSES    Credits**

HIM 2008	Introduction to Health Data Management	3
HIM 2621	Health Data Analytics	3
HIM 2661	Health Care Information Systems	3
HIM 2662	Clinical Information Systems	3
HIM 2860	Database Management for Clinical Information Systems	3
HIM 2932	Contemporary Issues in Health Data Management	3
<b>Total Program Credits</b>		<b>18</b>

PROGRAM OF STUDY  
**College of Computer & Information Technology**  
**Help Desk Support Specialist Certificate without Financial**  
**Aid Eligibility**  
**HDSK-CT**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Sharon Setterlind, Dean  
setterlind.sharon@spcollege.edu  
7273414724

Program Summary

This certificate program prepares the student to work in a help desk support position for installing, configuring, managing and monitoring hardware and software applications in a stand-alone or networked environment. Students will be provided with ongoing user support skills in the field of information technology.

Job-Related Opportunities

Applications System Specialist  
Help Desk Specialist  
Technical Support Specialist  
User Support Analyst

**MAJOR CORE COURSES Credits**

CET 1171C	Computer Repair Essentials	3
CET 1172C	Computer Support Technician	3
CGS 1100	Computer Applications	3
CGS 1515	Spreadsheet Techniques and Programming	3
CGS 1545	Database Techniques	3
CTS 1120	Network Security Foundations	3
<b>Total Credits</b>		<b>18</b>

**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Health Information Technology Associate in Science**  
**HIT-AS**

**Effective Beginning Catalog Term: Summer 2016 (0515)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Sheila Newberry, Program Director, HEC  
newberry.sheila@spcollege.edu  
(727) 341-3623

Program Summary

Transferable to a Bachelor's degree in Health Services Administration at SPC.

Job-Related Opportunities

- Health Information Technician Medical Coder
- Health Data Analyst
- Healthcare Privacy & Security Officer
- Clinical Documentation Improvement Manager Document Improvement Practitioner
- Release of information Technician

Program Related Web Sites

- [www.ahima.org](http://www.ahima.org) --- American Health Information Management Association
- [www.amia.org](http://www.amia.org) --- American Medical Informatics Association
- [www.cchit.org](http://www.cchit.org) --- Certification Commission for Health Information Technology
- [www.himss.org](http://www.himss.org) --- Healthcare Information and Management Systems Society
- [www.healthit.gov](http://www.healthit.gov) --- Office of the National Coordinator for Health Information Technology
- [www.phii.org](http://www.phii.org) --- Public Health Informatics Institute
- [www.who.int/en](http://www.who.int/en) --- World Health Organization

Admission Rules

Before entering the first term of the Health Information Management "program courses" students must complete a minimum of 12 credits from the General Education and/or Support Courses listed below. Prior to admissions, students must complete:

- BSC 1084C CGS 1100
- HSC 1531
- HIM 1102

General Education and Support courses do not have to be completed in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

Graduation Rules

Minimum grade of "C" required in all courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

# HIT-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

	<b>Credits</b>
<b>Social and Behavioral Sciences<sup>d</sup></b>	
Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. Minimum grade of "C" required.	3
<b>Humanities and Fine Arts</b>	
Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. Minimum grade of "C" required.	3
<b>Mathematics</b>	
Complete 3 credits from the approved General Education Mathematics coursework. Minimum grade of "C" required.	3
<b>Ethics</b>	
Complete 3 credits from the approved General Education Ethics coursework. Minimum grade of "C" required.	3
<b>Computer/Information Literacy Competency<sup>d</sup></b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	0
<b>Enhanced World View</b>	
Complete at least one 3-credit course Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	0-3
<b>Minimum Credits Required</b>	<b>18</b>

## SUPPORT COURSES

### Social/ Behavioral Science (Select 3 credits)<sup>d</sup>

Any POS prefix course	3
Any PSY prefix course	3
Any SYG prefix course	3

### Computer and Information Literacy Competency (Complete 1 course)<sup>d</sup>

CGS 1100    Computer Applications	3
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### General (Complete 8 credits)

BSC 1084C    Essentials of Human Anatomy & Physiology	4
HSC 1531    Medical Terminology I	2
HIM 1102    Introduction to Healthcare Informatics	2
<b>Total Credits</b>	<b>14</b>

## MAJOR CORE COURSES

### 1st Term in Program (Complete 12 credits)

HIM 1000    Introduction to Health Information Management	2
HIM 1005    Healthcare Informatics Project Management	2
HIM 1430    Principles of Disease	2
HIM 2222    Basic ICD Coding	2
HIM 2652    Electronic Health/Medical Record Systems	2
HIM 1442    Pharmacology for HIM Professionals	2
<b>Total Credits</b>	<b>12</b>

## HIT-AS CONTINUED

### 2nd Term in Program (Complete 12 credits)

HIM 1110	Standard Healthcare Practices	2
HIM 1212	Data and Workflow Management	2
HIM 1800	Professional Practice Experience I	2
HIM 2012	Health Law Concepts and Practices	2
HIM 2214	Healthcare Statistics and Research	2
HIM 2722	ICD-CM Coding	2
<b>Total Credits</b>		<b>12</b>

### 3rd Term in Program (Complete 9 credits)

HIM 2215	Health Data Analysis	2
HIM 2253	Basic CPT Coding	2
HIM 2723	ICD-PCS Coding	2
HIM 2810	Professional Practice Experience II	2
HIM 2960	Exam Review	1
<b>Total Credits</b>		<b>9</b>

### 4th Term in Program (Complete 8 credits)

HIM 2223	Introduction to Coding and Reimbursement Systems	2
HIM 2500	Organization and Supervision	2
HIM 2510	Quality and Performance Improvement	2
HIM 2820	Professional Practice Experience III	2
<b>Total Credits</b>		<b>8</b>

**Total Program Credits** **70**

\*Review GEN-AS Program requirements for more information

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

**PROGRAM OF STUDY**  
**College of Public Safety Administration**  
**Homeland Security Certificate with Financial Aid Eligibility**  
**HLS-CT**

**Effective Beginning Catalog Term: Fall 2009 (0415)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Anna Goree, Advisor, AC (727) 341-4456

Charles Crowther, Lead Instructor, AC (727) 341-4507

Brian Frank, Dean, AC (727) 341-4503

Program Summary

This certificate is a comprehensive certificate focused on policy, planning and administration of emergency response teams and systems. This certificate focuses on homeland security and integrates the practical, technical and communication aspects of emergency management. Program participants will gain an understanding of problems facing response teams, learn to write emergency plans according to local, state, and federal guidelines and build communications skills as crisis advisors. These courses apply towards the Emergency Administration and Management Associate in Science degree.

Job-Related Opportunities

- Risk Manager in private and public organizations
- Emergency Response Director
- Security Manager at the local, state or the federal levels or private industry
- Professionals interested in emergency response training and management
- Governmental and industrial emergency planner

**MAJOR CORE COURSES**

	<b>Credits</b>
DSC 1002 Domestic & International Terrorism	3
DSC 1004 Introduction to the NRF and NIMS	3
DSC 1033 Weapons of Mass Destruction	3
DSC 1222 Psychological Management of Weapons of Mass Destruction Victims	3
DSC 1552 Critical Infrastructure Protection	3
DSC 1562 Homeland Security Threat Strategy	3
DSC 1631 Terrorism Response Planning	3
DSC 1751 Homeland Security Policy & Law	3
<b>Total Program Credits</b>	<b>24</b>



**PROGRAM OF STUDY**  
**Hospitality and Tourism Department**  
**Hospitality and Tourism Management Associate in Science**  
**HMGT-AS**

**Effective Beginning Catalog Term: Spring 2014 (0480)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Janice Armstead, Academic Department Chair, TS  
 armstead.janice@spcollege.edu (727) 712-5230

Greg Nenstiel, Dean nenstiel.greg@spcollege.edu  
 (727) 341-3026

**Program Summary**

Students are exposed to a variety of courses in business administration in addition to hotel management courses, which enables them to make appropriate business decisions. The goal of this program is to prepare successful students for careers in hotels, cruise ships, resorts and restaurants or transferring to a state university in the same discipline. The general college admissions policy applies to all students entering the Hospitality and Tourism Management program

Fully transferable to a Bachelor's Degree at Florida International University.

**Job-Related Opportunities**

Information is not Currently Available

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework. 3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework. 3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. 3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. 3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework. 3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework. 3

Minimum grade of "C" required.

**Computer/Information Literacy Competency**

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0

OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

# HMGT-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

### Enhanced World View

**Credits**

Complete at least one 3-credit course

0-3

Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

### Minimum Credits Required

**18**

### MAJOR CORE COURSES (Complete 40 credits)

**Credits**

ACG 2021	Financial Accounting	3
GEB 1011	Introduction to Business	3
FSS 2235C	Introductory Food Production Management	3
HFT 1000	Introduction to the Hospitality and Tourism Industry	3
HFT 1210	Supervision in the Hospitality Industry	3
HFT 1300	Housekeeping Operations	3
HFT 1410	Front Office Procedures	3
HFT 1500	Marketing in the Hospitality Industry	3
HFT 1941	Operations and Service Practicum	2
HFT 2265	Food Service Operations	3
HFT 2450	Hospitality Cost Controls	3
HFT 2600	Hospitality Law	3
HFT 2942	Hospitality Internship	3
MNA 1751	Customer Service I: Developing a Spirit of Customer Service	1
MNA 1760	Customer Service II: Developing Exceptional Customer Service	1

### Total Credits

**40**

### Total Program Credits

**64**

\*Review GEN-AS Program requirements for more information

**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Health Sciences Associate in Science**  
**HSA-AS**

**Effective Beginning Catalog Term: Summer 2016 (0515)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Rebecca Ludwig, Dean  
ludwig.rebecca@spcollege.edu 727-341-4150

Program Summary

The purpose of the program is to prepare students for employment in the health care field and for meeting application requirements in discipline-specific health programs. Students matriculating to discipline-specific programs select support courses based on the application requirements for the chosen healthcare program.

The courses necessary to earn a certificate in Health Care Services and to be eligible for certification examination in Excel Spreadsheets are a part of the degree plan. Graduates earning the AS in Health Sciences will also be awarded a certificate in Health Care Services. Students may earn the certificate in Health Care Services and become eligible for certification examination in Excel Spreadsheets without completing the AS degree. All students are required to provide proof of

CPR certification valid for 2 years that covers cardiac and breathing emergencies in adults, including the use of AED, & infant/child CPR, from American Heart Association or American Red Cross by completion of HSA 2182 Health Services Management Concepts.

Graduates of this program with the AS degree meet the requirements for admission into the BAS Health Services Administration program. Upon earning the BAS degree, the graduate who completed a capstone experience in a nursing home facility may qualify to become licensed as a nursing home administrator in accordance with the 2012 Florida Statute 468.1695.

Job-Related Opportunities

Office Manager, Nurse Manager, Health and Social Service Manager, Program Manager, Clinical Director, Director of Nursing, Medical Records Manager, Mental Health Program Manager, Nutrition Services Manager, Practice Administrator

Graduation Rules

Minimum grade of "C" required in all courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences<sup>d</sup>**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

**Mathematics<sup>d</sup>**

Complete 3 credits from the approved General Education Mathematics coursework.

3

Minimum grade of "C" required.

**Ethics<sup>d</sup>**

Complete 3 credits from the approved General Education Ethics coursework.

3

Minimum grade of "C" required.

# HSA-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

### Computer/Information Literacy Competency<sup>d</sup>

**Credits**

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0

OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

### Enhanced World View

Complete at least one 3-credit course 3

Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

**Minimum Credits Required 21**

## SUPPORT COURSES

**Credits**

### Anatomy & Physiology (Select 4 credits)

BSC 1084C Essentials of Human Anatomy & Physiology 4

**OR**

BSC 2085 Human Anatomy & Physiology I 3

**AND**

BSC 2085L Human Anatomy & Physiology Lab I 1

**Total Credits 4**

### Biology (Select 4 credits)

BSC 2010 Biology I Cellular Processes 3

**AND**

BSC 2010L Biology I Cellular Processes Laboratory 1

**OR**

BSC 2086 Human Anatomy & Physiology II 3

**AND**

BSC 2086L Human Anatomy & Physiology Laboratory II 1

**Total Credits 4**

### Science (Select 4 credits of lecture/lab in a single discipline)

MCB 2010 Microbiology 3

**AND**

MCB 2010L Microbiology Laboratory 1

**OR**

CHM 1025 Introductory Chemistry 3

**AND**

CHM 1025L Introductory Chemistry Lab 1

**OR**

PHY 1053 General Physics I 3

**AND**

PHY 1048L Physics Laboratory I 1

**Total Credits 4**

**Total Support Credits 12**

## HSA-AS CONTINUED

### MAJOR CORE COURSES

#### HSA-AS (Complete 27 credits)

ACG 2021	Financial Accounting	3
HIM 2012	Health Law Concepts and Practices	2
HIM 2223	Introduction to Coding and Reimbursement Systems	2
HIM 2510	Quality and Performance Improvement	2
HIM 2652	Electronic Health/Medical Record Systems	2
HSA 1100	Healthcare Delivery Systems	3
HSA 1102	Current Issues in Health	2
HSA 2001	Interprofessional Team Based Health Care	2
HSA 2182	Health Services Management Concepts	2
HSC 1149	General Pharmacology for Health Professionals	1
HSC 2721	Evidence-Based Healthcare Practice	1
CGS 1515	Spreadsheet Techniques and Programming	3

**Total Credits** **27**

**Total Program Credits** **60**

\*Review GEN-AS Program requirements for more information

\*\* Honors courses available to satisfy this requirement.

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Health Services Administration Bachelor of Applied Science**  
**HSA-BAS**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Dr. Teri Trede, Associate Professor  
trede.teri@spcollege.edu

727-302-6620

Dr. Rebecca Ludwig, Dean  
ludwig.rebecca@spcollege.edu (727) 341-4150

**Program Summary**

If you are currently working in or have previous training in a health or human services field and want to move up in your career, our Health Services Administration bachelor's degree may be your ticket. Designed to prepare you for career advancement or entry-level supervisory or managerial positions, this degree offers specialized concentrations depending on your background.

Features: Classes are offered online in 8-week ModMesters. The final semester Capstone Course is a 16-week Experience that integrates your career interests and professional goals. Students are responsible for securing a mentor for the capstone course, and for developing their capstone project proposal in collaboration with the mentor.

Students will gain: A broad-based knowledge of health care delivery systems, a better understanding of health care policies, ethics and current issues, as well as effective communication, leadership and critical thinking skills.

**Job-Related Opportunities**

As a health or human services manager, you plan, direct and coordinate a variety of services. Careers include: Hospital department leadership, coordinator or supervisor in a health care facility, program management, case manager, laboratory supervisor, sales representative, educator, and consultant.

**Program Related Web Sites**

<http://www.bls.gov/ooh/management/medical-and-health-services-managers.htm>

**Admission Rules**

In order to be admitted to the HSA-BAS program a student is required to have an A.S. Degree of sixty (60) credit hours\* in a health related discipline including at least fifteen (15) credit hours of transferable general education coursework OR an A.A. Degree of sixty (60) credit hours\* and a completed certificate or diploma in a health care discipline.

NOTE: All credit hours must have been earned from a regionally accredited institution.

In addition to HSA-BAS program admission requirements, the Respiratory Care Subplan requires that students possess an active unrestricted/unencumbered license as a Registered Respiratory Therapist from any state or province. If a student currently resides in a state that does not offer respiratory licensure, an active unrestricted or unencumbered Registered Respiratory Therapist (RRT) credential issued by the National Board of Respiratory Care (NBRC) will suffice. The license or credential must remain active and unrestricted or unencumbered throughout the duration of the program.

**Graduation Rules**

G.P.A.:

A cumulative GPA of 2.0 or higher is required and a minimum of 120 college level credit hours. All upper-division HSA courses must be completed with a "C" or better.

FOREIGN LANGUAGE:

This bachelor's degree program requires a minimum of two consecutive years of a foreign language in high school OR two semesters of a foreign language at the college level. Contact an academic advisor or visit the student services office on your campus for more information.

# HSA-BAS CONTINUED

## AA GENERAL EDUCATION REQUIREMENTS

Credits

A.A. Degree See requirements for AA degree for specific course requirements.

60

## ADMISSIONS COURSES

### Students must complete one of the following:

- A.S. Degree of sixty (60) credits in an approved health discipline, including at least 15 credits of transferrable general education coursework
- A. A. degree of sixty (60) credit hours and a completed certificate or diploma in a health care discipline.

## MAJOR CORE COURSES

### Major Requirements (Complete 26 credits)

Credits

HSA 3104	Health Care Delivery in the United States	3
HSA 3170	Health Care Finance	3
HSA 3702	Research Methods in Health Science	3
HSA 4140	Strategic Health Management and Planning	3
HSA 4184	Leadership & Management in Health Related Organizations	3
HSC 3201	Community Health and Epidemiology	3
<b>Total Credits</b>		<b>18</b>

### Capstone Requirement (6 Credits)

HSC 4910	Health Services Administration Capstone	4
HSC 4931	Health & Human Services Administration Pre-Capstone	2
<b>Total Credits</b>		<b>6</b>

### Elective Requirement (6 Credits)

Any Upper Division Courses	6
<b>Total Credits</b>	<b>6</b>

## SUBPLANS

Select one specialized subplan below to complete the degree.

### Subplan I: Management (HSA)

(Select 15 credits)

Credits

HSA 4502	Health Care Risk Management	3
HSC 4640	Legal Aspects of Health Care	3
MAN 3301	Public Personnel Management	3
MAN 3240	Applied Organizational Behavior	3
MAN 4102	Managing Cultural Diversity	3
MAN 4584	Process Improvement Methodologies	3
PAD 4232	Grant Administration & Resource Development	3
<b>Total Credits</b>		<b>15</b>

### Subplan II: Human Services (HUS)

(Select 15 Credits)

Credits

HSC 3243	Educational Concepts in Allied Health Education	3
HUS 3321	Case Management and Problem-Solving for Human Services	3
HUS 3370	Issues in Mental Health	3
HUS 3570	Vulnerable Populations: Health and Health Care Issues	3
HUS 4442	Substance Abuse and the Family	3
HUS 4561	Social Problems and Policy	3

## HSA-BAS CONTINUED

### Subplan II: Human Services (HUS) Continued

PAD 4232	Grant Administration & Resource Development	3
<b>Total Credits</b>		<b>15</b>

### Subplan III: Compliance and Security (HIS)

Core Courses (Complete 6 Credits)		<b>Credits</b>
HSA 4191	Health Information Systems	3
HSA 4192	Applied Health Information/Informatics	3
Elective Courses (Select 9 Credits)		
HSA 4502	Health Care Risk Management	3
ISM 4323	Security Essentials	3
ISM 4301	Information Systems in Industry	3
MAN 4584	Process Improvement Methodologies	3
<b>Total Credits</b>		<b>15</b>

### Subplan IV: Respiratory Care (RESC)

<b>(Complete 15 Credits)</b>		<b>Credits</b>
RET 4285	Advanced Cardiopulmonary Medicine	4
RET 4715	Advanced Neonatal and Pediatric Respiratory Care	4
RET 3050	Evidence Based Medicine in Respiratory Care	3
RET 4494	Advanced Cardiopulmonary Pathophysiology	4
<b>Total Credits</b>		<b>15</b>

### Subplan V: Public Relations and marketing (PRMKT)

<b>(Select 15 Credits)</b>		<b>Credits</b>
HSC 3211	Concepts of Health Promotion and Disease	3
HAS 3113	Contemporary Issues in Health Care and Human Services	3
MAN 3802	Principles of Entrepreneurship	3
MAN 4102	Managing Cultural Diversity	3
MAN 4625	Managing Global Human Resources	3
MAR 3802	Marketing Management	3
MAR 4413	Sales, Negotiating and Customer Relationship Management	3
<b>Total Credits</b>		<b>15</b>

<b>Total Program Credits</b>	<b>120</b>
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**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Health Care Services Certificate with Financial Aid Eligibility**  
**HSA-CT**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Rebecca Ludwig, Dean  
ludwig.rebecca@spcollege.edu

Program Summary

The courses necessary to earn a certificate in Health Care Services and to be eligible for certification examination in Excel Spreadsheets are a part of the AS Health Sciences degree plan. Students may earn the certificate in Health Care Services and become eligible for certification examination in Excel Spreadsheets without completing the AS degree. All students are required to provide proof of CPR certification valid for 2 years that covers cardiac and breathing emergencies in adults, including the use of AED, & infant/child CPR, from American Heart Association or American Red Cross by completion of HSA-2182 Health Services Management Concepts.

Job-Related Opportunities

Information is not Currently Available

Admission Rules

The Health Care Services Certificate program accepts applications continually throughout the year. The program is open access; it does not require a secondary health admissions application.

Students must demonstrate college-level competency in English, Reading, and Math, either through appropriate test scores or appropriate course completion.

By completion of the HSA 2182-Health Services Management Concepts course, students are required to submit proof of CPR certification that is valid for two years and covers infant/child CPR and cardiac and breathing emergencies in adults, including the use of AED (automated external defibrillator). This certification, from the American Heart Association or American Red Cross, must be submitted to the instructor in order to receive a grade.

**Major Core Courses**

ACG 2021	Financial Accounting	3
BSC 1084C	Essentials of Human Anatomy & Physiology	4
CGS 1100	Computer Applications	3
CGS 1515	Spreadsheet Techniques and Programming	3
HIM 2012	Health Law Concepts and Practices	2
HIM 2223	Introduction to Coding and Reimbursement Systems	2
HIM 2510	Quality and Performance Improvement	2
HIM 2652	Electronic Health/Medical Record Systems	2
HSA 1100	Healthcare Delivery Systems	3
HSA 2001	Interprofessional Team Based Health Care	2
HSA 2182	Health Services Management Concepts	2
HSC 1149	General Pharmacology for Health Professionals	1
HSC 1531	Medical Terminology I	2
HSC 2721	Evidence-Based Healthcare Practice	1
<b>Total Program Credits</b>		<b>32</b>

**PROGRAM OF STUDY**  
**Social and Behavioral Sciences Department**  
**Social and Human Services Associate in Science**  
**HUS-AS**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Cheryl Kerr, Program Director  
kerr.cheryl@spcollege.edu  
(727) 341-3736

**Program Summary**

Human services professionals are front-line workers in their community. They work in a variety of settings with people from diverse backgrounds to help improve their quality of life, assist and support them through difficult times, or access additional resources and services. They assist other workers, such as counselors, therapists, social workers, or case managers, and they help clients find benefit or community services.

Our programs help students gain the needed skills to enter and succeed in this field. Our programs:

- Prepare students for quick entry-level employment
- Provide the educational/training hours necessary to obtain certain state certifications.
- Offer major core courses taught by instructors with experience and expertise in their field.
- Offer sub plan options for students to specialize in a preferred area of study.
- Reflect an interdisciplinary approach to psychology, mental health, addictions, counseling, social work, sociology, community health and youth development
- Emphasize interviewing/assessing, community outreach, addiction counseling, intervention techniques, knowledge of adaptive and maladaptive behavior patterns, communication skills professional responsibility, and professional and ethical conduct.

**Job-Related Opportunities**

Behavioral Health Technician  
Case Manager  
Client Advocate  
Community Health Worker  
Community Outreach Worker  
Eligibility Counselor  
Family Support Worker  
Gerontology Aide  
Group Home Worker  
Group Home Worker  
Home Health Aid

Human Services Assistant  
Intake Interviewer  
Juvenile Court Liaison  
Life Skills Instructor  
Mental Health Technician  
Residential Counselor  
Social Services Specialist  
Social Services Technician  
Social Work Assistant  
Substance Abuse Technician  
Victim Advocate  
Youth Worker

**Admission Rules**

It is highly recommended that before entering the human services program students complete CG 1070 or Computer/Information Literacy Competency requirement. General education and support courses do not have to be completed in the order listed. Program courses may be taken concurrently with general education and support courses. Please see an Academic Advisor at th St. Petersburg Gibbs campus or the Program Director.

**Graduation Rules**

Minimum grade of "C" required in all courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**HUS-AS CONTINUED**

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework. 3  
 Minimum grade of "C" required.

**Social and Behavioral Sciences<sup>d</sup>**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. 3  
 Minimum grade of "C" required.

**Humanities and Fine Arts<sup>d</sup>**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. 3  
 Minimum grade of "C" required.

**Mathematics<sup>d</sup>**

Complete 3 credits from the approved General Education Mathematics coursework. 3  
 Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework. 3  
 Minimum grade of "C" required.

**Computer/Information Literacy Competency<sup>d</sup>**

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0  
 OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

**Enhanced World View**

Complete at least one 3-credit course 0-3  
 Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

**Credits**

**Minimum Credits Required 18**

**SUPPORT COURSES****Psychology (Select 3 credits)<sup>d</sup>**

PSY 1012\*\*1 General Psychology 1 3

**Recommended Sequence of Major Courses:****MAJOR CORE COURSES (Complete 30 credits)**

HUS 1111	Introduction to Intra and Inter-Personal Processes	3
SYG 2324	Principles of Substance Abuse	3
HUS 1001	Principles and Strategies for Human Services	3
HUS 1318	Domestic Abuse and Family Violence	3
HUS 2302	Basic Counseling Skills	3
HUS 1320	Theories and Foundations of Crisis Intervention	1
HUS 1450	Dual Diagnosis I	2
HUS 2540	Building Stronger Families and Communities	3
HUS 1445	Practices for Working with Dysfunctional Family Systems	2
HUS 2550	Social Services and the Disenfranchised	3
HUS 2200	Dynamics of Groups and Group Counseling	3
HUS 2949	Co-op Work Experience in Human Services	3

**Total Credits 30**

**SUBPLANS Select One subplan and complete 12 credits****Subplan I: Generalist/Social Services (SOC)**

HUS 1013	Strategies for Building Self Esteem	3
HUS 1530	Survey Development Disabilities	3

**HUS-AS CONTINUED**

**Subplan I: Generalist/Social Services (SOC) Continued**

HUS 2315	Studies in Behavioral Modifications	3
	Any HUS prefix course not already completed for this program	3
<b>Total Credits</b>		<b>12</b>

**Subplan II: Addiction Studies (ADS)**

HUS 1431	Issues in Addiction Prevention	2
HUS 1480	HIV/AIDS & Drug Crisis	2
HUS 2420	Elevation of Treatment Environments	3
Or		
HUS 2421	Methods for Identification and Intervention in Substance Abuse	3
HUS 2428	Treatment and Resources in Substance Abuse	3
	Any HUS prefix course not already completed for this program	2
<b>Total Credits</b>		<b>12</b>

**Subplan III: Community Health Worker (CHW)**

HUS 1353	Issues in Community Health Services	3
HUS 2542	Working with Families in the Prenatal Period	3
Or		
HUS 2541	Working with Families in the Early Childhood Years	3
	Any HUS prefix course not already completed for this program	6
<b>Total Credits</b>		<b>12</b>

**Subplan IV: Youth Development Professional (YDP)**

HUS 1620	Principles and Best Practices in Afterschool Programs	3
HUS 1640	Foundations of Youth Development	3
HUS 2315	Studies in Behavioral Modification	3
	Any HUS prefix course not already completed for this program	3
<b>Total Credits</b>		<b>12</b>

**Total Program Credits** **60**

\*Review GEN-AS Program requirements for more information

\*\* Honors courses available to satisfy this requirement.

**PROGRAM OF STUDY**  
**College of Business**  
**Industrial Management Technology Associate in Science**  
**INMG-AS**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Michael Ewell, Academic Department Coordinator EPI  
 Ewell.Michael@spcollege.edu  
 727-791-2610  
 Dr. Greg Nenstiel, Dean, EPI (727) 791-2433

Program Summary

The Industrial Management Technology program is an articulated program with the Pinellas County School System designed to provide opportunities for students who have completed postsecondary certificate programs, registered apprenticeship programs, or state certification to receive credit in the Industrial Management Technology program. This degree provides persons currently working in industry an opportunity to pursue college level education that is appropriate for management roles and upward mobility in their respective fields. Credit will be awarded on the basis of a 75 clock hours: 1 college credit ratio with a maximum of 24 credits.

Job-Related Opportunities

Information is not Currently Available

**AS GENERAL EDUCATION REQUIREMENTS\***

<b>Communications - Composition I</b>	<b>Credits</b>
Complete 3 credits from the approved General Education Composition I coursework.	3
Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.	
<b>Communication - Speech</b>	
Complete 3 credits from the approved General Education Speech coursework.	3
Minimum grade of "C" required.	
<b>Social and Behavioral Sciences</b>	
Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.	3
Minimum grade of "C" required.	
<b>Humanities and Fine Arts</b>	
Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.	3
Minimum grade of "C" required.	
<b>Mathematics</b>	
Complete 3 credits from the approved General Education Mathematics coursework.	3
Minimum grade of "C" required.	
<b>Ethics</b>	
Complete 3 credits from the approved General Education Ethics coursework.	3
Minimum grade of "C" required.	
<b>Computer/Information Literacy Competency<sup>d</sup></b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T)	0
OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	
<b>Enhanced World View</b>	
Complete at least one 3-credit course	0-3
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	
<b>Minimum Credits Required</b>	<b>18</b>

## INMG-AS CONTINUED

### SUPPORT COURSES

#### Computer Applications (Complete 3 credits)<sup>d</sup>

CGS 1100	Computer Applications	3
Total Credits		3

### MAJOR CORE COURSES

#### Select 15 credits

ACG 2021	Financial Accounting	3
ENT 1000	Intro to Entrepreneurship	3
ETI 1701	Industrial Safety	3
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
MAN 2340	Supervisory Management	3
MAN 2582	Introduction to Project Management	3
GEB 2214	Business Communications	3
Total Credits		15

### MAJOR ELECTIVE COURSES

PTEC Certificate/Registered Apprenticeship/State Certification/Elective Credits<sup>9</sup> 24

Students awarded less than 24 credits must satisfy the difference with elective credits below

BUL 2241	Business Law I	3
COP 1000	Introduction to Computer Programming	3
CGS 1515	Spreadsheet Techniques and Programming	3
CNT 1000	Local Area Network Concepts	3
GEB 2940	Business Internship	3
Total Credits		24
Total Program Credits		60

\*Review GEN-AS Program requirements for more information

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

<sup>9</sup> PINELLAS TECHNICAL EDUCATION CENTER (PTEC)

24 Credit (1800 – 1900 Hour) Certificate Program

- Architectural Drafting
- Medium & Heavy Duty Truck & Bus Technician
- Automotive Service Technology

22 Credit (1650 – 1680 Hour) Certificate Program + \*2 Elective Credits

- Commercial Photography Technology
- Jewelry Making & Repair
- Computer Systems Technology

20 Credit (1500 Hour) Certificate Program + \*4 Elective Credits

- Commercial Art Technology
- Digital Video Production
- Commercial Foods & Culinary Arts
- Machining

18 Credit (1350 – 1400 Hour) Certificate Program + \*6 Elective Credits

- Air Conditioning, Refrigeration & Heating Technology
- Electronics Technology
- Automotive Collision Repair & Refinishing
- Marine Service Technology

## INMG-AS CONTINUED

- 16 Credit (1170 or 1200 Hour) Certificate Program + \*8 Elective Credits
- Applied Welding Technology (1170 Hours)
- Culinary Operations (Restaurant Mgmt) (1200 hours)
- Cabinet Making and Millwork (1200 Hours)
- Electricity (1200 Hours)
- 14 Credit (1050 Hour) Certificate Program + \*10 Elective Credits
- Building Construction Technology
- 12 Credit (960 Hour) Certificate Program + \*12 Elective Credits
- Plumbing Technology
- 8 Credit (600 Hour) Certificate Program + \*16 Elective Credits
- Telecommunications Technology

### REGISTERED APPRENTICESHIP PROGRAMS

- 24 Credits Awarded (Four or Five Year Registered Apprenticeship Program)
- Automotive Collision Repair & Refinishing
- Industrial Pipefitter
- Automotive Service Technology
- Machining
- Electrician
- Plumbing Technology
- Industrial Machinery Maintenance
- Refrigeration Technology
- 18 Credits Awarded (Three Year Registered Apprenticeship Program) + \*6 Elective Credits
- Brick & Block Masonry
- Fire Fighter II
- Industrial Pipefitter
- 12 Credits Awarded (Two Year Registered Apprenticeship Program) + \*12 Elective Credits
- Automotive Service Technology
- Nursery Technician
- Building Construction Technology
- Roadway Technician

### STATE CERTIFICATION PROGRAMS

- 24 Credits Awarded
- Class A Water or Wastewater Treatment Operator Certificate Issued by the State of Florida
- Class A Water Distribution, Wastewater Collection or Stormwater Management System Operator Certificate Issued by the Florida Water and Pollution Control Operator Association
- International Municipal Signal Association (IMSA) Signs and Markings Specialist and Traffic Signal Technician Certificate Program – Level 3
- Florida Department of Transportation Maintenance of Traffic – Advanced
- 12 Credits Awarded + \*12 Elective Credits
- Class B Water or Wastewater Treatment Operator Certificate Issued by the State of Florida
- Class B Water Distribution, Wastewater Collection or Stormwater Management System Operator Certificate Issued by the Florida Water and Pollution Control Operator Association
- Stormwater Management System Operator Certificate Issued by the Florida Stormwater Association – Level 2
- International Municipal Signal Association (IMSA) Signs and Markings Specialist and Traffic Signal Technician Certificate Program – Level 2
- Florida Department of Transportation Maintenance of Traffic – Intermediate
- 6 Credits Awarded + \*18 Elective Credits
- Class C Water or Wastewater Treatment Operator Certificate Issued by the State of Florida
- Class C Water Distribution, Wastewater Collection or Stormwater Management System Operator Certificate Issued by the Florida Water and Pollution Control Operator Association
- Stormwater Management System Operator Certificate Issued by the Florida Stormwater Association – Level 1
- International Municipal Signal Association (IMSA) Signs and Markings Specialist and Traffic Signal Technician Certificate Program – Level 1
- Florida Department of Transportation Maintenance of Traffic – Basic

**PROGRAM OF STUDY**  
**College of Business**  
**International Business Bachelor of Applied Science**  
**INTBUS-BAS**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Patricia Hanrahan, Academic Chair  
Hanrahan.Patricia@spcollege.edu  
727-791-2735

Dr. Greg Nenstiel, Dean, EPI (727) 791-2433

Program Summary

This unique program is intended for students who are interested in leading, supervising and managing multinational businesses and operations. Students will receive training in multi-cultural business implications, thereby increasing their value and competitiveness in the international marketplace. Students who complete this innovative program will be prepared to gain international employment in a variety of industries such as banking, consulting, international trade, and information technology.

Job-Related Opportunities

Information is not Currently Available

Program Related Web Sites

[http://www.spcollege.edu/central/cob/international\\_bas.htm](http://www.spcollege.edu/central/cob/international_bas.htm)

Admission Rules

**UPPER DIVISION REQUIREMENTS**

Admission requires completion of an A.S. Degree of sixty (60) credits in a business discipline (View Acceptable AS Degrees) and the state-mandated prerequisites listed below.

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. Visit General Education Requirements for details. All students must fulfill the state-mandated prerequisites listed below. Please note that total program hours may vary. Consult the assigned baccalaureate specialist or advisor for any additional questions. International Business Advising Request

Graduation Rules

NOTE: If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program. This is in addition to the intermediate foreign language requirement. Please contact the department to see how you can meet this requirement.

**AS GENERAL EDUCATION REQUIREMENTS**

**Credits**

**A.S. Degree** See requirements for AS degree for specific course requirements.

**60**

Note: Students with an A.A. degree, or unrelated A.S. degree must fulfill the state-mandated prerequisites listed above and an additional 15 credits in business support courses at the lower division 1000 and 2000 level as outlined in the Admissions Checklist.

**STATE MANDATED PREREQUISITES**

**International Business Requirements**

ACG 2021	Financial Accounting	3
ACG 2071	Managerial Accounting	3
CGS 1100 <sup>d</sup>	Computer Applications	3
ECO 2013 <sup>d</sup>	Principles of Macroeconomics	3
ECO 2023	Principles of Microeconomics	3
MAC 2233 <sup>d</sup>	Applied Calculus I	3
STA 2023 <sup>d</sup>	Elementary Statistics	3



# INTBUS-BAS CONTINUED

## LOWER DIVISION SUPPORT COURSES

### Business Support Courses (15 credits)

Any lower division courses (1000 or 2000 level) with the BUL, FIN, GEB, MAN, MAR, FIN, prefix

INR 2002 International Relations 3

**Total Credits 15**

## MAJOR CORE COURSES

### Foreign Language Requirement

Intermediate level foreign language proficiency as prescribed by the program 3

## MAJOR CORE COURSES

### Major Requirements (Complete 33 credits)

BUL 3322 Legal Issues in International Business 3

ETI 3647 Supply Chain Management 3

FIN 3403 Financial Management \*\* 3

GEB 3213 Business Communication for Professional Effectiveness 3

MAN 3303 Management & Leadership Practices 3

MAN 3504 Operations Management 3

MAN 3600 International Business 3

MAN 4102 Managing Cultural Diversity 3

MAN 4570 International Procurement & Outsourcing 3

MAR 3802 Marketing Management 3

MAR 4424 International Marketing 3

**Total Credits 33**

## MAJOR CORE COURSE

### REQUIRED FINAL COURSE - Last Semester for All Students

MAN 4900 Strategic Capstone Project 3-6

NOTE: For students in Effective terms prior to 0520, MAN 4900 will be completed for 3 credits. For students in term 0520 or later, MAN 4900 will be offered at 6 credits starting Fall 2017.

**Total Credits 3-6**

## MAJOR ELECTIVE COURSES

### Select 9 credits:

ETI 3116 Quality Management 3

FIN 4634 International Finance 3

ISM 3011 Management Information Systems 3

MAN 3503 Managerial Risk Analysis and Decision Making 3

MAN 3593 Logistics Management 3

MAN 3802 Principles of Entrepreneurship 3

MAN 4061 Corporate Social Responsibility 3

MAN 4583 Project Management 3

MAN 4625 Managing Global Human Resources 3

MAN 4935 Special Topics in Management Concepts 3

MAR 4413 Sales, Negotiating and Customer Relationship Management 3

MAR 4613 Marketing Research 3

QMB 3200 Quantitative Methods for Business 3

**Total Credits 9**

**Total Program Credits 120**

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

\*\*\* Must be taken within the first 12 upper division hours of the program

**PROGRAM OF STUDY**  
**Communications Department**  
**Sign Language Interpretation Associate in Science**  
**INTRP-AS**

**Effective Beginning Catalog Term: Spring 2014 (0480)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Joseph Leopold, Dean, Communications,  
727-341-3719

Program Summary

The Sign Language Interpretation Program is designed to provide students with advanced sign language skills, understanding of Deaf Culture, knowledge of the interpreter's role and continuous skill development in order to prepare students for the profession of sign language interpreting. Professional interpreters provide a link between deaf and hearing individuals in a variety of situations, including educational, religious, medical and mental health institutions as well as Video Relay Service settings. The Americans with Disabilities Act (ADA) ensures an increase in part-time and full-time positions available for credentialed interpreters who have initiative and ability.

Students who successfully complete the program in interpreter training at St. Petersburg College will earn an Associate in Science degree. Graduates are encouraged to prepare for the National Interpreting Certification and/or the Educational Interpreter Performance Assessment (see Florida Registry of Interpreters for the Deaf/Registry of Interpreters for the Deaf) to obtain credentials necessary for employment. In addition, the Sign Language Interpreting program, based primarily at the Clearwater Campus, offers opportunities for student trainees to experience Deaf Culture through interaction with deaf faculty and deaf tutors on campus in the American Sign Language lab.

This program has been developed with guidelines from the following agencies: 1) Registry of Interpreters for the Deaf; 2) National Association of the Deaf; American Sign Language Teachers' Association, National Technical Institute for the Deaf; 3) Conference of Interpreter Trainers, University of Arkansas at Little Rock, Department of Rehabilitation.

Job-Related Opportunities

Information is not Currently Available

Graduation Rules

Minimum grade of "C" required in all support and major courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communications - Composition II/Literature**

Complete 3 credits from the approved General Education Composition II/Literature coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 36 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences<sup>d</sup>**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework.

3

Minimum grade of "C" required.

## INTRP-AS CONTINUED

<b>Ethics</b>		<b>Credits</b>
Complete 3 credits from the approved General Education Ethics coursework.		3
Minimum grade of "C" required.		
<b>Computer/Information Literacy Competency</b>		
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T)		0
OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.		
<b>Enhanced World View</b>		
Complete at least one 3-credit course		0-3
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.		
<b>Minimum Credits Required</b>		<b>21</b>

### SUPPORT COURSES

<b>Psychology/Sociology Course (Select 3 credits)<sup>d</sup></b>		<b>Credits</b>
PSY 1012** General Psychology		3
SYG 2000 Introductory Sociology		3
<b>Total Credits</b>		<b>3</b>

### SUPPORT COURSES

<b>Sign Language (Complete 22 credits)</b>		<b>Credits</b>
ASL 1510 Introduction to Deaf Culture		3
ASL 1140C Basic American Sign Language with Lab		4
ASL 1150C Intermediate American Sign Language with Lab		4
ASL 1160C Advanced American Sign Language with Lab		4
ASL 1300 Structure of American Sign Language		3
ASL 2210C American Sign Language IV with Lab		4
<b>Total Credits</b>		<b>22</b>

### MAJOR CORE COURSES

#### Complete 29 credits

INT 1000 Fundamentals of Interpreting		2
INT 1000L Fundamentals Lab		2
INT 1200 Interactive Interpreting		3
INT 1202 Intermediate Interpreting		2
INT 1231 Voicing I		3
INT 1232 Voicing II		3
INT 1400 Issues in Educational Interpreting		2
INT 1480 Interpreting Specialized Topics		3
INT 1941 Introduction to Interpreting		3
INT 1942 Interpreting Internship		4
INT 1210 Transliterating		2
<b>Total Credits</b>		<b>29</b>
<b>Total Program Credits</b>		<b>72</b>

\*Review GEN-AS Program requirements for more information

\*\* Honors courses available to satisfy this requirement.

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

**PROGRAM OF STUDY**  
**College of Computer & Information Technology Information Technology (IT)**  
**Security Associate in Science**  
**ITSC-AS**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Laura Malave, Academic Chair,  
malave.laura@spcollege.edu 727-398-8285  
Dr. Sharon Setterlind, Dean, SP/G (727) 341-4724

**Program Summary**

This program is designed to prepare the student to develop an organizational network and security program using risk management strategies, and to develop a strategy to address the increase growth of informational technology security concerns from regional to international environments. Students learn also how to evaluate security techniques that assist in the prevention of hackers and cyber-attacks. Students are also given the opportunity to sit for the CompTIA Security+ and CISCO Certified Network Associate (CCNA) industry certifications.

**Job-Related Opportunities**

- Information Security Analyst
- Information Management Specialist
- Network Security Administrator

**Graduation Rules**

Minimum grade of "C" required in all Support and Major courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework. 3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communications - Composition II/Literature**

Complete 3 credits from the approved General Education Composition II/Literature coursework. 3

Minimum grade of "C" required. Requirement must be completed within the first 36 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework. 3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. 3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. 3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework. 3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework. 3

Minimum grade of "C" required.

## ITSC-AS CONTINUED

### Computer/Information Literacy Competency

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0

OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

### Enhanced World View

**Credits**

Complete at least one 3-credit course

0-3

Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

### Minimum Credits Required

**21**

### SUPPORT COURSES

#### Complete 21 credits

**Credits**

CET 1171C	Computer Repair Essentials	3
CET 1172C	Computer Support Technician	3
CET 1600	Introduction to Networks	3
CET 1610	Routing and Switching Essentials	3
CET 1686	Forensic Computer Related Crime Investigations	3
CTS 2106	Fundamentals of the Linux/Unix Operating Environment	3
COP 1000	Introduction to Computer Programming	3

#### Total Credits

**21**

### MAJOR CORE COURSES

#### Complete 24 credits

**Credits**

CAP 2134	Database Security	3
CET 2691	Laws & Legal Aspects of IT Security	3
CGS 2811	Incident Response & Disaster Recovery	3
CIS 1358	Operating System Security	3
CTS 1120	Introduction to Network Security Foundations	3
CTS 1314	Network Defense and Countermeasures	3
CIS 2352	Ethical Hacking	3

#### Total Credits

**21**

### MAJOR CORE COURSES

#### Internship

**Credits**

CTS 2940	IT Security Internship	3
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#### Total Credits

**3**

#### Total Program Hours

**63**

\*Review GEN-AS Program requirements for more information

**PROGRAM OF STUDY**  
**College of Computer & Information Technology Information Technology (IT)**  
**Security Certificate with Financial Aid Eligibility**  
**ITSC-CT**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Sharon Setterlind, SP/G (727) 341-4724

Program Summary

The prerequisites for entry are basic computer usage skills: editing files, navigating a file system, browsing the Web, basic knowledge of networking, and working knowledge or training in the Unix or Linux operating system.

This certificate emphasizes understanding and demonstrated skills of the following concepts related to IT security: policies, intrusion detection systems, router security, TCP/IP (Transmission Control Protocol/Internet Protocol), and network security basics; implementing and managing a firewall; auditing tools; basics of cryptography, biometrics, and file encryption; hardware and software designed to secure information network systems; and legal aspects of IT security. The courses include tasks that will enhance the students' ability to interpret data and information from various sources and create reports based upon this information.

This certificate emphasizes an understanding of the following concepts related to IT security: policies, intrusion detection systems, router security, and network security basics. This certificate prepares the student for the CompTIA Security + industry certification exam.

These courses will apply toward the A.S. degree in Information Technology (IT) Security.

Job-Related Opportunities

- Help Desk Technician
- Network Administrator I
- Technical Support Specialist
- Information Technology Security Specialist

**MAJOR CORE COURSES**

**Credits**

CET 2691	Laws & Legal Aspects of IT Security	3
CGS 2811	Incident Response & Disaster Recovery	3
CIS 1358	Operating System Security	3
CIS 2352	Ethical Hacking	3
CTS 1120	Introduction to Network Security Foundations	3
CTS 1314	Network Defense and Countermeasures	3
<b>Total Program Credits</b>		<b>18</b>

**PROGRAM OF STUDY**  
**College of Education**  
**Infant and Toddler Specialization Certificate without Financial Aid Eligibility**  
**ITSP-CT**

**Effective Beginning Catalog Term: Spring 2015 (0495)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Anne Ryan, Lead Instructor ryan.anne@spcollege.edu  
727.791.2776

Program Summary

This 12-credit certificate is part of the A.S. degree in Early Childhood Education. Students earning the certificate will gain skills and knowledge to provide quality care to infants and toddlers in early childhood settings.

Job-Related Opportunities

Preschool Teacher; Head Start Teacher; Early Head Start Teacher

**MAJOR CORE COURSES**

**Complete 12 credits**

**Credits**

EEC 1603	Early Childhood Development	3
EEC 1512	Caring for Infants and Toddlers	3
EEC 1223	Observation and Assessment in Early Childhood	3
EEC 2271	Introduction to Working with Young Children with Special Needs	3
<b>Total Program Credits</b>		<b>12</b>

**PROGRAM OF STUDY**  
**Engineering and Building Arts Department**  
**Lean Six-Sigma Green Belt Certificate without Financial Aid Eligibility**  
**LEAN-CT**

**Effective Beginning Catalog Term: Fall 2009 (0415)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Brad Jenkins, Program Director, SP/G (727) 791-2642

Program Summary

This Green Belt certificate provides a series of courses that focuses on the concepts, theories, and tools of the Lean Enterprise and Six Sigma as used in the manufacturing and services industries. The program covers the methods used in Lean and Six Sigma such as continuous flow, overall equipment effectiveness (OEE), Kaizen, process mapping, the 5S's, total productive maintenance (TPM), cellular manufacturing, the DMAIC, self-directed work teams, the kanban system, design for manufacturing, and value stream mapping. Throughout industry today there is a significant need of individuals educated in the methods of the concepts and tools of the Lean Enterprise and Six Sigma.

The courses in this Green Belt certificate program are part of the Quality Specialty Subplan in the AS degree in Engineering Technology.

Job-Related Opportunities

- Quality Technician
- Process Technician
- Production Assistant
- Manufacturing Technician

**MAJOR CORE COURSES    Credits**

ETI 1622	Concepts of Lean and Six Sigma	3
ETI 1628	Developing & Coaching Self-Directed Work Teams	3
ETI 2610	Principles of Six Sigma	3
ETI 2623	Tools for Lean Manufacturing	3
<b>Total Program Credits</b>		<b>12</b>



**PROGRAM OF STUDY**  
**College of Policy and Legal Studies**  
**Paralegal Studies Associate in Science**  
**LEGAL-AS**

**Effective Beginning Catalog Term: Fall 2014 (0490)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Susan Demers, Dean (727) 791-2501

Program Summary

(Transferable to Paralegal Studies BAS degree at SPC)

The goal of this program is to train students for entry-level employment as legal assistants (paralegals) in law firms, governmental entities and corporate legal departments. Paralegals work under the supervision of attorneys to provide non-clerical professional support in the delivery of legal services to clients and the community. Paralegals are not licensed to practice law. Graduates are prepared to assist in interview and investigation, legal research, discovery and litigation support and design and development of new procedures. Courses provide for specialization in three areas to be selected from the following: Estate and Guardianship Administration, Corporations, Real Estate, Family Law, Civil Litigation or Criminal Litigation. Legal Specialty courses are offered only at night and not every course is offered every semester. Program is directed from the Clearwater campus with a majority of the classes held at the Caruth Health Center in Pinellas Park. The SPC Legal Assisting Program is approved by the American Bar Association.

Students entering the program are encouraged to attend a special orientation held each session for new and interested students. Computer skills are essential for employability and should be acquired early in the program.

Job-Related Opportunities

Sample of reported job titles: Paralegal, Law Clerk, Legal Assistant, Legal Clerk, Real Estate Paralegal, Summer Law Associate, Legal Analyst, Paralegal Specialist, Certified Paralegal, Immigration Paralegal

Graduation Rules

Minimum grade of "C" required in all support and major courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communications - Composition II/Literature**

Complete 3 credits from the approved General Education Composition II/Literature coursework. Minimum grade of "C" required.

Requirement must be completed within the first 36 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework.

3

Minimum grade of "C" required.

# AL-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

	<b>Credits</b>
<b>Ethics</b>	
Complete 3 credits from the approved General Education Ethics coursework. Minimum grade of "C" required.	3
<b>Computer/Information Literacy Competency</b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	0
<b>Enhanced World View</b>	
Complete at least one 3-credit course	0-3
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	
<b>Minimum Credits Required</b>	<b>21</b>

## SUPPORT COURSES

### Financial Accounting (Complete 3 credits)

ACG 2021	Financial Accounting	3
<b>Total Credits</b>		<b>3</b>

## MAJOR CORE COURSES

### Complete 22 credits

BUL 2241	Business Law I	3
PLA 1003	Introduction to Paralegalism	3
PLA 1104	Legal Research and Writing	3
PLA 1361	Techniques of Interview and Investigation	3
PLA 1730	Computerized Legal Research	1
PLA 1763	Law Office Management	3
PLA 2114	Advanced Legal Research	3
PLA 2940	Legal Assistant Seminar and Work Experience	3
<b>Total Credits</b>		<b>22</b>

## MAJOR ELECTIVE COURSES

Select 3 of the specialty areas below and complete both courses in each area, for a minimum of 18 credits.

### Area I: Estate and Guardianship (Complete 6 credits)

PLA 2601	Wills, Trusts and Estates	3
PLA 2603	Guardianship and Elder Law	3
<b>Total Credit</b>		<b>6</b>

### Area II: Corporate (Complete 6 credits)

BUL 2242	Business Law II	3
PLA 2433	Business Organizations	3
<b>Total Credit</b>		<b>6</b>

## AL-AS CONTINUED

### Area III: Real Estate (Complete 7 credits)

REE 1040	Real Estate Principles and License Law	4
PLA 2610	Real Estate Transactions	3
<b>Total Credit</b>		<b>7</b>

### Area IV: Civil Litigation (Complete 6 credits)

PLA 2203	Civil Litigation I	3
PLA 2223	Civil Litigation II	3
<b>Total Credit</b>		<b>6</b>

### Area V: Criminal Litigation (Complete 6 credits)

PLA 2303	Criminal Litigation I	3
PLA 2323	Criminal Litigation II	3
<b>Total Credit</b>		<b>6</b>

### Area VI: Family Law (Complete 6 credits)

PLA 2800	Family Law I	3
PLA 2801	Family Law II	3
<b>Total Credit</b>		<b>6</b>

**Total Major Electives Credits** **18**

**Total Program Credits** **64**

\*Review GEN-AS Program requirements for more information

**PROGRAM OF STUDY**  
**College of Policy and Legal Studies Paralegal Studies**  
**Bachelor of Applied Science**  
**LEGAL-BAS**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Susan Demers, Dean (727) 791-2501

Program Summary

The Paralegal Studies BAS program is designed to train students for careers as paralegals in law firms, governmental entities and corporate legal departments. Paralegals work under the supervision of attorneys to provide non-clerical professional support in the delivery of legal services to clients and the community. Paralegals are not licensed to practice law.

Job-Related Opportunities

Information is not Currently Available

Admission Rules

Admission requires an A.S. Degree of sixty (60) credits in Paralegal/ Legal Assisting including at least fifteen (15) semester hours of transferable general education coursework. General Education Credits 15-21; Legal Assisting and Support Courses 39-45

Students with an A.A. degree, A.S. degree not listed above, or completion of at least 60 credit hours (60 credits must include at least 15 credits of general education courses) may be admitted with permission of the Dean. All students must fulfill an additional fifteen (15) credits in related courses at the lower division 1000 and 2000 level with a prefix of PLA including: PLA 1003, PLA 1104, PLA 1763, PLA 2114 and PLA 2203, plus 3 credits of any other lower division PLA course required of an

A.S. Degree student totaling 18 credits with a grade of "C" or higher in each course.

Graduation Rules

If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the

B.A.S. program.

**ADMISSIONS COURSES**

	<b>Credits</b>
<b>A.A. Degree*</b>	<b>60</b>
<b>A.S. Degree + 15 Additional General Education Credits as defined below:*</b>	<b>60</b>
For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.) Please note that total program hours may vary. Consult the assigned baccalaureate specialist for any additional questions.	
COMMUNICATIONS	9
HUMANITIES/FINE ARTS	6
MATHEMATICS	6
NATURAL & PHYSICAL SCIENCES	7
SOCIAL AND BEHAVIORAL SCIENCES	6
ETHICS	3
<b>Total Credits</b>	<b>15</b>

## LEGAL-BAS CONTINUED

### MAJOR CORE COURSES

Grade of "C" or higher required for all upper-division courses

PLA 3885	United States Constitutional Law	3
PLA 4116	Legal Writing Seminar	3
PLA 3723	Logic and the Law	3
PLA 4830	Comparative Legal Systems	3
PLA 3703	Seminar in Professional Responsibility	3
PLA 3734	Computers and the Law Office	3
<b>Total Credits</b>		<b>18</b>

### REQUIRED FINAL COURSE - Last Semester for All Students

PLA 4941	Paralegal Studies Capstone	3
<b>Total Credits</b>		<b>3</b>

### MAJOR ELECTIVE COURSES

Select 24 credits - Grade of "C" or higher required for all upper-division courses

Complete 24 credits of upper division PLA coursework. Students may complete up to 6 credits of upper division BUL coursework as part of this requirement.

Any 3000 level PLA prefix course

Any 4000 level PLA prefix course

Any 3000 level BUL prefix course

Any 4000 level BUL prefix course

**Total Credits** **24**

**Total Program Credits** **120**

\*Review GEN-AA Program requirements for more information

**PROGRAM OF STUDY**  
**College of Policy and Legal Studies**  
**Paralegal Studies Certificate with Financial Aid Eligibility**  
**LEGAL-CT**

**Effective Beginning Catalog Term: Spring 2010 (0420)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Susan Demers, Dean (727) 791-2501

Program Summary

The Paralegal studies courses identified in this certificate program will meet the educational requirement for the Certified Legal Assisting Examination administered nationwide by the National Association of Legal Assistants.

Job-Related Opportunities

- Paralegal within private law firms, governmental entities, or corporate legal offices.

Admission Rules

- Applicants must have graduated with at least a bachelor's degree from a regionally accredited college or university.
- Applicants must have a 2.0 overall grade point average.
- Applicants must meet the College's Computer/Information Literacy Competency Requirement

**MAJOR CORE COURSES    Credits**

PLA 1003	Introduction to Paralegalism	3
PLA 1104	Legal Research and Writing	3
PLA 1361	Techniques of Interview and Investigation	3
PLA 1763	Law Office Management	3
PLA 2114	Advanced Legal Research	3
PLA 2203	Civil Litigation I	3
PLA 3703	Seminar in Professional Responsibility	3
PLA 4944	Paralegal Certificate Capstone	3
<b>Total Program Credits</b>		<b>24</b>

**PROGRAM OF STUDY**  
**College of Computer & Information Technology**  
**Linux System Administrator Certificate with Financial Aid Eligibility**  
**LINUXSA-CT**

**Effective Beginning Catalog Term: Fall 2014 (0490)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Therezita Ortiz, Professor  
ortiz.therezita@spcollege.edu 727-791-5905

Sharon Setterlind, Dean  
setterlind.sharon@spcollege.edu 727-341-4724

Program Summary

This certificate program is designed to produce certified Linux administrators and engineers. Students will learn skills and perform tasks required to administer Linux networked servers. These skills include the design, implementation, networking, managing, maintaining, providing services, providing applications, and security of a Linux-based network environment.

Upon completion of the specified courses, students will be prepared to take industry certification, and upon successful completion of all coursework, students will be awarded a college certificate for this program. These courses will apply toward the AS degree in Computer Networking.

Some courses may require a prerequisite that must be met by the student.

Job-Related Opportunities

- Linux System Administrator
- Linux End-user Specialist
- Linux Support Specialist
- Linux System Manager
- Linux Application Developer

Program Related Web Sites

[http://www.spcollege.edu/Linux\\_System\\_Administrator\\_Certificate/](http://www.spcollege.edu/Linux_System_Administrator_Certificate/)

**MAJOR CORE COURSES**

<b>Complete 21 credits - Grade of "C" or better required</b>		<b>Credits</b>
CET 1171C	Computer Repair Essentials	3
CNT 1000	Local Area Network Concepts	3
COP 1000	Introduction to Computer Programming	3
CTS 1327	Configuring and Administering MS Windows	3
CTS 2106	Fundamentals of the Linux/Unix Operating Environment	3
CTS 2321	Linux System Administration I	3
CTS 2322	Linux System Administration II	3
<b>Total Credits</b>		<b>21</b>

**PROGRAM OF STUDY**  
**College of Nursing**  
**Nursing (R.N.) - LPN Transitional Program Associate in Science**  
**LPN-NURSE-AS**

**Effective Beginning Catalog Term: Spring 2014 (0480)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Susan Baker, Dean - College of Nursing 727-341-3640

Program Summary

This program is fully transferable to a Bachelor's Degree in Nursing at SPC or to any state university in Florida.

The day program begins in May. The evening program begins August and January. If admitted in May, you will have needed to complete additional general education courses prior to admission in order to graduate within the three semesters.

Access to a computer is helpful!

Job-Related Opportunities

Information is not Currently Available

Admission Rules

Before entering the first term of the Nursing "program courses" students must complete a minimum of 14 credits from the general education and/or support courses listed below. Prior to admission, students must complete:

BSC 2085 BSC 2085L BSC 2086 BSC 2086L

PSY 1012 (or PSY 1020H)

Humanities/Fine Arts Requirement

Computer and Information Literacy Competency Requirement

General education and support courses do not have to be completed in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor. Access to a computer is helpful!

Graduation Rules

Minimum grade of "C" required in all courses.

Any student who makes a grade of less than "C" in a course in the nursing program that is a prerequisite to a nursing course will be ineligible to continue in the nursing program. Likewise, the clinical component of any nursing rotation must be satisfactorily passed. An overall 2.0 average is required to enroll in sophomore nursing courses. Credit must be earned in or prior to the prescribed sequence.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

**LPN-NURSE-AS CONTIUED**



## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

	<b>Credits</b>
<b>Mathematics<sup>d</sup></b>	
Complete 3 credits from the approved General Education Mathematics coursework. Minimum grade of "C" required.	3
<b>Ethics<sup>d</sup></b>	
Complete 3 credits from the approved General Education Ethics coursework. Minimum grade of "C" required.	3
<b>Computer/Information Literacy Competency</b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	0
<b>Enhanced World View</b>	
Complete at least one 3-credit course Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	0-3
<b>Minimum Credits Required</b>	<b>18</b>

## SUPPORT COURSES

	<b>Credits</b>
<b>Mathematics (Select 3 credits)<sup>d</sup></b>	
STA 2023**      Elementary Statistics	3
<b>Ethics (Select 3 credits)<sup>d</sup></b>	
Students are strongly advised to select the Healthcare Ethics topic when they register.	
PHI 1600**      Studies in Applied Ethics	3
<b>Social/Behavioral Science (Select 3 credits)<sup>d</sup></b>	
PSY 1012**      General Psychology	3
<b>Computer and Information Literacy Competency (Complete 1 course)<sup>d</sup></b>	
CGS 1070      Basic Computer and Information Literacy	1
CGS 1100      Computer Applications	3
EME 2040      Introduction to Educational Technology	3
<b>General (12 credits)</b>	
BSC 2085      Human Anatomy & Physiology I	3
BSC 2085L      Human Anatomy & Physiology Lab I	1
BSC 2086      Human Anatomy & Physiology II	3
BSC 2086L      Human Anatomy & Physiology Laboratory II	1
MCB 2010      Microbiology	3
MCB 2010L      Microbiology Laboratory	1
<b>Total Support Credits</b>	<b>12</b>

## MAJOR CORE COURSES

	<b>Credits</b>
<b>1st Term in Program (Complete 20 credits)</b>	
NUR 1060C      Nursing Process/Physical Assessment	1
NUR 1001C      transition to Professional Nursing	9
Advanced Placement Credit	11
<b>Total Credits</b>	<b>20</b>

## LPN-NURSE-AS CONTIUED

### 2nd Term in Program (Complete 10 credits)

NUR 2511C	Psychosocial Nursing	1
NUR 2462C	Nursing III	9
<b>Total Credits</b>		<b>10</b>

### 3rd Term in Program (Complete 12 credits)

NUR 2731C	Nursing IV	8
NUR 2811C	Nursing Care Management Practicum	3
NUR 2813	Role Transition in Nursing	1
<b>Total Credits</b>		<b>12</b>

**Total Program Credits** **72**

\*Review GEN-AS Program requirements for more information

\*\* Honors courses available to satisfy this requirement.

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

**PROGRAM OF STUDY**  
**Social and Behavioral Sciences Department**  
**Maternal and Child Health Applied Technology Diploma**  
**with Financial Aid Eligibility**  
**MCHL-ATD**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Cheryl Kerr, Program Director,  
kerr.cheryl@spcollege.edu  
727-341-3736

**Program Summary**

Our Maternal and Child Health program targets non-degreed, front-line community health workers who serve as home visitors, family support workers, resource workers, peer counselors, public health aides, family advocates, promotores(as), and outreach workers. The goal of this program is to increase the skills and job performances of those who provide outreach and support services to families with children, age birth to five, who are in public health, child development and family services programs. Students enrolled in this program will learn skills necessary for promoting, fostering and supporting healthy, well-functioning families.

These courses will apply toward the A.S. degree in Human Services.

**Job-Related Opportunities**

- Family Support Worker
- Community Health Worker
- Healthy Start Worker
- Head Start Workers
- Migrant Workers
- Health Workers/Liaisons
- Promotores(as)

**Graduation Rules**

Grade of "C" or higher is required in all courses.

**MAJOR CORE COURSES**

<b>Grade of "C" or better is required</b>		<b>Credits</b>
HUS 1111	Introduction to Intra and Inter-Personal Processes	3
HUS 1353	Issues in Community Health Services	3
HUS 2540	Building Stronger Families and Communities	3
HUS 2541	Working with Families in the Early Childhood Period	3
HUS 2542	Working with Families in the Perinatal Period	3
HUS 2550	Social Services and the Disenfranchised	3
HUS 2949	Co-op Work Experience in Human Services	3
<b>Total Program Credits</b>		<b>21</b>

**PROGRAM OF STUDY**  
**College of Computer & Information Technology**  
**Microsoft Certified Solutions Associate Certificate with Financial Aid Eligibility**  
**MCITPS-CT**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Sharon Setterlind, Dean  
setterlind.sharon@spcollege.edu 727-341-4641

Program Summary

This certificate is designed to produce Microsoft administrators by providing students a comprehensive set of skills necessary to perform as a server administrator. A server administrator is responsible for the operations and day-to-day management of an infrastructure of servers for an enterprise organization. Windows server administrators manage the infrastructure, Web, and IT application servers. This certificate will also prepare students for the Microsoft Certified Solutions Associate (MCSA) and CompTIA Network+ industry certifications.

Job-Related Opportunities

- Systems Administrator
- Network Administrator
- Network Support Specialist

Program Related Web Sites

n/a

**MAJOR CORE COURSES**

<b>(18 Credits) Grade of "C" or higher required.</b>		<b>Credits</b>
CNT 1000	Local Area Network Concepts	3
CTS 1303	Configuring Advanced Windows Server Services	3
CTS 1327	Configuring and Administering MS Windows Client	3
CTS 1328	Installing and Configuring Windows Server	3
CTS 1334	Administering Windows Servers	3
CTS 2106	Fundamentals of the Linux/Unix Operating Environment	3
<b>Total Program Credits</b>		<b>18</b>

**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Medical Coder Certificate with Financial Aid Eligibility**  
**MEDCD-CT**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

### Program Leadership Information

Sheila Newberry, Program Director, HEC  
newberry.sheila@spcollege.edu  
(727) 341-3623

### Program Summary

The Medical Coder Certificate is designed to provide a student with the skills necessary to transform medical diagnoses, procedures and injuries into designated numerical codes. There are many demands for accurately coded data from the medical records in hospitals, physician offices, as well as other healthcare institutions. Codes are provided on claim forms and on numerous medical record abstracts so third party payors and outside agencies may utilize this information. Coded data are also used internally by institutions for quality assurance activities, case-mix management and other administrative and research activities. A medical coder is an individual who analyzes medical records and assigns codes to classify diagnoses and procedures to support the reimbursement system, to support assessment of clinical care and to support medical research activity.

A medical record coder must have a thorough understanding of the content of the medical record as well as clinical knowledge including extensive training in anatomy, physiology, pharmacology and clinical disease process.

A coder must adhere to ethical principles relating to quality, truth, and accuracy in work performance and productivity. The suggested courses are in agreement with guidelines set forth by the American Health Information Management Association.

These courses will apply toward the AS degree in Health Information Management.

### Job-Related Opportunities

- Coding Abstracting Analyst
- Inpatient Hospital Coder
- Insurance Claim Analyst
- Managed Care Organization Coder
- Outpatient Coder
- Physician's Office/Clinic Coder
- Procedural Coder
- Reimbursement Specialist

### Program Related Web Sites

www.ahima.org --- American Health Information Management Association  
www.aapc.com --- American Academy of Professional Coders

### Admission Rules

Before entering the first term of the Medical Coder "program courses," students must complete 9 credits which must include CGS 1100, HSC 1531, and BSC 1084 or (BSC 2085/2085L and BSC 2086/2086L) from the Support Courses listed below. These courses do not have to be completed in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

### Graduation Rules

In order to enroll in any program course with a prerequisite, a grade of "C" or better must have been earned in all prerequisite courses. Students must earn grades of "C" or better in all courses required for the Medical Coder CT curriculum in order to graduate from the program.

NOTE: New graduates from the Medical Coder Certificate program are advised to gain coding experience in both inpatient and outpatient settings before taking the Certified Coding Associate (CCA) examination, Certified Coding Specialist (CCS) examination and/or the Certified Coding Specialist-Physician-based (CCS-P) examination administered by the American Health Information Management Association (AHIMA).

## MEDCD-CT CONTINUED

### ADMISSIONS COURSES

		<b>Credits</b>
<b>Support Courses</b>		
CGS 1100	Computer Applications	3
BSC 1084C	Essentials of Human Anatomy & Physiology BSC 2085/BSC 2085L and BSC 2086/BSC 2086L together can fulfill the BSC 1084C course requirement.	4
HSC 1531	Medical Terminology I	2
<b>Total Credits</b>		<b>9</b>

### MAJOR CORE COURSES

		<b>Credits</b>
<b>1st Term in Program</b>		
HIM 1000	Introduction to Health Information Management	2
HIM 1110	Standard Healthcare Practices	2
HIM 1430	Principles of Disease	2
HIM 1442	Pharmacology for HIM Professionals	2
HIM 2222	Basic ICD Coding	2
<b>Total Credits</b>		<b>10</b>

		<b>Credits</b>
<b>2nd Term in Program</b>		
HIM 1800	Professional Practice Experience I	2
HIM 2012	Health Law Concepts and Practices	2
HIM 2652	Electronic Health/Medical Record Systems	2
HIM 2722	ICD-CM Coding	2
HIM 2960	Credentialing Exam Review	2
<b>Total Credits</b>		<b>10</b>

		<b>Credits</b>
<b>3rd Term in Program</b>		
HIM 2223	Introduction to Coding and Reimbursement Systems	2
HIM 2253	Basic CPT Coding	2
HIM 2723	ICD-PCS Coding	2
HIM 2810	Professional Practice Experience II	2
<b>Total Credits</b>		<b>8</b>
<b>Total Program Credits</b>		<b>37</b>

**PROGRAM OF STUDY**  
**Engineering and Building Arts Department**  
**Medical Quality Systems Certificate without Financial Aid Eligibility**  
**MEDQS-CT**

**Effective Beginning Catalog Term: Fall 2008 (0400)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Lara Sharp, Program Director 727-398-8256

**Program Summary**

This program was developed for the Medical Device Industry Education Consortium (MDIEC) Project under the National Science Foundation (NSF) Advanced Technological Consortium (ATE) Program to meet the critical industry-specific educational needs in quality assurance and present the regulatory and quality standards that are required for the medical device industry.

MDIEC was formed to build a national learning and innovation network to develop and deliver industry-endorsed solutions that address critical industry-defined technical education and training needs.

The courses in this certificate program will be part of the Biomedical Systems specialty of the Associate in Science degree in Engineering Technology.

Certificate Outcomes:

- Evaluating the quality system as it conforms to FDA regulatory requirements
- Identifying medical device-related risk assessment and evaluation
- Integration of medical device manufacturing strategies
- Evaluating corrective action plans
- Using quality auditing tools and techniques

**Job-Related Opportunities**

- Quality Specialist
- Quality Assurance Technician
- Manufacturing Technician
- Production Technician
- Quality Systems Auditor
- Quality Compliance Specialist

**MAJOR CORE COURSES**

	<b>Credits</b>
ETI 1030 Regulatory Environment for Medical Devices	3
ETI 2031 Risk Management and Assessment for Medical Devices	3
ETI 2032 Change Control and Documentation	3
ETI 2041 Medical Device Design and Manufacturing	3
ETI 2171 Quality Auditing for Medical Devices	3
<b>Total Program Credits</b>	<b>15</b>

**PROGRAM OF STUDY**  
**College of Education**  
**Middle Grades Mathematics Education (5-9) Bachelor of Science**  
**MGMED-BS**

**Effective Beginning Catalog Term: Spring 2015 (0495)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Kimberly Hartman, Dean (727) 712-5890

Program Summary

With our program, your classroom math content and applications learning is combined with practical, school-based experiences to prepare you for professional certification for middle schools. You earn a Bachelor of Science in Middle Grades Math Education (grades 5-9). (MGMED-BS)

Job-Related Opportunities

Our program prepares you for employment as a middle school teacher:

- Job prospects are best for teachers in high-demand fields, such as science, math and bilingual education
- In 2010, the average salary of a Florida teacher was \$50,000
- The Florida Legislature has determined there is a shortage of math and science teachers, making you eligible for student loan forgiveness programs

Source: Florida Department of Education and U.S. Bureau of Labor Statistics

Program Related Web Sites

<http://www.bls.gov/ooh/home.htm>

Admission Rules

To be admitted to this 60-credit program, you need:

- An AA degree (or transcripts showing 60 credits from a regionally accredited school to include AA degree general education requirements)
- To have completed the state-mandated prerequisites with a grade of C or higher:
  - EDF 1005 Introduction to Education
  - EDF 2085 Teaching Diverse Populations
  - EME 2040 Introduction to Educational Technology
  - MAC 2311 Calculus & Analytic Geometry I
  - MAC XXXX (3 credits of additional mathematics coursework with "MAC" prefix NOT including MAC 2233 )
- A cumulative grade point average of 2.5 on a 4.00 scale in all college classes
- Passing scores from all sections of Florida's General Knowledge test
- Questions regarding admissions, please consult with the Dean of College of Education.

Note: Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor. Students who have questions concerning state mandated prerequisites should consult [www.facts.org](http://www.facts.org) and review the appropriate common prerequisite manual or see an academic advisor.

Graduation Rules

GPA: A cumulative GPA of 2.5 or higher is required for graduation; a grade of "C" or higher is required in all courses.

CULTURAL DIVERSITY:

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE:

This bachelor's degree program requires a minimum of two consecutive years of a foreign language in high school OR two semesters of a foreign language at the college level.

Note: Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation.



## MGMED-BS CONTINUED

### STATE MANDATED PREREQUISITES

#### Education

EDF 1005	Introduction to Education	3
EDF 2085	Teaching Diverse Populations	3
EME 2040	Introduction to Educational Technology	3

#### Mathematics (Complete 8 credits)

MAC 2311	Calculus with Analytic Geometry I	5
<b>AND</b>	Any MAC Prefix Course	3

### ADMISSIONS REQUIREMENT

#### A.A. Degree\*

### MAJOR CORE COURSES

#### Core Requirements (Complete 27 credits)

EDF 3214	Student Development and Learning Principles K-12	3
EDF 4430	Measurement, Evaluation and Assessment in Education K-12	2
EDF 4781	Educational Issues for the 21st Century	2
EEX 3012	Nature and Needs of Exceptional Students K-12 *	3
EDG 3410	Classroom Management and Communication K-12	2
MAE 4943	Internship: Middle Grades Math Education 5-9 *	12
RED 4043	Reading within the Disciplines 5-12	3
<b>Total Credits</b>		<b>27</b>

### MAJOR CORE COURSES

#### Major Requirements (Complete 30 Credits)

EEX 4604	Behavior Management of Exceptional Students	3
MAD 3107	Discrete Mathematical Structures	3
MAE 3320	Interactive Middle School Mathematics Projects	3
MAE 3823	Connections Through Algebraic Thinking	4
MAE 3941 <sup>c</sup>	Interactive Middle School Math Projects Practicum *	1
MAE 4330	Instructional Methods in Secondary Mathematics with Technology	3
MAE 4642	Assessing Cognitive and Affective Issues in Learning Mathematics	2
MAE 4942	Instructional Methods in Secondary Mathematics with Technology Practicum	1
MHF 4404	Perspectives in Mathematics	3
MTG 3212	Modern Geometries	4
STA 2023	Elementary Statistics	3
<b>Total Credits</b>		<b>30</b>

#### ESOL Requirements (Complete 3 credits)

TSL 3080 <sup>c</sup>	ESOL Issues: Principles and Practices I P - 12	3
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**Total Credits** **3**

**Total Program Credits** **120**

\*Review GEN-AA Program requirements for more information

<sup>c</sup> These courses include mandatory school based hours.

School-based hours total 150 clinical clock hours plus a 15-week internship

**PROGRAM OF STUDY**  
**College of Business**  
**Management/Leadership Certificate without Financial Aid**  
**Eligibility**  
**MGT/LDR-CT**

**Effective Beginning Catalog Term: Fall 2011 (0445)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Dr. Greg Nenstiel, Dean, EPI  
Nenstiel.greg@spcollege.edu  
(727) 791-2433

Dr. April Bailey, Academic Department Chair, Seminole  
Bailey.april@spcollege.edu  
(727) 791-2433

**Program Summary**

The Management/Leadership courses identified in this Certificate program will apply towards the Business Administration AS degree. These courses will cover the areas of management and leadership skills and principles with an emphasis on developing the techniques of business leadership.

**MAJOR CORE COURSES Credits**

LDR 2001	Introduction to Leadership	3
MAN 2021	Principles of Management	3
MAN 2340	Supervisory Management	3
MAN 2582	Introduction to Project Management	3
<b>Total Credits</b>		<b>12</b>

**PROGRAM OF STUDY**  
**College of Business**  
**Management and Organizational Leadership Bachelor of Applied Science**  
**MGTORG-BAS**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Michael Ewell, MS, Academic Department Coordinator,  
EPI/ SPG ewell.mike@spcollege.edu 727-791-2610  
Dr. Greg Nenstiel, Dean, EPI (727) 791-2433

Program Summary

This degree program is designed with the active assistance of business and industrial leaders. This integrated program will give students a broad range of organizational and management skills necessary for a variety of supervisory positions. Students will learn how to become effective leaders and increase their earning potential.

Job-Related Opportunities

- Management
- Supervisory Roles
- Human Resources
- Training and Development
- Industry/manufacturing

Program Related Web Sites

[http://www.spcollege.edu/central/cob/management\\_leadership\\_bas.htm](http://www.spcollege.edu/central/cob/management_leadership_bas.htm)

Admission Rules

Admission requires completion of an AA Degree or A.S. Degree of sixty (60) credits in a related discipline.

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. Visit General Education Requirements for details. Please note that total program hours may vary. Consult the assigned baccalaureate specialist or advisor for additional questions.

Graduation Rules

FOREIGN LANGUAGE:

If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program.

Students with an A.A. Degree, or unrelated A.S. degree must fulfill an additional 15 credits in business support courses at the lower division 1000 and 2000 level as outlined in the Admissions Checklist and below:

**ADMISSIONS COURSES**

<b>Lower Division Support Courses (Complete 15 credits)</b>		<b>Credits</b>
ACG 2021	Financial Accounting	3
BUL 2241	Business Law I (Must be taken within first 12 upper division hours of program)	3
or		
BUL 2131	Legal Environment of Business (Must be taken within first 12 upper division hours of program)	3
CGS 1100	Computer Applications (Must be taken within first 12 upper division hours of program)	3
	Any lower division courses (1000 or 2000) with the ECO, ENT, FIN, GEB, MAN or MAR prefix	
<b>Total Credits</b>		<b>15</b>

## MGTORG-BAS CONTINUED

### GENERAL EDUCATION REQUIREMENT

**A.A. Degree\* (or 60 credits with at least 15 General Education credits) 60**

### MAJOR CORE COURSES

**GRADE OF "C" OR BETTER REQUIRED FOR ALL COURSES**

<b>Major Requirements (Complete 27 credits)</b>	<b>Credits</b>
BUL 3310      Advanced Legal Environment of Business	3
FIN 3403      Financial Management (Must be taken within first 12 upper division hours of program)	3
GEB 3213      Business Communication for Professional Effectiveness	3
MAN 3240      Applied Organizational Behavior	3
MAN 3303      Management & Leadership Practices	3
MAN 3503      Managerial Risk Analysis and Decision Making	3
MAN 4583      Project Management	3
MAN 4584      Process Improvement Methodologies	3
MAR 3802      Marketing Management	3
<b>Total Credits</b>	<b>27</b>

### REQUIRED FINAL COURSE - Last Semester for All Students Credits

MAN 4900	Senior Capstone Project in Management and Organizational Leadership For students in Effective terms prior to 0520, MAN 4900 will be completed for 3 credits. For students in term 0520 or later, MAN 4900 will be offered at 6 credits starting Fall 2017.	3
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### SUBPLANS

Select one specialized subplan below to complete the degree.

#### Subplan I: Management & Organizational Leadership (15 credits) Credits

Core Courses (3 credits)

MAN 3504	Operations Management	3
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Elective Courses (Select 12 Upper-Division and 3 Lower-Division Credits)

ECP 3703	Managerial Economics	3
ETI 3647	Supply Chain Management	3
ISM 3011	Management Information Systems	3
MAN 3600	International Business	3
MAN 3786	Sustainable Enterprise Planning	3
MAN 3802	Principles of Entrepreneurship	3
MAN 3860	Philanthropy and the Management of the Not-For-Profit (NFP)	3
MAN 4102	Managing Cultural Diversity	3
MAN 4625	Managing Global Human Resources	3
MAN 4881	Authority Influence and Projects	3
MAN 4935	Special Topics in Management Concepts	3
MAN 4940	Internship	3
MAR 4413	Sales, Negotiating and Customer Relationship Management	3
MAR 4613	Marketing Research	3
MAR 4836	Concept and Product Development	3
PAD 4232	Grant Administration & Resource Development	3
QMB 3200	Quantitative Methods for Business	3

**Total Credits 15**

## MGTORG-BAS CONTINUED

### Subplan II: Entrepreneurship (Complete 15 credits)

FIN 3461	Financial Analysis	3
MAN 3802	Principles of Entrepreneurship	3
MAN 4801	Business Plan Strategies	3
MAR 4413	Sales, Negotiating and Customer Relationship Management	3
MAR 4836	Concept and Product Development	3
<b>Total Credits</b>		<b>15</b>

### Subplan III: Project Management (Complete 15 credits)

MAN 3504	Operations Management	3
MAN 4741	Innovation, Change and Agile Projects	3
MAN 4881	Authority Influence and Projects	3
MAN 4883	Project Management Methodology in Specialization	3
MAN 4885	Complex and Advanced Projects	3
<b>Total Credits</b>		<b>15</b>

### Subplan IV: Sustainability and Green Management (Complete 15 credits)

BUL 3583	Legal Aspects of Sustainability	3
MAN 3784	Sustainability in the Natural Environment	3
MAN 3786	Sustainable Enterprise Planning	3
MAN 4781	Sustainable Business Strategies	3
MAN 4787	Energy & Environmental Techniques	3
<b>Total Credits</b>		<b>15</b>

**Total Program Credits** **120**

**PROGRAM OF STUDY**  
**Fine Arts/Humanities Department**  
**Music Industry/Recording Arts Associate in Science**  
**MIRAS-AS**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Patrick Hernly, Academic Department Chair, SPG  
hernly.patrick@spcollege.edu

(727) 341-4364

Dr. Jonathan Steele, Dean, CL  
steele.jonathan@spcollege.edu (727) 791 - 5987

**Program Summary**

Our program helps students develop “real world” skills that artists need to thrive in a diverse and competitive music industry. The program offers a well-rounded, technology-based educational experience to student musicians, composers, producers, DJs, live-sound reinforcement enthusiasts, broadcast audio engineers, and post-production technologists. The program emphasizes creative processes, technical training, business practices and entrepreneurial skills in a collaborative environment.

**Job-Related Opportunities**

Information is not Currently Available

**Admission Rules**

Before entering the first term of the MIRA core courses students must complete all developmental coursework as identified by the college placement test. Developmental courses include REA 0007, REA 0017, REA 0990, ENC 0015, ENC 0025, ENC 0990, MAT 0012L, 0018, 0028, 0990 and SLS 1101. Students who have placed in college level coursework may enter the MIRA program anytime during the first semester.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework.

3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework.

3

Minimum grade of "C" required.

# MIRAS-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

### Computer/Information Literacy Competency

**Credits**

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0  
 OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

### Enhanced World View

Complete at least one 3-credit course 0-3  
 Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

**Minimum Credits Required 18**

## MAJOR CORE COURSES

### Complete 23 credits

**Credits**

MUM 2707	Practical Music Business	3
MUM 2313	Legal Issues in Music	3
MUM 2600	Music Technology and Recording Techniques I	3
MUM 2601	Music Technology and Recording Techniques II	3
MUM 2601L	Music Technology and Recording Techniques II-Lab	1
MUM 2602	Music Technology and Recording Techniques III	3
MUM 2602L	Music Technology and Recording Techniques III- Lab	1
MUM 2603	Music Technology and Recording Techniques IV	3
MUS 1621	Acoustics and Psychoacoustics	3
<b>Total Credits</b>		<b>23</b>

## SUBPLANS

Select one specialized subplan below to complete the degree.

### Subplan I: Production

Core Courses (19 credits)

**Credits**

MUM 1629	Audio Mixing Techniques I	3
MUM 1629L	Audio Mixing Techniques I Lab	1
MUM 1662	Live Sound Reinforcement Techniques	3
MUM 1942	Internship: Sound Engineering I	1
MUM 2609	Critical Listening: Analysis of Contemporary Production Techniques	3
MUM 2612	Critical Listening II: Analysis of Contemporary Production Techniques	3
MUM 2678	Audio Mixing Techniques II	3
MUM 2678L	Audio Mixing Techniques II Lab	1
MUM 2945	Internship: Sound Engineering II	1

Elective Courses (Select 4 Credits)

MUT 1001	Fundamentals of Music	3
MUT 2341	Contemporary Music Theory I	3
Select 1 credit from the Suggested Ensembles Elective Courses or Suggested Applied Lesson Elective Courses.		1

**Total Credits 23**

\*Review GEN-AS Program requirements for more information

## MIRAS-AS CONTINUED

### Subplan II: Artist with Composition Focus

Core Courses (22 credits)	Credits
MUC 1621      Composition in Modern Media	2
MUC 2000      Songwriting	2
MUC 2001      Songwriting II	2
MUC 2622      Composition in Modern Media 2	2
MUC 2631      Avid Pro Tools for the Composer	3
MUT 2341      Contemporary Music Theory I	3
MUT 2341L     Contemporary Ear Training I	1
MUT 2342      Contemporary Music Theory II	3
MUT 2342L     Contemporary Ear Training II	1
MUM 2609      Critical Listening: Analysis of Contemporary Production Techniques	3
Elective Courses (Select 1 Credits)	
MVK 1111      Class Piano	1
Any one credit applied keyboard course with an MVK or MVJ prefix	1
<b>Total Credits</b>	<b>23</b>

### Subplan III: Artist with Performance Focus

Core Courses (7 credits)	Credits
DAA 1810      Stage Movement Technique	1
MUM 1030      Performance Techniques	1
MUN 1700      Improvisation Ensemble	1
MUT 2341      Contemporary Music Theory I	3
MUT 2341L     Contemporary Ear Training I	1

#### Elective Courses General (Select 2 Credits)

Complete 2 levels of secondary instrumental study from courses with MVB, MVJ, MVK, MVP, MVS, or MVV prefixes. (ex: MVK 1111--Classical Piano I and MVK 2121--Classical Piano II) 2

#### Elective Courses Ensemble (Select 6 Credits)

MUN 1031      Rock Ensemble I	1
MUN 1032      Rock Ensemble II	1
MUN 1710      Jazz Band	1
MUN 1711      Jazz Combo	1
MUN 1712      Jazz Combo II	1
MUN 1718      Rhythm & Blues Ensemble	1
MUN 1810      Steel Drum Ensemble	1
MUN 2004      Recording Studio Ensemble	1
MUN 2022      Laptop and Electronic Arts Ensemble	1
MUN 2709      Rhythm Section Boot Camp	1
MUN 2719      Rhythm & Blues Ensemble II	1

#### Elective Courses Applied Lesson (Select 8 Credits)

MUM 1034      Vocal Coaching For the Recording Studio	2
MUM 2035      Vocal Coaching for the Recording Studio II	2
MVB 1317      Contemporary Brass Techniques I	2
MVB 2327      Contemporary Brass Techniques II	2
MVJ 1010      Applied Music Enrichment - Jazz Piano	1-2



## MIRAS-AS CONTINUED

### Subplan III: Elective Courses Applied Lesson Continued

MVJ 2020	Applied Music Enrichment - Jazz Piano	1-2
MVK 1115	Popular Piano Techniques	1-2
MVK 1215	Contemporary Keyboard Techniques I	2
MVK 2125	Popular Piano Techniques II	1-2
MVK 2225	Contemporary Keyboard Techniques II	2
MVP 1317	Contemporary Drumkit Technique I	2
MVP 2327	Contemporary Drumkit Technique II	2
MVS 1317	Electric Bass for Rock, Jaxx, Blues & Funk I	2
MVS 1318	Contemporary Guitar Techniques I	2
MVS 2327	Electric Bass for Rock, Jaxx, Blues & Funk II	2
MVS 2328	Cont. Guitar Techniques II	2
MVV 1317	Contemporary Vocal Style I	1-2
MVV 2327	Contemporary Vocal Style II	1-2
MVW 1317	Contemporary Woodwind Techniques I	2
MVW 2327	Contemporary Woodwind Techniques II	2
MUM 2670	Avid Pro Tools 101/110	3
MUM 2671	Avid Pro Tools 201/210	3
MUM 2679	Avid Pro Tools 310M (Expert Certification)	3
<b>Total Credits</b>		<b>23</b>
<b>Total Program Credits</b>		<b>64</b>

**PROGRAM OF STUDY**  
**College of Business**  
**Business Operations - Marketing Certificate without Financial Aid Eligibility**  
**MKT-CT**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. April Bailey, Academic Department Chair, SE  
727-614-7084

Dr. Greg Nenstiel, Dean, EPI (727) 791-2433

Program Summary

The Business Operations - Marketing courses identified in this Certificate program will apply towards the Business Administration AS degree. These courses will cover the areas of marketing from trade operations to retail and wholesale agencies with an emphasis on advertising, sales, social, and commercial marketing principles. This certificate will prepare students for a career in the field of marketing with an emphasis on customer relations.

Job-Related Opportunities

Information is not Currently Available

Graduation Rules

Complete the 18 credits listed in the program with a minimum 2.0 G.P.A.

<b>MAJOR CORE COURSES</b>		<b>Credits</b>
MAR 2011	Principles of Marketing	3
MAR 2321	Advertising	3
MAR 2101	Social Media Marketing	3
MAR 2410	Personal Selling	3
GEB 1011	Introduction to Business	3
GEB 2214	Business Communications	3
<b>Total Program Credits</b>		<b>18</b>

**PROGRAM OF STUDY**  
**College of Education**  
**Secondary Education Mathematics (6-12) Bachelor of Science**  
**MTSED-BS**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Kimberly Hartman, Dean  
hartman.kimberly@spcollege.edu (727) 712-5890

Program Summary

This teacher preparation program combines mathematics content related material with practical, school-based experiences to prepare you for professional certification to teach mathematics in grades 6-12. You earn a Bachelor of Science in Mathematics Education (6-12) and will be well prepared to teach topics related to High School Mathematics.

Job-Related Opportunities

Mathematics Teacher (6-12)

Program Related Web Sites

N/A

Admission Rules

To be admitted to this 63-credit program, you need:

- An A.A. degree (or transcripts showing 60 credits from a regionally accredited school))
- Completion of the state-mandated prerequisites with a grade of C or higher:
- Minimum of 2 credits of additional mathematics electives with a MAC, MTG or MAS prefix)
- A cumulative grade point average of 2.5 on a 4.00 scale in all college classes
- Passing scores from all sections of Florida's General Knowledge test

Graduation Rules

GPA: A cumulative GPA of 2.5 or higher is required for graduation.

CULTURAL DIVERSITY (6 credits):

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE:

Two years in high school or two semesters of college instruction in a single foreign language.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE) and passing the final internship are conditions of graduation.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor.

**STATE MANDATED PREREQUISITES**

**Grade of "C" or better required**

**Credits**

EDF 1005	Introduction to Education	3
EDF 2085	Teaching Diverse Populations	3
EME 2040	Introduction to Educational Technology	3
MAC 2311	Calculus with Analytic Geometry I	5
MAC 2312	Calculus with Analytic Geometry II	5
	Elective in Mathematics (any MAC, MTG or MAS prefix course)	2

In addition to MAC 2311 and MAC 23112, students are required to complete 12 credits of college level math.

Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

# MTSED-BS

## AA GENERAL EDUCATION REQUIREMENTS

A.A. Degree See requirements for AA degree for specific course requirements.

**Credits**  
**60**

## MAJOR CORE COURSES

### Core Requirements (Complete 27 credits)

		<b>Credits</b>
EDF 3214 <sup>c</sup>	Student Development and Learning Principles K-12	3
EDF 4430	Measurement, Evaluation and Assessment in Education K-12	2
EDF 4781	Educational Issues for the 21st Century	2
EDG 3410	Classroom Management and Communication K-12	2
EEX 3012 <sup>c</sup>	Nature and Needs of Exceptional Students K-12	3
MAE 4940 <sup>c</sup>	Internship: Secondary Mathematics Education6-12	12
RED 4043	Reading within the Disciplines 5-12	3

**Total Credits** **27**

### Major Requirements (Complete 30 Credits)

		<b>Credits</b>
MAD 3107	Discrete Mathematical Structures	3
MAE 3320	Interactive Middle School Mathematics Projects	3
MAE 3941 <sup>c</sup>	Interactive Middle School Math Projects Practicum	1
MAE 4330	Instructional Methods in Secondary Mathematics with Technology	3
MAE 4942	Instructional Methods in Secondary Mathematics with Technology Practicum	1
MAE 4642	Assessing Cognitive and Affective Issues in Learning Mathematics	2
MAS 3105	Linear Algebra with Applications	4
MAS 4203	Number Theory	3
MAS 4301	Introductory Abstract Algebra	3
MGF 4301	Transitions to Advanced Mathematics	3
MHF 4404	Perspectives in Mathematics	3
MTG 3212	Modern Geometries	4

**Total Credits** **33**

### ESOL Requirements (Complete 3 credits)

TSL 3080 <sup>c</sup>	ESOL Issues: Principles and Practices I P – 12	3
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**Total Credits** **3**

**Total Program Credits** **123**

\*Review GEN-AA Program requirements for more information

<sup>c</sup> These courses include mandatory school based hours.

School-based hours total 150 clinical clock hours plus a 15-week internship.

**PROGRAM OF STUDY**  
**College of Nursing**  
**Bachelor of Science Nursing**  
**NURS-BS**

**Effective Beginning Catalog Term: Fall 2014 (0490)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Susan Baker, Dean baker.susan@spcollege.edu  
(727) 341-3640

Program Summary

The RN to BSN Program at St. Petersburg College affords registered nurses the opportunity to obtain a Bachelor of Science degree in Nursing. The program gives nurses a solid foundation for advancing their career or preparing for graduate nursing study. The program focuses on leadership, management, theory, research, and community and public health. Courses are delivered in either a face-to-face or online format.

Job-Related Opportunities

Information is not Currently Available

Admission Rules

Bachelor of Science in Nursing Admissions Checklist

- To be eligible for admission to the Bachelor of Science in Nursing, you must complete the online college application in MySPC and submit documentation of:
- A clear/active, unrestricted, unencumbered RN license. (This will need to be kept current for the duration of the program.)
- Official transcripts showing completion of an A.S. degree in Nursing from a regionally accredited institution listed at <http://www.collegesource.org/idxsearch.asp> or a Diploma in Nursing from a program accredited by the Accreditation Commission for Education in Nursing/ACEN (formerly, National League for Nursing Accrediting Commission/NLNAC) listed at: <http://www.acenursing.us/accreditedprograms/programSearch.htm>
- Official transcripts from all college(s) currently or previously attended. Transcripts from schools outside the U.S must be evaluated by a NACES approved agency.
- Official transcripts from high school(s) (or GED). Students who have submitted transcripts documenting an associate, bachelor's or higher degrees from regionally accredited schools are not required to submit high school transcripts unless they document completion of two consecutive years of one foreign language.
- Completion of all AA degree general education requirements and foreign language requirements.
- Completion of the state -mandated prerequisites with a grade of "C" or better (see below for specific courses).
- Cumulative grade point average of 2.0 on a 4.00 scale in all post-secondary coursework.

Graduation Rules

If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before entering the B.S. program.

RN to BSN students must complete 40 semester hours of upper-division nursing coursework. Ten

(10) semester hours may be met by transfer from another institution. RN to BSN students must complete each NUR/NSP upper division course with a grade of "C" or better in order to receive credit and progress in the program.

## NURS-BS CONTINUED

### STATE MANDATED PREREQUISITES

All courses must be completed with a grade of "C" or higher.

BSC 2085	Human Anatomy & Physiology I (Acceptable substitutes: BSCXO93C or BSC XO93/XO93L)	3
<b>AND</b>		
BSC 2085L	Human Anatomy & Physiology Lab I	1
BSC 2086	Human Anatomy & Physiology II (Acceptable substitutes: BSCX094C or BSC XO94/XO94L)	3
<b>AND</b>		
BSC 2086L	Human Anatomy & Physiology Laboratory II	1
MCB 2010	Microbiology	3
	(Acceptable substitutes: MCBX013C, MCBX013/L, MCB X000/X000L, OR MCB X004/X004L)	
<b>AND</b>		
MCB 2010L	Microbiology Laboratory	1
STA 2023	Elementary Statistics (Acceptable substitutes: STAX014, STAX122, or STAX022)	3

### AA GENERAL EDUCATION REQUIREMENTS

**Complete 27 credits** **27**

### LOWER DIVISION SUPPORT COURSES

**Lower Division Nursing by Transfer** **39**

### MAJOR CORE COURSES

NUR 3066	Health Assessment and Physical Appraisal	3
NUR 3125	Pathophysiology	3
NUR 3655	Nursing in a Multicultural Society	3
NUR 3805	Professional Roles and Dimensions of Nursing Practice	3
NUR 3826	Legal & Ethical Aspects of Nursing	3
NUR 3874	Informatics and Clinical Reasoning	3
NUR 4169	Evidence-Based Research Utilization	3
NUR 4606	Nursing of the Family	3
NUR 4636	Community Health Nursing Theory	3
NUR 4636L	Community Health Nursing Practicum	4
NUR 4835	Leadership Theory	3
NUR 4835L	Leadership Practicum	4
	NUR/NSP 3XXX - Nursing Elective - upper division course	2

**Total Credits** **40**

**Total Program Credits** **121**

**PROGRAM OF STUDY**  
**College of Nursing**  
**Nursing (R.N.) Associate in Science**  
**NURSE-AS**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Susan Baker, Dean - College of Nursing 727-341-3640

Program Summary

Fully transferable to Bachelor's Degree at SPC or to any state university in Florida. Program begins in August and January with a day and evening format.

Job-Related Opportunities

Information is not Currently Available

Admission Rules

Before entering the first term of the Nursing "program courses" students must complete a minimum of 11 credits from the general education and/or support courses listed below. Prior to admission, students must complete:

- BSC 2085
- BSC 2085L
- BSC 2086
- BSC 2086L
- PSY 1012 \*\*
- Computer and Information Literacy Competency Requirement

General education and support courses do not have to be completed in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor. Access to a computer is helpful!

Graduation Rules

Minimum grade of "C" required in all courses.

Any student who makes a grade of less than "C" in a course in the nursing program that is a prerequisite to a nursing course will be ineligible to continue in the nursing program. Likewise, the clinical component of any nursing rotation must be satisfactorily passed. An overall 2.0 average is required to enroll in sophomore nursing courses. Credit must be earned in or prior to the prescribed sequence.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework. 3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communications - Composition II/Literature**

Complete 3 credits from the approved General Education Composition II/Literature coursework. 3

Minimum grade of "C" required. Requirement must be completed within the first 36 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework. 3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. 3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. 3

Minimum grade of "C" required.

## NURSE-AS CONTINUED

### AS GENERAL EDUCATION REQUIREMENTS CONTINUED

	<b>Credits</b>
<b>Mathematics<sup>d</sup></b>	
Complete 3 credits from the approved General Education Mathematics coursework.	3
Minimum grade of "C" required.	
<b>Ethics<sup>d</sup></b>	
Complete 3 credits from the approved General Education Ethics coursework.	3
Minimum grade of "C" required.	
<b>Computer/Information Literacy Competency<sup>d</sup></b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T)	0
OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	
<b>Enhanced World View</b>	
Complete at least one 3-credit course	0-3
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	
<b>Minimum Credits Required</b>	<b>18</b>

### SUPPORT COURSES

	<b>Credits</b>
<b>Mathematics (Select 3 credits)<sup>d</sup></b>	
STA 2023**      Elementary Statistics	3
<b>Ethics (Select 3 credits)<sup>d</sup></b>	
Students are strongly advised to select the Healthcare Ethics topic when they register for PHI 1600.	
PHI 1600**      Studies in Applied Ethics	3
<b>Social/Behavioral Science (Select 3 credits)<sup>d</sup></b>	
PSY 101288      General Psychology	3
<b>Computer and Information Literacy Competency (Complete 1 course)</b>	
CGS 1070      Basic Computer and Information Literacy	1
CGS 1100      Computer Applications	3
EME 2040      Introduction to Educational Technology	3
<b>General Courses (Complete 12 credits)</b>	
BSC 2085      Human Anatomy & Physiology I	3
BSC 2085L      Human Anatomy & Physiology Lab I	1
BSC 2086      Human Anatomy & Physiology II	3
BSC 2086L      Human Anatomy & Physiology Laboratory II	1
MCB 2010      Microbiology	3
MCB 2010L      Microbiology Laboratory	1
<b>MAJOR CORE COURSES</b>	
<b>1st Term in Program (Complete 9 credits)</b>	
NUR 1021C      Nursing I	9
<b>Total Credits</b>	<b>9</b>



## NURSE-AS CONTINUED

### 2nd Term in Program (Complete 11 credits)

NUR 1142C	Application of Pharmacology Concepts in Nursing Therapy	1
NUR 1211C	Nursing II	10
<b>Total Credits</b>		<b>11</b>

### 3rd Term in Program (Complete 10 credits)

NUR 2511C	Psychosocial Nursing	1
NUR 2462C	Nursing III	9
<b>Total Credits</b>		<b>10</b>

### 4th Term in Program (Complete 12 credits)

NUR 2731C	Nursing IV	8
NUR 2813	Role Transition in Nursing	1
NUR 2811C	Nursing Care Management Practicum	3
<b>Total Credits</b>		<b>12</b>

**Total Program Credits** **72**

\*Review GEN-AS Program requirements for more information

\*\* Honors courses available to satisfy this requirement.

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

**PROGRAM OF STUDY**  
**Health Science Department**  
**Orthotics and Prosthetics Technology Associate in Science**  
**ORTHO-AS**

**Effective Beginning Catalog Term: Fall 2014 (0490)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Arlene Gillis, College of Orthotics & Prosthetics  
Program Director gillis.arlene@spcollege.edu  
(727) 341-4153

Richard Flora, Dean flora.richard@spcollege.edu 727-  
302-6721

**Program Summary**

PROGRAM BEGINS EVERY AUGUST

SPC's Associate in Science in Orthotics and Prosthetics Technology is the first and only associate's degree program for orthotic and prosthetic technicians in the State of Florida. This program combines lecture and extensive hands on labs to prepare students to fabricate artificial limbs and orthopedic braces. The program meets the standards of the profession. Upon successful completion of the program, graduates are eligible to take the American Board for Certification in Orthotics, Prosthetics & Pedorthics Technician Certification Exams.

All Orthotic and Prosthetic (O&P) courses are taught only at the Health Education Center at 7200 66th St. N., Pinellas Park.

Due to the time-intensive nature of the O&P program courses, it is recommended that students complete the general education and support courses prior to entry into the program.

**Job-Related Opportunities**

Careers:

This program is for those wishing to become a Certified Orthotic and/or Prosthetic Technician.

Career Outlook:

According to the Bureau of Labor and Statistics, the Orthotics and Prosthetics field is growing at a much faster rate than other occupations. With the geriatric and diabetic patient populations increasing, so is the need for orthotic and prosthetic professionals. Certified Orthotic and Prosthetic technicians support Certified Orthotists and Prosthetists by making quality devices per practitioner instructions to enable the growing patient need to be met.

Opportunities:

Graduates of our program may work in orthotic and prosthetic practices, hospitals, central fabrication facilities, and orthotic and prosthetic manufacturing companies.

**Program Related Web Sites**

<http://www.spcollege.edu/op/>

<http://www.abcop.org/Pages/default.aspx>

<http://www.ncope.org/>

**Admission Rules**

Before admission to the Orthotics and Prosthetics Technician AS program, students must complete the following coursework with a minimum grade of "C":

General Education Computer and Information Literacy Requirement BSC 2085 BSC 2085L HSC 1531

# ORTHO-AS CONTINUED

## Graduation Rules

In order to graduate with the Orthotics and Prosthetics Technician AS degree, students must:

Earn a minimum grade of "C" in all required coursework Complete the 77 credits required for the degree

Complete at least 19 credits required for the degree in residence (at SPC) Earn a cumulative GPA of at least 2.0

Earn a GPA of at least 2.0 in courses completed at SPC

### **AS GENERAL EDUCATION REQUIREMENTS\***

#### **Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

#### **Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

#### **Social and Behavioral Sciences<sup>d</sup>**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

#### **Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

#### **Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework.

3

Minimum grade of "C" required.

#### **Ethics**

Complete 3 credits from the approved General Education Ethics coursework.

3

Minimum grade of "C" required.

#### **Computer/Information Literacy Competency**

Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) 0

OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

#### **Enhanced World View**

Complete at least one 3-credit course

0-3

Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

#### **Minimum Credits Required**

**18**

#### **SUPPORT COURSES**

**Credits**

BSC 1084C      Essentials of Human Anatomy and Physiology

4

#### **MAJOR CORE COURSES**

##### **Complete 38 Credits**

PRO 1002C      Introduction to Orthotics and Prosthetic

2

PRO 1010C      Introduction to Basic Fabrication Hand Skills

2

PRO 1131C      Material Science

3

PRO 1312C      Ankle Foot Orthoses Fabrication

2

## ORTHO-AS CONTINUED

### MAJOR CORE COURSES CONTINUED

PRO 1372C	Upper Limb Orthosis Fabrication	2
PRO 1315C	Leather Work for the Lower Limb Orthosis	2
PRO 1314C	Knee Ankle Foot Orthoses	2
PRO 1351C	Spinal Orthosis Fabrication	2
PRO 2302C	Transtibial Socket Inserts, Alignment and Duplication	2
PRO 2333C	Transfemoral Socket Fabrication	2
PRO 2362C	Transradial Prosthesis Fabrication	2
PRO 1320C	Thermoplastic Orthosis Fabrication	2
PRO 2011C	Advanced Procedures	2
PRO 2860C	Board Exam Review	2
PRO 2363C	Transhumeral Prosthesis Fabrication	2
PRO 1392C	Prosthetic Finishing Procedures	2
PRO 2804C	Technician Practicum (Lab Basics)	1-2
PRO 2804C	Technician Practicum (O&P Design Plans)	2
PRO 2804C	Technician Practicum (O&P Fabrication)	2

**Total Credits** **38**

**Total Program Credits** **60**

\*Review GEN-AS Program requirements for more information

\*\* Honors courses available to satisfy this requirement.

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Respiratory Care: Paramedic/EMS Transitional Associate in Science**  
**PARA-RESC-AS**

**Effective Beginning Catalog Term: Fall 2011 (0445)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

### Program Leadership Information

Steve Hardt, Program Director  
hardt.steve@spcollege.edu  
727-341-3627

### Program Summary

The Respiratory Care Program is dedicated to the philosophy and goals of the college. The Respiratory Care Program is designed to offer the student planned learning experiences and to provide knowledge, skills, and promote attitudes that will culminate in successful employment of the graduate as a respiratory therapist.

The Associate of Science in Respiratory Care is transferable to a Bachelor's degree in Health Services Administration at SPC. This program begins in August.

NOTE: This program of study is designed for licensed paramedics and awards credit for students' paramedic experience. Students who complete this program will graduate with an RESC-AS degree.

### Job-Related Opportunities

Information is not Currently Available

### Admission Rules

Before entering the first term of the Respiratory Care "program courses" students must complete a minimum of 12 credits from the General Education and/or Support courses listed below including BSC 2085 and BSC 2085L with a grade of "C" or better. General Education and Support courses do not have to be completed in the order listed below. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

### Graduation Rules

Minimum grade of "C" required in all courses.

### **AS GENERAL EDUCATION REQUIREMENTS\***

#### **Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework. 3  
Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

#### **Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework. 3  
Minimum grade of "C" required.

#### **Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. 3  
Minimum grade of "C" required.

#### **Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. 3  
Minimum grade of "C" required.

#### **Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework. 3  
Minimum grade of "C" required.

## PARA-RESC-AS CONTINUED

### AS GENERAL EDUCATION REQUIREMENTS CONTINUED

	<b>Credits</b>
<b>Ethics</b>	
Complete 3 credits from the approved General Education Ethics coursework. Minimum grade of "C" required.	3
<b>Computer/Information Literacy Competency</b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	0
<b>Enhanced World View</b>	
Complete at least one 3-credit course Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	0-3
<b>Minimum Credits Required</b>	<b>18</b>

### SUPPORT COURSES

#### Complete 12 credits

BSC 2085	Human Anatomy & Physiology I	3
BSC 2085L	Human Anatomy & Physiology Lab I	1
BSC 2086	Human Anatomy & Physiology II	3
BSC 2086L	Human Anatomy & Physiology Laboratory II	1
CHM 1025	Introductory Chemistry	3
CHM 1025L	Introductory Chemistry Lab	1
<b>Total Credits</b>		<b>12</b>

**Advanced Placement Credit** **4**

### MAJOR CORE COURSES

#### 1st Term in Program (Complete 6 credits)

RET 1007	Respiratory Pharmacology	3
RET 1024	Fundamentals of Respiratory Care	3
<b>Total Credits</b>		<b>6</b>

#### 2nd Term in Program (Complete 6 credits)

RET 1264	Principal of Mechanical Ventilation	3
RET 1485	Cardiopulmonary Physiology	3
<b>Total Credits</b>		<b>6</b>

#### 3rd Term in Program (Complete 6 credits)

RET 2284	Advanced Modalities and Monitoring	2
RET 2876L	Clinical Practice III	4
<b>Total Credits</b>		<b>6</b>

## PARA-RESC-AS CONTINUED

### MAJOR CORE COURSES CONTINUED

#### 4th Term in Program (Complete 11 credits)

RET 2414	Diagnostic Procedures and Pulmonary Rehabilitation	3
RET 2450	Cardiopulmonary Assessment	2
RET 2484	Pulmonary Disease	2
RET 2877L	Clinical Practice IV	4
<b>Total Credits</b>		<b>11</b>

#### 5th Term in Program (Complete 9 credits)

RET 2244	Life Support	1
RET 2714	Neonatal-Pediatric Respiratory Care	2
RET 2878L	Clinical Practice V	4
RET 2935	Medical-Surgery Aspects of Respiratory Care	2
<b>Total Credits</b>		<b>9</b>

#### 6th Term in Program (Complete 4 credits)

RET 2879L	Clinical Practice VI	4
<b>Total Credits</b>		<b>4</b>

**Total Program Credits** **76**

\*Review GEN-AS Program requirements for more information

**PROGRAM OF STUDY**  
**Fine Arts/Humanities Department**  
**Photographic Technology Associate in Science**  
**PGY-AS**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Barton Gilmore, Lead Instructor, CL  
gilmore.barton@spcollege.edu (727) 791-2685

Jonathan Barnes, Academic Department Chair, CL  
barnes.jonathan@spcollege.edu  
(727) 791-5997

Dr. Jonathan Steele, Dean, CL  
steele.jonathan@spcollege.edu (727) 791-5987

Program Summary

The Photographic Technology Program at St. Petersburg College will prepare students to work with comprehensive technical and theoretical training in commercial, advertising and industrial photography and a wide range of photographic and imaging technologies. Students will be qualified to apply to work in advertising agencies, design and photographic studios, digital labs, and other businesses utilizing photography for display and sales.

Students will develop entry-level skills for the editorial, advertising, fine art and photo technology fields. The program provides an excellent means to explore an interest in photography either as a hobby or for professional development. It is ideal for those who wish to enhance their knowledge of commercial photography, or to complement careers in public relations, graphic design or writing.

Job-Related Opportunities

Information is not Currently Available

Graduation Rules

Minimum grade of "C" required in all Support and Major courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

**Humanities and Fine Arts<sup>d</sup>**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework.

3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework.

3

Minimum grade of "C" required.



## PGY-AS CONTINUED

### AS GENERAL EDUCATION REQUIREMENTS CONTINUED

	<b>Credits</b>
<b>Computer/Information Literacy Competency</b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T)	0
OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	
<b>Enhanced World View</b>	
Complete at least one 3-credit course	0-3
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	
<b>Minimum Credits Required</b>	<b>18</b>

### SUPPORT COURSES

#### Art History (Complete 3 credits)<sup>d</sup>

ARH 1000	Understanding Art	3
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### MAJOR CORE COURSES

#### Complete 43 credits

	<b>Credits</b>
ART 1201C Design I	3
ART 1300C Drawing I	3
DIG 2115C Digital Imaging	3
PGY 1279 Legal Issues in Photography	3
PGY 2107C Large Format Photography	3
PGY 2750 C Introduction to Video Production	3
PGY 2201C Photography Studio Lighting	3
PGY 2210C Professional Studio Portraiture	4
PGY 2401C Photography I	3
PGY 2404C Intermediate Photography	3
PGY 2470C Themes for Photographers	3
PGY 2475C Portfolio Development	3
PGY 2800C Digital Photography	3
PGY 2940C Professional Practices/Internship	3
<b>Total Credits</b>	<b>43</b>

### MAJOR ELECTIVE COURSES

#### Select 3 credits

	<b>Credits</b>
ARH 2051 Art History: Renaissance to Contemporary	3
PGY 2000 History of Photography	3
<b>Total Credits</b>	<b>3</b>

#### **Total Program Credits**

**64**

\*Review GEN-AS Program requirements for more information

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

**PROGRAM OF STUDY**  
**Fine Arts/Humanities Department**  
**Digital Photography Certificate with Financial Aid Eligibility**  
**PGY-CT**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Barton Gilmore, Lead Instructor PGY-AS  
gilmore.barton@spcollege.edu  
727-791-2685

Barnes Jonathan, Academic Department Chair  
barnes.jonathan@spcollege.edu  
727-791-5997

Steele Jonathan, Dean, Humanities and Fine Arts  
steele.jonathan@spcollege.edu  
727-791-2548

**Program Summary**

The certificate is designed to equip students with the essential and basic skills required for entry into professional work as a photographer. All of the courses will apply toward the A.S. degree in photographic technology.

**Job-Related Opportunities**

Studio and portrait photography Marketing/Promotion/fund-raising Industrial photography  
Scientific photography Communications/Public relations Photo Journalism

**Program Related Web Sites**

<http://www.bls.gov/ooh/media-and-communication/photographers.htm#tab-1>

**MAJOR CORE COURSES**

PGY 2800C	Digital Photography	3
PGY 2210C	Professional Studio Portraiture	4
PGY 2404C	Intermediate Photography	3
PGY 2750C	Introduction to Video Production	3
PGY 1279	Legal Issues in Photography	3
DIG 2115C	Digital Imaging	3
PGY 2201C	Photography Studio Lighting	3
<b>Total Program Credits</b>		<b>22</b>

**PROGRAM OF STUDY**  
**College of Education Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading Endorsements Bachelor of Science**  
**PKPED-BS**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit My SPC and view My Learning Plan to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Kimberly Hartman, Dean  
hartman.kimberly@spcollege.edu (727) 791-5890

**Program Summary**

\*\*\*THIS PROGRAM IS CURRENTLY NOT ADMITTING STUDENTS\*\*\*

The Bachelor of Science in Pre-kindergarten/Primary Education (PKPED-BS) prepares you to teach ages 3 through grade 3 and gives you an endorsement in ESOL (English to Speakers of Other Languages) and Reading.

**Job-Related Opportunities**

Employment of kindergarten and elementary school teachers is expected to grow by 17 percent through 2020, about as fast as the average for all occupations. Growth is expected because of both declines in student-teacher ratios and increases in enrollment. However, employment growth will vary by region.

In May 2010, the median annual wage of kindergarten teachers was \$48,800 and the median annual wage of elementary school teachers was \$51,660.

Source: U.S. Bureau of Labor Statistics

**Program Related Web Sites**

<http://www.bls.gov/ooh/education-training-and-library/child-care-and-elementary-school-teachers.htm>

**Admission Rules**

To be admitted to this 63-credit program, you need:

- An AA degree (or transcripts showing 60 credits from a regionally accredited school to include AA degree general education requirements)
- To have completed the state-mandated prerequisites with a grade of C or higher: EDF 1005 Introduction to Education
- EDF 2085 Teaching Diverse Populations
- EME 2040 Introduction to Educational Technology
- A cumulative grade point average of 2.5 on a 4.00 scale in all college classes
- Passing scores from all sections of Florida's General Knowledge test

**Graduation Rules**

GPA: A cumulative GPA of 2.5 or higher is required for graduation; a grade of "C" or higher is required in all courses.

CULTURAL DIVERSITY:

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE:

This bachelor's degree program requires a minimum of two consecutive years of a foreign language in high school OR two semesters of a foreign language at the college level.

# PKPED-BS CONTINUED

## STATE MANDATED PREREQUISITES

### Education Prerequisites

EDF 1005	Introduction to Education	3
EDF 2085	Teaching Diverse Populations	3
EME 2040	Introduction to Educational Technology	3

## AA GENERAL EDUCATION REQUIREMENTS

<b>A.A. Degree</b>	See requirements for AA degree for specific course requirements.	<b>Credits</b> <b>60</b>
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## MAJOR CORE COURSES

### Major Requirements (Complete 57 Credits)

		Credits
EEC 3005	Child Growth and Development: Birth to Age 8	3
EEC 3009	Foundations of Early Childhood Care and Education: Birth to Age 8	3
EEC 3204 c	Curriculum in Early Childhood Education: Birth to Age 8	3
EEC 3403 c	Young Children With Special Needs: Birth to Age 8	3
EEC 3413 c	Working With Diverse Families in Early Childhood Education: Birth to Age 8	3
EEC 3731	Health, Safety, and Nutrition for the Young Child: Birth to Age 8	3
EEC 4207 c	Assessment and Evaluation of Young Children: Birth to Age 8	3
EEC 4210	Integrated Curriculum I for Prekindergarten / Primary Education	3
EEC 4211	Integrated Curriculum II: For Prekindergarten/Primary Education	3
EEC 4314c	Social/Emotional Competence	3
EEC 4408 c	Family, Teacher, Community Relations in Early Childhood Education: Birth to Age 8	3
EEC 4940 c	Pre-Kindergarten/Primary Education Practicum I	1
EEC 4941 c	PreKindergarten/Primary Education Practicum II	1
EEC 4946 c	Internship: Early Childhood Education PreKindergarten/Primary	12
RED 4009 c	Emergent Language and Literacy	3
RED 4304 c	Early Literacy learning and Assessment Pre-K-Grade 3	3
RED 4519	Diagnosis and Intervention in Reading for Diverse	3
RED 4940 c	Final Reading Internship	1
<b>Total Credits</b>		<b>57</b>

## MAJOR CORE COURSES

### ESOL Requirements (Complete 6 Credits)

		Credits
TSL 3080	ESOL Issues: Principles and Practices I P – 12	3
TSL 4081	ESOL Issues: Principles & Practices II P-12	3
<b>Total Credits</b>		<b>6</b>

<b>Total Program Credits</b>	<b>123</b>
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\*Review GEN-AA Program requirements for more information

°These courses include mandatory school based hours.

School-based hours total 225 clinical clock hours plus a 15 week internship.

**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Paramedic Certificate with Financial Aid Eligibility**  
**PMED-CT**

**Effective Beginning Catalog Term: Fall 2008 (0400)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Nerina Stepanovsky, Program Director  
(727) 341-3656 or 3680

Program Summary

This certificate is designed to produce paramedics, whose job description involves advanced life support, to deliver the pre-hospital, life support care and transportation necessary for victims of accident and emergency illness. Successful completion of the prescribed courses and the awarding of a certificate of completion means eligibility to take the State of Florida examination for certification or national registry exam for certification as a Paramedic.

Job-Related Opportunities

Paramedics are a mainstay in companies or agencies operating emergency vehicles that respond to traffic accidents, fires, explosions, cave-ins, emergency rescue calls and other life-threatening situations. Some also assist in patient care in hospitals and doctors' offices, with specific instruction and supervision.

Admission Rules

- Must meet all college admissions requirements, including college placement tests
- Current certification as a FL certified EMT-Basic
- Current CPR card at the healthcare provider level

**MAJOR CORE COURSES**

**Grade of "C" or better required in ALL courses.**

	<b>Credits</b>
BSC 1084C    Essentials of Human Anatomy & Physiology (Can substitute BSC 2085/2085L and 2086/2086L)	4
EMS 1522C    General Pharmacology for the EMS Provider	2
HSC 1531     Medical Terminology I	2
EMS 2600C    Intro to Paramedic Practice	3
EMS 2601     Paramedic Theory I	6
EMS 2601L    Paramedic Laboratory I	3
EMS 2602     Paramedic Theory II	8
EMS 2602L    Paramedic Laboratory II	4
EMS 2664     Paramedic Clinical I	3
EMS 2665     Paramedic Clinical II	2
EMS 2659     Paramedic Field Internship	5
<b>Total Program Credits</b>	<b>42</b>

**PROGRAM OF STUDY**  
**College of Policy and Legal Studies**  
**Public Policy and Administration Bachelor of Science**  
**PPA-BS**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Susan Demers, Dean, CL (727) 791-2501

Program Summary

The goal of this program is to prepare students for the dynamic nature of public policy and administration by providing critical thinking and problem solving techniques enabling them to make sound decisions and influence policy that may affect organizations, communities, a whole state or the entire nation.

Graduates will be prepared to use advanced critical thinking and analytical skills to effectively problem solve a myriad of issues commensurate with a changing world and its demand for accountability. Students will demonstrate the advanced knowledge and tools necessary to:

- Evaluate and design public policy
- Enhance the appropriate use of communication and negotiation skills within the structure and processes of government
- Use the technical skills and political astuteness required of a public policy/administration professional
- Demonstrate the management and leadership qualities of a public policy/administration professional who can readily anticipate issues and demonstrate the ability to adapt to governments that are in a constant state of flux.

Job-Related Opportunities

Information is not Currently Available

Admission Rules

**UPPER DIVISION REQUIREMENTS**

Admission requires an A.A. Degree and completion of the state-mandated prerequisites listed below

.GRADE OF "C" OR HIGHER REQUIRED FOR ALL COURSES

Graduation Rules

GRADE OF "C" OR HIGHER REQUIRED FOR ALL COURSES

FOREIGN LANGUAGE REQUIREMENT: If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.S. program.

**STATE MANDATED PREREQUISITES**

**The following three courses are required & may be used as part of the General Education Requirements**

CGS 1100	Computer Applications	3
POS 2041	American National Government	3
ECO 2013**	Principles of Macroeconomics	3
Or		
ECO 2023	Principles of Microeconomics	3

**AA GENERAL EDUCATION REQUIREMENTS**

**Credits**

**A.A. Degree** See requirements for AA degree for specific course requirements.

**60**

**MAJOR CORE COURSES Credits**

PUP 3002	Introduction to Public Policy and Administration	3
ISM 3011	Management of Information Systems	3
MAN 3301	Public Personnel Management	3
PAD 4204	Public Finance	3
PAD 4232	Grant Administration & Resource Development	3
PAD 4603	Administrative Law	3

## PPA-BS CONTINUED

POS 3235	Mass Media & Public Policy	3
PUP 3040	State and Local Government and Public Policy	3
PUP 3033	Policy Leadership	3
PUP 3043	Evaluating Public Policy (Research Methods I)	3
PUP 3046	Policy Data Analysis (Research Methods II)	3
PUP 3054	Policy and Ethics	3
PUP 3823	Emergency and Crisis Communications	3
PUP 4941	Public Policy Capstone	3
<b>Total Credits</b>		<b>45</b>

### MAJOR ELECTIVE COURSES

<b>Select 15 credits</b>		<b>Credits</b>
COM 3120	Organizational Communication	3
EDF 3660	Education and Public Policy in the United States	3
HUS 4561	Social Problems and Policy	3
INR 4030	Diplomacy	3
MAN 4102	Managing Cultural Diversity	3
PAD 3330	Urban and Regional Planning	3
PLA 3885	United States Constitutional Law	3
POS 3272	American Civic Life	3
PUP 3023	Public Policy and Administration Legal Research	3
PUP 3052	Issues in International Policy	3
PUP 3055	Public Policy and Negotiation	3
PUP 4949	Public Policy and Administration Co-op Work Experience	3
<b>Total Credits</b>		<b>15</b>
<b>Total Program Credits</b>		<b>120</b>

**PROGRAM OF STUDY**  
**College of Business**  
**Project Management Certificate with Financial Aid Eligibility**  
**PRJMGT-CT**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Rina Coronel, Epicenter  
coronel.rina@spcollege.edu 727-341-3193  
Dr. Greg Nenstiel, Dean (727) 791-2433

Program Summary

The project management courses identified in this certificate program aim to meet the educational requirement for the PMP, Agile PM, and CAPM Certificates administered globally by the Project Management Institute.

Job-Related Opportunities

- Project management opportunities in general and specialized areas of organizations.
- Organizations targeted include general business, health, government, technology, and financial organizations.

Admission Rules

- Applicants must have graduated with at least a bachelor's degree from a regionally accredited college or university.
- Applicants must have a 2.0 overall grade point average.
- Applicants must meet the College's Computer/Information Literacy Competency Requirement
- Applicants are assumed to have an introductory knowledge of project management and project management software

**MAJOR CORE COURSES**

	<b>Credits</b>
MAN 3503      Managerial Risk Analysis and Decision Making	3
MAN 4583      Project Management	3
MAN 4741      Innovation, Change and Agile Projects	3
MAN 4881      Authority Influence and Projects	3
MAN 4883 <sup>h</sup> Project Management Specialization	3
MAN 4885      Complex and Advanced Projects	3
<b>Total Program Credits</b>	<b>18</b>

<sup>h</sup> A range of specialization courses in project management application areas and content expertise areas will provide students with specific skills for their industry and advanced topics relating to project management practice. Students will have to select three advanced topics from a set of 4 or more offerings each year.



**PROGRAM OF STUDY**  
**College of Education**  
**Preschool Specialization Certificate without Financial Aid Eligibility**  
**PRSP-CT**

**Effective Beginning Catalog Term: Spring 2015 (0495)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Anne Ryan, Lead Instructor  
ryan.anne@spcollege.edu 727-791-2776

Program Summary

This 12-credit certificate is part of the A.S. degree in Early Childhood Education. Students earning the certificate will gain skills and knowledge to provide quality care to preschool-age children in early childhood settings.

Job-Related Opportunities

Preschool Teacher; Head Start Teacher

**MAJOR CORE COURSES**

<b>Complete 12 credits</b>		<b>Credits</b>
EEC 1603	Early Childhood Development	3
EEC 1600	Guiding the Young Child	3
EEC 2312	Developing Creative Activities for Young Children	3
EEC 2300	Developing Cognitive Activities for Young Children (Math, Language Arts, Science, Social Studies, Health)	3
<b>Total Program Credits</b>		<b>12</b>

**PROGRAM OF STUDY**  
**College of Public Safety Administration**  
**Public Safety Administration Bachelor of Applied Science**  
**PSA-BAS**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Angel Bates, BAC Specialist Advising, AC

(727) 341-4419

Brian Frank, Dean, AC (727) 341-4503

Program Summary

This program develops competencies that help students solve management problems, understand finance and budgets, fine tune strategic plans, develop and evaluate programs, enhance human resource potential, increase productivity and address internal organizational issues.

The PSA-BAS degree, along with the appropriate certifications, prepares graduates for entry-level positions in law enforcement, fire services, corrections, emergency medical services, emergency administration management, and industrial security enterprises in government and private sector agencies.

Job-Related Opportunities

Information is not Currently Available

Admission Rules

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of sixty (60) credits in a public safety discipline (see program admission for a list of acceptable disciplines) including at least fifteen (15) semester hours of transferable general education coursework.

GRADE OF "C" OR BETTER REQUIRED FOR ALL COURSES

Graduation Rules

FOREIGN LANGUAGE:

If you have not completed two years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the BAS Program.

**AA GENERAL EDUCATION REQUIREMENTS**

**Credits**

**A.A. Degree**      See requirements for AA degree for specific course requirements.

**60**

**A.S. Degree with 15 Additional General Education Credits as defined below:\***

**60**

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.) Please note that total program hours may vary. Consult the assigned baccalaureate specialist for any additional questions.

COMMUNICATIONS	9
HUMANITIES/FINE ARTS	6
MATHEMATICS	6
NATURAL & PHYSICAL SCIENCES	7
SOCIAL AND BEHAVIORAL SCIENCES	6
ETHICS	3

**Total Credits** **15**

## PSA-BAS CONTINUED

### MAJOR CORE COURSES

<b>Core Requirements (Complete 27 credits)</b>		<b>Credits</b>
MAN 3301	Public Personnel Management	3
PAD 3311	Program Planning & Evaluation	3
PAD 3820	Foundations of Public Safety Administration	3
PAD 3874	Community Relations Theory and Practice	3
PAD 4046	Managing Conflict in Public Organizations	3
PAD 4204	Public Finance	3
PAD 4232	Grant Administration & Resource Development	3
PAD 4603	Administrative Law	3
PAD 4878	Public Safety Administration Capstone	3
<b>Total Credits</b>		<b>27</b>

### MAJOR ELECTIVE COURSES

<b>Elective Courses (Select 6 credits)</b>		
COM 3120	Organizational Communication	3
ISM 3011	Management of Information Systems	3
MAN 3240	Applied Organizational Behavior	3
MAN 3303	Management & Leadership Practices	3
MAN 4863	Facilities and Property Management	3
PAD 3034	Survey of Public Policy	3
PAD 3311	Program Planning & Evaluation	3
PAD 4332	Strategic and Operational Planning	3
PAD 4393	Critical Incident Management	3
<b>Total Credits</b>		<b>6</b>

### SUBPLANS

Select one specialized subplan below to complete the degree.

#### Subplan I: Criminal Justice (CJ) (9 Credits)

<b>Credits</b>		
CJC 3163	Management of Community Corrections	3
CJC 3311	Contemporary Issues & Trends in Corrections	3
CJC 3601	Corrections Practice & Policy	3
CJE 3263	International Organized Crime	3
CJE 3341	Patrol Issues in Law Enforcement Administration	3
CJE 3361	Management of Specialized Law Enforcement Units	3
CJE 3611	Criminal Investigations Theory and Practice	3
PAD 4014	Political & Socio-Economic Impact of Gangs	3
<b>Total Credits</b>		<b>9</b>

#### Subplan II: Fire Science (FSE) (9 Credits)

		<b>Credits</b>
FES 3003	Political and Legal Foundations for Fire Protection	3
FES 3015	Advanced Fire Administration	3
FES 3533	Community Fire & Risk Reduction	3
FES 3780	Analytical Approaches to Public Fire Protection	3
FES 4585	Fire Prevention Organization and Management	3
FFP 3785	Chief Officer	3
<b>Total Credits</b>		<b>9</b>

## PSA-BAS CONTINUED

<b>Subplan III: Emergency &amp; Homeland Security (EMHS) (9 Credits)</b>		<b>Credits</b>
FES 3003	Political and Legal Foundations for Fire Protection	3
FES 3823	Planning Methodology for Hazard Mitigation	3
FES 3833	Emerging Issues in Environmental Disaster Management	3
FES 4014	Evolution of Emergency Management	3
PAD 4393	Critical Incident Management	3
<b>Total Credits</b>		<b>9</b>
<b>Subplan IV: Cross Discipline (CD) (9 Credits)</b>		<b>Credits</b>
Choose 9 credits from the Subplans		9
<b>Total Credits</b>		<b>9</b>
<b>Total Program Credits</b>		<b>120</b>

**PROGRAM OF STUDY**  
**Health Science Department**  
**Physical Therapist Assistant Associate in Science**  
**PTA-AS**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Kory Thomas, Program Director  
Thomas.kory@spcollege.edu  
727-341-3612

Richard Flora, Dean  
flora.richard@spcollege.edu  
727-302-6721

Program Summary

Transferable to a Bachelor's degree in Health Services Administration at SPC. Program begins every August.

All Physical Therapist Assistant courses (PHT) are given only at the Health Education Center at 7200 66th St. N., Pinellas Park.

Due to the time-intensive nature of the PTA program courses, it is highly recommended that students complete as many of the general education and support courses as possible prior to entry into the program. Candidates will also complete the Health Programs Application. It is recommended that all students applying to the PTA program see a counselor or advisor at the Health Education Center.

Program Related Web Sites

- Program Website: [www.spcollege.edu/PTA/](http://www.spcollege.edu/PTA/)
- American Physical Therapy Association: [www.apta.org](http://www.apta.org)
- Florida Physical Therapy Association: [www.fpta.org](http://www.fpta.org)
- Florida Board of Physical Therapy Practice:
- [www.doh.state.fl.us/mqa/physical/](http://www.doh.state.fl.us/mqa/physical/) Federation of State Boards of Physical Therapy: [www.fsbpt.org](http://www.fsbpt.org)

Admission Rules

These courses must be completed prior to applying to the PTA Program:

BSC 2085 HUMAN ANATOMY & PHYSIOLOGY I 3

BSC 2085L HUMAN ANATOMY & PHYSIOLOGY LABORATORY I 1

PHI 1600 - ETHICS or (Honors)3

HSC 1531 MEDICAL TERMINOLOGY2

Computer/Information Literacy Competency Requirement

Grade of "C" or higher required for BSC 2085/L in order to progress to the first term of the PTA Program

Applicants must also complete 24 hours of observation in two different physical therapy settings (inpatient and outpatient).

Note:

- Cohorts are admitted in the fall with applications accepted from March 1 - May 15 .
- All Physical Therapist Assistant courses (PHT) are taken at the Health Education Center, 7200 66th St. N, Pinellas Park, FL.
- Due to the time-intensive nature of the PTA Program courses, it is highly recommended that you complete as many of the general education and support courses as possible before entering the program.

Graduation Rules

Grade of "C" or better required in all courses.

Successful completion (75%) of a comprehensive program exam given at the end of the second year.

## PTA-AS CONTINUED

### AS GENERAL EDUCATION REQUIREMENTS\*

<b>Communications - Composition I</b>		<b>Credits</b>
Complete 3 credits from the approved General Education Composition I coursework.		3
Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.		
<b>Communication – Speech</b>		<b>Credits</b>
Complete 3 credits from the approved General Education Speech coursework.		3
Minimum grade of "C" required.		
<b>Social and Behavioral Sciences</b>		
Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.		3
Minimum grade of "C" required.		
<b>Humanities and Fine Arts</b>		
Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.		3
Minimum grade of "C" required.		
<b>Mathematics</b>		
Complete 3 credits from the approved General Education Mathematics coursework.		3
Minimum grade of "C" required.		
<b>Ethics<sup>d</sup></b>		
Complete 3 credits from the approved General Education Ethics coursework.		3
Minimum grade of "C" required.		
<b>Computer/Information Literacy Competency<sup>d</sup></b>		
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T)		0
OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.		
<b>Enhanced World View</b>		
Complete at least one 3-credit course		0-3
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.		
<b>Minimum Credits Required</b>		<b>18</b>
 <b>Support Courses</b>		
<b>Ethics (Complete 3 credits)<sup>d</sup></b>		<b>Credits</b>
PHY 1600**	Studies in Applied Ethics	3
<b>Psychology (Select 3 credits)<sup>d</sup></b>		
PSY 1012**	General Psychology	3
<b>Computer and Information Literacy Requirement (Complete 1 course)<sup>d</sup></b>		
CGS 1070	Basic Computer and Information Literacy	1
CGS 1100	Computer Applications	3
EME 2040	Introduction to Educational Technology	3
<b>Anatomy and Physiology (Complete 8 credits)</b>		<b>Credits</b>
BSC 2085	Human Anatomy & Physiology I	3
BSC 2085L	Human Anatomy & Physiology Lab I	1
BSC 2086	Human Anatomy & Physiology II	3
BSC 2086L	Human Anatomy & Physiology Laboratory	1
<b>Total Support Credits</b>		<b>8</b>

## PTA-AS CONTINUED

### SUPPORT COURSES (Complete 5 credits)

DEP 2004	Developmental Psychology of the Life Span	3
HSC 1531	Medical Terminology I	2
<b>Total Support Credits</b>		<b>5</b>

### MAJOR CORE COURSES

#### 1st Term in Program

PHT 1121	Functional Anatomy and Kinesiology	3
PHT 1121L	Functional Anatomy and Kinesiology Laboratory	2
PHT 1200	Introduction to Basic Patient Care	3
PHT 1200L	Basic Patient Care Laboratory	3
<b>Total Credits</b>		<b>11</b>

#### 2nd Term in Program

PHT 1217	Physical Therapy Principles and Procedures	3
PHT 1217L	Physical Therapy Principles and Procedures Laboratory	3
PHT 2252	Orthopedic Disabilities and Treatment	3
PHT 2252L	Orthopedic Disabilities and Treatment Laboratory	2
<b>Total Credits</b>		<b>11</b>

#### 3rd Term in Program

PHT 1801L	Physical Therapy Clinical Practice I	4
<b>Total Credits</b>		<b>4</b>

#### 4th Term in Program

PHT 2162	Neurological Disabilities and Treatment	3
PHT 2220	Therapeutic Exercise in Physical Therapy	2
PHT 2220L	Therapeutic Exercise in Physical Therapy Lab	2
<b>Total Credits</b>		<b>7</b>

#### 5th Term in Program

PHT 2810L	Physical Therapy Clinical Practice II	4
PHT 2931	Trends in Physical Therapy	2
PHT 2820L	Physical Therapy Clinical Practice III	4
<b>Total Credits</b>		<b>10</b>

**Total Program Credit** **74**

\*Review GEN-AS Program requirements for more information

\*\* Honors courses available to satisfy this requirement.

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Radiography Associate in Science**  
**RAD-AS**

**Effective Beginning Catalog Term: Spring 2014 (0480)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

John Fleming, Program Director (727) 341-3758

Dr. Rebecca Ludwig, Dean

ludwig.rebecca@spcollege.edu (727) 341-4150

Program Summary

Transferable to a Bachelor's Degree in Health Services Administration at SPC. Program begins in January.

Job-Related Opportunities

Information is not Currently Available

Admission Rules

Before entering the first term of the Radiography "program courses" students are encouraged to begin General Education courses and must complete the pre-entry requirements. Prior to admission, students must complete:

BSC 2085 BSC 2085L MAC 1105 (or other MAC prefix course)

General Education and Support courses do not have to be completed in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

Graduation Rules

Minimum grade of "C" required in all courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

Minimum grade of "C" required. Requirement must be completed within the first 36 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

**Mathematics<sup>d</sup>**

Complete 3 credits from the approved General Education Mathematics coursework.

3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework.

3

Minimum grade of "C" required.



## RAD-AS CONTINUED

<b>Computer/Information Literacy Competency</b>	<b>Credits</b>
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T)	0
OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	
<b>Enhanced World View</b>	
Complete at least one 3-credit course	0-3
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	
<b>Minimum Credits Required</b>	<b>18</b>

### SUPPORT COURSES

<b>Mathematics (Select 3 credits)<sup>d</sup></b>	<b>Credits</b>
Any MAC prefix course	3

### Anatomy and Physiology (Complete 8 credits)

BSC 2085	Human Anatomy & Physiology I	3
BSC 2085L	Human Anatomy & Physiology Lab I	1
BSC 2086	Human Anatomy & Physiology II	3
BSC 2086L	Human Anatomy & Physiology Laboratory II	1
<b>Total Credits</b>		<b>8</b>

### MAJOR CORE COURSES

#### 1st Term in Program (Complete 10 credits)

RTE 1000	Orientation to Radiography	3
RTE 1418	Principles of Imaging I	2
RTE 1418L	Principles of Imaging I Lab	1
RTE 1503C	Radiographic Procedures I	3
RTE 1503L	Radiographic Procedures I Lab	1
<b>Total Credits</b>		<b>10</b>

#### 2nd Term in Program (Complete 6 credits)

RTE 1513C	Radiographic Procedures II	2
RTE 1513L	Radiographic Procedures II Lab	1
RTE 1804L	Radiographic Clinical Education I	3
<b>Total Credits</b>		<b>6</b>

#### 3rd Term in Program (Complete 11 credits)

RTE 1458	Principles of Imaging II	3
RTE 1473L	Radiographic Quality Assurance Lab	1
RTE 1814L	Radiographic Clinical Education II	5
RTE 2385	Radiation Biology	2
<b>Total Credits</b>		<b>11</b>

## RAD-AS CONTINUED

### 4th Term in Program (Complete 7 credits)

RTE 2613	Radiation Physics	2
RTE 2824L	Radiographic Clinical Education III	5
<b>Total Credits</b>		<b>7</b>

### 5th Term in Program (Complete 6 credits)

RTE 2782	Radiographic Pathology	2
RTE 2834L	Radiographic Clinical Education IV	4
<b>Total Credits</b>		<b>6</b>

### 6th Term in Program (Complete 8 credits)

RTE 2563	Advanced Medical Imaging	3
RTE 2844L	Radiographic Clinical Education V	5
<b>Total Credits</b>		<b>8</b>

**Total Program Credits** **77**

\*Review GEN-AS Program requirements for more information

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

**PROGRAM OF STUDY**  
**Engineering and Building Arts Department Rapid Prototyping and Design**  
**Certificate without Financial Aid Eligibility**  
**RAPID-CT**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Lara Sharp, Program Director 727-398-8256

Program Summary

This certificate provides a program of study with courses in solid modeling, using SolidWorks. By completing this certificate, the students will provide the technical expertise for the engineering activities of industry in planning, designing, and detailing for Rapid Prototyping. This certificate utilizes the 3-D printers and CNC machines for the solid modeling design process and development of the final product. These courses are also applied to the 60-credit hour Associate in Science Degree in Engineering Technology. Students new to this field will be able to obtain employment by completing this certificate and work in those areas where Rapid Prototyping is used.

Job-Related Opportunities

- CAD Designer
- CAD Technician
- Design Technician
- Rapid Prototype designer

Graduation Rules

The student must complete the listed courses, required for the RAPID-CT certificate.

<b>MAJOR CORE COURSES</b>	<b>Credits</b>	
ETD 2364C	Introduction to SolidWorks	3
ETD 2368C	Advanced Solidworks	3
or		
ETD 2369C	SolidWorks Advance Applications	3
ETD 2371C	Rapid Prototyping Model Design and Fabrication	3
ETD 2382C	Solidworks Simulation Design Analysis	3
<b>Total Program Credits</b>		<b>12</b>

**PROGRAM OF STUDY**  
**Hospitality and Tourism Department**  
**Rooms Division Management Certificate with Financial Aid Eligibility**  
**RDM-CT**

**Effective Beginning Catalog Term: Spring 2012 (0450)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Claudine Cooper, MS, Instructor in Charge, SE  
Cooper.claudine@spcollege.edu 727-394-6155

Greg Nensiel, Dean nensiel.greg@spcollege.edu 727-341-3026

Program Summary

This certificate is designed to prepare students for employment as supervisors and managers in hotels, resorts and cruise lines, as well as related hospitality sectors.

These courses will apply toward the A.S. degree in Hospitality & Tourism Management.

Job-Related Opportunities

Information is not Currently Available

**MAJOR CORE COURSES**

**Credits**

FSS 2235C	Introductory Food Production Management	3
HFT 1000	Introduction to the Hospitality and Tourism Industry	3
HFT 1210	Supervision in the Hospitality Industry	3
HFT 1300	Housekeeping Operations	3
HFT 1410	Front Office Procedures	3
HFT 1500	Marketing in the Hospitality Industry	3
HFT 1941	Operations and Service Practicum	2
HFT 2276	Club and Resort Operations	2
HFT 2600	Hospitality Law	3
HFT 2942	Hospitality Internship	3
MNA 1751	Customer Service I: Developing A Spirit of Customer Service	1
MNA 1760	Customer Service II: Developing Exceptional Customer Service1	
<b>Total Program Credits</b>		<b>30</b>

**PROGRAM OF STUDY**  
**Hospitality and Tourism Department**  
**Rooms Division Operation Certificate with Financial Aid Eligibility**  
**RDO-CT**

**Effective Beginning Catalog Term: Spring 2012 (0450)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Claudine Cooper, MS, Instructor in Charge, SE  
 Cooper.claudine@spcollege.edu 727-394-6155  
 Greg Nensiel, Dean nensiel.greg@spcollege.edu 727-341-3026

Program Summary

This certificate is designed to prepare students for employment as supervisors and managers in hotels, resorts and cruise lines, as well as related hospitality sectors.

These courses will apply toward the A.S. degree in Hospitality & Tourism Management.

Job-Related Opportunities

Information is not Currently Available

<b>MAJOR CORE COURSES</b>	<b>Credits</b>	
HFT 1000	Introduction to the Hospitality and Tourism Industry	3
HFT 1210	Supervision in the Hospitality Industry	3
HFT 1300	Housekeeping Operations	3
HFT 1410	Front Office Procedures	3
HFT 1500	Marketing in the Hospitality Industry	3
HFT 1941	Operations and Service Practicum	2
MNA 1751	Customer Service I: Developing A Spirit of Customer Service	1
MNA 1760	Customer Service II: Developing Exceptional Customer Service	1
<b>Total Program Credits</b>		<b>19</b>

**PROGRAM OF STUDY**  
**Hospitality and Tourism Department**  
**Rooms Division Specialist Certificate without Financial Aid Eligibility**  
**RDS-CT**

**Effective Beginning Catalog Term: Spring 2012 (0450)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Greg Nenstiel, Dean nenstiel.greg@spcollege.edu 727-341-3026

Program Summary

This certificate is designed to prepare students for employment in hotels, resorts and cruise lines, as well as related hospitality sectors. These courses will apply toward the A.S. degree in Hospitality & Tourism Management.

Job-Related Opportunities

Information is not Currently Available

**MAJOR CORE COURSES**

**Credits**

HFT 1000	Introduction to the Hospitality and Tourism Industry	3
HFT 1210	Supervision in the Hospitality Industry	3
HFT 1300	Housekeeping Operations	3
HFT 1410	Front Office Procedures	3
MNA 1751	Customer Service I: Developing A Spirit of Customer Service1	
<b>Total Credits</b>		<b>13</b>

**PROGRAM OF STUDY**  
**College of Health Sciences**  
**Respiratory Care Associate in Science**  
**RESC-AS**

**Effective Beginning Catalog Term: Spring 2014 (0480)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Steve Hardt, Program Director  
hardt.steven@spcollege.edu  
727-341-3627

Program Summary

The Respiratory Care Program is dedicated to the philosophy and goals of the college. The Respiratory Care Program is designed to offer the student planned learning experiences and to provide knowledge, skills, and promote attitudes that will culminate in successful employment of the graduate as a respiratory therapist.

The Associate of Science in Respiratory Care is transferable to a Bachelor's degree in Health Services Administration at SPC.

Program begins in August.

Job-Related Opportunities

Information is not Currently Available

Admission Rules

Before entering the first term of the Respiratory Care "program courses" students must complete a minimum of 12 credits from the General Education and/or Support courses listed below including BSC 2086 and BSC 2086L with a grade of "C" or better. General Education and Support courses do not have to be completed in the order listed below. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

Graduation Rules

Minimum grade of "C" required in all courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

**Social and Behavioral Sciences**

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.

3

Minimum grade of "C" required.

**Humanities and Fine Arts**

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.

3

Minimum grade of "C" required.

**Mathematics**

Complete 3 credits from the approved General Education Mathematics coursework.

3

Minimum grade of "C" required.

**Ethics**

Complete 3 credits from the approved General Education Ethics coursework.

3

Minimum grade of "C" required.

# RESC-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

	<b>Credits</b>
<b>Computer/Information Literacy Competency</b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T)	0
OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	
<b>Enhanced World View</b>	
Complete at least one 3-credit course	0-3
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	
<b>Minimum Credits Required</b>	<b>18</b>

## SUPPORT COURSES

### Complete 12 credits

BSC 2085	Human Anatomy & Physiology I	3
BSC 2085L	Human Anatomy & Physiology Lab I	1
BSC 2086	Human Anatomy & Physiology II	3
BSC 2086L	Human Anatomy & Physiology Laboratory II	1
CHM 1025	Introductory Chemistry	3
CHM 1025L	Introductory Chemistry Lab	1
<b>Total Credits</b>		<b>12</b>

## MAJOR CORE COURSES

### 1st Term in Program (Complete 8 credits)

RET 1007	Respiratory Pharmacology	3
RET 1024	Fundamentals of Respiratory Care	3
RET 1874L	Clinical Practice I	2
<b>Total Credits</b>		<b>8</b>

### 2nd Term in Program (Complete 8 credits)

RET 1264	Principal of Mechanical Ventilation	3
RET 1485	Cardiopulmonary Physiology	3
RET 1875L	Clinical Practice II	2
<b>Total Credits</b>		<b>8</b>

### 3rd Term in Program (Complete 6 credits)

RET 2284	Advanced Modalities and Monitoring	2
RET 2876L	Clinical Practice III	4
<b>Total Credits</b>		<b>6</b>

### 4th Term in Program (Complete 11 credits)

RET 2414	Diagnostic Procedures and Pulmonary Rehabilitation	3
RET 2450	Cardiopulmonary Assessment	2
RET 2484	Pulmonary Disease	2
RET 2877L	Clinical Practice IV	4
<b>Total Credits</b>		<b>11</b>



## RESC-AS CONTINUED

### 5th Term in Program (Complete 9 credits)

RET 2244	Life Support	1
RET 2714	Neonatal-Pediatric Respiratory Care	2
RET 2878L	Clinical Practice V	4
RET 2935	Medical-Surgery Aspects of Respiratory Care	2
<b>Total Credits</b>		<b>9</b>

### 6th Term in Program (Complete 4 credits)

RET 2879L	Clinical Practice VI	4
<b>Total Credits</b>		<b>8</b>

**Total Program Credits** **76**

\*Review GEN-AS Program requirements for more information

**PROGRAM OF STUDY**  
**College of Business**  
**Supply Chain Management Certificate without Financial**  
**Aid Eligibility**  
**SCM-CT**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Greg Nenstiel, Dean  
nenstiel.greg@spcollege.edu  
727-341-3026

Program Summary

This certificate program prepares students to work in any aspect of supply chain, from warehousing to distribution to customer service. Supply Chain Management is a critical function in any organization. Organizations in almost every industry depend on supply chain professionals to manage and oversee the processes that bring products and services to market and result in organizational success. Organizations must manage the flow of products, information, and funds in a synchronized fashion, which is increasingly becoming complex in today's global marketplace. The strategic teams of today are increasingly comprised of supply chain professionals who oversee and provide strategic direction to these various dynamics. As a result, they can often benefit from additional education and credentials that will assist them in their current position or provide opportunities for advancement. St. Petersburg College's certificate in Supply Chain can provide the opportunity to develop and sharpen the knowledge necessary to formulate solutions and the understanding of how organizations use supply chain networks to acquire, produce, and deliver goods and services to meet the needs of their growing and varied customer base.

Job-Related Opportunities

Our certificate in Supply Chain can prepare you for a variety of careers in the supply chain industry. These positions can include the following:

- Supply Chain Coordinator
- Logistics Associate
- Inventory Specialist
- Procurement Associate
- Customer Service Representative
- Product Supply Leads
- Receiving Clerks
- Production Schedulers
- Demand Planners

Program Related Web Sites

[www.spcollege.edu/lincs](http://www.spcollege.edu/lincs)

**MAJOR CORE COURSES**

**Complete 18 credits Credits**

GEB 1011	Introduction to Business	3
GEB 2214	Business Communications	3
GEB 2214	Business Communications	3
MAN 2582	Introduction to Project Management	3
MAN 1590	Supply Chain Practices	3
MAN 1500	Supply Chain Operations	3
MAN 2571	Supply Chain Planning	3
<b>Total Credits</b>		<b>18</b>

**PROGRAM OF STUDY**  
**Engineering and Building Arts Department**  
**Six Sigma Black Belt Certificate without Financial Aid Eligibility**  
**SIXSG-CT**

**Effective Beginning Catalog Term: Fall 2007 (0385)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Lara Sharp, Program Director 727-398-8256

Program Summary

The Six Sigma black Belt certificate provides a four course sequence of classes covering the theory of Six Sigma along with a Six Sigma Project Course. This certificate, intended for the manufacturing and services industries, will build from the concepts of the Lean Six-Sigma Green Belt Expert Certificate. The major objectives of Six Sigma methodology include problem solving, strategic improvement, and business transformation. The course offerings of this certificate program will focus on the theory and methods of Six Sigma and concentrates using facts and data to improve customer satisfaction, reduce cycle time, and reduce defects. The courses in this Black Belt certificate are part of the Quality Specialty in the AS degree in Engineering Technology.

Job-Related Opportunities

- Quality Technician
- Quality Analyst
- Quality Control Specialist
- Manufacturing Technician

**MAJOR CORE COURSES**

		<b>Credits</b>
ETI 2619	Six Sigma Project Management	3
ETI 2624	Six Sigma Black Belt Concepts	3
ETI 2626	Six Sigma Capstone Project	3
ETI 2670	Technical Economic Analysis	3
<b>Total Program Credits</b>		<b>12</b>

**PROGRAM OF STUDY**  
**College of Business**  
**Sustainability Management Bachelor of Applied Science**  
**SUSMGT-BAS**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Dr. Lynn Grinnell, Epicenter 727-791-5934

Dr. Greg Nenstiel, Dean, EPI (727) 791-2433

**Program Summary**

Our courses help students understand the broad concepts and systems involved in sustainability initiatives. Students with this knowledge can be valuable contributors to the growing sustainability needs worldwide. Sustainability managers will be needed in many vital sectors including: Manufacturing, Construction, Government, Military Contracting and International Business.

Program Highlights:

- Energy and environmental management
- Sustainable business strategies
- Green construction and urban planning
- Legal aspects of sustainability

**Job-Related Opportunities**

- Manufacturing & Construction
- Military & Government
- Transportation
- Service Industries
- International business
- Private or Not-for-profit Corporations

**Program Related Web Sites**

[http://www.spcollege.edu/central/cob/sustainability\\_bas.htm](http://www.spcollege.edu/central/cob/sustainability_bas.htm)

**Admission Rules**

Admission requires the following:

- Completion of an A.A. Degree OR
- Completion of an A.S. Degree of sixty (60) credits in a related discipline. For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. (Visit General Education Requirements for details.)
- A cumulative grade point average of at least 2.00 on a 4.00 scale in all post-secondary coursework

Note: Please note that total program hours may vary. Consult the assigned baccalaureate specialist or advisor for any additional questions. Other relevant courses may be considered on a case-by-case basis.

**Graduation Rules**

G.P.A.: A grade of "C" or better is required in all courses.

FOREIGN LANGUAGE:

Two years in high school or two semesters of college instruction in a single foreign language.

**AA GENERAL EDUCATION REQUIREMENTS**

**A.A. or A.S. Degree** See requirements for AA degree or AS for specific course requirements.

**Credits**  
**60**

**LOWER DIVISION SUPPORT COURSES**

**Business Support Courses (Complete 15 credits)**

**General (Complete 3 credits)**

**Credits**

BUL 2131	Legal Environment of Business	3
BUL 2241	Business Law I	3
EVR 1858	Environmental Regulation and Compliance	3
<b>Total Credits</b>		<b>3</b>

## SUSMGT-BAS CONTINUED

### LOWER DIVISION SUPPORT COURSES

Choose one emphasis track below.

<b>Track I: Environmental Science (Select 12 credits)</b>		<b>Credits</b>
BSC 2250C	Field Biology of Florida with Lab	3
ESC 1000	Earth Science	3
ESC 1000L	Earth Science Lab	1
EVS 1001	Introduction to Environmental Sustainability	3
	All courses with EVR prefix	2 - 3
	All courses with EVS prefix	3
GIS 2040	Introduction to Geographic Information Systems	3
OCB 1000C	Biology of Marine Life	3
OCE 2001	Introduction to Oceanography	3
OCE 2001L	Oceanography Laboratory	1
<b>Total Credits</b>		<b>12</b>

<b>Track II: Green Building; Architecture &amp; Construction</b>		<b>Credits</b>
ARC 2461	Materials and Methods of Construction I	3
BCN 1592	Energy Efficient Building Construction for Florida's Climate	3
BCN 1593	A Building's Life	2
BCN 1596	Environmental Technology for Building Construction	2
BCN 1597	An Introduction to Solar Energy in Residential	3
<b>Total Credits</b>		<b>12</b>

<b>Track III: Sustainable Business &amp; Engineering Technology</b>		<b>Credits</b>
ACG 2021	Financial Accounting	3
ETI 1622	Concepts of Lean and Six Sigma	3
ETI 1628	Developing & Coaching Self-Directed Work Teams	3
ETI 1701	Industrial Safety	3
ETI 2610	Principles of Six Sigma	3
ETI 2619	Six Sigma Project Management	3
ETI 2623	Tools for Lean Manufacturing	3
ETI 2624	Six Sigma Black Belt Concepts	3
ETI 2626	Six Sigma Capstone Project	3
ETI 2670	Technical Economic Analysis	3
MAR 2011	Principles of Marketing	3
<b>Total Credits</b>		<b>12</b>

### MAJOR CORE COURSES

<b>Major Requirements (Complete 30 credits)</b>		<b>Credits</b>
BUL 3583	Legal Aspects of Sustainability	3
FIN 3403	Financial Management	3
GEB 3213	Business Communication for Professional Effectiveness	3
MAN 3240	Applied Organizational Behavior	3
MAN 3504	Operations Management	3
MAN 3786	Sustainable Enterprise Planning	3

# SUSMGT-BAS CONTINUED

## Major Requirements Continued

MAN 4781	Sustainable Business Strategies	3
MAN 3784	Sustainability in the Natural Environment	3
MAN 4787	Energy & Environmental Techniques	3
MAR 3802	Marketing Management	3
<b>Total Credits</b>		<b>30</b>

## MAJOR CORE COURSES

### REQUIRED FINAL COURSE - Last Semester for All Students (Complete 3 credits)

MAN 4902	Senior Capstone Project in Sustainability Management	3
<b>Total Credits</b>		<b>3</b>

## MAJOR ELECTIVE COURSES

Select 12 credits		Credits
ETI 3647	Supply Chain Management	3
MAN 3802	Principles of Entrepreneurship	3
MAN 4583	Project Management	3
MAN 4741	Innovation, Change and Agile Projects	3
PAD 4232	Grant Administration & Resource Development	3
MAN 4940	Internship	1 - 3
MAN 3503	Managerial Risk Analysis and Decision Making	3
<b>Total Credits</b>		<b>12</b>
<b>Total Program Credits</b>		<b>120</b>

**PROGRAM OF STUDY**  
**College of Computer & Information Technology**  
**Technology Management Associate in Science**  
**TECMGT-AS**

**Effective Beginning Catalog Term: Fall 2015 (0505)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**\*\*\* THIS PROGRAM IS NO LONGER ADMITTING STUDENTS. \*\*\***

**\*\*The program has been replaced by the Computer Information Technology (CIT-AS) program. All courses will continue to be offered.\*\***

**Program Leadership Information**

Sandra Beck, Professor beck.sandra@spcollege.edu  
 727-341-4362

Sharon Setterlind, Dean  
 setterlind.sharon@spcollege.edu 727-341-4724

**Program Summary**

This program prepares the student for an entry-level position in the management of technology resources in business settings. Students will learn technical skills in networking, database programming, Web tools, information security, project management, principles of management, systems analysis and design and IT legal and ethical issues. Students prepare to sit for the CompTIA Network+ industry certification.

**Job-Related Opportunities**

- Job Related Opportunities
- Computer User Support Specialists
- Database Administrators
- Web Administrators

**AS GENERAL EDUCATION REQUIREMENTS\***

<b>Communications - Composition I</b>	<b>Credits</b>
Complete 3 credits from the approved General Education Composition I coursework.	3
Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.	
<b>Communication - Speech</b>	
Complete 3 credits from the approved General Education Speech coursework.	3
Minimum grade of "C" required.	
<b>Social and Behavioral Sciences</b>	
Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework.	3
Minimum grade of "C" required.	
<b>Humanities and Fine Arts</b>	
Complete 3 credits from the approved General Education Humanities and Fine Arts coursework.	3
Minimum grade of "C" required.	
<b>Mathematics</b>	
Complete 3 credits from the approved General Education Mathematics coursework.	3
Minimum grade of "C" required.	
<b>Ethics</b>	
Complete 3 credits from the approved General Education Ethics coursework.	3
Minimum grade of "C" required.	
<b>Computer/Information Literacy Competency<sup>d</sup></b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T)	0
OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	

## TECMGT-AS CONTINUED

### AS GENERAL EDUCATION REQUIREMENTS

	<b>Credits</b>
<b>Enhanced World View</b>	
Complete at least one 3-credit course	0-3
Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	
<b>Minimum Credits Required</b>	<b>18</b>

### SUPPORT COURSES

<b>Complete 18 credits</b>	<b>Credits</b>
BUL 2131 <sup>i</sup> Legal Environment of Business	3
CGS 1301      Introduction to Information Systems	3
CGS 2651      Intro to Social Media and Web Technologies	3
GEB 1011      Introduction to Business	3
MAN 2021      Principles of Management	3
MAN 2582      Introduction to Project Management	3
<b>Total Credits</b>	<b>18</b>

### MAJOR CORE COURSES

<b>REQUIRED FINAL COURSE: Last Semester for All Students</b>	<b>Credits</b>
CIS 2321      Systems Analysis and Design	3
<b>Total Credits</b>	<b>3</b>

### MAJOR CORE COURSES

<b>Complete 27 credits</b>	<b>Credits</b>
CGS 1100 <sup>d</sup> Computer Applications	3
CGS 1515      Spreadsheet Techniques and Programming	3
CGS 1545      Database Techniques	3
CGS 1560      Computer Operating Systems	3
CIS 2940      Technology Management Internship	3
CNT 1000      Local Area Network Concepts	3
COP 1000      Introduction to Computer Programming	3
CTS 1120      Introduction to Network Security Foundations	3
<b>Total Credits</b>	<b>24</b>
<b>Total Program Credits</b>	<b>63</b>

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

<sup>i</sup> This course is required for transfer to the Bachelor of Applied Science in Technology Development and Management



**PROGRAM OF STUDY**  
**College of Computer & Information Technology**  
**Technology Development and Management Bachelor of Applied Science**  
**TMGT-BAS**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Nancy Russell, Academic Coordinator, SP/G  
 (727) 341-4641  
 Dr. Sharon Setterlind, Dean, SP/G  
 (727) 341-4724

Program Summary

n/a

Job-Related Opportunities

n/a

Program Related Web Sites

n/a

Admission Rules

UPPER DIVISION REQUIREMENTS

Admission requires an A.A. degree or an A.S. degree in a technology discipline (view acceptable degrees.) For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College.

Students with an A.A. Degree or unrelated A.S. degree must fulfill an additional 21 technical credits. Visit the College of Computer & Information Technology Web site for a list of approved A.S. degrees and certificates: [www.spcollege.edu/central/ccit/](http://www.spcollege.edu/central/ccit/)

Please note that total program hours may vary. Consult the assigned baccalaureate specialist or advisor for any additional questions.  
 GRADE OF "C" OR BETTER REQUIRED IN ALL COURSES

Graduation Rules

GRADE OF "C" OR BETTER REQUIRED IN ALL COURSES

NOTE: If you have not completed two years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program.

**ADMISSIONS COURSES**

**AA GENERAL EDUCATION REQUIREMENTS**

<b>A.A. Degree</b>	See requirements for AA degree for specific course requirements.	<b>60</b>
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<b>A.S. Degree + 15 Additional General Education Credits as defined below:*</b>		<b>60</b>
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For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.) Please note that total program hours may vary. Consult the assigned baccalaureate specialist for any additional questions.

COMMUNICATIONS	9
HUMANITIES/FINE ARTS	6
MATHEMATICS	6
NATURAL & PHYSICAL SCIENCES	7
SOCIAL AND BEHAVIORAL SCIENCES	6
ETHICS	3

<b>Total Credits</b>	<b>15</b>
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## TMGT-BAS CONTINUED

### MAJOR CORE COURSES

**(30 credits) Grade of "C" or better required**

**Credits**

BUL 3564	Legal Aspects of Managing Technology	3
COP 3035	Intermediate Computer Programming	3
GEB 3213	Business Communication for Professional Effectiveness3	
ISM 3232	Applied Systems Analysis	3
ISM 4212	Database Design & Administration	3
MAN 3303	Management & Leadership Practices	3
MAN 3503	Managerial Risk Analysis and Decision Making	3
MAN 4584	Process Improvement Methodologies	3
ISM 4915	Senior Capstone Project	3
ISM 3011	Management Information Systems	3

**Total Credits** **30**

### SUBPLANS

Select one specialized subplan below to complete the degree. A C or better is required for these courses.

#### Subplan I: Data Analytics

Core Courses (15 credits)

**Credits**

ISM 4545	Data Analytics Technologies	3
ISM 4547	Data Analytics Management	3
ISM 4548	Web Analytics	3
CTS 4454	Business Intelligence and Data Mining	3
CAP 4770	Principles of Data Mining	3

**Total Credits** **15**

#### Subplan II: Information Security Assurance

Core Courses (15 credits)

**Credits**

ISM 4323	Security Essentials	3
ISM 4320	Core Security Principles	3
ISM 4324	Applications in Information Security	3
ISM 4330	Information Security Policy Administration and Management	3
ISM 4321	Strategic Cyber Security Enforcement	3

**Total Credits** **15**

#### Subplan III: Software Development

COP 4504	Advanced Software Programming	3
ISM 4113	Software Design Methodologies	3
CEN 4031	Advanced Program Development Frameworks	3
COP 4533	Algorithmic Design and Development	3
CEN 4722	Human Computer Interfaces	3

**Total Credits** **15**

# TMGT-BAS CONTINUED

## Subplan IV: Project Management

MAN 4583	Project Management	3
MAN 4741	Innovation, Change and Agile Projects	3
MAN 4881	Authority Influence and Projects	3
MAN 4883 <sup>j</sup>	Project Management Specialization	1-3
MAN 4885	Complex and Advanced Projects	3

**Total Credits** **15**

**Total Program Credits** **120**

<sup>j</sup>A range of specialization courses in project management application areas and content expertise areas will provide students with specific skills for their industry and advanced topics relating to project management practice. Students will have to select three advanced topics from a set of 4 or more offerings each year.

**PROGRAM OF STUDY**  
**School of Veterinary Technology Veterinary**  
**Technology Associate in Science**  
**VETTC-AS**

**Effective Beginning Catalog Term: Summer 2016 (0515)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Tricia Gorham, academic Chair, 727-302-6733

Dr. Richard Flora, Dean, Vet Tech (727) 302-6721

Program Summary

ON-CAMPUS PROGRAM BEGINS IN AUGUST AND JANUARY

Before entering the first term of the On Campus Veterinary Technology "program courses", all students must have completed at least 18 of the 22 credits of the required Veterinary Technology general education and support courses including composition, speech, mathematics, and natural science. Students may take the general education and support courses at any regionally accredited college or university, or they may complete them through St Petersburg College campus or distance education courses. The general education and/or support courses do not have to be taken in the order listed. Applicants must have worked or volunteered in a veterinary hospital at least 40 hours prior to applying for admission to fulfill the clinical observation requirement. Candidates will also complete the Health Programs Application before they will be considered for acceptance into the Veterinary Technology Program. Please see a counselor and/or advisor.

Program Related Web Sites

<http://www.spcollege.edu/vt/>

Admission Rules

The complete on campus program application includes the following:

- The general college application and the \$40 fee for new students at SPC.
- The Health Programs Application.
- Transcripts from your high school (if no college degree) and any colleges you have attended sent directly to SPC from each school.
- Completion of 40 observation hours in a veterinary clinic Applicants are considered as soon as their file is complete.

Graduation Rules

In addition to the schedule listed above, the student, with permission of the program director, may elect to take reduced credit hours each semester and extend the program over eight semesters. Courses must be taken in proper sequence and all other program requirements apply.

Minimum grade of "C" required in all courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

Complete 3 credits from the approved General Education Composition I coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree.

**Communications - Composition II/Literature**

Complete 3 credits from the approved General Education Composition II/Literature coursework.

3

Minimum grade of "C" required. Requirement must be completed within the first 36 credits of coursework toward the AS degree.

**Communication - Speech**

Complete 3 credits from the approved General Education Speech coursework.

3

Minimum grade of "C" required.

# VETTC-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

	<b>Credits</b>
<b>Social and Behavioral Sciences</b>	
Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. Minimum grade of "C" required.	3
<b>Humanities and Fine Arts</b>	
Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. Minimum grade of "C" required.	3
<b>Mathematics</b>	
Complete 3 credits from the approved General Education Mathematics coursework. Minimum grade of "C" required.	3
<b>Ethics</b>	
Complete 3 credits from the approved General Education Ethics coursework. Minimum grade of "C" required.	3
<b>Computer/Information Literacy Competency</b>	
Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T) OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.	0
<b>Enhanced World View</b>	
Complete at least one 3-credit course Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.	0-3
<b>Minimum Credits Required</b>	<b>18</b>

## SUPPORT COURSES

<b>Select 4 credits</b>	<b>Credits</b>
Any Natural Science course and lab with: AST, BCH, BOT, BSC, CHM, ESC, EVR, EVS, GLY, MCB, OCB, OCE, PCB, PSC, PHY or ZOO prefix.	4
<b>Total Credits</b>	<b>4</b>

## Major Core Courses

<b>First Term in Program</b>		<b>Credits</b>
ATE 1110	Animal Anatomy	3
ATE 1110L	Animal Anatomy Lab	1
ATE 2631	Animal Nursing	3
ATE 1311L	Veterinary Office Procedures	1
ATE 1650L	Veterinary Clinical Practice I	1
ATE 1741	Veterinary Med Terminology	1
ATE 1943	Veterinary Work Experience I	1
ATE 2050C	Small Animal Breeds and Behavior	1
<b>Total Credits</b>		<b>12</b>
<b>Second Term in Program</b>		<b>Credits</b>
ATE 1636	Large Animal Clinical & Nursing Skills	2
ATE 1654L	Veterinary Clinic Practice II	1
ATE 1944	Veterinary Work Experience II	1
ATE 2501C	Professional Development Seminar	1
ATE 1211	Animal Physiology	3
ATE 2656L	Large Animal Clinical and Nursing Skills Lab	1

## VETTC-AS CONTINUED

### Second Term in Program Continued

ATE 2722	Avian and Exotic Pet Medicine	2
ATE 2611	Animal Anesthesia	3
<b>Total Credits</b>		<b>14</b>

### Third Term in Program

		<b>Credits</b>
ATE 2634	Animal Pharmacology	3
ATE 2638	Animal Lab Procedures I	3
ATE 2638L	Animal Lab Procedure Lab	2
ATE 2651L	Animal Nursing & Medicine Lb I	2
ATE 2945	Veterinary Work Experience III	1
ATE 2661	Large Animal Diseases	1
<b>Total Credits</b>		<b>12</b>

### Fourth Term in Program

		<b>Credits</b>
ATE 1671L	Laboratory Animal Medicine	1
ATE 2612	Animal Medicine	3
ATE 2639	Animal Lab Procedures II	3
ATE 2639L	Animal Lab Procedures Lab II	2
ATE 2653L	Animal Nursing & Medicine Laboratory II	2
ATE 2710	Animal Emergency Medicine	1
ATE 2946	Veterinary Work Experience IV	1
<b>Total Credits</b>		<b>13</b>
<b>Total Program Credits</b>		<b>73</b>

### **DISTANCE EDUCATION PROGRAM OPTION BEGINS IN AUGUST, JANUARY AND MAY**

The Distance Education Program is designed for students who cannot commute to campus. The credit earned by distance education is the same as credit earned on campus. Students may combine distance education courses with on-site courses in order to better accommodate work and family obligations. The difference between local and distance learning is in the method of delivery, not in the content or the desired outcomes.

Before entering the first semester of the Distance Veterinary Technology "program courses," all students must have completed at least 18 of the 22 credits of general education and support courses and be computer literate. Students may take the general education and support courses at any regionally accredited college or university, or they may complete them through St. Petersburg College campus or distance education courses.

Applicants must have worked or volunteered in veterinary hospital at least 40 hours prior to applying for admission to fulfill clinical observation requirement. Students must also be in a veterinary hospital at least 20 hours per week each semester they are enrolled in the distance program. Students must master over 200 tasks and skills, resulting in the need to be in a hospital where there is the opportunity, equipment, supplies, and expertise to be instructed and learn these tasks and skills.

Candidates will also complete the Health Programs Application form and the Veterinary Hospital Observation and Discussion form before they will be considered for acceptance into the Veterinary Technology Program. Please contact a counselor and/or advisor.

The Veterinary Technology Distance Education Program is based on the following assumptions. Students have: a. completed at least 18 of the 22 credits of the general education and support courses prior to admission. b. the initiative, resourcefulness and perseverance to work independently. c. a solid relationship with an employer veterinarian. d. experience using a computer and have access to a computer and the Internet. e. subscribed to an Internet service.

The complete distance program application includes the following: a. The college application and the \$40 fee for new students at SPC. b. Health Programs Application form. c. Hospital Observation and Discussion form. d. Transcripts from your high school (if no college degree) and any colleges you have attended sent directly to SPC from each school. Applicants are considered as soon as their file is complete.

Distance Program - Veterinary Technology Courses are designed to be completed in the specific sequence below. Please contact the program director for advice if you wish to make adjustments.

## VETTC-AS CONTINUED

### MAJOR CORE COURSES

#### YEAR ONE - 17 CREDITS

##### Term I: Complete 6 credits

ATE 1110	Animal Anatomy	3
ATE 1110L	Animal Anatomy Lab	1
ATE 1741	Veterinary Med Terminology	1
ATE 2050C	Small Animal Breeds and Behavior	1

##### Term II: Complete 6 credits

ATE 1311L	Veterinary Office Procedures	1
ATE 1650L	Veterinary Clinical Practice I	1
ATE 1943	Veterinary Work Experience I	1
ATE 2631	Animal Nursing	3

##### Term III: Complete 5 credits

ATE 1211	Animal Physiology	3
ATE 1654L	Veterinary Clinic Practice II	1
ATE 1944	Veterinary Work Experience II	1

**Total Year Credit** **17**

#### YEAR TWO - 18 CREDITS

##### Term I: Complete 7 credits

ATE 2611	Animal Anesthesia	3
ATE 2651L	Animal Nursing & Medicine Lb I	2
ATE 2710	Animal Emergency Medicine	1
ATE 2945	Veterinary Work Experience III	1

##### Term II: Complete 6 credits

ATE 2612	Animal Medicine	3
ATE 2653L	Animal Nursing & Medicine Laboratory II	2

##### Term III: Complete 5 credits

ATE 2638	Animal Lab Procedures I	3
ATE 2638L	Animal Lab Procedure Lab	2

**Total Year Credit** **18**

#### YEAR THREE - 16 CREDITS

##### TERM I: Complete 7 credits

ATE 2639	Animal Lab Procedures II	3
ATE 2639L	Animal Lab Procedures Lab II	2
ATE 1636	Large Animal Clinical & Nursing Skills	2

##### TERM II: Complete 5 credits

ATE 2634	Animal Pharmacology	3
ATE 2656L	Large Animal Clinical and Nursing Skills Lab	1
ATE 2661	Large Animal Diseases	1

##### TERM III: Complete 4 credits

ATE 1671L	Laboratory Animal Medicine	1
ATE 2722	Avian and Exotic Pet Medicine	2
ATE 2501C	Professional Development Seminar	1

**Total Year Credit** **16**

**Total Program Credits** **73**

**PROGRAM OF STUDY**  
**School of Veterinary Technology**  
**Veterinary Technology Bachelor of Applied Science**  
**VETTC-BAS**

**Effective Beginning Catalog Term: Fall 2016 0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

**Program Leadership Information**

Dr. Richard Flora, Dean, Vet Tech (727) 302-6721

**Program Summary**

Veterinary Technology (VETTC-BAS) program provides terminal degree opportunity for veterinary technicians. Tracks in clinical techniques and hospital management are offered. Program builds on technical skills acquired in AS Veterinary Technology programs with more in-depth knowledge in subject areas critical for veterinary technicians to be highly capable and contributing members of the profession.

**Job-Related Opportunities**

Research, teaching, referral hospitals, specialty hospitals, federal and state regulatory agencies, public health, military, pharmaceutical and equipment companies

**Program Related Web Sites**

<http://www.spcollege.edu/vt-bas/>

<http://www.spcollege.edu/vt/>

**Admission Rules**

Graduation from an American Veterinary Medical Association accredited associates degree veterinary technology program and 15 credits of transferrable general education.

**Graduation Rules**

GRADE OF "C" REQUIRED IN ALL COURSES

**AA GENERAL EDUCATION REQUIREMENTS**

**Credits**

**A.A. Degree** See requirements for AA degree for specific course requirements.

**37**

**ADMISSION COURSES**

**Lower Division Veterinary Technology (by transfer)**

**41**

**MAJOR CORE COURSES**

**CORE COURSES (Complete 18 credits)**

**Credits**

ATE 3100	Tools For Success	1
ATE 3200	Safety and Regulatory Compliance in Veterinary Technology	1
ATE 3615	Veterinary Pharmacology	3
ATE 3744	Advanced Veterinary Terminology	1
ATE 3914	Introduction to Veterinary Technology Research	3
ATE 4000	Veterinary Technology Pre-capstone	3
ATE 4814	Veterinary Technology Capstone II	3
ATE 4854	Leadership in Veterinary Technology	3

**Total Credits** **18**



# VETTC-BAS CONTINUED

## SUBPLANS

Select one specialized subplan below to complete the degree (24 CREDITS).

### Subplan I: Clinical

Core Courses (12 credits)	<b>Credits</b>	
ATE 3605	Small Animal Nutrition	3
ATE 3616	Small Animal Nursing	3
ATE 3617	Companion Animal Diseases	3
ATE 3658	Anesthesia and Surgical Nursing	3
<b>Elective Courses (Select 12 Credits)</b>		
ANS 3006	Introduction to Animal Science	3
ATE 3316	Finance for the Veterinary Manager	3
ATE 3344	Supervision in the Veterinary Hospital	3
ATE 3410	Dental Techniques in Veterinary Technology	3
ATE 3510	Understanding the Human-Animal Bond	3
ATE 3515	Legal & Ethical Issues in Veterinary Technology	3
ATE 3601	Integrative Veterinary Nursing	3
ATE 3642	Veterinary Ophthalmic Nursing	3
ATE 3643	Large Animal Nursing	3
ATE 3803	Teaching Techniques for Veterinary Technicians	3
ATE 4051	Advanced Veterinary Behavior	3
ATE 4317	Veterinary Hospital Management	3
ATE 4319	Veterinary Hospital Marketing	3
ATE 4711	Emergency and Critical Care	3
ANS 3440	Principles of animal Nutrition	3
<b>Total Credits</b>		<b>24</b>

### Subplan II: Hospital Management

Core Courses (12 credits)	<b>Credits</b>	
ATE 3316	Finance for the Veterinary Manager	3
ATE 3344	Supervision in the Veterinary Hospital	3
ATE 3515	Legal & Ethical Issues in Veterinary Technology	3
ATE 4317	Veterinary Hospital Management	3
<b>Elective Courses (Select 12 Credits)</b>		
ANS 3006	Introduction to Animal Science	3
ATE 3410	Dental Techniques in Veterinary Technology	3
ATE 3510	Understanding the Human-Animal Bond	3
ATE 3601	Integrative Veterinary Nursing	3
ATE 3605	Small Animal Nutrition	3
ATE 3616	Small Animal Nursing	3
ATE 3617	Companion Animal Diseases	3
ATE 3642	Veterinary Ophthalmic Nursing	3
ATE 3643	Large Animal Nursing	3
ATE 3658	Anesthesia and Surgical Nursing	3
ATE 3803	Teaching Techniques for Veterinary Technicians	3
ATE 4051	Advanced Veterinary Behavior	3
ATE 4319	Veterinary Hospital Marketing	3
ATE 4711	Emergency and Critical Care	3
ANS 3440	Principles of animal Nutrition	3
<b>Total Credits</b>		<b>24</b>

## VETTC-BAS CONTINUED

### Subplan III: Combined Clinical & Hospital Management

Core Clinical Courses (Select 6 credits)	<b>Credits</b>
ATE 3605      Small Animal Nutrition	3
ATE 3616      Small Animal Nursing	3
ATE 3617      Companion Animal Diseases	3
ATE 3658      Anesthesia and Surgical Nursing	3

### Core Hospital Management Courses (Select 6 credits)

#### **Credits**

ATE 3316      Finance for the Veterinary Manager	3
ATE 3344      Supervision in the Veterinary Hospital	3
ATE 3515      Legal & Ethical Issues in Veterinary Technology	3
ATE 4317      Veterinary Hospital Management	3

### Elective Courses (Select 12 Credits)

ATE 3316      Finance for the Veterinary Manager	3
ATE 3344      Supervision in the Veterinary Hospital	3
ANS 3006      Introduction to Animal Science	3
ATE 3410      Dental Techniques in Veterinary Technology	3
ATE 3510      Understanding the Human-Animal Bond	3
ATE 3515      Legal & Ethical Issues in Veterinary Technology	3
ATE 3601      Integrative Veterinary Nursing	3
ATE 3605      Small Animal Nutrition	3
ATE 3616      Small Animal Nursing	3
ATE 3617      Companion Animal Diseases	3
ATE 3642      Veterinary Ophthalmic Nursing	3
ATE 3643      Large Animal Nursing	3
ATE 3658      Anesthesia and Surgical Nursing	3
ATE 3803      Teaching Techniques for Veterinary Technicians	3
ATE 4051      Advanced Veterinary Behavior	3
ATE 4317      Veterinary Hospital Management	3
ATE 4319      Veterinary Hospital Marketing	3
ATE 4711      Emergency and Critical Care	3

**Total Credits** **24**

**Total Program Credits** **120**

**PROGRAM OF STUDY**  
**School of Veterinary Technology**  
**Veterinary Practice Management Certificate with Financial Aid Eligibility**  
**VETTC-CT**

**Effective Beginning Catalog Term: Spring 2010 (0420)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Richard Flora, Dean, Vet Tech (727) 302-6721

Program Summary

The veterinary hospital management courses identified in this certificate program will meet the educational requirements for the Veterinary Hospital Managers Association examination for Certified Veterinary Practice Managers. The 8 courses will cover the areas of personnel, accounting and finance, marketing, legal requirements and budgeting and planning.

Job-Related Opportunities

- Certified Veterinary Practice Manager

Admission Rules

To be admitted to this certificate program, the student must have graduated with a bachelor's degree or higher from a regionally accredited college or university.

**MAJOR CORE COURSES**

	<b>Credits</b>
ATE 3100 Tools For Success	1
ATE 3200 Safety and Regulatory Compliance in Veterinary Technology	1
ATE 3316 Finance for the Veterinary Manager	3
ATE 3344 Supervision in the Veterinary Hospital	3
ATE 3515 Legal & Ethical Issues in Veterinary Technology	3
ATE 4317 Veterinary Hospital Management	3
ATE 4319 Veterinary Hospital Marketing	3
ATE 4854 Leadership in Veterinary Technology	3
<b>Total Program Credits</b>	<b>20</b>

**PROGRAM OF STUDY**  
**College of Computer & Information Technology**  
**Web Development Specialist Certificate with Financial Aid Eligibility**  
**WEBDS-CT**

**Effective Beginning Catalog Term: Spring 2014 (0480)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Dr. Sharon Setterlind, SP/G (727) 341-4724

Program Summary

This certificate program is designed to introduce the student to the variety of skills necessary to design and create Web sites. In the initial courses, the student is introduced to HyperText Markup Language (HTML), Cascading Style Sheets for formatting of Web sites, use of HTML editing and Web site development tools, and the concepts of Web site hosting and domain name registration. The student then progresses to more advanced design courses, covering the concepts of site design, marketing, site navigation, and use of Web graphics and animation.

These courses will apply toward the AS degree in Web Development (WEBSDM-AS).

Job-Related Opportunities

- Web Developer
- Web Production Designer
- Graphic/Web Designer
- Front-End Web Designer
- Web Media Designer

**MAJOR CORE COURSES**

**(18 credits) Grade of "C" or better required**

	<b>Credits</b>
COP 1000      Introduction to Computer Programming	3
CGS 1821      Web Graphics	3
CGS 1831      Web Foundations/Essentials	3
CGS 2651      Intro to Social Media and Web Technologies	3
COP 2801      JavaScript	3
CGS 2823      Advanced Web Site Development	3
<b>Total Program Credits</b>	<b>18</b>

**PROGRAM OF STUDY**  
**College of Computer & Information Technology**  
**Web Development Associate in Science**  
**WEBSDM-AS**

**Effective Beginning Catalog Term: Spring 2016 (0510)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Nancy Russell, Academic Department Coordinator, SP  
russell.nancy@spcollege.edu

(727) 341-4641

Dr. Sharon Setterlind, Dean, SP/G  
setterlind.sharon@spcollege.edu (727) 341-4724

Program Summary

This program provides the student the ability to structure web site platforms using the most recent versions of web application tools and to develop web pages and/or web sites combining interactive graphics, image optimization, 508 accessibility requirements and ecommerce techniques. Also the student will learn to develop complex web sites using artistic and technical abilities, while ensuring the needs of the business environment. Students will be prepared to sit for the Oracle Java Certified Associate industry certification.

Job-Related Opportunities

- Web Developer
- Graphic Designer
- Multimedia Artist
- Web Administrator

Graduation Rules

Minimum grade of "C" required in all Support and Major courses.

**AS GENERAL EDUCATION REQUIREMENTS\***

**Communications - Composition I**

**Credits**

- |  |   |
|--|---|
| Complete 3 credits from the approved General Education Composition I coursework.   | 3 |
| Minimum grade of "C" required. Requirement must be completed within the first 24 credits of coursework toward the AS degree. |   |
| Complete 3 credits from the approved General Education Speech coursework.  | 3 |
| Minimum grade of "C" required.   |   |

**Social and Behavioral Sciences**

- |   |   |
|---|---|
| Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. | 3 |
| Minimum grade of "C" required.  |   |

**Humanities and Fine Arts**

- |   |   |
|---|---|
| Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. | 3 |
| Minimum grade of "C" required.  |   |

**Mathematics**

- |  |   |
|--|---|
| Complete 3 credits from the approved General Education Mathematics coursework. | 3 |
| Minimum grade of "C" required.   |   |

**Ethics**

- |   |   |
|---|---|
| Complete 3 credits from the approved General Education Ethics coursework. | 3 |
| Minimum grade of "C" required.  |   |

**Computer/Information Literacy Competency**

- |   |   |
|---|---|
| Competency may be demonstrated by completing The Computer Information and Literacy Exam (CGS 1070T)                               | 0 |
| OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required. |   |

# WEBSDM-AS CONTINUED

## AS GENERAL EDUCATION REQUIREMENTS CONTINUED

### Enhanced World View

Credits

Complete at least one 3-credit course

0-3

Intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

**Minimum Credits Required**

**18**

## SUPPORT COURSES

**Complete 15 credits**

COP 1000	Introduction to Computer Programming	3
CNT 1000	Local Area Network Concepts	3
GEB 1011	Introduction to Business	3
CGS 1100 <sup>d</sup>	Computer Applications	3
CTS 2433	SQL Database Design & Programming	3
<b>Total Credits</b>		<b>15</b>

## MAJOR CORE COURSES

**Complete 30 credits**

CGS 1821	Web Graphics	3
CGS 1831	Web Foundations/Essentials	3
CGS 1874	Introduction to Multimedia	3
CGS 2651	Intro to Social Media and Web Technologies	3
CGS 2823	Advanced Web Site Development	3
CIS 2321	Systems Analysis and Design	3
COP 2801	JavaScript	3
COP 2844	Server-Side JavaScript	3
COP 2803	Client-Side JavaScript	3
CGS 2940	Web Development Internship	3
<b>Total Credits</b>		<b>30</b>

**Total Program Credits**

**63**

\*Review GEN-AS Program requirements for more information

<sup>d</sup> Completion of this requirement satisfies a General Education requirement.

**PROGRAM OF STUDY**  
**Social and Behavioral Sciences Department**  
**Youth Development Professional Certificate with Financial Aid Eligibility**  
**YDPF-CT**

**Effective Beginning Catalog Term: Fall 2016 (0520)**

The requirements below may not reflect degree requirements for continuing students. Continuing students should visit **My SPC** and view **My Learning Plan** to see specific degree requirements for their effective Catalog term.

Program Leadership Information

Cheryl Kerr, Program Director,  
kerr.cheryl@spcollege.edu (727) 341-3736

Program Summary

The Human Services profession is experiencing changes as the emphasis is shifting from rehabilitation efforts to prevention and early intervention and promoting the development of healthy children, families, and communities. This certificate program will prepare paraprofessionals to function in this dynamic field and focus on working with children and youth.

These courses will apply toward the AS degree in Human Services.

Job-Related Opportunities

- Youth Counselor/Worker
- Recreation Leader
- Camp Counselor
- Case Management Aide
- Youth/Child Advocate
- Life Skills Instructor

Graduation Rules

Grade of "C" or better is required

**MAJOR CORE COURSES**

	<b>Credits</b>
HUS 1111 Introduction to Intra and Inter-Personal Processes	3
HUS 1620 Principles and Best Practices in Afterschool Programs	3
HUS 1640 Foundations of Youth Development	3
HUS 2315 Studies in Behavioral Modification	3
HUS 2540 Building Stronger Families and Communities	3
HUS 2949 Co-op Work Experience in Human Services	3
<b>Total Program Credits</b>	<b>30</b>



# Academic Courses



### **ACG 2071 Managerial Accounting 3.00 Credits**

Prerequisite: [ACG 2021](#). This course is a study of product costing, cost-volume-profit analysis, budgetary planning and control, the statement of cash flows and financial statement analysis. Emphasis will be placed on applications in order to illustrate the accounting principles.

### **ACG 2450 Accounting Software Applications 3.00 Credits**

Prerequisite: [ACG 2021](#) and [CGS 1100](#) or permission of program administrator. This course offers an overview of accounting software applications in business organizations. The student will progressively work through accounting cycles for service and merchandising businesses using popular accounting software. Specific applications will include design and setup of an accounting information system for a new company, recording transactions, and creation as well as analysis of various reports and financial statements. Transactional and reporting areas will include banking, customers, sales, vendors, purchases, inventory, employees, and payroll. The course is taught using QuickBooks Pro accounting software and focuses on small to medium-sized business organizations.

### **ACG 3103 Intermediate Accounting I 3.00 Credits**

Prerequisite: [ACG 2071](#) and Admission to: [BUS-BS: Business Administration](#). This course emphasizes the theoretical aspects and frameworks of financial accounting. Topics include financial statements preparation, revenue recognition, present value of investments, and the study of assets. The assets component focuses on current assets such as cash, receivables, and inventories.

### **ACG 3113 Intermediate Accounting II 3.00 Credits**

Prerequisite: [ACG 3103](#) and Admission to: [BUS-AS: Business Administration](#). This course is a continuation of Intermediate Accounting I. The topics included are tangible and intangible assets, investments, current liabilities and contingencies, bonds and long term debt, shareholder's equity, and earnings per share. This course will also help the student prepare for the CPA exam.

### **AMH 1091 African-American History 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate score on the placement test. This course examines the development of the Black presence in America. The concern will be to study the economic, social, and psychological factors that led to slavery, the practical consequences of slavery on Black and White social groups, the events and individuals who contributed to the elimination of slavery, the struggle for citizenship and self-worth, the artistic contributions, the social justice movement of the 1970's, and the current social condition defining the Black experience in America. This course partially satisfies the writing requirements outlined in the General Education Requirements.

### **AMH 2010 History of the United States I 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or an appropriate score on the placement test. This course addresses history in the land that becomes the United States of America, beginning with the migration of the Western Hemisphere's original inhabitants. It briefly surveys the pre-Columbian Native American cultures. It also examines the impacts of the European "discovery" and settlement of North America on various groups of Native Americans, on Europeans at home and in the colonies, and on Africans forced into slavery in the New World. The course emphasizes the political, economic, social, cultural and religious aspects of life in the English North American colonies through their evolution into the United States, from the country's developmental years through the end of the Civil War. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for AMH 2010 or AMH 2010H or IDS 2103H.

### **AMH 2010H Honors History of the United States I 3.00 Credits**

Prerequisite: Appropriate score on the CPT or acceptance into the Honors College or permission of the Dean. This advanced course addresses history in the land that becomes the United States of America, beginning with the migration of the Western Hemisphere's original inhabitants. It examines the pre-Columbian Native American cultures. It also examines the impacts of the European "discovery" and settlement of North America on various groups of Native Americans, on Europeans at home and in the colonies, and on Africans forced into slavery in the New World. The course will emphasize the evaluation and synthesis of the political, economic, social, cultural and religious aspects of life in the English North American colonies through their evolution into the United States, from the country's developmental years through the end of the Civil War. This course also analyzes methods of qualitative and quantitative research, cases studies, archival retrieval, and comparative approaches to the study of societies and emphasizes writing research-based papers, historiography and critical analysis. Independent research and interdisciplinary connections will also be encouraged for students to make connections to other related areas of humanities, philosophy and literature in the Honors Program. This advanced

course will have a substantial writing assignment. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit will only be given for AMH 2010 or AMH 2010H or IDS 2103H.

**AMH 2020 History of the United States II 3.00 Credits**

Prerequisite: [ENC 0025](#) and [REA 0017](#) or ( [EAP 1695](#) ) or an appropriate score on the placement test. This course covers the history of the United States from the post-Civil War period (1865) to the present. Emphasis is placed on the social, economic, political and diplomatic history. The course is designed to present history as a dynamic process, encouraging students to think historically and to encourage students to value history. This course partially satisfies the writing requirements outlined in the General Education requirements. Credit is only given for AMH 2020 or AMH 2020H or IDS 1102H.

**AMH 2020H Honors History of the US II 3.00 Credits**

Prerequisite: Appropriate score on the CPT or acceptance into the Honors College or permission of the Dean. This advanced course covers the history of the United States from the post-Civil War period (1865) to the present. The course will present history as a dynamic process, and students will evaluate and synthesize the social, economic, political, and diplomatic history of the post-Civil War period. This course also analyzes methods of qualitative and quantitative research, case studies, archival retrieval, and comparative approaches to the study of societies and emphasizes writing research-based papers, historiography and critical analysis. Independent research and interdisciplinary connections will also be encouraged for students to make connections to other related areas of humanities, philosophy and literature in the Honors Program. This course will have a substantial writing requirement. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for AMH 2020 or AMH 2020H or IDS 1102H.

**AML 1600 African-American Literature 3.00 Credits**

Prerequisite: ( [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or ) appropriate score on the SPC placement test. This course is designed to survey the major fiction, poetry, drama, and essays of selected African-American writers through the twenty-first century. It emphasizes issues and ideas that have influenced African-American literary expression and explores personal responses to the African-American experience as reflected in American culture. It examines African-American literature through four periods: Slavery, The Civil War and Reconstruction, The Harlem Renaissance, and the Contemporary Period. It traces human experiences as they unfold in African-American literature and American culture, while also exploring the historical background, social issues, and diverse ideologies of each period. This course requires substantial reading, library research, and the composition of the research paper.

**AML 2001 Introduction to American Folklore 3.00 Credits**

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or appropriate score on the placement test. A survey of the major aspects of American folklore, this course is designed to increase the student's general knowledge of folklore in the United States; to familiarize the student with major techniques for collecting, editing, and evaluating folklore; to familiarize the student with major scholarship in the field; and to develop within the student a sense of appreciation of folklore. This course has a substantial writing requirement.

**AML 2010 American Literature I: to 1865 3.00 Credits**

Prerequisite: [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or appropriate score on the SPC placement test. This is a course designed to survey American literature to 1865, with special emphasis on Romanticism and Realism as well as methods of library research, writing of the research paper and the paper of literary interpretation. Included are selected works of major writers such as Edgar Allan Poe, Nathaniel Hawthorne, Herman Melville, Ralph Waldo Emerson, Henry David Thoreau, Walt Whitman, and Emily Dickinson. This course partially satisfies the writing requirements as outlined in the General Education Requirements. Credit is not given for both AML 2010 and AML 2010H.

**AML 2010 Honors American Literature I: to 1865 3.00 Credits**

Prerequisite: ( [ENC 1101](#) and appropriate scores on the SPC placement test or ) [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or approval of the Dean. This course is designed to be a humanistic and interdisciplinary study of American literature from its origins in the 17th Century through the 19th Century. Special emphasis will be given to the literary movements of 19th Century Romanticism and Realism. Representative selections from each period are critically examined for interpretation, historical background, artistic qualities, and philosophy, with emphasis on human values and application to life. This course also stresses methods of research and emphasizes writing research-based papers, including literary interpretation and critical analysis. Independent research and interdisciplinary connections will also be encouraged for students to make connections to other related areas of humanities,

philosophy and literature in the Honors Program. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both AML 2010H and AML 2010.

**AML 2020 American Literature II: 1865 To Present** 3.00 Credits

Prerequisite: [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or appropriate score on the placement test. This is a course designed to survey American literature from 1865 to the present. Included are selected works of major writers such as Mark Twain, Stephen Crane, Henry James, Robert Frost, Carl Sandburg, T. S. Eliot, E. E. Cummings, F. Scott Fitzgerald, William Faulkner, Ernest Hemingway, Norman Mailer, Bernard Malamud, Flannery O'Connor, James Baldwin, James Dickey, and Sylvia Plath. This course also stresses methods of library research and emphasizes writing of the research paper and the paper of literary interpretation. This course partially satisfies the writing requirements outlined in the General Education Requirements. American Literature to 1865 is not necessarily a prerequisite to this course. Credit is not given for both AML 2020 and AML 2020H.

**AML 2020 Honors American Literature II: 1865 to Present** 3.00 Credits

Prerequisite: ( [ENC 1101](#) or appropriate score on SPC placement test or ) [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or approval of the Dean. This course is designed to be an interdisciplinary study of American literature from the 19th century to the present. Special emphasis will be given to the literary movements of the 19th and 20th century. Representative selections from each period are critically examined for interpretation, historical background, artistic qualities, and philosophy, with emphasis on human values and application to life. This course also stresses methods of research and emphasizes writing research-based papers, including literary interpretation and critical analysis. Independent research and interdisciplinary connections will also be encouraged for students to make connections to other related areas of humanities, philosophy and literature in the Honors Program. This course partially satisfies the writing requirements as outlined in the General Education Requirements. Credit is only given for AML 2020 or AML 2020H. 47 contact hours.

**ANS 3006 INTRODUCTION TO ANIMAL SCIENCE** 3 credits

This course provides an overview of the discipline of livestock production. The course covers the fundamentals of animal science, including nutrition, feeds, genetics, reproduction, healthcare and management of major and minor species. The agricultural industries of animal production will also be explored. 47 contact hours

**ANT 2000 Introduction to Anthropology** 3.00 Credits

Prerequisite: [ENC 0025](#) and [REA 0017](#) or [EAP 1695](#) or appropriate score on the placement test. This course is an introduction to the science of man and his culture, defining the branches of anthropology, its methods, and its relation and contribution to the other disciplines. Emphasis will be given to the universal and unique aspects of man's adaptation to his environment, and to his biological origins. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**ANT 2003 Survey of Anthropology** 3.00 Credits

Prerequisite: [ENC 0025](#) and [REA 0017](#) or [EAP 1695](#) or appropriate score on the placement test. This course is a survey of the broad field of anthropology and an explanation of selected contemporary problems. The origin of these problems and alternate solutions, derived from a cross-cultural approach, will be considered. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**ANT 2410 Cultural Anthropology** 3.00 Credits

Prerequisite: [ENC 0025](#) and [REA 0017](#) or [EAP 1695](#) or appropriate score on the Placement Test. This course is the study of the influence of culture on human behavior. The course deals with cultural variations and similarities in the areas of subsistence techniques and technology, family and kinship, social order and disorder, and world view. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**ARC 1302 Architectural Design II** 4.00 Credits

Prerequisite: [ARC 1301](#). This is an analysis course that uses the study of architectural precedent as a foundation for the development of communication and design skills. Eight class and laboratory hours weekly.

**ARC 2180C Introduction to Digital Design and Fabrication 3.00 Credits**

Prerequisite: [ETD 1320C](#) or permission of Program Director. This is an introductory course interfacing digital design and communication tools with design thinking and hands on production. Emphasis is on the use of digital technology to facilitate expansion of basic engineering and architectural design modalities, and laying a foundation for the full integration of digital technologies into the design studio.

**ARC 2201 Architectural Theory I 3.00 Credits**

Prerequisite: [ARC 1701](#) and [ARC 2303](#). This course is a theoretical exploration into the meaning and goals of architecture; an investigation of the creative process of design.

**ARC 2303 Architectural Design III 4.00 Credits**

Prerequisite: ARC 1302. This course is an introduction to the forces, both physical and perceptual, which determine the varied environments which man creates, or otherwise alters. Emphasis will be placed on: (1) becoming aware of the forces which contribute to the environment; (2) gathering and organizing data supporting the existence of these forces; and (3) discovering means to communicate these findings. Eight class and laboratory hours weekly.

**ARC 2304 Architectural Design IV 4.00 Credits**

Prerequisite: [ARC 2303](#). A personal interview and a review of the student's portfolio and academic record by an architecture faculty committee is required for admission to this course. This course is a continuation of Architectural Design III, basic studies in perception of the components of architecture. This course has a substantial writing requirement.

**ARC 2501 Architectural Structures I 4.00 Credits**

Prerequisite: [ARC 2303](#). This course is a study of basic principles of static mechanics and strength of materials relating to the design, investigation, and behavior of structural elements and systems of buildings. 62 contact hours. This course has a substantial writing requirement.

**ARH 1000 Understanding Art 3.00 Credits**

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or appropriate score on the CPT. This is a beginning course for any student curious about art and why it looks the way it does. Students will explore a variety of visual experiences in relationship to their seeing, feeling, thinking, and self. They will examine, discuss, and handle two and three-dimensional media. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**ARH 2050 Art History: Ancient to Gothic 3.00 Credits**

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or appropriate score on the CPT. This course is a study of the origin and development of painting, sculpture, architecture, and significant crafts from prehistoric times to the Gothic period. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**ARH 2051 Art History: Renaissance to Contemporary 3.00 Credits**

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or satisfactory score on the CPT. This course is a study of the development of painting, sculpture, and architecture from the Renaissance to the twentieth century. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**ART 1201C Design I 3.00 Credits**

This course is a foundation course developing knowledge and perception of two-dimensional form and its elements. This course is an introduction to basic design concepts, skills and processes necessary for all art careers.

**ART 1203C Design II 3.00 Credits**

Prerequisite: [ART 1201C](#). This is a foundation course developing knowledge and perception of three-dimensional form and its elements. An expansion of design skills, processes and concepts of design necessary for all art careers is discussed.

**ART 1300C DRAWING I** 3 credits

This course is an introduction to basic drawing skills, concepts and processes through a structured learning situation. Various media are used. Course may be taken up to three times for credit. 92 contact hours

**ART 1330C Drawing II** 3.00 Credits

Prerequisite: [ART 1300C](#). This course is an in-depth study of drawing with an emphasis upon classical drawing ideals and techniques as they pertain to the depiction of the human figure and organic form. Course may be taken up to three times for credit.

**ART 1701C Sculpture I** 3.00 Credits

Prerequisite: [ART 1203C](#) or approval of program administrator. This course covers the problems and techniques of applied three-dimensional design with an emphasis on the use of materials and tools. Students will be introduced to the basic methods of casting, carving, modeling, and assemblage. The creative aspects of the sculptural process will be emphasized by broadening the student's concept development and sensitizing the student to the materials and techniques involved in the sculptural process. Students will become familiar with the basic vocabulary associated with sculpture. Students will discuss and apply issues of contemporary critical art theory within the context of their project work. Course may be taken up to three times for credit.

**ART 1751C Ceramics II** 3.00 Credits

Prerequisite: [ART 1750C](#) or permission of program administrator. This course is an extension of ART 1750C. This course addresses advanced throwing techniques, creative handbuilding, glaze formulation, and firing processes. Course may be taken up to 3 times for credit.

**ART 2370 Drawing for Animation** 3.00 Credits

Prerequisite: [ART 1300C](#) [ART 1201C](#). This course is designed to develop the drawing skills that are most essential for effective animation. Life drawings accompanied by a study of structural anatomy in both humans and animals will be the emphasis of the course curriculum. Additional topics will include sequential drawing, the role of exaggeration and simplification in character development, composition of scenic elements as related to the development of mood and context, and the development of a smooth animated sequence.

**ART 2400C Printmaking I** 3.00 Credits

Prerequisite: [ART 1300C](#). This course is an exploration of figure/ground theory as related to 2D visual design and picture making. Basic skills in relief printing (linocut, woodcut, collograph, etc.) will be explored. Also included will be painterly processes such as monoprints. Course may be taken up to three times for credit.

**ART 2500C Painting I** 3.00 Credits

Prerequisite: [ART 1201C](#) and [ART 1300C](#). This course is an introduction to the materials, techniques and concepts of painting through a structured learning situation. Course may be taken up to three times for credit.

**ART 2501 Painting II** 3.00 Credits

Prerequisite: [ART 2500C](#). This course is a continuation of Painting I with an emphasis on individual development. Course may be taken up to three times for credit.

**ART 2949 Co-op Work Experience** 1.00 - 3.00 Credits

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Administrator 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.

**ASL 1150C Intermediate American Sign Language with Lab 4.00 Credits**

Prerequisite: [ASL 1140C](#). This course is a continuation of the basic American Sign Language course and expands the student's vocabulary and signing fluency. Students will have directed practice with media generated materials, emphasizing receptive and expressive conversational practice. Lecture 47 contact hours. Lab 30 contact hours.

**ASL 1160C Advanced American Sign Language with Lab 4.00 Credits**

Prerequisite: [ASL 1150C](#) and [ASL 1510](#) and ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate score on the SPC Placement Test and departmental approval Pre or Corequisite: [ASL 1430](#). This course is a continuation of Intermediate American Sign Language (ASL) designed to develop expressive and receptive signing skills to an advanced level. Included are compound/complex sentences, inflectional signs, tense and time, sign modulations, and classifiers. Discussion may also include cultural issues and optional professional careers in deafness. Lecture - 47 contact hours. Lab - 30 contact hours.

**ASL 1300 Structure of American Sign Language 3.00 Credits**

Prerequisite: [ASL 1510](#) and [ASL 1160C](#). This course is for the intermediate or advanced signer with limited exposure to American Sign Language (ASL). American Sign Language, as used by deaf adults, is studied with an emphasis on the phonological, morphological, semantic, syntactical, idiomatic and metaphorical aspects of ASL. Current research in the field is examined and discussed.

**ASL 1430 Fingerspelling 2.00 Credits**

Prerequisite: [ASL 1140C](#) Pre or Corequisite: [ASL 1510](#). This course introduces students to fingerspelling and numbers in American Sign Language. The course covers topics such as techniques and forms of fingerspelling, when people fingerspell and how they use fingerspelling to meet their needs. It also includes numerical systems in American Sign Language (ASL). Emphasis is on both receptive and expressive development.

**ASL 2210C American Sign Language IV with Lab 4.00 Credits**

Prerequisite: [ASL 1160C](#) and [ASL 1510](#) and ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate score on the SPC Placement Test and departmental approval. This course is a continuation of Advanced American Sign Language (ASL) designed to focus on the development of mastery and advanced conversational American Sign Language skills. This course will emphasize receptive and expressive discourse with ASL users, focus on non-manual signals, complex grammatical constructions, and idiomatic expressions.

**AST 1002 Universe: The Infinite Frontier 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ). This course is a survey of astronomy that includes an introduction to the characteristics, origin and evolution of the solar system, our sun and other stars, the Milky Way galaxy, other galaxies, and the Universe. It will include a consideration and perspective from the time of ancient astronomers to that developed from the latest astronomical research and theories. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in any course with an AST prefix.)

**AST 1003 The Solar System 3.00 Credits**

Prerequisite: [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#). This course is a study of earth as a planet, the moon, and the sun, measurement of time, eclipses, planets and their satellites, comets, meteors, and various theories of the origin of the solar system. Consideration will be given to the historical development of the science and the basic principles of mechanics as applied to astronomy. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in AST 1002.)

**AST 1022L Observational Astronomy Laboratory 1.00 Credits**

Pre or Corequisite: [AST 1002](#) or [AST 1003](#) or Prerequisite: [AST 1004](#). This is a laboratory course to provide those experiences in observation needed by the beginning astronomy student and the interested amateur. Topics will include astronomical coordinate systems, characteristics of telescopes, telescopic observation of celestial objects, astrophotography, and applications of desktop planetarium software.

**ATE 1211 Animal Physiology** 3.00 Credits

Admission to: [VETTC-AS: VETERINARY TECHNOLOGY](#) and Prerequisite: [ATE 1110](#) and [ATE 1110L](#). This course is designed to acquaint the student with physiology of the domestic animal species. The course emphasizes the differences between the systems of domestic animals. Aspects of physiology relating to the pathogenesis of certain diseases will also be discussed.

**ATE 1301 Basics of Veterinary Management** 3.00 Credits

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ) or appropriate scores on the SPC Placement Test. This course will guide the student in an overview of the components necessary to manage any veterinary hospital.

**ATE 1302 Legal Issues for the Veterinary Hospital** 3.00 Credits

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ) or appropriate scores on the SPC Placement Test. This course will guide the student in the study of legal issues with an emphasis on the legal aspects of veterinary hospitals.

**ATE 1303 Marketing for Veterinary Hospital** 3.00 Credits

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ) or appropriate scores on the SPC Placement Test. This course will help the student to plan, organize, direct and evaluate marketing programs for a small business with an emphasis on the veterinary hospital. It will give the student a basic understanding of the marketing aspects of veterinary practices.

**ATE 1304 Veterinary Financial Accounting** 3.00 Credits

Prerequisite: ( [ENC 0025](#) [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ) or appropriate scores on the SPC Placement Test. This course will guide the student in the study of veterinary financial accounting with an emphasis on measuring, communicating and interpreting financial activity in the veterinary hospital with an emphasis on managing cash flow and planning.

**ATE 1311 Veterinary Office Procedures** 1.00 Credits

Prerequisite: [MAT 1033](#) or [MAT 1100](#) or any three-credit course with MGF, MAC or STA prefix with a minimum grade of C and Admission to: [VETTC-AS: VETERINARY TECHNOLOGY](#). This course is designed to acquaint the student with mathematics and office procedures used in veterinary hospital management and veterinary computer applications.

**ATE 1364 Leadership in the Veterinary Office** 3.00 Credits

Prerequisite: ( [ENC 0025](#) [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ) or appropriate scores on the SPC Placement Test. This course focuses on the development of leadership skills. It provides a basic understanding of leadership and group dynamics theory and will assist the student in developing a personal philosophy of leadership and an awareness of the moral and ethical responsibilities of leadership. Topics include decision making, leadership ethics, goal formation, building trust, empowering others, conflict resolution, and managing organizational change. The course will integrate readings from contemporary multi-cultural writing and experiential learning exercises with current leadership theories and practices.

**ATE 1654L Veterinary Clinic Practice II** 1.00 Credits

Prerequisite: [ATE 1650](#) and [ATE 1110](#) Pre or Corequisite: [ATE 1944](#). This course is designed to acquaint the student with basic skills in radiology and surgical nursing.

**ATE 1671L Laboratory Animal Medicine** 1.00 Credits

Prerequisite: [ATE 2651L](#). This course is a study of the technical clinical aspects of laboratory animal care, including restraint and handling, common diseases, and nutrition of common laboratory species.

**ATE 1944 Veterinary Work Experience II** 1.00 Credits

Prerequisite: [ATE 1943](#) Pre or Corequisite: [ATE 1654L](#). This course consists of supervised clinical experience in a workplace approved by the instructor. A minimum of 64 hours in an approved workplace is required.

**ATE 2349 Veterinary Hospital Operation** 3.00 Credits

Prerequisite: ( [ENC 0025](#) and [REA 0017 MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ) or appropriate scores on the SPC Placement Test. This course is designed to provide students with an understanding of best practices in veterinary hospital operations.

**ATE 2612 Animal Medicine** 3.00 Credits

Prerequisite: [ATE 1211](#). The course topics include immunity, disease prevention, common vaccinations and diseases, physical therapy, oxygen and fluid therapy, obstetrics and pediatric care, and veterinary dentistry in companion animals.

**ATE 2634 Animal Pharmacology** 3.00 Credits

Prerequisite: [ATE 1211](#). This course is a study of the principles and practices related to veterinary pharmacology. Lecture topics will include a review of veterinary pharmacology and pharmacokinetics. Emphasis is on the application of the principles of pharmacology in small animal veterinary practice.

**ATE 2638 Animal Lab Procedures I** 3.00 Credits

Prerequisite: Any College-level BSC or ZOO [ATE 1211](#) Pre or Corequisite: [ATE 2638L](#). This lecture course is designed to introduce the veterinary technician student to common parasites and their life cycles seen in routine veterinary practice. Hematology and the kinetics of the hematopoietic system are discussed with emphasis on normal blood smears and common changes seen during disease states of domestic animals.

**ATE 2639 Animal Lab Procedures II** 3.00 Credits

Prerequisite: [ATE 2638](#) Pre or Corequisite: [ATE 2639L](#). This lecture course serves as a continuation of Animal Lab Procedures I and covers topics of immunology, organ function and diagnostic testing. Additional topics include normal and abnormal exfoliative cytology, veterinary microbiology, and the evaluation of endocrine disorders.

**ATE 2639L Animal Lab Procedures Lab II** 2.00 Credits

Prerequisite: [ATE 2638L](#) Pre or Corequisite: [ATE 2639](#). This course provides experience in the clinical application of the techniques discussed in Animal Laboratory Procedures II in the areas of immunology, clinical chemistry, cytology, veterinary microbiology, coagulation testing, and abnormal and comparative hematology.

**ATE 2651L Animal Nursing & Medicine Lb I** 2.00 Credits

Prerequisite: [ATE 1654L](#) [ATE 1311](#) [ATE 1211](#) Pre or Corequisite: [ATE 2611](#) [ATE 2631](#). This course is designed to acquaint the student with laboratory procedures, exam room techniques, anesthesia, and principles of radiology practices utilized in veterinary hospitals.

**ATE 2653L Animal Nursing & Medicine Laboratory II** 2.00 Credits

Prerequisite: [ATE 2651L](#). This course is a continuation of Animal Nursing and Medicine Laboratory I. Skills will be developed in veterinary anesthesia, animal nursing care, and veterinary radiology procedures.

**ATE 2661 Large Animal Diseases** 1.00 Credits



Prerequisite: [ATE 1636](#). This course is designed to acquaint the student with the fundamentals of preventative medicine and common diseases present in the large animal species. Aspects of equine, bovine, ovine and porcine diseases and common treatments will be emphasized.

**ATE 2945 Veterinary Work Experience III 1.00 Credits**

Prerequisite: [ATE 1944](#) Pre or Corequisite: [ATE 2651L](#). This course consists of supervised clinical experience in a full service veterinary clinic and/or shelter approved by the instructor. A minimum of 64 hours is required, at least 16 of which must be performed in an animal shelter.

**ATE 2946 Veterinary Work Experience IV 1.00 Credits**

Prerequisite: [ATE 2945](#). This course consists of supervised clinical experience in a full service veterinary clinic and/or emergency clinic approved by the instructor. A minimum of 64 hours is required, at least 32 of which must be performed in an emergency clinic.

**ATE 2947 Veterinary Work Experience V 1.00 Credits**

Prerequisite: [ATE 2946](#). This course consists of supervised clinical experience in a workplace approved by the instructor. A minimum of 64 hours in an approved workplace is required. May be repeated up to four times. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

**ATE 3344 Supervision in the Veterinary Hospital 3.00 Credits**

Prerequisite: [ATE 3100](#) and [ATE 3200](#) and Admission to: [VETTC-BAS: Veterinary Technology](#) or [VETTC-CT: Veterinary Practice Management](#). 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.

**ATE 3515 Legal & Ethical Issues in Veterinary Technology 3.00 Credits**

Prerequisite: [ATE 3100](#) and Admission to: [VETTC-BAS: Veterinary Technology](#) or [VETTC-CT: Veterinary Practice Management](#). 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.

**ATE 3615 Veterinary Pharmacology 3.00 Credits**

Admission to: [VETTC-BAS: Veterinary Technology](#) or Prerequisite: 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 controlled substances. Students will achieve mastery of concepts through completion of exams, written assignments and case studies.

**ATE 3616 Small Animal Nursing 3.00 Credits**

Prerequisite: [ATE 3615](#). This course will focus on the nursing care required by companion animals as the result of disease or neonatal, geriatric, and obstetrical needs.

**ATE 3658 Anesthesia and Surgical Nursing 3.00 Credits**

Prerequisite: [ATE 3615](#). 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.

**ATE 3744 Advanced Veterinary Terminology 1.00 Credits**

Admission to: [VETTC-BAS: Veterinary Technology](#) or Prerequisite: 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.

**ATE 3914 Introduction to Veterinary Technology Research** 3.00 Credits

Admission to: [VETTC-BAS: Veterinary Technology](#) and Prerequisite: [ATE 3100](#) and [ATE 3200](#) and [ATE 3615](#) and [ATE 3744](#). 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.

**ATE 4000 Veterinary Technology Pre-capstone** 3.00 Credits

Admission to: [VETTC-BAS: Veterinary Technology](#) and Prerequisite: [ATE 3914](#) and Pre or Corequisite: [ATE 4854](#) or Other: Permission of the Dean. 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.

**ATE 4317 Veterinary Hospital Management** 3.00 Credits

Prerequisite: [ATE 3100](#) and [ATE 3200](#) Admission to: ( [VETTC-BAS: Veterinary Technology](#) or [VETTC-CT: Veterinary Practice Management](#) ). 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.

**ATE 4814 Veterinary Technology Capstone II** 3.00 Credits

Prerequisite: [ATE 4000](#) and [ATE 3914](#) and Other: by permission of the Dean. 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.

**ATE 4854 Leadership in Veterinary Technology** 3.00 Credits

Prerequisite: [ATE 3100](#) and [ATE 3200](#) and Admission to: ( [VETTC-BAS: Veterinary Technology](#) or [VETTC-CT: Veterinary Practice Management](#) ). 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.

**BCH 3023 Elementary Organic and Biological Chemistry** 3.00 Credits

Prerequisite: ( [CHM 2045](#) and [CHM 2045L](#) ) and ( [CHM 2046](#) and [CHM 2046L](#) ). This course is designed to introduce students to principles of organic and biological chemistry, and to provide a foundation for the study of modern biological processes. Topics from organic chemistry will include a study of hydrocarbon structure, stereochemistry and reaction mechanisms. The structure of organic compounds and functional groups will be used to build an understanding of the structure and function of proteins, carbohydrates, lipids and other vital biomolecular compounds. The aim of this course is to provide an understanding of the structure and function of biological molecules and role in metabolism and cellular regulation. Current issues, like the use of synthetically engineered molecules (such as artificial sweeteners and fat substitutes) will be integrated to the core topics. This class supports the mastery of subject area knowledge for College of Education students who will be taking the subject area exam in Biology Education 6-12. The course can also be valuable to students desiring an introduction or review of these concepts prior to undertaking higher-level studies in biology or chemistry.

**BCH 4024 Biochemistry** 4.00 Credits

Prerequisite: [CHM 2211](#) and [PCB 3063](#). This course is an introduction to biochemistry and intermediary metabolism. Topics include an overview of chemical interactions in aqueous environments, properties of water, acids, bases, buffers and the laws of thermodynamics. Additional topics include surveys of structure, functional properties, synthesis, degradation and chemistry of the major groups of biologically important organic molecules (amino acids, proteins, carbohydrates, lipids and nucleic acids). Topics include enzyme kinetics and mechanisms of catalysis, a survey of the pathways of carbohydrate, lipid and nitrogen metabolism and

their metabolic control, and the role of metabolic pathway integration in physiological homeostasis; regulation of gene expression at the level of DNA, RNA, and protein synthesis. This course will include discussion sessions and problem solving of experimental data that teach interpretation of current biochemical theories and techniques.

**BCN 1592 Energy Efficient Building Construction for Florida's Climate** 3.00 Credits

Prerequisite: [REA 0007](#). This is an introductory course to designing and building energy efficient structures for Florida's sub-tropical and tropical climates. This course will investigate strategies, elements and devices that have been used successfully, in both historic and contemporary context, to enhance human comfort with less impact on the environment.

**BCN 1593 A Building's Life** 2.00 Credits

Prerequisite: REA 0001. This course investigates the ever-evolving lifespan of a building, from the original site, through its construction and use, until its ultimate demolition and memory. The topics include how a building evolves over time, the environmental benefits of renovating an existing structure, and how a building's adaptation over time can be beneficial to the environment.

**BCN 1596 Environmental Technology for Building Construction** 2.00 Credits

Prerequisite: [REA 0007](#). This course is an introduction to technological aspects of building design which relate to human comfort and safety and to the efficiency of building performance in consumption of energy.

**BCN 1597 An Introduction to Solar Energy in Residential Construction** 3.00 Credits

Prerequisite: REA 0001. This course is an introduction to the characteristics of solar energy and the passive and active uses of solar energy in heating and cooling situations in typical, residential construction. The course explores the characteristics of solar energy, its adaptation by the earth's atmosphere, and current and future methods available to harness, control, and best utilize this source of energy. The course emphasizes the potential advantages available in the sustainability of this natural resource. The course will focus on the climate of the southeastern United States.

**BCN 1940 Construction Practicum** 3.00 Credits

Prerequisite: [TAR 2122C](#). This course is an intensive study in an area of special interest to the students in the Building Arts programs. Students will demonstrate professional competencies in the documentation and completion of an approved, "hands-on" project that may incorporate multiple aspects of the construction industry, including drawing, estimating, scheduling, permitting and/or construction.

**BCN 2054 Construction Surveying Methods** 1.00 Credits

Prerequisite: Any college-level math course with an MAC, MAT, MGF, or STA prefix. This course is an overview of the basic principles and methods used in surveying as related to building construction, including general surveying principles, site surveys, contours, elevations, building layout, and levels.

**BCN 2949 Co-op Work Experience** 1.00 - 3.00 Credits

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Director 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.

**BCT 1770 Construction Estimating** 3.00 Credits

Prerequisite: [ARC 2461](#) and [BCN 1272](#) or [BCN 1251C](#) or permission of the program director. This course is an introduction in computations for labor, materials, equipment, overhead, and profit for residential construction projects. "Take offs" will be made from working drawings.

**BCT 2730 Job Site Superintending** 3.00 Credits

Prerequisite: ( [BCN 1251C](#) or [BCN 1272](#) ) and [BCN 1050](#) [BCT 1760](#) [BCN 2732](#) and [BCT 1770](#). This course is an in-depth look at the challenges and responsibilities of a construction job site superintendent. Major topics to be covered include job site management, workplace safety, long range and short range planning, project estimating and scheduling. Emphasis will be on developing the critical thinking skills necessary to become a successful construction job site superintendent.

**BCT 2771 Advanced Estimating and Scheduling** 3.00 Credits

Prerequisite: [BCT 1770](#). This course is an in-depth continuation of Construction Estimating, using the components of commercial buildings. Emphasis will be on the use and application of estimating computer software.

**BME 1008 Introduction to Biomedical Engineering** 2.00 Credits

Prerequisite: [ENC 1101](#) or Other: Developmental Level 2 Reading Met. This course is an introduction to and overview of biomedical engineering. The goal is to provide beginning students with an understanding of the breadth of the field of biomedical engineering technology. The impact of biomedical technology on the global economy will be explored. Students will explore past, current, and emerging technologies and their impact on the advancement of medical science and the delivery of health care.

**BOT 3015 Plant Biology** 3.00 Credits

Prerequisite: [BSC 2011](#) and [BSC 2011L](#) and Pre or Corequisite: [BOT 3015L](#). This course explores evolutionary and ecological relationships through the systematics, taxonomy, morphology and physiology of plants, fungi, and autotrophic protists.

**BOT 3143C Field Botany With Lab** 4.00 Credits

Prerequisite: [BSC 2010](#) and [BSC 2010](#) and [BSC 2011](#) and [BSC 2011L](#). This course is a field study of the plants of Florida with emphasis on the methods of plant identification, the characteristics of major plant families, collecting techniques, taxonomic relationships of plant groups, plant ecology and conservation. Labs consist of field trips to local natural areas and will introduce students to the plant species of the region, their habitats, and relations to other species. This course is a combined lecture and lab class.

**BRC 2062 Introduction to Financial Markets and Money** 3.00 Credits

Prerequisite: [ECO 2013](#). This course examines the characteristics of money, monetary policy, and the Federal Reserve System. Students will further examine the saving and investment process, interest rates, and securities markets.

**BRC 3203 Banking Regulation and Compliance** 3.00 Credits

Prerequisite: [BUL 2241](#) or [BUL 2131](#) or [BUL 3310](#) and Admission to: Banking Subplan. 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.

**BSC 0070 Foundations for Anatomy/Physiology and Biology** 2.00 Credits

Prerequisite: [MAT 0012](#) or [MAT 0018](#) and [REA 0002](#) or [REA 0017](#). This course is a study of the basic skills and concepts of biological sciences from the point of view of the college student who needs an understanding in order to help him/her prepare for college level anatomy & physiology/biology. Major topics include: basic math used in science, scientific terminology, foundational concepts of biology, chemistry and anatomy/physiology, study skills and learning strategies.

**BSC 1005 Biological Science** 3.00 Credits

Prerequisite: [ENC 1101](#). This course is an introduction to the essential principles relevant to the biological sciences. Contemporary issues are applied to topics in biology and include the process of science, evolutionary theory, organisms and ecology, cell structure

and function, chemistry for biology, diversity of life, and genetic mechanisms. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in BSC 2010, BSC 2011.)

### **BSC 1005 Biological Sciences with Lab 3.00 Credits**

Prerequisite: [ENC 1101](#). This course introduces the essential principles relevant to the biological sciences through combined lecture and laboratory activities. Contemporary issues are applied to topics in biology and include the process of science, evolutionary theory, organisms and ecology, cell structure and function, basic biological chemistry, diversity of life, and genetic mechanisms.

### **BSC 1083 Human Anatomy 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#). This course is a study of the general and specific structural anatomy of the human body. The systems approach is used, examining each major body system in detail. The systems covered include integumentary, skeletal, muscular, nervous, sensory, reproductive, endocrine, cardiovascular, lymphatic, respiratory, digestive, and urinary.

### **BSC 1084C Essentials of Human Anatomy & Physiology 4.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ) or ( appropriate scores on the college placement test ). This one semester combined lecture/laboratory course is a study of the general and specific structural anatomy and physiology of the human, including the requisite principles of chemistry that influence homeostasis. The systems approach is used incorporating chemical functions with human structure, from the cell to the entire organism. Each system is presented in sufficient depth to provide a comprehensive understanding of systems for students in the life and health sciences. The systems covered include integumentary, skeletal, muscular, nervous, reproductive, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, and urinary. This course is designed for EMS Program students and is not intended for pre-nursing, pharmacy, dentistry, medicine, physician assistant, dental hygiene students or biology majors. Health program director approval is necessary for other programs. This course cannot be substituted for BSC 2085/2085L and/or BSC 2086/2086L and it may not satisfy pre-entry requirements for certain health programs.

### **BSC 1421 SURVEY OF BIOTECHNOLOGY 1 credit**

This is a seminar series survey course that provides an overview of the field of biotechnology, including an introduction to the foundations of biotechnology. The course will emphasize career paths in biotechnology and current applications in medicine, agriculture, forensics, and the environment. 15 contact hours

### **BSC 1930 Biological Issues 3.00 Credits**

Prerequisite: ( [ENC 0025](#) [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ) or ( satisfactory score on the SPC placement test ). This course is designed to allow the student an opportunity to investigate current biological issues of importance to society through lecture and discussion. Issues may include, but are not limited to, methods of science, ethical issues in science, biological impact of environmental change, genes and genomes, biodiversity and evolution, populations, ecology and conservation of species and natural habitats, sociobiology, reproductive strategies, and the biological basis of cancer, AIDS and other diseases.

### **BSC 2010 Biology I Cellular Processes 3.00 Credits**

Prerequisite: [CHM 1025](#) and [CHM 1025L](#) and [ENC 1101](#) and Pre or Corequisite: [BSC 2010](#). The biological topics related to cells are studied in detail. These topics include molecular biology, genetics, cell types, cell structure and functions, embryology, and evolution. This course is designed for science majors and to prepare the student for Biology II and must be taken in sequence.

### **BSC 2010 Honors Biology I Cellular Processes with Laboratory 4.00 Credits**

Prerequisite: [ENC 1101](#) and [CHM 1025](#) or Other: acceptance into the Honors College or approval of the Dean. The biological topics related to cells are studied in detail. These topics include cell types, cell structure and functions, cell division, genetics, molecular biology, gametogenesis and biotechnology. This course will employ interactive learning and research projects beyond the typical Biology course. The projects will include a literature review, hypothesis development and the designing and execution of biology-based experiments. The interactive learning will include the presentations of current topics with biology content. Students will demonstrate their understanding without as much guidance by using interactive techniques, critical thinking, and conceptual understanding to solve problems. In this course students will learn the underlying concepts that give them a much deeper

understanding of the material. This course is designed for science majors and to prepare the student for Biology II and must be taken in sequence. 92 contact hours.

**BSC 2011 Biology II Organisms & Ecology** 3.00 Credits

Prerequisite: [BSC 2010](#) and [BSC 2010](#) Pre or Corequisite: [BSC 2011L](#). The biological topics related to organisms and their environment are studied in detail. These topics include taxonomy, systematics, physiology, reproduction, ecology, and evolution.

**BSC 2011L Biology II Laboratory** 1.00 Credits

Prerequisite: [BSC 2010](#) and [BSC 2010](#) Pre or Corequisite: [BSC 2011](#). This is a laboratory experience to accompany Biology II. Laboratory exercises related to organisms and their environment are studied in detail and include: ecology, taxonomy, physiology, reproduction, and evolution.

**BSC 2085 Human Anatomy & Physiology I** 3.00 Credits

Prerequisite: [ENC 1101](#) or Other: Appropriate scores on the SPC placement test and Pre or Corequisite: [BSC 2085L](#). This course is a study of the general and specific structural anatomy and physiology of the human, including the requisite principles of chemistry that influence homeostasis. The systems approach is used incorporating chemical functions with human structure, from the cell to the entire organism. Each system is presented in sufficient depth to provide a comprehensive understanding of systems for students in the life and health sciences. The systems covered include integumentary, skeletal, muscular, and nervous. 47 contact hours.

**BSC 2086 Human Anatomy & Physiology II** 3.00 Credits

Prerequisite: [BSC 2085](#) and [BSC 2085L](#) Pre or Corequisite: [BSC 2086L](#). This course is a continuation of Human Anatomy & Physiology I. This course is a study of the general and specific structural anatomy and physiology of the human, including the requisite principles of chemistry that influence homeostasis. The systems approach is used; incorporating chemical functions with human structure, from the cell to the entire organism. Each system is presented in sufficient depth to provide a comprehensive understanding of systems for students in the life and health sciences. The systems covered include endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary and reproductive.

**BSC 2086L Human Anatomy & Physiology Laboratory II** 1.00 Credits

Prerequisite: [BSC 2085](#) and [BSC 2085L](#) Pre or Corequisite: [BSC 2086](#). This course is a laboratory study of the specific structure and function of the human body beginning with the cell and stressing the physical and chemical processes important in maintenance of homeostasis. The systems studied include lymphatic, endocrine, respiratory, digestive, cardiovascular, urinary, and reproductive.

**BSC 2250C Field Biology of Florida with Lab** 3.00 Credits

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ) or satisfactory score on the SPC Placement Test. This course emphasizes field-laboratory recognition and environmental relationships of the plants and animals of Florida. Lectures will emphasize basic ecological concepts while the laboratory experience will emphasize identification of representative forms of life of the various biotic communities of the Florida Suncoast. Natural and artificial biological communities will be visited. Two lecture hours and one three-hour laboratory weekly. Extensive time will be spent outdoors. Students may be expected to provide their own transportation to off-campus locations.

**BSC 2362 Tropical Ecology** 3.00 Credits

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0018](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ) or appropriate scores on the SPC Placement Test and consent of the instructor, or Program Director approval. This course emphasizes field recognition and observation of ecological relationships of plants and animals of the New World tropics and associated habitats. Lectures will emphasize basic ecological concepts, such as the niche concept, symbiosis, competition, trophic structure, evolutionary relationships, co-evolution and predation, with field components that will emphasize identification of representative forms of life of various tropical ecosystems in a study country located within the Neotropics. Natural and artificial biological communities will be visited. This course may not be offered every session. Contact a Natural Science Program Director for availability and duration. This course may be repeated with permission of the program director for a total of 9 credits in GPA. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

### **BSC 2366L Neotropical Ecology Laboratory 1.00 Credits**

Prerequisite: Consent of the instructor. This course emphasizes observation of ecological relationships of plants and animals of the New World tropics and associated habitats. The laboratory will be onsite investigations in the Neotropics (Costa Rica, Belize, Amazonia, etc.) and will emphasize basic ecological concepts, such as the niche concept, niche partitioning, symbiosis, competition, trophic structure, evolutionary relationships, co-evolution and predation. In addition it will emphasize identification of representative forms of life of various tropical ecosystems in the study country located within the Neotropics. Both natural and artificial biological communities will be visited. This course may not be offered every session. Contact a Natural Science Program Director for availability and duration. This course may be repeated with permission of the program director. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

### **BSC 2419 Plant and Animal Cell Culture 4.00 Credits**

Prerequisite: [BSC 2420](#) and [BSC 2426](#). This course introduces the skills used in the biotechnology industry for plant and animal cell culture. This course emphasizes hands on training in the principles and practices of cultivation, maintenance and preservation of established cell lines including implementation of these practices in project design and management.

### **BSC 2420 Introduction to Biotechnology 3.00 Credits**

Prerequisite: ( [BSC 2010](#) and ) [BSC 2010](#) ). This lecture course serves as an introduction to the concepts, infrastructure and a survey of the multiple disciplines within the biotechnology industry. The major areas of biotechnology that will be covered include molecular biology, nucleic acid purification, recombinant DNA technology, protein biochemistry, forensics and use of animal and plant models in agricultural, marine, bioremediation and biomedical applications. Emphasis will also be placed on ethics and regulations within the specified disciplines as well as current topics and local job opportunities.

### **BSC 2426 Biotechnology Methods I 3.00 Credits**

Prerequisite: [BSC 2010](#) and [BSC 2010](#) and [CHM 2045](#) and [CHM 2045L](#) and Pre or Corequisite: [BSC 2420](#). This laboratory course is designed to provide extensive hands-on application of standard biotechnology laboratory techniques. This is the first of two sequential Biotechnology laboratory courses. The primary focus of this course is basic molecular biology concepts and techniques. Practical, hands-on instruction will provide students with basic skills preparing them for job placement as an entry level laboratory technician. These skills include, but are not limited to: following and developing standard operating protocols, keeping accurate lab and management records, following state/national laboratory safety procedures and implementing laboratory-relevant mathematics used in routine chemical preparation, experimental procedures and data analysis. Laboratory techniques will focus on the extraction and manipulation of nucleic acids including industry-relevant applications of recombinant DNA technology. Proficiency in use of commonly used biotechnology lab equipment and data analysis instrumentation will also be emphasized.

### **BSC 2427 Biotechnology Methods II 3.00 Credits**

Prerequisite: [BSC 2420](#) and [BSC 2426](#) and [BSC 2010](#) and [BSC 2010](#). This laboratory course is designed to provide extensive hands on application of standard protein biotechnology laboratory techniques. This is the second of two sequential Biotechnology laboratory courses. The primary focus of this course is basic protein biochemistry concepts and techniques. Practical, hands-on instruction will provide students with basic skills preparing them for job placement as an entry level laboratory technician. These skills include but are not limited to following and developing standard operating protocols, keeping accurate lab and management records, following state/national laboratory safety procedures and implementing laboratory-relevant mathematics used in routine chemical preparation, experimental procedures and data analysis. Laboratory techniques will focus on protein structure, isolation, purification and characterization. Experimentation areas will focus on immunobiological assays, including the use of monoclonal and polyclonal antibodies in western blotting and antigen detection assays. Protein separation, analysis and interactions will also be addressed. Proficiency in use of common biotechnology lab equipment and data analysis instrumentation will also be emphasized.

### **BSC 2435 Bioinformatics 3.00 Credits**

Prerequisite: [BSC 2010](#) and [BSC 2010](#) and Pre or Corequisite: [BSC 2420](#). Students will gain hands on experience in performing bioinformatics analysis using both nucleic acids and protein sequences. Use of open source software and publicly available databases such as NCBI will be demonstrated and conceptual understanding of associated algorithms and statistics will be applied to resulting data analysis. Specific topics to be covered include file formatting and management; retrieval, submission, and alignment of sequences using the most current tools; gene expression; phylogenetics; and primary literature searches. This course is designed to be taught in a blended or on-line modality.

### **BSC 2847 Scientific Communication for Biotechnology 2.00 Credits**

Prerequisite: [ENC 1101](#). This course is designed to teach AS Biotechnology students the different forms of scientific communication including, but not limited to, technical writing, research publication, grant proposal, poster presentation, oral communication, compiling and analyzing data, generating figures and tables, incorporating basic statistical analyses in scientific writing, and reading/interpreting scientific literature. Assessments will emphasize practice vs. theory.

### **BSC 2931 Biotechnology Capstone 1.00 Credits**

Prerequisite: Completion of core courses in BIOT-AS program and permission of the Program Chair. This course integrates principles, theories, and methods learned in prior courses in biotechnology. The course is designed to promote exposure to real-world experience through completion of group project(s) having a professional focus. Students in this course will prepare for an internship program and complete all necessary Proficiency Badges as required by their faculty advisor. This course will also present opportunities for discussion with faculty and students regarding current biotechnology research and bio-ethical concerns.

### **BSC 2949 Co-op Work Experience 1.00 - 3.00 Credits**

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Director 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.

### **BSC 3017 Theory And Practice In The Biological Sciences 2.00 Credits**

Prerequisite: [BSC 2011](#) and [BSC 2011L](#). This course is designed to provide a rigorous look at the process of biologically relevant scientific inquiry. Students will investigate formulation of scientific hypotheses, experimental design, collection of data, and dissemination of results. In-depth understanding and use of scientific literature will be developed and applied to both written and verbal communication exercises. This course will include challenges faced by scientists including scientific bias, dissemination to general public and incorporation of scientific discoveries into policy. It is recommended that this course be taken the first semester within the BS Biology program.

### **BSC 3052 Conservation Biology 3.00 Credits**

Prerequisite: [PCB 3043](#) and [PCB 3043](#). This course is designed to teach the conceptual foundations of conservation biology, including the value of biodiversity and trends in global biodiversity. We will also explore the threats and challenges to conserving earth's biodiversity. One of the aims is to correlate concepts from ecology and evolutionary biology to the field of conservation biology. This course will explore the wide variety of approaches used in solving problems in conservation biology and the interrelationships between conservation, human societies and public policy. STA 2023 is strongly recommended.

### **BSC 3096 Human Biology 3.00 Credits**

Prerequisite: [BSC 2010](#) [BSC 2010](#) [BSC 2011](#) [BSC 2011L](#). This course is designed to teach human biology from the perspective of the human organism's structure, function, health and wellness, and interactions with the social and physical environment.

### **BSC 3312 Marine Biology with Lab 4.00 Credits**

Prerequisite: [BSC 2011](#) and [BSC 2011L](#). The major emphasis of this course focuses on the evolution, biodiversity and classification of organisms in the marine environment, including characteristics and systematics of each taxonomic group. Discussion of major habitats in the marine environment will include physical characteristics of the environment and the unique morphological, physiological, ecological and behavioral adaptations of organisms to those habitats. This course is a combined lecture and lab class.

### **BSC 3930L Selected Lab Topics in Biology 1.00 Credits**

Prerequisite: Permission of the Academic Department Chair or Dean. This course is designed to provide a laboratory experience to supplement lecture courses in biology for students who transfer from other institutions having completed only the lecture component. This course may be taken 5 times for a total of 5 credits using different lab topics.



**BSC 3931 Special Topics in Biology Lab 1.00 - 2.00 Credits**

Prerequisite: Approval of the Dean or Program Director; prerequisites may vary according to topic. This course is an open format lab course designed to address the needs and interests of the students as well as provide an opportunity to focus on current biological science techniques. Topics may vary from semester to semester but will be limited to a laboratory or field study format. This course may be repeated for a maximum of 4 credit towards major requirements. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad>).

**BSC 3932 Scientific Communication 2.00 Credits**

Prerequisite: [ENC 1101](#). This course is designed to teach biology students the different forms of scientific communication including, but not limited to, technical writing, publication, grant proposal, oral communication and reading scientific literature. Assessments will emphasize practice vs. theory.

**BSC 4422 Methods and Applications in Biotechnology 4.00 Credits**

Prerequisite: [PCB 3063](#) and [PCB 3063](#). MCB 3020C or PCB 3023C are recommended. This course focuses on the techniques and applications of biotechnology. Biotechnology refers to utilization and manipulation of biological systems with the intent to solve global and societal problems. Emphasis will be placed on understanding the role of the biotechnology industry and application of concepts and techniques central to biotech laboratory research. The major areas of biotechnology that will be covered are as follows: 1) Discovery, development and use of recombinant DNA technology. 2) Industry and government regulations on biotech as well as ethical issues surrounding the field. 3) Major branches of the biotechnology industry including forensics, bioinformatics, pharmaceutical/medical, agricultural, environmental and sustainable energy biotechnology. These topics will be covered in context of a clear knowledge of cellular systems, genetics and ecology as well as with rigorous application of the scientific method. This includes careful analysis of the costs and benefits of modern technology on the economy, society and the environment. This course is a combined lecture and lab class.

**BSC 4905C Undergraduate Research in Biology 1.00 - 6.00 Credits**

Prerequisite: Permission of Academic Department Chair or Dean. This course is an individualized independent study whereby the student designs, conducts, analyzes and presents biological research that is proposed by the student. The professor will provide advanced learning resources and guidance. The student will also meet regularly with the professor who will coordinate the experience. The number of credits is variable and will be determined by the scope of the proposed project. Course may be repeated for a maximum of 6 credit hours to be applied to the Biology major. 15 contact hours per credit hour.

**BSC 4931 Senior Seminar in Biology 1.00 Credits**

Prerequisite: Permission of Academic Department Chair or Dean. This course is designed to provide transition for biology students as they complete their Bachelor degrees and plan to enter the workforce and/or graduate or professional schools. Students in this course will present a compilation of research projects developed throughout their program of study. This course will also present opportunities for discussion with biology faculty and students regarding current biological research and bio-ethical concerns.

**BTE 4940 Internship: Business Technology Education 6-12 12.00 Credits**

Prerequisite: 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 2.00 Credits**

Prerequisite: [EDF 3214](#) and fourth-year (senior) standing Pre or Corequisite: [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.

### **BUL 3130 Law for Professionals 3.00 Credits**

Prerequisite: [BUL 2131](#) or [BUL 2241](#) and Admission to: [BUS-BS: Business Administration](#). This course is intended to provide an overview of concepts and laws particular to various professionals. Topics include professional ethics, labor law, employment law, immigration law, agency, worker protection law, employment compensation and benefits, and privacy and securities laws.

### **BUL 3310 Advanced Legal Environment of Business 3.00 Credits**

Prerequisite: ( [BUL 2131](#) or [BUL 2241](#) ) and Admission to: ( [LEGAL-BAS: Paralegal Studies](#) or [MGTORG-BAS: Management and Organizational Leadership](#) or [TMGT-BAS: Technology Development and Management](#) or [EDST-BS: Educational Studies With Subplans in Interdisciplinary Studies or Preschool Education \(Birth to Age 4\)](#) ). 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 Commercial Code (UCC) including commercial paper and bank collections, business entities, agency, securities regulation, e-commerce, and intellectual property.

### **BUL 3322 Legal Issues in International Business 3.00 Credits**

Prerequisite: [BUL 2131](#) or [BUL 2241](#) and Admission to: [INTBUS-BAS: International Business](#). 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 multi-national businesses confront in the international market place, including treaty and convention benefits and limitations, differing legal regimes, international dispute resolution processes, principles of jurisdiction, international contract interpretation and implementation, monetary policies and laws as they relate to commerce, global information systems and intellectual property regulations, and international social and ethical issues affecting businesses and their operations.

### **BUL 3564 Legal Aspects of Managing Technology 3.00 Credits**

Prerequisite: [BUL 2131](#) or [BUL 2241](#) or [CET 2691](#) and Admission to: College of Computer and Information Technology bachelor program or [LEGAL-BAS: Paralegal Studies](#). This course is designed to give the computer and information technology student a foundation for analyzing and addressing evolving legal issues in the computer technology and online business environment. Topics include jurisdiction, intellectual property, online contracting, security, privacy, importing and exporting technology, and civil and criminal liability.

### **BUL 3583 Legal Aspects of Sustainability 3.00 Credits**

Prerequisite: ( [BUL 2241](#) or [BUL 2131](#) or [EVR 1858](#) ) Admission to: And ( [SUSMGT-BAS: Sustainability Management](#) or [LEGAL-BAS: Paralegal Studies](#) or [PPA-BS: Public Policy and Administration](#) ). 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. While learning about the international and national impact of the Kyoto Protocol, environmental laws and regulations, emerging sustainability laws and regulations, the effect of existing laws on the sustainability industry, and SEC industry regulations, the student will understand the relation of law to informed sustainable business decision making and practices.

### **CAP 2134 Database Security 3.00 Credits**

Prerequisite: [CTS 1120](#). This course is designed to provide the student with an understanding of database security concepts and practices. The objective of the course is to provide hands-on instruction in various database tasks that relate to securing the confidentiality, integrity and availability of information that is stored in a database. The student will be able to perform administrative tasks in different database management systems, as well as manage database user profiles, privileges, and roles. Different database application security models will be explored, as will the security advantages of utilizing virtual private databases. Finally, the process of database auditing will be explored, including auditing methods using various database management systems.

### **CAP 2733 C++ Programming with DirectX 3.00 Credits**

Prerequisite: [COP 2222](#). This is an advanced programming course in C++ language. Emphasis is placed on graphical programming using DirectX, Windows Application Programming Interface (API), the Graphics class, vectors, collision detection, Sprites and animation. Topics covered will include the 2d graphics applications, C++ and DirectX.

**CAP 4770 Principles of Data Mining 3.00 Credits**

Prerequisite: [ISM 4545](#). This course spans all major data mining techniques including classification, clustering, and pattern mining (association rules). Topics covered include: predictive modeling, association analysis, clustering, anomaly detection and visualization.

**CCJ 1512 GANGS AND TERRORISM 3 credits**

This course introduces the student to the interrelationship of gangs, drug trafficking, conspiracy, and terrorism. The course is designed to provide the student with knowledge of legal elements of a criminal conspiracy to include terrorism operations, drug interdiction, and gang organizations. 47 contact hours

**CCJ 2509 INTRODUCTION TO GANGS AND CRIME 3 credits**

This course provides students with an overview of street gangs, the social factors, and the general classifications necessary for the law enforcement, corrections, and public safety professional. This course explores the history, membership, activity, current trends, and influence of street gangs. Students will be challenged to define community-based solutions, and strategies to combat the criminal activity associated with street gangs. 47 contact hours

**CCJ 2511 Intervention and Prosecution Techniques for Gangs 3.00 Credits**

Prerequisite: permission of the program director. This course provides the student with the knowledge and strategies to vigorously target, investigate, prosecute and prevent resurgence of criminal street gangs. This course provides an overview of the origins of gangs, the relationship between gangs and organized crime, and the identification and investigation of criminal street gang members and organizations. The student will explore the factors and programs that can deter and impact gang membership, and the prosecution of encountered criminal street gangs throughout the country.

**CCJ 2704 Survey of Research Methods for Criminal Justice 3.00 Credits**

Prerequisite: [CCJ 1020](#). This introductory course will examine research strategies, data collection, and data analysis in the investigation of questions which arise in criminology and criminal justice. Particular focus will be placed on understanding the role, theory, and functions of the research process for criminal justice professionals.

**CCJ 2940 Practicum 3.00 Credits**

Prerequisite: Permission of Program Director. This course is designed to provide students with supervised work experience in public safety or social service institutions that deal in the prevention, intervention, suppression, or prosecution of gang crime or activity. This work experience may be voluntary or paid and is at the discretion of the institution. The student must fulfill the requirement of a minimum of 60 hours on the job work experience. The student will be required to complete writing assignments related to the work experience.

**CEN 4031 Advanced Program Development Frameworks 3.00 Credits**

Prerequisite: [COP 3035](#) and Admission to: [TMGT-BAS: Technology Development and Management](#). This course will provide the student with the skills to apply the Software Development Life Cycle (SDLC) to developing a business programming application. The student will implement advanced programming techniques using appropriate algorithms, programming concepts and tools. The course also provides the student with the necessary computing theories to produce software applications from design documents.

**CEN 4722 Human Computer Interfaces 3.00 Credits**

Prerequisite: [ISM 3232](#) and Admission to: [TMGT-BAS: Technology Development and Management](#). This course will provide the student the necessary elements in understanding and integrating Human Computer Interaction (HCI) into the area of information technology. The student will learn user-centered methodologies in the design, development, evaluation, and employment of application and system software.

**CET 1175 Technical Support Fundamentals 2.00 Credits**

Prerequisite: [CGS 1070](#). This course teaches computer applications for technical support staff in a health care setting. Students become familiar with databases, spreadsheets, technical drawings, and project organization as they apply to various technical projects relative to the clinical engineering department. Students will also explore specific databases used in the documentation of medical device technology management. Includes needs analysis, process documentation troubleshooting computer problems, customer service fundamentals and training end users. 47 contact hours

### **CET 1600 INTRODUCTION TO NETWORKS 3 credits**

This is the first of four courses designed to provide students with classroom and laboratory experience to achieve professional certification as a Cisco Certified Network Associate (CCNA). Instruction includes, but is not limited to network terminology and protocols, network standards, media access control (MAC) addressing, the Open System Interconnection (OSI) reference model, the Transmission Control Protocol/Internet Protocol (TCP/IP) reference model, cabling, router configuration, and Internet Protocol (IP) addressing. Students will install, configure and operate simple-routed and switched local area networks (LANs). 47 contact hours

### **CET 1610 Routing and Switching Essentials 3.00 Credits**

Prerequisite: [CET 1600](#) or CCNA certification. This is the second of four courses designed to provide students with classroom and laboratory experience to achieve professional certification as a Cisco Certified Network Associate (CCNA). Instruction includes network terminology and protocols, network standards, Internet Protocol version 4 (IPv4) and version 6 (IPv6) addressing, static and dynamic routing, and standard and extended IP access lists (ACLs). Students will successfully implement basic router and switch configuration, and implement routing protocols and apply the fundamentals of LAN switching.

### **CET 2615 Scaling Networks 3.00 Credits**

Prerequisite: [CET 1610](#) or Other: CCNA certification. This is the third of four courses designed to provide students with classroom and laboratory experience to achieve professional certification as a Cisco Certified Network Associate (CCNA). The focus of this course is on the architecture, components, and operations of routers and switches in a larger and more complex network. Instruction includes virtual local area networks (VLANs), spanning tree protocol (STP), hot standby router protocol (HSRP), wireless LAN design, Cisco Internetwork Operating System (IOS) software, and advanced routing protocol implementation

### **CET 2620 Connecting Networks 3.00 Credits**

Prerequisite: [CET 2615](#) or Other: CCNA certification. This is the last of four courses designed to provide students with classroom and laboratory experience to achieve professional certification as a Cisco Certified Network Associate (CCNA). Instruction includes wide area network (WAN) theory and design, WAN technology, Point-to-Point connections, Frame Relay, network address translation (NAT), virtual private network (VPN) and Internet Protocol Security (IPsec) tunneling, and network operations monitoring.

### **CET 2670 Implementing CISCO IP Routing (ROUTE) 3.00 Credits**

Prerequisite: [CET 2620](#) or CCNA certification. This course is designed to provide students with an integrated classroom and laboratory experience in advanced topics of implementation and integration of Cisco networking equipment using routing protocols. Instruction includes, but is not limited to Interior Gateway Protocols (IGPs), Border Gateway Protocol (BGP), Internet Protocol version 4 (IPv4), Internet Protocol version 6 (IPv6), and current topics related to routing protocols. Students will design and configure LAN and WAN networks using case studies and laboratory equipment.

### **CET 2682 Fundamentals of Voice Over IP (VoIP) 3.00 Credits**

Prerequisite: CCNA certified or [CET 2620](#). Instruction includes, but is not limited to, Voice over Internet Protocol (VoIP) theory, Voice Gateway configuration in a IP Telephony (IPT) solution, IP Phone configuration, design of VoIP networks and troubleshooting IPT networks. Students will design and configure various VoIP networks using case studies and laboratory equipment.

### **CET 2685 Implementing CISCO Network Security (CCNAS) 3.00 Credits**

Prerequisite: [CET 2620](#) or CCNA certification. This course examines an overall approach to network security topics including, but not limited to, integration of hardware firewalls, Intrusion Detection Systems (IDS), Intrusion Prevention Systems (IPS), Internet Protocol Security (IPSec), and Virtual Private Networking (VPN) in network security design. Students will implement designs using equipment in a laboratory setting. This course also prepares students for the CCNA Security certification.

**CET 2856 Implementing CISCO IP Switched Networks (SWITCH) 3.00 Credits**

Prerequisite: [CET 2620](#) or CCNA certification. This course is designed to provide students with advanced classroom experience in Local Area Network (LAN) and Wide Area Network (WAN) switching. Instruction includes, but is not limited to, Virtual Local Area Network configuration (VLAN), VLAN Trunking Protocol (VTP), VLAN Pruning, Spanning Tree Protocol (STP), routing between VLANs, multi-layer switch operations, Hot Standby Routing Protocol (HSRP), restricting network access with switching security techniques, installing Access Control Lists (ACLs) on switches, wireless technology applications with switches, configuring Quality of Service (QoS) on switches, and Voice Over Internet Protocol (VoIP) integration. Students will install, configure, and operate complex-routed LAN and WAN switching networks.

**CET 2940 Networking Engineering Internship 3.00 Credits**

Prerequisite: Student must have completed a minimum of 15 credits of major coursework. The purpose of this course is to allow students a “real world” experience with major-related, supervised, evaluated practical 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. The student must fulfill the requirement of 180 on-the-job hours in addition to written assignments.

**CGS 1070 Basic Computer and Information Literacy 1.00 Credit**

This course is designed to develop computer competencies and literacy. It introduces general computer operations using current computing technologies and data storage techniques. An introduction to a word processing and a spreadsheet program is included. Further, the course will introduce students to the core concepts of computer literacy and essential techniques for locating, analyzing, organizing and presenting information. The course also provides strategies for using a variety of electronic resources while emphasizing internet ethics and security.

**CGS 1075 COMPUTER SCIENCE A (3, 4, 5) 3 credits**

AP Scores

**CGS 1076 COMPUTER SCIENCE AB (3, 4, 5) 3 credits**

AP Scores

**CGS 1077 CLEP INFORMATION SYSTEMS AND COMPUTER APPLICATIONS 3 credits**

CLEP Score

**CGS 1100 Computer Applications 3.00 Credits**

This course is an introduction to fundamental concepts utilizing a computer as the tool. Contemporary projects are produced through the use of integrated applications software. Selected topics include the Internet, operating systems, and creating and evaluating documents, worksheets, and presentations. Guidelines for selecting computer hardware and software are addressed. Satisfactory completion of this course meets the Computer and Information Literacy graduation requirement.

**CGS 1301 Introduction to Information Systems 3.00 Credits**

Prerequisite: [CGS 1100](#). This course is designed to provide students with a foundational understanding of Information Systems (IS) as they apply to the computer industry. Topics will include Information Systems fundamentals; IS infrastructure; organizational and business strategies for Information Systems, Managing Information Systems; Information Systems for commerce and collaboration; business intelligence and Enterprise Information Systems; security, privacy and ethics for Information Systems.

**CGS 1515 Spreadsheet Techniques and Programming 3.00 Credits**

Prerequisite: [COP 1000](#) or [CGS 1100](#). This course will provide students with hands-on experience and skills with a spreadsheet. Students will learn the various functions and commands of the spreadsheet as well as how to plan, create, and program spreadsheets

for common business applications. It is appropriate for accounting and business majors, programmers and spreadsheet application developers.

**CGS 1545 Database Techniques** 3.00 Credits

Prerequisite: [COP 1000](#) or [CGS 1100](#). This course will provide students with hands-on experience in creating and maintaining a relational database application. Students will learn the various functions and commands of the database as well as how to plan, normalize, create, use, and program fully relational databases for common business applications. Students will learn relational database theory and design, formal naming conventions, and database programming techniques.

**CGS 1560 Computer Operating Systems** 3.00 Credits

Prerequisite: [COP 1000](#) or [CGS 1100](#). This course is designed to make the student proficient in microcomputer operating systems. Major topics include disk and file management, system configurations, menu driven processing and graphical user interfaces.

**CGS 1821 Web Graphics** 3.00 Credits

Prerequisite: [CGS 1831](#). This course explores design considerations involved when using graphics on the web. Topics include industry standard programs, file formats, and platform/browser issues. Students will learn how to create and manipulate graphics. Participants will also learn how to create background tiles, graphical rules, bullets and buttons. Several different software programs are used throughout the course.

**CGS 1822 Web Site Essentials** 2.00 Credits

Prerequisite: [COP 1822](#) or permission of program administrator. This course introduces the basic skills necessary to be an effective designer and/or developer for the World Wide Web, and is the foundation class for the Web Design and Developer Programs. The student will be introduced to skills that are necessary to develop and maintain complex Web sites, including a fundamental understanding of the client-server nature of the World Wide Web. The student will learn to separate content and format, including an understanding of basic Web page and site design using Cascading Style Sheets (CSS).

**CGS 1831 Web Foundations/Essentials** 3.00 Credits

Prerequisite: [CGS 1070](#) or [CGS 1100](#) or [COP 1000](#) or Other: Computer/Information Literacy opt-out exam with a passing grade. This course is designed to introduce an experienced computer user to the tools necessary to be an effective designer and/or developer for the World Wide Web, and is the foundation class for the Web Design and Developer Programs. The student will gain the skills necessary to develop and maintain complex Web sites, including a fundamental understanding of the protocols and vocabulary of web production in addition to client-server dynamics. Topics covered will include HTML, XHTML, interactive graphics, Cascading Style Sheets (CSS) and forms.

**CGS 1874 Introduction to Multimedia** 3.00 Credits

Prerequisite: [CGS 1831](#) or permission of program administrator. This is a survey course designed to introduce the concepts of multimedia animation. Students will be exposed to different areas of multimedia techniques used in the web industry environment. Students will have the opportunity to learn how to produce multimedia objects, manipulate the environment for optimization and create web interfaces using a content management system. They will learn to combine media components into web environments.

**CGS 2402 Programming in C++ for Business** 3.00 Credits

Prerequisite: [COP 1000](#). This is a programming course in the C language. The student will learn to design, document, prepare, enter, compile, debug and execute C++ programs of moderate sophistication. Major topics covered include: history, structured programming, data types, data structures, and input/output in C++.

**CGS 2525 Introduction to Multimedia** 2.00 Credits

Prerequisite: [CGS 1070](#) or permission of program director. This is a survey course designed to introduce the concepts of multimedia. Students will be exposed to different areas of multimedia that include text, images, audio, video and animation. Students will have the

opportunity to learn how to manipulate text, capture images, produce audio and video, and simple animations. They will learn to combine the components into presentations.

### **CGS 2651 Intro to Social Media and Web Technologies 3.00 Credits**

Prerequisite: [CGS 1100](#). This course is designed to teach students how to interact using shared collaboratively communication tools and resources. Students will learn how to identify and apply Web based social collaboration technologies for business and personal use. Major topics covered include; identifying the differences between Web 1.0 2.0, 3.0, reviewing collaboration software (DropBox, Google Docs, Sharepoint), communicating using social media sites (Twitter, Facebook, LinkedIn, FourSquare, Tumblr), organizing and applying web syndication to online data.

### **CGS 2811 Incident Response & Disaster Recovery 3.00 Credits**

Prerequisite: [CTS 1120](#). This course is designed to provide the student with an understanding of the concepts and practices of contingency operations, including the administration of the planning process for incident response, disaster recovery, and business continuity planning. Topics include organizational readiness planning, the phases of incident response, different contingency strategies, tasks related to the preparation, implementation, operations, and maintenance of disaster recovery, and business continuity.

### **CGS 2823 Advanced Web Site Development 3.00 Credits**

Prerequisite: [CGS 1831](#). The student will demonstrate the ability to implement a Web site from beginning to post production. The student will create a new Web site plan, storyboard, and Web site design plan directed toward a final Web site implementation project. The student will apply sound graphic techniques including optimization and animation. The student will also create a Web site marketing plan, a site budget, and use tools for tracking, evaluating and maintaining a Web site.

### **CGS 2940 Web Development Internship 3.00 Credits**

Prerequisite: 15 credit hours completed within the major courses. The purpose of this course is to allow students a "real world" experience with major-related, supervised, evaluated practical 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. The student must fulfill the requirement of 180 on-the-job hours in addition to written assignments.

### **CHM 1025 Introductory Chemistry 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 1033](#) ) or ( [EAP 1695](#) and [MAT 1033](#) ) or ( appropriate score on SPC placement test ) Pre or Corequisite: [CHM 1025L](#). This introductory course is a presentation of modern chemistry concepts, periodicity and atomic structure, states of matter, chemical formulas and nomenclature, chemical reactions, chemical calculations, and solutions. This course will prepare students for General Chemistry I but is not designed for credit toward a major in chemistry and may not be taken for credit subsequent to receiving a grade of "C" or better in CHM 2045, CHM 2045L or CHM 2046, CHM 2046L.

### **CHM 1026 Chemical Calculations 3.00 Credits**

Prerequisite: [CHM 1025](#) and [CHM 1025L](#). This course places further emphasis on the mastery of equation writing and of calculations involving: gas laws, formulas, weight and volume relationships, and standard solution. The concept of significant figures is included. This course is not designed for credit toward a major in chemistry and may not be taken for credit subsequent to receiving a grade of "C" or better in CHM 2045 or CHM 2046.

### **CHM 2045 General Chemistry I 3.00 Credits**

Prerequisite: ( [CHM 1025](#) and [CHM 1025L](#) or ) One year of high school chemistry with grades of "C" or better and 70% passing on Chemistry dept. assessment. and ( [MAC 1105](#) or [MAC 1106](#) and ) Pre or Corequisite: [CHM 2045L](#). The sequence CHM 2045/L and CHM 2046/L is designed to meet first-year college chemistry requirements for science majors and engineering students. This course includes the study of periodicity, basic quantum theory, bonding, thermochemistry, stoichiometry, gas laws, properties of the liquid and solid states, and solutions.

**CHM 2046 General Chemistry II 3.00 Credits**

Prerequisite: [CHM 2045](#) and [CHM 2045L](#) and Pre or Corequisite: [CHM 2046L](#). This course is a continuation of General Chemistry I and extends the study of chemical principles in thermodynamics, kinetics, acid-base reactions, oxidation-reduction, electrochemistry, nuclear chemistry, and gaseous and solution equilibria.

**CHM 2210 Organic Chemistry I 3.00 Credits**

Prerequisite: [CHM 2045](#) and [CHM 2045L](#) and Pre or Corequisite: [CHM 2210L](#) and [CHM 2046](#). This course is a study of carbon compounds emphasizing nomenclature, reaction mechanisms, synthesis, stereo-chemistry, functionality and including an introduction to spectroscopy.

**CHM 2211 Organic Chemistry II 3.00 Credits**

Prerequisite: [CHM 2210](#) and [CHM 2211L](#) and Pre or Corequisite: [CHM 2211L](#). This course is a continuation of Organic Chemistry I emphasizing reaction mechanisms, synthesis, functionality and spectroscopy.

**CIS 1358 Operating System Security 3.00 Credits**

Prerequisite: [CTS 1120](#). This course introduces the student to securing Windows 2000 and Linux operating systems. In this course the student will acquire knowledge and skills to perform audit assessments and implement enterprise-wide operating systems security. The objective of the course is to provide hands-on instruction, from the desktops, servers and the network infrastructure and understand how to control the privacy, integrity and authenticity of data.

**CIS 2321 Systems Analysis and Design 3.00 Credits**

Prerequisite: [CGS 1100](#) or [COP 1000](#). This course provides the student with ways to understand and apply fundamentals of systems analysis to the development of information systems used in business, government or nonprofit environments. Both individual and team approaches are taken to analyze systems projects utilizing current information systems applications. The student will become familiar with a range of techniques for systems analysis. The student will be made aware of the importance of developing good human relations skills and the need to understand and deal with the social and political culture in organizations in the course of system analysis and design.

**CIS 2352 Ethical Hacking 3.00 Credits**

Prerequisite: [CTS 1120](#). This course is designed to provide the student with an understanding of the techniques and methodologies of security penetration testing. This course provides hands-on instruction using the various tools and methods that security professionals use to analyze an information system in order to discover vulnerabilities and protect against information loss, cyber terrorism, and corporate espionage. The student will be introduced to fundamental security testing concepts, gain practical knowledge of computer programming, and learn how to properly document a security test. In addition to exploring the legal and ethical ramifications of penetration testing, students will also learn how to apply the appropriate countermeasures in order to reduce the risk that an organization faces.

**CIS 2940 Technology Management Internship 3.00 Credits**

Prerequisite: Approval of the College-wide Internship Office. This course provides the student with a supervised, practical learning experience in a work setting that is relevant to his/her program of study. Through course assignments and workplace projects the student will apply, connect, and extend academic theory and competencies for the purpose of building professional skills and affiliations. (180 contact hours)

**CJC 2212 The Incarceration Connection 3.00 Credits**

Prerequisite: Permission of the program director. This course provides an overview of the correctional and detention structure and the management skills necessary to understand the security threat of criminal street gangs. The student will gain an understanding of the influence and culture of gang members during incarceration and the connection to the community.

**CJE 1177 Central America Gang Assessment 3.00 Credits**



Prerequisite: permission of the program director. This course provides the student with an overview of the gang presence and criminal activity in El Salvador, Guatemala, Honduras, Nicaragua, and Mexico; and the rationale for the United States' interest in understanding the gang phenomena in these countries. Students will explore the severity of the gang problem, causes, and risk factors for gang activity. Students will examine the current strategic and programmatic recommendations to impact gang activity in these countries.

#### **CJE 1204 Contemporary Topics in Gang Investigations 3.00 Credits**

Prerequisite: permission of the program director. This course provides an examination of unique and contemporary gang-related investigation topics, problems, and issues that deserve greater exploration and analysis as the body of knowledge related to gang investigations evolves. The student will be introduced to the contemporary issues surrounding the course topic, historical perspectives, foundational philosophies, and strategies and programs within the context of the course topic.

#### **CJE 1640 Introduction to Crime Scene Technology 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate scores on the English and Reading placement tests. This course is an introductory course in crime scene investigation techniques. Emphasis is placed upon recording the crime scene, collecting and preserving physical evidence, and the examination of evidence. Employment of those techniques available to the crime scene investigator also will be demonstrated.

#### **CJE 1643 Advanced Crime Scene Technology 3.00 Credits**

Prerequisite: [CJE 1640](#). This course covers advanced principles, theories and applications in crime scene technology. Specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood spatter, and recovery of buried bodies and surface skeletons are also included. Data analysis, reporting and plan of action development are emphasized.

#### **CJE 1660 File System Forensic Analysis 3.00 Credits**

Prerequisite: [CCJ 1020](#). This course is designed to provide the student with an understanding of computer forensics as it relates to different types of file systems and hard disks. The student will learn how to investigate different digital media devices that are encountered in computer forensic investigations. The student will also explore how the boot processes work in Windows, Linux, and Macintosh devices. The student will evaluate the different ways that investigators capture information from both Windows and Linux operating systems. Finally, the student will analyze how application password crackers are used in a cyberlaw investigation.

#### **CJE 1661 COMPUTER HARDWARE FOR FORENSICS INVESTIGATORS 3 credits**

This course is designed to provide the student with a basic understanding of computer hardware in order to assist the student with computer related investigations. In this course, the student learns about basic computer hardware components, including how computer motherboards and processors function. The student also evaluates the purposes of computer memory and hard drives. The installation and support of input/output devices is covered, as is the various purposes of multimedia and mass storage devices. Finally, the student will examine how to troubleshoot notebooks and printers. Students cannot receive credit for both CJE 1661 and CET 1171C. NOTE: This course has been replaced with CET 1171C. 47 contact hours

#### **CJE 1665 INVESTIGATING NETWORK INTRUSIONS 3 credits**

This course is designed to provide the student with an understanding of cybercrime and network forensics. The objective of the course is to provide hands-on instruction in various investigative techniques and tasks that relate to computer-based crime, such as auditing network device log files, analyzing network traffic, and discovering web and denial of service attacks. The student will learn how to investigate Internet crimes, including various forms of e-mail crime. Finally, the student will explore the topics of corporate espionage, copyright infringement, and sexual harassment incidents. These topics will prepare the student to profile an intruder's footprint and gather all necessary information and evidence to support prosecution in a court of law. Students cannot receive credit for both CJE 1665 and CIS 1358. 47 contact hours

#### **CJE 1666 OPERATING SYSTEMS FOR FORENSIC INVESTIGATORS 3 credits**

This course is designed to teach the student the basic concepts of computer operating systems. The student will explain how operating systems manage memory by examining how operating systems use paging, virtual memory, and cache memory. The

student will also explain how modern operating systems manage processes, including process deadlock, starvation, and race conditions. In addition, the student will explain how various system devices manage data. Finally, the student will be introduced to the most popular operating systems in use in the industry, including Unix, Linux, DOS, and Windows. Students cannot receive credit for both CJE 1666 and CET 1172C. NOTE: This course has been replaced with CET 1172C. 47 contact hours

**CJE 1669 IDENTITY THEFT INVESTIGATIONS** 3 credits

This course will provide the student with the knowledge of the tools, procedures, resources, and appropriate laws necessary to investigate identity theft crimes. 47 contact hours

**CJE 1678 INTRODUCTION TO NETWORK SECURITY FOR COMPUTER RELATED CRIME INVESTIGATION** 3 credits

This course will provide the student with knowledge of a network, security issues relating to networks and investigations regarding computer related crime investigations. Students cannot receive credit for both CJE 1678 and CTS 1120. NOTE: This course has been replaced with CTS 1120.

**CJE 1680 INTRODUCTION TO COMPUTER RELATED CRIME INVESTIGATIONS** 3 credits

This course provides the student an overview of criminal acts that can be committed with the use of a computer and the Internet, how computer related crimes are committed and how computer related crimes are investigated. The legal issues involved in the prosecution of computer related crimes will also be explored. Topics include the Internet and investigative software tools. 47 contact hours

**CJE 1681 INTERNET AS AN INVESTIGATIVE TOOL** 3 credits

This course will instruct students in how to utilize a computer and advanced Internet search techniques as an investigative tool. Topics will include tracking individuals using email addresses, newsgroups, chat rooms, public record information and network addresses. 47 contact hours

**CJE 1682 TRACKING AND PROFILING HACKERS, PEDOPHILES AND INTERNET STALKERS** 3 credits

This course provides the student with the knowledge to track and profile hackers, pedophiles and Internet stalkers. Software tools and Web sites used by investigators will be a part of this course. An overview of criminal acts committed by hackers, pedophiles and Internet stalkers will also be included in this course. 47 contact hours

**CJE 1683 INTERNET PORNOGRAPHY INVESTIGATIONS** 3 credits

This course will provide the student with the knowledge, tools and laws related to Internet pornography investigations. 47 contact hours

**CJE 1684 INTERNET FRAUD INVESTIGATIONS** 3 credits

This course will provide the student with the knowledge of the tools, procedures and appropriate laws necessary to investigate Internet fraud crimes. 47 contact hours

**CJE 1685 LEGAL ASPECTS OF COMPUTER RELATED CRIMINAL INVESTIGATIONS** 3 credits

This course will provide the student the opportunity to learn the legal aspects of laws and codes that apply to computer related criminal investigations. Students will learn the elements required to prosecute computer related crimes including writing search warrants. 47 contact hours

**CJE 1686 FORENSIC COMPUTER RELATED CRIME INVESTIGATIONS** 3 credits

This course will introduce the student to the principles and practices required to obtain and preserve evidence in forensics computer related crime investigations. Topics will also include the Internet and investigative software tools. 47 contact hours

### **CJE 1687 COMPUTER SOFTWARE PIRACY AND COPYRIGHT INFRINGEMENT 3 credits**

This course provides the student with an overview of the legal issues involved in computer software piracy and copyright infringement, the tools and technologies used to commit these offenses, and the investigative techniques that can be utilized to combat these crimes. 47 contact hours

### **CJE 2262 Technology and Gang Intelligence Sharing 3.00 Credits**

Prerequisite: Approval of the Program Director. This course provides students with a working understanding of the technology available for communication; how that technology can be used by gangs and others inclined to engage in criminal activity; and how that technology can be used by police, courts, and corrections officers to identify criminal activity through intelligence collection, analysis, and dissemination. This course explores the historical use of technology, provides a sampling of technology available in the present, and looks at possibilities for improvements in the future. Students will learn to identify uses for technology, demonstrate a familiarity with available technology, and engage in collaboratively designing and using a technological framework to gather, analyze, and share simulated intelligence.

### **CJE 2644 Crime Scene Safety 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate scores on the English and Reading placement tests. This course covers potential health and safety hazards one will encounter at a crime scene. The course will also introduce the proper protective techniques to minimize risk to self and others. Emergency procedures and state and federal regulations are included.

### **CJE 2645 Introduction to Forensic Science 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate scores on the English and Reading placement tests. This course exposes the student to the capabilities and functions of a full-service crime laboratory. Also covered is evidence selection and submission to crime lab in accordance with established standards and legal requirements including chain of custody.

### **CJE 2671 Latent Fingerprint Development 3.00 Credits**

Prerequisite: [CJE 2644](#) and [CJE 2676](#) and Pre or Corequisite: [CJE 1643](#) and Prerequisite: [CJL 2610](#) and [CJE 2645](#) and [CJE 2672](#) and Pre or Corequisite: [CJE 1643](#) and [CJL 2610](#) and [CJE 2645](#) and [CJE 2672](#). This course emphasizes the techniques involved in detection, enhancement and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods and surfaces will be analyzed and evaluated for proper application in both theory and practice.

### **CJE 2672 Fingerprint Classification 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate scores on the English and Reading placement tests. This course teaches the Henry modified system of fingerprint classification and prepares the student for a position as an inked fingerprint examiner.

### **CJE 2676 Biological Evidence 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate scores on the English and Reading placement tests. This course exposes the student to the forensic value, handling, preservation, testing and documentation of biological evidence. This course also addresses safety issues involved in handling biological evidence.

### **CJL 2610 Courtroom Presentation of Scientific Evidence 3.00 Credits**

Prerequisite: [CJE 2644](#) and [CJE 2676](#) and Pre or Corequisite: [CJE 1643](#) and [CJE 2645](#) and [CJE 2672](#). This course covers speaking, listening and stress control during courtroom proceedings, dress and grooming. Visual aid preparation and presentations of all evidence (commonly referred to as "scientific evidence") collected at the crime scene are also included. Mock trial exercises will be used.

### **CLP 2140 Abnormal Psychology 3.00 Credits**

Prerequisite: [PSY 1012](#) or [PSY 1012H](#). This course is an examination of the major categories of psychological disorders. Diagnostic criteria and treatment methods applicable to psychological disorders are studied. This course has a substantial writing requirement.

**CLT 2373 ANCIENT GREEK MYTHOLOGY** 3 credits

This course will acquaint the student with the world of mythological gods and heroes of the Ancient Greeks. Literature, art and archaeology will be examined, as well as lifestyles and ideas of the Ancient Greek civilization. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>). 47 contact hours

**CNT 1000 Local Area Network Concepts** 3.00 Credits

Prerequisite: [COP 1000](#). This is a course designed to introduce the student to various local area network (LAN) concepts and wide area network (WAN) technologies. Major topics include a history of local area networks, the OSI and TCP/IP models, terms, acronyms, standards, protocols, and hardware and software products.

**CNT 2940 Computer Networking Internship** 3.00 Credits

Prerequisite: Student must have completed a minimum of 15 credits of major coursework. The purpose of this course is to allow students a "real world" experience with major-related, supervised, evaluated practical 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. The student must fulfill the requirement of 180 on-the-job hours in addition to written assignments.

**COM 2000 Introduction to Communication** 3.00 Credits

Prerequisite: ( [SPC 1608](#) or [SPC 1608H](#) or [SPC 1017](#) or [SPC 1017H](#) and ) ( [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) ). This course is an introduction to the concepts, perspectives, theories, processes and contexts of human communication. An emphasis is placed on acquiring practical communication skills. This course is part of the Associate in Arts Transfer Plan for Communication for the University of South Florida. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

**COM 3120 Organizational Communication** 3.00 Credits

Prerequisite: ( [ENC 1102](#) or [ENC 1102H](#) or [IDS 1102H](#) or [IDS 1112H](#) or [IDS 1337H](#) or [IDS 1610](#) or [AML 1600](#) or [AML 2010](#) or [AML 2010H](#) or [AML 2020](#) or [AML 2020H](#) or [ENL 2012](#) or [ENL 2012H](#) or [ENL 2022](#) or [LIT 2110](#) or [LIT 2110H](#) or [LIT 2120](#) or [LIT 2120H](#) ) and ( [SPC 1017](#) or [SPC 1017H](#) or [SPC 1065](#) or [SPC 1608](#) ) and Admission to: an SPC Bachelor's degree plan. This course examines organizational communication as a process of creating, exchanging, interpreting and storing messages within a system of human interrelationships within an organization. Course topics include dissemination, interpersonal communication, work group interaction, nonverbal communication and other areas as they impact individuals' behavior within the organization. Because communication is central to the existence of an organization, emphasis will be placed on practical techniques for diagnosing and resolving organizational communication problems.

**COM 3131 Interpersonal Communication for Professionals** 3.00 Credits

Prerequisite: [SPC 1017](#) and [SPC 1065](#) and [SPC 1608](#) and Admission to: [BUS-BS: Business Administration](#). This course explores communication within the context of professional interpersonal relationships. Topics include interpersonal communication concepts, monitoring the internal and external environmental factors in a professional interpersonal relationship, determining the relational context, identifying the appropriate communication channel for interpersonal exchanges, and reducing unintended messages. Students will demonstrate their understanding of diversity in their professional interpersonal relationships. Major course requirements are a formal presentation and a written analysis of an identified characteristic in interpersonal communicative exchanges

**COM 3441 Group Communication and Team Interaction** 3.00 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.

**COM 3604 Environmental Communication** 3.00 Credits

Prerequisite: [SPC 1017](#) and [SPC 1608](#) or [SPC 1065](#) or Honors and Admission to: [SUSMGT-BAS: Sustainability Management](#). 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.

### **COP 1000 INTRODUCTION TO COMPUTER PROGRAMMING 3 credits**

This course is an introduction to computer programming. Students will solve programming problems by coding programs that input and process data and generate output. Solutions to programming problems will require coding decision structures, repetition structures, and custom functions. Some programs will require creating and reading text files and working with lists. Additional topics include an overview of how computers work, the Internet, binary numbers, and hexadecimal numbers. 47 contact hours

### **COP 1831 Web Scripting with CGI/PERL 3.00 Credits**

Prerequisite: [COP 1000](#) and [CGS 2823](#). This course will introduce students to Web scripting with the Common Gateway Interface (CGI) and Practical Extract and Reporting Language (Perl). Students will develop CGI scripts that read HTML forms and generate output. Topics will include Perl control structures, loops, arrays, hashes, functions, cookies, regular expressions, text files, and database access with Structured Query Language (SQL).

### **COP 1842 Developing Web Sites Using PHP/MYSQL 3.00 Credits**

Prerequisite: [COP 1000](#) and [CGS 2823](#). This course will teach students necessary skills to effectively implement dynamic Web sites using PHP HyperText Preprocessor (PHP) and MySQL. Topics include configuring PHP and MySQL, reading HTML forms, variables and strings, selections, loops, arrays, text files, cookies and sessions, functions, regular expressions, connecting to a MySQL database, writing basic Structured Query Language (SQL) commands, and developing applications with PHP/MySQL.

### **COP 2222 Advanced C++ Programming for Business 3.00 Credits**

Prerequisite: [CGS 2402](#). This is an advanced programming course in C language. Emphasis is placed on programming using classes and structures in C++. Topics covered will include classes, structures, and exception handling.

### **COP 2250 Java Programming I 3.00 Credits**

Prerequisite: [COP 1000](#). This is a beginning programming course in the Java language. The student will learn to design, document, prepare, enter, compile, debug and execute Java applications and applets of moderate sophistication. Major topics covered include: Java classes, object-oriented programming, exception handling, interfaces, data types, data structures, text file input/output and an introduction to Swing Graphical User Interfaces (GUI).

### **COP 2251 Java Programming II 3.00 Credits**

Prerequisite: [COP 2250](#). This course will teach students to write advanced Java programs. Topics include Swing Graphical User Interface (GUI) applications, advanced layout managers, Swing applets, threads, regular expressions, collections, Java networking, Remote Method Invocation (RMI), JavaBeans, Java Database Connectivity (JDBC), Internationalization (I18N) and Localization (L10N), and Java security. Students will write complete applications and small Java applets.

### **COP 2360 Introduction to C# Programming 3.00 Credits**

Prerequisite: [COP 1000](#). This course is a study of the C# (C Sharp) programming language within the .NET Framework. Emphasis is placed upon the position of .NET in software development and creation of .NET applications by applying the base library classes and developing and applying user-defined classes in the WinForm applications using C#.

### **COP 2362 Advanced Programming with C# 3.00 Credits**

Prerequisite: [COP 2360](#). This is an advanced programming course in the C# language. Emphasis is placed on programming using classes and structures in C#. Topics covered will include classes, structures, an introduction to Windows programming, ADO.NET and ASP.NET using C#.

### **COP 2654 iOS App Development 3.00 Credits**

Prerequisite: [CGS 2402](#). This is an introductory course in application development for iOS devices. Students will study the Objective-C language and observe Apple standard design patterns including Model-View-Controller (MVC). The Xcode Integrated Development Environment (IDE) will be used to create and test a number of apps. Web-based app development tools will also be introduced. Students will learn how to provision their apps to their own iOS devices and for distribution to the AppStore. An Apple desktop or laptop is required for this course. For face-to-face and blended classes the course is taught in an Apple computer lab. Online students must own, or have access to, an Apple computer. Students will benefit greatly by owning an iPhone, iPad, or iPod Touch but this is not compulsory since the software includes a simulator.

### **COP 2660 Introduction to Android Programming 3.00 Credits**

Prerequisite: [COP 2250](#). This is an introductory course in Android application development for smartphones and tablets. Students will use the Android Software Development Kit (SDK) with Java and Eclipse to create and test apps on the Android emulator and on their own Android devices. Topics include user interface layouts and views, activities, intents, fragments, data persistence with files, SQLite databases, networking and location-based services. Students will also learn how to publish apps that they have created.

### **COP 2666 Windows Phone App Development 3.00 Credits**

Prerequisite: [COP 2362](#) or [COP 2838](#). This is an introductory course in application development for Windows Phone devices. Students will learn about Extensible Application Markup Language (XAML) and apply knowledge attained from either Visual Basic or C# language courses and observe Microsoft standard design practices. The Visual Studio Integrated Development Environment (IDE) will be used to create and test multiple apps. Web-based app development tools, such as Microsoft's App Builder, will also be introduced. Students will learn how to unlock their own Windows Phone devices for development and testing purposes. Students will also learn about submitting their apps to the Windows Phone Store. A Windows 8.1 Professional desktop or laptop is required for this course. For face-to-face and blended classes the course is taught in a Windows 8.1 Professional computer lab. Online students must own, or have access to, a Windows 8.1 Professional computer. Students will benefit greatly by owning a Windows Phone device, but this is not compulsory since the software includes an emulator.

### **COP 2801 JavaScript 3.00 Credits**

Prerequisite: [COP 1000](#) and [CGS 1831](#). This course will teach students to write JavaScript programs that can be executed by the major Web browsers. These programs will be created using this object-based scripting language. Students will conceptualize and develop interactive web pages using strings, arrays, built-in functions, user-defined functions, control structures, looping structures, and cookies.

### **COP 2806 Java Web Applications 3.00 Credits**

Prerequisite: [COP 2250](#). This course is designed to introduce students to the concepts fundamental to the analysis, design, and development of software that operates on web servers and web browsers, supporting multiple concurrent users. The emphasis is on Java web technologies.

### **COP 2837 Visual Basic.NET Programming I 3.00 Credits**

Prerequisite: [COP 1000](#). This course includes an introduction to the .NET framework and the class libraries for developing Visual Basic applications. Visual Basic building blocks, language syntax and programming structures will be emphasized through development of Windows applications using forms and controls.

### **COP 2838 Visual Basic.NET Programming II 3.00 Credits**

Prerequisite: [COP 2837](#). This course is a continuation of Visual Basic.Net Programming I with the development of Windows applications using forms and classes. ActiveX Data Objects.NET (ADO.NET) is used to access databases and blend them into an application program as sources of data. Web service applications and Web Forms are developed.

### **COP 2839 ASP.NET Programming with C#/VB.NET 3.00 Credits**

Prerequisite: [COP 2837](#) or [COP 2360](#). This course is the study of the creation of Web server based components to generate Hypertext Markup Language (HTML) using Active Server Pages.NET (ASP.NET) in a Visual Basic.NET programming environment. ASP.NET programs are created using an event driven programming model. Server controls and Web forms are studied in depth.

### **COP 2840 Scripting for Browsers 2.00 Credits**

Prerequisite: [COP 1000](#) and [COP 2823](#). This course will explore various Internet programming such as VBScript, JavaScript, ECMAScript, Perl and CGI in order to create dynamic Web applications using both client-side and server-side scripting technologies. The students will become familiar with Active Server Pages (ASP) to process form data from the client and discover how to use ASP to interact with other applications on the server and other databases.

### **COP 2843 Advanced PHP/MySQL 3.00 Credits**

Prerequisite: [COP 1842](#). This course extends the study of PHP and MySQL begun in COP 1842, Developing Web Sites Using PHP/MySQL. Topics include MySQL transactions and stored procedures, authentication and authorization, using PEAR, PHP and MySQL security, networking applications, session control, templates, serialization, the CodeIgniter framework, XML and web services, Google maps, Amazon scripts, and shopping carts.

### **COP 2940 Computer Programming Internship 3.00 Credits**

Prerequisite: Student must have completed a minimum of 15 credits of major coursework. The purpose of this course is to allow students a "real world" experience with major-related, supervised, evaluated practical 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. The student must fulfill the requirement of 180 on-the-job hours in addition to written assignments.

### **COP 3035 Intermediate Computer Programming 3.00 Credits**

Prerequisite: [COP 1000](#). As an intermediate level computer programming course, students will build upon their programming knowledge and skills by using an appropriate programming language to plan, code, and debug computer programs. Course topics include string operations and manipulation, dictionaries, sets, classes and objects, inheritance, recursion, and Graphical User Interface (GUI) programming.

### **COP 4504 Advanced Software Programming 3.00 Credits**

Prerequisite: [COP 3035](#) and Admission to: [TMGT-BAS: Technology Development and Management](#). This course covers advanced concepts of computer programming including object-oriented programming, procedural and data implementation and program modularity. This is an advanced level programming course and it is recommended that students have completed a lower level programming language.

### **COP 4533 Algorithmic Design and Development 3.00 Credits**

Prerequisite: [COP 3035](#) and Admission to: [TMGT-BAS: Technology Development and Management](#). This course exposes the student to the topics of data structures, algorithms, algorithm design and analysis by focusing on design methods and efficiency analysis. Methods start with brute force, divide-and-conquer and then move on to more difficult ideas like dynamic programming and greedy technique. Popular puzzles are used to motivate students' interest and strengthen their skills in algorithmic problem solving. This is an advanced level programming course and it is recommended that students have completed a lower level programming language.

### **CPO 2002 Comparative Government 3.00 Credits**

Prerequisite: [POS 2041](#). This course is a comparative study of selected countries and political systems. The course will examine forms of government, institutions, political culture, policymaking processes and contemporary problems.

### **CRW 2001 Creative Writing 3.00 Credits**

Prerequisite: [ENC 1101](#) or [ENC 1101H](#). This course is offered for students desiring experience in such forms as the short story, poetry, the novel, etc. and is conducted under workshop conditions. The class will discuss outstanding contemporary writers' work as patterns and also read and analyze the student writing assignments. Each student may specialize in one literary form in a term project, as determined in conference with the instructor. This course has a substantial writing requirement.

**CRW 2100 Fiction Workshop** 3.00 Credits

Prerequisite: [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or permission of the Dean. This course, offered for students desiring experience in the writing of fiction, is conducted under workshop conditions. The class will discuss outstanding contemporary fiction writers' work as positive examples, explore the elements of both short stories and novels, and analyze student fiction in a workshop situation. Term project will consist of a collection of stories or part of a novel, the parameters of which will be determined by the instructor. This course has a substantial writing requirement.

**CRW 2300 Poetry Workshop** 3.00 Credits

Prerequisite: [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or permission of the Dean. This course, offered for students desiring experience in the writing of poetry, is conducted under workshop conditions. The class will discuss outstanding contemporary poets' work as positive examples, explore the elements of both formal and free verse poetry, and analyze student poetry in a workshop situation. Term project will consist of a collection of poems, the parameters of which will be determined by the instructor. This course has a substantial writing requirement.

**CTS 1120 NETWORK SECURITY FOUNDATIONS** 3 credits

It is recommended that the student have previous computer network training or experience. This course provides the students with an overview of Information Technology (IT) Security and introduces the components necessary to secure network information systems. Topics include security policies, Intrusion Detection Systems (IDS), firewalls, operating system security and network security basics. Students will also be introduced to current hacker techniques and log auditing processes. Current computer security issues will also be explored as class projects. Students cannot receive credit for both CTS 1120 and CJE 1678. 47 contact hours

**CTS 1303 Configuring Advanced Windows Server Services** 3.00 Credits

Prerequisite: [CTS 1334](#). This course provides students with the knowledge and skills to successfully configure advanced services in a distributed Windows Server environment. The course focuses on advanced configuration of services necessary to deploy, manage and maintain a Windows Server infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), identity management, rights management, Federated services, network load balancing, failover clustering, business continuity, and disaster recovery.

**CTS 1314 Network Defense and Countermeasures** 3.00 Credits

Prerequisite: [CTS 1120](#). This course will explore concepts of network defense and countermeasures as well as hardware and software required to design, configure and implement secure networks. Security topics covered in this course include firewalls, Intrusion Detection Systems (IDS), Virtual Private Networks (VPN) and policy creation using the Windows 2000 Operating System (OS), Transmission Control Protocol/Internet Protocol (TCP/IP) packet and signature analysis. The student will get hands-on instruction installing the network defense mechanisms and countermeasure applications. Software will be used for collecting, monitoring and auditing various activities; students will analyze threats and intrusions. Multiple business scenarios will be reviewed to determine which security policy provides the most protection at an acceptable level of risk in order to conduct business. The student will be able to determine differences between network based and host based IDSs as well as the various types of firewalls such as Bastion Host and Proxy Servers. VPN solutions will be developed on the Windows 2000 Operating System. Win 2K, Linux and Unix will be examined and compared to understand the differences in protection capabilities.

**CTS 1327 CONFIGURING AND ADMINISTERING MS WINDOWS CLIENT** 3 credits

The purpose of this course is to address the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows Client. The course focuses on four main areas: installing; securing; networking; and mobile computing features. Additionally, this course addresses the customers' need for knowledgeable personnel that can support desktops running Microsoft Windows Client Operating Systems. 47 contact hours

**CTS 1328 Installing and Configuring Windows Server** 3.00 Credits



Prerequisite: [CTS 1327](#). This course teaches students the fundamentals of implementing and configuring core services including Active Directory Domain Services (Ad DS), networking, services, and Microsoft Hyper-V server using Windows Servers. It is intended to provide the skills and knowledge necessary to implement a core Windows Server infrastructure in an existing enterprise environment.

**CTS 1334 Administering Windows Servers** 3.00 Credits

Prerequisite: [CTS 1328](#). The goal of this course is to provide students with the knowledge and skills necessary to implement a core Windows server network infrastructure in an existing enterprise environment. The course is intended for systems administrator or systems engineer candidates who are responsible for administration tasks necessary to maintain a Windows Server infrastructure.

**CTS 1411 Fundamentals of Information Storage and Management** 3.00 Credits

Prerequisite: ( [CET 2620](#) or [CTS 1303](#) ). This course covers modern storage infrastructure technology and management including: challenges and solutions for data storage and data management, intelligent storage systems, storage networking, backup, recovery, and archive, business continuity (BC) and disaster recovery, security and virtualization, managing and monitoring the storage infrastructure. Best practices for security policies of cloud resources including permissions, privileges and storage management are analyzed and performed.

**CTS 2106 Fundamentals of the Linux/Unix Operating Environment** 3.00 Credits

Prerequisite: [COP 1000](#). This course is designed to teach students how to use basic Linux/Unix Operating System commands. The course is for new users of the Linux/Unix Operating System. Students learn file system navigation, file permissions, text editors, and command line administrative tasks. Major topics covered include accessing files and directories, executing directory and file commands, searching for files and text, file system security, text editing, archiving user data, remote connections, system processes, and text filtering commands and accessibility technologies.

**CTS 2321 Linux System Administration I** 3.00 Credits

Prerequisite: [CTS 2106](#). This course is designed to teach students the skills they need to effectively administer Linux servers. Students will plan, setup, and perform support tasks related to their individual Linux server. Students will configure basic network protocols and resources that can be shared with other users or systems. Major topics covered include files administration, processes, documentation, web based help resources, user accounts, secure shells and security procedures.

**CTS 2322 Linux System Administration II** 3.00 Credits

Prerequisite: [CTS 2321](#). A continuation of Linux System Administration I, this course is designed to teach students the skills they need to effectively administer Linux systems. Students will configure, manage, troubleshoot, perform, create and maintain support tasks related to their individual Linux system. Major topics covered include printer management, CUPS, TCP/IP parameters, network services, NTP, NFS, MTA, localization, and basic host security.

**CTS 2370 Configuring and Managing Virtualization** 3.00 Credits

Prerequisite: [CTS 1411](#). This course equips students with the knowledge, skills, and abilities to build and run a virtualized networking environment. It focuses on the installation and configuration of various virtual hosts and virtual servers. It also focuses on the management of virtualized hosts and virtual machines using various hypervisors. This course helps prepare students to achieve the status of VMware® Certified Professional.

**CTS 2433 SQL Database Design & Programming** 3.00 Credits

Prerequisite: [COP 1000](#). This course is designed to familiarize individuals with the SQL relational database including database programming and development. A series of database application projects using SQL software is designed to build familiarity with e-r database modeling, database creation, database programming, and database optimization. Database architectures including the client/server model and distributed database model are presented. The objective is to build a working knowledge and hands-on familiarity with SQL.

**CTS 2940 IT Security Internship** 3.00 Credits

Prerequisite: Student must have completed a minimum of 15 credits of major coursework. The purpose of this course is to allow students a “real world” experience with major-related, supervised, evaluated practical 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. The student must fulfill the requirement of 180 on-the-job hours in addition to written assignments.

**CTS 4454 Business Intelligence and Data Mining** 3.00 Credits

Prerequisite: [ISM 4545](#) and [CAP 4770](#) and Admission to: [TMGT-BAS: Technology Development and Management](#). This course is designed to introduce students to business intelligence concepts and provide students with an understanding of data warehousing and data mining along with associated techniques and their benefits to organizations of all sizes.

**DAA 2101 Modern Dance II** 1.00 Credits

Prerequisite: [DAA 1100](#) or permission of instructor. This course is a continuation of Modern Dance I and is geared toward intermediate level combinations of movement which promote the understanding of modern dance theory and technique. May be repeated for a total of 6 credits.

**DAA 2201 Ballet II** 1.00 Credits

Prerequisite: [DAA 1200](#) or permission of instructor. This course is a continuation of Ballet I, an intermediate course in classical ballet with emphasis on the balletic style. May be repeated for a total of 6 credits.

**DAA 2501 Jazz Dance II** 1.00 Credits

**DAN 1768 APPLIED LESSONS IN ALEXANDER TECHNIQUE** 2 credits

Private instruction. No audition required. This course includes elementary Alexander techniques, basic elements of kinesthetic awareness and injury prevention. In addition to learning the basic principles of proper body alignment, students will recognize and release habits of movement and thinking that cause tension and hinder movement. In addition, this course will include a study of anatomy and body alignment, the writings of F. M. Alexander and others related to the Alexander Technique. No experience is necessary for the successful completion of the class. May be repeated for a total of 6 credits. 16 contact hours.

Prerequisite: [DAA 1500](#) or permission of instructor. This course is a continuation of Jazz Dance I, geared toward intermediate level combinations of movement which promote the understanding of jazz dance theory and technique. May be repeated for a total of 6 credits.

**DEH 1000 Introduction to Dental Hygiene** 2.00 Credits

Admission to: [DENHY-AS: Dental Hygiene](#) and Prerequisite: [MCB 2010](#) and [MCB 2010L](#) and Pre or Corequisite: [DES 1020](#) and [DES 1020L](#). This course is designed to acquaint the student with the role of a dental hygienist and provide the background information and knowledge necessary to function in subsequent clinical dental hygiene courses.

**DEH 1003 Dental Hygiene I** 2.00 Credits

Prerequisite: [DEH 1000](#) and [DES 1020](#) and [DES 1020L](#) and Pre or Corequisite: [DEH 1003](#). This course is designed to provide the student with knowledge of the basic principles of instrumentation, instrument design, and fundamental skills necessary to perform in subsequent clinical dental hygiene courses.

**DEH 1003 Dental Hygiene I Clinic** 4.00 Credits

Prerequisite: [DEH 1000](#) and [DES 1020](#) and [DES 1020L](#) and Pre or Corequisite: [DEH 1003](#). This course is designed to apply the basic principles of instrumentation, instrument design, and fundamental dental hygiene skills in a clinical setting; the method of instruction is competency-based and individually guided. Two four-hour clinics weekly.

**DEH 1130 Oral Histology and Embryology 2.00 Credits**

Prerequisite: [BSC 2086](#) [BSC 2086L](#) [DES 1020](#) [DES 1020L](#). This course is a comprehensive study of the specific tissues and cells comprising the anatomical parts of the oral cavity and an investigation of the embryonic development of these tissues and related facial and oral structures.

**DEH 1710 Biological Chemistry & Applied Nutrition 2.00 Credits**

Prerequisite: [BSC 2086](#) and [BSC 2086L](#) and [DEH 1130](#). This course presents the biochemical aspects of nutrition and an overview of organic chemistry as applied to the practice of dental hygiene. Included are basic principles of nutrition, knowledge of the principle nutrients in foods and their utilization by the body. Emphasis will be placed on the practical aspects of nutritional counseling and the control of oral disease.

**DEH 1720 Preventive Dentistry 1.00 Credits**

Prerequisite: [DEH 1000](#). This course is designed for the dental hygiene student to develop knowledge of oral physiotherapy aids and methods for health promotion and disease prevention.

**DEH 1800 Dental Hygiene II 2.00 Credits**

Prerequisite: [DEH 1000](#) and [DEH 1003](#) and [DEH 1003](#) and Pre or Corequisite: [DEH 1800](#). This course is designed to further the student's knowledge of dental hygiene practice including ultrasonic instrumentation, theory and technique of instrument sharpening, dental hygiene care planning, dental charting, and patients with special needs.

**DEH 1800 Dental Hygiene II Clinic 4.00 Credits**

Prerequisite: [DEH 1003](#) and [DEH 1003](#) and Pre or Corequisite: [DEH 1800](#). This course will provide clinical experience in total patient care. Emphasis will be placed on instrumentation, radiographic techniques, patient education and treatment planning. 180 contact hours.

**DEH 2300 Dental Pharmacology 2.00 Credits**

Prerequisite: [DEH 1800](#). This course will provide students the basic concepts in general pharmacology including drug classifications, interactions, indications and contraindications. It surveys drugs commonly encountered in the dental office with a special emphasis given to drug actions affecting dental treatment procedures.

**DEH 2400 General and Oral Pathology 2.00 Credits**

Prerequisite: [DES 1020](#) and [DES 1020L](#). This course provides principles of general pathology in relationship to the diseases of the teeth, soft tissues, supporting structures of the oral cavity, and peri-oral tissues. The importance of recognition of normal and abnormal conditions in the head and neck by the dental hygienist is emphasized.

**DEH 2602 Periodontics I 2.00 Credits**

Prerequisite: [MCB 2010](#) and [MCB 2010L](#) and [DEH 1130](#) and [DES 1020](#) and [DES 1020L](#) and Pre or Corequisite: [DEH 1800](#) and [DEH 1800](#). This course is a comprehensive study of the etiology, assessment, classification, and treatment of periodontal diseases, and the maintenance of the periodontal patient. The dental hygienist's role in the assessment and treatment modalities will be emphasized.

**DEH 2604 Periodontics II 2.00 Credits**

Prerequisite: [DEH 2602](#). This course will encompass the continuation of the study of some of the periodontal risk factors involved in periodontal disease, the assessments, the therapies, and the dental hygienist's role in risk assessment and treatments. The utilization of case studies and research in discussing evidence-based care planning will be presented.

**DEH 2701 Community Dental Health 2.00 Credits**

Prerequisite: [DEH 2802](#). This course is an introduction to the study of attitudes, skills and behaviors pertinent to dental health and the prevention of dental disease through organized community-based programs. Students will be responsible for developing a preventive oral health program using assessment, planning, implementation and evaluation procedure and will be able to critique research articles and understand all aspects of dental public health.

**DEH 2702C Community Dental Health Practicum 1.00 Credits**

Prerequisite: ( [DEH 2701](#) or Pre or Corequisite: [DEH 2701](#) ). This practicum provides the student with the opportunity to apply the principles of public and community dental health. The student will assess, plan, implement and evaluate community based oral health programs, which will include health promotion and disease prevention activities.

**DEH 2802 Dental Hygiene III 2.00 Credits**

Prerequisite: [DEH 1800](#) and [DEH 1800](#) and [DEH 2802](#). This course is designed to expand students' knowledge of dental hygiene practice including special needs patients, expanding functions and various adjunctive services.

**DEH 2802 Dental Hygiene III Clinic 3.00 Credits**

Prerequisite: [DEH 1800](#) and [DEH 1800](#). This course will provide ongoing clinical experience in total patient care. Instrumentation, radiographic skills, patient education and treatment planning will again be emphasized. 135 contact hours.

**DEH 2804 Dental Hygiene IV Clinic 4.00 Credits**

Prerequisite: [DEH 2802](#). This course will provide ongoing experience in total patient care. Treatment parameters will be increased to include expanded functions as well as treating patients with special needs. 180 contact hours.

**DEH 2806 Dental Hygiene V Clinic 5.00 Credits**

Prerequisite: [DEH 2804](#). This course will enable the student to incorporate all the techniques and modes of treatment previously acquired. Emphasis will be placed on continuity of quality patient care, time efficiency and professional decision making in rendering dental hygiene services. 210 contact hours

**DEH 2812 Dental Hygiene IV 2.00 Credits**

Prerequisite: [DEH 2802](#) and Pre or Corequisite: [DEH 2806](#). This course is designed to provide knowledge of professional ethics and legal responsibilities, professional organizations, state dental practice acts and continuing education regulations and requirements. Dental office management will be introduced to provide dental hygiene students with the business and professional skills necessary to practice in an office and/or alternate practice setting.

**DEH 2930 Dental Hygiene Topics 2.00 Credits**

Prerequisite: [DEH 2804](#) or program director's approval. This course will review the content and topics for state and national licensure for dental hygiene.

**DEH 3730 Dental Hygiene Educational Concepts 3.00 Credits**

Pre or Corequisite: [DEH 3813](#) and Admission to: [DENH-BAS: Dental Hygiene](#) or Prerequisite: 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.

**DEH 3813 Contemporary Issues in Dental Hygiene 4.00 Credits**

Admission to: [DENH-BAS: Dental Hygiene](#) or Prerequisite: permission of the Dean. This course is designed to update the student with the changing trends in the 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.

**DEH 3814 Introduction to Dental Hygiene Research 4.00 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.

**DEH 4607 Advanced Periodontics 4.00 Credits**

Prerequisite: [DEH 3814](#) and Admission to: [DENH-BAS: Dental Hygiene](#) or Prerequisite: 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.

**DEH 4851 Dental Hygiene Practice Management 3.00 Credits**

Prerequisite: [DEH 3814](#) and Admission to: [DENH-BAS: Dental Hygiene](#). 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.

**DEH 4852 Advanced Ethics in Dental Hygiene 3.00 Credits**

Prerequisite: [DEH 3730](#) and Admission to: [DENH-BAS: Dental Hygiene](#) or Prerequisite: 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.

**DEH 4901 Independent Study in Dental Hygiene 1.00 - 3.00 Credits**

Prerequisite: 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.

**DEH 4947 Dental Hygiene Capstone 7.00 Credits**

Prerequisite: [DEH 4607](#) and [DEH 4851](#) and [HSC 3201](#) and Admission to: [DENH-BAS: Dental Hygiene](#) or Prerequisite: 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.

**DEP 2004 Developmental Psychology of the Life Span 3.00 Credits**

Prerequisite: [PSY 1012](#). This course is a study of human development from conception to death. Emphasis is on the ongoing changes which result from the interaction of inherited and environmental factors, and on the uniqueness of the individual. The course examines the ways in which age, gender, ethnicity and race affect development. This course has a substantial writing requirement.

**DEP 2102 Child Development 3.00 Credits**

Prerequisite: [PSY 1012](#). This course is an in-depth study of the development of children from conception through adolescence. It includes the major theories, research methodology, genetic and environmental influences, and stages and domains of development. Consideration is given to gender, cultural, and ethnic influences on development. This course has a substantial writing requirement.

**DEP 2949 Co-op Work Experience 1.00 - 3.00 Credits**

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Administrator 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.

**DEP 3305 Psychology of Adolescence 3.00 Credits**

Admission to: [EDST-BS: Educational Studies With Subplans in Interdisciplinary Studies or Preschool Education \(Birth to Age 4\)](#) and Prerequisite: ( [PSY 1012](#) or [PSY 1012H](#) ). This course is designed to focus on the various theories regarding the physical and psychosocial development of children ranging from pre-adolescence to adolescence. The course follows the social, emotional, cognitive, moral, and physical development of youth during this critical time and will consider the influences of biology, family, culture, school, and peers. Significant issues facing adolescents today are addressed. Emphasis is placed on the interaction between the role of the teacher and the needs and learning styles of students at these various developmental ages and stages. A minimum of 5 field-based or school-based hours of observation/teaching specifically are required.

**DES 1200 Dental Radiography 2.00 Credits**

Prerequisite: [DES 1020](#) and [DES 1020L](#) and Pre or Corequisite: [DES 1200](#). This course provides the fundamental background and theory for the safe and effective use of ionizing radiation as it relates to dentistry. It encompasses the history of x-rays, production and uses of radiation, dental radiographic film, exposure factors, interpretation of dental radiographs, and radiation protection.

**DES 1200 Dental Radiography Laboratory 1.00 Credits**

Prerequisite: [DES 1020](#) and [DES 1020L](#) and [DEH 1000](#) and Pre or Corequisite: [DES 1200](#). In this laboratory course, emphasis is placed on proficiency in exposing diagnostically acceptable dental images. Laboratory sessions provide experience in the use of x-ray machines, digital and analog imaging, various exposure projections and techniques, processing, mounting, interpreting and critiquing dental images.

**DES 2100 Dental Materials 2.00 Credits**

Prerequisite: [DEH 1003](#) and [DEH 1003](#) and Pre or Corequisite: [DES 2100L](#). This course is a study of the chemical, physical and biological properties of materials used in dentistry, as well as their manipulation and utilization.

**DES 2100L Dental Materials Laboratory 1.00 Credits**

Prerequisite: [DEH 1003](#) and [DEH 1003](#) and Pre or Corequisite: [DES 2100](#). This course is a practical, hands-on approach to dental materials to enhance the students' understanding of the physical and chemical properties of the materials.

**DIG 1710 Introduction to Game Development Programming 3.00 Credits**

Prerequisite: [COP 1000](#) or permission of program administrator. This course explores programming as it relates to game development. The students will develop programming skills necessary to create simple game programs in one or more programming languages. This course includes a survey of programming languages that could be used for game development. The students will develop problem solving skills necessary to become competent in the design of computer game programs.

**DIG 2000 Introduction to Digital Media 3.00 Credits**

Prerequisite: Computer competence. This is a survey course designed to introduce the concepts of digital multimedia. Students will explore the path of contemporary digital design, highlighting the importance of process, innovation and communication. Students will be introduced to the history, principles and processes associated with digital media and designing for digital media, with emphasis on production. Students will be exposed to different areas of multimedia that include text, images, audio, video, various software programs, and animation. Students will have the opportunity to manipulate text, capture images, edit audio, create video, and design simple animations. Students will combine the components to design and develop several digital media presentations.

### **DIG 2040 Survey of Game Development 3.00 Credits**

Prerequisite: [DIG 2000](#) or permission of instructor. This course is an introductory overview of the electronic game development process and underlines the historical context, content creation strategies, and future trends in the industry. The course will also explain how games are produced, tested and released. The student will create several documents related to developing storylines and characters. To become more familiar with the gaming industry, the student will be required to play and analyze several contemporary games. Different gaming genres will be explored to help understand various strategies and levels. In addition, this course will explore the entertainment market and gaming career fields.

### **DIG 2091 Legal Issues in Media Development 2.00 Credits**

Prerequisite: Computer competence required. This course will explore the most important aspects of intellectual property law, particularly copyright law, and their relationships to multimedia production. The course will explore ethical issues relating to both content and distribution of such productions.

### **DIG 2100 Web Design I 3.00 Credits**

Prerequisite: Computer competence and knowledge of Internet use. This course introduces basic concepts, issues and techniques related to designing, developing and deploying Web sites using current Web standards. During the course, students will explore Web design, HyperText Markup Language (HTML), Extensible Hypertext Markup Language (XHTML) and Cascading Style Sheets (CSS). Students will author World Wide Web sites using markup and development software. Students will be introduced to Web design theory by focusing on various concepts such as layout, typography, color theory, and usability. This course places a heavy emphasis on individual page design and layout. Current mobile Web design trends will also be explored. The students will have the opportunity to develop and publish a Web site from initial concept to publication.

### **DIG 2101 Web Design II 3.00 Credits**

Prerequisite: [DIG 2100](#). This course is designed to follow DIG 2100 Web Design I, extending the student's overall knowledge of creating Web graphics and incorporating them into Webpages. Students will develop proficient skills using current image-editing programs. While becoming knowledgeable with the software, students will learn to incorporate images for use on the Web. Students will use additional Web-specific tools and features needed to add dimensions and functionality required by today's Web audience. Students will adapt images and graphics specifically for the Web by creating buttons, slices, links, animation and other features unique to Webpages. The students will have the opportunity to develop and publish a Web site from initial concept to completion. As part of the Web design process, the students will explore the techniques of Search Engine Optimization, (SEO).

### **DIG 2105 Web 2.0 and Social Media 3.00 Credits**

Prerequisite: [DIG 2100](#) or permission of program administrator. This course is designed to explore the current technologies associated with Web 2.0 and Social Media. Topics to be covered include Social Networking, Real Simple Syndication (RSS), Tagging, Consumer Generated Content (CGS), Blogs, Wikis, and Podcasting. Student knowledge in the historical perspectives, prevailing definitions and industry-wide applications of Web 2.0 and Social Media tools will be extended.

### **DIG 2115C Digital Imaging 3.00 Credits**

Prerequisite: [GRA 1100C](#) or Permission of program administrator. This is a computer-based course designed to develop the students' skills in digital image editing. Students will learn through the use of the computer how to create, edit and manipulate digital images from scanned photographs and artwork. Students will utilize retouching techniques to modify, enhance and reshape images, apply special effects, adjust color balance, do file management, and prepare their work for print output and electronic presentation.

### **DIG 2116 Advanced Digital Image Editing 3.00 Credits**

Prerequisite: [DIG 2101](#) or Other: Permission of Academic Chair. This course explores advanced bitmapped image processing techniques. Students will learn how to prepare images for various output venues, including print, Web and multimedia publishing. Projects focus on resolution, color management, image and texture creation, and special effects. Software used by professional media developers to create images for digital media applications will be used in this class.

### **DIG 2117 Advanced Digital Image Rendering 3.00 Credits**

Prerequisite: [GRA 1206C](#) or permission of program director. This course explores advanced vector image processing techniques. Students will learn how to prepare images for various output venues, including print, Web and multimedia publishing. Students will learn through the use of the computer how to create, select, manipulate and arrange graphic objects used in advanced computer illustrations. Projects focus on design, color management, image and texture creation, and special effects. Software used by professional media developers to create images for digital media applications will be used in this class.

### **DIG 2132 Electronic Media Design 3.00 Credits**

Prerequisite: ( [GRA 1206C](#) and [ART 1300C](#) and [DIG 2109](#) and [DIG 2116](#) and [DIG 2117](#) ) or Other: Permission of Academic Chair. This course expands the students' understanding and process of graphic problem solving as related to electronic media. Through the use of graphic software applications, the student will develop the essential correlation of form and content as it relates to the visualization of creative design solutions. Students will build upon skills learned in prerequisite courses and will select and apply various techniques appropriate for dynamic image creation. Students will research and analyze clients' needs and goals, and apply the design process to develop successful communication solutions. Students will devise and produce digital graphic creations that emphasize the effective use of layout, design, typography, and digital graphic techniques to solve specific communication challenges unique to the digital design industry.

### **DIG 2200 Basic Video Camera 3.00 Credits**

Prerequisite: [DIG 2030](#) or permission of program administrator. This is a video production course designed to introduce the concepts of basic videography. Students will be exposed to different types of prosumer video cameras, composition styles, lighting techniques and safety concerns. Students will have the opportunity to learn hands-on, how to operate digital and analog television cameras. They will learn to combine all of these aspects of production into shooting professional videotape for edited video presentations.

### **DIG 2205 Basic Video Editing 3.00 Credits**

Prerequisite: [DIG 2030](#) or permission of program director. This course introduces the student to the basic working concepts of the art of editing through the use of a non-linear video editing system. Topics to be covered include: capturing both digital and analog video, organizing a new project, storing video clips, explaining the browser, viewer, canvas and timeline. Students will experience hands on instruction in the use of the above elements, which will result in the ability to log and capture, edit with straight cuts and simple effects, and output the final product to tape. Students will also be exposed to some of the more advanced features of an editing program including special effects, composing, text and titling.

### **DIG 2251 Sound For Media 2.00 Credits**

Prerequisite: Computer competency required. This course is designed to introduce tools for music and sound exploration in the areas of Web, video, animation and video games. Students will develop knowledge of basic digital audio concepts, audio processing principles, basic Musical Instrument Digital Instrument (MIDI) concepts, plus digital audio and MIDI processing and production as relates specifically to the field of multimedia. All areas of course content will be applied to practical applications through project-oriented assignments.

### **DIG 2284 Advanced Videography 3.00 Credits**

Prerequisite: Permission of program director. This is a capstone course. This is a video production course designed to introduce the concepts of advanced videography. Students will be exposed to different types of prosumer video cameras, composition styles, lighting techniques and safety concerns. Professional video editing skills will also be taught. Special emphasis will be given to creating complicated video projects with fixed deadlines. Before course completion, students will be able to demonstrate an ability to organize, video tape, and edit complicated video productions for on-air or large presentation purposes.

### **DIG 2290 Studio Production & Direction 3.00 Credits**

Prerequisite: [DIG 2030](#) or permission of the Dean. This course is an advanced studio television course expanding on the established general production skills acquired in [DIG 2030](#). The course will introduce the student to theory, terminology, and operation of video production equipment in a television control room and studio environment, including broadcast studio cameras, digital studio production switcher, character generator console, digital audio mixer, videotape recorders, production microphones, studio lighting and lighting board operation, and basic engineering concepts of camera control units, time based correctors, and calibration through waveform and vectorscope monitors. Content includes real time camera movements and the process of producing and directing studio productions facilitated through team engagement. Special effects will be demonstrated including chroma-key, wipes and dissolves.



The fundamentals of studio scripting, pre-production planning and set and lighting design for studio productions will be covered within a digital production environment.

**DIG 2302 Introduction to 3D** 3.00 Credits

Prerequisite: [DIG 2109](#). This introductory course explores the basic concepts of 3D computer animation using industry standard software. The students will investigate the basic methods of modeling, shading, and texturing. Learning to create light and shadows in a scene will also be analyzed. The students will develop skills necessary to control the process of rendering and turning the images into files that can be viewed. In this course, students will understand the practice of making objects behave as if controlled by the real-world law of physics. Finally, critical thinking skills are necessary to master this skill. Assignments will be implemented throughout this course to reinforce this important skill.

**DIG 2311 Motion Graphics I** 3.00 Credits

Prerequisite: Computer Competency or Other: Permission of the Program Administrator. This is a digital media course designed to introduce the essentials of Motion Graphics, multimedia animation, video, digital media and the web. Students will be exposed to the new upgrades and fundamentals of motion graphics and digital techniques that include text, images, audio, and animation. Students will identify production methods for compositing basic motion control for high-quality, two-dimensional animation. Students will learn how to manipulate text, produce simple animations, and incorporate audio. Students will develop the skills necessary in animation, and essential visual production technology. They will learn to combine and integrate with other programs and have the components to save and publish to the Web and create web sites.

**DIG 2312 ActionScript** 3.00 Credits

Prerequisite: [DIG 2311](#) and [COP 1000](#). This advanced course is designed to introduce students to programming in Flash. Students will extend their skills beyond Flash animation and design to learn the techniques and components necessary to script Rich Internet Applications (RIA). Students will learn basics of Object-Oriented Programming (OOP) and how to create interactive multimedia presentations that consume and manipulate text data, audio, and video.

**DIG 2342 Motion Graphics II** 3.00 Credits

Prerequisite: [DIG 2311](#). This is a second level digital media course designed to expand beyond the essentials of Motion Graphics for multimedia animation, video, digital media and the web. Students will be exposed to the new upgrades and advances in motion graphics and digital techniques that include text, images, audio, and animation. Students will expand their knowledge of production methods, compositing basic and complex motion control for high-quality, two-dimensional animation. Students will learn how to manipulate text, produce complex animations, while incorporating sophisticated audio and video. Students will develop the skills necessary in advanced motion graphics, animation, and visual production technology. Students will learn second level skills needed to combine and integrate with other programs using enhanced web building skills. Student knowledge in the application of industry standards will be extended. 47 contact hours.

**DIG 2360 Advanced Adobe Flash** 3.00 Credits

Prerequisite: [DIG 2311](#). This course is designed to extend the knowledge gained in Basic Animation and/or Introduction to Flash. Topics to be covered include advanced graphic design, advanced navigation, complex interactivity, scripting for animation, utilizing variables, processing data and an introduction to integrating projects with other applications. Students will be exposed to advanced topics in animation. Student knowledge in the application of the industry standard animation tool, Adobe Flash, will be extended.

**DIG 2364 3-D Animation for Game Development** 3.00 Credits

Prerequisite: [DIG 2430](#) or permission of program administrator. This course explores three-dimensional (3-D) animation as it relates to game development. The students will develop skills necessary to create character animation and motion. This course includes an in-depth analysis of a variety of 3-D skills such as compositing, modeling, animating, texturing, lighting and rendering using industry standard software programs. In addition, the students will develop the problem solving skills necessary to become competent in the area of 3-D design as related to game development.

**DIG 2410 Basic Scripting for Videos** 3.00 Credits

Prerequisite: [DIG 2030](#) or permission of program director. This course introduces the student to the basic concepts of writing for visual media. Topics to be covered include understanding different visual presentations, the stages of script development, developing creative concepts, differences between fictional and non-fictional narratives, writing for multiple formats and writing for nonlinear programs for digital media.

#### **DIG 2430 Storyboarding & Conceptualizing for Game Creation 3.00 Credits**

Prerequisite: [ART 2370](#) and [DIG 2040](#) or permission of program administrator. This course is an introductory overview of the foundation of game creation, storyboarding, conceptualizing, and the tools necessary in finalizing the development of a game. Specific areas include: game layout charts, storyboards, level layouts, environment illustrations, character designs, models sheets, and Graphical User Interface (GUI) designs. The course will introduce several 3-D programs to aid in the creation of 3-D concept art.

#### **DIG 2500 Fundamentals of Interactive Design 3.00 Credits**

Prerequisite: ( [DIG 2100](#) and [DIG 2311](#) or ) ( permission of program administrator and [DIG 2100](#) ). This course is an introduction to current concepts, methods, and technologies employed in Interactive Design. Subjects of study include human-computer interaction, interface design, and interactive design concepts such as usability, user experience, perception and cognition. By exploring these cross-dimensional fields of study, students will learn how to create websites that focus on achieving user goals in the most efficient, effective manner and providing a desirable user experience while doing so. 47 contact hours.

#### **DIG 2502 Interactive Design II 3.00 Credits**

Prerequisite: ( [DIG 2100](#) and [DIG 2500](#) ). Prerequisites: [DIG 2100](#) and [DIG 2500](#). This advanced course is designed to introduce students to programming in JavaScript. Students will extend their web design knowledge using HTML5, CSS3 and JavaScript to create interactive web pages that consume and manipulate text data and multimedia content. 47 contact hours.

#### **DIG 2545 Media Planning 2.00 Credits**

Prerequisite: [DIG 2000](#). This course introduces the student to various components of pre-production planning as it relates to producing Digital Media projects. The student will explore and develop assorted components and apply skills to determine knowledge by writing and creating rudimentary pre-production plans.

#### **DIG 2560 Planning and Management of Digital Media Authoring 3.00 Credits**

Prerequisite: Permission of program administrator. This course identifies the production pipeline of a digital project's workflow. It identifies and synthesizes the skills learned in the prerequisite courses to step through the developmental process. Students will research and analyze clients' needs and goals, and apply the pre-production and production process to develop effective solutions. Students will build a production book, budget, and a production schedule after completing the production process of a digital media and/or web presentations that utilize layout, design, graphic, digital media, and typography techniques to solve specific project challenges. The course will emphasize the complete phase of the production pipeline by following an actual project from conception through production.

#### **DIG 2580 Digital Media Portfolio 1.00 Credits**

Prerequisite: Permission of program administrator. This course is designed to develop students' strategies for exploring and creating a dynamic digital portfolio for the Internet, DVD, and CD-ROM. The student will explore current tactics and practices used to display their best works and showcase projects completed throughout the Digital Media program. Students will research sites, create a storyboard and prototype, analyze the audience, determine the mood, create a site, and upload to a server. Students will also explore and implement various current techniques for electronic self-promotion. This is a capstone course designed to be taken the last semester of study.

#### **DIG 2940 Digital Arts Internship 1.00 - 3.00 Credits**

Prerequisite: Approval of the College-wide Internship Office. This course provides the student with a supervised, practical learning experience in a work setting that is relevant to his/her program of study. Through course assignments and workplace projects the student will apply, connect, and extend academic theory and competencies for the purpose of building professional skills and affiliations. (60-180 contact hours). Course may be repeated up to 3 times for a maximum of 3 credit hours.

**DIG 2949 Co-Op Work Experience 1.00 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.

**EAP 0300 Intermediate Listening/Speaking I 3.00 Credits**

Prerequisite: [EAP 0200](#) or an appropriate score on the standardized placement test for ESL. In this course students will further develop the ability to comprehend spoken English and to express themselves more accurately and fluently on a variety of social and academic topics. They develop speaking and listening skills necessary for participating in classroom discussions with an emphasis on clarification through rewording and asking questions. Emphasis is on active listening for discrete points and main ideas and summarizing. (NOTE: Credit received for EAP 0300 cannot be used toward graduation.)

**EAP 0395 Basic English as a Second Language II 9.00 Credits**

Prerequisite: [EAP 0295](#) or an appropriate score on the standardized placement test for ESL. This college preparatory course for non-native speakers of English is the second of the five ESL courses in written English. It is designed to develop skills in vocabulary, reading, grammar, and writing. A variety of American and cross-cultural topics is discussed. (Note: Credit for EAP 0395 cannot be used toward graduation.)

**EAP 0400 Intermediate Listening/Speaking II 3.00 Credits**

Prerequisite: [EAP 0300](#) or an appropriate score on the standardized placement test for ESL. In this course students will continue to develop speaking and listening skills necessary for participation in classroom discussions, oral presentations, and an introduction to critical listening skills. Emphasis is on active listening for discrete points and main ideas, note taking, summarizing, and giving prepared and extemporaneous speeches. 62 contact hours. (NOTE: Credit received for EAP 0400 cannot be used toward graduation.)

**EAP 0495 Intermediate English as a Second Language 9.00 Credits**

Prerequisite: [EAP 0395](#) or an appropriate score on the standardized placement test for ESL. The third of five ESL courses, this college preparatory course is designed to enhance basic skills in reading, writing, structure, and vocabulary building. Students develop the ability to write more sophisticated structured academic paragraphs in various rhetorical modes and execute other academic writing tasks. They continue to develop academic reading abilities, including texts on contemporary and literary topics with an emphasis on extensive reading and the enhancement of critical reading skills. They also develop the ability to use intermediate-level grammatical structures appropriate to classroom discussion, oral presentation and the writing of more sophisticated academic paragraphs with an emphasis on increased accuracy. Group interaction, critical thinking skills, and appreciation of cultural differences in learning approaches are incorporated in instructional techniques. (NOTE: Credit for EAP 0495 cannot be used toward graduation.)

**EAP 1500 Advanced Listening/Speaking 3.00 Credits**

Prerequisite: [EAP 0400](#) or an appropriate score on the standardized placement test for ESL. Students enhance their aural comprehension skills in both academic and social settings by listening to taped lectures and news broadcasts, radio and television shows, and guest speakers. They develop communication, organization and pronunciation skills necessary for effective academic presentation and discussion with an introduction to lecture note taking. Emphasis is also placed on accent reduction as students focus on sound discrimination and oral production of English. Oral communication skills are further developed as students practice interviewing, summarizing, and giving presentations and take part in group problem-solving activities. (A total of 12 credits from EAP 1695 and EAP 1500 can be used for graduation credit.)

**EAP 1501 English Pronunciation 3.00 Credits**

Prerequisite: [EAP 0400](#) or an appropriate score on the standardized placement test for ESL or by permission of the program director. This course is designed to improve students' pronunciation of American English, including stress, rhythm, and intonation. Students analyze the phonetic structure of vowel and consonant sounds and practice correctly pronouncing sounds and patterns in context. (This course does not count toward graduation credit.)

### **EAP 1595 Advanced English as a Second Language I 9.00 Credits**

Prerequisite: [EAP 0495](#) or an appropriate score on the standardized placement test for ESL. The fourth of five ESL courses, this college preparatory course is designed to enhance advanced skills in reading, writing, structure, and vocabulary building. Students develop the ability to write structured academic essays with an emphasis on accuracy and cohesiveness and execute other academic writing tasks. They develop the ability to comprehend lengthier texts on diverse academic topics by applying appropriate reading strategies, and they develop the ability to use complex grammatical structures appropriate to effective academic discourse, including discussions and essays. Group interaction, critical thinking skills, and appreciation of cultural differences in learning approaches are incorporated in instructional techniques. (NOTE: Credit for EAP 1595 cannot be used toward graduation.)

### **EAP 1695 Advanced English as a Second Language II 9.00 Credits**

Prerequisite: [EAP 1595](#) or Other: an appropriate score on the standardized placement test for ESL. As the last course in English as a Second Language, this component is designed to increase and refine skills in reading speed, comprehension and retention; in writing organization, fluency, clarity and style; and in understanding and applying advanced grammatical concepts to enhance both comprehension and expression in English. Group interaction, critical thinking skills and appreciation of cultural differences in learning approaches are incorporated in instructional techniques. (A total of 12 credits from EAP 1695 and EAP 1500 can be used for graduation credit.)

### **ECO 2000 Introduction to Economics 3.00 Credits**

Prerequisite: ( [ENC 0025](#) or [ENC 0056](#) ) and ( [REA 0017](#) or [REA 0056](#) ) or [EAP 1695](#) or satisfactory score on the SPC Placement Test. This course is designed to provide students with a general knowledge of the structure and function of economic systems with major emphasis on the American economy and its current economic problems. This course partially satisfies the writing requirements outlined in the General Education Requirements.

### **ECO 2013 Principles of Macroeconomics 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or Other: appropriate score on the Placement Test. This is a course in economic principles involving the overall operation of the market economy. Particular attention will be given to the effects of aggregate demand and aggregate supply on the levels of output, employment, and prices. This course will also examine how the tools of fiscal and monetary policy may be used in dealing with macroeconomics problems such as unemployment, inflation and economic fluctuation. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ECO 2013 and Honors Macroeconomics. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

### **ECO 2013H Honors Macroeconomics 3.00 Credits**

Prerequisite: Appropriate score on the SPC placement test or acceptance into the Honors College or approval of program director. In this course macroeconomic principles are used to analyze the operation of the market economy. The course will examine the effects of fiscal and monetary policies on aggregate demand and aggregate supply and consequently on the levels of output, employment, and prices. Emphasis will be placed on discussion of contemporary macroeconomic problems and issues. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ECO 2013 and ECO 2013H.

### **ECO 2023 Principles of Microeconomics 3.00 Credits**

Prerequisite: ( [ECO 2013](#) or [ECO 2013H](#) ) or special permission of the program director. This course is a study involving the theory of the business firm in the market economy. Major emphasis will be placed on the theory of price and output determination under different market situations, as well as consumer demand and behavior in market economies. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ECO 2023 and ECO 2023H.

### **ECO 2023H Honors Microeconomics 3.00 Credits**

Prerequisite: Appropriate score on the SPC placement test or acceptance into the Honors College or approval of program director. Microeconomic principles are used to analyze the operation of the market economy. The course will examine the theory of price and output determination under different market structures. Emphasis will be placed on discussion of contemporary microeconomic problems and issues. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ECO 2023 and ECO 2023H.

### **ECP 3703 Managerial Economics 3.00 Credits**

Prerequisite: [ECO 2013](#) and [ECO 2023](#) and [STA 2023](#) and Admission to: [BUS-BS: Business Administration](#). 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.

### **EDE 3321 Applying Love and Logic in Classroom 1.00 Credits**

Admission to: College of Education or Prerequisite: 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.

### **EDE 4226 Integrated Language Arts, Children's Literature and Social Sciences 2.00 - 4.00 Credits**

Admission to: ( [ESEDR-BS: Exceptional Student Education \(K-12\) with Infused ESOL & Reading Endorsements](#) or [ELEDR-BS: Elementary Education \(K-6\) with Infused ESOL & Reading Endorsements](#) and ) Prerequisite: [RED 3309](#) and [EDE 4304](#) and [EDE 4943](#) and ( [EDG 3620](#) or [EEX 3241](#) and ) Pre or Corequisite: [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 Next Generation Sunshine State Standards, and/or Common Core State Standards in these specific areas. 62 contact hours.

### **EDE 4304 Integrated Mathematics and Science 3.00 - 4.00 Credits**

Admission to: ( [ELEDR-BS: Elementary Education \(K-6\) with Infused ESOL & Reading Endorsements](#) and Prerequisite: [EDG 3620](#) or ) Admission to: ( [ESEDR-BS: Exceptional Student Education \(K-12\) with Infused ESOL & Reading Endorsements](#) and Prerequisite: [EEX 3241](#) and ) Pre or 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.

### **EDE 4421 Evaluation in Elementary Education 2.00 Credits**

Admission to: with Infused ESOL and Reading (K-6) BS and Prerequisite: [EDF 3214](#) and [EDF 4430](#) or Admission to: Initial Certification. 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.

### **EDE 4940 Internship: Elementary Education 12.00 Credits**

Prerequisite: 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 Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full time internship in a K-6 school setting as approved by the College of Education. Teacher candidates must assume full-day teaching duties for a minimum of six weeks during the fifteen week internship. The internship also includes mandatory on-campus seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

### **EDE 4943 Integrated Mathematics and Science Practicum 1.00 Credits**

Admission to: [ESEDR-BS: Exceptional Student Education \(K-12\) with Infused ESOL & Reading Endorsements](#) or [ELEDR-BS: Elementary Education \(K-6\) with Infused ESOL & Reading Endorsements](#) and ) Prerequisite: ( [EDG 3620](#) or [EEX 3241](#) and ) Pre or Corequisite: [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, and classroom management, reporting to parents, professional organizations, and teacher ethics. Students spend a minimum of sixty (60) school-based hours (SBH) in the elementary classroom.

**EDF 2130 CHILD AND ADOLESCENT DEVELOPMENT 3 credits**

The course examines child growth and development focusing on the physical, social, emotional, and cognitive domains of development. Factors that influence growth and development are considered. 47 contact hours

**EDF 2949 Co-op Work Experience 1.00 - 3.00 Credits**

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Administrator 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.

**EDF 3862 International Perspectives in Education 1.00 - 4.00 Credits**

Admission to: [EDST-BS: Educational Studies With Subplans in Interdisciplinary Studies or Preschool Education \(Birth to Age 4\)](#) or Prerequisite: 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 cultures, issues, and themes. 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.

**EDF 4930 EPI Capstone Seminar 1.00 Credits**

Admission to: [EPI-CT: Educator Preparation Institute \(EPI\)](#) and Prerequisite: [EDF 4944](#) and Pre or Corequisite: [EDF 4949](#). This is a course for EPI students (teacher candidates) in their final semester. Teacher candidates will complete this course in conjunction with the internship course (EDF 4949) and will be required to demonstrate competency in two of the six Florida Educator Accomplished Practices (FEAPs) at the pre-professional level. This course will focus on the following areas: professional development, ethical conduct, and subject area knowledge.

**EDF 4932 Senior Capstone for Educational Studies 4.00 Credits**

Prerequisite: [EDF 4490](#) and Admission to: [EDST-BS: Educational Studies With Subplans in Interdisciplinary Studies or Preschool Education \(Birth to Age 4\)](#) and Prerequisite: 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.

**EDG 1319 PROFESSIONAL TECHNIQUES FOR CHILD DEVELOPMENT 1 credit**

This course is a series of topics, each of specific interest to early childhood professionals. The topics offered are Unit Blocks, Musical Activities, Play As Learning, and Introduction to Early Childhood Education. 16 contact hours per topic per credit. A maximum of 3 credit hours per session. May be repeated for credit with a different topic. 16 contact hours

**EEC 1603 EARLY CHILDHOOD DEVELOPMENT 3 credits**

This course is the study of the physical, cognitive, and social-emotional developmental processes of children from conception to age eight. Emphasis is twofold: on understanding the sequential dynamics of growth, development, behavior and understanding the uniqueness of each child. 47 contact hours

### **EEC 2002 FOUNDATIONS OF CHILD CARE AND EDUCATIONAL ADMINISTRATION 3 credits**

This course is designed to meet Florida educational requirements for the Initial Child Care and Education Director Credential, Level I and Level II. The course content emphasizes the development of skills and a knowledge base for problem solving, planning, implementing and evaluating a quality child care and education program for child care administrators. 47 contact hours

### **EEC 2907 Early Childhood Education Internship 3.00 Credits**

Prerequisite: This course must be taken during the student's last term in the program after completion of required courses. or [EEC 1603](#) or [EEC 1223](#) or [EEC 2300](#) or [EEC 2312](#) or [EEC 1308](#) or [EEC 1600](#) or [EEC 2271](#) or program administrator approval. This course is a practicum experience in an early childhood care and education setting. Emphasis is on student interaction with young children under the supervision of the classroom teacher or center director. Class meets two hours per week in the classroom and a minimum of 60 hours in the child care setting is required.

### **EEC 4210 Integrated Curriculum I for Prekindergarten / Primary Education 3.00 Credits**

Prerequisite: [EEC 3204](#) and Admission to: [EDST-BS: Educational Studies With Subplans in Interdisciplinary Studies or Preschool Education \(Birth to Age 4\)](#) or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading BS. Pre or Corequisite: [EEC 4940](#). 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. The course promotes methods to incorporate creativity into all aspects of the curriculum.

### **EEC 4211 Integrated Curriculum II: For Prekindergarten/Primary Education 3.00 Credits**

Prerequisite: [EEC 3204](#) and Admission to: [EDST-BS: Educational Studies With Subplans in Interdisciplinary Studies or Preschool Education \(Birth to Age 4\)](#) or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading BS. Pre or Corequisite: [EEC 4941](#). 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.

### **EEC 4212 Math, Science, and Technology for Preschool Education: Birth to Age 4 3.00 Credits**

Prerequisite: [EEC 3204](#) and Admission to: [EDST-BS: Educational Studies With Subplans in Interdisciplinary Studies or Preschool Education \(Birth to Age 4\)](#) Pre or Corequisite: [EEC 4942](#). 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.

### **EEC 4227 Creative Arts for Preschool Education 3.00 Credits**

Prerequisite: [EEC 3204](#) and Admission to: [EDST-BS: Educational Studies With Subplans in Interdisciplinary Studies or Preschool Education \(Birth to Age 4\)](#) Pre or Corequisite: [EEC 4944](#). 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. The course incorporates methods to promote creativity into all aspects of the curriculum.

### **EEC 4274 Early Childhood Assessment and Intervention for Children with Special Needs. 3.00 Credits**

Prerequisite: Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading BS. This course is designed to provide students with a critical understanding of developmentally appropriate assessment and intervention processes and procedures for young children with special needs age three to grade three. Students will develop the knowledge, skills, and strategies needed to interpret multi-disciplinary evaluation information and to develop and administer formal and informal performance-based assessments for the purpose of designing and implementing interventions that will guide instruction.

#### **EEC 4940 Pre-Kindergarten/Primary Education Practicum I 1.00 Credits**

Admission to: Preschool Education (Birth To Age 4) Subplan BS and Prerequisite: [EEC 3204](#) or Admission to: Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading and Prerequisite: [EEC 3204](#) and Pre or Corequisite: [EEC 4210](#). This course is designed to provide field experiences and support related to the early childhood education courses in which the student is concurrently enrolled. The practicum focuses on language arts and emergent literacy, providing activities to stimulate language acquisition and reading readiness through dramatic play and a print-rich environment. Content builds upon generic competencies studied in education and emphasizes the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level. This course will enable the student to demonstrate knowledge of developmentally appropriate curriculum and environment for young children. Field work required will provide first-hand experience implementing course work in a public school setting. This experience will be monitored by a representative from the College of Education. The practicum also includes a series of mandatory professional leadership seminars. Contact hours: 15, with a minimum of 4 hours per week of field based experience, for a total of 60 field based hours per semester.

#### **EEC 4941 Pre-Kindergarten/Primary Education Practicum II 1.00 Credits**

Admission to: Preschool Education (Birth To Age 4) Subplan BS and Prerequisite: [EEC 3204](#) or Admission to: Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading and Prerequisite: [EEC 3204](#) and Pre or Corequisite: [EEC 4211](#). This course will focus on: exploring number concepts, how concepts are developed and acquired, and promoting young children's concept development through problem solving, and assessing the child's developmental level. Science teaching strategies will use concept development, inquiry and curiosity, with an emphasis on exploration and discovery in sensory hands-on experiences, providing first-hand activities for young children at the appropriate stages of cognitive development. Appropriate technology will be utilized to support teaching and learning. Content builds upon generic competencies studied in education and emphasizes the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level. This course will enable the student to demonstrate knowledge of developmentally appropriate curriculum and environment for young children. Field work required will provide first-hand experience implementing course work in a public school setting. This experience will be monitored by a representative from the College of Education. The practicum also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 4 hours per week for a total of 60 hours per semester.

#### **EEC 4942 Preschool Education Practicum II Early Childhood Education Preschool (Birth to Age 4) 1.00 Credits**

Prerequisite: [EEC 3204](#) and Admission to: [EDST-BS: Educational Studies With Subplans in Interdisciplinary Studies or Preschool Education \(Birth to Age 4\)](#) Pre or Corequisite: [EEC 4212](#). This course is designed to provide field experiences and support related to the early childhood education courses in which the student is concurrently enrolled. The practicum will focus on: exploring number concepts, how concepts are developed and acquired, promoting young children's concept development through problem solving, and assessing the child's developmental level. Science teaching strategies will use concept development, inquiry and curiosity, with an emphasis on exploration and discovery in sensory hands-on experiences, providing first-hand activities for young children at the appropriate stages of cognitive development. Appropriate technology will be utilized to support teaching and learning. This course will enable the student to demonstrate knowledge of developmentally appropriate curriculum and environments for young children. Field work required will provide first-hand experience implementing course work in a licensed childhood center. This experience will be monitored by a representative from the College of Education. The practicum also includes a series of mandatory professional leadership seminars. This course requires 60 hours of field-based experience.

#### **EEC 4944 Preschool Education Practicum I: (Birth to Age 4) 1.00 Credits**

Prerequisite: [EEC 3204](#) and Pre or Corequisite: [EEC 4227](#). This course is designed to provide field experiences and support related to the early childhood education courses in which the student is concurrently enrolled. The practicum focuses on language arts and emergent literacy, providing activities to stimulate language acquisition and reading readiness through dramatic play and a print-rich environment. This course will enable the student to demonstrate knowledge of developmentally appropriate curriculum and environments for young children. Field work required will provide first-hand experience implementing course work in a licensed early childhood setting. The practicum also includes a series of mandatory professional leadership seminars. This course requires 60 hours of field-based experience.

#### **EET 1015C DC Circuit Analysis with Lab 4.00 Credits**

Prerequisite: [MAT 1033](#) or appropriate score on the SPC Placement test or permission of the program director. This course will cover the direct current (DC) characteristics of electric and magnetic circuits, using Ohm's and Kirchhoff's laws, with the use of related theorems, including Thevenin, Norton, superposition, nodal and mesh equations, for solving DC circuits. The laboratory exercises cover the measurement and analysis of direct current (DC) circuits, including the verification of the related network theorems.



**EET 1025C AC Circuit Analysis with Lab 4.00 Credits**

Prerequisite: [EET 1015C](#) or permission of the program director. This course will cover the alternating current (AC) characteristics of electric circuits, using single or multiple sinusoidal voltage and current sources. The course content includes resistance, inductance, and capacitance components used in combination circuit configurations for analyzing current and voltage behavior. Topics include two port networks, three phase power systems, series and parallel resonance, complex harmonic waveforms, high frequency modeling, and power transformers. The laboratory exercises cover the measurement and analysis of alternating current (AC) circuits.

**EET 1035 AC/DC Circuits with Lab 4.00 Credits**

Prerequisite: [EET 1084](#). Fundamental course in DC and AC circuits designed to prepare students for advanced courses in electrical and electronic circuits. A study of electrical laws, theorems, components, and networks used in DC and AC circuit.

**EET 1214 Instrumentation and Control Systems 1.00 Credits**

Prerequisite: [EET 1084](#) and Admission to: Requires interview with program director and program application. This course introduces the student to the basic lab instruments for testing and troubleshooting electrical components. The topics covered will include the principle of operation and usage of digital multi-meters, portable oscilloscopes, simulators and other testing equipment needed to perform testing and calibration of medical devices.

**EET 2140C Solid State Electronics with Lab 4.00 Credits**

Prerequisite: [EET 1015C](#) or permission of the program director. This course is a study of the characteristics in which active semiconductor devices are operated in their linear ranges. The areas of coverage include semiconductor diodes, bipolar junction transistors, field effect transistors, load lines and biasing, small signal analysis, hybrid parameters, amplifiers, complementary symmetry, Darlington Pair, decibels, Bode plots, and feedback. The laboratory exercises cover the measurement and analysis of solid state circuits and devices.

**EET 2949 Co-op Work Experience 1.00 - 3.00 Credits**

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Administrator 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.

**EEX 2010 INTRODUCTION TO EXCEPTIONAL LEARNERS 3 credits**

This course provides a survey of the challenges and triumphs experienced by children and adults with disabilities through the use of real world and vicarious experiences. Experiential learning will be followed by group discussion so that prospective teachers or service providers will gain sensitivity to the circumstances faced by exceptional learners and their families. Three credit hours weekly plus ten hours of participation/observation in special education settings are required. 47 contact hours

**EEX 3101 Survey of Normal/Abnormal Language and Speech Development 1.00 Credits**

Prerequisite: ( [EEX 3012](#) and Admission to: Exceptional Student Education with Reading BS, Exceptional Student Education BS ) or Exceptional Student Education EPI Program. This course is a survey of normal language and speech development, an overview of major communication disorders and supportive strategies for classroom teachers.

**EEX 3280 Career/Vocation Assessment and Instructional Planning 1.00 Credits**

Prerequisite: [EEX 3012](#) and Admission to: Exceptional Student Education with Reading BS, Exceptional Student Education BS, or Exceptional Student Education EPI. This course will give prospective teachers an understanding of how exceptional students move successfully from the school and work environment to the community environment which best meets their needs.

**EEX 4221 Educational Assessment of Exceptional Students 3.00 Credits**

Admission to: ( [ESEDR-BS: Exceptional Student Education \(K-12\) with Infused ESOL & Reading Endorsements](#) or [ELEDR-BS: Elementary Education \(K-6\) with Infused ESOL & Reading Endorsements](#) ) and Prerequisite: [EEX 3012](#) and Pre or Corequisite: [EDF 4430](#). 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.

**EEX 4261 Curriculum and Instruction Strategies for Students with Behavioral Disorders & Specific Learning Disabilities** 3.00  
- 3.00 Credits

Prerequisite: [EEX 3012](#) and [EEX 3241](#) and [EEX 4221](#) and [EEX 4604](#) and Admission to: [ESEDR-BS: Exceptional Student Education \(K-12\) with Infused ESOL & Reading Endorsements](#) or [ESED-BS: Exceptional Student Ed](#). This course addresses curriculum, materials, effective strategies and technologies available to teach students with mild or moderate 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, and developing social skills. It includes a minimum of fifteen (15) school-based hours of observation/teaching in an exceptional educational setting(s).

**EEX 4604 Behavior Management of Exceptional Students** 3.00 Credits

Prerequisite: [EEX 3012](#) and Admission to: [ELEDR-BS: Elementary Education \(K-6\) with Infused ESOL & Reading Endorsements](#) or [ESEDR-BS: Exceptional Student Education \(K-12\) with Infused ESOL & Reading Endorsements](#) or [ELED-BS: Elementary Education \(K-6\) with Infused ESOL & Reading Endorsements](#) or [ESED-BS: Exceptional Student Ed](#) or [MGSED-BS: Middle Grades General Science Education \(5-9\)](#) or [MGMED-BS: Middle Grades Mathematics Education \(5-9\)](#) or [IMPELED-CT: EPI Elementary Ed](#) or [IMPESED-CT: EPI Exceptional Ed](#). 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.

**EEX 4940 Internship: Exceptional Student Education** 12.00 Credits

Prerequisite: 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 Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full time internship in a K-6 school setting as approved by the College of Education. Teacher candidates must assume full-day teaching duties for a minimum of six weeks during the fifteen week internship. The internship also includes mandatory on-campus seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

**EGN 1002 Introduction to Engineering** 3.00 Credits

Prerequisite: [MAC 1105](#) or any MAC prefix. This is an introductory course with an overview of the engineering professions and the skills required to become a good engineer. The student is introduced to engineering work habits, responsibilities, engineering communication, engineering fundamentals, and problem solving techniques used across all engineering disciplines.

**EGN 3443 Statistics for Engineering** 3.00 Credits

Prerequisite: [MAC 2312](#) and Admission to: [ORTHO-BAS: Orthotics & Prosthetics](#) or Other: Permission of the program director. This course is an introduction to basic concepts of statistical analysis with special emphasis on engineering applications. The course covers the topics of probability, discrete and continuous random variables and their sampling distributions, joint probability distributions, descriptive statistics, estimation of parameters, statistical inference for one and two samples, simple linear regression, and design of experiments.

**EME 2040 INTRODUCTION TO EDUCATIONAL TECHNOLOGY** 3 credits

This is a survey level course designed to introduce preservice teachers to the proper methods for using technology in contemporary education settings. 47 contact hours.

**EMS 1055 Emergency Medical Responder** 5.00 Credits

Prerequisite: (Computer/Information Literacy Competency Requirement). This survey course is based on the National Standard Curriculum for Emergency Medical Responders at scenes of accident and/or illness is designed to prepare the student for emergency care of a victim, providing the skills and knowledge of care prior to the arrival of the Emergency Medical Technician/Paramedic. Recognition of symptoms and signs of impending danger to the patient's life and the accepted treatment modes for the conditions will be taught as well as techniques for extrication (light duty) of the accident victim.

**EMS 1119 Fundamentals of Emergency Medical Care 6.00 Credits**

Prerequisite: Appropriate score on the Computerized Placement Test and possession of "Professional Rescuer" level CPR card [HSC 1531](#) and Admission to: [EMT-ATD: Emergency Medical Technician](#) or Pre or Corequisite: [EMS 1119L](#) and [EMS 1411](#). This course is an introduction to the knowledge, skills, and attitudes required in emergency medical care situations, and is taught in accordance with the latest National Standard Curriculum/EMS Education Standards for the Emergency Medical Technician. Included is information concerning basic structure and function of body systems and recent state of the art procedures required of the emergency medical technician.

**EMS 1119L Fundamentals of Emergency Medical Care Lab 2.00 Credits**

Prerequisite: Appropriate score on the Placement Test and "Professional Rescuer" CPR card. and Pre or Corequisite: [EMS 1119](#) and [EMS 1411](#). Laboratory practice in emergency procedures for life-threatening disease, accident, or illness is closely supervised to foster confidence in the student's abilities to apply theory in a laboratory setting. Techniques for patient assessment, evaluation and treatment are practiced in an assessment-based format in a laboratory setting.

**EMS 1411 Fundamentals of Emergency Medical Care Clinical Experience 1.00 Credits**

Prerequisite: Appropriate score on the Placement Test and "Professional Rescuer or Health Care Provider" level CPR card Pre or Corequisite: [EMS 1119](#) and [EMS 1119L](#). The student will be assigned to contract agencies for patient care experience with hospital agencies for emergency department experience under the direct supervision of hospital personnel. The course is designed as a clinical component where the individual gains an appreciation of emergency and non-emergency patient care in relationship to the knowledge and practical skills learned in the classroom.

**EMS 1421 EMT Field Internship 2.00 Credits**

Prerequisite: [EMS 1119](#) and [EMS 1119L](#) [EMS 1411](#). The student will be assigned to contract agencies for patient care experience with fire-rescue and ambulance units under the direct supervision of State of Florida certified EMTs and Paramedics. The course is designed as a competency-based field component where the individual gains emergency and non-emergency insight into the mechanics of assisting the ill or injured patient in the out-of-hospital environment.

**EMS 1522C General Pharmacology for the EMS Provider 2.00 Credits**

Prerequisite: [EMS 1119](#) [EMS 1119L](#) [EMS 1411](#) [EMS 1421](#) and ( [BSC 1084C](#) or [BSC 2085](#) and [BSC 2085L](#) and [BSC 2086](#) and [BSC 2086L](#) and [EMS 2600C](#) ) or EMS program administrator approval and Pre or Corequisite: [EMS 2601](#) and [EMS 2601L](#) and Prerequisite: [EMS 2664](#). This course will provide the EMS student with general pharmacology concepts and principles in the management of client care. The knowledge and skills required for safe, effective administration of therapeutic drugs and indications and contraindications associated with drug therapy are an integral part of this course.

**EMS 2600C Intro to Paramedic Practice 3.00 Credits**

Prerequisite: Computer/Information Literacy Competency Requirement met Admission to: [PMED-CT: Paramedic](#) and Prerequisite: current Florida EMT certification [EMS 1119](#) [EMS 1119L](#) [EMS 1411](#) and [EMS 1421](#) [BSC 1084C](#) or ( [BSC 2085](#) and [BSC 2085L](#) and [BSC 2086](#) and [BSC 2086L](#) ) and [HSC 1531](#) or Pre or Corequisite: [BSC 1084C](#) or ( [BSC 2086](#) and [BSC 2086L](#) ) and [HSC 1531](#). These students must have a current FL EMT certification before the end of EMS 2600C to continue in the SPC Paramedic program. This course is an in-depth introduction to the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS Education Standards which includes aspects of the prehospital environment which focuses on the well-being of the paramedic, paramedic roles and responsibilities, Emergency Medical Services (EMS) systems, illness and injury prevention, medical and legal considerations, ethics, history-taking, therapeutic communication, lifespan development, and basic patient assessment.

**EMS 2601 Paramedic Theory I 6.00 Credits**

Prerequisite: [BSC 1084C](#) or ( [BSC 2085](#) and [BSC 2085L](#) and [BSC 2086](#) and [BSC 2086L](#) ) and [HSC 1531](#) and [EMS 2600C](#) and Admission to: [PMED-CT: Paramedic](#) and Prerequisite: current Florida EMT Certification and Pre or Corequisite: [EMS 2601L](#) and [EMS 2664](#) and Prerequisite: [EMS 1522C](#). This course is an in-depth study of the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS Education Standards which include aspects of the prehospital environment which focuses on general patient assessment and assessment-based management; airway and ventilation assessment; venous access and medication administration; clinical decision-making; shock and fluid resuscitation; pathophysiology and general pharmacology; aspects of advanced training on prehospital trauma and burn management; the respiratory system which includes disease pathophysiology and respiratory arrest management; management of geriatric and psychiatric patients; patients experiencing anaphylaxis and patients with disorders of the neurological system related to trauma and the pulmonary system.

**EMS 2601L Paramedic Laboratory I 3.00 Credits**

Prerequisite: Current certification as a Florida EMT and Pre or Corequisite: [EMS 2601](#). This laboratory course is an in-depth study of the U.S. Department of Transportation, EMT-Paramedic: National Standard Curriculum/EMS Education Standards, which covers "hands-on" skills, related to Paramedic Theory I.

**EMS 2602 Paramedic Theory II 8.00 Credits**

Prerequisite: [EMS 2601](#) and [EMS 2601L](#) and current certification as a Florida EMT and Pre or Corequisite: [EMS 2602L](#) and [EMS 2665](#). This course is an in-depth study of the U.S. Department of Transportation, EMT-Paramedic: National Standard Curriculum/EMS Education Standards, which includes aspects of prehospital medical emergencies related to the cardiovascular systems, disease pathophysiology, cardiac arrest management, the nervous system, toxicology, endocrine emergencies, infectious disease, obstetrical, gynecological, neonatal assessment and management, pediatrics, and patients requiring special considerations.

**EMS 2602L Paramedic Laboratory II 4.00 Credits**

Prerequisite: [EMS 2601](#) and [EMS 2601L](#) and Pre or Corequisite: [EMS 2602](#) and [EMS 2665](#). This laboratory course is an in-depth study of the U.S. Department of Transportation, EMT-Paramedic: National Standard Curriculum/EMS Education Standards which covers "hands-on" skills related to Paramedic Theory II.

**EMS 2659 Paramedic Field Internship 5.00 Credits**

Prerequisite: Current certification as a Florida EMT and completion of all paramedic program courses, including support courses and EMS program director approval. This capstone course is an in-depth study of the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS Education Standards which include aspects of the prehospital environment which focuses on the field clinical application of skills and the application of critical thinking skills to paramedic practice. Course emphasis gives the student, under direct paramedic supervision, the opportunity to integrate knowledge and skill to direct application of patient care.

**EMS 2665 Paramedic Clinical II 2.00 Credits**

Prerequisite: Current Florida certification as an EMT and [EMS 2664](#) and Pre or Corequisite: [EMS 2602](#) and [EMS 2602L](#). This course is an in-depth study of the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS Education Standards which includes aspects of the prehospital environment which focuses on the hospital and field clinical application of skills related to paramedic theory and application presented in Paramedic Theory II and Paramedic Laboratory II.

**ENC 0025 Development Writing II 4.00 Credits**

Prerequisite: [ENC 0015](#) or appropriate score on the SPC placement test. This college preparatory course is designed to improve basic writing skills in grammar, usage, spelling, capitalization, punctuation, sentence structure, and vocabulary by means of practice in paragraphs and short essays. It is intended to prepare students for successful completion of college-level writing courses in English.

**ENC 0027 Developmental Reading and Writing II 6.00 Credits**

Prerequisite: ( [REA 0001](#) or [REA 0007](#) or Other: Qualified for Level 2 Reading by test scores ) and Prerequisite: ( [ENC 0010](#) or [ENC 0015](#) or Other: Qualified for Level 2 Writing by test scores ) or Approval of the Program Administrator. This developmental course provides integrated reading and writing instruction. The skills taught in this course include literal comprehension, critical comprehension, vocabulary, and Standard American English grammar and usage. Students will improve their skills through reading

selected passages, including textbook selections, and by composing effective paragraphs and essays in a variety of rhetorical modes. This course is intended to prepare students for successful completion of college-level courses requiring intensive reading and writing.

### **ENC 0056 Basic Writing II: My Bridge to Success** 2.00 Credits

Prerequisite: Appropriate score on the SPC placement test or permission of a Communications Department program administrator. This college preparatory course is designed to improve basic writing skills in grammar, diction and usage, punctuation, sentence structure and variety, and paragraph and essay composition using course modules. Course strategies will include one-on-one instruction, small group instruction, and computer instruction in a lab setting. A diagnostic assessment will determine placement into course modules as well as exit requirements. This course is intended to prepare students for successful completion of college-level writing courses in English.

### **ENC 1101 Composition I** 3.00 Credits

Prerequisite: ( [ENC 0025](#) and Pre or Corequisite: [REA 0017](#) or ) Prerequisite: [EAP 1695](#) or ( [ENC 0056](#) and Pre or Corequisite: [REA 0056](#) or ) Prerequisite: [ENC 0027](#) or appropriate scores on the Writing and Reading placement tests ). This course is designed to develop composition skills. It emphasizes the selection and restriction of topics; organization and development of the multi-paragraph essay; critical reading of texts; and practice in information retrieval from sources, including digital content. It also offers the student opportunities to improve proficiency with sentence structure, diction, and mechanics. Selected writing samples are examined as models of form and as sources of ideas for the student's own writing. Conferences provide individual instruction. Sections of computer-assisted and individualized instruction are offered. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for one of the following: ENC 1101, ENC 1121H or IDS 1106.

### **ENC 1101 Honors Composition I** 3.00 Credits

Prerequisite: Appropriate score on the SPC placement test or approval of the Dean. This is a course designed to develop the expository writing skills of academically talented students so they can write effectively. It emphasizes prewriting techniques, organizational techniques, and essay writing techniques. Conferences are provided for individualized instruction. This course partially satisfies the writing requirements as outlined in the General Education Requirements. Credit is given for only one of the following: ENC 1121H, ENC 1101 or IDS 1101H.

### **ENC 1102 Composition II** 3.00 Credits

Prerequisite: [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or appropriate scores on the English and Reading placement test. This course builds upon the skills developed in Composition I. It provides further instruction in the planning, organization, and writing of essays. It stresses methods of library research including information retrieval from electronic sources, and emphasizes writing of the research paper and the paper of literary interpretation. The reading includes selections from at least two forms of literature. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ENC 1102 and ENC 1122H.

### **ENC 1102 Honors Composition II** 3.00 Credits

Prerequisite: ( [ENC 1101](#) and appropriate scores on the SPC placement test or ) [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or approval of the Dean. This course builds upon the skills developed in Honors Composition I. It provides the academically talented student further opportunity to learn to write effectively. It emphasizes writing papers of literary interpretation, using the library, finding and evaluating primary and secondary source material, and employing that material in formally documented research papers. Conferences for individualized instruction are provided. This course partially satisfies the writing requirements as outlined in the General Education Requirements. Credit is given for only one of the following: ENC 1122H or ENC 1102.

### **ENC 2210 Technical Writing** 3.00 Credits

Prerequisite: [ENC 1101](#) or [ENC 1101H](#). This course is offered for students desiring experience in various types of technical writing, such as process reports, investigative reports, feasibility studies, instructions, memoranda, and letters. Concentration is on practice in analyzing and developing reports, in collecting and organizing data, and in preparing the formal and informal report. This course has value in the fields of business administration, military, engineering, health, hospitality, law enforcement, architecture, building construction, and science. Assignments are related to the individual interest of the student. This course has a substantial writing requirement.

### **ENG 2100 Introduction to Motion Pictures** 3.00 Credits

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or a satisfactory score on the SPC placement test. This course is a general survey of motion pictures emphasizing the synthesis of the dramatic, narrative, artistic, and technical components of the medium. This course has a substantial writing requirement.

**ENG 2103 World Cinema** 3.00 Credits

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or appropriate score on the SPC placement test. This is a survey course designed to introduce students to the cinematic arts of countries from around the world. Emphasis will be given to the works of the acknowledged masters of foreign cinema including, but not limited to, those from Europe, Asia, and Latin America. This course will focus on the spiritual, intellectual and moral issues that unite humankind worldwide in the 21st century as well as the techniques in editing and mise en scene that affect film's impact upon an audience. This course has a substantial writing requirement.

**ENL 2012 British Literature I (to 1800)** 3.00 Credits

Prerequisite: [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or appropriate score on the placement test. This course is a humanistic study of British literature from Anglo-Saxon times through the 18th Century. Representative selections from each period are studied for interpretation, background, artistic qualities, and ethical meaning, with emphasis on human values and application to life. This course also stresses methods of library research and emphasizes composition of the research paper and the paper of literary interpretation. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ENL 2012 and ENL 2012H.

**ENL 2012 Honors British Literature I (To 1800)** 3.00 Credits

Prerequisite: ( [ENC 1101](#) and appropriate score on SPC placement test or ) [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or approval of the Dean. This course is a humanistic and interdisciplinary study of British literature from the 8th through the 18th Century. Representative authors and selections from each period are studied for interpretation, background, artistic qualities, and ethical meaning, with emphasis on human values. This course also stresses methods of research and emphasizes writing research-based papers, including literary interpretation and critical analysis using primary and secondary sources. Independent research and interdisciplinary connections are encouraged for students to make connections to other related areas of humanities, philosophy and literature in the Honors Program. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ENL 2012H and ENL 2012.

**ENL 2022 British Literature II (since 1800)** 3.00 Credits

Prerequisite: [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or appropriate score on the placement test. This course is a study of British literature of the 19th and 20th centuries from the same approach as that of British Literature I. This course also stresses methods of library research and emphasizes composition of the research paper and the paper of literary interpretation. This course partially satisfies the writing requirements outlined in the General Education Requirements. British Literature I is not necessarily a prerequisite to this course.

**ENT 1012 Entrepreneurship Management** 3.00 Credits

Prerequisite: [ENT 1000](#). This course seeks to provide the knowledge, skills and tools for students to successfully plan, design and manage a new business venture. It is intended for those students considering self-employment for the first time or for those who are already committed as entrepreneurs. The processes of launching an entrepreneurial venture and learning the skills and techniques necessary for effective management, growth and exit strategy will be covered in the course. Students will analyze the decision making models and strategies and apply them in the management of business ventures.

**ENT 2010 Planning the Entrepreneurial Venture** 3.00 Credits

Prerequisite: [ENT 1000](#). This is a practical course designed to guide students through the process of planning and preparing a business plan for the purposes of launching and funding an entrepreneurial venture. It is created and developed for students who have a business idea they are interested in pursuing as a start-up company or have an existing business they are planning to expand or diversify. Emphasis will be placed on the necessary research and analysis that is a required part of writing a business plan and the basics for launching and financing a new venture.

**ENT 2120 Entrepreneurial Marketing and Sales** 3.00 Credits

Prerequisite: [ENT 1000](#). This course provides the knowledge, skills and tools for students to successfully plan and research the marketing components and financial aspects of launching a new business venture. This is a practical course intended for those students considering self-employment for the first time or for those who are already committed as entrepreneurs and seeking to expand or diversify their product or service offerings. Students will research target markets, pricing and product placement, competition, study feasibility, and learn the budgeting process critical to business success. Students will analyze decision making models and strategies as they pertain to marketing, sales and financing a business venture.

#### **ESC 1000 Earth Science 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ). This course is designed to acquaint the student with the integrating principles and the theory of the Earth Sciences. With the practice of the scientific method, the student is afforded the opportunity to be exposed to useful knowledge in selected areas of Earth Science.

#### **ETD 1340C AutoCAD II 3.00 Credits**

Prerequisite: [ETD 1320C](#). This course is a continuation of Introduction to CAD. The student will learn the advanced topics in AutoCAD using intermediate techniques of AutoCAD software to develop three dimensional drawings, construction drawings and architectural drawings. The major topics include plotting by various methods, use of the rotation option to draw auxiliary views, extended work with hatching, extended work with blocks and wblocks, dimensioning, use of attributes, library files, polylines, solids, system variables, and customizing AutoCAD.

#### **ETD 1350C AutoCAD III 3-D Modeling 3.00 Credits**

Prerequisite: [ETD 1320C](#) or permission of the program director. AutoCAD III is a continuation of the Introduction to CAD, and AutoCAD II. This course covers the construction, viewing, and plotting of three-dimensional drawings of objects, including construction and architectural drawings. The major topics involve the construction of three-dimensional drawings by the use of various AutoCAD three-dimensional drawing facilities including (1) prismatic-object construction, (2) preconfigured primitive objects, (3) three-dimensional coordinates, and (4) three-dimensional surface entities.

#### **ETD 1390C Introduction to Architectural Revit 3.00 Credits**

Prerequisite: [ETD 1320C](#) or permission of program director. This is an introduction course using Revit architectural software to produce three dimensional (3-D) designs and details of buildings. Topics consist of the techniques and methods to create architectural buildings to include: site plans, floor plans, roof design, 3-D photo-realistic rendering, and creating two dimensional (2-D) architectural drawings from the construction's documents set of structural drawings.

#### **ETD 2368C Advanced Solidworks 3.00 Credits**

Prerequisite: [ETD 2364C](#) or permission of instructor. This course presents the advanced use of new designing techniques and capabilities of solid modeling using the SolidWorks software, including the integration of the advanced parametric modeling and drawing tools for SolidWorks. The course topics to be covered include advanced 3D sketching, advanced work planes, advanced assembly construction, bottom up and top down, part configuration, Solid Works Tool Box applications, concept of mold design, and creation of sheet metal parts and assemblies.

#### **ETD 2369C SolidWorks Advance Applications 3.00 Credits**

Prerequisite: [ETD 2364C](#) or permission of program director. This course presents the complex application of advanced designing techniques and capabilities of solid modeling using the SolidWorks software, including the integration of the advanced parametric modeling and drawing tools for SolidWorks. The course topics covered include advanced sketching, advanced assembly construction, mechanism design, CosmosWorks, PhotoWorks, the creation of molded parts, and rendered parts.

#### **ETD 2371C Rapid Prototyping Model Design and Fabrication 3.00 Credits**

Prerequisite: [ETD 2364C](#) and [ETD 1350C](#) or permission of the program administrator. Rapid model making and prototype design is a valued part of many industries, including transportation, architecture, product, packaging, media, and entertainment. The growth of rapid prototyping technology has opened up new areas of development in design representation, such as simulation analysis and various rapid prototyping processes. This course will develop elements of creative thinking and problem solving used in the design

process, including the techniques and methods used to construct prototypes and models. In the project aspect of this course, the students select a field of specialization to explore methods and materials in a number of options in industrial environment with the use of computer simulation, modeling, and rapid prototyping.

**ETD 2382C Solidworks Simulation Design Analysis 3.00 Credits**

Prerequisite: [ETD 2364C](#) or permission from the program administrator. This course will use the Finite Element Analysis (FEA) theory topics to cover static component forces and resultant force analysis of basic shapes using SolidWorks simulation design analysis. The major topics will address model definition, model shape and setup, analysis type based on environmental conditions, analysis assumptions and limitations, convergence techniques that will lead to a more exact solution to the analysis, interpreting the results correctly, and using these results to optimize the baseline design based on design requirements.

**ETD 2392C Advanced Architectural Revit 3.00 Credits**

Prerequisite: [ETD 1390C](#) or permission of the program administrator. This is an advanced course of Autodesk Revit to create, design and produce construction and schematic drawings of mechanical, electrical and plumbing systems of a building project. Topics include the techniques used to create architectural building drawings to include an overview of the Building Information Modeling (BIM) process, including the design integration of the various building disciplines: architectural, interior design, structural, mechanical, electrical and plumbing (MEP).

**ETE 3203 Program Management: Technology Education 2.00 Credits**

Prerequisite: Admission to the Technology of Education (6-12) BS program. 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.

**ETE 3203 Program Management: Technology Education 2.00 Credits**

Prerequisite: Admission to the Technology of Education (6-12) BS program. 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.

**ETE 3402C Materials & Processes with Lab 4.00 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.

**ETE 3946 Instructional Methods for Middle School Technology for Education Practicum 1.00 Credits**

Prerequisite: Admission to Technology Education 6-12 program. Pre or Corequisite: [ETE 3323](#). 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. 32 contact hours. This course has sixty (60) hours of school-based experiences in approved public middle schools.

**ETE 4333 Instructional Methods in Secondary Technology Education 3.00 Credits**

Prerequisite: Admission to the Technology Education (6-12) BS program. Pre or Corequisite: [ETE 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.

**ETE 4414C Information and Communication Technology w/Lab 4.00 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 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.

**ETE 4434C Energy & Power Systems w/Lab 4.00 Credits**

Prerequisite: Admission to the Technology Education BS program. 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

**ETE 4444 Technological Design 3.00 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. Student 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.

**ETE 4940 Internship: Technology Education 6-12 12.00 Credits**

Prerequisite: Successful completion of all 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.

**ETE 4940 Internship: Technology Education 6-12 12.00 Credits**

Prerequisite: 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.

**ETE 4947 Instructional Methods for Secondary Technology Education Practicum 1.00 Credits**

Prerequisite: Admission to Technology Education 6-12 program and Pre or Corequisite: [ETE 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. 32 contact hours. This course has sixty (60) hours of school-based experience in approved public schools.

**ETI 2031 Risk Management and Assessment for Medical Devices 3.00 Credits**

Prerequisite: [REA 0007](#). This course provides the students with an in-depth understanding of the principles and techniques of identifying, evaluating, and controlling risks associated with the development and production of medical devices. This course will cover risk management planning, risk analysis process, and risk management reporting. Topics will include the relationship between regulatory requirements and risk management, tools for hazard identification, methods for the mitigation of risks, and approaches for analyzing risk versus benefit.

#### **ETI 2041 Medical Device Design and Manufacturing 3.00 Credits**

Prerequisite: [REA 0007](#). This course will provide an understanding of the processes and procedures using the Food and Drug Administration (FDA) regulation and compliance for the designing and manufacturing of medical devices. Topics include the design process, design tools and management, product and process development, documentation, verification and validation, post market surveillance, and corrective and preventative actions.

#### **ETI 2619 Six Sigma Project Management 3.00 Credits**

Prerequisite: [ETI 2624](#). This course provides the concepts and methods for implementing Six Sigma project management utilizing Six Sigma methodologies. The course will cover the aspects of developing projects, managing risk, understanding customers' needs and requirements, estimating costs, developing schedules, integrating cost and schedule controls, and evaluating projects. This course will also utilize a variety of project management tools and performance measures including the model of define, measure, analyze, improve, and control (DMAIC).

#### **ETI 3116 Quality Management 3.00 Credits**

Admission to: a baccalaureate program and Prerequisite: [MAN 3504](#). 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.

#### **ETI 3647 Supply Chain Management 3.00 Credits**

Prerequisite: [MAN 3504](#) and Admission to: [TMGT-BAS: Technology Development and Management](#) or [INTBUS-BAS: International Business](#) or [BUS-BS: Business Administration](#) or [SUSMGT-BAS: Sustainability Management](#). This course builds on the basic concepts learned in operations management in order for students to further understand how to build and implement supply chain or value chain networks. Students learn principles, processes, technologies, strategies, and analytical techniques used to integrate global supply chain management best practices. Emphasis will be on the student developing an enterprise wide and systems view to manage the flow of information, physical distribution, and revenue required to deliver products and services from raw materials through end consumer use (and reverse flow). This course will incorporate basic supply chain management, customer demand management, inventory management, supplier relationship management, and logistic management as they relate to the core aspects of this management practice.

#### **ETS 1412 Biomedical Technology and Techniques 3.00 Credits**

Prerequisite: [EET 1084](#). This course, designed to introduce the students to the hospital, biomedical equipment manufacturers and the contract maintenance organizations, emphasizes the organizational structure of the hospital and identifies the role of the Biomedical Equipment Technician (BMET) within this framework, with particular emphasis on instrument critiques, electrical safety standards, and new products.

#### **ETS 2221 Introduction to Electro-Optical Devices 3.00 Credits**

Prerequisite: [EET 1035](#) and [MAC 1105](#). This course is an introduction to the principles of opto-electronics design. Students will become familiar with radiometric and photometric theory, basic optics, and opto-electronic devices and methods. Devices covered are optoelectronic sources, detectors, lasers, and laser diodes, opto-couplers, and fiber optics devices and related biomedical instrumentation that utilizes this technology. This course includes several laboratory experiences.

#### **ETS 2424C BIOMEDICAL ELECTRONICS 3 credits**

This course teaches basic concepts of a wide array biomedical equipment including ultrasound and x-ray device operation, basic troubleshooting techniques, and the use of appropriate test equipment. 47 credits

**ETS 2440 Biomedical Electronics Systems 3.00 Credits**

Prerequisite: [ETS 2424](#). This course covers Biomedical topics from the Florida curriculum frameworks for Biomedical equipment engineering technology not covered by previous courses. Continuation of Biomedical topics include electrosurgical generators, ventilators, pumps, imaging systems, optical devices and technology for specialty units.

**ETS 2940 BMET Basic Field Experience 1.00 Credits**

Prerequisite: [ETS 2440](#) and Other: Permission of Program Director. A second discipline-related internship which provides students with meaningful work experience in a chosen career field. The course is designed to allow students to learn on-the-job as part of their educational program of study. BMET Field Experience is weekly participation as a technician in a biomedical maintenance environment. Students will utilize knowledge acquired in the classroom and laboratory to evaluate, troubleshoot and repair various types of biomedical equipment. Additionally, students will learn to function in a hospital environment.

**EUH 1000 Development of Western Civilization I 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate score on the SPC placement test. This course covers the origins and development of western civilization beginning with the ancient world and classical civilizations, the Middle Ages, the transition to modern states and politics of power, the Protestant and Catholic Reformations, and the Commercial Revolution of the 16th Century. Emphases are on the relevance of the political, social, economic and cultural trends of each period upon our present world society. This course partially satisfies the writing requirements as outlined in the General Education Requirements.

**EUH 1001 Development of Western Civilization II 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or satisfactory score on the SPC placement test. This course covers the evolution and continuation of western civilization since the 16th century. A study of governments from absolutism to democracy, European power politics; duels for world empire; scientific, cultural, political, social and industrial revolutions; nationalism, imperialism, and global conflicts are included. Emphases are placed on relevance of past history upon our present world society. This course partially satisfies the general education writing requirements outlined in the General Education Requirements.

**EVR 1016 Hazardous Waste/ Materials Management 3.00 Credits**

Prerequisite: [EVS 1001](#) and [EVR 1858](#) or approval of the Dean or Academic Chair. This course is intended to provide multiple aspects of hazardous waste and materials management. The student will develop familiarity with local, state, and federal regulations that govern waste; discuss internal and external environmental site audits; and examine future trends in the generation, treatment, and storage of wastes. Emphasis will be placed on generation of hazardous wastes; treatment and reuse to reduce human environmental health risks; and how residual wastes should be stored to minimize health risks. Mechanisms of how wastes cause disease and environmental resource degradation will be presented.

**EVR 1263 Urban Pollution 3.00 Credits**

Prerequisite: ( [EVS 1001](#) or [CHM 1025](#) or [CHM 1025L](#) or [ENC 0025](#) or [REA 0017](#) or [EAP 1695](#) and [MAT 0024](#) or ) approval of the Dean or Academic Chair. This course is intended to provide an overview of urban pollution issues in a historical context and through examining current urban pollution priorities. Topics covered include the history of environmental services in urban America related to wastewater sanitation, water supply contamination, public refuse management, industrial waste impacts, air pollution, and surface water issues. An in-depth examination of advancements in environmental technological, management practices, and public service related to these topics will be pursued to achieve the requisite knowledge of urban pollution.

**EVR 1310 Renewable Energy Resources, Energy Efficiency and Conservation Methods 3.00 Credits**

Prerequisite: [EVS 1001](#) or [EAP 1695](#) and approval of the Dean or Academic Chair. This course is intended to provide an overview of energy resources with special attention to the leading renewable energy resources. Topics covered include the science of energy, historical context of energy use and policy, energy efficiency and conservation strategies, and a survey of all sources of energy (e.g., fossil fuel, nuclear, and renewable). An in-depth examination of recent advancements that include the environmental, economic, and social impacts of renewable energy will be pursued to achieve the requisite knowledge of energy issues.

**EVR 1328 Natural Resources Conservation and Management 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [MAT 0028](#) and [REA 0017](#) ) or ( [MAT 0028](#) and [EAP 1695](#) ). This course is designed to present the history, major components, status, ecology, conservation, and management of natural resources. Emphasis is placed upon the ecology, conservation, and management of natural resources including studies and examination of techniques and management programs implemented in the region.

**EVR 1357 Wetland Resources 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ) or approval of the Program Administrator. This course will introduce the student to the ecology and management of wetlands habitats. It will introduce the physical, biological and chemical factors that influence wetlands, as well as variations in these factors that serve to differentiate different wetlands types. The course will also introduce past and present representative legislation that impacts wetland preservation and management.

**EVR 1858 Environmental Regulation and Compliance 3.00 Credits**

Prerequisite: ( [ENC 0025](#) [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ) or approval of the Dean or Academic Chair. This course is intended to provide an overview of environmental regulations and compliance issues related to current environmental law. Topics covered include the history and foundation of environmental regulations, current and possible future regulations and the manner in which compliance is achieved at local, state and federal levels. An in-depth examination of the applicable regulations and administrative compliance with administrative structure will be pursued to achieve the requisite knowledge of environmental issues.

**EVR 2316 Solar Energy Principles and Applications 3.00 Credits**

Prerequisite: [EVS 1001](#) or approval of the Dean or Academic Chair. This course is intended to provide an overview of solar energy principles and applications. Topics covered include the science of solar energy, historical context of solar energy, its use, and related policy with an in-depth examination of solar thermal and solar electricity technologies. The environmental, economic, and social impacts of solar energy will be pursued to achieve the requisite knowledge of solar energy, including the issues, financial considerations, prospects, and potential related to solar energy applications.

**EVR 2892C Environmental Sampling and Analysis I 3.00 Credits**

Prerequisite: ( [ENC 1101](#) and [EVS 1001](#) and [CHM 1025](#) and [CHM 1025L](#) ) or approval of the Dean or Academic Chair. This course is intended to build student knowledge, skills and experience in environmental sampling and analysis. Topics included are the Florida Department of Environmental Protection standard operating procedures for the collection of surface water, groundwater, wastewater, potable water systems, and sediment. Hands-on field activities will complement class room exercises related to these topics to achieve the requisite knowledge of environmental sampling and analysis.

**EVR 2949 Co-op Work Experience 2.00 Credits**

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Director 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. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments.

**EVS 1001 Introduction to Environmental Sustainability 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ). This course applies the basic principles of ecology to relevant problems and topics related to the environmental interaction of humans with the earth. The course is designed to highlight current environmental concerns in modern society and to explore potential solutions exemplified by the presentation of specific case histories. This course will also cover sustainability definitions, assessment and actions from a multidisciplinary perspective to help learners create a personal definition that will inform their actions. The course will examine the environmental, economic, and social dimensions of sustainability. Sustainability principles, policies, and programs will be explored on the local, national and global level. This class will teach students how to understand the complex confluence of social systems, environmental economics and ecological literacy.

**FFP 1111 Fire Chemistry 3.00 Credits**

Prerequisite: Permission of the Program Director. This course is a study of basic physical and chemical properties of materials applicable to the chemistry of fire. Emphasis is on emergency situations and the most favorable methods of handling incidents involving hazardous material.

**FFP 1505 FIRE PREVENTION** 3 credits

This course is a survey of the principles of fire prevention and investigation. It includes a study of fire hazards in various occupancies; a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence. 47 contact hours

**FFP 1823 Technical Applications in Emergency Management** 3.00 Credits

Prerequisite: The student must have met the computer/information literacy competency requirement. This course provides optional methods of managing both internal and external information. It explores information gathering, organization and data systems. Topics include warning and communications systems, and crisis communications. It also provides a study of advanced applications of personal computers in emergency management including detailed analysis and application of current emergency management software.

**FFP 2120 Building Construction for the Fire Service** 3.00 Credits

Prerequisite: Permission of the Program Director. This course examines the various types and methods of building construction and their influence on fire travel and life safety. Fire resistance of building materials and problems inherent in new construction as well as existing buildings are examined closely.

**FFP 2541 Private Fire Protection Systems II** 3.00 Credits

Prerequisite: [FFP 1540](#). This is a survey of pre-engineered and portable systems, extinguishing agents, inspection procedures for code compliance and enforcement, and alarm systems.

**FFP 2720 Company Officer** 3.00 Credits

Prerequisite: Permission of the Program Director. This course is a study of the basic concepts of fire company leadership, including the human skills, leadership tools, problem solving, and goal achievement of a company officer. Emphasis will be placed on the role of the officer in the setting of the fire company.

**FFP 2780 Fire Administration** 3.00 Credits

Prerequisite: Permission of the Program Director. This course covers the principles of organization and administration in fire protection service; the structure and function of the department, battalion and company as components of municipal organization; duties and responsibilities of the fire officer; a study of fire personnel management, training, budgeting, records, reports and other relations.

**FIL 2030 Film History** 3.00 Credits

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or appropriate score on the SPC placement test. This is a survey course designed to help students gain an in-depth knowledge of the history of motion pictures and to understand the development of film and its influences over time. Students will view films ranging from silent masterpieces through current classics. The course will introduce technological developments as well as cultural and thematic developments in mass culture over time. This course has a substantial writing requirement.

**FIL 2100 Motion Picture Writing I** 3.00 Credits

Prerequisite: [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#). This course is designed to teach the techniques of motion picture writing, proceeding from concept to film treatment to script (short or feature length), utilizing the five-part story structure. It is intended for students interested in understanding and writing film scripts. Emphasis is on classic film genres: psychological thriller, action adventure, detective, science fiction, romance, and film noir.

### **FIL 2130 Motion Picture Writing II 3.00 Credits**

Prerequisite: [FIL 2100](#). This course is designed to help students gain an in-depth knowledge of the techniques of motion picture writing and implement these techniques in original work of their own. Students will work on already existing story concepts, polish and/or revise story structure, dialogue, and action sequences, and complete a film screenplay. The course also offers students the opportunity to learn how to market their ideas and screenplays. This course has a substantial writing requirement.

### **FIN 3403 Financial Management 3.00 Credits**

Prerequisite: [ACG 2021](#) and Admission to: [BANK-BAS: Banking](#) or [BUS-BS: Business Administration](#) or [INTBUS-BAS: International Business](#) or [MGTOrg-BAS: Management and Organizational Leadership](#) or [TMGT-BAS: Technology Development and Management](#) or Other: 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 3.00 Credits**

Admission to: ( [BANK-BAS: Banking](#) or [BUS-BS: Business Administration](#) ) and Prerequisite: [FIN 3403](#) and [ACG 2071](#) and [STA 2023](#). 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.

### **FIN 4140 Personal Financial Planning 3.00 Credits**

Prerequisite: [FIN 3403](#) and Admission to: [BANK-BAS: Banking](#) or. 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.

### **FIN 4244 Money, Banking and Financial Markets 3.00 Credits**

Admission to: ( [BANK-BAS: Banking](#) or [INTBUS-BAS: International Business](#) or [BUS-BS: Business Administration](#) ) and Prerequisite: [FIN 3403](#). 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.

### **FIN 4323 Bank Operations & Management 3.00 Credits**

Prerequisite: [FIN 3403](#) and Admission to: [BANK-BAS: Banking](#) or [BUS-BS: Business Administration](#). 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 of money and interest, deposits, negotiable instruments, bank loans, mortgages, commercial lending, specialized services, security, and ethics.

### **FIN 4324 Commercial Bank Management 3.00 Credits**

Admission to: ( [BANK-BAS: Banking](#) or [BUS-BS: Business Administration](#) ) and Prerequisite: [FIN 3403](#). 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.

### **FIN 4345 Credit Analysis and Loan Structures 3.00 Credits**

Prerequisite: [FIN 4324](#) and Admission to: [BUS-BS: Business Administration](#) or [BANK-BAS: Banking](#) and Prerequisite: [FIN 3461](#). 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.

**FIN 4414 Corporate Finance** 3.00 Credits

Prerequisite: [FIN 3403](#) and Admission to: [BUS-BS: Business Administration](#). This is an advanced course in financial analysis and decision-making from a corporate management perspective. Topics include capital budgeting, leverage and capital structure, payout policy, working capital, derivative and mergers and other special topics in finance.

**FIN 4470 Entrepreneurial Finance** 3.00 Credits

Prerequisite: [FIN 3403](#) and Admission to: [BUS-BS: Business Administration](#). This course enhances the financing skills required for the successful entrepreneur. This course provides the essential tools and knowledge needed to build a solid financial foundation for a profitable business. It will provide students with the finance and business strategies for an entrepreneurial venture.

**FIN 4504 Investments** 3.00 Credits

Prerequisite: [FIN 3403](#) and Admission to: [BANK-BAS: Banking](#) or [BUS-BS: Business Administration](#). 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.

**FIN 4634 International Finance** 3.00 Credits

Prerequisite: [FIN 3403](#) and Admission to: [BANK-BAS: Banking](#) or [INTBUS-BAS: International Business](#) or [BUS-BS: Business Administration](#) or Prerequisite: 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.

**FRE 1121 Elementary French II** 4.00 Credits

Prerequisite: [FRE 1120](#) or instructor approval. This course will reinforce and expand the basic French language skills previously acquired. The course further develops listening, speaking, reading and writing skills as well as an understanding and appreciation of the cultures of French-speaking peoples.

**FSE 1000 Introduction to Funeral Services** 3.00 Credits

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate score on the SPC Placement Test. This course provides an orientation to the profession of funeral services. Topics include the historical role of funeral service from pre-Christian to modern times, functional role of the funeral service practitioner, sociology of funeral service, current and future trends, and funeral service organizations. Emphasis will be on the development of funeral service practices in the United States.

**FSE 1010 Funeral Ethics** 1.00 Credits

Admission to: [FUNSE-AS: FUNERAL SERVICES](#) or [FUNAT-ATC: Funeral Arts](#) or Prerequisite: program director approval for the direct disposer applicant. This course is designed to help the student of funeral service to develop a strong professional set of ethics. This knowledge will help the funeral service professional do what is proper and in the best interest of the family when they are most vulnerable. Moreover, proper training in ethics will sensitize the funeral service professional to the need to build a trust and rapport with the family. This background will facilitate the often difficult task of planning funeral arrangements, both pre-need and at need, easier. These skills will also help the funeral service professional to further consider the needs of the bereaved beyond the scope of the funeral home and direct them to appropriate professionals and agencies. In essence, this course strives to develop within the funeral service student a sense of morality, which will guide his/her decisions and actions in proper treatment of the deceased and professional service to the bereaved.

**FSE 1204 Funeral Services Computer Applications** 1.00 Credits

Admission to: ( [FUNSE-AS: FUNERAL SERVICES](#) or [FUNAT-ATC: Funeral Arts](#) ) and Prerequisite: [CGS 1070](#) or [CGS 1100](#) or [EME 2040](#). This course introduces students, through a hands-on approach, to the basic computer applications, which are part of the day to day operations of the funeral home.

#### **FSE 2061 Thanatology 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate score on the placement test. This course emphasizes the psychological and sociological dynamics of death, dying, and bereavement and the funeral director's role in counseling families through the process. Students will study the symbolic and ritualistic aspects of memorialization and their impacts upon the emotional experience of the bereaved. A clear understanding of the grief process and its variations among individuals as influenced by psychological factors is addressed. The course also addresses the funeral director as a facilitating agent for effective mourning through personal interaction and the design and implementation of the funeral.

#### **FSE 2100 Embalming I 3.00 Credits**

Admission to: [FUNSE-AS: FUNERAL SERVICES](#) and Prerequisite: ( [BSC 1083](#) or [BSC 1084C](#) or ( [BSC 2085](#) and [BSC 2085L](#) and [BSC 2086](#) and [BSC 2086L](#) ) Pre or Corequisite: [FSE 2101L](#). This course introduces the student to embalming through a study of the history, fundamentals, legal aspects, methods, terminology, sanitation, and preservation of human remains.

#### **FSE 2120 Restorative Art 3.00 Credits**

Admission to: [FUNSE-AS: FUNERAL SERVICES](#) and Prerequisite: [FSE 2100](#) and [FSE 2101L](#) and Pre or Corequisite: [FSE 2120L](#). This course is designed to provide the student with the theories applied in restorative art procedures. The student will study the anatomical structure of the cranial and facial areas of the human skull, facial proportions and markings, methods and techniques used to restore facial features destroyed by traumatic or pathological conditions, and color and cosmetology theory.

#### **FSE 2140 Embalming II 3.00 Credits**

Admission to: [FUNSE-AS: FUNERAL SERVICES](#) and Prerequisite: [FSE 2100](#) and [FSE 2101L](#) and Pre or Corequisite: [FSE 2141L](#). This course is a continuation of Embalming I (FSE 2100). Theories and principles of embalming, embalming chemicals, cavity treatments, and disaster management will be studied with an emphasis on application to specific cases.

#### **FSE 2141L Embalming Clinical II 1.00 Credits**

Admission to: [FUNSE-AS: FUNERAL SERVICES](#) and Prerequisite: [FSE 2100](#) and [FSE 2101L](#) and Pre or Corequisite: [FSE 2140](#). This course provides the student with learning activities which will include selected experiences in the funeral home preparation room. Application of embalming principles to specific cases is emphasized. Forty (40) hours of participation in the clinical setting are required to complete this course.

#### **FSE 2160 Funeral Pathology 3.00 Credits**

Admission to: [FUNSE-AS: FUNERAL SERVICES](#) and Prerequisite: [HSC 1524](#) and [FSE 2100](#). This course is designed to introduce the student to the study of the cause and effect of disease on the human body. Topics of study will include: coroner and medical examiner, terminology, and general and special pathology. Emphasis will be on tissue changes which affect the embalming process.

#### **FSE 2201 Funeral Home Management Operations 3.00 Credits**

Prerequisite: [FSE 2202](#) and Admission to: ( [FUNSE-AS: FUNERAL SERVICES](#) or [FUNAT-ATC: Funeral Arts](#) ). This course is designed to give the student an understanding of the principles of the operations of a funeral home. Topics of study will include merchandising, casket and vault construction, pre-need and at-need funeral arrangements, funeral services forms, death benefits, and vital statistics. Lecture and laboratory experience in funeral arrangements.

#### **FSE 2202 Funeral Home Management 3.00 Credits**



Prerequisite: [BUL 2241](#) and ( [ACG 2001](#) or [ACG 2021](#) ) and Admission to: ( [FUNSE-AS: FUNERAL SERVICES](#) or [FUNAT-ATC: Funeral Arts](#) ). This course is the study of the role and function of the funeral director as an effective manager. Emphasis is placed on small business management functions of planning, organizing, motivation, direction, and controlling in the funeral home setting.

**FSE 2946 Professional Practicum 3.00 Credits**

Prerequisite: Program Director's approval. This course provides experience in the funeral home, under direct supervision of a licensed funeral director/embalmer, applying knowledge of theories and practices of funeral service. The student will perform duties and services as assigned by the preceptor and instructor to include surveillance of, and participation in, execution of total services rendered to the family. Service reports are required to be completed by the student. The student must register and take the National Board Examination given by the International Conference of Funeral Examining Boards. The course requires a minimum of 200 hours of supervised funeral home experience.

**GEA 2172 Geography of the Developing World 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate score on the placement test. This course is a regional survey of the developing world, to include China, South Asia, the Indian Perimeter, the Middle East, Africa and Latin America. These emerging, poor, developing regions are studied in order to understand the forces shaping the world of tomorrow. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**GEA 2174 Geography of the Developed World 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate score on the SPC placement test. This course is a regional study of the former Soviet Union, including the Russian Federation, Japan, Europe, North America, Australia and New Zealand. These stable, wealthy, developed regions are studied in order to understand the counterforce to those who would shape the world of tomorrow. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**GEB 1011 INTRODUCTION TO BUSINESS 3 credits**

The purpose of this foundational business course is to acquaint students with the tools and vocabulary needed in all aspects of the business world. This course will cover areas as business ownership, management, marketing, information technology, and financial resources and how they function together to create value. 47 contact hours.

**GEB 2214 BUSINESS COMMUNICATIONS 3 credits**

In this course, students will develop the effective written and oral communications skills needed to function effectively in a business environment. Emphasis will be placed on communicating professionally in written correspondence, electronic communications, job applications and interviews, and business presentations and reports. It is recommended that the student possess office application and communication skills before attempting this course. This course has substantial writing and presentation requirements. 47 contact hours.

**GEB 2940 Business Internship 1.00 - 4.00 Credits**

Prerequisite: Academic Department Coordinator/Chair Approval. This course is to be taken after the student has completed 9 credit hours in their major field of study. The purpose of this course is to allow students a "real world" experience with major-related, supervised, evaluated practical 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 four per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. This course may be repeated for a total of 4 credits.

**GIS 2040 Introduction to Geographic Information Systems 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ). This course will introduce the student to the use of Geographic Information Systems (GIS) in spatial data exploration, map layout creation, and data editing and analysis. This is a survey-level course that assumes no prior knowledge of GIS. Topics covered will include the applications of GIS in various fields, the structure of the ArcGIS platform, the use of different tools to explore and modify spatial data, and the analysis of spatial data to answer "real world" questions.

**GLY 2010 Physical Geology 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ). This course emphasizes a study of minerals and rocks and their formation, geological processes, land forms and their interpretation, and the application of geological knowledge to human affairs. This course has a substantial writing requirement.

**GLY 2100 History of the Earth and Life 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ). This course is a study of the geologic history of the earth, including concepts of the origin of the continents and the ocean basins, plate tectonics, the major physical events as recorded in the rocks of the continents and the evolutionary changes and processes in animals and plants through time.

**GLY 2160 Geology of our Nation's Parks 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ) or satisfactory scores on the SPC placement test. This course will introduce the student to representative U.S. Parks by using fundamental geologic processes as a framework. Topics covered will include rocks and minerals, erosional processes, geologic time, plate tectonics and the relationship between these geologic processes and the establishment of parks and monuments. An ancillary course objective is to make travel and scenery more interesting and enjoyable through understanding of how the earth's features have been developed through time. Topic 2 for International Study Abroad. Topic 2 may be repeated 2 times, 2 different locations, for a total of 6 credits.

**GRA 1206C Typography 3.00 Credits**

Prerequisite: [DIG 2109](#) or Other: Permission of Academic Chair. This course provides the student with information and hands-on experience using type as a design element. The course addresses techniques, applications and problem-solving strategies specific to typographic layout and design. An introduction to electronic typesetting and page layout will utilize software specific to the graphic design industry.

**GRA 2201 Advanced Digital Publishing 3.00 Credits**

Prerequisite: [DIG 2109](#) and [GRA 1206C](#) or permission of program director. This is a computer-based course designed to develop the students' skills in digital publication design. Students will learn through the use of the computer how to develop multiple page layouts, import text and digital images, file management, and output for screen and print production.

**GRK 1121 Elementary Modern Greek II 4.00 Credits**

Prerequisite: [GRK 1120](#) or permission of instructor. This course reinforces previously acquired basic skills in Modern Greek. The course further develops listening, speaking, reading and writing skills, as well as an understanding and appreciation of the culture of Greece.

**HFT 1500 Marketing in the Hospitality Industry 3.00 Credits**

Prerequisite: [HFT 1000](#). This course is designed to develop marketing understanding in the hospitality industry. Topics include: segmentation and the hospitality industry; positioning in line with consumer preferences; the channels of distribution; marketing in perspective; marketing research; sales; advertising; public relations; promotions; data base marketing; packaging; strategic hospitality marketing; individual guest behavior; guests of tomorrow; marketing data and information systems.

**HFT 2276 Club and Resort Operations 2.00 Credits**

Prerequisite: [HFT 1000](#). This course provides an overview of club and resort operations. Club topics include: the club board and its general manager; service excellence in clubs; leadership in club operations; quality management systems; strategic management in clubs; marketing clubs; club financial management; club computer systems; golf operation in clubs; club fitness, aquatics and tennis operations. Resort topics include: major recreational activities; personnel organization and human relations; front-of-the-house management; plant and grounds maintenance; security and safety; risk management; the expectations of the resort guest and how the guest differs from a typical hotel guest.

**HFT 2450 Hospitality Cost Controls 3.00 Credits**

Prerequisite: [HFT 1000](#) and. This course is the study of cost controls for food and beverage operations, purchasing, receiving, storage, preparation and service. Emphasis is on controlling, analyzing costs, and using financial management techniques.

**HFT 2750 Convention and Group Management and Marketing 3.00 Credits**

Prerequisite: ( [HFT 1000](#). This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs and explains the operational techniques to meet these needs as part of the meeting and convention business.

**HFT 2942 Hospitality Internship 3.00 Credits**

Prerequisite: [HFT 1941](#). This course enables students to enhance workplace skills through supervised practical experience. Sixty (60) industry work hours equal one credit hour. In addition, the students must complete assignments as well as a term project. Faculty make regular appraisals of the learning progress through on-site visits and consultations with supervisors.

**HIM 1000 Introduction to Health Information Management 2.00 Credits**

Prerequisite: [MAT 0028](#) ) Admission to: And ( [HIT-AS: Health Information Technology](#) or [MEDCD-CT: Medical Coder](#) or [HCINF-CT: Healthcare Informatics](#) ). This course is an introduction to the health information management department, the role of the health information technician as a member of the health care team and the health information professional organization. Content to be addressed includes the fundamentals of health information practice, content and format of various types of medical records, numbering and filing systems, and health care data sets.

**HIM 1110 Standard Healthcare Practices 2.00 Credits**

Admission to: [HIT-AS: Health Information Technology](#) and Prerequisite: [HIM 1000](#). This course serves as an introduction to nomenclature and classification systems, reimbursement issues, and indexes and registries in a health information management department. Related health information management practices in ambulatory care, long-term care, rehabilitation, and mental health facilities are addressed.

**HIM 1442 Pharmacology for HIM Professionals 2.00 Credits**

Admission to: ( [HIT-AS: Health Information Technology](#) or [MEDCD-CT: Medical Coder](#) ) and Prerequisite: ( [BSC 1084C](#) ) or ( [BSC 2085](#) and [BSC 2085L](#) and [BSC 2086](#) and [BSC 2086L](#) ). This courses is designed to introduce Health Information Management (HIM) students to the most common drugs utilized in healthcare. This knowledge will help students recognize drug categories and generic and trade name drugs.

**HIM 2008 Introduction to Health Data Management 3.00 Credits**

Admission to: [HDM-ATC: Health Data Management](#) and Prerequisite: [HIM 2214](#) and [CGS 1070](#) or Other: Computer/Information Literacy Competency requirement. This course is an introduction to the health data management profession and the role of the health data analyst as a member of the healthcare team. Content to be addressed includes the fundamentals of health data practice, content and format of various types of health records, emerging technologies, and health care data sets. Students learn about data collection procedures, typical workflow, and management of the health record documentation from patient admission through discharge.

**HIM 2215 Health Data Analysis 2.00 Credits**

Admission to: [HIT-AS: Health Information Technology](#) and Prerequisite: [HIM 2214](#). This course is an introduction to the basic principles of acquiring, managing, manipulating, and analyzing health care data.

**HIM 2500 Organization and Supervision 2.00 Credits**

Admission to: [HIT-AS: Health Information Technology](#) and Prerequisite: [HIM 1110](#) and [HIM 2012](#). This course is an introduction to supervisory management, human resources, and personnel and financial management. Included are employment skills, budgeting, human relations, and methods for analyzing and improving systems.

### **HIM 2662 Clinical Information Systems 3.00 Credits**

Admission to: [HDM-ATC: Health Data Management](#) and Prerequisite: [HIM 2008](#) and Pre or Corequisite: [HIM 2860](#) or [HIM 2932](#). This course introduces building healthcare information architecture for integrated delivery systems. Database theory, design, and management concepts with emphases on data integrity, security, and data mining/trending using query and report generation from healthcare data warehouses are addresses. Workflow and process redesign to support clinical, financial, and administrative reporting and decision-making will also be covered.

### **HIM 2722 ICD-CM Coding 2.00 Credits**

Admission to: ( [HIT-AS: Health Information Technology](#) or [MEDCD-CT: Medical Coder](#) ) and Prerequisite: [HIM 2222](#). This course is an introduction to the International Classification of Diseases, Clinical Modification (ICD-CM) Coding System. Students will learn to code diagnoses that describe patient illnesses, diseases, conditions, injuries, or other reasons for seeking healthcare services.

### **HIM 2723 ICD-PCS Coding 2.00 Credits**

Admission to: ( [HIT-AS: Health Information Technology](#) or [MEDCD-CT: Medical Coder](#) ) and Prerequisite: [HIM 2722](#). This course is an introduction to the use of the International Classification of Diseases, Procedural Coding System (ICD-PCS). This coding system is used by hospitals for coding inpatient procedures.

### **HIM 2810 Professional Practice Experience II 2.00 Credits**

Admission to: ( [HIT-AS: Health Information Technology](#) or [MEDCD-CT: Medical Coder](#) and ) Prerequisite: [HIM 1442](#) and Pre or Corequisite: [HIM 2253](#) or [HIM 2723](#). This course allows the student to perform medical coding functions in a professional practice setting (either a simulated or an actual health information management environment). Students will apply knowledge and skills for coding patient records using the International Classification of Diseases (ICD) and the Current Procedural Terminology (CPT) coding systems.

### **HIM 2820 Professional Practice Experience III 2.00 Credits**

Admission to: [HIT-AS: Health Information Technology](#) and Prerequisite: [HIM 2810](#). This clinical practice allows the Health Information Management A.S. degree student to participate in health information management functions in either an acute care or other health care setting. Topics addressed include standard HIM department functions, billing and reimbursement, release of information, management, and supervision activities. The student will become familiar with and utilize various types of equipment, systems, and processes used in health information management departments.

### **HIM 2860 Database Management for Clinical Information Systems 3.00 Credits**

Admission to: [HDM-ATC: Health Data Management](#) and Prerequisite: [HIM 2008](#) and Pre or Corequisite: [HIM 2662](#) or [HIM 2932](#). This course addresses application of database theory and methodologies for database design. Students examine issues related to database administration. Emphasis is on requirements and methodologies for assuring data integrity and security in healthcare enterprise information systems, specifically in relationship to the database environment.

### **HIM 2932 Contemporary Issues in Health Data Management 3.00 Credits**

Admission to: [HDM-ATC: Health Data Management](#) and Prerequisite: [HIM 2008](#) and Pre or Corequisite: [HIM 2662](#) or [HIM 2860](#). This course provides a discussion of emerging issues and trends in the healthcare informatics and health information management (HIM) field. Students integrate and apply knowledge and skills learned in prior HIM courses. Students develop a capstone project in which they apply principles of good practice in health information management.

### **HSA 1100 HEALTHCARE DELIVERY SYSTEMS 3 credits**

This course is an introduction to health care facilities and health delivery systems including their purpose, organization, general functions and staffing. Facilities such as hospitals, nursing and rehabilitation centers, health maintenance organizations, private and public outpatient clinics and health care centers are analyzed and discussed. Additional topics include an overview of accreditation standards; licensure agencies, reimbursement systems, legal/ethical issues, healthcare computerization, documentation, quality,

compliance, and regulatory requirements. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>). 47 contact hours

#### **HSA 1102 CURRENT ISSUES IN HEALTH 2 credits**

This course is designed for the organized presentation of current issues within the health care system. Emphasis focuses on diverse areas of health and is appropriate for persons directly or indirectly involved in the provision of health care or health education. Study Abroad opportunities may apply to this course. (<http://www.spcollege.edu/studyabroad/>) 32 contact hours

#### **HSA 2001 INTERPROFESSIONAL TEAM BASED HEALTH CARE 2 credits**

This course introduces the student to interprofessional health care delivery. Best practices are emphasized for team formation, effective communication strategies, and patient care processes. Ethical issues related to team management in health care are discussed. 32 contact hours

#### **HSA 2182 HEALTH SERVICES MANAGEMENT CONCEPTS 2 credits**

This course covers the knowledge and basic skills required to enter the field of medical office management. The course focuses on health care delivery in a medical office setting. Topics include an introduction to health care management information systems, an introduction to essential policies and regulations, and an introduction to evaluation of performance and process outcomes. By course completion, the student must submit proof of current CPR certification valid for 2 years that covers cardiac and breathing emergencies in adults, including the use of AED, & infant/child CPR, from American Heart Association or American Red Cross. 32 contact hours

#### **HSA 3113 Contemporary Issues in Health Care 3.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ) or Prerequisite: ( [DEH 3813](#) and Admission to: [DENH-BAS: Dental Hygiene](#) ). 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.

#### **HSA 3170 Health Care Finance 3.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ). 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.

#### **HSA 3551 Ethics in Health Care 2.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ). 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.

#### **HSA 3702 Research Methods in Health Science 3.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ). 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.

#### **HSA 4140 Strategic Health Management and Planning 3.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ). 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.

#### **HSA 4184 Leadership & Management in Health Related Organizations 3.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ). 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.

#### **HSA 4191 Health Information Systems 3.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ) or Prerequisite: ( [DEH 3813](#) and Admission to: [DENH-BAS: Dental Hygiene](#) ). 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.

#### **HSA 4192 Applied Health Information/Informatics 3.00 Credits**

Prerequisite: ( [HSA 4191](#) and Admission to: [HSA-BAS: Health Services Administration](#) ). This course is designed to provide the student the application knowledge, skills and attitudes necessary for effective participation in the planning, design, management and use of clinical information systems. The course is focused on providing students with the expertise to conceptualize and strategically plan and build the appropriate health information infrastructure for supporting the knowledge requirements of the healthcare organization.

#### **HSA 4502 Health Care Risk Management 3.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ) or Prerequisite: ( [DEH 3813](#) and Admission to: [DENH-BAS: Dental Hygiene](#) ). 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.

#### **HSC 1149 General Pharmacology for Health Professionals 1.00 Credits**

Prerequisite: [BSC 1083](#) or ( [BSC 2085](#) [BSC 2085L](#) and [BSC 2086](#) [BSC 2086L](#) ) or program director approval. Other: Pre or co-requisite for Health Information Management and Medical Coder students: Prerequisite: [CGS 1070](#). This course will provide the student with a basic introduction to pharmacology concepts and principles associated with management of common diseases and treatment options. It presents information on major drug classifications, indications for use of common medications, and potential contraindications adversely affecting medical care outcomes.

#### **HSC 1524 Introduction to Infectious Disease 2.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ) or satisfactory score on the placement test. This course provides a survey of the agents of infectious diseases and the principles of infection control and epidemiology. Safe handling of infectious materials and the use of personal protective equipment are emphasized.

#### **HSC 1531 MEDICAL TERMINOLOGY I 2 credits**

This course is an introduction to medical terms and abbreviations utilized by health care professionals in patient care settings. It introduces the study of prefixes, suffixes, and word roots of medical terms and their meaning, spelling, and pronunciation. Topics also include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. 32 contact hours

#### **HSC 2721 EVIDENCE-BASED HEALTHCARE PRACTICE 1 credit**

This course focuses on providing students with the comprehensive knowledge and skill base needed to make evidence-based decisions. Methods of critical evaluation of data needed to support planning, implementation, and evaluation will be emphasized. Students will address concerns in the professional work setting by analyzing decisions made through use of evidence. 17 contact hours

#### **HSC 2721 Evidence-Based Healthcare Practice 1.00 Credits**

Prerequisite: [MAT 1033](#) or [MAT 1100](#). This course focuses on providing students with the comprehensive knowledge and skill base needed to make evidence-based decisions. Methods of critical evaluation of data needed to support planning, implementation, and evaluation will be emphasized. Students will address concerns in the professional work setting by analyzing decisions made through use of evidence.

#### **HSC 3201 Community Health and Epidemiology 3.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ) or Prerequisite: ( [DEH 3813](#) and Admission to: [DENH-BAS: Dental Hygiene](#) ) or ( [BIOLOGY-BS: Biology](#) ) or. 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.

#### **HSC 3211 Concepts of Health Promotion & Disease Prevention 3.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ) or Prerequisite: ( [DEH 3813](#) and Admission to: [DENH-BAS: Dental Hygiene](#) ). 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.

#### **HSC 3243 Educational Concepts in Allied Health Education 3.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ). This course is designed to provide the student with an introduction to educational concepts and theory relative to Allied Health education. Topics included are course development and design, goals and objectives, instructional methods, fundamentals of learning, learning styles and motivation, collaborative learning, diversity in the student body and using educational media and software.

#### **HSC 4640 Legal Aspects of Health Care 3.00 Credits**

Prerequisite: ( [HSA 3551](#) and Admission to: [HSA-BAS: Health Services Administration](#) ) or Prerequisite: ( [DEH 4852](#) and Admission to: [DENH-BAS: Dental Hygiene](#) ). This course explores a broad overview of legal foundations in a multidisciplinary health care marketplace within the United States. Advanced topics included are legal history, torts, negligence, contracts, liability, Health Insurance Portability and Accountability Act (HIPAA) compliance, and medical records. The creation and termination of the patient-provider relationship will be explored as well as creation of an informed consent.

#### **HUM 1020 Introduction to Humanities 3.00 Credits**

Prerequisite: Dev Level 2 Writing Met and Dev Level 2 Reading Met. This course provides an introduction to interdisciplinary humanities by focusing on various topics, relationships, and themes of human expression from a global perspective. Topics may include Music, Painting, Sculpture, Architecture, Religion, Philosophy, Dance, Theater, Literature, and Film. Using global examples, this course examines the relationship between the visual, performing, and literary arts and their social, historical, and cultural contexts. This course is intended to broaden and establish an appreciation of the arts and ideas. It is representative of western and non-western cultures, races, religions, and genders, introducing students to a global approach to the humanities. This course satisfies the Enhanced World View requirement.

**HUM 2210 Western Humanities: Ancient to Renaissance** 3.00 Credits

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or appropriate score on the CPT. This course examines Western cultural and aesthetic perspectives from the Ancient to Renaissance periods with an emphasis on the visual, literary, philosophical, and performing arts. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for one of the following: IDS 1101H, HUM 2210, or HUM 2210H. (Students who received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.)

**HUM 2210H Honors Western Humanities: Ancient to Renaissance** 3.00 Credits

Prerequisite: Appropriate score on the SPC placement test or approval of the Dean. This course is a study of various epochs of Western culture from the ancient to Renaissance periods with emphasis on analysis and synthesis of ideas and structure in the visual arts, literature, philosophy, and music. It stresses development of personal aesthetic sensibilities and commitment to intellectual curiosity. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for one of the following: HUM 2210, IDS 1101H, or HUM 2210H. (Students who received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.)

**HUM 2233 Western Humanities: Baroque to Contemporary** 3.00 Credits

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or satisfactory score on the SPC placement test. This course examines Western cultural and aesthetic perspectives from the Baroque to the Contemporary periods with an emphasis on the visual, literary, philosophical, and performing arts. This course partially satisfies the writing requirements outlined in the General Education Requirements. HUM 2210 is not a prerequisite for this course. Credit is only given for one of the following: HUM 2233 or HUM 2233H or IDS 1102H. (Students who received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.)

**HUM 2233H Honors Western Humanities: Baroque to Contemporary** 3.00 Credits

Prerequisite: Appropriate score on the SPC placement test or approval of the Dean. This course is a study of various epochs of Western culture from the Baroque to the Contemporary periods with emphasis on analysis and synthesis of ideas and structure in the visual arts, literature, philosophy, and music. It stresses development of personal aesthetic sensibilities and commitment to intellectual curiosity. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for IDS 1102H or HUM 2233 or HUM 2233H. (Students who receive credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.)

**HUM 2262 Introduction to Greek Culture** 3.00 Credits

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or appropriate score on the CPT. This course examines Greek cultural and aesthetic perspectives from Ancient Greece to present day, with an emphasis on history, literature, mythology, philosophy, and performing arts.

**HUM 2270 Humanities (East-West Synthesis)** 3.00 Credits

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or satisfactory score on the CPT. This course is a study of non-Western cultures, including the Middle East, Asia, and Africa. Emphasis is placed on acquiring knowledge of non-Western arts, values, and ideas relative to Western culture and developing an awareness of a world community. This course partially satisfies the writing requirements outlined in the General Education Requirements. (Credit is not given for both HUM 2270 and HUM 2270H.)

**HUM 2270H Honors Humanities (East-West Synthesis)** 3.00 Credits

Prerequisite: Appropriate score on the CPT or approval of the Dean. This course is a study of various major non-Western cultures including the Near East, Far East, and Africa, as related to the Western tradition. Emphasis is placed on applying knowledge of non-Western values and ideas relative to Western culture toward constructing a coherent world-view and reaching a deep understanding of self. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both HUM 2270 and HUM 2270H.

**HUM 2949 Co-op Work Experience** 1.00 - 3.00 Credits



Prerequisite: Faculty Advisor/Co-op Coordinator or Program Administrator 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.

#### **HUM 2950 Study Abroad in Humanities 3.00 Credits**

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or appropriate score on SPC placement test or permission of the Dean. This course, exclusively for students in the SPC Study Abroad Programs, is designed to offer topics of special interest in the humanities to students combined with actual travel and study on-site at one or more SPC Study Abroad program partners. Such course offerings include the examination of the styles and influences of music, art, architecture, theatre, religion, literature and philosophy. Specific content will vary depending on the specific study abroad program. The course includes lectures, discussions, field trips and multiple writing experiences. In addition, the course involves extensive orientation and preparation plus careful monitoring of student work and progress while studying abroad.

#### **HUN 1201 Science of Nutrition 3.00 Credits**

Prerequisite: [BSC 2086](#) or [BSC 2010](#). This course covers the basic principles of nutrition, including knowledge of the principal nutrients in foods and their utilization by the body and determining and meeting food needs for optimum health at different stages of the life span.

#### **HUS 1001 Principles and Strategies for Human Services 3.00 Credits**

Prerequisite: [REA 0017](#) or [EAP 1695](#) or a satisfactory score on the SPC Placement Test. This course is an introduction to effective helping strategies in human services. The focus is upon normalization, problem-solving skills, and the various roles and functions of the human services professional. Personal awareness as it relates to the human services field is emphasized.

#### **HUS 1013 STRATEGIES FOR BUILDING SELF ESTEEM 3 credits**

This course will assist students in integrating self-esteem principles and methods into human services practice. Students will learn and apply techniques for enhancing self-esteem and then integrate them into human services practice through a case study approach. The student will learn skills for assessing and improving their own self-concepts and also incorporate these skills into their work in the human services field. 47 contact hours

#### **HUS 1021 Problem Solving & Values Orientation 2.00 Credits**

Prerequisite: [REA 0007](#). This course will introduce the student to an overview of different theories related to the development of values and problem solving skills as they relate to work in the Human Services field. The effects of decisions on self, others and society will be examined. Through didactic and experiential learning, students will explore a variety of theories and situations.

#### **HUS 1111 Introduction to Intra and Inter-Personal Processes 3.00 Credits**

Prerequisite: ( [REA 0017](#) or [EAP 1695](#) or appropriate score on the SPC placement test ) and ( [ENC 0025](#) or appropriate score on the SPC placement test ) and Admission to: ( [HSDIS-AS: HUMAN SERVICES SOCIAL SERVICES](#) or [HSM-AS: HUMAN SERVICES ALCOHOL/SUBSTANCE ABUSE](#) or [ADS-CT: Addiction Studies](#) or [MCH-ATD: Maternal & Child Health](#) or [YDP-ATD: Youth Development Prof](#) ) and Pre or Corequisite: ( [CGS 1070](#) or Prerequisite: Computer/Information Literacy Competency requirement or Program Director approval ). This course is an introductory experience in which specific skills needed for effective human service work are examined and practiced. The focus is on the dynamics of intra and inter-personal processes.

#### **HUS 1318 DOMESTIC ABUSE AND FAMILY VIOLENCE 1 credit**

This course is designed to educate human services workers for the evaluation, counseling and outreach skills necessary for working with victims of domestic violence. The dynamics of partner violence, child abuse, elder abuse, and sexual abuse will all be explored. 17 contact hours.

#### **HUS 1320 Theories and Foundations of Crisis Intervention 1.00 Credits**

Prerequisite: [REA 0007](#). This course will provide a comprehensive overview of the history of crisis intervention and crisis theory. In addition, it will also present a comprehensive model of crisis intervention will include developing listening and understanding skills, as well as assessment approaches and interventions.

### **HUS 1353 ISSUES IN COMMUNITY HEALTH SERVICES 3 credits**

This course provides an overview of current issues and topics in community health services with a focus on health disparities (including socioeconomic status, race/ethnicity, gender, sexual orientation and age), vulnerable populations, and the social determinants of health. Students will gain an understanding of these determinants to develop strategies to improve the health of communities and populations. Topics include communication and education, foundations of health, professional responsibility, advocacy, resources, socioeconomic factors in health, social and behavioral determinants of health, access to healthcare, community/public health, the concept of community, and how we study communities/populations and the health issues they face. 47 contact hours.

### **HUS 1427 Dependent Women: Society and Addiction 2.00 Credits**

Prerequisite: [REA 0007](#). This course provides a framework for understanding the disease of addiction. Specifically, this course is designed to explore the special needs of chemically and emotionally dependent women. Students will examine societal views about, and attitudes toward dependent women. Successful models for prevention, intervention and treatment will be discussed.

### **HUS 1431 Issues in Addiction Prevention 2.00 Credits**

Prerequisite: [REA 0017](#) or [EAP 1695](#) or appropriate score on the SPC placement test and ( [ENC 0025](#) or appropriate score on the SPC placement test. ). This is a course for those individuals working in the addictions prevention field or related areas. Attention will be given various prevention strategies, their strengths and weaknesses, research findings in the field as well as their implications, and to special populations and their special needs.

### **HUS 1445 Practices for Working With Dysfunctional Family Systems 2.00 Credits**

Prerequisite: [REA 0007](#). This course focuses on the dynamics of family dysfunction including negative patterns of parental behavior, substance abuse (alcohol, drugs, etc.), physical abuse, sexual abuse, neglect, emotional abuse, and severe mental illness. The course addresses a broad spectrum of issues including the characteristics of dysfunctional families as well as the traits and characteristics of functional families. Emphasis is placed on causes, effects and roles of individuals within the family system. Through maladaptive behaviors families often develop a set of restrictions that inhibit the social and emotional growth and development of its members, particularly the children. Concepts to be addressed include: dynamics of the family system, functional versus dysfunctional families, understanding the role of dysfunction in families and the family life cycle.

### **HUS 1480 HIV/AIDS & Drug Crisis 2.00 Credits**

Prerequisite: [REA 0007](#). This course serves to increase the knowledge, awareness and skills of potential and current Human Service professionals, other professionals in related fields and interested individuals in the community regarding the Human Immunodeficiency Virus (HIV) and the AIDS syndrome in relation to the drug culture. The course provides an overview of HIV/AIDS pathology, clinical manifestations and treatment, including the psychosocial management of HIV/AIDS in the substance abusing and recovering population. Students learn about local and national agencies to enhance their ability to refer appropriately.

### **HUS 1640 Foundations of Youth Development 3.00 Credits**

Prerequisite: [DEP 2004](#) or [DEP 2102](#). This course provides an understanding of the dynamics that influence and shape youth behavior. The course emphasizes: effective verbal and non-verbal communication skills; developmental stages exclusion and inclusion, trust, and respect. The course prepares students to function as youth workers using a youth development approach in community-based, residential, group home and other youth work environments. Students will explore these concepts: developing a professional awareness of youth work; identifying and distinguishing between asset building models and deficit based models of adolescent development; and developing a capacity to design and implement programs consistent with the needs of youth in relation to available resources.

### **HUS 2200 Dynamics of Groups and Group Counseling 3.00 Credits**

Prerequisite: [HUS 1111](#) and [HUS 2302](#). This is an experiential course which reintroduces basic concepts and skills with regard to different types of groups and group dynamics. The focus is upon presentation of group facilitation techniques and the review of each student's practice sessions.

**HUS 2302 Basic Counseling Skills** 3.00 Credits

Prerequisite: [HUS 1111](#) or consent of program administrator. This course is an introductory experience in active listening skills. The focus is on viewing and processing of each student's videotaped practice counseling sessions with emphasis on basic awareness and communication skills, empathetic listening, positive regard for the client, and recognition of interference in the communication process.

**HUS 2315 Studies in Behavioral Modification** 3.00 Credits

Prerequisite: [PSY 1012](#) or consent of the program director. This course is the study of the use of basic behavior modification techniques in the human services. Emphasis is on the application of operant conditioning techniques.

**HUS 2403 ABUSED SUBSTANCES AND THEIR EFFECTS** 3 credits

This course is a comprehensive survey of abused substances and their impact on the human body and upon society. The pathophysiological effects of substance abuse are emphasized while historical, legal, medical, social, and ethical issues are reviewed. The classes of drugs examined include major and minor tranquilizers, sedatives and hypnotics, narcotics, stimulants, and hallucinogens. The primary focus will be upon heroin, cocaine, marijuana and alcohol. 47 contact hours

**HUS 2420 EVALUATION OF TREATMENT ENVIRONMENTS** 3 credits

This course is a cross-cultural, multidisciplinary examination of physical and social aspects of treatment environments and their effects on individual well-being. Professional research, empirical data, and conceptual frameworks will be emphasized. 47 contact hours

**HUS 2421 METHODS FOR IDENTIFICATION AND INTERVENTION IN SUBSTANCE ABUSE** 3 credits

This course is a comprehensive examination of methods used in the identification, intervention, and prevention of substance abuse. Symptoms and progression of substance abuse, types of abusers and special groups, various intervention techniques, and the interrelationship between the illness of substance abuse and the moral, legal, spiritual, sociological and psychological aspects will be reviewed. 47 contact hours

**HUS 2428 Treatment and Resources in Substance Abuse** 3.00 Credits

Prerequisite: [SYG 2324](#). This course is a multi-disciplinary study of various treatment methods for the substance abuser and an examination of the educational materials available to the practitioner. In addition, this course serves as a final preparatory session for those professionals who plan to successfully complete the Board Certification Examination.

**HUS 2540 Building Stronger Families and Communities** 3.00 Credits

Prerequisite: [REA 0007](#). This course provides an understanding of the essential role that human service professionals play in facilitating healthy families and communities. The effects of poverty, inequality, unemployment, child abuse, substance abuse, and domestic violence are included. The course provides strategies for empowering families to move to effective parenting; developing healthy life-styles; promoting self-esteem and self-worth; assuming responsibility; problem solving skills; resolving conflicts; identifying alternatives; and making healthy choices.

**HUS 2949 Co-op Work Experience in Human Services** 3.00 Credits

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Administrator 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. 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.

### **HUS 3321 Case Management and Problem-Solving for Human Services 3.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ). 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.

### **HUS 3370 Issues In Mental Health 3.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ) or Prerequisite: ( [DEH 3813](#) and Admission to: [DENH-BAS: Dental Hygiene](#) ). This course will examine the concepts of mental health and mental disorders from a variety of perspectives within a social context. Students will explore the incidence and prevalence of mental illnesses in the U.S., the social consequences of mental illness, such as stigma, marginalization, and isolation, barriers to care, and strategies for treatment and resolution of mental health issues and illnesses. Students will examine the role of social factors in the etiology and treatment of issues intertwined with mental health.

### **HUS 3570 Vulnerable Populations: Health and Health Care Issues 3.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ) or Prerequisite: ( [DEH 3813](#) and Admission to: [DENH-BAS: Dental Hygiene](#) ). This course presents the principles and concepts of vulnerability as it relates to health and health care. This course offers a general framework to study vulnerable populations and a comprehensive overview of risk factors for vulnerability and consequences of health disparities in the United States. Students will learn about trends and patterns of disparity that impact health care access, quality of health care and health outcomes. Students will also examine current strategies aimed at serving vulnerable populations and resolving disparities.

### **HUS 4442 Substance Abuse and the Family 3.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ) Prerequisite: Or ( [DEH 3813](#) and Admission to: [DENH-BAS: Dental Hygiene](#) ). 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.

### **HUS 4561 Social Problems and Policy 3.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: [HSA-BAS: Health Services Administration](#) ) Or ( [PPA-BS: Public Policy and Administration](#) ) Prerequisite: Or ( [DEH 3813](#) and Admission to: [DENH-BAS: Dental Hygiene](#) ). This course will survey the political and administrative context in which public policies are developed, implemented, and evaluated. Emphasis will be placed on health care, social, economic and political environments/conditions and its relationship to conceptual case/problem identification, research perspectives, practical applications and community involvement. Course content is guided by an understanding that education, communication and cooperation is now the standard and that "control" is replaced by "accountability". Topics may include long-term care, gerontology, mental health, substance abuse, homelessness, child and family programs, migration/immigration, juvenile crime and criminology.

### **IDH 2028H Honors College Capstone Seminar 1.00 Credits**

Prerequisite: Acceptance to the Honors College. This course is designed to provide transition for Honors College students as they complete their associates degrees and plan to enter bachelor's degree programs. Students in this course will present their honors research portfolios on leadership development and other research topics specific to the students' interests and future majors. This course will also present opportunities for discussion with honors faculty and other honors college students, providing a culmination of the students' experiences in the honors learning community, including service learning.

### **IDH 2029H Honors College Cornerstone Seminar 3.00 Credits**

Prerequisite: Acceptance to the Honors College or Dean's approval. This course encourages Honors College students to work on their skills in research, leadership, and community service. This course will help students work on research and leadership development by focusing on team-building, problem-solving, and critical thinking skills. This course will also present strategies such as time management, academic responsibility, and information literacy. Emphasis will be on encouraging students to become part of an active Honors College learning community where service learning is an integral part of their education.

**IDH 2634H Honors Service Learning 1.00 Credits**

Prerequisite: (Appropriate score on the SPC placement test) or (acceptance into the Honors College) or approval of program director. This course is designed to provide students with a laboratory in which learning experiences address human and community needs. This includes contribution to a real community need, research and reflection. Topics will include civic and social responsibility, service participation, critical thinking, social and cultural diversity, integration of theory and life experience, and experiential learning. The format will incorporate honors research, class discussion, and presentation honors portfolios on service-learning specific to the student's interests. 10 contact hours including in-class orientation and on-line discussion. The student must fulfill the requirement of 30 service hours in addition to written assignments. This course is repeatable with different service assignment for a maximum of three credit hours.

**IDS 1101H Honors Interdisciplinary Studies: Ancient to Renaissance 9.00 Credits**

Prerequisite: Appropriate scores on the SPC placement test or approval of the Dean. This course is an integrated survey from the origins of Western Civilization to the Renaissance period. It surveys Ancient Egyptian, Mesopotamian and Greco-Roman worlds, Judeo-Christian traditions, the Middle Ages and the Renaissance. The survey gives special consideration to the disciplines of history, literature, philosophy, art history, religious studies, and communications. This Honors course will include personalized experiences, collaborative learning opportunities, and an emphasis on the analysis and synthesis of abstract questions related to the historical period. (Students who complete Honors Interdisciplinary Studies: Ancient to Renaissance will receive credit toward the completion of the general education program for the following courses: ENC 1101H, HUM 2210H, and SPC 1017H. Each student will be required to write a minimum of 10,000 words. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**IDS 1102H Honors Interdisciplinary Studies: Baroque to Modern 9.00 Credits**

Prerequisite: ( [ENC 1101](#) and appropriate scores on SPC placement test ) or [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or approval of the Dean. This course is an integrated survey of European and American culture from the seventeenth century through the modern era. The course will emphasize the evaluation and synthesis of political, economic, social, cultural, and religious aspects of life in America as well as Europe. The survey gives specific consideration to the disciplines of history, literature, philosophy, art history, religious studies, and communication. (Students who complete IDS 1102H will receive equivalency credit for AMH 2020H, HUM 2233H, and LIT 2120H.) This course partially satisfies the writing requirements outlined in the General Education Requirements.

**IDS 1106 Interdisciplinary Studies I: Composition I and Introduction to Humanities 6.00 Credits**

Prerequisite: Dev Level 2 Writing Met and Pre or Corequisite: Dev Level 2 Reading met or Prerequisite: Appropriate scores on SPC placement test. This survey course emphasizes connections related to disciplines of history, philosophy, rhetoric, literature, and the arts. This course will include the development and analysis of abstract questions related to these disciplines through critical thinking and collaborative learning opportunities. Students who complete Interdisciplinary Studies I will receive credit toward the completion of the general education program for the following courses: ENC 1101 and HUM 1020. This course has a significant reading and writing requirement. Each student will be required to write a minimum of 8,000 words. This course partially satisfies the writing requirements outlined in the General Education Requirements. 94 contact hours.

**IDS 1111 Honors Interdisciplinary Studies: Connections and Discoveries 6.00 Credits**

Prerequisite: Appropriate scores on the SPC placement test or approval of the Dean. This survey course emphasizes connections and discoveries related to the disciplines of history, literature, philosophy, art history, religious studies, and communications. This Honors course will include collaborative learning opportunities and an emphasis on the analysis and synthesis of abstract questions related to historical periods. (Students who complete Honors Interdisciplinary Studies: Connections and Discoveries will receive credit toward the completion of the general education program for the following courses: ENC 1101H and HUM 2210H. Each student will be required to write a minimum of 8,000 words. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**IDS 1112H Honors Interdisciplinary Studies: The Modern World 6.00 Credits**

Prerequisite: ( [ENC 1101](#) and appropriate scores on SPC placement test or ) [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or approval or the Dean. This survey course emphasizes interdisciplinary study of the modern era with emphasis on history, philosophy, religion, science, technology, literature, and aesthetics. This Honors cultural studies course will include collaborative learning opportunities and an emphasis on the analysis and synthesis of central questions and ideas related to the period. Students who complete Honors

Interdisciplinary Studies: The Modern World will receive credit toward the completion of the general education program for the following courses: ENC 1102H and HUM 2233H. Each student will be required to write a minimum of 8,000 words. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**IDS 1337H Honors Interdisciplinary Studies: Modern Cultures, Global Insights 6.00 Credits**

Prerequisite: ( ENC 1101 and appropriate scores on the placement test ) or ENC 1101H or IDS 1101H or IDS 1111H or approval of the Dean. This survey course emphasizes the study of global cultures through the disciplines of history, literature, philosophy, art history, and religious studies. This Honors course will include collaborative learning opportunities and an emphasis on the analysis and synthesis of abstract questions from Modernity to the Present. (Students who complete Honors Interdisciplinary Studies: Modern Cultures, Global Insights will receive credit toward the completion of the general education program for the following courses: LIT 2120H and HUM 2270H. This course emphasizes research and composition of the interdisciplinary research paper. This course partially satisfies the writing requirements outlined in the General Education Requirements. 92 contact hours.

**IDS 1610 Interdisciplinary Studies: Literature and Psychology 6.00 Credits**

Prerequisite: ENC 1101 or ENC 1101H or IDS 1101H or IDS 1111H or approval of the Dean. This course is designed as an interdisciplinary study of literature and general psychology. The course will emphasize the evaluation and synthesis of psychological concepts (i.e., scientific methodology, major theoretical schools of thought, various approaches to interpersonal functioning, and human development). It will also examine a variety of creative, historical and scientific literature that highlights and exemplifies psychology's association with culture and language. While the course integrates substantial writing assignments, the primary aim of these assignments is a focused application of psychological concepts in regards to literature as a matter for illustration and example. (Students who complete Interdisciplinary Studies: Literature and Psychology will receive credit toward the completion of the general education program for the following courses: ENC 1102 and PSY 2012. Each student will be required to write a minimum of 8,000 words. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**IDS 2103H Honors Interdisciplinary Studies: The American Experience 6.00 Credits**

Prerequisite: ( ENC 1101 and appropriate score on the SPC placement test or ) ENC 1101H or approval of the Dean. This course is an integrated survey of the foundations of American government, history, and culture in the context of trends in globalization. It emphasizes the principle intellectual developments, perspectives and challenges which have shaped America and its global relationships. The survey gives special consideration to the disciplines of political science, history, anthropology, literature, and social systems. (Students who complete IDS 2103H will receive equivalency credit for: POS 2041H and AMH 2010H). This course partially satisfies the writing requirements outlined in the General Education Requirements.

**INR 2002 International Relations 3.00 Credits**

Prerequisite: POS 2041. This course is an introductory study of the factors that affect relations among nations, including the development of nationalism; the elements that determine national power; the formulation of foreign policy; the art of diplomacy; the history and application of international law; international economics; international organizations; militarism and war; case studies involving the above; and contemporary events in international relations. This course partially satisfies the writing requirements outlined in the General Education Requirements. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

**INR 2002H Honors International Relations 3.00 Credits**

Prerequisite: ( POS 2041 and appropriate scores on the SPC placement test or ) POS 2041H or approval of the Dean. This course is an introductory study of the factors that affect relations among nations. Through various teaching and learning methodologies, the student will become familiar with the various theories of international relations, the development of nationalism; the elements that determine national power; the formulation of foreign policy; the art of diplomacy; the history and application of international law; international economics; international organizations; militarism and war. The course will cultivate independent scholarship, active learning and enhanced student participation. This course will encourage the use of logical reasoning, in-depth analysis, and critical thinking skills when examining historical and contemporary events in international relations. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both INR 2002H and INR 2002. 47 contact hours.

**INR 2500 Model United Nations 3.00 Credits**

Prerequisite: [POS 2041](#). This course will introduce students to the history of the United Nations, the structure of the UN system, Main Bodies of the United Nations, and the role of diplomacy in solving global issues. This course places strong emphasis on research and experiential learning. Students will be encouraged to understand the blocks of states that exist in the UN and how they engage diplomatically with each other. In particular, students will be required to assume the role of a member state and understand its views with regard to a few, selected international issues. Students will develop the ability to defend their country's position towards these international issues in formal, written format as well as orally using parliamentary-styles of debate. Students will become knowledgeable not only on their assigned country but on the topics that they will be asked to analyze and discuss.

### **INR 4030 Diplomacy** 3.00 Credits

Prerequisite: Admission to the Public Policy and Administration BS Program. This course provides foundation into the principles of diplomacy on an international, national, state and local level. Emphasis will be placed on combining theoretical and practical applications addressing governments, businesses and citizen groups in the development of diplomatic techniques and the basic principles of protocol. Case studies and class exercises are employed to help students develop skills in multi-party negotiations, conflict resolution, crisis and resource allocation and decision making. Course content is guided by an understanding that the relationship between diplomacy in an era of globalization and instant communications is integral in facilitating, mitigating and dealing with the challenges we face in the 21st. century.

### **INT 1000 Fundamentals of Interpreting** 2.00 Credits

Prerequisite: [ASL 1160C](#) and [ASL 1300](#) and [INT 1941](#) and [ASL 2210C](#) Pre or Corequisite: [INT 1000L](#). This course is an overview of the profession of interpreting, its standards and settings. It covers basic understanding of the Registry of Interpreters for the Deaf (RID) Code of Ethics which governs the standards of the interpreting profession and how to apply these principles to a variety of interpreting situations as well as other central issues related to the interpreting profession.

### **INT 1000L Fundamentals Lab** 2.00 Credits

Prerequisite: [ASL 1160C](#) and [ASL 1300](#) and [INT 1941](#) and [ASL 2210C](#) Pre or Corequisite: [INT 1000](#). This course provides extensive hands-on practice to develop interpreting and transliterating skills. It includes extensive video and audio practice with different modes and sign codes.

### **INT 1200 Interactive Interpreting** 3.00 Credits

Prerequisite: [INT 1000](#) and [INT 1000L](#) and [INT 1480](#) and [INT 1231](#). This course will focus on cognitive and linguistic development in interactive interpreting and on sign to voice and voice to sign skill mastery. Situations will simulate interpreting experiences in one on one or interview settings and in small group dynamics. Emphasis will be on simultaneous interpreting; consecutive style will also be included. Focus activities include audio/video and live model demonstrations and out of class observations of certified/qualified interpreters in different settings.

### **INT 1202 Intermediate Interpreting** 2.00 Credits

Prerequisite: [INT 1000](#) and [INT 1000L](#) and [INT 1480](#) and [INT 1231](#). This course is a continuation of Fundamentals Interpreting and Fundamentals Lab. This course reinforces skill development and the principles of interpreting from the source language of English to the target language of American Sign Language (ASL). Activities will be reinforced through drill, practice, role play demonstration, and video and audio taped materials. The student will learn the techniques of self-assessment through media produced assessment and class discussion/analysis.

### **INT 1210 Transliterating** 2.00 Credits

Prerequisite: [INT 1000](#) and [INT 1000L](#) and [INT 1480](#) and [INT 1231](#). This course is a continuation of Fundamentals Interpreting and Fundamentals Lab. This course reinforces the principles of transliterating from the source language of English to the target language of signed codes of English. Activities will be reinforced through drill, practice, role play demonstration, and video and audio taped materials. The student will learn the techniques of self-assessment through media produced assessment and class discussion/analysis.

### **INT 1231 Voicing I** 3.00 Credits

Prerequisite: [ASL 1160C](#) and [ASL 1300](#) and [INT 1941](#) and [ASL 2210C](#). This course focuses on the development of primary sign to voice interpreting skills for deaf people. The course emphasis focuses on voicing from Signed English to spoken English with limited emphasis given to voice interpreting from American Sign Language (ASL) to English.

**INT 1232 Voicing II** 3.00 Credits

Prerequisite: [INT 1400](#) and [INT 1200](#) and [INT 1202](#). This course focuses on the development of more advanced voicing skills in interpreting for deaf people. Special emphasis is given to interpreting from American Sign Language to spoken English.

**INT 1400 Issues in Educational Interpreting** 2.00 Credits

Prerequisite: [INT 1000](#) and [INT 1000L](#) and [INT 1480](#) and [INT 1231](#). This course explores the role of the interpreter in the educational setting. Issues related to institutional policies, potential role conflicts, interpreter/faculty collaboration, and support service provision will be emphasized.

**INT 1480 Interpreting Specialized Topics** 3.00 Credits

Prerequisite: [ASL 1160C](#) and [ASL 1300](#) and [INT 1941](#) and [ASL 2210C](#). This course will focus on the development of vocabulary and sign equivalents in specialized settings: medical, mental health, technical, religious, educational, theatrical; and other settings as deemed appropriate by the instructor; idiomatic and multi-meaning ASL/English words will be studied.

**INT 1941 Introduction to Interpreting** 3.00 Credits

Prerequisite: [ASL 1160C](#) and [ASL 1510](#). This course provides the intermediate to advanced interpreting student with an opportunity to observe the interpreting process in various professional work situations. Students will schedule a series of individual and group observations, and discuss their practicum experiences during class. Guest speakers will also be a part of class activities.

**INT 1942 Interpreting Internship** 4.00 Credits

Prerequisite: [INT 1400](#) and [INT 1200](#) and [INT 1202](#). This course provides the advanced level interpreting student with an opportunity to participate at the entry level of the interpreting process in a variety of settings, with supervision. Students will schedule regular hours with affiliate agencies and, according to their level of interpreting skill, assist agency staff in normal duties. Supervision, observation, and evaluation will be provided by agency interpreting staff and interpreting instructors.

**ISM 3232 Applied Systems Analysis** 3.00 Credits

Prerequisite: [CGS 1100](#) and Admission to: [TMGT-BAS: Technology Development and Management](#). 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.

**ISM 4113 Software Design Methodologies** 3.00 Credits

Prerequisite: [ISM 3232](#). This course will provide the student the skills to apply software design processes and Agile methods. The student will learn essential software methodologies from initial software specification through to system evolution. The student will also master software project management essentials.

**ISM 4320 Core Security Principles** 3.00 Credits

Admission to: College of Technology or Management BAS program and Prerequisite: [ISM 4323](#). 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.



### **ISM 4321 Strategic Cyber Security Enforcement 3.00 Credits**

Admission to: [TMGT-BAS: Technology Development and Management](#) and Prerequisite: [ISM 4330](#). This course is designed as an introduction to strategic cybersecurity enforcement topics. Students will learn how to identify, understand and research policies, issues, and vulnerabilities in cybersecurity. Major topics covered include; Homeland security, foreign and domestic cybersecurity policies, current and emerging cybersecurity issues, and research and development efforts. 47 contact hours.

### **ISM 4547 Data Analytics Management 3.00 Credits**

Admission to: [TMGT-BAS: Technology Development and Management](#) and Prerequisite: [ISM 4545](#). This course is designed to introduce students to data analysis concepts and provide students with an understanding of data interpretation and its practical application in the management of a business. The course also covers a variety of tools used for data analysis and gives the student an understanding of how to obtain and manipulate data for use, and exploration of common analytical techniques.

### **ISM 4548 Web Analytics 3.00 Credits**

Prerequisite: [ISM 4545](#). This course covers online data concepts and teaches students how to search, retrieve, visualize, and analyze online quality data from social networks and social media, website usage, and clickstream data. Students will also learn to use key metrics to assess goals and return on investment, and will perform social network analysis to identify key social actors, subgroups, and network properties in social media.

### **ISM 4915 Senior Capstone Project 3.00 Credits**

Prerequisite: The student must have completed all major (core) courses in the Technology Development and Management Program with a C or better. This is the capstone course for the Technology Development and 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 case study and address the problem in detail.

### **JOU 2100 Journalistic Writing and Reporting 3.00 Credits**

Prerequisite: [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#). This course is an introduction to the profession of journalism and to the theory and practice of writing news. Students are given practical experience in gathering news and in writing and copyreading both news and feature stories. Student needs and demand determine the emphasis on grammar and usage. This course has a substantial writing requirement.

### **LAE 2000 Language and Literacy Development in Young Children 3.00 Credits**

Prerequisite: [EEC 1603](#). This course is an introductory study of speech and language development from birth to eight years of age. Emphasis is on the application of language arts activities in early childhood settings. This course requires 15 field experience hours in early childhood care and education settings.

### **LAE 4414 Language Arts for Prekindergarten / Primary Education 3.00 Credits**

Prerequisite: [EEC 3204](#) or Pre or Corequisite: [EEC 3204](#) and Admission to: [EDST-BS: Educational Studies With Subplans in Interdisciplinary Studies or Preschool Education \(Birth to Age 4\)](#). 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.

### **LEI 1401 Parks and Leisure Service Program Design 3.00 Credits**

Prerequisite: [LEI 1005](#) Pre or Corequisite: [DEP 2004](#). This course fosters an understanding of principles and methods of parks and leisure program design and operation. Students will apply the processes of goal and objective technology, and selection and sequencing activities in creating program designs appropriate to different venues.

**LEI 1404C Applied Parks and Leisure Program Design 3.00 Credits**

Prerequisite: [LEI 1401](#). This course provides students with a comprehensive hands-on experience in parks and leisure services programming and implementation. 47 class hours and 16 hours in a supervised recreational setting.

**LEI 2949 Co-op Work Experience 1.00 - 3.00 Credits**

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Administrator 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.

**LIS 1002H Honors Advanced Electronic Research Strategies for College Students 1.00 Credits**

Prerequisite: (Appropriate score on the SPC placement test) or (acceptance into the Honors College) or (approval of the program director). This course will refine information literacy skills and create the foundation for lifelong learning. It introduces the honors student to advanced concepts of information retrieval, relevant techniques for accessing, collecting and synthesizing information and essential components of computer and information ethics and security. Emphasizing critical thinking and research skills, this course develops the student's abilities to become an independent researcher. Credit is not given for both LIS 1002H and LIS 1002.

**LIT 2090 Contemporary Literature 3.00 Credits**

Prerequisite: [ENC 1101](#) or appropriate score on the SPC placement test. This course is a multicultural study of representative nonfiction and fiction since 1980. Emphasis is on the issues and ideas that have shaped contemporary society. This course has a substantial writing requirement.

**LIT 2110 Honors World Literature I (Ancient World through Renaissance) 3.00 Credits**

Prerequisite: ( [ENC 1101](#) and appropriate score on SPC placement test or ) [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or Approval of the Dean. This course is designed to study the major poetry, fiction, drama, and essays of world literature from the Ancients through the Renaissance. Emphasis is placed on the intellectual and moral issues in literature that unite humankind despite differences in time, place, and language. This honors course will include personalized experiences, collaborative learning experiences and an emphasis on analysis and synthesis of abstract questions relating to world literature. This course also stresses methods of research and emphasizes writing research-based papers, including literary interpretation and critical analysis using primary and secondary sources. Independent research and interdisciplinary connections are encouraged for students to make connections to other related areas of humanities, philosophy and literature in the Honors Program. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both LIT 2110 and LIT 2110H.

**LIT 2110 World Literature I (Ancient World Through Renaissance) 3.00 Credits**

Prerequisite: [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or appropriate score on SPC placement test. This course is designed to study the major poetry, fiction, drama, and essays of world literature from the Ancients through the Renaissance. Emphasis is on the intellectual and moral issues in literature that unite humankind despite differences in time, place, and language. This course also emphasizes methods of library research and composition of the research paper and the paper of literary interpretation. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both LIT 2110 and LIT 2110H. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

**LIT 2120 Honors World Literature II (Renaissance to the Present) 3.00 Credits**

Prerequisite: ( [ENC 1101](#) and appropriate scores on the SPC placement test or ) [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or approval of the Dean. This course is designed to study the major poetry, fiction, drama, and essays of world literature from the Renaissance to the present. Emphasis is on the intellectual, philosophical, and cultural issues in literature that unite humankind despite differences in time, place, and language. This course also emphasizes methods of library research and the writing of a research paper and a paper

of literary interpretation. This honors course will include personalized experiences, collaborative learning experiences and an emphasis on analysis and synthesis of abstract questions relating to world literature. It will also explore alternative modes of literature represented by media adaptations of works of literature. Students will investigate global perspectives and discussion on political, social and cultural issues as they appear in world literature from the Renaissance to the present. This course partially satisfies the writing requirements as outlined in the General Education Requirements. LIT 2110H is not a prerequisite for this course. Credit is only given for LIT 2120H or LIT 2120 or IDS 1102H.

### **LIT 2120 World Literature II (Renaissance to the Present) 3.00 Credits**

Prerequisite: [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) or appropriate score on the placement test. This is a course designed to study the major poetry, fiction, drama, and essays world literature from the Renaissance to the present. Emphasis is on the intellectual, philosophical, and cultural issues in literature that unite humankind despite differences in time, place, and language. This course also emphasizes research and composition of the research paper and the essay of literary interpretation. This course partially satisfies the writing requirements outlined in the General Education Requirements. World Literature I is not a prerequisite for this course. Credit is only given for LIT 2120 or LIT 2120H or IDS 1102H. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

### **LIT 2380 Introduction to Women Writers 3.00 Credits**

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or satisfactory score on the placement test. This course is an introductory study of representative works of women authors. Emphasis will be placed on the issues that have shaped, or arisen from, the literary contributions of women in world societies. This course has a substantial writing requirement.

### **MAC 1105 College Algebra 3.00 Credits**

Prerequisite: [MAT 1033](#) or Other: appropriate score on the SPC mathematics placement test. Major topics include: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions and equations; systems of equations and inequalities; applications such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay. (Credit is not given for both MAC 1105 and MAC 1106).

### **MAC 1106 Combined College Algebra/Pre-Calculus 5.00 Credits**

Prerequisite: [MAT 1033](#) or appropriate score on the SPC mathematics placement test. This course covers major topics to include: function and relations including domain and range, operations on functions, and inverse functions; polynomial, rational and other algebraic functions, their properties and graphs; polynomial, absolute value, and rational equations and inequalities; exponential and logarithmic functions, their properties and graphs; solving systems of equations and inequalities, matrices, and determinants; piecewise-defined functions; conic sections; sequences and series; applications such as curve fitting, modeling, optimization, and exponential and logarithmic growth and decay; mathematical induction; binomial theorem and applications. Credit is not given for both MAC 1106 and either MAC 1105 or 1140.

### **MAC 1114 Trigonometry 3.00 Credits**

Prerequisite: [MAC 1105](#) or [MAC 1106](#) or appropriate score on the SPC mathematics placement test or program director approval. This course is a study of trigonometry with emphasis on circular functions. Major topics include: trigonometric and circular functions, inverse trigonometric functions, identities, equations, solution of triangles, complex numbers, vectors, parametric equations, polar coordinates and applications. MAC 1114 may be taken concurrently with MAC 1140. (Credit is not given for both MAC 1114 and MAC 1147.)

### **MAC 1140 Pre-Calculus Algebra 3.00 Credits**

Prerequisite: [MAC 1105](#) or appropriate score on mathematics placement test or program director approval. Major topics include: polynomial, rational and other algebraic functions, their properties and graphs; polynomial and rational inequalities; exponential and logarithmic functions, their properties and graphs; piecewise-defined functions; conic sections; matrices and determinants; sequences and series; mathematical induction; binomial theorem and applications. Credit is not given for both MAC 1140 and MAC 1106 or MAC 1140 and MAC 1147. May be taken concurrently with MAC 1114. 47 contact hours.

### **MAC 1147 Pre-Calculus Algebra/Trigonometry 5.00 Credits**

Prerequisite: High school trigonometry and [MAC 1105](#) or appropriate score on the SPC mathematics placement test. This is an accelerated course covering the topics of both MAC 1140 and MAC 1114 in a single session and is intended primarily for the student who plans to take MAC 2311-2313. Major topics in algebra include: polynomial, rational and other algebraic functions, their properties and graphs; polynomial and rational inequalities; exponential and logarithmic functions, their properties and graphs; piecewise-defined functions; conic sections, matrices and determinants; sequences and series; mathematical induction, binomial theorem and applications. The trigonometry has emphasis on circular functions. Major topics in trigonometry include: trigonometric functions, their properties and graphs; inverse trigonometric equations; solutions of triangles; vector algebra; parametric equations; polar coordinates; applications. Credit is only given for MAC 1147 or MAC 1140 or MAC 1114.

### **MAC 2233 Applied Calculus I 3.00 Credits**

Prerequisite: [MAC 1105](#) or [MAC 1106](#) or Other: satisfactory score on the SPC mathematics placement test or program director approval. This course is a geometric and heuristic approach to calculus: differentiation and integration of algebraic and exponential, and logarithmic functions, applications to graphing, marginal analysis, optimization and areas. This course cannot be used to satisfy requirements of students majoring in mathematics or engineering. Credit is only given for MAC 2233 or MAC 2311 or MAC 2311H.

### **MAC 2234 Applied Calculus II 3.00 Credits**

Prerequisite: [MAC 2233](#) or appropriate score on the SPC mathematics placement test. This course is designed to follow MAC 2233 and includes topics from integral calculus, partial differentiation, and double integration. Emphasis is placed on applications in ecology, economics, geometry, physical sciences and business. (Credit is not given for both MAC 2234 and MAC 2312.)

### **MAC 2311 Calculus with Analytic Geometry I 5.00 Credits**

Prerequisite: ( [MAC 1106](#) and [MAC 1114](#) ) or ( [MAC 1140](#) and [MAC 1114](#) ) or ( [MAC 1147](#) ) or satisfactory score on the SPC mathematics placement test or program director approval. In this first course the topics include limits and continuity, the derivative of algebraic, trigonometric, logarithmic and exponential functions, implicit differentiation, applications of the derivative, differentials, indefinite and definite integrals, and applications of exponential functions. Credit is only given for MAC 2311 or MAC 2311H or MAC 2233.

### **MAC 2311H Honors Calculus with Analytic Geometry I 5.00 Credits**

Prerequisite: ( [MAC 1140](#) and [MAC 1114](#) ) or ( [MAC 1106](#) and [MAC 1114](#) ) or ( [MAC 1147](#) ) or ( acceptance into the Honors College or ) approval of the program director. In this first course the topics include limits and continuity, the derivative of algebraic, trigonometric, logarithmic and exponential functions, implicit differentiation, applications of the derivative, differentials, indefinite and definite integrals, and applications of exponential functions. Credit is only given for MAC 2311H or MAC 2311 or MAC 2233.

### **MAC 2312 Calculus with Analytic Geometry II 5.00 Credits**

Prerequisite: [MAC 2311](#) or satisfactory score on the mathematics placement test. This course is designed to follow Calculus with Analytic Geometry I. Topics include inverse trigonometric functions, hyperbolic and inverse hyperbolic functions, areas, volumes, centroids, work, fluid pressure, length of arc, trigonometric integrals, integration techniques, polar coordinates, indeterminate forms, improper integrals, infinite series, plane curves, parametric equations, conic sections, and computer work. (Credit is not also given for MAC 2234.)

### **MAC 2313 Calculus with Analytic Geometry III 4.00 Credits**

Prerequisite: [MAC 2312](#) or appropriate score on the SPC mathematics placement test. This course is designed to follow Calculus with Analytic Geometry II. Topics include vectors in the plane and space, three-dimensional surfaces, various coordinate systems, vector-valued functions, differential calculus of functions of several variables, gradients, directional derivatives, applications of partial derivatives, multiple integration, vector analysis, line integrals, surface integrals and applications.

### **MAD 2104 Discrete Mathematics 3.00 Credits**

Prerequisite: [MAC 2311](#) or consent of instructor. This course is designed for those students who are majoring in computer science, engineering, mathematics and other highly technical fields. Topics include formal logic, set theory, combinatorics, mathematical induction, relations and functions, recursion, and graph theory.

**MAD 3107 Discrete Mathematical Structures 3.00 Credits**

Prerequisite: [MAC 2311](#) or [MAC 2311H](#). This course is designed to give 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 proofs and proof techniques, direct proof, proof by cases, proof using the contrapositive, proof by contradiction, proof by counterexample, mathematical induction, logical arguments, sets and relations including equivalence relations and partial orders, functions and their inverses and compositions, recursion and recurrence relations, probability, counting principles, permutations, combinations, graph theory, and trees. Special emphasis will be placed on mathematical reasoning. (Credit is not also given for MAD 2104.)

**MAE 3823 Connections Through Algebraic Thinking 4.00 Credits**

Admission to: [MGMED-BS: Middle Grades Mathematics Education \(5-9\)](#) and Prerequisite: ( [DEP 3305](#) or Pre or Corequisite: [EDF 3214](#) ). 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. 60 contact hours.

**MAE 4642 Assessing Cognitive and Affective Issues in Learning Mathematics 2.00 Credits**

Admission to: [MGMED-BS: Middle Grades Mathematics Education \(5-9\)](#) and Prerequisite: [EDF 3214](#) or [DEP 3305](#) or Admission to: ( [MTSED-BS: Secondary Education Mathematics \(6-12\)](#) and Prerequisite: [EDF 3214](#) or [DEP 3305](#) ). This course is designed for students who are majoring in mathematics education and who will be obtaining teacher certification in grades 5 -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 subject matter competencies and pedagogy pertinent to the discipline and Common Core State Standards and required for certification.

**MAE 4940 Internship: Secondary Mathematics Education 6-12 12.00 Credits**

Prerequisite: Successful completion of all Secondary Mathematics 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 Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full time internship in a 6-12 school setting as approved by the College of Education. Teacher candidates must assume full-day teaching duties for a minimum of six weeks during the fifteen week internship. The internship also includes mandatory on-campus seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

**MAN 2582 Introduction to Project Management 3.00 Credits**

Prerequisite: Basic computer literacy and college level math skills are suggested. This course introduces the basic terminology and concepts of Project Management. Students will become familiar with project scope definition, planning, estimating techniques, staffing and scheduling. Students will develop project plans, write project status reports, and conduct project status meetings. Features of Project Management software will be covered; students will learn an example software package, and use it to develop project plans.

**MAN 2604 Intercultural Relations in Business 3.00 Credits**

Prerequisite: [REA 0007](#). This course examines intercultural communication from a business perspective. Students will study facets of communication differences in various cultures. Emphasis is on increasing understanding of cultural issues that affect communication effectiveness in international business, with particular attention to four major current and emerging trade partners: Mexico, Germany, Japan and Russia.

**MAN 3504 Operations Management 3.00 Credits**

Prerequisite: [CGS 1100](#) and Admission to: [BANK-BAS: Banking](#) or [BUS-BS: Business Administration](#) or [INTBUS-BAS: International Business](#) or [MGTORG-BAS: Management and Organizational Leadership](#) or [SUSMGT-BAS: Sustainability Management](#) or [TMGT-BAS: Technology Development and Management](#) or [BTEED-BS: Business Technology Education \(6-12\)](#) or [EDST-BS: Educational Studies With Subplans in Interdisciplinary Studies or Preschool Education \(Birth to Age 4\)](#). This course helps the student understand the decision science used to tackle problems across the entire enterprise in order to improve productivity and quality across complex and dynamic systems. Students learn ten strategic operations management decisions and the role operations management has in creating a competitive advantage in service and manufacturing organizations. Students will understand how to identify key factors impacting decisions and will be exposed to analytical tools to aid in decision making.

#### **MAN 3593 Logistics Management 3.00 Credits**

Prerequisite: [MAN 3504](#) and Admission to: [BUS-BS: Business Administration](#) or [INTBUS-BAS: International Business](#) or [MGTORG-BAS: Management and Organizational Leadership](#). 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.

#### **MAN 3784 Sustainability in the Natural Environment 3.00 Credits**

Prerequisite: General Education science requirement (Environmental Science, Chemistry, Biology, Tropical Ecology, Earth Science, Geology, Meteorology, or Oceanography) and Admission to: [SUSMGT-BAS: Sustainability Management](#). 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.

#### **MAN 3949 Cooperative Work Experience 3.00 Credits**

Admission to: [BANK-BAS: Banking](#) or [BUS-BS: Business Administration](#) or [INTBUS-BAS: International Business](#) or [MGTORG-BAS: Management and Organizational Leadership](#) or [SUSMGT-BAS: Sustainability Management](#) Prerequisite: Senior standing and faculty advisor/co-op coordinator or Dean's approval. This course is designed for students who want to gain experience in their field of study. Students can only earn credit at their current work place as long as the co-op is in an area unrelated to their current job duties. Students will be required to complete a portfolio and make a presentation to earn this 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 4520 Quality Management (Six Sigma) 3.00 Credits**

Prerequisite: [MAN 3504](#) or [PLA 1763](#) 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.

#### **MAN 4534 Business Architecture and Process Modeling 3.00 Credits**

Prerequisite: ( [MAN 3504](#) and Admission to: [TMGT-BAS: Technology Development and Management](#) or [BUS-BS: Business Administration](#) ) or Prerequisite: ( [HSA 4191](#) and Admission to: [HSA-BAS: Health Services Administration](#). 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.

#### **MAN 4570 International Procurement & Outsourcing 3.00 Credits**

Prerequisite: [MAN 3504](#) and Admission to: [BUS-BS: Business Administration](#) or [TMGT-BAS: Technology Development and Management](#) or [INTBUS-BAS: International Business](#). Today's organizations purchase or outsource a number of products, processes, and/or services to support strategic, tactical, and operating decisions across their value chain or supply chain. This course presents the basic concepts, principles, and techniques of procurement and outsourcing best practices used for various products, processes, and services. These decisions have strategic importance in helping organizations to create a competitive advantage by improving their value chains. Emphasis will be placed on students developing a basic knowledge and skill set centered on real themes, demands, applications, best practices, and opportunities in today's evolving and dynamic international business environment.

#### **MAN 4583 Project Management 3.00 Credits**

Prerequisite: [MAN 3503](#) and Admission to: an SPC baccalaureate program or baccalaureate certificate. This course intends to build on introductory project management skills to form a solid grounding in the nine project management knowledge areas and five process groups as detailed by the Project Management Body of Knowledge (PMBOK). This industry independent learning within the project arena includes the following topics: initiating, planning, executing, monitoring and controlling, closing, integration management, scope management, time management, cost management, quality management, human resource management, communication management, risk management, and procurement management. Cost, scope, quality, and procurement receive special emphasis in this course. Students will align the topics to strive for the attainment of project objectives within the agreed limits of resources.

#### **MAN 4725 Policy and Strategy 3.00 Credits**

Admission to: [BUS-BS: Business Administration](#) and Prerequisite: completion of all major (core) courses in the Business Administration BS Program and departmental permission. 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 strategy to solve a problem dealing with current management, marketing, and financial issues. This course is the Capstone course before graduation. This is a 16 week course offered in fall and/or spring semesters only.

#### **MAN 4781 Sustainable Business Strategies 3.00 Credits**

Admission to: [SUSMGT-BAS: Sustainability Management](#) or [BUS-BS: Business Administration](#) and Prerequisite: [MAN 3786](#). 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.

#### **MAN 4783 Sustainable Budget Management Triple Bottom Line Analysis 3.00 Credits**

Prerequisite: [MAN 3786](#) and [MAN 3781](#) and Admission to: [SUSMGT-BAS: Sustainability Management](#). 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.

#### **MAN 4862 Advancement Strategies for Not-For-Profit (NFP) Success 3.00 Credits**

Prerequisite: [MAN 3861](#) and Admission to: [MGTORG-BAS: Management and Organizational Leadership](#) or Prerequisite: 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.

#### **MAN 4883 Project Management Specialization 1.00 Credits**

Prerequisite: [MAN 4583](#) or Other: Project Management Institute Certificate (or equivalent) or Admission to: [PRJMGT-CT: Project Management](#) or [MGTORG-BAS: Management and Organizational Leadership](#) or [BUS-BS: Business Administration](#) or [TMGT-BAS: Technology Development and Management](#). These courses intend to build general project management knowledge by offering a range of single credit courses that fit into two categories (a) a range of specialized capabilities relating to specific industries, and (b) a range of new and advanced topics that have proven important to the project management field. Students may take the course multiple times to a maximum of nine. Degree and certificate requirements will accept three credits from this course, subject to not repeating any course topics.

#### **MAN 4885 Complex and Advanced Projects 3.00 Credits**

Prerequisite: [MAN 4583](#) and Admission to: [MGTORG-BAS: Management and Organizational Leadership](#) or [BUS-BS: Business Administration](#) or [TMGT-BAS: Technology Development and Management](#) or [PRJMGT-CT: Project Management](#) Pre or Corequisite: [MAN 4881](#) and [MAN 4741](#). This course intends to build on a thorough project management foundation to include a detailed insight into large projects, projects with diversified stakeholders, multi-location, and international projects. Topics include the related insights such

as portfolio theory and information economics that are required to enhance previous learning to extend to project portfolio management and project management office functions.

**MAN 4900 Senior Capstone Project in Management and Organizational Leadership 3.00 Credits**

Admission to: The student must have completed all major (core) courses, with a grade of "C" or better or Prerequisite: 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.

**MAN 4902 Senior Capstone Project in Sustainability Management 3.00 Credits**

Admission to: The student must have completed all major (core) courses, with a grade of "C" or better or Prerequisite: 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 term 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 terms only.

**MAN 4910 Senior Capstone Project in Banking 3.00 Credits**

Prerequisite: Student must have completed all major (core) courses in the Banking BAS Program or have completed all core and Banking subplan courses in the Business Administration BS 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.

**MAN 4934 Senior Capstone Project in International Business 3.00 Credits**

Prerequisite: Completion of intermediate foreign language requirement and Admission to: completion of all major (core) courses or Prerequisite: 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.

**MAN 4940 Internship 1.00 - 3.00 Credits**

Prerequisite: Approval of the College-wide Internship Office. This course provides the student with a supervised, practical learning experience in a work setting that is relevant to his/her program of study. Through course assignments and workplace projects the student will apply, connect, and extend academic theory and competencies for the purpose of building professional skills and affiliations. The course is repeatable, and students may take up to 3 credits.

**MAP 2302 Differential Equations 3.00 Credits**

Prerequisite: [MAC 2312](#) or satisfactory score on the Mathematics placement test. This course covers the basic methods and fundamental theorems of ordinary differential equations with applications in the natural sciences and engineering. Topics are the following: solutions of first order differential equations of types; namely separable, exact, homogeneous, linear, Bernoulli; solutions of nth order linear differential equations; solutions by series; Laplace transforms; and systems of linear differential equations.

**MAR 2321 Advertising 3.00 Credits**

Prerequisite: [REA 0007](#). This course presents a comprehensive overview, from a managerial viewpoint, of the field of advertising and shows the relationship of advertising to history, economics, marketing, social institutions, and customer psychology. Included in the study are sales promotion, media organization, marketing functioning, brand promotion, and analysis of consumer behavior, budgeting, legislation and regulations. The course culminates with the student planning an advertising campaign.



### **MAR 2940 Marketing Internship** 1.00 - 4.00 Credits

Prerequisite: Academic Department Coordinator/Chair Approval. This course is to be taken after the student has completed 9 credit hours in their major field of study. The purpose of this course is to allow students a "real world" experience with major-related, supervised, evaluated practical 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 four per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. This course may be repeated for a total of 4 credits.

### **MAR 3334 Marketing Promotions** 3.00 Credits

Prerequisite: [MAR 3802](#) and Admission to: [BUS-BS: Business Administration](#). Today's ever competitive global marketplace consists of a complex set of dynamics and competitors all trying to garner the attention of the same buyers in a rapidly changing retail environment. This course focuses solely on the promotional role of marketing, and will illustrate the numerous aspects, tools, techniques and approaches involved with consumer marketing communications. Included will be an analysis of issues and approaches surrounding the use of: advertising, public relations, event marketing, direct response marketing, sales promotions, personal selling, and electronic marketing. Special attention will be offered to the integration & evaluation of these promotional practices, as well as their market-effectiveness.

### **MAR 4424 International Marketing** 3.00 Credits

Prerequisite: [MAR 3802](#) and Admission to: ( [BUS-BS: Business Administration](#) or [INTBUS-BAS: International Business](#) ). This course focuses on addressing the issues and strategies of managing the marketing function in transnational firms. International Marketing is a comprehensive course in global marketing tactics and approaches focusing on the "fundamental" of global marketing issues and strategies (including strategic alliances), social and cultural environments, and the strategic implications of market entry and expansion in developing a multinational marketing function in global enterprises.

### **MAR 4613 Marketing Research** 3.00 Credits

Admission to: [MGTORG-BAS: Management and Organizational Leadership](#) or [INTBUS-BAS: International Business](#) or [BUS-BS: Business Administration](#) or Prerequisite: 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.

### **MAR 4841 Services Marketing** 3.00 Credits

Prerequisite: [MAR 3802](#) and Admission to: [BUS-BS: Business Administration](#). Over the years, the marketplace has transitioned from a manufacturing-based economy (early-to-mid 1900's) to a service-based economy. At present, approximately 80% of domestic GDP, and a commanding 64% of global GDP are in fact derived from service-based market offerings; not tangible goods. Services require a unique approach to their design, development, pricing, promotion, and marketing management approach, including an "extended" 7-P's marketing mix inclusive of People, Processes and Physical Environment.

### **MAS 3105 Linear Algebra with Applications** 4.00 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 development of algebraic reasoning abilities in analyzing conceptual relationships. (Credit is not also given for MAS 2103.)

### **MAS 4203 Number Theory** 3.00 Credits

Prerequisite: [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 is required for Mathematics Education majors.

### **MAS 4301 Introductory Abstract Algebra 3.00 Credits**

Prerequisite: [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 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.

### **MAT 0018 Development Mathematics I 3.00 - 3.00 Credits**

Prerequisite: Appropriate score on the SPC mathematics placement test. College Preparatory credits (0### designations) may not be used towards graduation credits or to satisfy degree requirements. This is the first course in the college-preparatory two-course sequence (MAT 0018 and MAT 0028) designed to prepare students for college-level mathematics courses. This course is a study of the basic skills and concepts of pre-algebra from the point of view of the college student who needs an understanding of pre-algebra. Major topics include operations with integers, fractions, decimals, percents, geometric figures and their measures (including application problems), and other pre-algebra topics. A minimum course grade average of C (minimum 70% accuracy) is required for successful completion. This course does not apply toward mathematics requirements in general education or toward any associate degree.

### **MAT 0022 DEVELOPMENTAL MATHEMATICS 5 credits**

This is a course in the college-preparatory sequence that combines the objectives of both MAT 0018 and MAT 0028 and is designed to prepare students for college-level mathematics courses. This course is a study of the basic skills and concepts of basic algebra from the view of a college student who needs an understanding of basic algebra. Major topics include operations with integers, fractions, decimals, percents, geometric figures and their measures (including application problems), and other pre-algebra topics, and operations with signed rational numbers, simple linear equations and inequalities in one variable, operations on polynomials (including beginning techniques of factoring), integer exponents, brief introduction to radicals, introduction to graphing, applications, and other elementary algebra topics. 77 contact hours

### **MAT 0028 Development Mathematics II 4.00 - 4.00 Credits**

Prerequisite: [MAT 0018](#) or appropriate score on the SPC mathematics placement test. This is the second course in the college-preparatory two-course sequence (MAT 0018 and MAT 0028) designed to prepare students for college-level mathematics courses. This course is a study of the basic skills and concepts of basic algebra from the view of a college student who needs an understanding of basic algebra. Major topics include operations on signed rational numbers, simple linear equations and inequalities in one variable, operations on polynomials (including beginning techniques of factoring), integer exponents, brief introduction to radicals, introduction to graphing, applications, and other basic algebra topics. A minimum course grade average of C (minimum 70% accuracy) is required for successful completion. This course does not apply toward mathematics requirements in general education or toward any associate degree.

### **MAT 0056 Elementary Algebra-My Bridge to Success 2.00 Credits**

Prerequisite: Appropriate score on the SPC mathematics placement test or permission of a Mathematics Department program administrator. This flexible entry/exit college preparatory course is designed to improve the basic skills and concepts of elementary algebra from the view of a college student who needs an understanding of basic algebra. Course strategies will include one-on-one instruction, small group instruction, and computer instruction in a lab setting. A diagnostic assessment will determine placement into course modules as well as exit requirements. This course is intended to prepare students for successful entry into college-level course work.

### **MAT 1033 Intermediate Algebra 3.00 Credits**

Prerequisite: Appropriate math score on the SPC placement test or completion of required developmental education coursework. Major topics include: factoring, algebraic fractions, radicals and rational exponents, complex numbers, quadratic equations, rational

equations, linear equations and inequalities in two variables and their graphs, systems of linear equations and inequalities, introduction to functions, and applications.

**MCB 2010 Microbiology** 3.00 Credits

Prerequisite: ( [BSC 2086](#) and [BSC 2086L](#) ) or ( [BSC 2010](#) and [BSC 2010](#) ) Pre or Corequisite: [MCB 2010L](#). Microbiology consists of the study of microorganisms and their role in our environment from a cellular and molecular point of view. Topics include microbial cell biology, microbial genetics, classification, identification, microbe-host interactions, antimicrobial agents, microbial control, and infectious disease.

**MCB 3020 Microbiology** 3.00 Credits

Prerequisite: [BSC 2011](#) and [BSC 2011L](#) and [CHM 2210](#) and [CHM 2210L](#) and Pre or Corequisite: [MCB 3020](#). Microbiology is the study of organisms and agents too small to be seen clearly by the unaided eye. Topics will include microbial metabolism, nutrition, growth and control, molecular biology and microbial genetics, diversity of the microbial world, microbial ecology, microbial diseases and host defenses.

**MCB 3020 Microbiology Lab** 1.00 Credits

Prerequisite: [BSC 2011](#) and [BSC 2011L](#) and [CHM 2210](#) and [CHM 2210L](#) and Pre or Corequisite: [MCB 3020](#). Microbiology is the study of organisms and agents too small to be seen clearly by the unaided eye. This laboratory course will consist of experiments that include the application of fundamental techniques used in isolation, cultivation and identification of microorganisms and using microorganisms to study current topics in biotechnology.

**MET 2010 Introductory Meteorology** 3.00 Credits

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ) or appropriate scores on the SPC placement test. This course is a survey of the basic laws governing atmospheric structure, atmospheric motions, weather processes and weather systems.

**MGF 1106 Mathematics for Liberal Arts I** 3.00 Credits

Prerequisite: [MAT 1033](#) or [MAT 1100](#) or Other: appropriate score on the SPC mathematics placement test. This course is a general survey course in mathematics and covers a number of traditional, independent topics and will include topics related to mathematical logic, sets and systematic counting, probability, statistics, geometry and critical thinking skills. This course satisfies three credits of the mathematics requirements outlined in the General Education Requirements, but is not a prerequisite to any other mathematics course. (Credit will be given only for MGF 1113 or MGF 1106.)

**MGF 1107 Mathematics for Liberal Arts II** 3.00 Credits

Prerequisite: [MAT 1033](#) or [MAT 1100](#) or appropriate score on the SPC mathematics placement test. This course presents topics demonstrating the beauty and utility of mathematics to the general student population and to provide knowledge and skills useful for college, life, and career. The course will include topics related to patterns and reasoning, growth and symmetry, linear and exponential growth, and personal finance; mathematical connections with music, art, architecture and nature will be explored. History of mathematics, critical thinking skills, problem solving strategies and appropriate use of technology will be used throughout the course. This course satisfies three credits of the mathematics requirements outlined in the General Education Requirements, but is not a prerequisite to any other mathematics course. (MGF 1106 and MGF 1107 may be taken concurrently.)

**MGF 1108H Honors Mathematical Ideas and Explorations** 3.00 Credits

Prerequisite: [MAT 1033](#) or [MAT 1100](#) or appropriate score on the SPC placement test. The curriculum is designed to provide the student with the knowledge and skills useful for college, life and career. The course will involve problem-based learning about topics that cross disciplines. These topics include probability, statistics, geometry, modeling, and mathematical connections with music, art, architecture, nature and the business world. Critical thinking skills, problem solving strategies and appropriate use of technology will be used throughout the course.

**MHF 4404 Perspectives in Mathematics** 3.00 Credits

Prerequisite: [MAC 2311](#). This course is designed for students who have an interest in the history of mathematics. This course consists of readings in the history and philosophy of mathematics and in current issues involving mathematics and society. Contributions from mathematicians such as Archimedes, Cardan, Descartes, Diophantus, Euler, Fermat, Galileo, Gauss, Leibniz, al Khwarizmi, Newton, Noether and Ramanujan are discussed. Emphasis is given to how mathematics relates across disciplines as well as mathematical connections within the discipline.

#### **MLT 1022 Introduction to Clinical Laboratory Science 2.00 Credits**

Prerequisite: [ENC 1101](#) and one college level Math course with a MAC, MGF, MTG or STA prefix and [CHM 1025](#) and [CHM 1025L](#) and [BSC 2010](#) and [BSC 2010](#) or permission of the program director. This course will provide the student with an introduction to the field of clinical laboratory science. Topics include medical terminology, laboratory organization, certification and licensure, professional ethics, communication, research skills, and laboratory safety. HIV/AIDS and Prevention of Medical Errors will be presented as required by the State of Florida for initial licensure.

#### **MLT 1040 Phlebotomy 1.00 Credits**

Pre or Corequisite: [MLT 1022](#) or Prerequisite: permission of the program director. This course is a study of methods of obtaining blood specimens for laboratory analysis. Topics include phlebotomy equipment; venipuncture and skin puncture techniques; infection control; quality assurance; and professional, ethical and legal considerations related to blood drawing.

#### **MLT 1610 Clinical Chemistry 4.00 Credits**

Prerequisite: [MLT 1022](#) or permission of the program director Pre or Corequisite: [MLT 1610L](#). This course is a study of the fundamental principles of clinical chemistry. Topics include carbohydrates, lipids, proteins, enzymes, hormones, electrolytes, minerals, blood gases, and drugs, with an emphasis on analytical procedures and clinical correlations.

#### **MLT 2150 Clinical Correlations 3.00 Credits**

Prerequisite: ( [MLT 2809L](#) and [MLT 2811L](#) and [MLT 2807L](#) and [MLT 2810L](#) or ) Pre or Corequisite: ( [MLT 2809L](#) and [MLT 2811L](#) and [MLT 2807L](#) and [MLT 2810L](#) ) or Prerequisite: permission of the program director. This course is the capstone course for the Medical Laboratory Technology Program and is designed to prepare students for career entry. Students gain experience in critical thinking and application of the body of professional knowledge through an interdisciplinary case study approach. Employability skills are also covered, as required by the Florida Department of Education.

#### **MLT 2362 Hematology & Body Fluid Analysis 4.00 Credits**

Prerequisite: [MLT 1022](#) or permission of the program director Pre or Corequisite: [MLT 2362L](#). This course is an introductory study of the classification and function of blood cells and clotting proteins in health and disease. Major topics include cell identification, anemias, leukemias, hemostasis and thrombosis, and urine and body fluid analysis.

#### **MLT 2400 Clinical Microbiology 4.00 Credits**

Prerequisite: ( [MCB 2010](#) and [MCB 2010L](#) and Pre or Corequisite: [MLT 2400L](#) or ) Prerequisite: permission of the program director. This course is a study of the laboratory identification of pathogenic microorganisms. Topics include laboratory safety, specimen collection; classification and identification of medically significant bacteria, fungi, parasites, and viruses; antimicrobial susceptibility testing; and quality assurance.

#### **MLT 2530 Immunology/Immunoematology 4.00 Credits**

Prerequisite: [MLT 1022](#) or permission of the program director Pre or Corequisite: [MLT 2530L](#). This is a study of immunology, serology, blood banking and transfusion medicine principles and procedures. Antigens, antibodies, and the functions of the immune response are examined in detail.

#### **MLT 2807L Immunoematology Clinical Experience 3.00 Credits**

Prerequisite: [MLT 2530](#) and [MLT 2530L](#). This course provides experience in blood bank procedures employed in clinical transfusion services. Typing and cross-matching, donor screening, antibody screening and identification are performed in selected community health agencies.

**MLT 2809L Hematology Clinical Experience 3.00 Credits**

Prerequisite: [MLT 2362](#) and [MLT 2362L](#). This course provides experience in testing that is routinely performed in a hematology department, including coagulation, urinalysis and body fluid procedures. Experience is gained in analyzing normal and abnormal specimens in selected community health agencies.

**MLT 2810L Clinical Chemistry Clinical Experience 3.00 Credits**

Prerequisite: [MLT 1610](#) and [MLT 1610L](#). In this course experience is provided to aid students in developing skills in performing and interpreting clinical chemistry analyses. Quality control methods and quality assurance are included. Experience is gained in selected community health agencies.

**MLT 2811L Microbiology Clinical Experience 3.00 Credits**

Prerequisite: [MLT 2400](#) and [MLT 2400L](#). In this course students will gain hands-on experience in selected community health agencies to assist their development of skills for isolating and identifying pathogenic bacteria, fungi and parasites.

**MMC 2000 Introduction to Mass Communications 3.00 Credits**

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or satisfactory score on the SPC placement test. This course is a survey of the background, nature, and functions of the media of mass communications, with special emphasis on the print, film, and electronic media. The course is designed to provide the student with a basis for effective analysis, evaluation, and use of the various media, and with a knowledge of the role and the responsibilities of the mass media in a democratic society. This course has a substantial writing requirement.

**MMC 2100 Writing for the Mass Media 3.00 Credits**

Prerequisite: ( [ENC 1101](#) or [ENC 1101H](#) and [REA 0017](#) ) or [EAP 1695](#) or ( appropriate scores on the English and Reading placement test ). This course provides instruction and practice in writing for multimedia platforms, including web/internet, print, audio and video. This course addresses new technology issues, current events, and the importance of diversity and ethics in media writing. This course has a substantial writing requirement.

**MMC 2700 The Popular Arts in America 3.00 Credits**

Prerequisite: ( [ENC 0025](#) or [ENC 0056](#) ) or ( [EAP 1695](#) ) or satisfactory score on the SPC Placement Test. This course is a survey of the popular arts (those intended for mass consumption and commercial entertainment), with special emphasis on movies, television, radio, internet, books, magazines, art, and music, such as jazz, folk, and rock. This course is designed to provide the student with an understanding of the ways in which the mass media reflect society. This course has a substantial writing requirement. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

**MNA 1760 Customer Service II: Developing Exceptional Customer Service 1.00 Credits**

Prerequisite: [MNA 1751](#) or program director approval. This course is designed to develop increased proficiency with the skills and behaviors necessary to deliver quality customer service in even the most difficult situations. Participants will explore and classify levels of customer service, learn the value of consistently exceeding customer expectations, recognize different communication styles customers may have, practice techniques for handling objections and asking for feedback, reinforce active listening skills, and use probing questions to identify additional service opportunities. Participants will also be introduced to basic phone selling skills.

**MTG 3212 Modern Geometries 4.00 Credits**

Prerequisite: [MAC 2311](#). 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.

**MUC 1101 Introduction to Music Composition 2.00 Credits**

Prerequisite: [MUT 1001](#) and departmental permission. Students practice compositional skills with assignments and projects to demonstrate an understanding of the basic materials, devices, and processes for composing music in the small forms. The course is a survey of styles of the major creative movements, with emphasis on twentieth century techniques. May be taken up to two times for credit. One hour private lesson plus one hour seminar class each week.

**MUC 1102 Music Composition II: Strings and Woodwinds 2.00 Credits**

Prerequisite: [MUC 1101](#) and departmental permission. Continuation of MUC 1101, but with an emphasis on (a) orchestration technique in composing for the string instruments both as solo instruments, and as a family. Projects for duo, trio, string quartet, and string orchestra; and (b) for the woodwind family. May be taken up to two times for credit. One-hour private lesson plus one-hour seminar class each week.

**MUC 1104 Music Composition III: Brass and Percussion 2.00 Credits**

Prerequisite: [MUC 1101](#) and departmental permission. Continuation of MUC 1101, but with an emphasis on (a) orchestration technique in composing for the brass instruments both as solo instruments, and as a family. Projects for duo, trio, brass quartet and quintet, and for brass choir; and (b) for the percussion family. May be taken up to two times for credit. One-hour private lesson plus one-hour seminar class each week.

**MUC 1107 Music Composition IV: Chamber Orchestra 2.00 Credits**

Prerequisite: [MUC 1101](#) and departmental permission. Continuation of MUC 1101 with an emphasis on orchestration skills culminating with a composition, in one of the large forms, for orchestra. May be taken up to two times for credit. One-hour private lesson plus one-hour seminar class each week.

**MUC 1311 Studio Music Applications 2.00 Credits**

Prerequisite: Departmental permission. This course will introduce students to the applications related to studio recording and electronic music production. Sequencing, notation and synthesis techniques will be studied and applied in compositional and arranging assignments. This course may be taken two (2) times for credit. One hour lesson per week plus two hours each week working in the Music Technology Laboratory on assigned projects.

**MUC 1606 A Composer's Guide to the Recording Studio 3.00 Credits**

Prerequisite: [MUC 1621](#) and Admission to: composition subplan. This course is designed to give the contemporary composer a working knowledge of the recording studio and the skills required to be successful in its use. Topics of study are record production common practice, arrangement and orchestration theory when recording, tracking session techniques, mix-down and mastering responsibilities, and current software platforms for composers.

**MUC 1616 Introduction to Film Scoring 2.00 Credits**

Prerequisite: [MUC 1101](#) and departmental permission. This course is an introduction to film scoring comprised of (a) an overview and discussion of the history of music as used for the purpose of underscoring motion pictures; (b) discussion and demonstration of the function of ?incidental? music in film, and the various philosophies regarding its usage; (c) projects and assignments in composing for actual film sequences, learning to master the devices and techniques of editing and synchronizing music "cues" to the film clips. One hour private lesson plus one hour seminar class each week.

**MUC 1618 Film Scoring II - TV Episodic 2.00 Credits**

Prerequisite: [MUC 1616](#) and departmental permission. This course is a continuation of MUC 1616 with an emphasis on underscoring of dialog, composing main title themes, and writing scene-in and scene-out interludes and bumpers. This is a project-oriented course that culminates in scoring a full-length television episode. One-hour private lesson plus one-hour seminar class each week.

**MUC 1619 Film Scoring III-Feature Length 2.00 Credits**

Prerequisite: [MUC 1618](#) and departmental permission. In this course, the student will focus on scoring a feature-length industry film in its entirety, with full orchestral resources. The student will explore numerous varieties of scenic, action, and dialog issues, and will retain a DVD copy of finished project as a portfolio sample. One-hour private lesson plus one-hour seminar class each week.

**MUC 1621 Composition in Modern Media 2.00 Credits**

Prerequisite: ( [MUT 2341](#) and [MUT 2341L](#) ) and Admission to: composition subplan. Students practice compositional skills with assignments and projects to demonstrate an understanding of the basic materials, devices, and processes for composing and arranging contemporary music in the most common popular forms. The course is a survey of styles of the current creative movements, with emphasis on both acoustic and electronic techniques. May be taken up to two times for credit. One-hour private lesson plus one-hour seminar class each week.

**MUC 2000 Songwriting 2.00 Credits**

Prerequisite: [MUT 1001](#) and Admission to: composition subplan. This course is designed to introduce students to the craft of songwriting as well as to help experienced songwriters discover new strategies to expand their technique. Focus is on contemporary music, especially, but not limited to, popular music and jazz. The course provides information that can be immediately applied to composing songs.

**MUC 2001 Songwriting II 2.00 Credits**

Prerequisite: [MUC 2000](#) and [MUC 1603](#) and Admission to: composition subplan. This course offers a systematic approach to constructing strong, expressive melodies in commercial songwriting. It encompasses: creating memorable melodies, using counterpoint effectively in song construction, developing melodic ideas over different modes, and incorporating melodies across chords into different song sections.

**MUC 2601 Lyric Writing I 2.00 Credits**

Prerequisite: [ENC 1101](#) and departmental permission. This course serves to provide the student with a study of lyric writing. Student will learn to write lyrics through the application of: phrasing; rhythm and rhyme; structure and form. Student will learn what makes lyrics work and not work, applying knowledge as a lyricist or an audience member, making one more capable as both. May be taken up to two times for credit.

**MUC 2604 Lyric Writing II 2.00 Credits**

Prerequisite: [ENC 1101](#) and [MUC 2601](#) and departmental permission. This course will provide the student with techniques to writing lyrics by finding better rhymes and using them more effectively. Becoming a naturally great lyricist is a skill that can be learned and improved upon. This course provides all of the technical information necessary to develop this skill completely. May be taken up to two times for credit.

**MUC 2622 Composition in Modern Media 2 2.00 Credits**

Prerequisite: ( [MUT 2342](#) and [MUT 2342L](#) ) and Admission to: composition subplan. This course is the advanced level of Contemporary Composing and Arranging. Students practice compositional skills with assignments and projects to demonstrate an advanced understanding of the full spectrum materials, devices, and processes for composing and arranging contemporary music in a wide range of popular forms. The course is an in-depth discussion and analysis of styles used in the current creative movements, with emphasis on both acoustic and electronic techniques. May be taken up to two times for credit. One-hour private lesson plus one-hour seminar class each week.

**MUC 2631 Avid Pro Tools for the Composer 3.00 Credits**

Prerequisite: [MUM 2601](#) and [MUM 2601L](#) and [MUT 2342](#) and [MUT 2342L](#) and [MUM 2609](#) and Admission to: composition subplan. This course is the advanced level study of composing while using specific computer-based production platforms. Students practice

compositional skills with assignments and projects to demonstrate an advanced understanding of the tools available to the composer when using the Avid Pro Tools software and hardware.

**MUG 2101 Elements of Conducting** 3.00 Credits

Prerequisite: [MUT 1111](#). This course is an introduction to the skill and art of musical conducting. Students will develop the physical skills involved with conducting using the baton and hands. Methods of choral and instrumental conducting will be explored and practiced using members of the class as performers as well as existing musical ensembles. Rehearsal preparation and techniques will also be explored.

**MUH 1110 Introduction to Music History** 3.00 Credits

Prerequisite: Dev Level 2 Writing Met and Dev Level 2 Reading Met. This course is designed to acquaint the student with musical styles and their historical backgrounds. It is intended for music majors but open to all students who are able to read music. This course partially satisfies the writing requirements as outlined in the General Education Requirements.

**MUL 1010 Music Appreciation** 3.00 Credits

Prerequisite: Dev Level 2 Writing Met. This course is a general survey of the world's great music and its composers, with emphasis upon the development of intelligent listening. It is designed for the non-music major. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**MUL 2018 History of Rock II (1980-Present)** 3.00 Credits

Prerequisite: MUL 1017. This course is the second of two courses in the study of the history of rock and popular music from 1950 to present. The course will include historical time-lines, stylistic mutation, correlations with concurrent historical events and pop culture changes, and the technological advances that were a contributing factor to the evolution of this music genre.

**MUM 1030 Performance Techniques** 1.00 Credits

Prerequisite: Audition required and Admission to: performance subplan. This course is the study of rehearsal and performance skills and techniques necessary for professional musicians to maintain good personal health, develop constructive practice regimens, and prepare themselves for a high level of competency when engaged in professional music performances.

**MUM 1034 Vocal Coaching For The Recording Studio** 2.00 Credits

Prerequisite: Audition required. This course is for vocal students in the first year of study in the music industry recording arts program. The instruction concentrates on training singers who are preparing for a career in commercial singing, with a focus of the physical processes of voice, effective vocal recording technique, and the study and development of music promotional materials for the vocalist. Class activities involve both individual and group singing experiences. This course may be taken 2 times for a maximum of 4 credits.

**MUM 1311 Legal Issues for the Musician II - Intellectual Property Law** 1.00 Credits

Prerequisite: [MUM 1310](#). This course is intended to provide an overview of basic concepts of intellectual property law as it applies to music issues. Topics covered include the creation and protection of intellectual property including domestic and foreign rights and enforcement as they apply to music performance and publishing.

**MUM 1312 Legal Issues for Musician III - Labor & Employment Law** 1.00 Credits

Prerequisite: [MUM 1310](#). This course is intended to provide an overview of basic concepts and laws within labor and employment law as it applies to musicians. Topics covered include the employment relationship and independent contractors, agency relationships, and employment regulation as it pertains to those in the music industry.

**MUM 1623 Electronic Music: Synthesis and Sampling I** 3.00 Credits



Prerequisite: [MUM 2600](#) and [MUS 1621](#) and [MUT 1001](#) or permission of the Dean. This course is the first of a two-semester curriculum exploring how electronic music synthesis and sampling is used in modern music production. The history of synthesis, analog sound reproduction, hardware component types, and hands-on practical application are areas of study.

#### **MUM 1624 Electronic Music: Synthesis and Sampling II** 3.00 Credits

Prerequisite: [MUM 1623](#) or permission of the program administrator. This course is the second of a two-semester curriculum exploring how electronic music synthesis and sampling is used in modern music production. The history of digital synthesis, computer sound design, synthesis techniques and programming music technology are areas of study.

#### **MUM 1629 Audio Mixing Techniques I** 3.00 Credits

Admission to: ( :Production Subplan and Prerequisite: [MUM 2601](#) and [MUM 2601L](#) and [MUM 2609](#) and [MUS 1621](#) and Pre or Corequisite: [MUM 1629L](#) ) or Other: Permission of the Department. This course is the study of contemporary audio engineering techniques. Fundamental aspects of working in the mixing phase of record production are topics of study and practice, including: sound aesthetics and balance priorities, signal flow and routing concepts, signal processing types and their mix-specific applications. Through assignments and examples, a practical foundation in the mixing engineer's skill-set will be developed.

#### **MUM 1662 Live Sound Reinforcement Techniques** 3.00 Credits

Admission to: PROD subplan and Prerequisite: [MUM 2600](#) and [MUS 1621](#) and [MUT 1001](#) and Pre or Corequisite: [MUM 1942](#). This course is the study of contemporary live sound reinforcement engineering techniques. All aspects of working in the live sound environment such as; audio component types, venue acoustical considerations, signal processing, application specific technical considerations, microphone techniques, mixing techniques, and sound crew protocol and common practice are topics of study.

#### **MUM 1942 Internship: Sound Engineering I** 1.00 - 3.00 Credits

Admission to: PROD subplan and Prerequisite: [MUM 2600](#) and [MUS 1621](#) and [MUT 1001](#) and Pre or Corequisite: [MUM 1662](#). This course is the first of two semesters of study, and is designed to enable students to evolve individually, and as a group, toward the utilization of sound engineering technology in a professional setting. Students will utilize audio engineering skills and techniques acquired in the classroom and apply these techniques in a pre-determined audio recording or live sound reinforcement situation. Students will explore their audio production discipline in a direct supervised, on-site, training program/internship for knowledge and experience. The emphasis will be a "hands-on" approach working with other students in an appropriately equipped performance venue and incorporating academic discussions and practices with job related experience. Course may be taken for a maximum of 3 credits. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to other assignments.

#### **MUM 2035 Vocal Coaching for the Recording Studio II** 2.00 Credits

Prerequisite: [MUM 1034](#) or permission of the program administrator and Audition required. This course is for the music major in the second year of study in the secondary performance area. The instruction concentrates on training singers who are preparing for a career in commercial singing, with a focus of the physical processes of voice, effective vocal recording technique, group performance blend, stylistic adjustment, and performance discipline in a studio setting. Class activities involve both individual and group singing experiences. This course may be taken 2 times for a maximum of 4 credits.

#### **MUM 2600 Music Technology and Recording Techniques I** 3.00 Credits

Admission to: ( [MIRAS-AS: Music Industry/Recording Arts](#) and Prerequisite: [MUS 1360](#) and Pre or Corequisite: [MUS 1621](#) and [MUT 1001](#) ) or Other: Permission of the Department. This introductory course in the music technology sequence presents recording concepts and historical milestones, signal flow theory, analog and digital basics, studio protocol and infrastructure, and critical music technology nomenclature. This course will prepare students for Music Technology and Recording Techniques II.

#### **MUM 2601 Music Technology and Recording Techniques II** 3.00 Credits

Admission to: ( [MIRAS-AS: Music Industry/Recording Arts](#) and Prerequisite: [MUM 2600](#) and Pre or Corequisite: [MUM 2601L](#) ) or Other: Permission of the department. This second course in the music technology sequence presents techniques used in working with Pro Tools hardware and software. Digital audio theory, basic Pro Tools configuration techniques, graphical user interface (GUI) topography, and session initiation will be explored. This course prepares students for Music Technology and Recording Techniques III.

### **MUM 2602 Music Technology and Recording Techniques III 3.00 Credits**

Admission to: ( [MIRAS-AS: Music Industry/Recording Arts](#) and Prerequisite: [MUM 2601](#) and [MUM 2601L](#) and Pre or Corequisite: [MUM 2602L](#) ) or Other: Permission of the Department. This third course in the music technology sequence presents advanced techniques used in working with Pro Tools hardware and software. Professional recording, editing, and mix-down techniques will be explored. This course will prepare students for Music Technology and Recording Techniques IV.

### **MUM 2603 Music Technology and Recording Techniques IV 3.00 Credits**

Prerequisite: [MUM 2602](#) and [MUM 2602L](#) and Admission to: [MIRAS-AS: MUSIC INDUSTRY/RECORDING ARTS](#). This fourth course in the music technology sequence presents live recording and professional level production techniques used in working with Pro Tools hardware and software. The course of study will include applied recording, editing, and mix-down techniques in a "real world" setting, utilizing learned skills to capture a live performance and present a final mix for evaluation.

### **MUM 2609 Critical Listening: Analysis of Contemporary Production Techniques 3.00 Credits**

Admission to: COMP subplan or PROD subplan and Prerequisite: [MUM 2600](#) and [MUS 1621](#) and [MUT 1001](#). This course is an in-depth study of production techniques used in contemporary popular music. Song structure, style characteristics, arranging techniques, recording methods, and mix-down and mastering processes will be analyzed and discussed.

### **MUM 2611 Acoustic and Remote Recording Techniques 2.00 Credits**

Prerequisite: [MUM 2601](#) and [MUM 2601L](#) and [MUS 1621](#) and [MUT 1001](#) Pre or Corequisite: [MUM 2945](#). This course is an in-depth study of techniques used in recording classical, jazz and other acoustic music in studios as well as performance-venues and other remote locations. Stereo microphone techniques, recording methods and media, mix-down and post-production processes will be analyzed and discussed. Through lectures, demonstrations and co-requisite internship, students will gain practical experience in cooperation with local orchestra musicians, ensembles and soloists.

### **MUM 2612 Critical Listening II: Analysis of Contemporary Production Techniques 3.00 Credits**

Prerequisite: [MUM 2609](#) and Admission to: production subplan. This course is an advanced level study of production techniques used in contemporary popular music. It is designed to be the second semester study of in-depth listening skills required of the mixing and mastering specialist. Listening examples will provide an overview of the history of innovations and revolutions in analog and digital technology. Sound aesthetics, stylistic trends, recording media and methods, mixing techniques, signal processing and mastering approaches will be analyzed and discussed.

### **MUM 2640 Post Production Sound 3.00 Credits**

Prerequisite: [MUM 2601](#) and [MUM 2601L](#) and [MUS 1621](#) and [MUT 1001](#) or permission of the Dean. This course is the study of contemporary audio post-production engineering techniques. The goal of this curriculum is to prepare the student for a career in post-production audio. Dialogue editing, sound effects, automated dialogue replacement (ADR), music editing, mixing, and delivery methods are topics of study.

### **MUM 2670 Avid Pro Tools 101/110 3.00 Credits**

Prerequisite: [MUM 2600](#) and [MUS 1621](#). This course is the first semester of a two-semester course structure preparing the student for the Pro Tools Operator Certification Exam administered by Avid. This course is the introductory to advanced sequence for Avid Pro Tools LE software and hardware. The student will be eligible to take the Pro Tools 101 and Pro Tools 110 exams at the culmination of this course.

### **MUM 2671 Avid Pro Tools 201/210 3.00 Credits**

Prerequisite: [MUM 2670](#). This course is the second semester of a two-semester course structure preparing the student for the Pro Tools Operator Certification Exam administered by Avid. This course is the intermediate to advanced sequence for Avid Pro Tools HD software and hardware. The student will be eligible to take the Pro Tools 201 and Pro Tools 210 exams at the culmination of this course, and achieve Certified Pro Tools Operator status.

**MUM 2672 Pro Tools for Game Audio (PT130) 3.00 Credits**

Prerequisite: [MUM 2600](#) and [MUS 1621](#) and [MUM 2601](#) and [MUM 2601L](#). This course is an in-depth study of production techniques used in creating and implementing game audio using the Avid Pro Tools audio production system. Analysis of game sonic requirements and workflow, audio element acquisition, sound effect production (Both foley and library), dialogue types, music usage, vehicle sounds, and cinematics will be studied, discussed, and demonstrated.

**MUM 2677 Live Sound Reinforcement Techniques II 3.00 Credits**

Prerequisite: [MUM 1662](#). This course is an in-depth study of contemporary production techniques and tools used in live sound reinforcement and concert production. Conventional and in-ear monitor matrix mixing, and sound system design with practical application techniques will be studied.

**MUM 2678 Audio Mixing Techniques II 3.00 Credits**

Prerequisite: ( [MUM 2601](#) and [MUM 2601L](#) and [MUM 1629](#) and [MUM 1629L](#) and Admission to: production subplan Pre or Corequisite: [MUM 2678L](#) ) or Other: Permission of the Department. This course is a study of advanced contemporary audio engineering techniques. All aspects of working in the mixing phase of record production are topics of study and practice including; advanced processing techniques and effectual problem solving, automated mixing workflows and control surface concepts, sound/balance aesthetic decision making and mix-translation objectives. Assignments and exercises will add breadth and depth to students' mixing experience, while following a model of industry-established collaborative roles, and exercises in creative communication protocol and common practice.

**MUM 2679 Avid Pro Tools 310M ( Expert Certification) 3.00 Credits**

Prerequisite: [MUM 2671](#). This course is a third semester of a three semester course structure preparing the student for the Pro Tools Operator Expert Certification Exam in Music administered by Avid. This course is the advanced level in the sequence for Avid Pro Tools HD software and hardware. The student will be eligible to take the Avid Pro Tools 310M exams at the culmination of this course, and achieve Expert Pro Tools Operator status.

**MUM 2680 Audio Engineering Foundations 3.00 Credits**

Prerequisite: [MUM 2600](#) and [MUS 1621](#) or permission of the Dean. This course offers beginning to intermediate study and application of practical skills and concepts essential to career-paths in audio engineering and music production. Listening sessions and projects will focus on comparisons and evaluations of recordings, recording equipment, software and hardware, serving simultaneously as ear-training and skills-training in the proper methodology for making such comparisons. Through listening, we will examine basic audio principles and myths, recognize distortion types and phase issues, examine differences in sound between various types of recording and playback devices, processors and transducers. We will also engage in basic wiring/soldering and building projects, troubleshooting and solving basic acoustic and signal chain/wiring issues. The student will gain confidence and skill in establishing solid test procedures, troubleshooting processes and basic wiring skills applicable to any studio or live audio setting.

**MUM 2681 Audio for Broadcast Foundation 3.00 Credits**

Prerequisite: [MUM 2601](#) and [MUM 2601L](#) and [MUS 1621](#) or permission of the Dean. This course is the study of contemporary audio for broadcast production engineering techniques. The goal of this curriculum is to prepare the student for a career in "over-the-air" and "internet" radio audio. Voice-over production, show construction, script writing, music editing, mixing, and delivery preparation are topics of study. The student will be prepared to participate in the MIRA Internet Radio Club for real-time production and broadcast.

**MUM 2682 Applied Mixing Techniques 2.00 Credits**

Prerequisite: [MUM 2678](#) or departmental permission. This course offers students individual, directed study in contemporary audio mixing techniques. Applying skills developed in prerequisite classes, students will work directly with instructor and in peer-review class-meetings, focusing on self-originated projects, as well as "pool" projects, pairing them for collaboration with students working in other music production classes and disciplines. This process will challenge further refinement of technical skills, and offer essential experience in students' communication and collaboration aptitudes that will prove a distinct advantage as they enter this competitive industry. May be taken up to two times for credit. One hour private lesson plus one hour seminar/peer-review class each week.

**MUM 2944 Internship: Studio Engineering I 3.00 Credits**

Prerequisite: [MUM 2602](#) [MUT 1001](#) or permission of the Dean. The Studio Engineering internship is designed to prepare and coordinate in-field experience for advanced students in a professional recording industry setting, such as recording studios, audio post-production facilities, or broadcast studios. Internship should help students to advance their skills and abilities through practical application of techniques and concepts discussed in other courses. The internship experience should also provide opportunities to further develop professionalism, problem-solving, resourcefulness and self-reliance, and may offer chances to establish contacts within the industry that lead to entry-level employment.

**MUM 2945 Internship: Sound Engineering II 1.00 - 4.00 Credits**

Prerequisite: ( [MUM 1942](#) ) or permission of the Dean. This course is the second of two semesters of study, and is designed to enable students to evolve individually, and as a group, toward the advanced utilization of sound engineering technology in a professional setting. Students will utilize audio engineering skills and techniques acquired in the classroom and previous internships, and apply these techniques in a pre-determined audio recording or live sound reinforcement situation. Students will explore their audio production discipline in a non-direct supervised, on-site, training program/internship for knowledge and experience. The emphasis will be a "hands-on" approach working with other students in an appropriately equipped performance venue and incorporating academic discussions and practices with job related experience. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to other assignments.

**MUN 1031 Rock Ensemble I 1.00 Credits**

Prerequisite: Audition required. Open to both instrumentalists (any instruments) and singers, this course is the study and performance of commercial music. Emphasis is placed on learning a wide variety of popular music styles heard on radio, television, soundtracks and Web-based music distribution systems. Course may be taken up to six times for credit.

**MUN 1032 Rock Ensemble II 1.00 Credits**

Prerequisite: Audition required. Open to both instrumentalists (any instruments) and singers, this course is a continuation of Rock Ensemble I and is a more advanced study of commercial music performance. Members should be competent on their instruments and/or voice and have fluency in music reading and knowledge of chord symbols. Course may be taken up to six times for credit.

**MUN 1120 College Band 1.00 Credits**

Prerequisite: Audition required. This course is the study and performance of standard band literature. Emphasis is placed on exposure and learning the highest quality literature for winds and percussion through rehearsal and performance. Membership is comprised of SPC Music Majors and community members. Course may be taken up to six times for credit.

**MUN 1140 Wind Symphony 1.00 Credits**

Prerequisite: Audition required. This course is the study and performance of standard band and wind ensemble literature. Emphasis is placed on exposure and learning the highest quality literature for winds and percussion through rehearsal and performance. Membership is comprised of SPC Music Majors and community members. Acceptance into this ensemble is highly selective. SPC Music Majors participating in this ensemble must also be enrolled in COLLEGE BAND, MUN 1120. Course may be taken up to six times for credit.

**MUN 1210 College Orchestra 1.00 Credits**

Prerequisite: Audition or permission of program administrator. The College Orchestra provides instrumentalists in the College and community an opportunity to perform works representative of a broad spectrum of orchestral literature, refine techniques of ensemble playing, and present concerts each term. Membership is by permission of the director. Music majors who are string players are required to participate. Course may be taken up to six times for credit.

**MUN 1440 Percussion Ensemble 1.00 Credits**

Prerequisite: Departmental permission required. This course is the study and performance of literature in the percussion medium. Course may be taken up to six times for credit.

**MUN 1700 Improvisation Ensemble 1.00 Credits**

Prerequisite: Audition required and Admission to: performance subplan. This course is the study and performance of improvisation in a performance environment. Students will be required to improvise music, in several musical genres.

**MUN 1710 Jazz Band 1.00 Credits**

Prerequisite: Audition required. This course is the study and performance of instrumental ensemble music in the jazz and popular medium. Course may be taken up to six times for credit.

**MUN 1711 Jazz Combo 1.00 Credits**

Prerequisite: Audition required. This course is the study and performance of instrumental and vocal ensemble music in a Jazz Combo setting. Students will be required to play instrumental and vocal music, in several jazz styles.

**MUN 1712 Jazz Combo II 1.00 Credits**

Prerequisite: Audition Required. This course is the study and performance of instrumental and vocal ensemble music in a Jazz Combo setting. Students will be required to play instrumental and vocal music, in several jazz styles.

**MUN 1718 Rhythm & Blues Ensemble 1.00 Credits**

Prerequisite: Audition required. This course is the study and performance of instrumental ensemble music in the Rhythm and Blues genre. Students will be required to play instrumental and vocal music, in a Rhythm and Blues style. Course may be taken up to six times for credit.

**MUN 1810 Steel Drum Ensemble 1.00 Credits**

Prerequisite: Departmental permission required. This course involves the study and performance of percussion literature for the steel drum. Course may be taken up to six times for credit.

**MUN 2004 Recording Studio Ensemble 1.00 Credits**

Prerequisite: Audition required. This course is the study and performance of ensemble music as it is applied in a recording studio setting. Students will be required to play instrumental and vocal music, in a wide variety of genres, for the purpose of recording by production engineers. Course may be taken up to six times for credit.

**MUN 2022 Laptop and Electronic Arts Ensemble 1.00 Credits**

Prerequisite: Audition required. This course explores new combinations of live electronic with acoustic instruments and other media by performing a diverse repertoire of music and new works. This course may be taken 3 times for a maximum of 3 credits.

**MUN 2709 Rhythm Section Boot Camp 1.00 Credits**

Prerequisite: Audition required. This course is the study and performance of instrumental ensemble music as it is applied in a rhythm section setting. Students will be required to study and play instrumental and vocal backing music, in a wide variety of genres, for the purpose of increasing their rhythm section skill levels. May be taken up to six times for credit.

**MUN 2719 Rhythm & Blues Ensemble II 1.00 Credits**

Prerequisite: Audition required. This course is the advanced level study and performance of instrumental ensemble music in the Rhythm & Blues genre. Students will be required to play instrumental and vocal music, in a Rhythm & Blues style. May be taken up to six times for credit.

**MUN 2771 MIRA House Band (Student/Faculty Ensemble) 1.00 Credits**

Prerequisite: Audition required. This course is the study and performance of ensemble music as it is applied in an advanced live setting. Students will be required to play instrumental and vocal music, in a wide variety of genres, for the purpose of giving live performances in many different situations. The combination of both students and faculty will provide those participating for credit, a rare chance to perform with the highest caliber musicians. Live Sound Reinforcement technicians may participate to satisfy the MIRA Internship requirements. Course may be taken up to six times for credit.

**MUO 1001 Musical Theatre Workshop 1.00 Credits**

Prerequisite: Audition. This is a practical course offering varied experience in the elements of musical theatre. The general repertoire will be surveyed to establish an acquaintance with the literature and one or more works will be produced. A staged production of scenes from one or more works will be presented. Course may be taken up to six times for credit.

**MUO 2501 Opera Workshop 1.00 Credits**

Prerequisite: Audition. This course is an analytical study of the elements of opera theatre and is designed for the advanced voice student. The general repertoire is comprised of operatic scenes with emphasis on stage deportment, acting, vocal diction and character interpretation. Course may be taken up to six times for credit.

**MUS 1360 Music And Computers 3.00 Credits**

Prerequisite: [REA 0007](#). This course will introduce students to the applications of the computer as a tool to facilitate musical creativity. Students will become acquainted with Musical Instrument Digital Interface (MIDI) and digital recording technology through projects in sequencing, performing, notating, and printing their work. Appropriate software such as Protools, Finale, Sibelius, Sonar, Cubase and others will be studied and applied in composition and arranging assignments.

**MUS 2949 Co-op Work Experience 1.00 - 3.00 Credits**

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Administrator 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.

**MUT 1111 Music Theory I 3.00 Credits**

Prerequisite: [MUT 1001](#) or Program Administrator approval Pre or Corequisite: [MUT 1241](#). This course is designed to introduce students to the principles of music notation, rhythm, construction of scales, keys and intervals, and the formation of chords. Harmony, using diatonic triads, combined with the introduction of non-harmonic tones is also included. The course provides points of interest for students pursuing music performance, analysis, composition and education.

**MUT 1112 Music Theory II 3.00 Credits**

Prerequisite: [MUT 1111](#) or Program Administrator approval Pre or Corequisite: [MUT 1242](#). This course is designed as a continuation of Music Theory I, with emphasis on harmonization, voice-leading, and figured bass. Compositional techniques for expanding melodic and harmonic frameworks are investigated through the exploration of phrases, cadences, and applied chords.

**MUT 1241 Aural Theory I 1.00 Credits**

Prerequisite: [MUT 1001](#) or Program Administrator approval Pre or Corequisite: [MUT 1111](#). This course is designed to provide the student with an introduction to ear-training and sight-singing, to promote the ability to notate live and recorded music, and to comprehend and perform printed music. Skills will be developed that enable recognition and recall of common musical patterns, as well as the ability to hear and understand music from a variety of musical styles.

**MUT 1242 Aural Theory II 1.00 Credits**

Prerequisite: [MUT 1241](#) or Program Administrator approval Pre or Corequisite: [MUT 1112](#). This course is designed as a continuation of Aural Theory I, with emphasis on harmonic progressions, applied chords, and melodic phrases. The student will also learn to perform and aurally identify common melodic embellishments and perform figured bass notation.

**MUT 2116 Music Theory III 3.00 Credits**

Prerequisite: [MUT 1112](#) or Program Administrator approval Pre or Corequisite: [MUT 2246](#). This course is designed as a continuation of Music Theory II, with emphasis on expansion of the harmonic vocabulary. The student will learn how color is added to compositions with chromatic resources ranging from modulation to extended chords, modal mixture, and altered chords. Musical form and interpretation are also considered.

**MUT 2117 Music Theory IV 3.00 Credits**

Prerequisite: [MUT 2116](#) or Program Administrator approval Pre or Corequisite: [MUT 2247](#). This course is designed as a continuation of Music Theory III, with a spotlight on twentieth century music. The student will learn about modes, scales, and sets. Set theory, serial composition, twelve-tone rows, and post tonal music are explored.

**MUT 2246 Aural Theory III 1.00 Credits**

Prerequisite: [MUT 1242](#) or Program Administrator approval Pre or Corequisite: [MUT 2116](#). This course is designed as a continuation of Aural Theory II, with emphasis on harmonic expansion including modulations, chromatic approaches to dominant, and form. The student will also learn to perform and aurally identify chromatic music and asymmetrical meters.

**MUT 2247 Aural Theory IV 1.00 Credits**

Prerequisite: [MUT 2246](#) or Program Administrator approval Pre or Corequisite: [MUT 2117](#). This course is designed as a continuation of Aural Theory III, with emphasis on compositional materials of the twentieth century. The student will explore modes, scales, sets, serialism, and twelve-tone rows through guided listening and performance. The student will also learn new ways to organize rhythm, meter, and duration.

**MUT 2342 Contemporary Music Theory II 3.00 Credits**

Prerequisite: [MUT 2341](#) and Pre or Corequisite: [MUT 2342L](#). This course is a continuation of Contemporary Music Theory and Arranging I and explores skills essential to arranging, harmonizing, and voicing, plus instrumentation, and creation of various types of beats. The course culminates with students creating authentic arrangements for rhythm section and popular music recordings.

**MUT 2342L Contemporary Ear Training II 1.00 Credits**

Prerequisite: [MUT 2341L](#) Pre or Corequisite: [MUT 2342](#). This course is a continuation of Contemporary Ear Training I, and the student will learn to notate complex rhythms and pitch, and develop the ability to quickly identify chords and progressions. The student will transcribe large forms from popular music and jazz sources. Music is a sonic art form and the skill of deep listening is critical for successful commercial musicianship.

**MVB 1215 Applied Music Secondary - Tuba 1.00 - 2.00 Credits**

Prerequisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and tuba repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

**MVB 1311 Applied Music Principal -Trumpet 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) and [MUN 1120](#) Prerequisite: Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is trumpet. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of trumpet repertoire. This course may be taken 3 times for a total of 6 credits.

**MVB 1312 Applied Music Principal -French Horn 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) and [MUN 1120](#) Prerequisite: Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is French horn. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of French horn repertoire. This course may be taken 3 times for a total of 6 credits.

**MVB 1313 Applied Music Principal -Trombone 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) and [MUN 1120](#) Prerequisite: Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is Trombone. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of Trombone repertoire. This course may be taken 3 times for a total of 6 credits.

**MVB 1314 Applied Music Principal -Baritone Horn 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) and [MUN 1120](#) Prerequisite: Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is baritone horn. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of baritone horn repertoire. This course may be taken 3 times for a total of 6 credits.

**MVB 1315 Applied Music Principal Tuba 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) and [MUN 1120](#) Prerequisite: Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is tuba. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of tuba repertoire. This course may be taken 3 times for a total of 6 credits.

**MVB 1317 Contemporary Brass Techniques I 2.00 Credits**

Prerequisite: Audition required. Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week.

**MVB 1411 Applied Performance Trumpet 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be repeated 3 times for a total of 9 credits.

**MVB 1412 Applied Horn Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits.

**MVB 1413 Applied Trombone Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses



performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits.

**MVB 1414 Applied Baritone Horn Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertory class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits.

**MVB 1415 Applied Tuba Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertory class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits.

**MVB 2321 Applied Music Principal -Trumpet 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) and [MUN 1120](#) Prerequisite: Admission into the course is by audition only. This course is a continuation of MVB 1311 and is designed for the music major who has prior private study and whose primary instrument is trumpet. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of trumpet repertoire. This course may be taken 3 times for a total of 6 credits.

**MVB 2322 Applied Music Principal -French Horn 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) and [MUN 1120](#) Prerequisite: Admission into the course is by audition only. This course is a continuation of MVB 1312 and is designed for the music major who has prior private study and whose primary instrument is French horn. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of French horn repertoire. This course may be taken 3 times for a total of 6 credits.

**MVB 2323 Applied Music Principal -Trombone 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) and [MUN 1120](#) Prerequisite: Admission into the course is by audition only. This course is a continuation of MVB 1313 and is designed for the music major who has prior private study and whose primary instrument is Trombone. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of Trombone repertoire. This course may be taken 3 times for a total of 6 credits.

**MVB 2324 Applied Music Principal -Baritone Horn 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) and [MUN 1120](#) Prerequisite: Admission into the course is by audition only. This course is a continuation of MVB 1314 and is designed for the music major who has prior private study and whose primary instrument is baritone horn. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of baritone horn repertoire. This course may be taken 3 times for a total of 6 credits.

**MVB 2325 Applied Music Principal Tuba 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) and [MUN 1120](#) Prerequisite: Admission into the course is by audition only. This course is a continuation of MVB 1315 and is designed for the music major who has prior private study and whose primary instrument is tuba. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of tuba repertoire. This course may be taken 3 times for a total of 6 credits.

**MVB 2327 Contemporary Brass Techniques II 2.00 Credits**

Prerequisite: Audition required. Private instruction. This course is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate to advanced approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week.

**MVB 2421 Applied Trumpet Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be repeated 3 times for a total of 9 credits.

**MVB 2422 Applied Horn Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits.

**MVB 2423 Applied Trombone Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits.

**MVB 2424 Applied Baritone Horn Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits.

**MVB 2425 Applied Tuba Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits.

**MVJ 1310 Applied Music Principal - Jazz Piano 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) ( [MUN 1120](#) or [MUN 1310](#) or [MUN 1710](#) ) Prerequisite: Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is jazz piano. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the mastery of music literature. This course may be taken 3 times for a total of 6 credits.

**MVK 1215 Contemporary Keyboard Techniques I 2.00 Credits**

Prerequisite: Audition required. Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week.

**MVK 1311 Applied Music Principal Piano 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) ( [MUN 1120](#) or [MUN 1310](#) ) Prerequisite: Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is piano. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the mastery of music literature. This course may be taken 3 times for a total of 6 credits.

**MVK 1313 Applied Music Principal Organ 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) ( [MUN 1120](#) or [MUN 1310](#) ) Prerequisite: Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is organ. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the mastery of literature. This course may be taken 3 times for a total of 6 credits.

**MVK 1411 Applied Piano Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertory class addresses performance issues and will give the individual student an opportunity to perform for a small audience of peers and piano faculty to promote confidence in solo performance. This course may be repeated 3 times for a total of 9 credits.

**MVK 1413 Applied Organ Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertory class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits.

**MVK 2121 Class Piano II 1.00 Credits**

Prerequisite: [MVK 1111](#). As a continuation of Class Piano I, this course is designed to prepare students to pass minimum piano proficiency requirements in music-major programs. There is special emphasis upon harmonization of melodies, improvisation, and sight reading. This course may be taken 3 times for credit.

**MVK 2225 Contemporary Keyboard Techniques II 2.00 Credits**

Prerequisite: Audition required.. Private instruction. This course is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate to advanced approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week.

**MVP 1317 Contemporary Drumkit Technique I 2.00 Credits**

Prerequisite: Audition required. Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week.

**MVP 2327 Contemporary Drumkit Technique II 2.00 Credits**

Prerequisite: Audition required. Private instruction. This course is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate to advanced approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week.

**MVS 1317 Electric Bass for Rock, jazz, Blues & Funk I 2.00 Credits**

Prerequisite: Audition required Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature related to rock, jazz, blues & funk. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

**MVS 1318 Contemporary Guitar Techniques I 2.00 Credits**

Prerequisite: Audition required. Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

**MVS 1411 Applied Violin Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on (a) the development of sound technique and (b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping him/her gain confidence in solo performance. May be taken 3 times for a total of 9 credits. 47 contact hours.

**MVS 2022 Applied Music Enrichment Viola 1.00 - 2.00 Credits**

Prerequisite: Private instruction. This course is a continuation of MVS 1012 and is for students in the second year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

**MVS 2323 Applied Music Principal Cello 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) ( [MUN 1210](#) or [MUN 1310](#) ) Prerequisite: Admission into the course is by audition only. Admission into the course is by audition only. This course is a continuation of MVS 1313 and is designed for the music major who has prior private study and whose primary instrument is cello. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the skilled usage of cello repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

**MVS 2324 Applied Music Principal String Bass 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) ( [MUN 1210](#) or [MUN 1310](#) ) Prerequisite: Admission into the course is by audition only. This course is a continuation of MVS 1314 and is designed for the music major who has prior private study and whose primary instrument is string bass. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the skilled usage of string bass repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

**MVS 2328 Cont. Guitar Techniques II 2.00 Credits**

Prerequisite: Audition required. Private instruction. This course is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate to advanced approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

**MVS 2421 Applied Violin Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on (a) the development of sound technique and (b) the mastery of literature. The repertoire class addresses

performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping him/her gain confidence in solo performance. May be taken 3 times for a total of 9 credits. 47 contact hours.

**MVS 2422 Applied Viola Performance 3.00 Credits**

Prerequisite: [MUS 1010](#) Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on (a) the development of sound technique and (b) the mastery of literature. The repertory class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping him/her gain confidence in solo performances. This course may be taken 3 times for a total of 9 credits.

**MVS 2424 Applied String Bass Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on (a) the development of sound technique and (b) the mastery of literature. The repertory class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping him/her gain confidence in solo performance. May be taken 3 times for a total of 9 credits. 47 contact hours.

**MVS 2425 Applied Harp Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on (a) the development of sound technique and (b) the mastery of literature. The repertory class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping him/her gain confidence in solo performance. May be taken 3 times for a total of 9 credits.

**MVS 2426 Applied Guitar Performance 3.00 Credits**

Pre or Corequisite: [MUS 1010](#) Prerequisite: Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on (a) the development of sound technique and (b) the mastery of literature. The repertory class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping him/her gain confidence in solo performance. May be taken 3 times for a total of 9 credits.

**MVV 1311 Applied Music Voice Principal 2.00 Credits**

Pre or Corequisite: [MUS 1010](#) and [MUN 1310](#) Prerequisite: Admission into the course is by audition only. This course is designed for the music major with prior vocal study. This course consists of one (1) hour private lesson per week. The private lesson focuses on the development of vocal technique and vocal repertoire. This course may be taken 3 times for a total of 6 credits.

**MVV 1317 Contemporary Vocal Style I 1.00 - 2.00 Credits**

Prerequisite: [MUM 1034](#). Private instruction. Audition required. This course is for vocal students in the first year of study in the music industry recording arts program. The private lesson focuses on an intermediate to advanced approach to the development of technique and music literature related to contemporary vocal performance. This course may be taken for a maximum of 4 credits. One half-hour or one-hour lesson per week.

**MVV 2121 Class Voice II 1.00 Credits**

Prerequisite: [MVV 1111](#). This course is a continuation of Class Voice I. May be taken 3 times for credit.

**MVV 2327 Contemporary Vocal Style II 1.00 - 2.00 Credits**

Prerequisite: [MVV 1317](#). Audition required. Private instruction. This course is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate to advanced approach to the development of technique

and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

**MVV 2421 Applied Voice Performance 3.00 Credits**

Pre or Corequisite: Admission into the course is by audition only Prerequisite: [MUS 1010](#). This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on (a) the development of sound technique and (b) the mastery of literature. The repertory class addresses performance issues and will give the individual student an opportunity to perform for a small audience of peers and voice faculty to promote confidence in solo performance. May be taken 3 times for a total of 9 credits.

**MVW 1317 Contemporary Woodwind Techniques I 2.00 Credits**

Prerequisite: Audition required. Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week.

**MVW 2327 Contemporary Woodwind Techniques II 2.00 Credits**

Prerequisite: Audition required. Private instruction. This course is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate to advanced approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week.

**NSP 3265 Progressive Care Nursing 4.00 Credits**

Prerequisite: [NSP 3276](#) and Admission to: [NURS-BS: Nursing](#). 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.

**NSP 3275 Critical Care Nursing 3.00 Credits**

Prerequisite: [NSP 3265](#) and Admission to: [NURS-BS: Nursing](#). 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.

**NSP 3289 Special Topics in Gerontological Nursing 2.00 Credits**

Admission to: [NURS-BS: Nursing](#) or Prerequisite: 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.

**NSP 3495 Emergency Department Nursing 2.00 Credits**

Admission to: ( [NURS-BS: Nursing](#) and Prerequisite: [NSP 3275](#). 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.

**NSP 3685 End-of-Life Care 2.00 Credits**

Admission to: [NURS-BS: Nursing](#) or Prerequisite: permission of 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.

**NUR 1001 Transition to Professional Nursing 7.00 Credits**

Admission to: [NURS-BS: Nursing](#) and Prerequisite: [BSC 2086](#) and [BSC 2086L](#) and Pre or Corequisite: [NUR 1060C](#). This course focuses on role transition from LPN to RN and concepts and principles of holistic nursing care related to the care of adult clients and childbearing families. Focus is on the continued development of the roles of the nurse through the assimilation and application of theoretical concepts and use of the nursing process in providing care to adult clients and childbearing families who are experiencing commonly recurring actual or potential threats to homeodynamics. Selected advanced nursing skills are introduced. Emphasis is placed on managing the care of clients who are experiencing alterations in the functional dimensions of health in hospital and/or community settings. The student is expected to be able to manage a select number of clients while continuing to develop other nursing roles. This course contains a number of critical behaviors, including medication administration that must be performed without error by the end of the course to successfully pass the course. This course meets for 199 hours (62 theory, 30 skills lab, and 107 on-campus lab/clinical).

#### **NUR 1021C Nursing I 9.00 Credits**

Admission to: [NURS-BS: Nursing](#) and Prerequisite: [BSC 2086](#) and [BSC 2086L](#) and [PSY 1012](#). This course introduces concepts and principles of holistic nursing care. Theory content includes an introduction to understanding a person as a holistic being: the hospitalized adult patient's responses to actual or potential threats to homeodynamics, and the registered nurse's roles to effect or alter client's responses; and an introduction to the helping relationship. Psychomotor skills required of the nurse are introduced. This includes a short didactic for each skill being introduced, a demonstration of the skill, a time for practice with feedback from the instructor, and testing for mastery of the skill. Clinical experiences include hospitals and nursing homes where the student will apply the fundamentals of holistic nursing care, through the utilization of the nursing process, to adult clients with emphasis on the nurse as provider-of-care. The student will be required to submit a portfolio of specified information to be maintained until graduation. This course contains a number of critical behaviors, including medication administration, which must be performed without error by the end of the course to successfully pass the course. Course meets for 319 hours (47 theory, 30 skills lab, 242 on-campus lab/clinical).

#### **NUR 1211C Nursing II 10.00 Credits**

Prerequisite: [NUR 1021C](#) and Pre or Corequisite: [NUR 1142C](#). This course provides opportunities to learn and apply the principles related to the holistic nursing care of adult clients and childbearing families. Focus is on application of the theoretical concepts and use of the nursing process in providing care to adult clients and childbearing families who are experiencing commonly recurring actual or potential threats to homeodynamics. Emphasis is placed on managing the care of clients who are experiencing alterations in the functional dimensions of health in both hospital and community settings. The student is expected to be able to manage a select number of hospitalized clients while continuing to develop other nursing roles. Selected advanced nursing skills are introduced. This course contains a number of critical behaviors, including medication administration that must be performed without error by the end of the course to successfully pass the course. 334 contact hours (62 theory, 30 skills lab, 242 on-campus lab or clinical).

#### **NUR 2462C Nursing III 9.00 Credits**

Prerequisite: [NUR 1211C](#) and [NUR 1142C](#) or [NUR 1001](#) and [NUR 1060C](#) Pre or Corequisite: [NUR 2511C](#). This course provides opportunities to learn and apply the concepts and principles related to the nursing care of child rearing families and adult clients experiencing complex alterations in the functional dimensions of health. Focus is on continued development of the roles of the nurse through the assimilation and application of theoretical concepts and the use of the nursing process in providing care to child-rearing families and adult clients. Emphasis is on actual or potential threats to homeodynamics. Selected advanced nursing skills are introduced and previous nursing skills must be adapted for use in the treatment of children. Management of the nursing care, of child-rearing families and adult clients in both hospital and community settings, is emphasized. A variety of clinical and community settings are used to further develop nursing roles. This course contains a number of critical behaviors, including medication administration, that must be performed without error by the end of the course to successfully complete this course. 272 contact hours (47 theory, 30 skills lab, and 242 on-campus lab/clinical).

#### **NUR 2511C Psychosocial Nursing 1.00 Credits**

Prerequisite: [NUR 1211C](#) and [NUR 1142C](#) or [NUR 1001](#) Pre or Corequisite: [NUR 2462C](#). This course presents principles and practices related to the holistic nursing care of clients and their families across the life span. The course focuses on the continued development of the nursing process and builds on psychosocial concepts incorporated in [NUR 1021L](#) and [1211L](#). Concepts in this course include the helping relationship, family dynamics, crisis intervention and specific nursing therapies related to various psychosocial needs of clients and families in all nursing settings. This course contains a number of critical behaviors, including medication administration, which must be performed without error by the end of the course to successfully complete this course.

#### **NUR 2731C Nursing IV 8.00 Credits**

Prerequisite: [NUR 2462C](#) and [NUR 2511C](#) and [MCB 2010](#) and [MCB 2010L](#) and [STA 2023](#) and any approved Ethics course and Pre or Corequisite: [NUR 2813](#). This course focuses on assimilation and synthesis of the concepts and principles of holistic nursing therapy related to the care of a group of clients experiencing complex or potentially life threatening problems. Holistic care of the chronically, critically and terminally ill clients of various ages throughout the life span and their significant others in the hospital setting and as adapted to the care of clients in community based health care settings is emphasized. Clinical experiences take place in hospitals and community settings. Selected advanced nursing skills are introduced, including but not limited to administration of intravenous medications (IV push) and blood transfusions. Demonstration of roles and competencies of the associate degree graduate nurse at entry level are expected. This course contains a number of critical behaviors, including medication administration, which must be performed without error by the end of the course to successfully pass the course. 274 contact hours (47 theory, 22 skills lab, 205 on-campus lab/clinical).

#### **NUR 2811C Nursing Care Management Practicum 3.00 Credits**

Prerequisite: [NUR 2731C](#). The focus is on application of holistic nursing concepts and principles related to care of a group of patients with potentially life threatening problems. Clinical experiences may take place in hospitals or a variety of community settings. Demonstration of roles and competencies of the associate degree graduate nurse at entry level are expected. This course is essential for the successful transition from the role of student nurse to that of graduate nurse/registered nurse. This course contains a number of critical behaviors, including medication administration and all aspects of client safety, which must be performed without error by the end of the course to successfully pass the course. There will be 135 clinical hours over 3.5 weeks. The student will be placed with a Registered Nurse Preceptor and the student's clinical schedule will match the preceptor's schedule.

#### **NUR 2903 Nursing Independent Study 1.00 Credits**

Prerequisite: [NUR 2731C](#). This course is an individualized nursing independent study designed to discover the evidenced based foundation of a nursing therapy interest area proposed by the student. The experience is open to currently enrolled nursing students. The instructor will provide advanced learning resources and guidance. The student will also meet weekly with the instructor who will coordinate the experience.

#### **NUR 3066 Health Assessment and Physical Appraisal 3.00 Credits**

Admission to: [NURS-BS: Nursing](#) and Prerequisite: [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.

#### **NUR 3178 Complementary/Integrative Health and Therapies 2.00 Credits**

Admission to: [NURS-BS: Nursing](#) or Prerequisite: 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.

#### **NUR 3655 Nursing in a Multicultural Society 3.00 Credits**

Admission to: [NURS-BS: Nursing](#) and Prerequisite: [NUR 3805](#). This course provides the student with an overview of the influence and impact of culture on health care practices and in the delivery of nursing care for individuals, groups, and communities. The student explores and reflects upon their own personal values and cultural beliefs related to health and health care delivery while examining client behaviors, cultural perspectives, and barriers to transcultural communication.

#### **NUR 3826 Legal & Ethical Aspects of Nursing 3.00 Credits**

Admission to: [NURS-BS: Nursing](#) and Prerequisite: [NUR 3805](#). This course is an assessment of ethical and legal issues confronting nurses and other health care providers during provision of patient care and in the workplace. The course focuses on identification and application of legal and ethical concepts, and principles underlying critical thinking and ethical decision making in nursing and health care.

#### **NUR 3905 Independent Study in Nursing 1.00 - 3.00 Credits**



Prerequisite: Permission of the Dean. 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.

**NUR 3906 Independent Study In Clinical Nursing** 1.00 - 3.00 Credits

Prerequisite: Permission of the Dean. 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.

**NUR 4165 Introduction to Nursing Research** 3.00 Credits

Admission to: [NURS-BS: Nursing](#) and Prerequisite: [NUR 3805](#) and [STA 2023](#). This course is an overview of the skills needed to read, understand, evaluate, and use nursing research. This course focuses on research methods and the identification of researchable nursing problems. Credit is not given for both NUR 4165 and NUR 4169.

**NUR 4169 Evidence-Based Research Utilization** 3.00 Credits

Admission to: [NURS-BS: Nursing](#) and Prerequisite: ( [STA 2023](#) or [STA 2023H](#) ) and Pre or Corequisite: [NUR 3805](#). This course involves an exploration and integration of current scientific evidence, use of clinical judgment, identification of patient preferences, and assessment of available resources as the conceptual elements used to promote clinical practice decision making. This course explores the concepts of critical analysis and outcomes research, emphasizing the elements of evidence based nursing practice. Focus is placed on utilization of research in clinical nursing practice, and the student will examine and plan a resolution of a clinical nursing problem. Credit is not given for both NUR 4165 and NUR 4169.

**NUR 4606 Nursing of the Family** 3.00 Credits

Admission to: [NURS-BS: Nursing](#) and 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. The course is intended to develop and enhance knowledge necessary for the promotion of client/family well-being throughout the life span.

**NUR 4636 Community Health Nursing Practicum** 4.00 Credits

Admission to: [NURS-BS: Nursing](#) and Prerequisite: [NUR 3805](#) and Pre or 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.

**NUR 4636 Community Health Nursing Theory** 3.00 Credits

Admission to: [NURS-BS: Nursing](#) and Prerequisite: [NUR 3805](#) and Pre or Corequisite: [NUR 4636](#). 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.

**NUR 4835 Leadership Practicum** 4.00 Credits

Prerequisite: [NUR 3805](#) and [NUR 3874](#) and [NUR 3125](#) and [NUR 3066](#) and [NUR 3655](#) and [NUR 4606](#) and [NUR 4636](#) and [NUR 4636](#) and [NUR 3826](#) and [NUR 4835](#) and ( [NUR 4169](#) or [NUR 4165](#) ). This course focuses on the application of the theories, concepts, and principles of leading and managing in the healthcare setting. Emphasis in the course will be on the development of skills needed for effective leadership and management. Opportunities will be provided to demonstrate appropriate introductory leadership and management ability in collaboration with a bachelors-prepared nurse leader in a healthcare agency.

**NUR 4835 Leadership Theory** 3.00 Credits

Pre or Corequisite: [NUR 4835](#) and Prerequisite: [NUR 3805](#) and [NUR 3874](#) and [NUR 3125](#) and [NUR 3066](#) and [NUR 3655](#) and [NUR 4606](#) and [NUR 4636](#) and [NUR 4636](#) and [NUR 3826](#) and ( [NUR 4169](#) or [NUR 4165](#) ). This course includes a focus on theories,

concepts, and principles of leading and managing faced by nursing leaders and managers. Emphasis will be on the methods used 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.

**OCB 100C Biology of Marine Life 3.00 Credits**

Prerequisite: [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) or [EAP 1695](#) and [MAT 0028](#) or appropriate scores on the SPC placement tests. This course is designed to provide the non-science major student with an understanding of basic biological principles using marine organisms as examples. The focus is on functional interactions at the cellular, organismal and community levels. The laboratory component will apply concepts through direct observations and experiments using the diversity of organisms in and from our local marine environment. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in any course with a BSC prefix.)

**OCE 2001 Introduction to Oceanography 3.00 Credits**

Prerequisite: [ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) or [EAP 1695](#) and [MAT 0028](#). This course is a study of the ocean and a survey of basic principles and procedures of physical, biological, chemical and geological oceanography.

**OCE 2001L Oceanography Laboratory 1.00 Credits**

Prerequisite: [OCE 2001](#). This laboratory course introduces the student to basic principles of physical, geological, chemical, and biological oceanography. Topics will include the analysis of ocean basin features, properties of seawater, the physical properties driving ocean currents, identification of marine organisms, and other related items. This laboratory will include field trips

**ORI 2000 Introduction to Communication as Performance 3.00 Credits**

Prerequisite: ( [SPC 1608](#) or [SPC 1608H](#) or [SPC 1017](#) or [SPC 1017H](#) and ) ( [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) ). This course is designed to develop proficiency in the understanding of oral communication of literacy and other written materials. 47 contact hours.

**PAD 3330 Urban and Regional Planning 3.00 Credits**

Admission to: [PPA-BS: Public Policy and Administration](#) and Prerequisite: [PUP 3040](#). This course provides a basic foundation into the principles of planning practices that imply and include the potential variations of substance as related to local government planning. Emphasis is placed on social, economic and housing planning and its relationship to conceptual frameworks, research perspectives, practical and political considerations, and public policy to include its origin, interpretation and implementation. Course content is guided by an understanding that community growth, and the inevitable changes associated with growth, are no longer accepted without challenge.

**PAD 3821 Contemporary Issues in Public Safety Administration 3.00 Credits**

Prerequisite: [PAD 3820](#). 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.

**PAD 4046 Managing Conflict in Public Organizations 3.00 Credits**

Prerequisite: [PAD 3820](#) and Admission to: [PSA-BAS: Public Safety Administration](#). This course will examine the various conflict situations in public organizations to include how values and ethics influence the behavior of administrators in making decisions that affect the philosophy and goals of the organization. In addition, focus will be placed on the role of administrators as conflict managers by examining and providing various conflict resolution mechanisms and strategies that are cost-effective to the organization.

**PAD 4393 Critical Incident Management 3.00 Credits**

Prerequisite: [PAD 3820](#) and Admission to: [PSA-BAS: Public Safety Administration](#). This course examines disaster planning and emergency management. The course focuses on the four phases of planning, mitigation, response, and preparedness. The course includes FEMA and federal government NIMS ICS-700, and ICS 800 certifications.

**PAD 4878 Public Safety Administration Capstone** 3.00 Credits

Prerequisite: [PAD 3311](#) 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.

**PCB 2061 Applied Genetics** 2.00 Credits

Prerequisite: ( [BSC 2010](#) and [BSC 2010](#) ). This course introduces the concepts and mechanisms associated with the transmission of heritable information including Mendelian genetic analysis, modern molecular genetic analysis and regulation of gene expression. The aim of this course is to provide students with a foundation for understanding the current genetic advances in regards to their application to current methods in biotechnology. Quantitative genetic analyses, genomics, and the genetic basis of disease will be explored.

**PCB 3023 Cell Biology** 3.00 Credits

Prerequisite: [BSC 2011](#) and [BSC 2011L](#) and [CHM 2211](#) and [CHM 2211L](#) and Pre or Corequisite: [PCB 3023](#). This course is a study of cell structure and function with emphasis on the properties of intracellular organelles. This course is concerned primarily with eukaryotic cells. Lectures are devoted to structural details and the molecular functions of the different sub-cellular components. Topics covered include exocytosis, endocytosis, membrane transport and the role of the cytoskeleton in this process, protein targeting, organelle function, organelle structure and organelle biosynthesis, protein sorting, motility, and cell-to-cell interactions. Lectures will also introduce the topics of signal transduction and cellular functions that are required for cell growth and programmed cell death, as well as how perturbations in these processes can result in human diseases. 47 contact hours.

**PCB 3023 Cell Biology Laboratory** 1.00 Credits

Prerequisite: [BSC 2011](#) and [BSC 2011L](#) and [CHM 2211](#) and [CHM 2211L](#) and Pre or Corequisite: [PCB 3023](#). This laboratory course will consist of experiments that teach and apply fundamental techniques used in cell biology such as isolation and study of cellular organelles, sub-cellular fractionation, protein isolation, detection and activity

**PCB 3043 Ecology** 3.00 Credits

Prerequisite: [BSC 2011](#) and [BSC 2011L](#) and Pre or Corequisite: [PCB 3043](#). 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.

**PCB 3043 Ecology Lab** 1.00 Credits

Prerequisite: [BSC 2011](#) and [BSC 2011L](#) and Pre or Corequisite: [PCB 3043](#). 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.

**PCB 3063 Genetics** 3.00 Credits

Prerequisite: [BSC 2011](#) and [BSC 2011L](#) and [CHM 2046](#) and [CHM 2046L](#) and Pre or Corequisite: [PCB 3063](#). 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. This course also provides 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.

**PCB 3063 Genetics Lab** 1.00 Credits

Prerequisite: [BSC 2011](#) and [BSC 2011L](#) and [CHM 2046](#) and [CHM 2046L](#) and Pre or Corequisite: [PCB 3063](#). 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. This course provides an understanding of the history and process of genetics as an experimental science as well as a foundation for understanding the current advances and rapid changes in the field of genetic engineering and genomics.

**PCB 4024 Molecular Biology** 3.00 Credits

Prerequisite: [CHM 2046](#) and [PCB 3063](#) and [PCB 3063](#). This course provides a detailed overview of the molecular basis of the biological processes involved in cellular function with emphasis on the activities of DNA, RNA, and the regulation of gene expression. Course content focuses on the processes of transcription, translation and DNA replication in both prokaryotes and eukaryotes. This course emphasizes the control mechanisms that influence these cellular activities. Additional topics include post-transcriptional control of gene expression, mobile genetic elements, functional genomics, proteomics and bioinformatics. This course will include discussion sessions and problem solving of experimental data that teach interpretation of current molecular biological techniques.

**PCB 4233 Immunology** 3.00 Credits

Prerequisite: [BSC 2010](#) and [BSC 2010](#) and ( [MCB 3020](#) and [MCB 3020](#) or [PCB 3023](#) and [PCB 3023](#) ). This course teaches the fundamentals and functions of the immune system. The role of the immune system in health and disease is a vital component of life and investigations into this system introduce the student to the organs, tissues, cells, and molecules of the immune system and their relationship to disease. The immune system involves complex interactions between blood cells, chemical signals, cellular signals, genetics, and foreign  $\zeta$ invaders $\zeta$  which allow us to merge concepts from biology, microbiology, biochemistry and genetics.

**PCB 4253 Developmental Biology with Lab** 4.00 Credits

Prerequisite: [PCB 3063](#) and [PCB 3063](#). [PCB 3023C](#) is recommended prior to this course. The course focuses on the molecular mechanisms underlying patterns of embryonic development. Emphasis will be based on the experimental approaches taken to understand development using cellular and molecular mechanisms rather than descriptive embryology. Course content will cover fertilization, axis formation, cell specification, germ layer formation, differential gene expression and organogenesis. In addition current topics will be discussed, including by not limited to: development and disease, aging and regeneration, stem cell biology as well as environmental and evolutionary developmental mechanisms. Developmental biology is interdisciplinary, incorporating all aspects of the biological sciences and can be thought of as a capstone course in undergraduate education. This course is a combined lecture and lab class. The lab component helps students to understand the scientific process and to develop skills in observation, description, data analysis, basic statistics, literature review and evaluation, and writing.

**PCB 4363C Physiological Ecology** 4.00 Credits

Prerequisite: [BSC 2011](#) and [BSC 2011L](#) and [PCB 3043](#) and [PCB 3043](#). The aim of physiological ecology is to understand physiological systems in context of evolution and ecology. Physiological ecology considers questions such as "how does an organism's physiology enable or constrain its ecology?" and "via what mechanisms do physiological adaptations affect the evolutionary fitness of organisms?" This course will examine how physiological systems that span levels from molecules to cells to whole organisms interact with exogenous factors such as evolution, ecology, and the environment. In addition, this course will investigate the biomechanical and evolutionary limits of these physiological systems. This course is a combined lecture and lab class.

**PCB 4454C Biostatistics with Lab** 4.00 Credits

Prerequisite: [STA 2023](#) or [MAC 2234](#) or Other: Permission of the Instructor. This course is designed to provide the use of statistics in the analysis of biological data. Quality statistical analyses begin with quality data, so early topics cover the collection and processing of data as well as the calculation of descriptive summary statistics. Subsequent lectures will focus on the linkage between statistical analyses and the scientific method, especially in terms of developing and testing appropriate hypotheses. The remainder of the course involves a discussion of various routine techniques used to analyze biological data, including t-tests, analysis of variance (ANOVA), and linear regression. This course is a combined lecture and lab class, and the lab component involves hands-on analyses of real-

world biological data using common statistical analysis software. At the completion of the course students will have sufficient understanding of basic statistical techniques to analyze data from their own undergraduate research studies.

**PCB 4674 Evolutionary Biology 3.00 Credits**

Prerequisite: ( [PCB 3043](#) and [PCB 3043](#) ) or ( [PCB 3063](#) and [PCB 3063](#) ). This lecture course is designed to teach the mechanisms of evolutionary change and the resulting patterns of microevolution, speciation and macroevolution. Students explore the sources of genetic variation, "evo-devo", and their roles in evolution. Students will investigate evidence of evolution and the relevance of evolution throughout biological disciplines. The course will emphasize the environmental pressures that drive adaptation and will investigate the molecular, morphological, physiological, behavioral and demographic adaptations resulting from specific environmental pressures.

**PCB 4723 Comparative Physiology 3.00 Credits**

Prerequisite: [BCH 3023](#) or ( [PCB 3023](#) and [PCB 3023](#) ) or ( [MCB 3020](#) and [MCB 3020](#) ) and Pre or Corequisite: [PCB 4723](#). 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 in which concepts from physics and chemistry are merged with concepts from biology.

**PEN 2137 Advanced Scuba Diving 2.00 Credits**

Prerequisite: [PEN 2136](#) or Previous certification in a nationally recognized scuba certification program. This course is designed to enable students to practice advanced scuba techniques suitable for various open water diving experiences.

**PGY 2000 HISTORY OF PHOTOGRAPHY 3 credits**

In this course, the student will research early photographic processes, their applications, and influences on art trends. The student will examine the technological evolution of photography and the impact this progressive medium has on the growth of world culture. This course will focus on the inventors, entrepreneurs, artists and the network they created. It will examine how this shaped the foundation for the creation of a syntax of visual communication. 47 contact hours

**PGY 2110C Color Photography 3.00 Credits**

Prerequisite: [PGY 2404C](#). This course includes the study of various color films, lighting, correction filters, processing and presentation of various types of color film and paper.

**PGY 2201C Photography Studio Lighting 3.00 Credits**

Prerequisite: [PGY 2401C](#) and [PGY 2110C](#). This is a course in which students will research and explore various lighting techniques used in photography to enhance the composition of the subject matter. Students will examine technical aspects involved in working with lighting equipment and the impact this visual application is having on the growth, culture, and communication in the world today. The emphasis will be a "hands on" approach working with other students, models and potential clients in single and group portraiture situations. Students will become better acquainted with lighting used in product, advertising, and specialty photography which has expanded the visual syntax in all visual forms of expression and communication throughout humanity. Course may be taken up to three times for credit. 92 contact hours.

**PGY 2210C Professional Studio Portraiture 4.00 Credits**

Prerequisite: [PGY 2401C](#) and [PGY 2800C](#). This is a course for students to explore on both an individual and group basis the utilization of photographic lighting equipment and techniques for portrait photography. The emphasis will be a "hands on" approach working with other students, models and potential clients in portrait situations. Students will develop basic lighting skills and practice in the production of studio portraits. Students will examine various methods of photographing individuals and groups of people in a studio environment and how photographic styles have expanded the visual syntax in all visual forms of expression and communication in cultures throughout the world. Course may be taken up to three times for credit.

**PGY 2404C Intermediate Photography 3.00 Credits**

Prerequisite: [PGY 2401C](#). In this course the student deals with advanced problems in refinement of the silver print and the development of visual acuity, perception, and aesthetic sensibilities, as well as with advanced technical problems. Advanced problems include controlling various manipulative techniques obtainable through the camera and in the darkroom such as multiple exposures, multiple negatives, negative blends, orthochromatic processes, infrared film, etc. Additional emphasis is placed on photography's application to other fields including journalism, business, and industry. Course may be taken up to three times for credit

**PGY 2446C Alternative Processes/Photography 3.00 Credits**

Prerequisite: [PGY 2401C](#). This course is designed to enable students to evolve individually and as a group toward the utilization of historical photographic processes fused into new technologies. The program takes an interdisciplinary approach to experimental applications of old photographic technologies and examines the integration of computer technology into these processes and its impact on the culture, visual expression, and communications in the world today. Students will examine early non-silver photographic processes, such as Kalotypes, Cyanotypes, and Gum Bicomates and incorporate these processes with computer materials and techniques. Students will explore how the integration of these diverse applications can allow for greater and new creative discoveries in their approach to both photographic and computer related technologies. The emphasis will be a "hands-on" approach working with other students in an equipped photographic and electronic laboratory designed to provide an environment for creative activity which reflects the inherent flexibility of conventional and computer technologies and how this medium has expanded the visual syntax in all forms of expression.

**PGY 2470C Themes for Photographers 3.00 Credits**

Prerequisite: [PGY 2401C](#) and [PGY 2404C](#). This course is designed for students who already have acquired basic technical knowledge of photography. This individualized course provides students the opportunity to explore and develop their own thematic approach to communicating through photography. Course may be taken up to three times for credit.

**PGY 2475C Portfolio Development 3.00 Credits**

Prerequisite: [PGY 2404C](#). This course is designed for students to evolve on an individual and group basis toward the creative utilization of technology for enhancement of presentation of student portfolio work. The program takes an interdisciplinary approach to the documentation of student portfolios through the application of conventional and new photographic technologies and its impact on the culture, visual expression and communications in the world today. Students will examine various technologies of documenting their edited images and assembling their work utilizing a diversified means of professional presentational methods. Students will explore presentational technologies best suited for their specific target market for employment. The emphasis will be a "hands on" approach working with other students in an equipped photographic and electronic laboratory designed to provide an environment for creative activity which reflects the inherent flexibility of conventional and new technologies and how this medium has expanded the visual syntax in all form of expression. Course may be taken up to three times for credit.

**PGY 2750 Introduction to Video Production 3.00 Credits**

Prerequisite: [PGY 2800C](#). This course enables students to create short digital video productions. The course covers pre-production, production and post-production methods, strategies and techniques, including story/script development, interviewing, videography, audio recording and software editing. The course will prepare students with the professional practices to successfully pursue a career in the video industry workforce.

**PGY 2800C Digital Photography 3.00 Credits**

Prerequisite: [PGY 2401C](#). This course is designed for students to evolve on an individual and group basis toward the creative utilization of technology. The program takes an interdiscipline approach to experimental application of new technologies associated with photography and its impact on the culture, visual expression and communications in the world today. Students will examine digital imaging through the use of digital cameras and how conventional photographs can be converted to electronic images by various scanning methods. Students will explore how the electronic image can be printed using traditional processes and the advantages of both electronic and conventional methods. The emphasis will be a "hands on" approach working with other students in an equipped photographic and electronic laboratory designed to provide an environment for creative activity which reflects the inherent flexibility of digital and conventional technologies and how this medium has expanded the visual syntax in all forms of expression.

**PGY 2940C Professional Practices/Internship 3.00 Credits**

Prerequisite: [PGY 2404C](#). This course is designed to enable students to evolve individually and as a group toward the utilization of photographic technology. The program takes an interdisciplinary approach to experimental application of new technologies associated

with photography and its impact on the culture, visual expression and communications in the world today. Students will utilize photographic skills and techniques acquired in the classroom and apply these applications in a pre-determined business or company. Students will explore their photographic discipline in an on-site training program/internship for knowledge and experience. The emphasis will be a 'hands-on' approach working with other students in an equipped photographic and electronic laboratory and on-location incorporating academic discussions and practices with job related experience. The program is designed to provide an environment for creative activity which reflects the inherent flexibility of the traditional and new technologies and how this medium has expanded the visual syntax in all forms of expression.

### **PHH 2101 Introduction to Ancient Greek Philosophy 3.00 Credits**

Prerequisite: ENC 0020 or [EAP 1695](#) or satisfactory score on the SPC placement test. This introductory survey of classical Greek Philosophy provides a rich evaluation of ancient schools of thought and their connection to Western culture. A historical and critical examination is conducted of these schools of thought addressing the issues in metaphysics, epistemology and axiology (ethics, aesthetics, and theology.) Discussion as well as lecture will focus on historically and philosophically important philosophers, including Thales, Pythagoras, Heraclitus, Parmenides and other Pre-Socratic philosophers, as well as Plato and Aristotle.

### **PHI 1010 Introduction to Philosophy 3.00 Credits**

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or satisfactory score on the SPC placement test. This introductory survey of the perennial issues in human existence provides a rich evaluation of life's meaning. A critical examination is conducted of the fundamental assumptions, terminology, and schools of thought addressing the issues in metaphysics, epistemology and axiology (ethics and aesthetics). Discussion as well as lecture will focus on both classical and contemporary readings, such as Plato, Aristotle, Aquinas, Descartes, Locke, Hume, Kant, Hegel, Marx, Kierkegaard, Nietzsche, Wittgenstein and Sartre and de Beauvoir. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both PHI 1010 and PHI 1010H.

### **PHI 1010H Honors Introduction to Philosophy 3.00 Credits**

Prerequisite: Appropriate score on the SPC placement test or approval of the Dean. This course will cover the history of philosophy, its philosophers, key ideas, as well as the perennial issues in human existence that provide a rich evaluation of life's meaning. A critical examination will be conducted into the fundamental assumptions, terminology, and schools of thought in philosophy, addressing a variety of issues in metaphysics, epistemology and axiology (ethics and aesthetics). Discussion as well as lecture will focus on both classical and contemporary readings, such as the Pre-Socratics, Plato, Aristotle, Augustine, Aquinas, Descartes, Leibniz, Spinoza, Locke, Berkeley, Hume, Kant, Wollstonecraft, Hegel, Marx, Nietzsche, Kierkegaard, Wittgenstein, Russell, Heidegger, Sartre, de Beauvoir. Special emphasis will be given to theoretical traditions of Western thought such as idealism, materialism, rationalism, and existentialism, as well as Post-Modern and non-Western theoretical positions. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both PHI 1010H and PHI 1010.

### **PHI 1600 Honors Studies in Applied Ethics 3.00 Credits**

Prerequisite: Appropriate score on SPC placement test or approval of the Dean. This course is designed to provide the academically gifted student an analytical approach to understanding and resolving ethical issues confronting an individual in today's society. Emphasis is placed on understanding the historical development of ethical thinking, critical analysis of a wide variety of ethical theories representative of major themes of ethical philosophy, ethical issues, and evaluation of multicultural and historical aspects of ethics. Students will also use logical reasoning, critical thinking skills, and resources such as legal and professional codes to evaluate differing points of view on a wide variety of ethical issues, and to synthesize personal opinions. The seminar format encourages individual and collaborative effort, independent research, and verbalization of concepts. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both PHI 1602H and any of the following courses: PHI 1600, PHI 1603, PHI 1631, PHI 2621, PHI 2622, PHI 2635 or PHI 2649.

### **PHI 1600 Studies in Applied Ethics 3.00 Credits**

Prerequisite: ( [REA 0017](#) and [ENC 0025](#) ) or [EAP 1695](#) or Other: Appropriate score on the SPC placement exam. This course is a practical overview of key issues, questions and concepts in applied ethics. Special emphases are placed on the historical development of ethical thinking, a variety of ethical approaches and on multicultural aspects of ethics. Students will also examine a variety of personal, social and professional ethical issues and problems and learn methods of resolving them through the use of critical thinking skills, sound ethical reasoning and legal and professional codes. Students are provided an active learning experience, increased student interaction and opportunities for independent research into ethical issues of personal interest. This course partially satisfies the writing requirements outlined in the General Education Requirements. This course meets the College's general education requirements for applied ethics. Credit is not given for both PHI 1600 and any of the following courses: PHI 1603, PHI 1602H, PHI 1631, PHI 2621, PHI 2622, PHI 2635 or PHI 2649.

**PHI 2103 Critical Thinking and Ethical Decision Making 3.00 Credits**

Prerequisite: [PHI 1600](#) [PHI 1600H](#) [PHI 1603](#) [PHI 1631](#) [PHI 2635](#) or [PHI 2649](#). This course introduces students to critical thinking tools and techniques, and provides students with the practical skills needed to analyze and assess situations in order to resolve complex problems and make responsible and ethical decisions.

**PHI 2621 Applied Ethics II 1.00 Credits**

Prerequisite: PHI 1603. This course is designed to meet the needs of the student who has initially completed a 2 credit Ethics course, but needs a 3 credit Ethics course. This course is a practical approach to recognizing, understanding and solving ethical problems confronting individuals in today's society. Students will learn concepts in applied ethics and selected ethical theories, which represents additional main themes in moral philosophy. Emphasis will be placed on the development of skills necessary for critical thinking and responsible decision making. Credit will not be given for both PHI 2621 and any of the following courses: PHI 1600,1602H, 2635, 2649,1631 or PHI 2622.

**PHI 2622 Professional Applied Ethics 1.00 Credits**

Prerequisite: PHI 1603. This course is designed to meet the needs of the student who has initially completed a 2 credit Ethics course but needs a 3 credit Ethics course. This course is a practical approach to recognizing, understanding and solving ethical problems confronting individuals in today's society, with particular emphasis on business. Students will learn concepts in applied ethics and selected ethical theories which represent additional main themes in moral philosophy. Emphasis will be placed on the development of skills necessary for critical thinking and responsible decision making in business. Credit will not be given for both PHI 2622 and any of the following courses: PHI 1600, 1602H, 2635, 2649, 1631 or PHI 2621.

**PHI 2623 Ethics for Educators 3.00 Credits**

Prerequisite: BA or BS degree or permission of Program Director. This course is designed to meet the needs of current K-12 educators who teach or will be teaching in the State of Florida, but need an approved Ethics Course to be certified or recertified to teach. This course is a practical approach to recognizing, understanding and solving ethical problems confronting educators in today's society. Students will learn concepts in applied ethics and selected ethical theories, which represent main themes in moral philosophy. Students will learn current Principles of Professional Conduct, Board of Education rules and relevant Florida Statutes, and will learn the use of said codes, rules and laws in resolving ethical issues. Emphasis will be placed on the development of skills necessary for critical thinking and responsible decision making in the educational arena.

**PHI 2624 Ethics in Popular Culture and Entertainment 3.00 Credits**

Prerequisite: [PHI 1600](#) [PHI 1600H](#) [PHI 1631](#) [PHI 2635](#) or [PHI 2649](#). This course is a study of the fundamental concepts of classical and modern approaches to moral reasoning as identified in various forms of popular culture and entertainment. A review of fundamental ethical definitions and concepts, elements of critical thinking and logic, and classical and contemporary approaches to moral reasoning will precede the examination and analysis of selected forms of popular culture and entertainment. The analysis phase will consist of an examination of the selected materials with a view to identifying the presence of issues and dilemmas of moral significance. Fictional and historical characters will then be assessed as to their critical thinking processes and their approaches to the resolution of moral dilemmas.

**PHI 2646 Ethics in Fables and Stories 3.00 Credits**

Prerequisite: [PHI 1600](#) or [PHI 1600H](#) or [PHI 1631](#) or [PHI 2635](#) or [PHI 2649](#). This course is a study of the fundamental concepts of classical and contemporary approaches to ethical reasoning as identified in various forms of fables and classical stories. The analysis will consist of an examination of the selected materials with a view to identifying the presence of issues and dilemmas of ethical significance. Fictional and historical characters; approaches to the resolutions of moral dilemmas will be assessed. Fables and stories will be evaluated to make meaningful and useful connections to contemporary dilemmas and decisions.

**PHI 2921L Ethics Bowl Laboratory 1.00 Credits**

Prerequisite: [PHI 1600](#) or [PHI 1600H](#) or [PHI 1631](#) or [PHI 2635](#) or [PHI 2649](#) or permission of program director. This course offers training and experience in analyzing ethical case studies and prepares students to compete in intercollegiate ethics bowl competitions.



It provides students the opportunity to improve critical thinking, public speaking and debating skills in order to succeed at intercollegiate ethics competitions. This course may be taken 4 times for credit.

**PHI 2950 Ethics Debate Team 3.00 Credits**

Prerequisite: [PHI 1600](#) or [PHI 1600H](#) or [PHI 1631](#) or [PHI 2635](#) or [PHI 2649](#). This course offers training and experience in analyzing ethical case studies and prepares students to compete in intercollegiate ethics debate competitions. It provides students the opportunity to improve critical thinking, public speaking, debating, and research skills which will enhance many aspects of the student's life, including success in ethics debate competitions.

**PHT 1121 Functional Anatomy and Kinesiology 3.00 Credits**

Prerequisite: [BSC 2085](#) and [BSC 2085L](#) Pre or Corequisite: [PHT 1121L](#). This course will be devoted to the study of the structure and function of the musculoskeletal system with emphasis on the mechanical (functional) aspects of human motion and the application of kinesiology as related to therapeutic exercise.

**PHT 1121L Functional Anatomy and Kinesiology Laboratory 2.00 Credits**

Prerequisite: [BSC 2085](#) and [BSC 2085L](#) Pre or Corequisite: [PHT 1121](#). Within a laboratory environment, this course will be devoted to the study of the structure and function of the musculoskeletal system with emphasis on the mechanical (functional) aspects of human motion and the application of kinesiology as related to therapeutic exercise. Observational, manual dexterity and communication skills will be developed relevant to analyzing, demonstrating, monitoring and/or modifying therapeutic exercise/routines.

**PHT 1200 Introduction to Basic Patient Care 3.00 Credits**

Prerequisite: [ENC 1101](#) and [HSC 1531](#) and the Computer Literacy Competency Requirement and Pre or Corequisite: [PHT 1200L](#). This course is an introduction to the field of physical therapy including role orientation, professional organizational structure, modality principles used for basic patient care and disease processes. Role orientation, ethics, legal aspects, limitation and relationships will be explored relative to the physician, registered physical therapist and the patient.

**PHT 1200L Basic Patient Care Laboratory 3.00 Credits**

Prerequisite: [ENC 1101](#) and [HSC 1531](#) and Pre or Corequisite: [PHT 1200](#). This is a laboratory course in which there is practice in activities and modalities basic to the care of patients in health agencies. The development of manual dexterity with patient safety and comforts is the focus. The college laboratory will be utilized for practice demonstration.

**PHT 1217 Physical Therapy Principles and Procedures 3.00 Credits**

Prerequisite: [PHT 1200](#) [PHT 1200L](#) [PHT 1121](#) [PHT 1121L](#) [PHI 1600](#) or approved Ethics course, [BSC 2086](#) and [BSC 2086L](#) Pre or Corequisite: [PHT 1217L](#). This is a course to introduce the principles of physical therapy (PT) treatment procedures and modalities used in patient care. Specialized vocabulary and selected medical-surgical conditions are presented.

**PHT 1217L Physical Therapy Principles and Procedures Laboratory 3.00 Credits**

Prerequisite: [PHT 1200](#) and [PHT 1200L](#) and [PHT 1121](#) and [PHT 1121L](#) and [PHI 2635](#) or approved Ethics course and [BSC 2086](#) and [BSC 2086L](#) and Pre or Corequisite: [PHT 1217](#). Basic skills are to be developed and principles applied involving functional anatomy and kinesiology, basic therapeutic exercise, and application of modalities relative to caring for the patient. Demonstrations, student practice in college laboratory and in affiliated health agencies constitute course activities.

**PHT 1801L Physical Therapy Clinical Practice I 3.00 Credits**

Prerequisite: [PHT 1217](#) and [PHT 1217L](#) and [PHT 2252](#) and [PHT 2252L](#) and [PSY 1012](#) and [HSC 1149](#) and ( [HUM 2270](#) or [REL 2300](#) ). This course allows the student to correlate didactic course work with basic patient care skills in the clinical setting utilizing information learned in the first year of the physical therapist assistant program. Each student is assigned to a clinical agency and performs specific physical therapy modalities and procedures on a variety of patients under the close supervision of a physical therapist.

**PHT 2162 Neurological Disabilities and Treatment 3.00 Credits**

Prerequisite: [PHT 1801L](#). This course is devoted to the advanced study of the nervous system and selected neurological disabilities encountered in physical therapy practice. Emphasis is on the etiology, pathology and clinical picture of diseases studied. Use of physical therapy modalities and procedures most effective for each neurological condition is discussed.

**PHT 2220 Therapeutic Exercise in Physical Therapy 2.00 Credits**

Prerequisite: [PHT 1801L](#) Pre or Corequisite: [PHT 2220L](#). This course provides an overview of the neurophysiological and cardiovascular basis for application of therapeutic exercise. The rationale for and functional basis of therapeutic exercise is correlated with selected patient pathologies.

**PHT 2220L Therapeutic Exercise in Physical Therapy Lab 2.00 Credits**

Prerequisite: [PHT 1801L](#) Pre or Corequisite: [PHT 2220](#). Within the laboratory environment, this course will be devoted to the study and performance of power-assisted exercise modes and cardiovascular-based and neurophysiologically-based therapeutic exercise programs. Practice in the laboratory will involve demonstration, observation, analysis and performance monitoring.

**PHT 2252 Orthopedic Disabilities and Treatment 3.00 Credits**

Prerequisite: [PHT 1121](#) [PHT 1121L](#) [PHT 1200](#) [PHT 1200L](#) [PHT 1217](#) [PHT 1217L](#) Pre or Corequisite: [PHT 1217](#) [PHT 1217L](#) [PHT 2252L](#). This course provides a basic knowledge of selected orthopedic disabilities encountered in physical therapy practice. Emphasis is on the etiology, pathology and clinical picture of diseases studied. Use of physical therapy modalities and procedures used in each disability is discussed.

**PHT 2252L Orthopedic Disabilities and Treatment Laboratory 2.00 Credits**

Pre or Corequisite: [PHT 2252](#) Prerequisite: [PHT 1217](#) [PHT 1217L](#) Pre or Corequisite: [PHT 1217](#) [PHT 1217L](#). This course provides the opportunity to develop basic skills in data collection and more advanced skills in therapeutic exercise techniques for common orthopedic conditions. Exercise programs for specific orthopedic pathologies are presented and practiced.

**PHT 2810L Physical Therapy Clinical Practice II 4.00 Credits**

Prerequisite: [PHT 2220](#) [PHT 2220L](#) and [SPC 1017](#) College level Mathematics, and [DEP 2004](#). This clinical and laboratory course is correlated with class material. It provides the student with selected experiences in the college laboratory and health care agency. Emphasis is placed on more complex therapeutic procedures in clinical practice. Problem-solving techniques are employed in clinical decision-making. 40 clinical hours per week for four (4) weeks and 20 hours in the college laboratory.

**PHT 2820L Physical Therapy Clinical Practice III 4.00 Credits**

Prerequisite: [PHT 2810L](#) and [PHT 2931](#). This clinical course provides the student with selected experiences in a healthcare agency under the direct supervision of a physical therapist/physical therapist assistant. Emphasis is placed on complex/advanced therapeutic procedures in clinical practice. Advanced problem-solving techniques are employed in clinical decision-making.

**PHT 2931 Trends in Physical Therapy 2.00 Credits**

Prerequisite: [PHT 2220](#) and [PHT 2220L](#) and [PHT 2252](#) and [PHT 2252L](#) and [PHT 2162](#) and [PHT 2810L](#) or Pre or Corequisite: [PHT 2810L](#). This course is a seminar-type class which will explore the newer trends involving the role of the professional team, the professional organization, legal and ethical implications and legislation (including state regulations as well as Medicare and Medicaid regulations). Historical patterns in the development of the profession of physical therapy and projections of future directions in light of influence from the past will be explored.

**PHT 2949 Co-op Work Experience 1.00 Credits**

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Administrator Approval. Co-op Work Experience 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.

**PHY 1049L Physics Laboratory II 1.00 Credits**

Prerequisite: [PHY 1048L](#) Pre or Corequisite: [PHY 1054](#) or [PHY 2049](#). A continuation of Physics Laboratory I, this course provides laboratory experiences in concepts and principles of electricity, magnetism, and light. This course has a substantial writing requirement.

**PHY 1053 General Physics I 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) and ( [MAC 1114](#) or [MAC 1147](#) ) Pre or Corequisite: [PHY 1048L](#). Subject matter includes mechanics, heat, and sound. This is a course for students not majoring in the physical sciences. (Credit is not given for both PHY 1053 and PHY 2048.)

**PHY 1054 General Physics II 3.00 Credits**

Prerequisite: [PHY 1053](#) Pre or Corequisite: [PHY 1049L](#). Subject matter includes electricity, magnetism, light, and some modern physics. A course for students not majoring in the physical sciences. (Credit is not given for both PHY 1054 and PHY 2049.)

**PHY 2048 Physics I 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) and ( [MAC 2311](#) or [EAP 1695](#) and [MAC 2311](#) ) Pre or Corequisite: [PHY 1048L](#). This course includes theory of Newtonian mechanics: vectors; force; motion; energy; and rotation of rigid bodies. It also includes theory of heat; sound and wave motion; use of Calculus in problem solving. This course is designed for physics majors and for engineering students. Credit is not given for both PHY 2048H and PHY 2048.

**PHY 2049 Physics II 3.00 Credits**

Prerequisite: [PHY 2048](#) and ( [MAC 2312](#) or [MAC 2234](#) ) Pre or Corequisite: [PHY 1049L](#). This course is the study of theory of electricity and magnetism, nature of light, electromagnetic radiation, optics, and selected topics in modern physics. Calculus will be used in problem solving. This course is intended for physics majors and engineering students.

**PLA 1003 Introduction to Paralegalism 3.00 Credits**

Prerequisite: Dev Level 2 Writing Met and Dev Level 2 Reading Met. Students will be provided a general perspective of the legal system and the role of a paralegal within that system. Students will get a view of the typical daily paralegal duties and responsibilities. They will become familiar with the most common skills and competencies required of a paralegal such as: legal analysis; legal research and writing; and interview and investigation. Students will study the various operations and structures of the court systems, administrative agencies, private law firms and public sector offices. In addition, the student will understand the role a paralegal plays in various areas of the law and the diverse functions performed by paralegals within those distinctive fields. Students will examine the professional and ethical regulations lawyers and paralegals must follow. Students will demonstrate knowledge of specific legal terminology and the main principles of law office management. Students will be given an opportunity to develop the most important competencies and hands-on skills within the classroom setting and in a real-world context through participation in voluntary service within the legal profession.

**PLA 1730 Computerized Legal Research 1.00 Credits**

Prerequisite: [PLA 1104](#). This course is designed to familiarize the student with computerized legal research databases and enhance previously learned research skills. 16 contact hours.

**PLA 1763 Law Office Management 3.00 Credits**

Prerequisite: [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#). This course analyzes the fundamental objectives of the management of a law office, the essential technology used in a law office, management concepts, and essential communication skills. Additional study will

be focused upon the organization of private, corporate and government legal departments. Major attention will be upon administrative systems and procedures; timekeeping and accounting practices; compensation and profit distribution.

**PLA 2114 Advanced Legal Research** 3.00 Credits

Prerequisite: [PLA 1104](#). This course is designed to perfect the research skills acquired in PLA 1104. Emphasis is placed on developing facility in state and federal research and the drafting of memoranda and briefs.

**PLA 2203 Civil Litigation I** 3.00 Credits

Prerequisite: [PLA 1003](#). This course is designed to prepare the legal assistant to assist the trial attorney in preparing civil litigation in the Florida and Federal courts. The course covers substantive civil law, the Florida and Federal Rules of Civil Procedure and related matters including drafting of pleadings, preparing interrogatories and answers.

**PLA 2223 Civil Litigation II** 3.00 Credits

Prerequisite: [PLA 2203](#) and any approved Speech course. This course is designed to prepare the legal assistant to assist the civil trial attorney in civil litigation, mediation and arbitration in Florida state and federal actions. This course covers the Florida and Federal Rules of Civil and Appellate Procedure and related matters including the drafting of settlement proposals, preparation of a trial brief, abstracting of depositions, trial procedure and appellate jurisdiction. The course also addresses jurisdiction of general masters and administrative law systems.

**PLA 2303 Criminal Litigation I** 3.00 Credits

Prerequisite: [PLA 1003](#). This course is designed to prepare the Legal Assistant to assist the trial attorney in preparing for criminal litigation in the Florida and federal courts. Special emphasis is placed on substantive criminal law, federal constitutional law and application of the state and federal Rules of Criminal Procedure.

**PLA 2323 Criminal Litigation II** 3.00 Credits

Prerequisite: [PLA 2303](#). This course is designed to prepare the student to assist the trial attorney in preparing for criminal litigation in the Florida and federal courts. Special emphasis is placed on preparation of a trial brief including voir dire, abstracts of depositions, motion practice and proposed jury instructions. Criminal appeals will be covered as well.

**PLA 2433 Business Organizations** 3.00 Credits

Prerequisite: [BUL 2241](#). This course will acquaint the student with typical legal functions connected with the formation and operation of a variety of business entities. It will primarily consider paralegal functions in the field of corporation law, including organization and creation of a corporation, continuing corporate operation problems and typical corporate variations. These will be compared with the formation, operation and regulation of other types of business organization including sole proprietorships, partnerships, limited liability companies and others.

**PLA 2601 Wills, Trusts and Estates** 3.00 Credits

Prerequisite: [PLA 1003](#). This course deals with the basic legal concepts of the more common forms of wills, and the basic procedures and fundamental principles of law applicable to the formal and summary administration of intestate and testate estates with a basic analysis of estate fiduciary accounting. The organization and jurisdiction of the probate division of the circuit courts. The nature and function of testamentary and inter vivos trusts.

**PLA 2603 Guardianship and Elder Law** 3.00 Credits

Prerequisite: [PLA 2601](#). This course deals with the basic legal concepts and procedures of guardianship law and with the principles and procedures of elder care planning and advance directives.

**PLA 2610 Real Estate Transactions** 3.00 Credits

Prerequisite: [REE 1040](#). This course is designed to prepare the paralegal to assist in the more common types of real estate transactions and conveyances, such as deeds, contracts, and leases. Emphasis is placed on drafting problems involving these various instruments, and proper methods of recording, searching and closing.

**PLA 2800 Family Law I 3.00 Credits**

Prerequisite: [PLA 1003](#). This course will introduce the student to pleading and practice in the field of family law including dissolution, annulment, separate maintenance, and alternative dispute resolution. Emphasis is placed on drafting pleadings and agreements and methods of discovery as well as trial preparation.

**PLA 2801 Family Law II 3.00 Credits**

Prerequisite: [PLA 2800](#). This course is a continuation of PLA 2800 and will deal with miscellaneous family related areas including adoption, paternity, powers of attorney, juvenile matters, and modification actions. Emphasis is placed on drafting pleadings and dealing with forms. The student will complete a related research project.

**PLA 2940 Legal Assistant Seminar and Work Experience 3.00 Credits**

Prerequisite: Recommendation of the Dean. This is a one hour seminar discussing job problems and a minimum of twelve hours per week on-the-job experience as a legal assistant trainee with a law firm or in a law-related office is required.

**PLA 2949 Co-op Work Experience 1.00 - 3.00 Credits**

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Administrator 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.

**PLA 3306 Criminal Law and Procedure 3.00 Credits**

Admission to: [LEGAL-BAS: Paralegal Studies](#) and Prerequisite: [PLA 2114](#). 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.

**PLA 3474 Labor and Employment Law 3.00 Credits**

Prerequisite: [BUL 2241](#) or [BUL 2131](#) or [BUL 3310](#) and [PLA 2114](#). 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.

**PLA 3563 Insurance Law 3.00 Credits**

Admission to: [LEGAL-BAS: Paralegal Studies](#) or Other: Permission of the Dean and Prerequisite: [PLA 2114](#). 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.

**PLA 3735 Advanced Computerized Legal Research 1.00 Credits**

Admission to: [LEGAL-BAS: Paralegal Studies](#) and Prerequisite: [PLA 2114](#). This course is designed to familiarize the student with online legal databases, enhance previously learned research skills, and utilize research skills in completing an advanced research assignment.

**PLA 4225 Civil Trial Practice 3.00 Credits**

Prerequisite: [PLA 2203](#) and [PLA 2114](#). This course is designed to prepare the legal assistant to assist the civil trial attorney in civil litigation in Florida state and federal actions by providing experience preparing for trial. This course covers the Florida and Federal Rules of Civil and Appellate Procedure and the application of the Rules in litigation and the appeals process. The course will teach students how to prepare for a trial including abstracting depositions, preparing a trial brief, preparing pre-trial motions, constructing a trial strategy, and utilizing skills in a mock trial. This course builds on PLA 2203 with a strong focus on trial preparation and practice. Not intended for students who have taken PLA 2223.

**PLA 4263 Evidence Law 3.00 Credits**

Prerequisite: [PLA 2114](#) and Admission to: [LEGAL-BAS: Paralegal Studies](#). This course is designed to introduce the student to the use of evidence in a legal cause of action, the various types of evidence, the paralegal's role in gathering and organizing that evidence, and effective use in alternative dispute resolution or trial. Students will also be taught the importance of the preservation of evidence and chain of custody. The student will be versed in the Federal and Florida Rules of Evidence.

**PLA 4275 Tort and Personal Injury Law 3.00 Credits**

Admission to: [LEGAL-BAS: Paralegal Studies](#) and Prerequisite: [PLA 2114](#) 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.

**PLA 4404 Commercial Transactions 3.00 Credits**

Prerequisite: [BUL 2241](#) or [BUL 2131](#) or [BUL 3310](#) and Admission to: [LEGAL-BAS: Paralegal Studies](#). In this practical skills course, students review and prepare transactional documents associated with the most common business transactions and closings. This course requires the student to be proficient with computer applications as the class will be conducted in a computer lab.

**PLA 4522 Health Care Law 3.00 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.

**PLA 4554 Environmental Law 3.00 Credits**

Prerequisite: [PLA 2114](#) and Admission to: [LEGAL-BAS: Paralegal Studies](#). 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.

**PLA 4607 Estate Planning and Administration 3.00 Credits**

Prerequisite: [PLA 2114](#). This course equips students with the basic drafting requirements of wills, trust documents and advance care directives under the laws of Florida. Students will understand the eligibility for and process of summary administration, family administration and formal administration of both testate and intestate estates. Tax and other financial consequences will be addressed.

**PLA 4613 Real Property Law 3.00 Credits**

Prerequisite: [BUL 2241](#) or [BUL 2131](#) or [BUL 3310](#) and Admission to: [LEGAL-BAS: Paralegal Studies](#) or Prerequisite: 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.

**PLA 4806 Family Law 3.00 Credits**

Prerequisite: [PLA 2114](#) and Admission to: [LEGAL-BAS: Paralegal Studies](#). 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.

**PLA 4827 Sports and Entertainment Law 3.00 Credits**

Admission to: [LEGAL-BAS: Paralegal Studies](#) or Other: Permission of the Dean and 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.

**PLA 4876 Animal Law 3.00 Credits**

Prerequisite: [PLA 2114](#) and Admission to: [LEGAL-BAS: Paralegal Studies](#). This course is designed to review a wide range of legal policies as they apply to the emerging field of animal law. Considerations include contract applications, tort and criminal law, state and federal regulation of all types of animals, and discussing of rights and responsibilities pertaining to animals.

**PLA 4941 Paralegal Studies Capstone 3.00 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.

**PLA 4944 Paralegal Certificate Capstone 3.00 Credits**

Admission to: [LEGAL-BAS: Paralegal Studies](#) or [LEGAL-CT: Paralegal Studies](#) and Prerequisite: 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. The student will also develop a professional portfolio which is representative of the work product and assignments completed throughout the certificate courses.

**POS 2041 American National Government 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate score on the SPC placement test. This survey course provides a comprehensive examination of the American political system. Through this course students will become familiar with theory, organization, principles, and function of the American national government, and various elements within the political system that work to shape policy outcomes. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for one of the following: POS 2041 or POS 2050H or IDS 2103H.

**POS 2041 Honors American National Government 3.00 Credits**

Prerequisite: Appropriate score on the SPC placement test or approval of the Dean. This survey course provides a comprehensive and analytic examination of the American political system to students eligible for Honors classes. Through various teaching and learning methodologies, the student will become familiar with the theories, organization, principles and functions of the American national government. The course will cultivate independent, active learning, student participation and encourage the use of logical reasoning, in-depth analysis and critical thinking skills to examine the various elements within our political system which shape policy outcomes. This course partially satisfies the writing requirement outlined in the General Education Requirements. Credit is only given for one of the following: POS 2050H or POS 2041 or IDS 2103H.

**POS 2112 State and Local Government 3.00 Credits**

Prerequisite: [ENC 0025](#) and [REA 0017](#) or [EAP 1695](#) or appropriate score on the SPC placement test. This course is an examination of the institutions and processes of Federalism, political parties, state governments, state protected civil liberties, counties, municipalities, special districts, and regional compacts. Examples and illustrations of processes and procedures will be drawn mainly upon the Florida government. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**POS 2949 Co-op Work Experience 1.00 - 3.00 Credits**

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Director 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.

**POS 3272 American Civic Life 3.00 Credits**

Prerequisite: [POS 2041](#). This course introduces the student to the principles of civic engagement and commitment to community service. The focus will be on civic leadership and communication from an internal and external perspective. These will be examined on an international, national, state and local level. This course will combine theoretical and practical applications addressing governments, businesses and citizen groups in the development of civic engagement, leadership, sustainability, social change, and the interdependence of social issues, public policy and international impact. Case studies and class exercises are employed to help students develop skills in multi-party negotiations, conflict resolution, resource allocation and decision making. Emphasis will be placed on preparing students for a life dedicated to public service, policy leadership and civic engagement which affect the usual and customary operations of a business or government. Course content is guided by an understanding that the relationship between civic engagement, leadership and public communication in an era of globalization and instant communication is critical to facilitating, mitigating and dealing with the challenges we face in the 21st. century.

**PPE 2001 Personality Development 3.00 Credits**

Prerequisite: [PSY 1012](#) or [PSY 1012H](#). This course deals with the theories and principles through which individual differences in typical modes of acting, feeling and thinking are acquired. Extensive attention is given to an understanding of the various factors influencing effective as well as ineffective patterns of adjustment, with consideration of the degree to which the individual can, through his/her knowledge and efforts, have an influence on his/her own personality patterns. Social diversity as it relates to the development of personality patterns is incorporated. This course has a substantial writing requirement. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

**PRO 1411 Orthotics & Prosthetics CAD/CAM 4.00 Credits**

Prerequisite: [PRO 1002](#) and Admission to: [ORTHO-AS: Orthotics and Prosthetics Technology](#). This combined lecture and laboratory course focuses on the use of computer aided design and computer aided manufacturing (CAD/CAM) for orthotic and prosthetic devices. Students will receive instruction on the development of the technology, three dimensional image capture, shape modification, fabrication and system maintenance.

**PRO 3310C Lower Extremity Orthotics I 4.00 Credits**

Admission to: [ORTHO-BAS: Orthotics & Prosthetics](#) and Prerequisite: [PRO 3100](#) and [PRO 3200C](#). This course will present orthotic treatment modalities of the lower extremity distal to the knee. Students in this course will receive instruction on the assessment, formulation, implementation, and follow up of an orthotic treatment plan for common foot and/or ankle disorders affecting pediatric, adult and geriatric populations. Concurrent lower extremity lab activities with patient models will allow the student to correlate clinical



findings with evidence based practice to synthesize the significance of the appropriate choice of components, principles, material properties, and medical management. The student will interact with multiple orthotic systems

**PRO 3311C Lower Extremity Orthotics II** 5.00 Credits

Prerequisite: [PRO 3310C](#) and Admission to: [ORTHO-BAS: Orthotics & Prosthetics](#). This course will present orthotic treatment modalities of the lower extremity proximal to the knee. Students in this course will receive instruction on the assessment, formulation, implementation, and follow up of an orthotic treatment plan for common knee, hip and/or total lower extremity disorders affecting pediatric, adult and geriatric populations. Concurrent lower extremity lab activities with patient models will allow the student to correlate clinical findings with evidence based practice to synthesize the significance of the appropriate choice of components, principles, material properties and medical management. The student will interact with multiple orthotic systems.

**PRO 3505 Clinical Problem Solving** 2.00 Credits

Admission to: [ORTHO-BAS: Orthotics & Prosthetics](#) or Prerequisite: permission of the Program Director. 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.

**PRO 4331C Transfemoral Prosthetics** 5.00 Credits

Prerequisite: [PRO 3301C](#) and Admission to: [ORTHO-BAS: Orthotics & Prosthetics](#). This course will present prosthetic treatment modalities of the lower extremity proximal to the knee. Students will receive instruction on the assessment, formulation, implementation, and follow up of a prosthetic treatment plan for knee disarticulation, transfemoral, hip disarticulation and hemipelvectomy amputation levels. Concurrent lower extremity lab activities with patient models will allow students to correlate clinical findings with evidence based practice to synthesize the significance of the appropriate choice of components, principles, material properties, socket design, prosthetic alignment and medical management. Relevant case studies will be discussed to facilitate clinical problem solving skills. This course requires comprehensive integration of the student's knowledge of anatomy, biomechanics and prosthetic principles.

**PRO 4850 Senior Capstone** 2.00 - 2.00 Credits

Admission to: [ORTHO-BAS: Orthotics & Prosthetics](#) or Prerequisite: Permission of the Dean of College of Health Sciences. This course is designed to assess the student's comprehensive knowledge of orthotics and prosthetics. Prior course work is synthesized and facilitated through patient interactions and cumulating, comprehensive examinations to emphasize clinical problem solving skills, patient management and professional/personal development. Students in this course are required to successfully complete and pass all culminating exam materials.

**PSC 1001C Physical Science with Lab** 3.00 Credits

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) and ( [MAT 0028](#) ) or ( [EAP 1695](#) and [MAT 0028](#) ). This course is to acquaint the student with the history and development of physical science with the integration of principles and theories in the physical sciences and with the practice of a scientific method. (This course may not be taken for credit after receiving a grade of "C" or better in any course with a prefix of CHM or PHY.)

**PSY 1012 General Psychology** 3.00 Credits

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or an appropriate score on the SPC Placement Test. This course is an introduction to the field of psychology. It includes the history, scientific methodology, major theoretical schools of thought, various approaches to interpersonal functioning and human development. The effects of ethnicity, age, race, and gender are integrated into the study of the discipline (course). This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both PSY 1012 and PSY 1020H.

**PSY 2949 Co-op Work Experience** 1.00 - 3.00 Credits

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Director 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.

### **PUP 3033 Policy Leadership 3.00 Credits**

Admission to: [PPA-BS: Public Policy and Administration](#) and Prerequisite: [PUP 3002](#) and [PUP 3040](#). This course introduces students to the relationship between leadership and policy and the organizational dynamics that influence the implementation of public policy. Students will experience all phases of developing policy, from identifying stakeholders and their competing perspectives, to determining factors that impact the sustainability of public policy. Emphasis will be placed on the varying leadership styles used to work with diverse groups and in one-on-one interactions for the purpose on influencing policy development, analysis, decision making, implementation, and improvement.

### **PUP 3040 State and Local Government and Public Policy 3.00 Credits**

Prerequisite: [PUP 3002](#) and Admission to: [PPA-BS: Public Policy and Administration](#). This course will provide a basic foundation in the conceptual frameworks, research perspectives, practical and political considerations of state and local government and its relationship to public policy to include its origin, interpretation and implementation. The emphasis will be on critical thinking, "the art of negotiation", diplomacy, problem solving and decision making. Course content is guided by the practical aspects of theory, research, best practices, and past and current real world experience of public managers.

### **PUP 3046 Policy Data Analysis (Research Methods II) 3.00 Credits**

Admission to: [PPA-BS: Public Policy and Administration](#) and Prerequisite: [PUP 3043](#). This course will provide an introduction to statistical research methods used in public policy and administration. The student will be introduced to strategies for data analysis including correlation, simple linear regression, hypothesis testing, use of indices and effective communication of research findings in public policy and administration.

### **PUP 3823 Emergency and Crisis Communications 3.00 Credits**

Admission to: [PPA-BS: Public Policy and Administration](#) and Prerequisite: [COM 3120](#). This course introduces the student to the principles of crisis communications from both an internal and external perspective on international, national, state and local levels. This course will combine theoretical and practical applications addressing governments, businesses and citizen groups in the development of communication techniques and the basic principles of crisis management. Case studies and class exercises are employed to help students develop skills in multi-party negotiations, conflict resolution, crisis and resource allocation and decision making. Emphasis will be placed on introducing students on how to prepare senior leadership to respond to the dynamic nature of media perception and public opinion during crisis situations which affect the usual and customary operations of a business or government.

### **PUP 4941 Public Policy Capstone 3.00 Credits**

Prerequisite: Completion of all core courses in the Public Policy and Administration BS program or permission of the Dean. This is the capstone course for the Public Policy and Administration program and 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 in the program. This course focuses on giving the student the opportunity to develop and present a policy to address a current issue in public policy and administration. The student will choose a topic for a project consistent with the goals of this program and submit it to the course instructor for approval.

### **PUP 4949 Public Policy and Administration Co-op Work Experience 3.00 Credits**

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Director 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 180 on-the-job hours in addition to written assignments.

### **QMB 3200 Quantitative Methods for Business 3.00 Credits**

Prerequisite: ( [STA 2023](#) and [MAC 2233](#) and [FIN 3403](#) and [MAN 3504](#) and ) Admission to: [BUS-BS: Business Administration](#) or [MGTORG-BAS: Management and Organizational Leadership](#) or [INTBUS-BAS: International Business](#). 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.

**REA 0007 Developmental Reading I 4.00 Credits**

Prerequisite: Appropriate score on the SPC placement test. This is a college preparatory reading course designed to develop basic vocabulary skills, reading comprehension and study skills. Three class hours and two lab hours for a total of five hours weekly are required. (NOTE: A student cannot earn credit in REA 0007 after receiving credit for REA 0017 or REA 1105. Credit for REA 0007 cannot be used toward graduation.)

**REA 0017 Developmental Reading II 4.00 Credits**

Prerequisite: [REA 0007](#) or an appropriate score on the SPC placement test. This college preparatory reading course improves vocabulary skills, reading comprehension, and study strategies. Three class hours and two lab hours for a total of five hours weekly. (NOTE: A student cannot enroll in REA 0017 after receiving credit for REA 1105. Credit for REA 0017 cannot be used toward graduation.)

**REA 0056 Reading Techniques II: My Bridge to Success 2.00 Credits**

Prerequisite: [REA 0007](#) or Appropriate score on the SPC placement test or approval of a Communications Department program administrator. This flexible entry/exit college preparatory course is designed to improve academic vocabulary skills and proficiency in college-level comprehension skills using course modules. Course strategies will include one-on-one instruction, small group instruction, and computer instruction in a lab setting. This course is intended to prepare students for successful completion of college-level courses.

**REA 1105 Critical Reading and Thinking 3.00 Credits**

Prerequisite: [REA 0017](#) or [EAP 1695](#) or appropriate score on the SPC placement test. This course is designed to develop and enhance literal and critical reading skills and vocabulary. Emphasis is also on critical thinking skills: analysis, interpretation, synthesis, and evaluation. (Note: A student cannot earn credit in REA 1105 after receiving credit for REA 1205.)

**RED 4304 Early Literacy learning and Assessment Pre-K-Grade 3 3.00 Credits**

Admission to: [PKPED-BS: Prekindergarten/Primary Education \(age 3 through grade 3\) with Infused ESOL and Reading Endorsements](#) and Prerequisite: [RED 4009](#). The design of this course is to increase the understanding of the stages of early literacy development from the emergent to fluent level and the conditions that promote total literacy for all children Pre-K through 3rd grade. Language theories, current reading research, assessment, remediation/ interventions through diagnostic evaluation 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, differentiated, positive, constructive approach towards literacy learning for all diverse young children. It includes a minimum of 15 school-based hours of observation/teaching/assessing reading in educational setting(s). This course is writing intensive.

**RED 4511 Intermediate Literacy 3-6: Reading, Writing and Thinking 3.00 Credits**

Admission to: [ELED-BS: Elementary Education \(K-6\) with Infused ESOL & Reading Endorsements](#) and Prerequisite: [RED 3309](#) and [EDG 3620](#) or ( [RED 3309](#) and [EEX 3241](#) ). This course is an intermediate reading and writing course that combines the study of theory and practice in the teaching of developmental reading, writing and critical thinking in grades 3-6. The major emphasis of the course is on current theories, methods, and materials used in reading/literacy and writing instruction. Lecture, discussion, simulated teaching and fieldwork constitute different course activities.

**RED 4519 Diagnosis and Intervention in Reading for Diverse Students K-12 3.00 Credits**

Admission to: ( [ELED-BS: Elementary Education \(K-6\) with Infused ESOL & Reading Endorsements](#) or [ESED-BS: Exceptional Student Education \(K-12\) with Infused ESOL & Reading Endorsements](#) and Prerequisite: [RED 3309](#) and [RED 4511](#) ) or Admission to: [PKPED-BS: Prekindergarten/Primary Education \(age 3 through grade 3\) with Infused ESOL and Reading Endorsements](#) and Prerequisite: [RED 4009](#) and [RED 4304](#). This course is designed to focus on formal and informal reading assessments (e.g., formal-norm-referenced/criterion-referenced assessments, and informal-reading inventories). Students will complete diagnostic case studies on a struggling reader to demonstrate their ability to interpret pre-existing data reports, select and administer appropriate assessments

and analyze data to inform reading instruction. Topics include quantitative and qualitative assessments that address elements of reading (e.g., comprehension, word recognition, phonemic awareness, phonics, fluency, vocabulary, oral language and writing.) The major emphasis of the course is on diagnosis of reading problems, administration of the assessments, evaluation of results, and planning instruction/interventions for remediation. Lecture, discussion, simulated assessment practice, and an actual diagnostic case study, constitute different course activities. 20 school- based hours.

**REE 3433 Real Estate Law 3.00 Credits**

Prerequisite: [REE 3043](#) and Admission to: [MGTORG-BAS: Management and Organizational Leadership](#) or Prerequisite: 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.

**REE 4103 Real Estate Appraisal and Valuation 3.00 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.

**REL 1002 New Religious Movements 3.00 Credits**

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or satisfactory score on the SPC placement test. This course examines religious movements since 1800 with particular emphasis on the association with and deviation from traditional religions. Global in perspective, this course examines the context and content of new religions; elaborates their social meaning and significance; and reviews the ways these religions express new forms of organization, offer distinct moral perspectives, and provide alternative spiritualities.

**REL 1060 Religion and Politics 3.00 Credits**

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or satisfactory score on the SPC placement test. This course examines the relationship between religion and politics, the interaction between personal conviction and public service. It explores the American commitment to the separation of church and state and how this has shaped the role of religion in society. This American model is then contrasted to the way other cultures interpret the place of religion in a contemporary world.

**REL 2000 INTRODUCTION TO RELIGION 3 credits**

This course is a study of the phenomena of religious belief and practice in both primitive and advanced cultures. The course focuses on the universal components of a religious worldview which include concepts of the divine and ultimate reality, origins of the natural and social order, the human problem, dealing with evil, patterns of moral action, and ways to achieve salvation or liberation. Major theories of religion and the impact that these theories have had on society are examined. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>). 47 contact hours

**REL 2300 World Religions 3.00 Credits**

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or satisfactory score on the SPC placement test. This course examines the general characteristics of the major religions of the world. Topics include the nature of religion, Indigenous Religions, Judaism, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shinto, Christianity, Islam and New Religious Movements. Each is examined in its cultural context, how basic human concerns are addressed, the way purpose for life is defined, and the uniqueness of religious practice. This course partially satisfies the writing requirements outlined in the General Education and Enhanced World View Requirements. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

**REL 2464 Philosophy of Religion 3.00 Credits**

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or appropriate score on the SPC placement test. This course is designed to introduce students to the main topics and debates in contemporary analytic philosophy of religion. Topics to be explored include the existence and nature

of God, the problem of evil, religious experience, life after death, and the relationship between rational and religious belief. Contemporary and historical arguments critically examining these and other basic religious concepts and beliefs will be studied.

**REL 2955 Study Abroad in Religion** 3.00 Credits

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or appropriate score on SPC placement test or permission of the Dean. This course, exclusively for students in the SPC Study Abroad Programs, is designed to offer topics of special interest in religion to students combined with actual travel and study on-site at one or more SPC Study Abroad program partners. Such course offerings include an examination of the influence and interrelationships of religion and culture by experiencing various expressions of religious tenets including literature, philosophy, music, art, and architecture. Specific content will vary depending on the specific study abroad program. The course includes lectures, discussions, field trips and multiple writing experiences. In addition, the course involves extensive orientation and preparation plus careful monitoring of student work and progress while studying abroad.

**RET 1007 Respiratory Pharmacology** 3.00 Credits

Prerequisite: Admission to the program. This course will provide the student with general pharmacology concepts and principles in the management of client care. The knowledge and skills required for safe, effective administration of therapeutic drugs and indications and contraindications associated with drug therapy are an integral part of this course. This course introduces essential and advanced concepts of pharmacology as related to Respiratory Care. Drugs related to both maintenance and emergency care will be emphasized. Anatomy and physiology of body systems as related to drug therapy will be an integral part of this course. Various problematic states related to cardiopulmonary illness with an emphasis on drug therapy will be discussed. Advanced Cardiac Life Support (ACLS) standards of drug practice will be included. 47 contact hours.

**RET 1024 Fundamentals of Respiratory Care** 3.00 Credits

Admission to: [RESC-AS: Respiratory Care](#) and Prerequisite: [BSC 2086](#) and [BSC 2086L](#). This is a 10-unit course covering an orientation to respiratory therapy as a specialty field, physical principles, introduction to cardiopulmonary anatomy, physiology, and pathophysiology, and a thorough working knowledge of basic equipment, procedures, and of cleaning and sterilization procedures. 47 contact hours.

**RET 1264 Principal of Mechanical Ventilation** 3.00 Credits

Prerequisite: [RET 1024](#) Pre or Corequisite: [RET 1485](#). This course will include an introduction to mechanical ventilation and an overview of fundamental principles necessary in the management of critically ill patients requiring mechanical ventilation. Advanced ventilatory techniques used in the treatment of critically ill patients will also be covered. 47 contact hours.

**RET 1485 Cardiopulmonary Physiology** 3.00 Credits

Prerequisite: [RET 1024](#). This is a course covering all aspects of normal cardiopulmonary physiology, and the effects of related systems. Topics include respiratory anatomy, mechanics of breathing, arterial blood gases, pulmonary ventilation/perfusion relationships, gas transport mechanisms of blood, neurologic control of ventilation, cardiac and renal function, and respiratory adjustments in health and disease. 47 contact hours.

**RET 1874L Clinical Practice I** 2.00 Credits

Prerequisite: Admission to the Respiratory Care AS program. This is a modular course covering the basic respiratory therapy procedures encountered in the student's first clinical practice. Topics include basic life support, introduction to the clinical affiliate, medical gas therapy and aerosol therapy. Laboratory experience precedes in-hospital care.

**RET 2244 Life Support** 1.00 Credits

Prerequisite: [RET 1007](#) and current Basic Life Support (BLS) card. This course is designed to provide instruction regarding algorithms and advanced techniques involved in adult, pediatric and neonatal resuscitation.

**RET 2284 Advanced Modalities and Monitoring** 2.00 Credits

Prerequisite: [RET 1264](#). This course shall provide a complete review of the modalities and monitoring techniques employed in the care and evaluation of the critically ill patient. The theory and application of ventilatory devices and techniques will be covered in detail. The course will also focus on the theory and application of invasive and non-invasive monitoring of the critically ill patient.

**RET 2414 Diagnostic Procedures and Pulmonary Rehabilitation 3.00 Credits**

Prerequisite: [RET 1485](#). This is a course designed to introduce the student to the diagnostic methods and equipment used to interpret and evaluate the status of patients. Emphasis is on diagnostic techniques used in pulmonary function studies, blood gas analysis, cardiac and pulmonary stress testing, metabolic studies, sleep studies, bronchoscopy and pulmonary rehabilitation. The student will recognize alterations from testing data, be able to interpret these alterations with respect to possible diagnosis, degrees of impairment and recommend a treatment regime. The therapeutic techniques and procedures involved in the home and rehabilitative care of the pulmonary patient will follow the presentation of diagnostic procedures. Clinical experience will occur during Clinical Practice IV.

**RET 2450 Cardiopulmonary Assessment 2.00 Credits**

Prerequisite: [RET 1485](#). The integral components of data collection, assessment, and evaluation necessary for effective treatment of patients with cardiopulmonary disorders will be covered in detail in this course. Patient interview, physical examination, laboratory data review, and chest radiograph interpretation will be emphasized.

**RET 2484 Pulmonary Disease 2.00 Credits**

Prerequisite: [RET 1485](#) and [BSC 2086](#) and [BSC 2086](#). This course is an introduction to pulmonary diseases. Topics include respiratory infections, COPD, the pneumonconiosis, fibrotic disease, malignant diseases, pulmonary involvement in systemic disease and respiratory failure. Teaching methodology will include lecture, examinations, and class discussion.

**RET 2714 Neonatal-Pediatric Respiratory Care 2.00 Credits**

Prerequisite: [RET 2484](#). This course will cover development and physiology of the fetal and neonatal lung including perinatal circulation, pulmonary function in infants, and developmental physiology of the lung. Neonatal pulmonary disorders will be overviewed and the treatment of pediatric patients with an emphasis on respiratory care techniques will be explored.

**RET 2876L Clinical Practice III 4.00 Credits**

Prerequisite: [RET 1875L](#). This is a modular course reviewing the principles and practice of basic respiratory care techniques. Airway care and critical respiratory care will be introduced. In addition, X-ray and EKG services will be surveyed. Laboratory practice precedes actual patient care. This course may also be taken to fulfill transitional program requirements.

**RET 2877L Clinical Practice IV 4.00 Credits**

Prerequisite: [RET 2876L](#). The student will continue to practice critical respiratory care. Laboratory as well as clinical introductions to cardiopulmonary testing will be included with an emphasis on pulmonary function testing and blood gases. In addition, students will rotate through surgery and the recovery room. Laboratory experience precedes in-hospital practice.

**RET 2878L Clinical Practice V 4.00 Credits**

Prerequisite: [RET 2877L](#). This course will continue to refine those respiratory care techniques applicable to the critically ill patient with an emphasis on prolonged mechanical ventilation. A laboratory review of the most commonly used ventilators with an emphasis on practical applications will occur. Pediatric and neonatal respiratory care rotations will be included with an emphasis on hands-on clinical practice. Refinement of pulmonary function testing and blood gases skills will be continued.

**RET 2935 Medical-Surgery Aspects of Respiratory Care 2.00 Credits**

Prerequisite: [RET 2484](#). The general principles of medicine and surgery as they apply to respiratory care will be presented in a series of individualized learning packages and supplemented by guest physician lectures. In addition, other topics pertinent to respiratory care will be presented including special procedures, new concepts and treatment modalities, diagnostic tests, and conditions causing impairment to the pulmonary system not covered elsewhere in the curriculum.

**RET 3050 Evidence Based Medicine in Respiratory Care 3.00 Credits**

Admission to: and Respiratory Care Subplan and Prerequisite: [HSA 3702](#). This course focuses on statistical analyses, peer reviewed research databases, understanding systematic and meta-analysis reviews, and evidence based research in the current respiratory care literature, evidence based medicine and integrating evidence based research into practice as a respiratory therapist and health services administrator will be emphasized.

**RET 4285 Advanced Cardiopulmonary Medicine 4.00 Credits**

Other: Admission to: HSA-BAS, Bachelor of Applied Science, Respiratory Care subplan and Prerequisite: [HSA 3104](#). This course focuses on the theories, concepts and principles of management of the cardiopulmonary compromised patient. Current trends in critical care medicine will be examined.

**RET 4494 Advanced Cardiopulmonary Pathophysiology 4.00 Credits**

Prerequisite: [HSA 3104](#) and Admission to: and Respiratory Care Subplan. This course explores a broad range of abnormalities in the physiologic functioning of the human cardiopulmonary system. Additional topics include the etiology, pathogenesis, and clinical manifestations of related systems to include the digestive, renal, nervous and endocrine systems. Course content prepares the credentialed Respiratory Therapist to distinguish between health and non-health of related systems

**RET 4715 Advanced Neonatal and Pediatric Respiratory Care 4.00 Credits**

Prerequisite: ( [HSA 3104](#) and Admission to: and Respiratory Care Subplan. ). This comprehensive course focuses on advancing the knowledge of the respiratory therapy student from basic disease knowledge and treatment to innovative and novel modalities in the treatment of critically ill neonatal and pediatric respiratory patients.

**RMI 1201 PRINCIPLES OF PROPERTY AND LIABILITY INSURANCE 3 credits**

This is an introductory course that provides an overview that covers basic property and liability insurance principles such as risk management, regulation, performance, marketing, underwriting, claims, contracts, and loss exposures. 47 contact hours

**RMI 2213 Commercial Insurance 3.00 Credits**

Prerequisite: [RMI 1201](#). This is the third of three courses in the AS, Insurance Services program. 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. It is strongly recommended that students complete RM 2113 prior to this course. 47 contact hours.

**RTE 1000 Orientation to Radiography 3.00 Credits**

Prerequisite: Must be admitted to the Radiography AS Program. This course provides an orientation to the profession of radiography. Topics include the history and organization of the profession, medical terminology, body mechanics, emergency situations, infection control, aseptic techniques, evaluating patient physical needs, patient education, and venipuncture in radiography. Patient care in radiography will also be included.

**RTE 1418 Principles of Imaging I 2.00 Credits**

Prerequisite: [MAC 1105](#) Pre or Corequisite: [RTE 1418L](#). The objective of this course is to provide an introduction to basic principles of radiographic exposure and processing. Topics include radiographic density, contrast, definition, distortion, film, latent image formation and processing.

**RTE 1418L Principles of Imaging I Lab 1.00 Credits**

Prerequisite: Any course with a MAC or MGF prefix and a grade of "C" or higher. Pre or Corequisite: [RTE 1418](#). This course is designed to provide the student an opportunity to apply radiographic exposure principles in the energized laboratory. Topics include radiographic density, contrast, definition, distortion, film and processing. Two laboratory hours weekly.

**RTE 1458 Principles of Imaging II** 3.00 Credits

Prerequisite: [RTE 1418](#) Pre or Corequisite: [RTE 1473L](#). The objective of this course is to provide advanced, comprehensive instruction and discussion in principles of radiographic exposure. Topics include detailed instruction in the control of exposure and quality using kilovoltage peak (kVp), milliampereseconds (mAs), Source Image Distance (SID), geometric factors, automatic exposure control (AED) devices, beam restrictors, grids, filters, and screens, properties of x-ray tubes, principles of image intensification and fluoroscopy, and the production and characteristics of radiation. Tube rating charts, technique charts and selected topics in quality assurance are included.

**RTE 1473L Radiographic Quality Assurance Lab** 1.00 Credits

Prerequisite: [RTE 1418](#) Pre or Corequisite: [RTE 1458](#). This course is a laboratory course providing the student an opportunity to apply radiographic principles and accessories in the energized laboratory. Topics include radiographic density, contrast, definition, distortion, radiographic grids, filters, film, processing, beam restrictors, screens, and the application of basic principles and radiologic physics, exposure and quality assurance, quality control and quality improvement.

**RTE 1513 Radiographic Procedures II** 2.00 Credits

Prerequisite: [RTE 1503](#). This course is a study of radiographic anatomy, physiology, and positioning of radiologic examinations of the skull and facial bones. Procedures requiring the use of contrast materials within the digestive system, and urinary system, and other special studies as well as the pharmacology of contrast agents will also be studied.

**RTE 1513 Radiographic Procedures II Lab** 1.00 Credits

Prerequisite: [RTE 1503](#) and [RTE 1503](#) and Pre or Corequisite: [RTE 1513](#). This is a laboratory study of basic radiographic anatomy. The course includes the positioning of the urinary system, digestive system, breasts and cranium.

**RTE 1804L Radiographic Clinical Education I** 3.00 Credits

Prerequisite: [RTE 1000](#) and [RTE 1503](#) and [RTE 1418](#). This is an introductory clinical course meeting at local hospitals to give the student an opportunity to apply theoretical concepts taught in classroom courses. Topics include basic positioning of the chest, abdomen, extremities and Gastrointestinal Series (GI) contrast examinations. Basic patient care procedures, radiation protection practices and radiologic exposure and processing principles are introduced.

**RTE 1814L Radiographic Clinical Education II** 5.00 Credits

Prerequisite: [RTE 1804L](#) and [RTE 1513](#). This course is a continuation of Radiographic Clinical Education I. Topics include positioning of the urinary tract, spine and basic skull exams. Intermediate-level patient care procedures, radiation protection practices, radiologic exposure principles and the use of radiographic accessories are introduced.

**RTE 2563 Advanced Medical Imaging** 3.00 Credits

Prerequisite: [RTE 1513](#). This course is the study of sectional anatomy, special radiographic procedures, advanced radiologic modalities, registry review and employability skills. Topics specifically addressed include invasive and noninvasive specialized radiographic studies, Computed Tomography (CT), Magnetic Resonance Imaging (MR) and Cardiovascular procedures (CV) and Mammography.

**RTE 2824L Radiographic Clinical Education III** 5.00 Credits

Prerequisite: [RTE 1814L](#) and [RTE 1458](#) and [RTE 1473L](#). This course is a continuation of Radiographic Clinical Education II. Topics include advanced skull exams, contrast media exams, special procedures in the radiology department, adaptation of technical factors and positioning for difficult patients, advanced radiation protection procedures, and advanced patient care techniques.

**RTE 2834L Radiographic Clinical Education IV** 4.00 Credits



Prerequisite: [RTE 2824L](#). This course is a continuation of Radiographic Clinical Education IV. Topics include positioning of the traumatized patient, adaptation of technical factors to obtain optimum film quality, advanced specialized radiologic procedures, mobile radiography and surgical procedures. 242 contact hours.

**RTE 2844L Radiographic Clinical Education V 5.00 Credits**

Prerequisite: [RTE 2834L](#). This course is a continuation of Radiographic Clinical Education IV. The objective of this course is to prepare the student for a career as a medical radiographer. All clinical aspects are reviewed and emphasis is placed on radiography of the difficult patient, good radiation protection practices and application of sound patient care procedures in the radiology department.

**RTE 2949 Co-op Work Experience 1.00 Credits**

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Director Approval. A course 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.

**SCE 3420C Physical Science for Middle Grades Teachers 4.00 Credits**

Prerequisite: [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 of 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 Next Generation Sunshine State Standards, and/or Common Core State Standards and pedagogy pertinent to the discipline and required for certification.

**SCE 4330 Secondary School Science & Assessment with Technology 3.00 Credits**

Admission to: [BSCED-BS: Science Teacher Education Biology Teacher Education \(6-12\)](#) or [MGSED-BS: Middle Grades General Science Education \(5-9\)](#) or Prerequisite: Initial Certification or Recertification and Pre or Corequisite: [SCE 4940](#). This course provides instruction in the knowledge and skills needed for students to become effective teachers of high school science. Topics for this course include: cognitive needs of high school students, objective based lesson planning with assessment, effective instructional communication and questioning techniques, multimedia instruction, and use of technology. Practical experience in planning, implementing, assessing, and evaluating science instruction will be provided. This course is designed to integrate science coursework with practical experience for students preparing to teach in a secondary school science classroom. Students must be enrolled in the field based co-requisite course [SCE 4940](#). The course addresses specific Next Generation Sunshine State Standards, and/or Common Core State Standards, and pedagogy pertinent to the discipline and is required for certification.

**SCE 4942 Internship: Secondary Science Education 6-12 12.00 Credits**

Prerequisite: Successful completion of all Secondary Science Education 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 Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full time internship in a 6-12 public or private school setting as approved by the College of Education. Teacher candidates must assume full-day teaching duties for a minimum of six weeks during the fifteen week internship. The internship also includes mandatory on-campus seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

**SCE 4943 Internship: Middle Grades General Science Education 5-9 12.00 Credits**

Prerequisite: 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 Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full time internship in a 5-9 school setting as approved by the College of Education. Teacher candidates must assume full-day teaching duties for a minimum of six weeks during the fifteen week internship. The internship also includes mandatory on-campus seminars.

### **SLS 0003 Topics in Student Success 1.00 Credits**

Other: (Students who place into two (2) areas of remediation are required to take: Prerequisite: [SLS 1101](#) or [SLS 0003](#)). This course is designed to focus on specific strategies for empowering developmental students to become active, responsible learners, leading to success both in college and life. Students will engage in a variety of learner-centered activities that will assist and motivate students to take charge of their academic, career, and life goals.

### **SLS 1101 THE COLLEGE EXPERIENCE 3 credits**

This course is designed to strengthen skills essential to success in college, with further applications to post-college plans. Included are study and test-taking strategies; effective interpersonal skills; time management techniques; creative and critical thinking skills; college services and resources; educational policies, procedures, regulations and terminology; and library resources, research strategies, and information skills for online, blended, and traditional learning environments. Students testing into one or more college prep courses are required to take SLS 1101. 47 contact hours. 47 contact hours

### **SOP 2002 Social Psychology 3.00 Credits**

Prerequisite: [PSY 1012](#) [PSY 1012H](#) or [SYG 2000](#). This course is an introduction to the subject and methods of social psychology. Emphasis is placed on the socialization process, the formation of attitudes, changes in attitudes, social interaction, and behavior in groups in one's sub-cultures and communities. This course has a substantial writing requirement.

### **SPC 1017 Introduction to Speech Communication 3.00 Credits**

Prerequisite: ( [ENC 0025](#) or [EAP 1695](#) ) or satisfactory score on the SPC placement test. This course is designed to assist the student in understanding and implementing oral communication and critical thinking skills. Learning is centered on student participation in a variety of speaking-listening situations designed to enhance the understanding of the interpersonal nature of all speech communication. This course partially satisfies the writing requirements as outlined in General Education Requirements. Credit is only given for one of the following: IDS 1101H, SPC 1017, or SPC 1017H. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

### **SPC 1017H Honors Introduction to Speech Communication 3.00 Credits**

Prerequisite: Appropriate score on the SPC placement test or acceptance into the Honors College or approval of program director. This course is designed to provide an understanding of the principles and procedures that promote effective communication. The course will be concerned with the functions that speech communication serves as well as the examination of the various contexts in which communication occurs and the constraining factors that affect communication. Emphasis will be placed on the exploration of the theory and practice in presenting public speeches; determination of communication purpose, situational materials, language usage, and message orientation to designated listeners. This course partially satisfies the writing requirements as outlined in General Education Requirements. Credit is only given for one of the following: IDS 1101H, SPC 1017, or SPC 1017H.

### **SPC 1065 Business and Professional Speaking 3.00 Credits**

Prerequisite: ( [ENC 0025](#) or [EAP 1695](#) ) or satisfactory score on the SPC placement test. This is a practical and applied course designed to meet the needs of the business and professional community. The course will apply the principles of speaking and listening in the context of business and professional forums with emphasis on preparation, presentation, and evaluation. The course will address critical thinking skills as applied to interviewing, employing multimedia materials, using group discussion and conflict mediation and resolution. This course partially satisfies the writing requirements as outlined in the General Education Requirements.

### **SPC 1608 Public Speaking 3.00 Credits**

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or satisfactory score on the SPC placement test. This course offers practical experience in a variety of forms of public speaking, with the focus on development of critical thinking, personal communication skills and personal effectiveness with audiences. The student will evaluate the principles of speaking and listening using techniques including rhetorical criticism. This course partially satisfies the writing requirements as outlined in the General Education Requirements. Credit is not given for both SPC 1608 and SPC 1608H.

### **SPC 1608H Honors Public Speaking 3.00 Credits**

Prerequisite: Appropriate score on the SPC placement test or approval of the Dean. This course offers practical experience in a variety of forms of public speaking with an emphasis on argumentation and persuasion to improve the student's ability to transmit a well-researched, cogent, thoughtful message adapted to a particular audience. Emphasis is also placed on the study of effective aural communication. Students will engage in critical thinking and rhetorical criticism exercises. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both SPC 1608 and SPC 1608H.

### **SPC 2300 Interpersonal Communication 3.00 Credits**

Prerequisite: [ENC 1101](#) or [IDS 1101H](#) or [ENC 1101H](#). This course is designed to provide an understanding of effective interpersonal communication behaviors and skills. The course is concerned with verbal and nonverbal elements affecting communication between individuals in family, peer group and work contexts. Students examine concepts and theories relevant to initiating, developing, modifying, maintaining, and terminating relationships with emphasis on the role of communication in the process. Lecture, discussion, in- and out-of-class observations, and "applied" assignments will be used to increase student knowledge and behavioral competence in interpersonal communication.

### **SPC 2541 Persuasion 3.00 Credits**

Prerequisite: ( [SPC 1017](#) or [SPC 1017H](#) or [SPC 1608](#) or [SPC 1608H](#) ) and ( [ENC 1101](#) or [ENC 1101H](#) or [IDS 1101H](#) or [IDS 1111H](#) ). This course examines the role of persuasion in public and social life. Students will be introduced to key concepts and theories of persuasion from a variety of historical and contemporary perspectives. Students will use these concepts to create, analyze, and respond to persuasive messages.

### **SPN 1120H Honors Elementary Spanish I 4.00 Credits**

Prerequisite: Appropriate score on the SPC placement test or approval of the Dean. This course is designed to develop the student's Spanish language knowledge and communication skills in the areas of pronunciation, grammar, vocabulary and culture. The student will practice listening, speaking, reading and writing in Spanish at a functional level of fluency and accuracy. Credit is not given for SPN 1120 and SPN 1120H.

### **SPN 1121 Elementary Spanish II 4.00 Credits**

Prerequisite: [SPN 1120](#) or [SPN 1120H](#) or permission of instructor. This course reinforces the basic Spanish language skills previously acquired. The course further develops listening, speaking, reading and writing skills as well as an understanding and appreciation of the cultures of Spanish-speaking peoples. Credit is not given for both SPN 1121 and SPN 1121H. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

### **SPN 1121H Honors Elementary Spanish II 4.00 Credits**

Prerequisite: ( [SPN 1120](#) and appropriate scores on the SPC placement test or ) [SPN 1120H](#) or approval of the Dean. This course is the continuation of Honors Elementary Spanish II and continues to develop the student's Spanish language knowledge and communication skills in the areas of pronunciation, grammar, vocabulary and culture. The student will continue to practice listening, speaking, reading and writing in Spanish at a more sophisticated level of fluency and accuracy. Credit is not given for SPN 1121 and SPN 1121H.

### **SPN 2200 Intermediate Spanish I 3.00 Credits**

Prerequisite: [SPN 1121](#) or [SPN 1121H](#) or permission of program director. This course expands and reviews the previously acquired Spanish language skills and includes more advanced language structures and idiomatic expressions, with emphasis on conversational skills. Enhancing vocabulary for practical purposes, including writing is emphasized. A variety of reading selections will be introduced. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

### **SPN 2201 Intermediate Spanish II 3.00 Credits**

Prerequisite: [SPN 2200](#) or permission of program director. This course expands and reviews the Spanish language skills previously acquired by the students. Content includes but is not limited to more advanced linguistic structures and idiomatic expressions, with an emphasis on conversational skills. Growth in vocabulary for practical purposes is emphasized. A variety of writing exercises and reading selections will be included. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

**SPN 2240 Spanish Conversation and Composition I 3.00 Credits**

Prerequisite: [SPN 2201](#) or Permission of the program administrator. This intermediate course is designed to improve the student's Spanish language skills in the areas of listening comprehension, reading, speaking and writing, with a concentration on oral and written communication. The student will practice to develop proficiency in oral expression and will produce written assignments at an intermediate level of grammatical accuracy. Course material will include a variety of authentic Spanish language texts. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

**SPN 2241 Spanish Conversation and Composition II 3.00 Credits**

Prerequisite: [SPN 2240](#) or Permission of the program administrator. This intermediate course is a continuation of Spanish Conversation and Composition I and is designed to improve the student's Spanish language skills in the areas of listening comprehension, reading, speaking and writing, with a concentration on oral and written communication. The student will continue to practice developing proficiency in oral expression and will continue to produce written assignments at an intermediate level of grammatical accuracy. Course material will include a variety of authentic Spanish language texts. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

**SPN 2949 Study Abroad Cooperative Work Experience: Spanish 1.00 - 3.00 Credits**

Prerequisite: Approval of Study Abroad Spanish Faculty Leader. This course is designed to provide students with experiential learning in a study abroad setting. Students are immersed in the culture while integrating the language skills in the work experience. 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 50 on-the-job hours for each credit earned in addition to written assignments. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

**STA 2023 Elementary Statistics 3.00 Credits**

Prerequisite: [MAT 1033](#) or [MAT 1100](#) or appropriate score on the SPC mathematics placement test. This course includes concepts taken from topics which include descriptive statistics, measures of central tendency and dispersion, probability, probability distributions, relative frequency distributions, sampling distributions, binomial distribution, normal distribution, the student's t distribution, the Chi-square distribution, estimation using confidence intervals, hypothesis testing, linear regression, correlation, and nonparametric statistics. Credit is not also given for STA 2023H.

**STA 2023 Honors Elementary Statistics 3.00 Credits**

Prerequisite: Appropriate score on the SPC placement test or [MAT 1033](#) or [MAT 1100](#). This course includes concepts taken from topics which include descriptive statistics, measures of central tendency and dispersion, probability, probability distributions, relative frequency distributions, sampling distributions, binomial distribution, normal distribution, the student's t distribution, the Chi-square distribution, estimation using confidence intervals, hypothesis testing, linear regression, correlation, and nonparametric statistics. The course also includes data-driven decision-making and communication of statistical results of the included topics. Credit is not also given for STA 2023.

**SYG 2000 Introductory Sociology 3.00 Credits**

Prerequisite: ( [REA 0017](#) and [ENC 0025](#) ) or [EAP 1695](#) or appropriate score on the SPC placement test. This course is the study of society and its effects upon individual behavior. Emphasis is placed on the group basis of society, points of conflict within societies, and societal trends in regard to increased growth and changing institutions. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**SYG 2010 Social Problems 3.00 Credits**

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate score on the SPC placement test. This course is an analysis of major social problems in the United States. Emphasis is placed on the causes of social problems, approaches to the analysis of problems, and the interrelationship of problems. Course topics include: crime, mental illness, poverty and inequality, family and marital problems, population and the environment. This course partially satisfies the writing requirements outlined in the General Education Requirements. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

**SYG 2221 Woman and Society** 3.00 Credits

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) ) or [EAP 1695](#) or appropriate score on the SPC placement test. This course is an historical and contemporary examination of the changing political, social, economic, legal, and sexual roles of women in society. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**SYG 2324 Principles of Substance Abuse** 3.00 Credits

Prerequisite: ( [ENC 0025](#) or [ENC 0056](#) ) and ( [REA 0017](#) or [REA 0056](#) ) or [EAP 1695](#) or satisfactory score on the SPC placement test. This course is an overview of substance abuse. Topics examined include: historical perspectives; identification, intervention and outcome of abusers and their families; treatment techniques; prevention, intervention and rehabilitation resources; types of therapeutic and support groups; and the pharmacology of commonly abused substances. The course is recommended for those persons who would like to gain knowledge about substance abuse and its effect in today's society.

**SYG 2430 Marriage and Family** 3.00 Credits

Prerequisite: [ENC 0025](#) and [REA 0017](#) or [EAP 1695](#) or appropriate score on the SPC placement test. This course deals with the following topics: human sexuality, pair relationships, love, communication, the dynamics of marital interaction, and alternative life styles. This course partially satisfies the writing requirements outlined in the General Education Requirements.

**SYG 2949 Co-op Work Experience** 1.00 Credits

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Director 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.

**TAR 1941 Architectural Drafting Practicum** 3.00 Credits

Prerequisite: [TAR 2122C](#). This course is an intensive study in an area of special interest to the students in the Building Arts programs. Students will demonstrate professional competencies in the documentation and completion of an approved project that may incorporate multiple aspects of the construction industry, including planning, drawing, estimating, scheduling, permitting and/or site observation.

**TAR 2057C AutoCAD Architectural Desktop** 2.00 Credits

Prerequisite: [ETD 1340C](#) or Permission of program director. This course is a hands-on training course for the use of AutoCAD Architectural Desktop, including hardware requirements, software options and applications. Emphasis is on the production of architectural drawings using Desktop software. Major topics include utilities, toolbars, editing and schedules. 62 contact hours.

**TAR 2122C Advanced Construction Drawing** 3.00 Credits

Prerequisite: [BCN 1251C](#) or Permission from program director after review of previous work. This course covers architectural drawing applied to varied materials and structural systems, such as, prestressed concrete, steel and curtain walls. Emphasis will be on commercial construction. Students with previous computer-aided drafting experience have the option of completing the required assignments using computer-aided drafting systems.

**TAR 2949 Co-op Work Experience** 1.00 - 3.00 Credits

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Administrator 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.

**TAX 2000 Federal Individual Income Taxation** 3.00 Credits

Prerequisite: [ACG 2021](#). This course is designed to provide an overview of the Federal individual income tax structure. This course will provide training in these principles with applications using tax documents (forms) and tax software.

**THE 2304 Script Analysis 3.00 Credits**

Prerequisite: [THE 2000](#). This is a course designed to prepare the student in the examination and analysis of play scripts as preparation for production. Through a working knowledge of theatrical literature, students may better grasp the knowledge of what is in a stage script and how to find the important information with the script. The student will read plays from various periods and genres and analyze dramatic elements such as plot, character, theme, dialogue and style. Students will analyze scripts looking for acting, design and directing indicators provided within the script. Study Abroad opportunities may apply to this course (<http://www.spcollege.edu/studyabroad/>).

**THE 2949 Co-op Work Experience 1.00 Credits**

Prerequisite: Faculty advisor/co-op coordinator approval. A course 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.

**TPA 2204 Stagecraft II 3.00 Credits**

Prerequisite: [TPA 2200](#) or permission of program administrator. This is a continuation of Stagecraft I, with an emphasis on more advanced construction techniques and problem solving with an introduction to theatrical drafting techniques and Computer Aid-Drafting (CAD). Students will serve in supervisory capacities on productions. 47 contact hours and a minimum of 45 lab hours. Additional hours may be required during production weeks.

**TPA 2949 Co-op Work Experience 1.00 - 3.00 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.

**TPP 1100 ACTING I 3 credits**

This course will include lectures and discussions to explain, analyze, and evaluate the theories, techniques, and principles of acting common to the various types of styles of dramatic production. Specific work in the areas of voice and body exercises and improvisations is included. Workshop projects help the student to develop his/her acting skill. 77 contact hours

**TPP 1111 Acting II 3.00 Credits**

Prerequisite: [TPP 1100](#) or permission of program administrator. This course is the second level of acting involving lectures, discussions, and laboratory work to explain, analyze, execute, and evaluate the theories, techniques, and principles of performing various styles of acting before an audience. Specific work in both classical and contemporary styles will be examined. Workshop projects, both in class and for the public, will help the student develop his/her acting skills.

**TPP 2192 Acting Repertory 1.00 Credits**

Prerequisite: Permission of the program administrator. A course enabling members of a cast of a public dramatic performance to earn academic credit for their participation. Through intensive rehearsal and performance experience, the student will acquire skills in expression, in human understanding, in cooperation, and in self-discipline. May be taken up to six times for credit. From 12 to 18 hours per week is the minimum requirement during rehearsal and performance periods.

**TPP 2260 Introduction To Camera Performance 3.00 Credits**

Prerequisite: [TPP 1100](#) and [TPP 1111](#) or permission of the program administrator. Lectures, demonstrations and discussions will be used to explain, analyze and evaluate the theories, techniques and principles of performing various styles of acting in front of the camera. Specific problems in voice and body exercises in preparation for auditions, commercials and scene work will be explained. Class projects will help the student develop skills in acting for the camera. 47 contact hours and a minimum of 45 lab hours.

### **TPP 2300 Introduction to Directing** 3.00 Credits

Prerequisite: [TPP 1100](#) or permission of the program administrator. Lectures, demonstrations and discussions explain, analyze, and evaluate the theories, techniques and principles of directing common to the various types of styles of directing. Specific problems of script analysis and the director's relationship with actors, environment and audience will be studied. Workshop projects help the student to develop his/her directing style. 47 contact hours and 45 lab hours.

### **TSL 4081 ESOL Issues: Principles & Practices II P-12** 3.00 Credits

Prerequisite: [TSL 3080](#) and Admission to: [EDST-BS: Educational Studies With Subplans in Interdisciplinary Studies or Preschool Education \(Birth to Age 4\)](#) or [PKPED-BS: Prekindergarten/Primary Education \(age 3 through grade 3\) with Infused ESOL and Reading Endorsements](#) or [ELED-BS: Elementary Education \(K-6\) with Infused ESOL & Reading Endorsements](#) or [ELED-BS: Elementary Education \(K-6\) with Infused ESOL & Reading Endorsements](#) or [ESED-BS: Exceptional Student Education \(K-12\) with Infused ESOL & Reading Endorsements](#) or [IMPELED-CT: EPI Elementary Ed](#) or [IMPESED-CT: EPI Exceptional Ed](#) or [Secondary Math EPI](#) or [IMPMGM-CT: EPI Mid Grades Math](#) or [IMPMGS-CT: EPI Mid Grade Scien](#) or [Secondary Science EPI](#). 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 cross-cultural communications, second language acquisition theory and methods of teaching English language learners (ELLs). The 5 ESOL Domains are comprehensively covered throughout this course. 15 hours of field experiences.

### **WOH 2040 The Twentieth Century** 3.00 Credits

Prerequisite: ( [ENC 0025](#) and [REA 0017](#) or ) [EAP 1695](#) or appropriate score on the Placement Test. This course is a study of world history surveying the cultural, political, social and economic transitions since 1900. Emphasis is placed on the turn-of-the-century dominance of Europe, the competitiveness and militarism that led to World War I, and the affects of the peace settlements. Attention is given to the Soviet Revolution, the rise of fascism, Nazism, Asian neo-imperialism, and the malaise of the democracies; the Depression and its consequences; aggression, appeasement and World War II; the Cold War, communist China, the rise of the "Third World" and conflicting issues and values in contemporary society. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both WOH 2040 and WOH 2040H.

### **WOH 2040H Honors The Twentieth Century** 3.00 Credits

Prerequisite: ( [IDS 1101H](#) or [ENC 1101H](#) ) or ( [IDS 1101H](#) or [ENC 1101H](#) and acceptance into the Honors College. ) or approval of the program director. This course is a study of world history surveying the cultural, political, social and economic transitions of the 20th century. Emphasis is placed on historic trends and movements as well as a chronological study beginning with the turn-of-the-century dominance of Europe, the competitiveness and militarism that led to World War I, and the effects of the peace settlements. Attention is given to the Soviet Revolution, the rise of fascism, Nazism, Asian neo-imperialism, and the malaise of the democracies; the Depression and its consequences; aggression, appeasement and World War II; the Cold War, communist China, the rise of the "Third World" and conflicting issues and values in contemporary society. This course partially satisfies the writing requirements as outlined in the General Education Requirements. Credit is not given for both WOH 2040H and WOH 2040.

### **ZOO 3205 Invertebrate Zoology with Lab** 4.00 Credits

Prerequisite: ( [BSC 2010](#) and [BSC 2010](#) ) and ( [BSC 2011](#) and [BSC 2011L](#) ). The major emphasis of this course is the classification, evolution and biodiversity of invertebrates. Coverage of each taxonomic group will include discussion of characteristics, systematics, taxonomy, evolution, and unique morphological, physiological, ecological and behavioral adaptations. This course is a combined lecture and lab class.

### **ZOO 3307 Vertebrate Zoology** 3.00 Credits

Prerequisite: [BSC 2011](#) and [BSC 2011L](#) and Pre or Corequisite: [ZOO 3307](#). The major emphasis of this course focuses on the classification, evolution and biodiversity of vertebrates. Coverage of each taxonomic group will include discussion of characteristics,

systematics, taxonomy, evolution, paleontology, biogeography and unique morphological, physiological, ecological and behavioral adaptations.

**ZOO 3307 Vertebrate Zoology Lab 1.00 Credits**

Prerequisite: [BSC 2011](#) and [BSC 2011L](#) and Pre or Corequisite: [ZOO 3307](#). The major emphasis of this laboratory course focuses on the classification, evolution and biodiversity of vertebrates. Coverage of each taxonomic group will include discussion of characteristics, systematics, taxonomy, evolution, paleontology, biogeography and unique morphological, physiological, ecological and behavioral adaptations.

**ZOO 3713 Functional Vertebrate Anatomy 3.00 Credits**

Prerequisite: [BSC 2011](#) and [BSC 2011L](#) and Pre or Corequisite: [ZOO 3713](#). The major emphasis of this course is the comparison of form and function among the vertebrate groups. The course will include discussions of the phylogeny and systematics of vertebrates and central concepts underlying patterns and processes of adaptations. Comparisons of the vertebrate groups will cover each body system, focusing on morphology and integrating critical analysis of function and evolutionary patterns and processes into the anatomical discussions.

**ZOO 3713 Functional Vertebrate Anatomy Lab 1.00 Credits**

Prerequisite: [BSC 2011](#) and [BSC 2011L](#) and Pre or Corequisite: [ZOO 3713](#). The major emphasis of this course is the comparison of form and function among the vertebrate groups. The course will include discussions of the phylogeny and systematics of vertebrates and central concepts underlying patterns and processes of adaptations. Comparisons of the vertebrate groups will cover each body system, focusing on morphology and integrating critical analysis of function and evolutionary patterns and processes into the anatomical discussions. This laboratory section involves dissection of major vertebrate groups.

**ZOO 3733 Human Anatomy with Lab 4.00 Credits**

Prerequisite: [BSC 2011](#) and [BSC 2011L](#). This course is an advanced study of the anatomy of the human body. The study of the gross anatomy of the body will be enhanced with dissections. There will also be a study of the histology of the human body, selecting tissues important to each system. The systems approach is used and each major body system is examined in depth. The systems covered include: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive. The structural relationships between organs within body regions will also be studied. The role of developmental processes in determining the location of organs in the adult body will be examined.

**ZOO 4454 Ichthyology with Laboratory 4.00 Credits**

Prerequisite: [BSC 2010](#) [BSC 2010](#) [BSC 2011](#) [BSC 2011L](#) and [BSC 3312](#) or [ZOO 3307](#). Ichthyology is the subdiscipline of biology that studies fishes. Topics will include: the evolution of fishes; the taxonomy and classification of extant fish groups; basic anatomy and physiology of fishes; general and specific aspects of the biology of fishes, including age and growth, reproduction, osmotic regulation swimming and buoyancy; general and specific aspects of the ecology of fishes, including fish communities in freshwater, estuarine, coastal, oceanic and deep-ocean communities. This course is a combined lecture and lab class.

**ZOO 4513 Animal Behavior 3.00 Credits**

Prerequisite: [PCB 3043](#) or [PCB 3063](#). This course teaches how and why animals behave the way that they do. How animals behave is the realm of proximate causation, which incorporates physiological, developmental and genetic bases of behavior. Why animals behave a certain way is ultimate causation, which investigates the adaptive value of behavior. The adaptive component of behavior also introduces the sub-discipline of behavioral ecology, where the animal's behavior is studied in an ecological and evolutionary context. This allows us to merge concepts from Animal Physiology, Genetics and Ecology with behavior to provide a highly integrated program of study.

**ZOO 4513 Animal Behavior Lab 1.00 Credits**

Prerequisite: ( [PCB 3043](#) and [PCB 3043](#) ) or ( [PCB 3063](#) and [PCB 3063](#) ) and Pre or Corequisite: [ZOO 4513](#). This course teaches how and why animals behave the way that they do. How animals behave is the realm of proximate causation, which incorporates physiological, developmental and genetic bases of behavior. Why animals behave a certain way is ultimate causation, which investigates the adaptive value of behavior. The adaptive component of behavior also introduces the sub-discipline of behavioral



ecology, where the animal's behavior is studied in an ecological and evolutionary context. This allows us to merge concepts from Animal Physiology, Genetics and Ecology with behavior to provide a highly integrated program of study. The lab component helps students to understand the scientific process and to develop skills in observation, description, data analysis, basic statistics, literature review and evaluation, and writing.



**Midtown Building opens for the 2015-2016 school year**

# Maps

**1. Tarpon Springs Campus**  
 600 Klosterman Road  
 Tarpon Springs, FL 34683  
[Website](#) | [Campus map](#)

**2. Clearwater Campus**  
 2465 Drew Street  
 Clearwater, FL 33765  
[Website](#) | [Campus map](#)

**3. EpiCenter**  
 13805 58th Street N.  
 Clearwater, FL 33760  
[Website](#) | [Map](#)

**Epi Services, Human Resources**  
 14025 58th St. N.  
 Clearwater, FL 33760  
[Website](#) | [Map](#)

**District Office**  
 6021 142nd Ave. N.  
 Clearwater, FL 33760  
[Map](#)  
 President's Office  
 Alumni Association  
 Foundation

**4. Veterinary Technology Center**  
 12376 Ulmerton Road  
 Largo, FL 33774  
[Website](#) | [Center map](#)

**5. Seminole Campus**  
 9200 113th Street N  
 Seminole, FL 33772  
[Website](#) | [Campus map](#)

**6. Health Education Center**  
 7200 66th Street N  
 Pinellas Park, FL 33781  
[Website](#) | [Center map](#)

**7. St. Petersburg/Gibbs Campus**  
 6605 Fifth Avenue N  
 St. Petersburg, FL 33710  
[Website](#) | [Campus map](#)

**8. SPC Downtown**  
 244 Second Avenue N  
 St. Petersburg, FL 33701  
[Website](#) | [Center map](#)

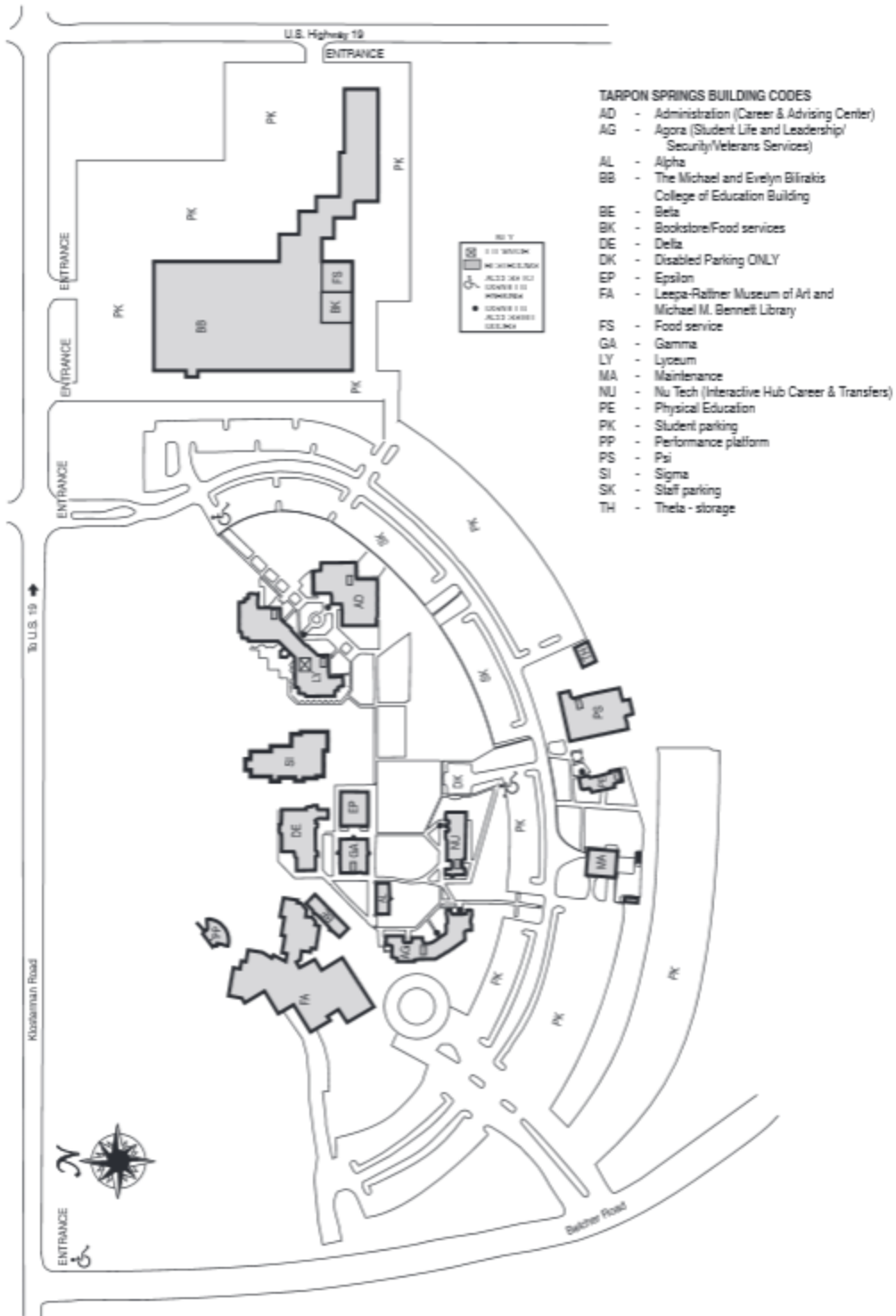
**9. SPC Midtown**  
 1300 22nd St. S.  
 St. Petersburg, FL 33710  
[Website](#) | [Center map](#)

**10. Allstate Center**  
 3200 34th Street S  
 St. Petersburg, FL 33711  
[Website](#) | [Center map](#)

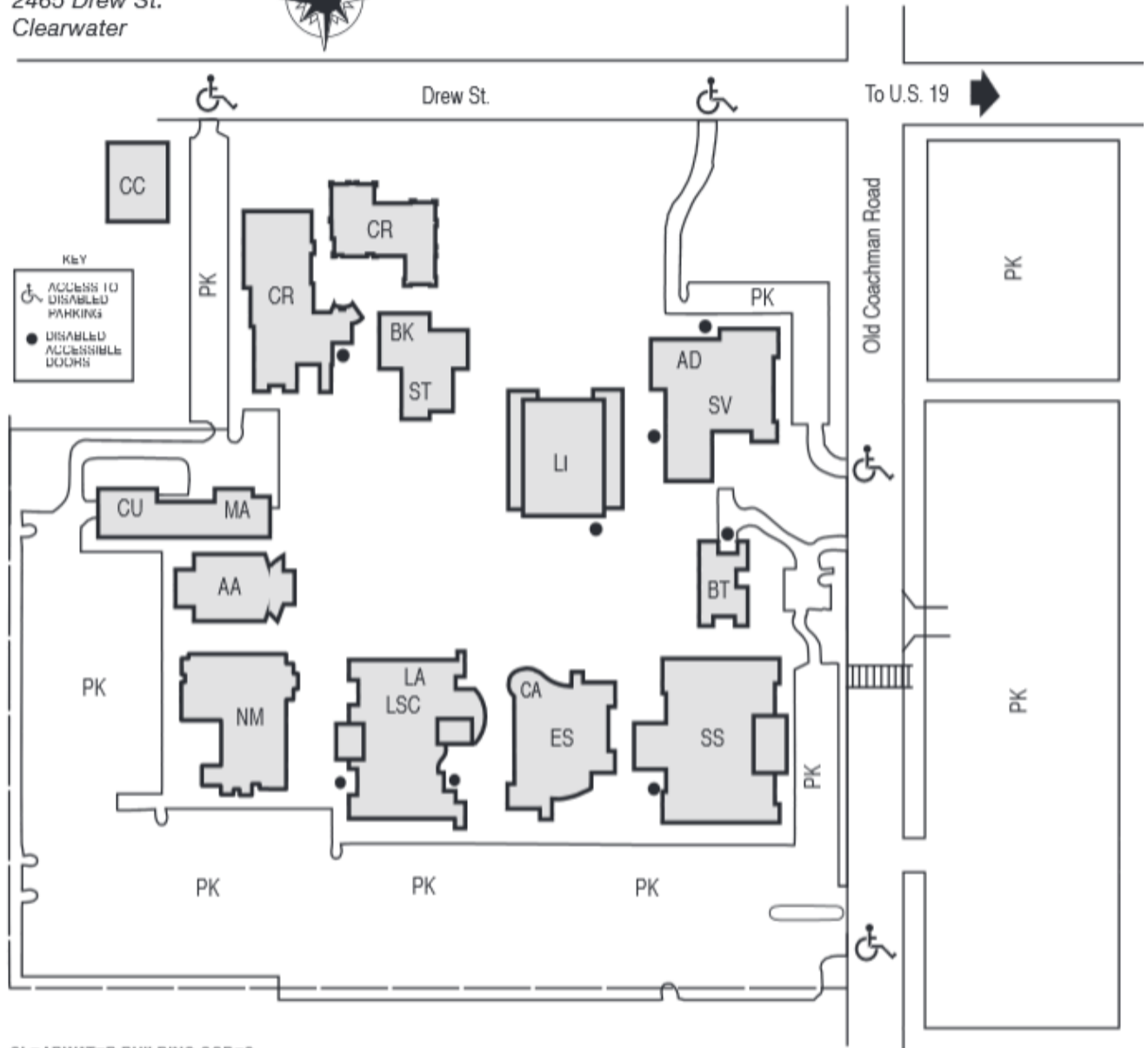


# Tarpon Springs Campus

Tarpon Springs Campus  
600 Klosterman Road  
Tarpon Springs



**Clearwater Campus**  
2465 Drew St.  
Clearwater

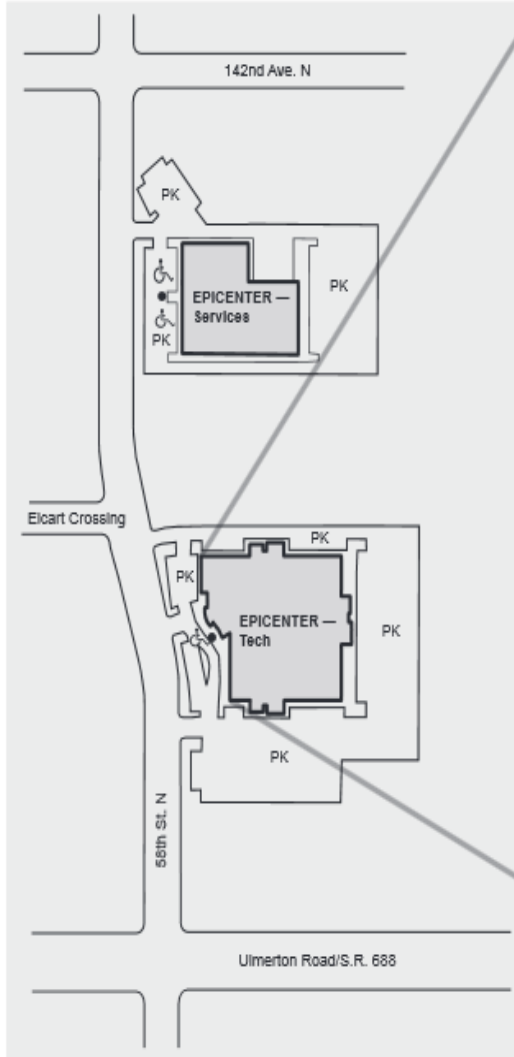


**CLEARWATER BUILDING CODES**

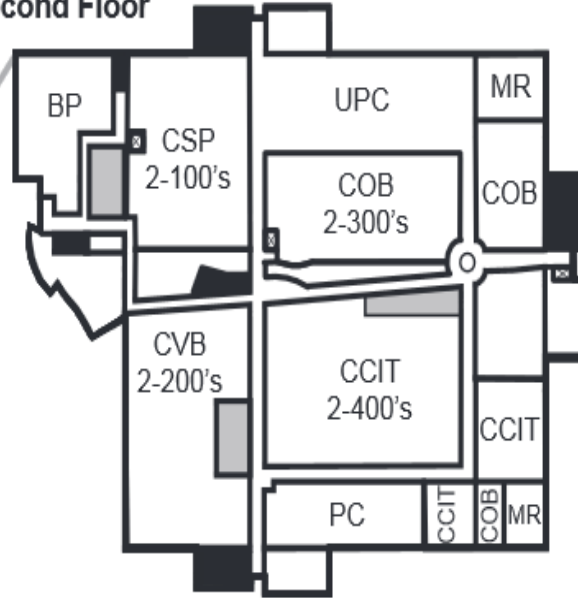
- |   |   |
|---|---|
| AA - Arts Auditorium                                | LA - Language Arts                                  |
| AD - Administration                                 | LI - Michael M. Bennett Library                     |
| BK - Bookstore                                      | LSC - Learning Support Commons                      |
| BT - Business Technologies                          | MA - Maintenance                                    |
| CA - Cafe/Food services                             | NM - Natural Science, Math and College of Education |
| CC - Collaborative Center for Emerging Technologies | PK - Student parking                                |
| CR - Crossroads                                     | SS - Social Sciences                                |
| CU - Central Utilities                              | ST - Student Life and Leadership                    |
| ES - Ethics and Social Sciences                     | SV - Student Services                               |

**EpiCenter Tech**  
13805 58th St. N, Largo

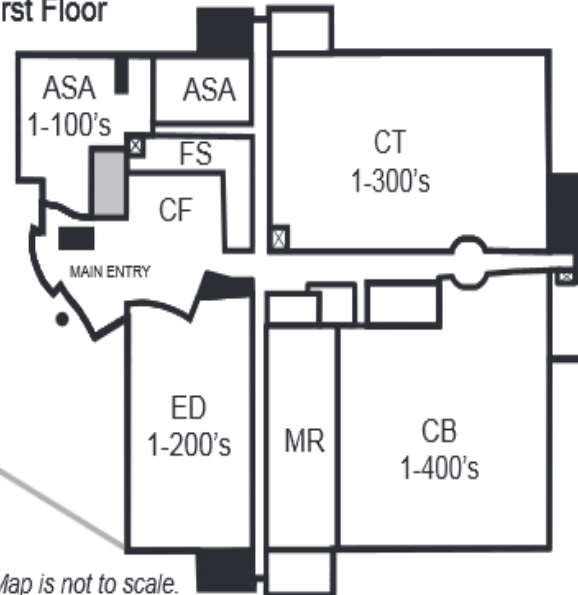
**EpiCenter — Services**  
14025 58th St. N, Largo



**Second Floor**



**First Floor**



Note: Map is not to scale.

**KEY**

- STAIRS
- ELEVATOR
- RESTROOMS
- ACCESS TO DISABLED PARKING
- DISABLED ACCESSIBLE DOORS

**EpiCenter Room Codes**

ASA - Academic & Student Affairs  
 BP - Baccalaureate Programs  
 CB - Collaborative Labs  
 CCIT - College of Computer and Information Technology  
 CF - Cafeteria  
 COB - College of Business  
 CSP - CareerSource Pinellas (formerly WorkNet Pinellas)

CT - Corporate Training  
 CVB - Pinellas County Convention & Visitors Bureau  
 ED - Pinellas County Economic Development  
 FS - Food service  
 MR - Meeting rooms  
 PC - Pinellas County  
 UPC - University Partnership Center

# SPC Veterinary Technology Center



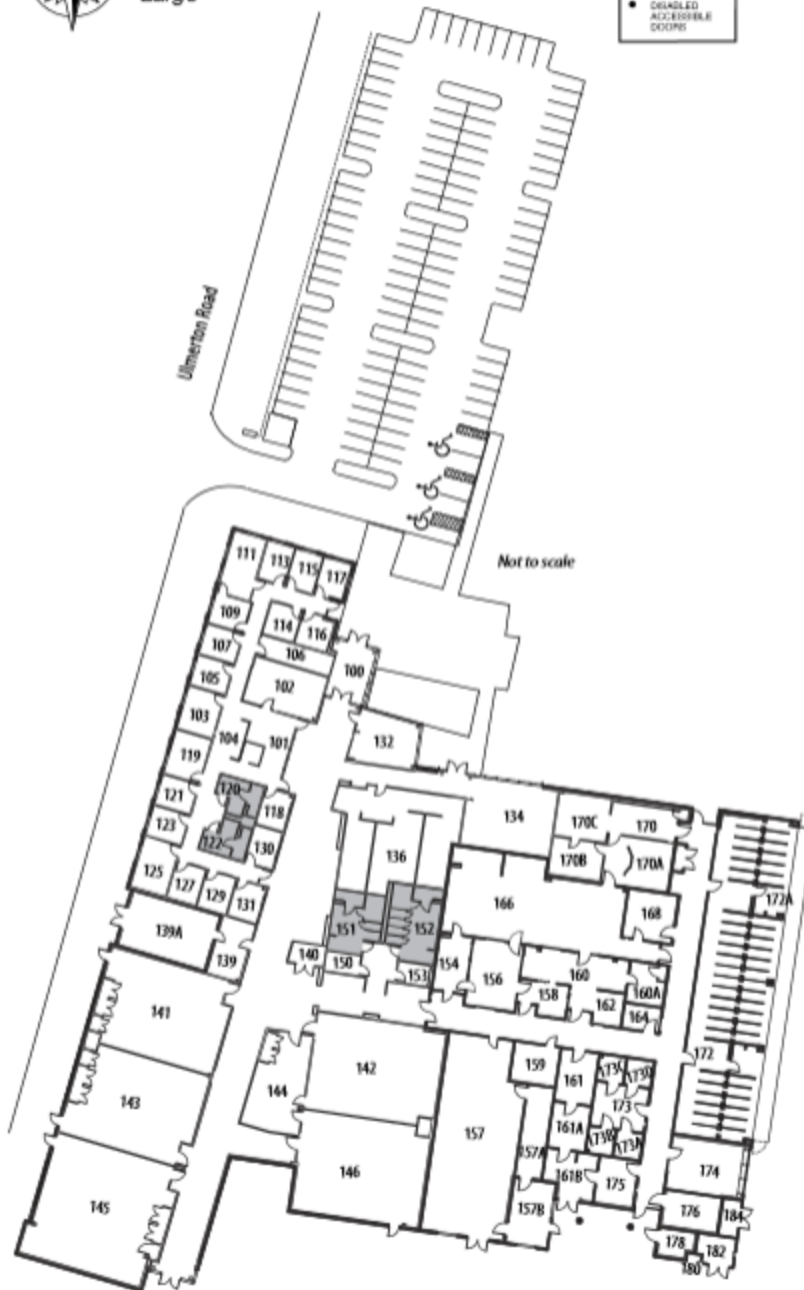
SPC Veterinary Technology Center  
12376 Ulmerton Rd.  
Largo



## SPC Veterinary Technology Center

### Room Codes

- 100-119 - TBA
- 120, 122 - Restrooms
- 121-132 - TBA
- 134 - Student Work
- 136-139 - TBA
- 139A - Mechanical
- 140 - Electrical
- 141, 143 - Computer Lab
- 142 - Anatomy Lab
- 144 - Lab Storage
- 145 - Collaborative Lab
- 146 - Pathology Lab
- 150 - Custodial
- 151-152 - Restrooms
- 153 - Computer
- 154 - Scrub
- 156 - Surgery
- 157 - Mechanical
- 157A - Electrical
- 157B - Generator
- 158 - Recovery
- 159 - Telecommunications
- 160 - Control
- 160A - Pharmacy
- 161 - Food Prep
- 161A - Food Storage
- 161B - Storage
- 162 - Bath
- 164 - Awary
- 166 - Animal Procedures Lab
- 168 - Lab Prep
- 170 - Radiology
- 172 - Dog Ward
- 173 - Lab Animals
- 174 - Cat Ward
- 175 - Isolation
- 176 - Custodial
- 178, 182 - Storage
- 180 - Oxygen
- 184 - Mechanical



# Seminole Campus

## Seminole Campus

9200 113th St. N  
Seminole

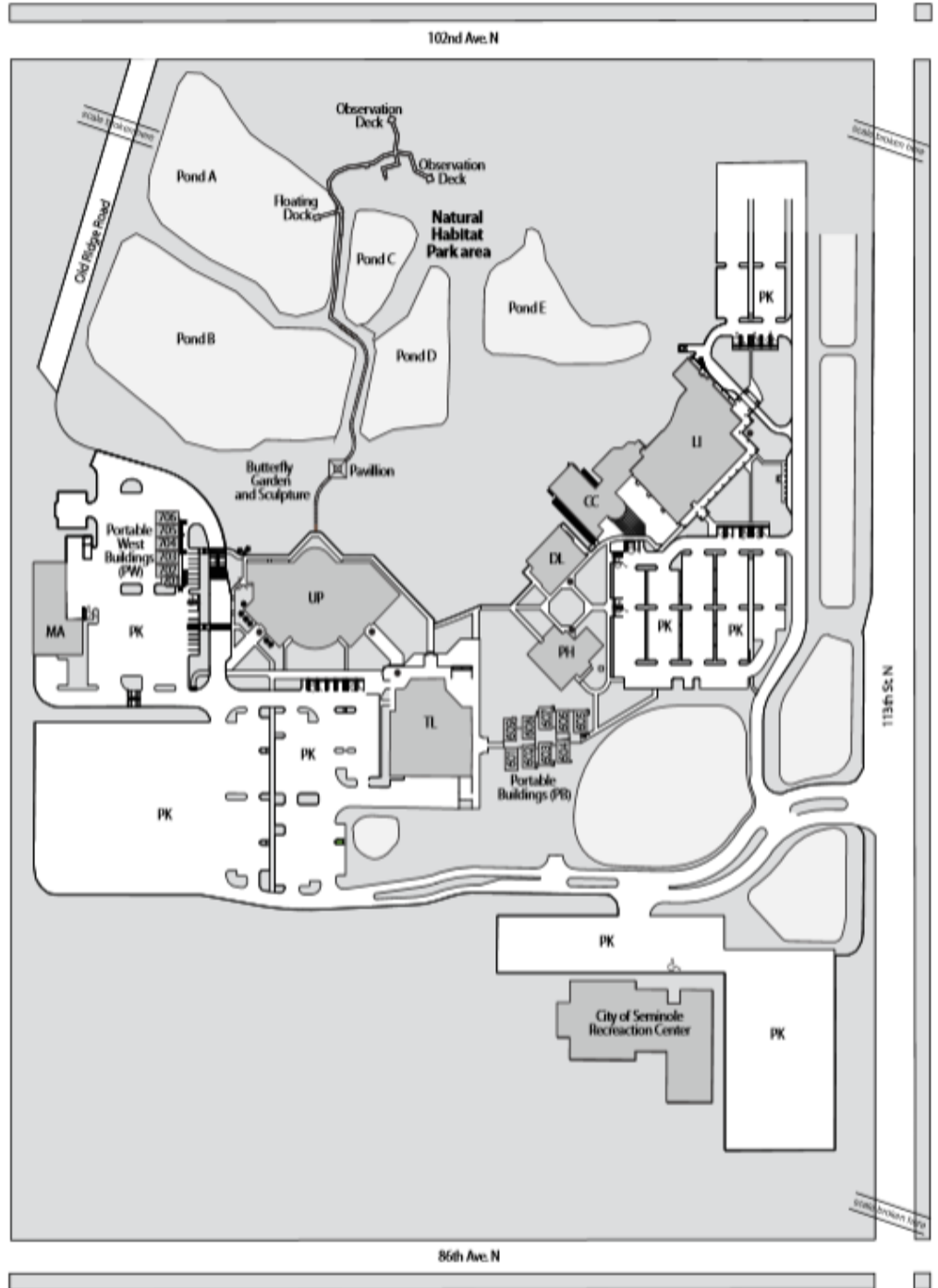


## Seminole Campus

### Room Codes

- CC - Library Annex - Conference Center
- DL - Dental building
- LI - Dennis L. Jones Community Library at Seminole Campus
- MA - Maintenance
- PB - Portables
- PH - Pharmacy
- PK - Parking
- PW - Portables West
- PB 601 - Faculty offices
- PB 602 - Classroom
- PB 603 - Classroom
- PB 604 - Classroom
- PB 605 - Early College offices
- PB 606 - Early College classroom
- PB 607 - GED classroom
- PB 608 - Student Support Center
- PB 609 - Veterans Center and Restrooms
- PW 701 - Restrooms and Drinking fountains
- PW 702 - Faculty offices
- PW 703 - Classroom
- PW 704 - Classroom
- PW 705 - Classroom
- PW 706 - Classroom
- TL - Technology Learning
- UP - C.W. Bill Young University Partnership Center building

### AREA MAP

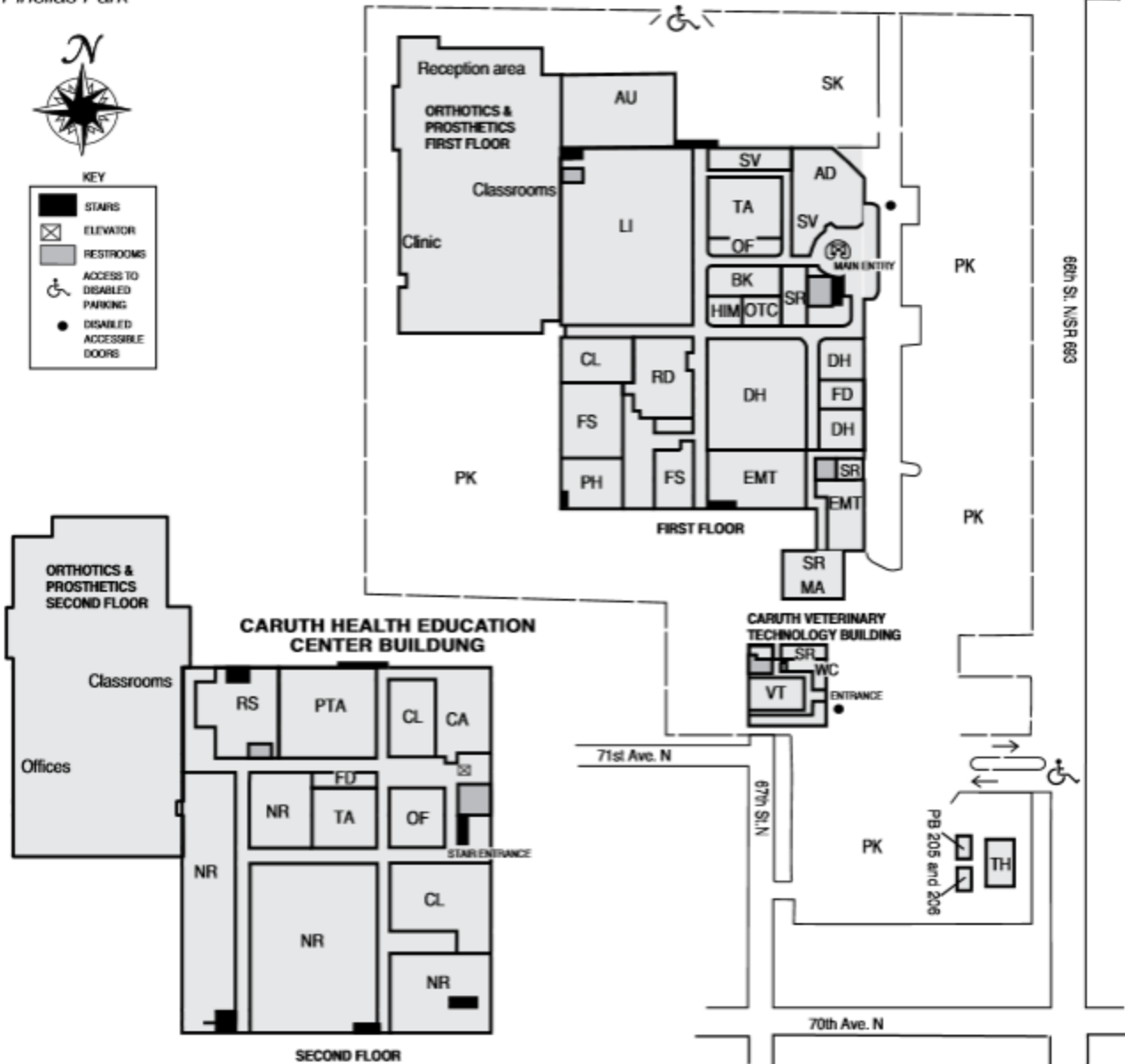




# Caruth Health Education Center

**Caruth Health Education Center**  
 7200 66th St. N  
 Pinellas Park

Park Blvd./74th Ave. NSR 694



**Caruth Health Education Center Room Codes**

- |                                     |                                    |                            |
|-------------------------------------|------------------------------------|----------------------------|
| AD - Administration                 | LI - Library                       | SK - Staff parking         |
| AU - Auditorium                     | MA - Maintenance                   | SR - Storage               |
| BK - Bookstore                      | NR - Nursing                       | SV - Student Services      |
| CA - Cafeteria                      | OF - Offices                       | TA - Teaching Auditorium   |
| CL - Classrooms                     | OTC - OSSD testing center          | TH - Thrift Store          |
| DH - Dental Hygiene                 | PB - Portables 205 and 206         | VT - Veterinary Technology |
| EMT - Emergency Medical Technology  | PH - Physical Plant/Receiving      | WC - Wellness Center       |
| FD - Faculty development            | PK - Student parking               |                            |
| FS - Funeral Services               | PTA - Physical Therapist assistant |                            |
| HIM - Health Information Management | RS - Respiratory Therapy           |                            |

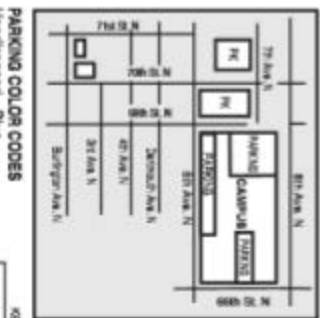
# St. Petersburg/Gibbs Campus

**St. Petersburg/Gibbs Campus**  
 6605 Fifth Ave. N  
 St. Petersburg



**ST. PETERSBURG/GIBBS BUILDING CODES**

- AD - James E. Hervey Administration Building
- BK - Bookstore
- CP - Childer plant
- E - Ethics Institute
- FS - Food service
- GM - Gymnasium
- HS - Humanities
- LA - Language Arts
- LI - West St. Petersburg Community Library -- a Michael W. Bennett Library
- MA - Maintenance
- MC - Motorcycles parking
- MP - Mini park (bionic steel)/challenge course
- MIR - Music Industry Recording Arts
- MU - Music Center
- PG - Portable 201 - QED Program Building
- PK - Student parking
- RT - Running track
- SA - Philip Benjamin Social Arts Building
- SC - Natural Science
- SK - Staff parking
- SS - Student Services and St. Petersburg Collegiate High School
- TE - W. Richard Johnson Technical Building
- WE - Wellness Center
- VP - Visitor parking



**PARKING COLOR CODES**

- Handicapped - Blue
- Staff/Faculty - Yellow
- Student - White
- Visitor - Green

**KEY**

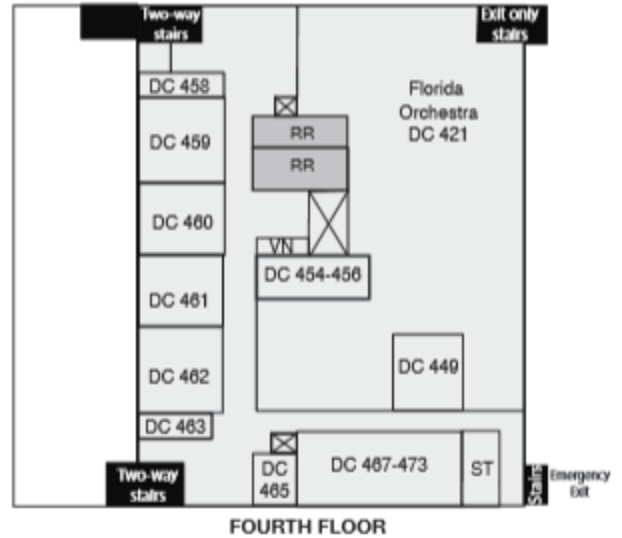
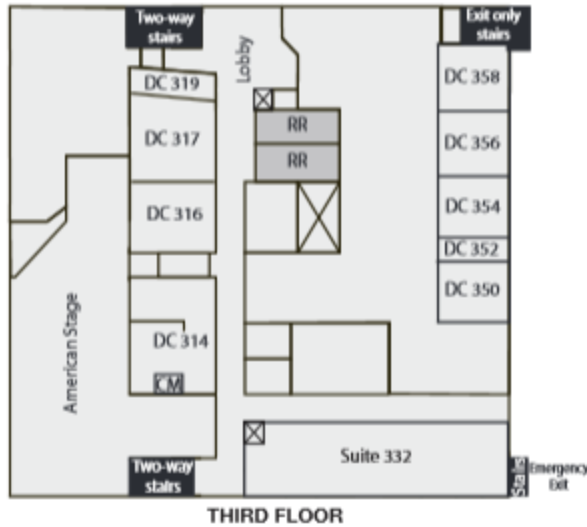
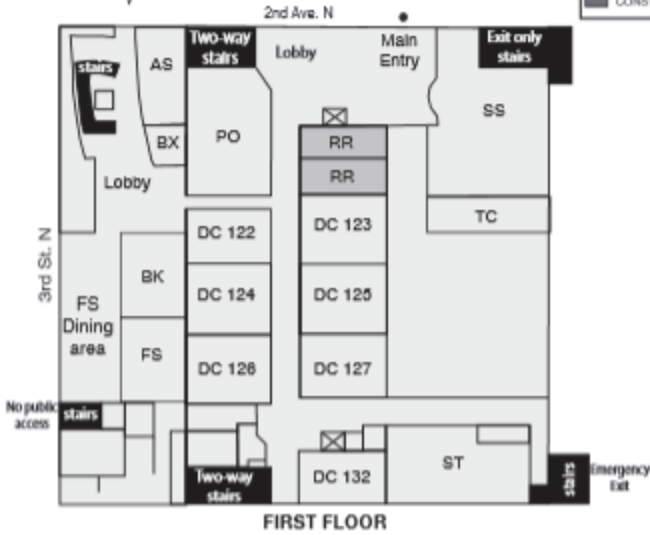
- ACCESS TO PARKING
- GEAR, E.D. ACCESSIBLE DOORS
- ☒ ELEVATOR
- BICYCLE PATH
- FUEL/LASER TRAIL



**SPC Downtown**  
244 Second Ave. N  
St. Petersburg

**KEY**

- RESTROOMS
- ACCESS TO DISABLED PARKING
- DISABLED ACCESSIBLE DOORS
- ELEVATOR
- STAIRS
- CONSTRUCTION



**SPC Downtown Room Codes**

**Classrooms**

- DC 122-127 - Classrooms
- DC 224 - Classroom
- DC 228, 230 - Classrooms
- DC 251 - Classroom
- DC 253 - Classroom
- DC 257 - Interactive classroom
- DC 316-317 - Classrooms
- DC 459-462 - Classrooms

**Numbered rooms**

- DC 132 - GCD Program
- DC 202 - Conference room
- DC 210 - Community room
- DC 223 - Student lounge
- DC 225 - Student Life & Leadership, Student Government, Outreach
- DC 240 - Science Prep
- DC 244 - Science Lab
- DC 248 - Staff offices

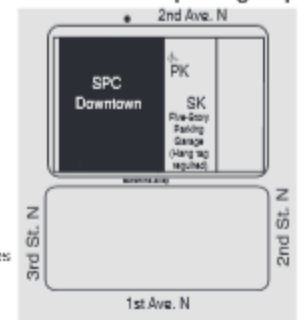
**Numbered rooms continued**

- DC 255 - Learning Support
- DC 259 - Commons Open Lab
- DC 314 - Learning Support
- DC 319 - Commons Tutoring
- Suite 332 - Faculty offices
- DC 352 - American Stage offices
- DC 350, 354, 358 and 350 - Classrooms
- DC 421 - Florida Orchestra
- DC 449 - Staff Wellness Center
- DC 454-458 - Palladium offices
- DC 450 and 463 - Science Prep
- DC 459 and 462 - Science Labs
- DC 465 - TRS
- DC 467-473 - Downtown Partnership offices
- DC 467-473 - Faculty Offices

**Un-numbered rooms**

- AS - American Stage offices
- BK - Book store
- BX - Box office
- DP - Downtown Partnership
- CH - Change machine
- CM - Copy machine
- FS - Food service (cater)
- PA - Pier Aquarium office
- PK - Student parking
- PO - Provost Office
- RR - Restroom
- SK - Staff parking
- SL - Student lockers
- SS - Student Services: Admissions, Advising, Business office, Career Services, Disability Resources, Financial Aid, Registration, Veterans Services
- ST - Storage
- TC - Testing Center
- VN - Vending

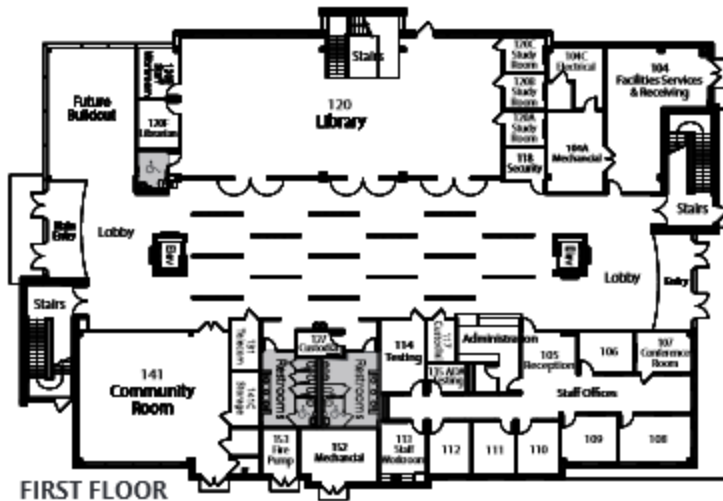
**SPC Downtown parking map**



12-1687-6

# SPC Midtown Center

**Midtown Center**  
1300 22nd Street S  
St. Petersburg



FIRST FLOOR



SECOND FLOOR



THIRD FLOOR

## SPC Midtown Room Codes

- MT 318 - Adjunct Faculty
- MT 324 - Biology Lab
- MT 205 - Classroom
- MT 207 - Classroom
- MT 217 - Classroom
- MT 219 - Classroom
- MT 225 - Classroom
- MT 236 - Classroom
- MT 332 - Classroom
- MT 236 - Classroom
- MT 141 - Community Room
- MT 204 - Computer Lab
- MT 322 - Computer Lab
- MT 107 - Conference Room
- MT 306 - Conference Room
- MT 104 - Facilities Services & Receiving
- MT 201 - Learning Support Center
- MT 120 - Library
- MT 234 - Math Studio
- MT 330 - Physical Science Lab
- MT 105 - Reception, 106, 108-112 Staff Offices
- MT 305 - Reception, 307-317 Faculty Offices
- MT 328 - Science Prep
- MT 118 - Security
- MT 339B - Student Government
- MT 339 - Student Workroom
- MT 113 - Staff Workroom
- MT 321 - Staff Workroom
- MT 120A - Study Room
- MT 120B - Study Room
- MT 120C - Study Room
- MT 320 - Technology Resources
- MT 114 - Testing
- MT 206 - Writing Studio

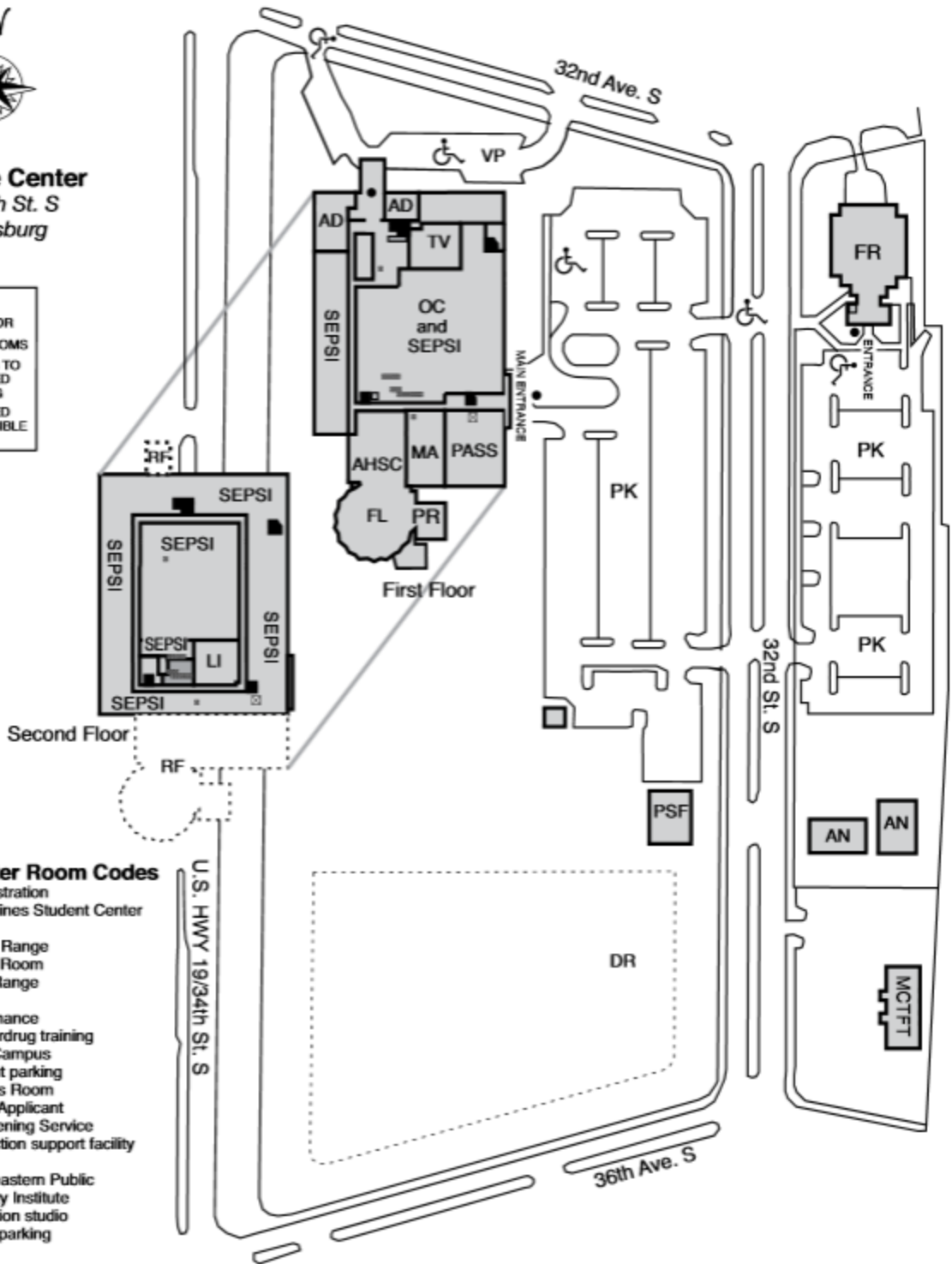
# Allstate Center



**Allstate Center**  
3200 34th St. S  
St. Petersburg

**KEY**

- STAIRS
- ☒ ELEVATOR
- RESTROOMS
- ♿ ACCESS TO DISABLED PARKING
- DISABLED ACCESSIBLE DOORS



**Allstate Center Room Codes**

- AD - Administration
- AHSC - Andy Hines Student Center
- AN - Annex
- DR - Driving Range
- FL - Florida Room
- FR - Firing Range
- LI - Library
- MA - Maintenance
- MCTFT - Counterdrug training
- OC - Open Campus
- PK - Student parking
- PR - Pinellas Room
- PASS - Police Applicant Screening Service
- PSF - Production support facility
- RF - Roof
- SEPSI - Southeastern Public Safety Institute
- TV - Television studio
- VP - Visitor parking