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The following updates have been made to the 2014-2015 catalog. This listing is for documentation purposes only. The official catalog of Seminole State College is the [online version](#) published on the College Website. All of the updates listed below are currently published in the [online version](#) of the College Catalog.

<table>
<thead>
<tr>
<th>Section</th>
<th>Change/Update</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Code of Conduct</td>
<td>Updated based on approved changes to College Procedure 3.0900</td>
<td>Updated 8-26-2014</td>
</tr>
</tbody>
</table>
General Information

Catalog Purpose

The official catalog of Seminole State College is the online version published on the College Website. Seminole State College of Florida makes every reasonable effort to ensure the accuracy of the Catalog at time of publication. Occasionally, changes must be made to carry out the purposes and objectives of the College. Any approved changes to the official catalog are published online in a file titled "Approved Catalog Changes."

Campus Locations

Seminole State College gives you the flexibility to take classes when and where you want – day, night or weekend at any of our four convenient campuses, or online.

All of our campuses have their own flavor and specialty programs. However, each campus offers a full array of student support services, including counseling and advising, a library, free academic tutoring, computer labs, career development and student activities.

Seminole State College is located in the metropolitan Orlando area, Florida. Seminole State provides learning opportunities at four campuses in Seminole County.

Altamonte Springs Campus

The Altamonte Springs Campus opened in 2008 and serves one of the most populated areas of Central Florida. The campus houses all of Seminole State’s healthcare programs, state-of-the-art health labs and technology-enhanced classrooms. The College recently announced a major expansion at the campus, nearly tripling its size.

Heathrow Campus

The Center for Economic Development at Heathrow, which opened in 2007, positions Seminole State firmly along the Interstate 4 high-tech corridor. In addition to offering state-of-the-art classrooms and labs for the School of Engineering, Design and Construction, the campus also offers many core courses and has an innovative economic development suite.

Oviedo Campus

The Oviedo Campus, which opened in 2001, is nestled among 185 acres, 120 of which are preserved natural woodlands and wetlands. The campus offers academic programs, including arts, science, math, technology, English, foreign language and career certification. The campus is also one of two locations for the Grindle Honors Institute.

Sanford/Lake Mary Campus

Established in 1966, the Sanford/Lake Mary Campus sits on 200 acres, bordered by Sanford to the north and Lake Mary to the west. The campus is home of the Wayne M. Densch Partnership Center, the Center for Public Safety, the CFADA Professional Automotive Training Center, the Fine Arts Theatre, the Weldon administration building, Raider athletics and one of two locations for the Grindle Honors Institute.
## General Information: Academic Calendars

### Fall 2014

**August 25 - December 13, 2014**

<table>
<thead>
<tr>
<th>Event</th>
<th>Full Session</th>
<th>A Session</th>
<th>12W Session</th>
<th>B Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial aid priority application deadline: all required documentation must be submitted to the Financial Aid Office to allow sufficient processing to meet on-time disbursements for Fall Term.</td>
<td>June 2</td>
<td>June 2</td>
<td>August 15</td>
<td>August 15</td>
</tr>
<tr>
<td>Priority application deadline for bachelor's degree students with transcript(s) and supporting documentation.</td>
<td>June 16</td>
<td>June 16</td>
<td>June 16</td>
<td>June 16</td>
</tr>
<tr>
<td>Early registration for student groups.</td>
<td>June 30</td>
<td>June 30</td>
<td>June 30</td>
<td>June 30</td>
</tr>
<tr>
<td>Registration by appointment begins for college credit students and registration begins for adult education (AHS/ABE/GED) students.</td>
<td>July 2</td>
<td>July 2</td>
<td>July 2</td>
<td>July 2</td>
</tr>
<tr>
<td>Last day for transcripts to be received by the Office of Student Records for Fall Term evaluation.</td>
<td>July 7</td>
<td>July 7</td>
<td>July 7</td>
<td>July 7</td>
</tr>
<tr>
<td>Registration begins for vocational and Education Preparation Institute (EPI) students.</td>
<td>July 11</td>
<td>July 11</td>
<td>July 11</td>
<td>July 11</td>
</tr>
<tr>
<td>Registration begins for baccalaureate students.</td>
<td>July 15</td>
<td>July 15</td>
<td>July 15</td>
<td>July 15</td>
</tr>
<tr>
<td>Early registration for first-time-in-college (FTIC) students.</td>
<td>July 15</td>
<td>July 15</td>
<td>July 15</td>
<td>July 15</td>
</tr>
<tr>
<td>Open enrollment begins.</td>
<td>July 23</td>
<td>July 23</td>
<td>July 23</td>
<td>July 23</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
<td>Date</td>
<td>Date</td>
<td>Date</td>
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<tr>
<td>-----------------------------------------------------------------------</td>
<td>------------</td>
<td>------------</td>
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<td>------------</td>
</tr>
<tr>
<td>Registration for Early College/Dual Enrollment students.</td>
<td>July 23</td>
<td>July 23</td>
<td>July 23</td>
<td>July 23</td>
</tr>
<tr>
<td>Priority application deadline for new students, transfer students, teacher recertification, re-admits, post-baccalaureate and non-degree seeking students.</td>
<td>August 15</td>
<td>August 15</td>
<td>September 5</td>
<td>October 16</td>
</tr>
<tr>
<td>Financial aid applications (official FAFSA form and FAFSA results) due to Financial Aid Office for Fall Term tuition-deferment purposes.</td>
<td>August 15</td>
<td>August 15</td>
<td>August 15</td>
<td>August 15</td>
</tr>
<tr>
<td>Faculty report.</td>
<td>August 20</td>
<td>August 20</td>
<td>September 15</td>
<td>October 20</td>
</tr>
<tr>
<td>Last day to declare or reclassify eligibility for Florida residency for tuition purposes.</td>
<td>August 22</td>
<td>August 22</td>
<td>August 22</td>
<td>August 22</td>
</tr>
<tr>
<td>Last day to declare/change program plan for Fall Term.</td>
<td>August 22</td>
<td>August 22</td>
<td>August 22</td>
<td>August 22</td>
</tr>
<tr>
<td>Classes begin.</td>
<td>August 25</td>
<td>August 25</td>
<td>September 15</td>
<td>October 20</td>
</tr>
<tr>
<td>Last day to submit petitions: Full cost of instruction, fourth attempt or repeat of a course.</td>
<td>August 25</td>
<td>August 25</td>
<td>September 15</td>
<td>October 20</td>
</tr>
<tr>
<td>Last day to add/drop college credit and vocational classes.*</td>
<td>August 29</td>
<td>August 27</td>
<td>September 18</td>
<td>October 22</td>
</tr>
</tbody>
</table>

*Department consent is required to register for a course after it has begun meeting. Please note that departmental policies may vary regarding registration after a class has met. Department contacts are available in the department directory (to search for the department contact for the course, enter the keyword or course prefix).

<p>| Last day to drop classes and receive a 100 percent refund (refund policy is subject to change without notice). | August 29  | August 27  | September 18| October 22 |</p>
<table>
<thead>
<tr>
<th>Event</th>
<th>September 4</th>
<th>September 23</th>
<th>October 27</th>
<th>October 27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade lapse deadline: All incomplete &quot;I&quot; grades from Summer 2014 Term are changed to grades of &quot;F.&quot;</td>
<td>September 22</td>
<td>September 22</td>
<td>September 22</td>
<td>September 22</td>
</tr>
<tr>
<td>College closed for Collegewide Convocation (faculty in-service/no classes).</td>
<td>September 30</td>
<td>September 30</td>
<td>September 30</td>
<td>N/A</td>
</tr>
<tr>
<td>Deadline to accept loans for Fall 2014.</td>
<td>October 23</td>
<td>October 23</td>
<td>October 23</td>
<td>October 23</td>
</tr>
<tr>
<td>Financial Aid and Veterans Affairs (VA) payment deferment deadline.</td>
<td>October 23</td>
<td>October 23</td>
<td>October 23</td>
<td>October 23</td>
</tr>
<tr>
<td>Deadline to submit diploma/graduation application for Fall 2014.</td>
<td>October 24</td>
<td>October 24</td>
<td>October 24</td>
<td>October 24</td>
</tr>
<tr>
<td>Last day for faculty members to assign the grade of “W2” to students on grade roster. Students remaining in classes after this date will receive a final grade from their professors (college credit, vocational and adult education).</td>
<td>October 27</td>
<td>September 26</td>
<td>November 5</td>
<td>November 18</td>
</tr>
<tr>
<td>Last day for students to withdraw from a college credit class.</td>
<td>October 27</td>
<td>September 26</td>
<td>November 5</td>
<td>November 19</td>
</tr>
<tr>
<td>Classes end.</td>
<td>December 13</td>
<td>October 17</td>
<td>December 13</td>
<td>December 13</td>
</tr>
<tr>
<td>Commencement ceremony.</td>
<td>December 14</td>
<td>December 14</td>
<td>December 14</td>
<td>December 14</td>
</tr>
<tr>
<td>Event</td>
<td>December 16</td>
<td>October 20</td>
<td>December 16</td>
<td>December 16</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------</td>
<td>------------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Deadline for faculty to post grades online by 11:59 p.m. (college credit, vocational and adult education).</td>
<td>December 16</td>
<td>October 20</td>
<td>December 16</td>
<td>December 16</td>
</tr>
<tr>
<td>Final faculty work day.</td>
<td>December 16</td>
<td>October 17</td>
<td>December 16</td>
<td>December 16</td>
</tr>
</tbody>
</table>

College Closings:

- Collegewide Convocation (faculty in-service/no classes) Sept. 30
- College Closes (classes do not meet) Sept. 1 (Labor Day), Nov. 26-30 (Thanksgiving), Dec. 24 - Jan. 4 (Winter Break)
## Spring 2015

**January 12 - May 5, 2015**

<table>
<thead>
<tr>
<th>Event</th>
<th>Full Session</th>
<th>A Session</th>
<th>12W Session</th>
<th>B Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early registration for students groups.</td>
<td>October 20</td>
<td>October 20</td>
<td>October 20</td>
<td>October 20</td>
</tr>
<tr>
<td>Last day for transcripts to be received by the Office of Student Records for Spring Term evaluation.</td>
<td>October 27</td>
<td>October 27</td>
<td>October 27</td>
<td>October 27</td>
</tr>
<tr>
<td>Registration by appointment begins for college credit and adult education (AHS, ABE, GED) students.</td>
<td>October 29</td>
<td>October 29</td>
<td>October 29</td>
<td>October 29</td>
</tr>
<tr>
<td>Registration begins for vocational and Education Preparation Institute (EPI) students.</td>
<td>October 29</td>
<td>October 29</td>
<td>October 29</td>
<td>October 29</td>
</tr>
<tr>
<td>Registration begins for Baccalaureate students.</td>
<td>October 29</td>
<td>October 29</td>
<td>October 29</td>
<td>October 29</td>
</tr>
<tr>
<td>Financial aid priority application deadline. All required documentation must be submitted to the Financial Aid Office to allow sufficient processing to meet on-time disbursements for Spring Term.</td>
<td>November 1</td>
<td>November 1</td>
<td>January 12</td>
<td>January 12</td>
</tr>
<tr>
<td>Early registration for first-time-in-college (FTIC) students.</td>
<td>November 14</td>
<td>November 14</td>
<td>November 14</td>
<td>November 14</td>
</tr>
<tr>
<td><strong>Open enrollment begins.</strong></td>
<td>November 10</td>
<td>November 10</td>
<td>November 10</td>
<td>November 10</td>
</tr>
<tr>
<td>Registration for Dual Enrollment students.</td>
<td>November 10 - December 12</td>
<td>November 10 - December 12</td>
<td>November 10 - December 12</td>
<td>November 10 - December 12</td>
</tr>
<tr>
<td>Priority application deadline for BACC, new, transfer, teacher recertification, re-admits, post-baccalaureate and non-degree seeking students.</td>
<td>January 5</td>
<td>January 5</td>
<td>January 28</td>
<td>March 4</td>
</tr>
<tr>
<td>Event</td>
<td>January 12</td>
<td>January 12</td>
<td>February 2</td>
<td>March 16</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------</td>
<td>------------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>Financial aid applications (official FAFSA form and FAFSA results)</td>
<td>December 18</td>
<td>December 18</td>
<td>January 12</td>
<td>January 12</td>
</tr>
<tr>
<td>due to Financial Aid Office for Spring Term tuition-deferment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>purposes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College offices open.</td>
<td>January 5</td>
<td>January 5</td>
<td>March 16</td>
<td>March 16</td>
</tr>
<tr>
<td>Faculty report.</td>
<td>January 7</td>
<td>January 7</td>
<td>March 16</td>
<td>March 16</td>
</tr>
<tr>
<td>Last day to declare or reclassify eligibility for Florida residency</td>
<td>January 9</td>
<td>January 9</td>
<td>January 9</td>
<td>January 9</td>
</tr>
<tr>
<td>for tuition purposes.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to declare/change program plan for Spring term.</td>
<td>January 9</td>
<td>January 9</td>
<td>January 9</td>
<td>January 9</td>
</tr>
<tr>
<td>Classes begin.</td>
<td>January 12</td>
<td>January 12</td>
<td>February 2</td>
<td>March 16</td>
</tr>
<tr>
<td>Last day to submit petitions: full cost of instruction, fourth</td>
<td>January 12</td>
<td>January 12</td>
<td>February 2</td>
<td>March 16</td>
</tr>
<tr>
<td>attempt or repeat of a course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application deadline for transient students.</td>
<td>January 16</td>
<td>January 14</td>
<td>February 5</td>
<td>March 18</td>
</tr>
<tr>
<td>Last day to add/drop classes.*</td>
<td>January 16</td>
<td>January 14</td>
<td>February 5</td>
<td>March 18</td>
</tr>
<tr>
<td>*Courses that have already met are not available for self-service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>registration.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to drop classes and receive a 100 percent refund (refund</td>
<td>January 16</td>
<td>January 14</td>
<td>February 5</td>
<td>March 18</td>
</tr>
<tr>
<td>policy is subject to change without notice).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to enroll as an audit student.</td>
<td>January 16</td>
<td>January 14</td>
<td>February 5</td>
<td>March 18</td>
</tr>
<tr>
<td>Last day to charge books against financial aid account for Spring</td>
<td>January 21</td>
<td>January 21</td>
<td>February 11</td>
<td>March 23</td>
</tr>
<tr>
<td>Term.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade roster validation due by 11:59 p.m. (including reporting W4s).</td>
<td>January 22</td>
<td>January 22</td>
<td>February 10</td>
<td>March 23</td>
</tr>
<tr>
<td>Last day to add/drop for adult education classes.</td>
<td>January 26</td>
<td>January 16</td>
<td>N/A</td>
<td>March 20</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
<td>Date</td>
<td>Date</td>
<td>Date</td>
</tr>
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<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Grade lapse deadline: All incomplete &quot;I&quot; grades from Fall 2014 Term are changed to grades of &quot;F.&quot;</td>
<td>February 9</td>
<td>February 9</td>
<td>February 9</td>
<td>February 9</td>
</tr>
<tr>
<td>Deadline to accept loans for Spring 2015.</td>
<td>March 12</td>
<td>March 12</td>
<td>March 12</td>
<td>March 12</td>
</tr>
<tr>
<td>Financial Aid and Veterans Affairs (VA) payment deferment deadline.</td>
<td>March 12</td>
<td>March 12</td>
<td>March 12</td>
<td>March 12</td>
</tr>
<tr>
<td>Deadline to submit diploma/graduation application for Spring 2015.</td>
<td>March 20</td>
<td>March 20</td>
<td>March 20</td>
<td>March 20</td>
</tr>
<tr>
<td>Last day for faculty members to assign the grade of &quot;W2&quot; to students on grade roster. Students remaining in classes after this date will receive a final grade from their professors (college credit, vocational and adult education).</td>
<td>March 24</td>
<td>February 12</td>
<td>April 2</td>
<td>April 15</td>
</tr>
<tr>
<td>Last day for students to withdraw from a college credit class.</td>
<td>March 24</td>
<td>February 12</td>
<td>April 2</td>
<td>April 15</td>
</tr>
<tr>
<td>Classes end.</td>
<td>May 5</td>
<td>March 4</td>
<td>May 5</td>
<td>May 5</td>
</tr>
<tr>
<td>Commencement ceremony.</td>
<td>May 10</td>
<td>May 10</td>
<td>May 10</td>
<td>May 10</td>
</tr>
<tr>
<td>Deadline for faculty to post grades (on or before 11:59 p.m.).</td>
<td>May 7</td>
<td>March 17</td>
<td>May 7</td>
<td>May 7</td>
</tr>
<tr>
<td>Final faculty work day.</td>
<td>May 7</td>
<td>March 16</td>
<td>May 7</td>
<td>May 7</td>
</tr>
</tbody>
</table>

College closings:

- College Closes (classes do not meet) Jan. 19 (Martin Luther King Jr. Day), March 8-14 (Spring Break)

The terms "register" and "enroll" are used interchangeably. Examples: to register or to enroll for classes; to complete registration or enrollment into college coursework.
## Summer 2015

### May 13 - August 6, 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Full Session</th>
<th>A Session</th>
<th>B Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial aid priority application deadline. All required documentation must be submitted to the Financial Aid Office to allow sufficient processing to meet on-time disbursements for Summer Term.</td>
<td>March 4</td>
<td>March 4</td>
<td>April 6</td>
</tr>
<tr>
<td>Last day for transcripts to be received by the Office of Student Records for Summer Term evaluation.</td>
<td>March 16</td>
<td>March 16</td>
<td>March 16</td>
</tr>
<tr>
<td>Early Registration for student groups.</td>
<td>March 23</td>
<td>March 23</td>
<td>March 23</td>
</tr>
<tr>
<td>Registration by appointment begins for college credit students.</td>
<td>March 23</td>
<td>March 23</td>
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</tr>
<tr>
<td>Registration begins for vocational and Education Preparation Institute (EPI) students.</td>
<td>March 23</td>
<td>March 23</td>
<td>March 23</td>
</tr>
<tr>
<td>Registration for baccalaureate students.</td>
<td>March 23</td>
<td>March 23</td>
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</tr>
<tr>
<td>Early registration for first-time-in-college (FTIC) students.</td>
<td>March 23</td>
<td>March 23</td>
<td>March 23</td>
</tr>
<tr>
<td>Registration for Dual Enrollment students.</td>
<td>March 23</td>
<td>March 23</td>
<td>March 23</td>
</tr>
<tr>
<td>Priority application deadline for BACC, new, transfer, teacher recertification, re-admits, post-baccalaureate and non-degree seeking students.</td>
<td>May 4</td>
<td>May 4</td>
<td>June 17</td>
</tr>
<tr>
<td>Financial aid applications (official FAFSA form and FAFSA results) due to Financial Aid Office for Summer Term tuition-deferment purposes.</td>
<td>May 4</td>
<td>May 4</td>
<td>June 17</td>
</tr>
<tr>
<td>Faculty report.</td>
<td>May 8</td>
<td>May 8</td>
<td>June 22</td>
</tr>
<tr>
<td>College begins four-day class schedule (College closed each Friday during Summer Term).</td>
<td>May 11</td>
<td>May 11</td>
<td>May 11</td>
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<tr>
<td>Last day to declare eligibility for Florida residency for tuition purposes.</td>
<td>May 12</td>
<td>May 12</td>
<td>May 12</td>
</tr>
<tr>
<td>Event</td>
<td>May 12</td>
<td>May 13</td>
<td>June 24</td>
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<tr>
<td>------------------------------------------------------------</td>
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<tr>
<td>Last day to declare/change program plan for Summer term.</td>
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<tr>
<td><strong>Classes begin.</strong></td>
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<tr>
<td>Last day to submit petitions: full cost of instruction,</td>
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<tr>
<td>fourth attempt or repeat of a course.</td>
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<tr>
<td>Application deadline for transient students.</td>
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<tr>
<td><strong>Last day to add/drop classes.</strong></td>
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<tr>
<td>*Courses that have already met are not available for self-</td>
<td></td>
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<td></td>
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<tr>
<td>service registration.*</td>
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<tr>
<td>Last day to drop classes and receive a 100 percent refund</td>
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<tr>
<td>(refund policy is subject to change without notice).</td>
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<tr>
<td>Last day to enroll as an audit student.</td>
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<tr>
<td>Last day to charge books against financial aid account for</td>
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<tr>
<td>Summer Term.</td>
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<tr>
<td>Grade roster validation due (including reporting W4s).</td>
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<tr>
<td>Last day to add/drop for adult education classes.</td>
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<tr>
<td>Grade lapse deadline: All incomplete “I” grades from Spring</td>
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<tr>
<td>2015 Term are changed to grades of “F.”</td>
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<td>deadline.</td>
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<td>Last day for faculty members to assign the grade of “W2”</td>
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<td>to students on grade roster. Students remaining in classes</td>
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<tr>
<td>after this date will receive a final grade from their</td>
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<tr>
<td>professors.</td>
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<tr>
<td>**Last day for students to withdraw from a college credit</td>
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<tr>
<td>class.</td>
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<tr>
<td>Classes end.</td>
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</tbody>
</table>

*Courses that have already met are not available for self-service registration.*
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Deadline for faculty to post grades (on or before 11:59 p.m.)</td>
<td>August 10</td>
<td>June 24</td>
<td>August 10</td>
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<tr>
<td>Final faculty work day.</td>
<td>August 7</td>
<td>June 23</td>
<td>August 7</td>
</tr>
</tbody>
</table>

**College closings:**

- College Closes (classes do not meet) May 25 (Memorial Day), July 2 (Independence Day observed)

The terms “register” and “enroll” are used interchangeably. Examples: to register or to enroll for classes; to complete registration or enrollment into college coursework.
History of the College

What started nearly 50 years ago with about two dozen portable buildings in a former citrus grove is now Seminole State College of Florida with six sites in Central Florida and more than 32,000 students.

Founding of the College

As the 1960s began, a college education was just a dream for most Central Florida residents. Between 1950 and 1965, Central Florida’s population had more than doubled. However, for Seminole and Orange counties, there was no public college or university.

The lack of affordable, convenient education meant a college degree was out of reach for most Central Florida residents. In July 1964, Seminole County commissioners and business leaders, seeing a public college as the key to financial success and a better quality of life for residents, asked the Seminole County School Board to support the creation of a public junior college in the county.

County and school leaders, working with area legislators, led the charge to create a junior college in the 1965 legislative session and on June 4, 1965, Gov. W. Haydon Burns signed Senate Bill No. 17, which created the College and appropriated $30,000 to get it off the ground.

In November 1965, the college was named Seminole Junior College.

A Comprehensive College

At the start of 1966, Seminole Junior College was a corner office in the school board administration building in downtown Sanford. Newly hired President Dr. Earl S. Weldon, then 37, had no staff and no buildings. He quickly began the task of building a new college in a little more than seven months.

In February, Dr. Weldon identified college programs and searched for a suitable location. By the end of March, the School Board agreed to purchase a 170 acre site near the geographic center of the county as the campus.

Over the next five months, 23 full-time professors were hired, students began to register and Dr. Weldon scrambled to find portable buildings that could be converted into classrooms. Some of the 21 portable buildings that were moved to the campus and readied for the first day of classes were old houses - one was a former infirmary.

The College’s first Student Center was a converted doublewide that was donated by the Walt Disney Co., which had announced plans to build Walt Disney World just a few months before, lured by the recent opening of Interstate 4.

When Seminole Junior College opened as the first public college in greater Orlando on Aug. 29, 1966, about 750 students showed up. Many were recent high school graduates from Seminole and Orange counties and others were non-traditional students - housewives, veterans and farmworkers - who had never had an opportunity to attend college. The College was fully integrated from the start, drawing African-American and white students from the region’s still-segregated high schools. Tuition was $5 per credit hour for Seminole County residents.

By October 1966, more students had enrolled and more portables were added to keep up with the growth. In May 1968, the College held its first graduation exercises for 112 students. Since that time, the College has awarded more than 75,000 degrees and certificates.

A master plan was unveiled for the College on Jan. 11, 1969 and construction of permanent buildings (F, L, S and V) began in March 1969. Over the next decade, classrooms, a library, faculty offices, training labs, a student center, a gymnasium and a fine arts building were constructed, transforming the former citrus grove into a metropolitan college campus.

In August 1970, Dr. Weldon’s vision for comprehensive community college was realized as the College assumed responsibility for all adult, general and vocational education for Seminole County, becoming one of the first comprehensive colleges in Florida.

On July 1, 1975, Seminole Junior College became Seminole Community College to better describe the vast diversity of educational programs available at the
College. By the end of the College’s first decade, enrollment had increased to 14,161.

After 30 years of service, Dr. Weldon officially retired on Jan. 31, 1996. When he retired, he was the longest-serving and last founding president still presiding over an institution in Florida.

Expanding Mission

In February 1996, Dr. E. Ann McGee, a community college graduate and administrator at Broward College, became the College’s second president. Determined to raise the College’s profile, she began her administration on the eve of a major expansion.

Under her leadership, the College has opened three campuses and completed an $85 million renovation of its Sanford/Lake Mary Campus.

The Oviedo Campus opened in January 2001 to serve the educational and workforce development needs of eastern Seminole County. The Center for Economic Development at Heathrow, which houses Central Florida’s economic development leaders as well as classrooms and student services, opened in July 2007.

The Altamonte Springs Campus, which opened at near capacity in January 2008, serves one of the largest population areas of Central Florida. The campus houses healthcare programs, a diverse offering of A.A. degree courses and Adult Education. In 2010, the College purchased 28.57 additional acres to triple the size of the Altamonte Springs Campus. Through unique public-private partnerships, the College plans to expand the campus into an academic village with more than 1.4 million square feet of space.

In 2009, SCC became Seminole State College of Florida to reflect the expanding mission of the College as it began to offer bachelor’s degrees to meet the community’s needs for a highly trained work force.

In 2010, Seminole State began offering its first baccalaureate degree. Four more bachelor’s degrees were added in January 2012.

In 2012, the Foundation for Seminole State College celebrated the largest donation revenue year in its history, with $5 million in donations. These donations included a record of more than $2 million that was received from the estate of Seminole County educator Robert J. Schmidt for endowed scholarships.

In addition, the Wayne M. Densch Charitable Trust donated $2 million for naming rights to the Partnership Center on the College’s Sanford/Lake Mary Campus. The gift creates non-endowed scholarships and the First Generation Freshmen Program, which supports incoming students in their transition into college and into their second year.

Strong Leadership

With its strong focus on academics, Seminole State continues to attract top students. Since 2006, Seminole State is one of three colleges in the nation with at least one Jack Kent Cooke scholarship winner in eight of the past nine years. The Jack Kent Cooke Foundation Undergraduate Transfer Scholarship is the largest private scholarship in the country for transfer students.

In 2006, Seminole State continued its longtime partnership with the University of Central Florida by creating DirectConnect to UCF. This program, considered a national model, guarantees entrance and accelerated admission to UCF for students who complete their associate degrees from Seminole State. More than 10,000 Seminole State students currently participate in DirectConnect.

Seminole State also continues to lead by example. In September 2012, the newly renovated third floor of building L on the College’s Sanford/Lake Mary Campus earned a gold LEED (Leadership in Energy and Environmental Design) certification from the U.S. Green Building Council (USGBC) for promoting energy-saving green technology.

In 2012, Seminole State created its Center for Global Engagement, which promotes service learning, study abroad and internationalization efforts. Among the first initiatives was a 2013 partnership with Basic Health Care College of Fredericia-Vejle-Horsens, Denmark, the College’s first agreement with an international college or university.

Also in 2012, Seminole State received a grant from the National Science Foundation for nearly $900,000. The grant, the largest NSF grant in the College’s history, is
funding a pilot program aimed at high school students interested in careers related to the built environment.

Heading into its 50th year of service, Seminole State has thrived by adapting to and meeting the needs of an ever-changing community. By offering high-quality educational programs and services, the College continues to provide students and area residents with a multitude of resources. Now and in the years to come, opportunities for personal growth abound at Seminole State.

**Mission Statement**

The mission of Seminole State College of Florida is to serve the community by providing a learning-centered, high-quality educational institution that anticipates and meets the needs of the community by providing a comprehensive range of programs and services.

Seminole State College promises:

- Exemplary and highly motivated faculty, administrators and staff who foster a caring and professional relationship with students and the community.
- An excellent academic curriculum that provides the first two years of university studies and selected bachelor’s degree programs.
- State-of-the-art career and technical programs that lead directly to employment or career advancement.
- Cutting-edge continuing education programs that offer opportunities for advancement or recertification.
- Personalized adult education programs that help students learn and strengthen basic academic skills and earn a high school diploma.
- Innovative student development services that support the learning and teaching processes and promote student success.
- Dynamic business, industry and educational partnerships that enhance the region’s economic development and vitality.
- Leisure and personal development programs that contribute to the enrichment of the community.
- A distinctive cultural center that provides diverse professional and academic courses, programs and events.

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**Vision Statement**

Advance our region’s educational and economic vitality by promoting academic excellence, encouraging student success and changing lives.

**Core Values**

Seminole State College’s core values define the principles of its diverse college community and guide faculty and staff members in promoting an environment where individuals grow, learn and succeed.

**Respect**

- We embrace diversity and inclusion in the college community we serve.
- We treat each other with fairness and dignity.
- We appreciate the unique attributes of all individuals and recognize their importance in our world.
- We strive to create an environment of mutual respect.

**Integrity**

- We adhere to the highest ethical standards in our conduct.
- We ensure that our policies, procedures, practices and actions are free from bias.

**Excellence**

- We strive for excellence in all we do.
- We believe that each of us can provide leadership to deliver outstanding educational experiences, exceptional student services and a unique, distinctive academic environment.
Knowledge

• We believe that everyone should have access to learning opportunities.
• We are committed to supporting our college community in the pursuit of knowledge.

Academic Freedom

• We are committed to intellectual inquiry, academic rigor, thoughtful exploration and the civil exchange of ideas.
• We protect and foster independence of thought and speech, maintaining an atmosphere in which everyone can explore the full spectrum of ideas, opinions and beliefs.

Strategic Goals and Associated Strategic Actions

Strategic Goal 1:
For Our Students...

Advance student-centered teaching and learning with innovative programs and services designed to increase student success and degree completion, better preparing students to participate in the global marketplace.

• Improve student success as measured by college preparatory success, program completion rates, job placement rates and success in higher education.
• Invest in and improve our use of instructional technology to enhance student learning by promoting innovation and facilitating student engagement.
• Continuously improve our methods for assessing and using results from student learning outcomes.

Strategic Goal 2:
For Our Partners...

Advance educational, business and community partnerships that foster academic excellence, student achievement and economic vitality.

• Partner with K-12 and higher education institutions to increase the proportion of our regional population earning diplomas, certificates and college degrees.
• Partner with other educational institutions to increase the percentage of entering students who are college ready.
• Strengthen Seminole State’s academic programs to ensure alignment with community and workforce needs.

Strategic Goal 3:
For Our Employees...

Advance our employees’ opportunities for growth and development.

• Ensure that the diversity of Seminole State employees mirrors the evolving demographics of our community and region.
• Encourage Seminole State employees to demonstrate our Core Values in all interactions.
• Create and implement development programs that enhance the skills, credentials and growth of Seminole State employees.

Strategic Goal 4:
For Our College...

Advance the effectiveness of Seminole State operating systems and college processes to increase efficiency and institutional productivity.

• Continually evaluate, upgrade and streamline Seminole State’s operating support systems to increase efficiency and institutional productivity.
• Ensure that Seminole State’s organizational structure, governance, policies and procedures promote and support a dynamic, diverse, multi-campus environment.
• Strengthen our processes and capabilities to successfully complete all ongoing accreditation reviews.

**Strategic Goal 5:**

**For Our Region...**

Advance our region as a leader in higher education, workforce development and community enrichment.

• Enhance Seminole State College’s position and perception as a first-choice educational destination throughout our region.
• Align programs and resources toward current and evolving educational and workforce opportunities in high-demand areas targeted at regional, state and national levels.
• Promote the positive quality of life in our region through educational attainment, opportunities for lifelong education, economic development, cultural offerings and community service.
## College Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact</th>
<th>Website/Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic standing, warning, probation, suspension, dismissal or reinstatement</td>
<td>Academic Advising and Counseling</td>
<td><a href="http://www.seminolestate.edu/counseling">www.seminolestate.edu/counseling</a> 407.708.2337</td>
</tr>
<tr>
<td>Admissions (noncredit programs, such as Adult High School and Continuing Education)</td>
<td>School of Academic Foundations Office</td>
<td><a href="http://www.seminolestate.edu/adult-ed">www.seminolestate.edu/adult-ed</a> 407.708.2153</td>
</tr>
<tr>
<td>Admissions (college credit and vocational)</td>
<td>Admissions Office</td>
<td><a href="http://www.seminolestate.edu/future-students">www.seminolestate.edu/future-students</a> 407.708.2050</td>
</tr>
<tr>
<td>Athletics</td>
<td>Athletics Department</td>
<td><a href="http://www.seminolestate.edu/athletics">www.seminolestate.edu/athletics</a> 407.708.2090</td>
</tr>
<tr>
<td>Books and classroom supplies</td>
<td>Seminole State Bookstores</td>
<td><a href="http://www.seminolestate.edu/bookstore">www.seminolestate.edu/bookstore</a> 407.404.6075 (Altamonte Springs) 407.971.5001 (Oviedo) 407.708.2021 (Sanford/Lake Mary)</td>
</tr>
<tr>
<td>Campus closures</td>
<td>Emergency Hotline</td>
<td><a href="http://www.seminolestate.edu/alert">www.seminolestate.edu/alert</a> 407.708.2290</td>
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<tr>
<td>Career research</td>
<td>Career Development Center</td>
<td><a href="http://www.seminolestate.edu/careers">www.seminolestate.edu/careers</a> 407.708.2103</td>
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<tr>
<td>Concerns regarding physical plant</td>
<td>Facilities</td>
<td><a href="http://www.seminolestate.edu/facilities">www.seminolestate.edu/facilities</a> 407.708.2175</td>
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<tr>
<td>Cooperative education and internships</td>
<td>Career Development Center</td>
<td><a href="http://www.seminolestate.edu/careers">www.seminolestate.edu/careers</a> 407.708.2003</td>
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<tr>
<td>Counseling and advisement</td>
<td>Academic Advising and Counseling</td>
<td><a href="http://www.seminolestate.edu/counseling">www.seminolestate.edu/counseling</a> 407.708.2337</td>
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<tr>
<td>Disability support services</td>
<td>Disability Support Services</td>
<td><a href="http://www.seminolestate.edu/dss">www.seminolestate.edu/dss</a> 407.708.2110</td>
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<tr>
<td>Early college/Dual enrollment</td>
<td>Admissions Department</td>
<td><a href="http://www.seminolestate.edu/early-college">www.seminolestate.edu/early-college</a> 407.708.2050</td>
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<tr>
<td>Service Area</td>
<td>Contact Information</td>
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<tr>
<td>Emergencies</td>
<td>Safety and Security</td>
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<td><strong>911 or</strong></td>
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<td>Altamonte Springs: 407.404.6100</td>
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<td>Heathrow: 407.708.4410</td>
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<td>Oviedo: 407.971.5020</td>
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<td>Sanford/Lake Mary: 407.708.2178</td>
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<tr>
<td>Fees and adjustments in College bill</td>
<td>Finance and Budget</td>
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<td><a href="http://www.seminolestate.edu/ofb">www.seminolestate.edu/ofb</a> 407.708.2140</td>
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<td>International students</td>
<td>International Student Office</td>
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<td><a href="http://www.seminolestate.edu/international">www.seminolestate.edu/international</a> 407.708.2041</td>
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<td>Intramural sports</td>
<td>Intramural Sports Office</td>
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<td>Oviedo: 407.971.5020</td>
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**General Statement of Rules and Regulations**

**General Statement**

All students are expected to be aware of the rules, regulations and other information provided in this catalog; the Library Handbook; the Student Rights and Responsibilities or Code of Conduct section of the Student Handbook; and on bulletin boards. The Director of Records and Registration/Registrar is responsible for interpreting the College Catalog regarding admission, registration and graduation. When indicated, the director will seek Board approval and/or consult with the College’s Admissions and Graduation Committee. All students are responsible for coordinating their program at Seminole State College with that of the senior college or university of their choice. The College reserves the right to change regulations, policies, schedules and courses without notice.

**Nondiscrimination Statement**

Seminole State College of Florida strictly prohibits discrimination on the basis of race, color, religion, national origin, ethnicity, age, sex, gender, veterans’ or military status, disability, sexual orientation, genetic information, marital status or any other factor protected under applicable federal, state and local laws, rules and regulations in its programs, activities and employment. This statement supports obligations under Title IX and various other laws including the Violence Against Women Act and the Campus Sexual Violence Elimination (SaVE) Act.

Complaints alleging discrimination shall be submitted to: Equity Officer: AVP, Equity and Diversity/Title IX Coordinator or by mail at 100 Weldon Blvd., Sanford, FL 32773. Telephone (407) 708-2963; email balanoffj@seminolestate.edu
Red Flags Rules (Identity Theft Prevention)

The Red Flags Rules Identity Theft Prevention program is designed to detect, prevent and mitigate identity theft in connection with a covered account and to provide for continued administration of the program in compliance with the Fair and Accurate Credit Transactions (FACT) Act of 2003.

Year Round Operations, Academic Terms and Sessions

Seminole State College offers year-round operations. The academic year is 12 months and includes the following features:

1. The College calendar is coordinated with state university calendars.
2. The College offers three academic terms with multiple sessions within each term, making it possible for students to complete programs early or take developmental course work if necessary. Academic terms include: Fall, Spring and Summer. Academic sessions within the academic term include: Full-Term (FT), Session A, 12-week (12W), Session B and Odd-Term (OT).
3. Extracurricular activities are offered throughout the year.

Sexual Predators or Offenders

Federal and state law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE).

FDLE is required to notify the local law enforcement agency where the registrant resides, attends or is employed by an institution of higher learning. The local law enforcement agency is then required to notify the appropriate educational institution.

The College denies admission/enrollment to students who are officially designated as sexual predators/sexual offenders. If an academic term has already begun at the time the College received notification of offender status, the student’s admission will be denied and an administrative withdrawal and refund for fees paid for the term in progress will be processed. The student may also receive credit for required textbooks purchased for classes from which the student has withdrawn. All requests for textbook refunds must be received before the end of the term of withdrawal. For further information, including appeals, refer to College Procedure 1.3000.

Information regarding sexual predators or offenders may be obtained from the local law enforcement agency with jurisdiction for the particular campus or by calling the FDLE hotline at 888.FL.PREDATOR (888.357.7332) or by visiting the FDLE website.

For questions or additional information regarding this notice, contact the director of security at 407.708.2492, room J-010 (building J) on the Sanford/Lake Mary Campus.

State of Florida Requirements-Gordon Rule

State Board of Education Rule 6A-10.030 - Gordon Rule for College Credit Students

Prior to receipt of an Associate in Arts degree from a public state or community college or prior to entry into the upper division of a public university or college, a student shall complete successfully (grade of "C" or higher) the following: six (6) semester hours of English coursework and six (6) semester hours of designated general education humanities, social science and history courses that require the student to demonstrate college-level writing skills through multiple writing assignments and six (6) semester hours of mathematics coursework at the level of college algebra or higher.

Successful completion of the General Education requirements for the Associate in Arts degree satisfies this requirement (State Board of Education Rule 6A-10.030, Gordon Rule) which requires a student to complete multiple writing assignments in designated
coursework and complete six (6) semester hours of college-level mathematics courses.

For Associate in Science degrees, ENC 1101, ENC 1102 and mathematics general education courses must be completed with a "C" or higher. Non-exempt students must test out of preparatory English and reading or successfully complete preparatory English and reading courses prior to enrolling in ENC 1101. If mathematics courses at the level of college algebra or higher are not required for the program, non-exempt students must test out of preparatory mathematics or successfully complete preparatory mathematics courses in order to be awarded an Associate in Science degree.

**Articulation Agreements**

**State of Florida Articulation Agreement**

Seminole State College Associate in Arts degree graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. Admission to one of the state universities, except to limited-access programs that have additional admission requirements.
2. Acceptance of at least 60 credit hours by the state universities.
3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a state or community college, provided the student maintains continuous enrollment.
4. Transfer of equivalent courses under the Statewide Course Numbering system.
5. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, Dual Enrollment, Early Admission and International Baccalaureate).
6. No additional general education core requirements.
7. Advanced knowledge of selection criteria for limited-access programs.
8. Equal opportunity with native university students to enter limited-access programs.

Should any of the above guaranteed rights be denied, students should contact Dr. Christine Broeker, Director, Curriculum, Articulation and Academic Scheduling at 407.708.2396 or broekerc@seminolestate.edu.

Several types of articulation agreements between local school districts and the College, as well as between the College and bachelor degree-granting institutions, benefit Seminole State students.

Seminole State also articulates college credit for students who have industry-recognized certifications in designated areas that are related to programs of study offered by the College. These agreements are consistent with the Florida statewide Gold Standard Articulation Agreements for industry certifications.

**Florida State University System (SUS)**

**Associate in Arts (A.A.):** Florida Statute 1007.23 and State Board of Education Rule 6A-10.024 assure certain rights to A.A. graduates. An A.A. degree from any institution in the Florida College System, including Seminole State, guarantees admission to an institution in Florida's State University System (SUS). However, it does not guarantee acceptance to a particular university or a selected, special or limited-access program. A.A. degree recipients compete for admission into these programs.

**Associate in Science (A.S.):** A statewide agreement allows transfer into an SUS institution for specified A.S. graduates. In addition, A.S. degree programs articulate into the University of Central Florida’s Bachelor of Applied Science Program, which is offered at UCF's regional campus on the Seminole State Sanford/Lake Mary Campus. Designated A.S. programs also articulate into specific B.S. programs offered by Seminole State.

**DirectConnect to UCF**

DirectConnect to UCF, which was introduced in 2006, is a guaranteed way to gain admission to the University of Central Florida for students who complete an A.A. or A.S. degree at Seminole State. This is consistent with Seminole State and UCF policy. Limited- and restricted-access programs may require
an additional admission process. Contact UCF for additional information on DirectConnect.

**Independent Colleges and Universities**

Articulation agreements between the Florida Board of Education and the Independent Colleges and Universities of Florida (ICUF) also benefit A.A. graduates. For more information on ICUF schools visit the ICUF website. Seminole State also has articulation agreements with private institutions that are not members of ICUF.

**Other Agreements**

Statewide articulation agreements also exist to award credit for completion of specified postsecondary adult vocational programs, as well as for specified industry certifications. Seminole State has articulation agreements with individual institutions located in Florida and other states. Agreements are also in place with technical centers in the Central Florida region. For more information, visit the Seminole State College articulation website.

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**Excess Hours Advisory Statement**

An excess hour surcharge is effective for students who enter Seminole State or any Florida College System institution or state university for the first time as follows:

- For the 2012-13 academic year and thereafter, an excess hour surcharge equal to 100 percent of the tuition rate for each credit hour in excess of 110 percent.

Students whose educational plan may include earning a bachelor’s degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Students intending to transfer to a state university should identify a major or “transfer program” early and identify admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses not essential to the intended major, may contribute to a potential excess hour surcharge.
Admissions

Admissions Information

Seminole State College maintains an open-door policy that guarantees admission for high school graduates with standard diplomas, GED graduates and graduates from approved home school educational programs, pursuant to Florida Statutes. All correspondence concerning admission should be sent to:

Seminole State College of Florida
Admissions Office
100 Weldon Blvd.
Sanford, FL 32773

For more information, students may call the Office of Enrollment Services at 407.708.2050.

Students are admitted to the College prior to the Fall, Spring and Summer terms. Prior to registering for classes, a student should have on file in the Records Office:

1. A completed admissions application;
2. An affidavit of Florida residency;
3. A copy of placement test results, if required;
4. Official final transcripts of all previous colleges attended;
5. Official, final high school transcripts must be submitted prior to scheduling your advising appointment.

Student Success Specialists

A Student Success Specialist is the first point of contact to assist and guide students at Seminole State. Specialists are available on all four campuses to help students from when they first inquire about the College through graduation. They are cross-trained to handle the majority of transactions including Admissions, Financial Aid, Registration and Records and basic advising services. Specialists develop positive partnerships with students to foster their academic progress and to help them have a successful college experience.

Orientation

Seminole State’s online orientation is designed to introduce new students to the College’s programs and procedures. It also provides useful information about campus rules and regulations. All college credit students must complete an online orientation session prior to advising and enrollment.
## Summary of Admissions Requirements Chart

<table>
<thead>
<tr>
<th>Degree Seeking Students</th>
<th>High School Graduate/ GED (First Time in College)</th>
<th>Transfer Student</th>
<th>Readmit Student</th>
<th>Nonimmigrant International Student</th>
<th>Technical Certificate or Applied Technology Diploma</th>
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General Admissions

Procedures

General Admissions

The procedure for freshmen or transfer students seeking admission to Seminole State is as follows:

1. Complete an online application. Students may also obtain an application for admission from any Seminole State Admissions Office or download one online. Completed hard copy applications should be returned to the Admissions Office for processing. The applicant will be notified of the status of his/her application by mail.

2. First-time-in-college (FTIC) students may be required* to have current (less than two years old) ACT, Postsecondary Education Readiness Test (PERT) or SAT scores to register for college credit courses.

*Exempt student are those who entered ninth grade in a Florida public school in Fall 2003 or later and earned a standard high school diploma or are active duty members of any branch of the U.S. Armed Services. You are exempt from the requirements of common placement testing and are provided options including developmental education strategies and/or enrollment directly into ENC 1101, MAT 1033 and MAT 1100.

3. Consult the College Academic Calendar section in this catalog for important admission and registration dates.

4. The Admissions Office will notify students regarding orientation and registration dates.

5. International students must contact the International Student Office on the Sanford/Lake Mary Campus (Student Services, room A-104, or call 407.708.2041).

6. Second language English speakers, whose PERT scores and/or timed writing samples reflect a need for college preparatory English may be required to take specifically designed English for Academic Purposes (EAP) courses, Adult Education ESOL courses or intensive English Language Institute courses.

7. Applicants with a disability who require information about the admission process, an application for admission or any other information in an alternative format should contact the Disability Support Services Office at 407.708.2109 or TDD/TTY 407.708.2110.

8. Students are responsible for understanding the requirements for the degree, diploma or certificate that they seek and for the admission policies and procedures published in the Seminole State Catalog.
9. Furnishing false or fraudulent statements in connection with an application for admission or residency affidavit may result in disciplinary action, denial of admission, loss of financial aid and invalidation of credits or degrees earned.

10. The College reserves the right to deny or rescind admission to any student whose record of behavior indicates that he or she would disrupt the orderly processes of the College’s programs or would interfere with the rights and privileges of other students.

11. Seminole State does not discriminate on the basis of race, color, creed, ethnicity, national origin, gender, age, sexual orientation, marital or disability status in any of its educational programs or other programs and practices.

12. Applicants who are suspended from another institution for disciplinary reasons will not be admitted until they are eligible for re-admission to the suspending institution. In accordance with Florida statutes, any student who has previously been expelled from a Florida state college or university for unlawful possession, sale or use of narcotic drugs will not be admitted to Seminole State for a period of one year from the date of expulsion. Any student who has been found guilty of campus disruption will not be admitted to Seminole State for a period of two years from the date of such finding.

13. Students on academic suspension at another institution may not attend Seminole State for one semester. After the one-semester suspension, students may enter without petitioning.

14. Students who have not been in attendance at Seminole State for three consecutive semesters or more must complete a new admission application to ensure the College has accurate directory, degree and residency documentation. Any additional information that may be required to complete the student’s current degree and major will be identified.

15. Seminole State may deny credit earned by students if it is determined that they have made false, incomplete or fraudulent statements in connection with their application for admission. In determining Florida residency for tuition purposes, the burden of proof rests with the applicant.

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**Admissions Requirements for First-Time-in-College Degree-Seeking Students**

1. **Standard High School Diploma:** Florida high school graduates must have earned a standard high school diploma. Non-Florida high school graduates must meet requirements specified in Florida statutes. An official high school transcript (in a sealed envelope) with the high school graduation date is required for admission prior to enrolling in classes.

2. **General Educational Diploma (GED):** Students who have a GED are eligible for admission. An official transcript (in a sealed envelope) noting the GED results is required for admission.

3. **Florida Certificate of Completion (W8A):**
   A. Students who have met the 2.0 GPA and all course requirements for a standard high school diploma, but did not pass the FCAT will be issued the W8A Certificate of Completion. These students must sit for a placement test in order to be placed into college-credit or remedial courses as appropriate. These students may or may not be eligible for all scholarships or financial aid programs. All school districts must identify students who have met requirements for the W8A Certificate of Completion on the official transcript.
   B. To identify this new credential (certificate), the Withdrawal Reason “W8A” will appear on the high school transcript. In addition, the certificate will bear the designation “Computerized Placement Test Eligible.” This designation will differentiate between the old Certificate of Completion and the new Certificate of Completion.
   C. Students with the new Certificate of Completion who need remediation should be classified as degree-seeking students. These students must meet the college preparatory requirements outlined in section 1008.30(4)(a), Florida Statutes (the same requirements apply to students with a standard high school diploma).
   D. Students with the Certificate of Completion are not eligible to receive federal aid unless they earn a GED. Students will not be admitted to limited-access programs, programs requiring a
high school diploma, or programs that may include licensure requirements that include a high school diploma. Students should not be admitted to those programs until they have earned the standard high school diploma or its equivalent.

4. **Other Certificate of Completion:** Students who have earned a Certificate of Completion are not eligible for admission into a college-credit, technical or non-approved vocational program. They may be admitted into programs that do not require a high school diploma.

5. **Special Diploma:** Students who have earned a Special Diploma are not eligible for admission into a college credit, technical or non-approved vocational program. They may be admitted into programs that do not require a high school diploma.

6. **Home Education Graduate:** Students who have graduated from a home education program are eligible for admission as high school graduates. Students must have affidavits signed by a parent or legal guardian attesting that they have completed a home education program pursuant to the requirements in F.S. 232.0201 and provide their official high school transcripts.

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**Admissions Requirements for Transfer Students**

1. Students shall be admitted as transfer students if they have previously attended a college or university.

2. Students who have earned less than 6 semester hours of transferable college credit must also submit an official high school transcript.

3. Transfer students must request that official transcripts (in a sealed envelope) from all previous colleges and universities be sent directly to the Director of Records and Registration. Official transcripts are to have been generated within the past 6 months. All credits attempted and earned at the baccalaureate level from regionally accredited colleges and universities are accepted (credit from non-regionally accredited institutions are evaluated on a case-by-case basis) to fulfill Seminole State degree requirements. An accepted transfer course satisfies general education requirements for the associate degrees only if the course is essentially the same as a corresponding Seminole State course satisfying those requirements.

4. All official transcripts should be submitted via hard copy (in a sealed envelope) or electronically, prior to beginning classes. Students whose transcripts have not been received by the end of the first semester of initial enrollment will not be allowed to continue at Seminole State. In addition, a restriction will be placed on the student’s record and will not be removed until the Records and Registration Office receives the transcripts.

5. Credits earned at institutions accredited by one of the six regionally accredited associations will be accepted to fulfill Seminole State degree requirements provided a grade of "D" or higher was earned. However, Gordon Rule courses must be completed with a grade of "C" or higher. Grades of "I" (incomplete) are transferred into Seminole State as a grade of "F." Credits from non-regionally accredited institutions will be evaluated on an individual basis at the request of the student. Students may be required to provide additional documentation that will assist in this process.

**Note: Accredited Institutions**

For the purposes of this College Catalog, "accredited institutions" are those colleges and universities accredited by any of the following 6 regional associations:

- New England Association of Schools and Colleges, Commission on Institutions of Higher Education;
- Middle States Commission on Higher Education;
- North Central Association of Colleges and Schools, The Higher Learning Commission;
- Northwest Commission on Colleges and Universities;
- Southern Association of Colleges and Schools, Commission on Colleges;
- Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities and Accrediting Commission for Junior Colleges.

6. Transfer students are exempt from PERT testing for placement purposes if they transfer in successfully completed college prep courses in reading, writing and math or college-level courses in English and math. Students are exempt from entry testing when their official transcript(s) arrive and are
entered into the Seminole State College student database.

7. Transfer students on academic probation, suspension or dismissal from another college should note the following requirements:
   ○ Students are allowed to apply for admission to the College. Once their transcript is received and evaluated, their academic status can change. After transcripts are evaluated, students are alerted to their Standards of Academic Progress as indicated on their Seminole State transcript.
   ○ The Office of Enrollment Services will notify students with regard to their transcript evaluation during their first semester of enrollment. Students may appeal the evaluation prior to the end of their second semester of attendance at the College. Seminole State does not award college credit based upon experiential learning. The final determination for transfer of credit equivalency decisions rests with the Director of Records and Registration/Registrar.

**Official High School Transcripts**

Official high school transcripts that do not meet the stated criteria or are questionable should be forwarded to the Registrar’s office for research and confirmation of the ability to award diplomas. The official high school transcript will be assessed to determine if the school qualifies for confirmation. The official transcript should be submitted to the Registrar for final determination.

Seminole State College adheres to federal and state policies/directives regarding validation of high school diplomas. The following criteria are examined to determine school validity:

- Is the high school recognized by an established accrediting body (this is not the only determinant factor);
- Are the students only required to take a test or pay fees for the issuance of a diploma (this may not be an acceptable practice for high school validity);
- Are teachers certified and/or have appropriate academic background/credential;
- Does the high school deliver instruction, either online or in person;
- Is the high school able to provide a list of courses and a description of such courses, grading scale, master schedule and academic calendar year? Are they able to describe, communicate and provide validation of the educational product?

To be eligible to receive Title IV, HEA aid current § 668.32(e) (student eligibility) a student must have a high school diploma or its recognized equivalent, have completed secondary school in a home school setting or pass an independently administered examination approved by the secretary.

Under proposed § 668.16(p), an institution would be required to develop and follow procedures to evaluate the validity of a student’s high school completion if the institution of the Secretary has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school instruction.

**Note:** A student or institution may appeal this decision through the Registrar’s office. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory the College reserves the right to not accept the High School’s diploma.

**Admissions Requirements for Baccalaureate Students**

Admissions requirements for Seminole State’s baccalaureate degree programs are listed in the baccalaureate section of the College Catalog.

**Admissions Requirements for Non-High School Graduates**

Students who are not high school graduates but have successfully completed a minimum of 12 semester credits of college-level courses at another institution and have passed an acceptable placement test indicating college readiness (e.g., ACT, SAT or PERT) are eligible for admission to an associate degree program. Students must provide official transcripts.
from a previous college or university to determine transferability. However, students without a standard high school diploma or equivalent (GED) are not eligible for financial aid.

**Admissions Requirements for International Students**

International students seeking college credit admission on the F-1 visa or seeking postsecondary adult vocational admission on the M-1 visa must meet the following requirements:

1. Satisfaction of all requirements for admission (same as a U.S. student).
2. TOEFL (Test of English as a Foreign Language) scores of 450 or higher on paper-based tests or 130 or higher on computer-based tests. Final placement into English classes is based on Postsecondary Education Readiness Test (PERT) scores for language and reading skills or a combination of PERT, Level of English Proficiency (LOEP), and writing sample scores for possible placement into English for Academic Purposes (EAP) courses. These assessments are made after the student arrives at Seminole State. International students who are not applying for college or whose scores are not appropriate for college may consider non-credit intensive English courses (see English Language Studies section of College Catalog).
3. Admission materials must be sent to Seminole State one month prior to the term or session for which the applicant seeks admission.
4. Completion of the Application for Admission Form and International Student Form.
5. Pay a $50 non-refundable processing fee.
6. Foreign Education Transcript:
   a. If the student attended only high school, transcripts must be officially translated to English and then evaluated by a member of the National Association of Credential Evaluation Services (NACES). The NACES members most commonly used by Seminole State students are World Education Services or Josef Silny and Associates.
   b. All foreign education evaluations must be presented to the Records and Registration Office. Only original documents will be accepted. Facsimiles and photocopies will not be accepted.
7. Financial support documents including the following:
   a. A signed bank letter from student or sponsor, as applicable, stating when the account was opened, type of account and current balance.
   b. Signed and notarized Affidavit of Support must state relationship to and responsibility to pay all study and personal expenses of the student; also, whether the student will live in the sponsor’s home.
   c. If bank funds are not enough to cover the cost of study and living, a signed letter (on letterhead) from an employer, student or sponsor, as applicable, must include the job title, salary and length of time employed. Note: It is possible to have more than one sponsor. The sponsor(s) does not need to reside in the United States, nor be a relative of the applicant.
   d. Only documents in English will be accepted. Translations must be completed by an official body (notary public does not automatically qualify as a translator). Only original documents will be accepted. Facsimiles and photocopies will not be accepted.
8. As part of the admissions process, students on an F-1 or M-1 visa must purchase and provide proof of health insurance prior to enrolling in class(es). They must maintain this coverage during their entire period of study.
9. For transfer students only, the following are needed: completed International Student Transfer Form and a photocopy of previous I-20, I-94 (two sides) and passport.
10. According to USCIS, an international student must study full-time. Full-time, college credit studies at Seminole State is a minimum of 12 credits each for the Fall and Spring semester.

Send all forms and documents in English to:

**Seminole State College**  
**Attn: International Student Office**  
**100 Weldon Boulevard**  
**Sanford, Florida 32773-6199**  
**USA**

For more information, visit **Seminole State’s International Student Office** or call **407.708.2041**.
Guidelines for Level of English Proficiency, Writing and Reading Assessment

1. For placement purposes only, all Seminole State students must meet State of Florida test score requirements (PERT, ACT, SAT) prior to enrollment in courses that require English and reading proficiency. Students who do not meet state minimum requirements are required to complete additional English and/or reading coursework prior to entry into those college-level courses.

2. Students who attended high school in English in the United States for at least four years without enrollment in ESOL classes must take preparatory coursework to meet the state requirements.

3. Students who have not attended high school in English in the United States for at least four years without enrollment in ESOL classes must take English for Academic Purposes (EAP) courses to meet state requirements. Some take non-credit courses prior to EAP. Placement into EAP may require students to take the Level of English Proficiency (LOEP) test and complete a writing sample to ensure the most appropriate placement.

4. Students who have attended high school in English in countries outside the United States where English is the official language may be placed into college-level English courses based on PERT scores or preparatory EAP courses based on PERT scores, LOEP scores and a writing sample. If language interference problems are assessed in writing samples completed by students from countries where English is the official language, students are placed into preparatory EAP courses.

Limited-Access Programs Placement Eligibility

All candidates for admission to the College are accepted for enrollment as announced in this procedure. However, some programs are regularly identified by Seminole State as limited-access programs.

1. Limited-access programs have specific enrollment eligibility limitation requirements that are imposed because of:
   A. Physical facility limitations;
   B. Faculty and clinical or internship resources;
   C. State licensure rules and regulations established and implemented by outside agencies, boards and entities; or
   D. Related criteria established and implemented pursuant to laws, rules and regulations over which the College has no discretionary authority.

2. Limited-access program students shall be selected for admission to these programs based on:
   A. Equal Access/Equal Opportunity standards;
   B. Past student performance;
   C. Academic performance and continuing academic potential.

3. Students seeking placement in such programs receive specific eligibility requirements for admission from the department. The final selection decision for placement in each limited-access program is determined by a department committee. The department provides notification of placement to each limited-access program candidate.

4. Admission decisions related to limited-access programs cannot be appealed except for specific cause.

5. Students who are not selected for admission to a specific limited-access program are encouraged to continue their studies in other programs and

General Admissions Requirements for Career and Technical Education Programs

Career and Technical Education Programs provide integrated pathways to high-skill/high-wage earning careers that are family sustainable and strengthen the area’s economic health. The region’s major employers are actively vested and engaged with our faculty and

programs and Seminole State graduates reflect their expertise and commitment.

Seminole State’s vision is to be the region’s most influential educational institution for career and professional studies education, with employees seeking our graduates before all others.
courses at the College. Advising services are provided by career program advisors who work with students in each program area. These career program advisors can assist unsuccessful candidates with strengthening their application and/or the selection of alternative educational programs and courses. All students who apply to limited-access programs should contact the appropriate career program advisor early for guidance.

Please Note: Seminole State College does not require health immunizations for admission to Healthcare Programs. However, Healthcare Programs students may be required to obtain immunizations prior to participating in clinical experiences and maintain specific immunizations during the specific program. Please contact the department for more information.

### Apprenticeship Programs

**Florida Automatic Sprinkler Training (FAST) and Florida Electrical Apprenticeship Training (FEAT) apprenticeship programs**

Candidates must:

1. Apply and be accepted to Seminole State College;
2. Be at least 18 years of age;
3. Be physically capable of performing the work of the respective trade;
4. Be able to read and write English;
5. Be employed by a sponsoring company.

### Automotive Programs

**Associate in Applied Science (A.A.S.) Automotive Service Technology (Ford, GM, General Domestic and Imports)**

Candidates must:

1. Apply and be accepted to Seminole State College;
2. If non-exempt, complete the Post-secondary Education Readiness Test (PERT);
3. Provide an official transcript(s) (in a sealed envelope) indicating the successful completion of high school or GED;
4. Possess a valid Florida driver’s license and provide a 36-month driving record history;
5. Return completed and signed Automotive Program Application form;
6. Schedule an interview with the career program advisor or the program manager;
7. Be able to lift and carry at least 50 pounds.

### Automotive Service Technology Program (Vocational Certificate)

Candidates must:

1. Apply and be accepted to Seminole State College;
2. If non-exempt, complete the Test of Adult Basic Education (TABE). TABE scores must be at or above 566 for Language, 580 for Reading and 583 for Math to exit the program and receive the completion diploma;
3. Be able to lift and carry at least 50 pounds.

### Healthcare Programs

**Associate in Science (A.S.) Degree in Nursing (RN)**

Candidates must:

1. Apply and be accepted to Seminole State College;
2. If non-exempt, complete the Postsecondary Education Readiness Test (PERT) or SAT;
3. Visit the Nursing Website for program details;
4. Submit the following documentation:
   - Nursing Application: This form must be submitted and is valid for the current academic year. Students who are not admitted must submit a new Nursing Application the following year. The Nursing Application is part of the application packet and can only be obtained during a nursing information session.
   - Test of Essential Academic Skills (TEAS) grade report. See the Nursing Website for required scores.
Seminole State College transcript. A GPA of 2.5 or higher on a 4.0 scale for general education and support courses is required. All students must be eligible for MAC 1105 College Algebra through coursework or test scores at the time of application. See the Nursing Website for a list of prerequisites.

Transcripts from other colleges must be submitted to the College Records Office by the date listed on the Nursing Website.

If there are more applicants meeting the criteria than available seats, the Seminole State Nursing Admissions Committee will use a selection process. More information about the selection process is available on the Nursing Website.

5. Be aware of physical limitations. Bedside nursing can be physically demanding. Student nurses provide care that includes activities such as turning, lifting and transferring patients. Hospital protocol requires all health care workers to be physically stable in order to provide care. Hospitals have the ability to deny the use of their facilities to students when the safety of care provided to patients could be compromised. Any student absent due to medical reasons must have a medical release prior to returning to a clinical experience.

Physical Therapist Assistant

Candidates must:

1. Apply and be accepted to Seminole State College;
2. If non-exempt, complete the Postsecondary Education Readiness Test (PERT);
3. Complete a minimum of 20 hours of observation, volunteer service or work experience in two or more Physical Therapy Departments;
4. Complete the required prerequisite courses. See the Physical Therapist Assistant Website for a list of prerequisite courses;

Please note: At Seminole State, General Biology is a prerequisite for Anatomy and Physiology I. The General Biology course does not have the eight-year restriction since it is not a program prerequisite. At Seminole State, Intermediate Algebra (MAT 1033) is a prerequisite to College Algebra (MAC 1105). The remaining general education courses will be taken throughout the PTA curriculum.

Prerequisite courses may be taken at any accredited college or university (official transcripts must be sent to Seminole State’s Office of Registration and Records within 4 months of applying to the program to become part of a candidate’s official record). It is the pre-PTA student’s responsibility to request from other colleges and universities that official transcripts be sent to Seminole State as soon as possible, but no later than the first day of classes.

5. Submit the completed PTA application packet available on the PTA Website.

Respiratory Care

Candidates must:

1. Apply and be accepted to Seminole State College;
2. If non-exempt, complete the Postsecondary Education Readiness Test (PERT);
3. Provide an official transcript(s) (in a sealed envelope) indicating successful completion of high school or GED;
4. Complete the following prerequisite courses:
   ◦ BSC 2093C: Anatomy and Physiology I (must earn a grade of “C” or higher). Note: At Seminole State, General Biology (BSC 1010C) is a prerequisite for this course. General Biology can be used to satisfy the four-credit support course elective requirements.
   ◦ ENC 1101: English I. Note: At Seminole State, English I is a corequisite for BSC 1010C. A grade of “C” or higher is required for graduation.
5. Possess intermediate algebra skill level satisfied by completion of Intermediate Algebra, MAT 1033 or test scores which place the student into College Algebra. See the Respiratory Care Website for a list of all prerequisite courses.
6. Submit completed Respiratory Care Application. Obtain applications by attending a Respiratory Care Information Session. Dates for upcoming sessions are available on the Respiratory Care Website or by calling the career program advisor for health programs at 407.404.6004.

If there are more candidates meeting the criteria than available seats, the Respiratory Care Admission Committee will use a selection process. More information about the selection process is available on the Respiratory Care Website.

Public Safety Programs

Correctional Officer: Criminal Justice Academy

Candidates must:
1. Apply and be accepted to Seminole State College;
2. Be at least 19 years of age;
3. Be a U.S. citizen;
4. Provide an official transcript(s) (in a sealed envelope) indicating successful completion of high school or GED;
5. Possess a valid Florida driver’s license;
6. Have no felony or misdemeanor convictions involving perjury, false statements or moral turpitude;
7. Make an appointment with Testing and Assessment, pay fee and complete the CJBAT battery;
8. Complete the Law Enforcement/Corrections/Crossover application process and physical fitness assessment.

Law Enforcement: Basic Recruit Criminal Justice Academy

Candidates must:
1. Apply and be accepted to Seminole State College;
2. Provide an official transcript(s) (in a sealed envelope) indicating successful completion of high school or GED;
3. Be at least 19 years of age;
4. Be a U.S. citizen;
5. Possess a valid Florida driver’s license;
6. Have no felony or misdemeanor convictions involving perjury, false statements or moral turpitude;
7. Make an appointment with Testing and Assessment, pay fee and complete the CJBAT battery;
8. Complete the Criminal Justice Institute application process.

Auxiliary Law Enforcement Officer Vocational Certificate

Candidates must:
1. Apply and be accepted to Seminole State College;
2. Provide an official transcript(s) (in a sealed envelope) indicating successful completion of high school or GED;
3. Be at least 19 years of age;
4. Be a U.S. citizen;
5. Possess a valid Florida driver’s license;
6. Have no felony or misdemeanor convictions involving perjury, false statements or moral turpitude;
7. Make an appointment with Testing and Assessment, pay fee and complete the CJBAT battery;
8. Complete the Criminal Justice Institute application process.

**Crossover Corrections to Law Enforcement: Criminal Justice Academy**

Candidates must:

1. Apply and be accepted to Seminole State College;
2. Provide an official transcript(s) (in a sealed envelope) indicating successful completion of high school or GED and transcript indicating completion of Corrections Academy;
3. Be at least 19 years of age;
4. Be a U.S. citizen;
5. Possess a valid Florida driver’s license;
6. Have no felony or misdemeanor convictions involving perjury, false statements or moral turpitude;
7. Make an appointment with Testing and Assessment, pay fee and complete the CJBAT battery;
8. Complete the Criminal Justice Institute application process.

**Emergency Medical Technician - Basic (EMT-B) Certificate Program**

Candidates must:

1. Apply and be accepted to Seminole State College;
2. Attend mandatory information session to receive EMT Program application.
3. Submit EMS application to the Fire Science/EMS Department;
4. Submit proof of age (at least 18 years of age);
5. Provide an official transcript(s) (in a sealed envelope) indicating the successful completion of high school program or GED;
6. Submit for and successfully pass an FDLE/FBI criminal background check as identified by the State of Florida Department of Health;
7. Submit proof of current certifications and CPR at the Health Care Provider or Professional Rescuer Level or equivalent;
8. Attend mandatory program orientation. The EMT orientation date will be provided at the EMT information session.

*Please note:* The Postsecondary Education Readiness Test (PERT) is not required for an 11-credit program. However, the PERT is required for non-exempt students taking 12 or more credits or pursuing the EMS-AS degree.

**Firefighting Vocational Certificate - Minimum Standards**

Candidates must:

1. Apply and be accepted to Seminole State College;
2. Complete EMT-B or paramedic course;
3. Submit Firefighting Academy application to the Center for Public Safety;
4. Submit proof of age (at least 18 years of age);
5. If non-exempt, complete the Test of Adult Basic Education (TABE) or obtain an exemption;
6. Provide an official transcript(s) (in a sealed envelope) indicating the successful completion of high school program or GED;
7. Meet the Bureau of Fire Standards and Training vision requirement of 20/20 or correctable to 20/20;
8. Attend mandatory Firefighting Orientation Session held by the Fire Science Department.

*Please note:* Priority is given to applicants who have completed the EMT paramedic courses.

**Paramedic Certificate**

Candidates must:

1. Apply and be accepted to Seminole State College;
2. Submit a completed EMS Paramedic application;
3. Submit proof of age (at least 18 years of age);
4. Provide an official transcript(s) (in a sealed envelope) indicating the successful completion of high school program or GED;
5. If non-exempt, complete the Postsecondary Education Readiness Test (PERT);
6. Have earned a 2.5 GPA or higher;
7. Attend an information session;
8. Submit and successfully pass an FDLE/FBI criminal background check as identified by the State of Florida Department of Health;

9. Have successfully completed EMT and be eligible to take the state exam before the first day of class.

Please note: Applicants who are currently employed by a Seminole County fire department will be allowed the first opportunity to enroll in the Paramedic Program. All other applicants will fill the remaining positions in the class based on their application date and college eligibility.

The Paramedic Certificate and degree have corequisite requirements. Failure to successfully complete any of the corequisite courses will result in the student being withdrawn from all corequisite courses (EMS). Upon return or acceptance into the EMS Program, the student must re-register into all corequisite courses. If a student receives a failing grade for any EMS course, he/she will subsequently receive a withdrawal from the corequisite requirements. A minimum grade of “C” (80%) must be achieved in all EMS courses to meet program and graduation requirements.

Admissions Requirements for Academic Foundations

Admission requirements for Seminole State’s Academic Foundations programs are listed in the School of Academic Foundations section of the College Catalog.

General Admissions Requirements for Postsecondary Adult Vocational Students

All non-exempt students entering Apprenticeship Programs, Automotive Service Technology and Child Care Development Specialist programs are required to take the Test of Adult Basic Education (TABE). A TABE is required for all vocational programs of 450 contact hours or more. Students must meet minimum TABE scores before graduation. The TABE is administered before students register for their first semester. The Student Transition and Achievement Resources (STAR) Center offers tutoring for those needing support to meet the minimum scores for both admission and graduation.

1. Postsecondary Adult Vocational (PSAV) students must follow Seminole State general admission procedures. The TABE is required for most certificate programs. Refer to the individual program descriptions for testing and additional program requirements.

Postsecondary Adult Vocational (PSAV) certificate programs include:

- Applied Welding Technologies
- Automotive Service Technology
- Auxiliary Law Enforcement Officer
- Correctional Officer
- Crossover Criminal Justice Academies
- Early Childhood Education
- Firefighting
- Fire Sprinkler Apprenticeship
- Heating, Ventilation, Air Conditioning and Refrigeration (HVACR)
- Law Enforcement Officer

2. All career and technical certificate programs require that students have a high school diploma or GED with the exception of:

- Applied Welding Technologies
- Some Apprenticeship Programs
- Automotive Service Technology
- Heating, Ventilation, Air Conditioning and Refrigeration (HVACR)

3. These programs require the Criminal Justice Basic Abilities Test (CJBAT), not the TABE:

- Auxiliary Law Enforcement Officer
- Combined Law Enforcement and Corrections
- Correctional Officer
- Crossover Criminal Justice Academies
- Law Enforcement Officer

4. Students are informed of registration procedures by the Admissions Office prior to registration. Students must provide the Admissions Office:

- A completed Seminole State College application for admission.
- An official high school transcript(s) (in a sealed envelope) with their date of graduation or an official GED transcript.
- Documentation of English proficiency (only for students whose first language is not English).
- Results of required placement tests.
Verification of minimum age requirement of 18 (driver’s license or birth certificate).

A completed residency statement with all required documentation. Students who are not Florida residents for tuition purposes must pay non-resident tuition fees.

5. All first-time-in-program students who designate themselves as certificate-seeking in a PSAV program of 450 hours or more are required to take the TABE.

- Students who have already taken the TABE or another approved examination and their scores are more than two years old and whose tests have not been used for placement are required to repeat the TABE.

The following students are exempt from taking the TABE:

- Students who have an A.A.S., A.S., A.A., bachelor’s, master’s or doctorate degree posted on their MySeminoleState transcript from a regionally accredited college/university.

- Students who have ACT, SAT, CPT or PERT scores posted on their transcript, which meet the minimum test scores in all three areas (reading, writing and math), placing them at college level in all three areas (scores may not be mixed; ie: SAT: Verbal and ACT: Math). Acceptable scores are:

  **ACT (must have all scores):**
  
  Reading ≥ 18
  English ≥ 17
  Math ≥ 19

  **SAT (must have all scores):**
  
  Reading/Verbal ≥ 440
  Math ≥ 440

  **CPT (must have all scores):**
  
  Reading and Sentence Skills ≥ 83
  Elementary Algebra ≥ 72

  **PERT (must have all scores):**
  
  Reading ≥ 104
  Writing Skills ≥ 99
  Math ≥ 113

- Students who have passed all parts of the CLAS requirement (posted on their transcript).

- Students who passed an approved state, national or industry licensure exam (see an advisor for a list of approved licensure exams). Students must provide documentation, such as an official copy of their licensure credentials, official test scores or an official transcript.

  Apprenticeship students who have earned journeyman status in their area of study may be exempt.

Students requesting a TABE exemption based on one of the above conditions must go to the Assessment and Testing Office to complete and submit a TABE Waiver Request Form.

Each career and technical certificate program has a TABE score requirement for reading, language and mathematics. For most programs, students must test prior to their orientation; however, if students are unable to meet the minimum scores required for their certificate program, they may be allowed to enroll and begin classes. These students must seek assistance from the STAR Center to strengthen their skills and then retake the TABE to achieve the required scores in reading, language and math before they complete their certificate program.

Students without a high school diploma or GED who enroll in select PSAV programs must be at least 18 years old and complete the TABE. They are also encouraged to pursue additional coursework through Seminole State’s School of Academic Foundations.

**Admissions Requirements for Non-Degree Seeking Students**

**Dual Enrollment**

Students who reside in Seminole County or who are enrolled in a Seminole County Public School or in a non-public school (including home school) that is in compliance with Florida Statute 1002.42(2) and conducts a secondary curriculum pursuant to Florida Statute 1003.43 are eligible for dual enrollment.
Students may not withdraw without high school approval. (For more information please see Alternative Ways to Earn Credit section).

**Transient**

Students in good standing at other colleges may be admitted as transient students to take courses for transfer back to their home institutions.

Students must produce a transient form or letter indicating their good standing, specific courses to be taken and the parent institution’s willingness to accept the credit earned prior to registration for classes. The form can be completed on the FLVC Website and will serve as the application for admission as well as the residency and transient form. If the home institution is not listed on the FLVC Website, the student must apply to the College, complete a residency affidavit and obtain a transient form from the home institution.

**Post-Baccalaureate Non-Degree Seeking**

Students who have earned a bachelor’s degree or higher may enroll in lower and upper division college courses. Students admitted in this category must:

- Complete the application process for admissions;
- Indicate that a Seminole State degree or certificate is not sought;
- Provide an official transcript from the degree-granting institution prior to enrolling in classes.

Students are responsible for their own advising and are required to meet all prerequisites and corequisites for courses they intend to enroll in, including appropriate placement scores when required. Determining the transferability of credit earned at Seminole State as a non-degree student toward a degree program at another institution is the sole responsibility of the student.

**Post-High School Non-Degree Seeking**

Non-degree seeking students with a high school diploma but no college degree who are non-degree seeking typically take courses for job improvement or personal enrichment. The following requirements apply to non-degree seeking students with a high school diploma but no college degree:

- Must complete the application process for admissions;
- Are exempt from College Level Placement Tests;
- May enroll in any college level course except English or mathematics courses and courses with English or mathematics courses as prerequisites or corequisites;
- Must meet all prerequisite and corequisite requirements;
- May complete up to 11 hours in non-degree seeking student status. Once a non-degree seeking student enrolls in the 12th hour, he/she must be reclassified to degree-seeking status and will be required to meet degree-seeking admission and placement testing requirements.

**Teacher Recertification**

Certified K-12 teachers who choose to attend Seminole State to enroll in courses required for recertification must submit their teaching certificate as proof of a bachelor’s degree. These students may enroll in lower division college courses and will not be required to satisfy course prerequisites and corequisites. Students admitted in this category must:
• Complete the application process for admissions;
• Indicate that a Seminole State degree or certificate is not sought and student will be enrolling to satisfy teacher recertification requirements;
• Submit a copy of their teaching certificate;
• Students are responsible for their own advising.
Admissions: Records

Records Notification

It is the student’s responsibility to notify Seminole State College of any change in records, such as address, status, etc. Students are required to keep Seminole State informed of their current mailing address which can be updated through their MySeminoleState account. All documents submitted to Seminole State become the property of the College and will not be returned.

Notification of Student’s Rights under Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day Seminole State College receives a request for access. Students should submit to the registrar or a College official a written request that identifies the record(s) they wish to inspect. Seminole State officials will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education record(s) that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right regarding the request for amendment.

3. The right to control access to personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Seminole State College in an administrative, supervisory, academic, research or support staff position, including law enforcement unit personnel; a person or company with whom Seminole State has contracted, such as an attorney, auditor or collection agent; a person serving on the District Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his/her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Seminole State College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Directory Information

Seminole State College designates the following items as directory information. The College may disclose any of these items without prior written consent of the
student unless notified in writing to the contrary by
the end of the registration period:

• Student name
• Major field of study
• Participation in officially recognized activities and
  sports
• Weight and height of athletes
• Dates of attendance
• Enrollment status
• Degrees and awards received
• Photograph

**Graduation Honors and Honors Diploma**

College credit and postsecondary adult vocational
students are eligible for graduation honors if they have
been in attendance at Seminole State for at least two
full terms. The appropriate honors are recorded on the
students’ diplomas and their names are identified in
the graduation program. Colleges and universities
utilize the following criteria to award academic honors:

**Grade Point Average Honors**

• **Cum Laude:** 3.2-3.49
• **Magna Cum Laude:** 3.5-3.79
• **Summa Cum Laude:** 3.8-4.0

College credit students who have earned at least 21
hours in honors courses and have at least a 3.2 GPA
will receive an Honors Diploma and be recognized at
graduation.

The Science Merit Diploma is awarded to those who
complete the required courses with a GPA of at least
3.3.

Recognition of Phi Theta Kappa and Phi Beta Lambda
is posted to the student’s transcript and noted on the
diploma at the time of graduation.

**Social Security Number
Collection Statement**

Seminole State College recognizes that an individual’s
Social Security number is a unique form of
identification that can be utilized to obtain sensitive
information. However, Seminole State must collect
Social Security numbers under certain circumstances
to accurately and efficiently perform its duties and
functions as an educational institution.

Social Security numbers are collected only for the
following purposes:

• Administration of federally funded financial aid and
  student services programs
• Background checks
• Billing and payments
• Identification and verification
• Independent contractors
• Payroll administration
• State and federal educational and employment
  reporting
• Tax reporting
• Vendor applications

This Social Security Number Collection Statement has
been prepared by Seminole State College in
compliance with Section 119.071(5), Florida Statutes

**Academic Recognition**

The Seminole State College of Florida District Board of
Trustees recognizes superior academic achievement.
College-credit students who are enrolled in six or more
credit hours and postsecondary adult vocational
students who are enrolled in 180 contact hours (six
credit hours) and in good academic standing are
eligible for recognition.

• Students with a grade point average (GPA) of 3.75
  or higher will be placed on the President’s List for a
  period of one term.
• Students with a GPA of 3.25 to 3.74 (inclusive) will
  be placed on the Dean’s List for a period of one
term.
## Types of Records Maintained

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Student Records</td>
<td>Records and Registration Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Services Building (A-105)</td>
<td>Director of Records and Registration</td>
</tr>
<tr>
<td></td>
<td>Sanford/Lake Mary Campus</td>
<td></td>
</tr>
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<td></td>
<td>Phone: 407.708.2027</td>
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<tr>
<td>Financial Aid Records</td>
<td>Student Financial Resources</td>
<td>Director of Student Financial Resources</td>
</tr>
<tr>
<td></td>
<td>Weldon Building</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sanford/Lake Mary Campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 407.708.2044</td>
<td></td>
</tr>
<tr>
<td>Financial Records</td>
<td>Finance and Budget Office</td>
<td>Associate Vice President, Business Services</td>
</tr>
<tr>
<td></td>
<td>L Building (L-213B)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sanford/Lake Mary Campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 407.708.2138</td>
<td></td>
</tr>
<tr>
<td>Student Assessment Records</td>
<td>Assessment and Testing Office</td>
<td>Director of Assessment and Testing</td>
</tr>
<tr>
<td></td>
<td>Student Services Building (A-107)</td>
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</tr>
<tr>
<td></td>
<td>Sanford/Lake Mary Campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 407.708.2019</td>
<td></td>
</tr>
<tr>
<td>Student Disciplinary Records</td>
<td>Dean of Students Office</td>
<td>Dean of Students</td>
</tr>
<tr>
<td></td>
<td>Weldon Building</td>
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</tr>
<tr>
<td></td>
<td>Sanford/Lake Mary Campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 407.708.2318</td>
<td></td>
</tr>
</tbody>
</table>

For additional information about FERPA, please contact the Director of Records and Registration.

## Classification of Students and Enrollment Verification

- **Freshman:** You are classified as a freshman if you have completed less than 30 college-level credits toward a degree.
- **Sophomore:** You are classified as a sophomore if you have completed at least 30 college-level credits toward a degree.
- **Junior:** You are classified as a Junior if you have completed at least 60 college-level credits and are admitted to a Bachelor’s degree program.
- **Senior:** You are classified as a Senior if you have completed at least 90 college-level credits and are admitted to a Bachelor degree program.
- **Non-Degree-Seeking Student:** A student admitted for purposes other than earning a degree. Non-degree-seeking students are limited to 11 credits and may not enroll in an English or math course or any course with an English or math prerequisite.
- **Transient Student:** A student who is registered for a course(s) at Seminole State College with the approval of their home college or university for that specific course(s). Degree-seeking students currently enrolled at Seminole State who wish to enroll in a course at another institution for the purpose of applying that credit toward their degree at Seminole State will maintain their current degree-seeking status and are not classified as “transient” at Seminole State.
- **Audit Student:** A student who enrolls in a college course in which no credit is earned. Audit students must complete the admission process and meet all
requirements as a student attempting the course for credit. Students may not register to audit a course until the add/drop period begins. Students cannot change from an audit to credit after the add/drop deadline.

Enrollment Verification

Full/Part-Time Hours

- **College Credit**: 12 hours/6-11 hours
- **Vocational**: 15 hours/7.5-14.5 hours
- **Social Security**: 21 hours/20 hours or less
- **ABE/GED**: 15 hours/12 hours
- **ESOL**: 20 hours/12 hours
- **High School**: Full-time days = 18 hours (minimum three classes; each class must have six contact hours); Full-time nights = 12 hours (minimum two classes; each class must have six contact hours)

Grades and Transcripts

**Grade Point Average (GPA)**: Final grades for each term are recorded and preserved. The following chart is used to calculate the GPA:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Short Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

**The following enrollment codes do not affect GPA:**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>W1</td>
<td>Student withdrawal</td>
<td>0</td>
</tr>
</tbody>
</table>

1. **Incomplete**: An "I" may be given when the student has not completed the required coursework by the end of the term. To award this grade, the student must present valid reasons to the instructor for not having completed the course requirements. The "I" grade will become an "F" 30 days from the first day of the next semester if the coursework is not completed during this time period. Transcripts will indicate "grade lapse" when "I" grades are lapsed to the grade of "F." The student is not eligible for graduation or honors until all "I" grades have been removed from the academic record. The "I" grade may also affect eligibility for financial aid.

2. **Withdrawal**: Florida State Board of Education Administrative Rule, Chapter 6A-14.0301, requires state colleges to adhere to the following procedures relating to the award of a "W" when students withdraw from a course:

   A. The student may withdraw without academic penalty from any course by the midpoint of the semester or term. A withdrawal is considered an "attempt;"

   B. The student will be permitted a maximum of two withdrawals (two attempts) per course;

   C. Upon the third attempt, the student will not be permitted to withdraw and will receive an "A,"
"B," "C," "D" or "F" grade for that course. An appeal for a fourth attempt may be submitted based upon major extenuating circumstances.

3. **Audit:** Students who wish to enroll in a course but do not want to receive a grade or credit for that course may enroll for an audit. Students will not be allowed to change from audit status to credit status or from credit status to audit status after the 100 percent refund date each term. Audit courses will be included on the student's academic record with a grade of "X."

4. **Non-Credit:** The "NC" is assigned automatically for any zero-credit-hour course. "NC" is used for continuing education, economic development, lifelong learning and other classes for which no credit is awarded.

5. **No Grade Assigned:** The "NG" is assigned by the Enrollment Services Office in cases where the instructor did not submit a grade in time for normal processing of grades.

6. **Satisfactory Progress and Unsatisfactory:** The "SP" and "U" grades are used only for those courses that have received prior approval through the curriculum review process to award the satisfactory/unsatisfactory grades.

### Grade Forgiveness Policy

The grade forgiveness policy allows a student to repeat a course in which the student has earned a "D" or "F" in an attempt to improve the grade earned in the course. Only the last grade earned in a repeated course will be computed into the student's GPA, provided the final grade is not an "NC," "X" or "W." A student is limited to two repeat attempts per college credit course.

All courses attempted at Seminole State will appear on the student’s transcript. Repeated courses will be indicated by a “Take” for initial attempt and "Retake" for the final attempt. Courses that may be repeated more than once for credit will be indicated with an "Allow."

Students should be aware that some colleges and universities may not honor Seminole State’s forgiveness policy and compute the initial attempt in the GPA. Once a degree is awarded, a student may not repeat a course to improve the GPA.

Students may not repeat courses by credit-by-examination. Students receiving financial aid should consult with the Student Financial Resources Office prior to enrolling in any course for grade forgiveness.

### Grade Reports and Transcripts

Grades are accessible online via **MySeminoleState** one week after the end of each term or semester. Grade reports are not mailed to students.

Credit and vocational career students may request an official transcript through **MySeminoleState**. Transcript requests are processed by the National Student Clearinghouse. Printed transcript request forms are no longer accepted. Official transcripts for Adult High School and Adult Education students must be requested through Seminole State’s Enrollment Services Office. For more information, visit **Seminole State’s Enrollment Services Website**.

*Official Transcript: To be official, the transcript must have the College seal, the Registrar’s signature and be provided in a sealed envelope. If the seal is broken (envelope opened), the transcript is no longer official. Official transcripts are for colleges, universities and employers.

### Withdrawals

**Student Withdrawals:** A student desiring to withdraw from a course after the add/drop period must initiate withdrawal procedures by completing the withdrawal form. Withdrawals are not official until the completed withdrawal form is received and processed by Student Services. **The student is solely responsible to ensure the accuracy of the course(s) and section number(s) from which he wishes to withdraw.** Students cannot withdraw by phone or online.

The final withdrawal date shall be interpreted to mean the point by which midterm assessments are completed. This will be the day that is closest to, but not to exceed, 61 percent of the total class days for that class. Withdrawal deadlines for the term are...
Students should be aware that a reduction in course load may jeopardize their athletic eligibility, financial aid, veterans benefits, standards of progress or student visa status.

State Board Rule specifies that students are permitted a maximum of 3 attempts per course. Upon the third attempt, students must pay full cost of tuition. Students are not permitted to withdraw from the course and will receive a grade for that course.

Before the third attempt, students may withdraw without penalty from any course before the midpoint in the semester. Withdrawals after this date are granted by established institutional procedures.

Administrative Withdrawal from Courses: Faculty have the right to withdraw a student from class for “no attendance” as determined by the established college procedures.

A student who is absent from class 10 percent of the scheduled class time is subject to be withdrawn without warning by the instructor. Attendance for an online course is at the discretion of the instructor. The last day an instructor may withdraw a student will be the day closest to, but not to exceed, 61 percent of the total class days for that class. After the 61 percent date, the faculty may assign a grade of “F” for lack of attendance.

Withdrawal from the College: Students who are withdrawn from all courses must follow the same procedures as students who are withdrawing from a course. Failure to follow procedures may cause a student to fail courses unnecessarily and in some cases may prevent their receipt of a refund. Students who withdraw after the published add/drop period are not eligible for a refund.

Request for Official Transcripts

Official College Transcripts

National Student Clearinghouse provides online transcript ordering services for the College.

Processing

- Orders take 2 to 3 business days to process from: a) the date they are received by Seminole State College; b) the date grades are posted; or c) the date a degree is posted.
- The timeline is determined by the processing option selected on the transcript order form. During peak periods, transcript requests may take longer than 3 business days to process.
- Official transcripts cost $5 each. Payment must be submitted at the time of the request. Payments will not be processed until the order is completed. Any questions regarding payment or ordering should be directed to the National Student Clearinghouse.
- Seminole State College will not release an official transcript until all outstanding obligations are resolved. Outstanding obligations include, but are not limited to, short-term loans, library books and high school and college transcripts.

Ordering Instructions

Students with MySeminoleState access:

- Log in to MySeminoleState. If the student is lacking a login name or password, click “Forgot Your Login Name or Password” on the MySeminoleState home page.
- Click “Student Center.”
- Click the "Transcript Ordering" link to be transferred to the National Student Clearinghouse website.
- Once the Clearinghouse website displays, click “Order or track a transcript.”
- Review the information provided on the Seminole State College ordering page.
• Click the “Order” button, and follow the Clearinghouse’s instructions to complete the required information.
• The site guides students through the remainder of the ordering procedure, including processing options, delivery methods, fees and ordering multiple transcripts.

Students without MySeminoleState access:

• Visit the National Student Clearinghouse Website.
• Click the “Order or Track a Transcript” button.
• Select “Seminole State College of Florida” from the drop-down list. Click “Submit.”
• Review the information provided on the Seminole State College ordering page.
• Click the “Order” button and follow the Clearinghouse’s instructions to complete the required information.
• The site guides students through the remainder of the ordering procedure, including processing options, delivery methods, fees and ordering multiple transcripts.
• Sign the required consent form and return it to the National Student Clearinghouse. Note: This step can take several days to complete.

Delivery

Seminole State College will attempt to send official transcripts electronically. If the receiving institution cannot accept them in this format, transcripts will be mailed first class through the U.S. Postal Service. Please allow up to 10 days for delivery after processing has been completed.

The Registrar’s Office is not responsible for incorrect addresses provided on transcript order forms. It is the student’s responsibility to verify the accuracy of all recipient addresses. If an official transcript cannot be delivered due to an incorrect address, the student will have to resubmit the request with the correct address and pay an additional $5 processing fee.

Note: Pick-up, fax and Express Mail services are not available for transcripts.

Unofficial Transcripts

Students may obtain an unofficial transcript at any time through their MySeminoleState account. To access an unofficial transcript:

• Log in to MySeminoleState.
• Click the “Student Center” link.
• Under the Academic History heading, select “Unofficial Transcript” from the “other academic...” drop-down menu. Click the “>>” icon to the right of the menu.
• Print your unofficial transcript.

School of Academic Foundations Transcripts

Adult High School and Adult Education transcripts are not available through the National Student Clearinghouse and must be requested through the Office of the Registrar. To request an Adult High School or Adult Education transcript:

• Download and print an Adult High School and Adult Education Transcript Request form.
• Submit the completed form to Enrollment Services via mail or fax. You may also bring the form to any Seminole State Student Affairs Center.

Mail:

Seminole State College of Florida
Office of the Registrar
100 Weldon Blvd.
Sanford, FL 32773
Fax: 407.708.2029

Additional Information

For questions regarding a National Student Clearinghouse service, please contact the Clearinghouse’s Customer Service Department at 703.742.4200, transcripts@studentclearinghouse.org
National Student Clearinghouse, 2300 Dulles Station Blvd., Suite 300, Herndon, VA 20171.
Request for Enrollment and Degree Verification

College Credit Students

Seminole State College has made the National Student Clearinghouse its authorized agent for processing Degree and Enrollment Verification requests for our students.

College Credit Degree Verification

The Clearinghouse’s DegreeVerify service is designed to fulfill the verification requirements of companies or organizations requiring proof of a student's degree status. To request a Degree Verification, visit the National Student Clearinghouse online.

College Credit Enrollment Verification

The Clearinghouse's EnrollmentVerify service is designed to fulfill verification requirements for students and companies or organizations needing proof of a student’s enrollment status. To make a verification request, Seminole State students should log into MySeminoleState and use the Enrollment Verification link provided in the Student Center. All other requesters should visit the National Student Clearinghouse website.

School of Academic Foundations

Degree and Enrollment Verification

Adult High School and Adult Education diploma verification or enrollment verification is not available from the Clearinghouse service and must be requested through Seminole State’s Office of the Registrar. To make a request, please complete the Diploma and Enrollment Verification Request form and submit it to the Office of the Registrar by mail, fax, or in person at the Student Affairs Center on your campus. Seminole State Office of the Registrar, 100 Weldon Blvd., Sanford, FL 32773. Fax: 407.708.2029

If you have questions regarding a National Student Clearinghouse service, please contact their Customer Service Department at 703.742.4200 or enrollmentverify@studentclearinghouse.org. National Student Clearinghouse, 2300 Dulles Station Blvd., Suite 300, Herndon, VA 20171.

Official transcripts are available only through the Office of the Registrar. Students can view their unofficial transcripts through MySeminoleState. Seminole State College will not give any records to a third party unless authorized by FERPA or the Registrar’s office.
Registration

Registration Procedures for College Credit

The U.S. Department of Education developed new regulations, effective July 1, 2011, in response to the rapid growth of enrollment, debt load and student default rates at postsecondary institutions. The regulations are intended to strengthen the integrity of the federal student aid program and to ensure that taxpayer funds are used appropriately. The College is required to abide by these regulations which include (but are not limited to):

• Return of Federal (or Title IV) Funds and Attendance

Students must earn their grants by sufficient attendance and progress in classes. If a student does not attend or is a "no show," the student is responsible for paying back the grant funds.

• Retaking Coursework

Students who pass a course which is required (or allowed) in their declared program of study on file with the College - known as a major or program/plan - and elect to retake the course can receive Title IV (aka "federal") assistance for retaking that course a maximum of one time. In the eyes of the federal student aid program, a grade of "D" is passing. Note: Some courses have prerequisites of a minimum grade of "C" earned in the prerequisite course.

• Standards of Academic Progress (SAP) for Financial Aid

Federal financial aid is intended to help students attend college with the goal of completing a credential. Recipients are expected to attend classes, make progress toward their credential and do so in a fairly efficient manner. Ongoing eligibility for federal financial aid requires that students demonstrate satisfactory progress toward completion of the declared program of study. Ongoing eligibility requires the following:

1. Maintain at least a 2.0 GPA;
2. Successfully complete at least 67 percent of the coursework attempted (students who fail or withdraw from an excessive number classes fail to meet this criterion);
3. Complete the declared program of study within 150 percent of the published program length.

While Standards of Academic Progress for Financial Aid has long been in effect, the new regulation requires institutions to review the standards more rigorously. For more information, visit the Standards of Progress Web page.

• Financial aid eligibility is calculated based only on courses required or allowed as electives in the student’s declared program of study.

It is critical that students obtain an educational plan and adhere to it. Financial aid awards will be based only on the required and allowed courses in the declared program of study listed on the student’s record.

More information about the Federal Integrity Rules is available online through the Federal Register.

Helpful Information for Students

• Students should consult with an educational advisor to obtain an educational plan during their first semester. Only courses required or allowed in the declared program of study listed on a student’s record can be used to determine the financial aid award. Taking courses that are not required or allowed for a degree increases costs and can delay earning a credential.
• Attend classes and keep up with coursework. Students should consult with an academic advisor to review the courses required for a program and
the amount of course load recommended to complement other responsibilities.

• Students who work full-time should take no more than two classes at a time to prevent withdrawals or course failures.
• Take advantage of the tutoring, academic advising and other student support services available on each campus.

New Registration Process Informs Students if Courses Are Financial Aid Eligible

Students are alerted during registration with important information about required and allowed courses listed for their specific program of study. Students will receive a pop-up message in their MySeminoleState account requesting permission to continue registration if a course for which they are attempting to enroll is outside their program/plan. This process will:

• Assist students in avoiding classes not needed for graduation;
• Alert students to courses that will not be counted in determining enrollment levels for financial aid purposes.

Students who wish to use their financial aid to pay for tuition must accept their aid and sign a deferment request electronically each term of enrollment. They must carefully read the eligibility criteria associated with each financial aid program awarded to determine the required enrollment levels necessary to receive the awards. By signing a deferment, payment for all classes in which a student enrolls, including classes that are not financial aid eligible, will be deferred to the due date. If a student’s enrollment at the end of the add/drop period does not contain the minimum number of financial-aid-eligible courses needed for aid disbursement, he/she will be ineligible for aid and will be required to pay for all of the classes.

If a student chooses to enroll in classes that are not financial aid eligible based on the program of study, he/she should consult with a financial aid specialist or an academic advisor prior to the end of the add/drop period to determine how this will affect his/her aid eligibility and excess hours for the degree or program.

For more information, visit the Financial Aid Website or call 407.708.2045.

First-Time-In-College (FTIC) Registration

First-time registration is by enrollment appointment only. Full- and part-time day and evening students follow the same registration procedures. For students to receive a registration appointment, the following documentation must be submitted to the Admissions Office on or before the first day of registration:

1. Application for admission;
2. Residency statement;
3. Official high school transcript(s) (in a sealed envelope) and/or GED;
4. Official college transcript(s) (in a sealed envelope);
5. Placement test scores (ACT, PERT or SAT) that are not more than 2 years old;
6. Documentation of English proficiency (for students whose native language is not English).

Attempts Per Course

Florida State Board of Education administrative rules limit the number of times a student may attempt a course. An attempt is defined as: student enrollment in a course(s) after the 100 percent refund deadline (add/drop period) date.

Effective with courses taken in Fall 1997 and following terms, students may have only three attempts per course, including the original grade, repeat grades and withdrawals. Upon the third attempt, the student is assessed the full cost of instruction, is not permitted to withdraw and will receive a grade for the course. The student may petition to waive the full cost of instruction due to extenuating circumstances or financial hardship by submitting to the Records and Registration Office an Exemption from Full Cost of Instruction form.

A fourth attempt may be allowed based on major extenuating circumstances. Should the appeal for a fourth attempt be approved, the grades from the third and fourth attempts will be calculated in the GPA and the full cost of instruction will not be waived, per state statute. This is the last opportunity to complete the
course, and if the student should stop attending, a grade of "F" will be assigned.

The total attempts limitation does not apply to repeatable courses, such as music, choir and teacher recertification.

**Additional Fees for Course Repeats**

Effective Fall Term 1997 and thereafter, students enrolled in the same college credit course more than 2 times must pay fees at 100 percent of the full cost of instruction. Full cost of instruction is equivalent to the tuition fees assessed to non-Florida residents. Upon the third attempt, the student is assessed the full cost of instruction, is not permitted to withdraw and will receive a grade for the course. The student may petition to waive the full cost of instruction due to extenuating circumstances or financial hardship by submitting an Exemption from Full Cost of Instruction form to the Records and Registration Office. A fourth attempt may be allowed. However, the full cost of instruction will not be waived, per state statute.

**Registration After A Class Has Met**

Students may register for classes through the end of the add/drop period as in past years. Departmental consent has been required for many courses in past terms. To support the success of our students, beginning with Fall Term courses, departmental consent is required to register for a course after it has begun meeting. Research has shown that students who are present from the first day of class have higher success rates. Please contact your advisor if you'd like more information. Students also are encouraged to register for classes that have not yet met, including those in alternate sessions such as odd term, 12W and B sessions.

**Senior Citizens**

The District Board of Trustees waives any or all tuition and fees for 1 college credit course per semester (up to 4 credit hours) for persons 60 years of age or older who are residents of the State of Florida. This privilege will be granted only if such college credit classes are not filled (space available basis) during the add/drop period of registration. Courses in which students have earned a grade of "C" or higher may not be repeated unless the course has been designated as repeatable. The College may limit or deny this privilege for courses in programs for which the board has established selective admission criteria.

Courses may be taken for credit or audited. Courses that have selective admission criteria or courses offered through the vocational non-credit or online third party providers are not included under this program. Senior citizen students are financially responsible for appropriate laboratory fees. Only college credit classes qualify for senior citizen waivers and laboratory fees must be paid separately.

Students who qualify for the Tuition Waiver must show proof of age via an official government issued photo identification. Students who qualify for the tuition waiver must follow the same entrance requirements as students whose fees are not waived. (If a student’s program plan is post high school, he/she must show proof of high school graduation prior to enrollment; if the student’s program plan is post baccalaureate, he/she must demonstrate proof of earned baccalaureate degree prior to enrollment. If the student is in a post associate degree plan, they must show proof of earned associate degree prior to enrollment. Students wanting to audit a course can only choose this option during the add/drop period.
Graduation Requirements

College Graduation Requirements

Graduation and certificate requirements may change due to changes in state laws or rules. Students are encouraged to see a Seminole State counselor prior to each registration. Any course waivers or substitutions must be approved in writing by either the Admissions and Graduation Committee for the Associate in Arts degree or the appropriate dean for the Associate in Science degrees and certificates.

Students are responsible for meeting the requirements for graduation or program completion as set forth in the College Catalog and any published changes for the specified catalog term.

The catalog considered “in effect” and binding on the student is one of the following:

1. The catalog semester/program plan under which a student originally enrolled. The student is not required to be enrolled continuously. However, the student must graduate or complete his or her program within 5 years from the initial semester of enrollment.
2. The catalog under which a student is re-admitted will govern the student’s graduation requirements. A student previously enrolled whose attendance is interrupted by 12 months or more will be re-admitted under the current catalog year and must graduate or complete his or her program plan within 5 years from the semester of re-admission under that catalog.
3. The catalog semester in which a student changes or begins a new program plan. A student may change his or her program plan prior to the first day of classes of a semester. Once classes for the semester begin, any change must be effective beginning the next semester. It is the student’s sole responsibility to ensure that he/she is in the program plan he/she desires. Students will follow the catalog requirements of the semester in which the change of program plan takes effect and must complete the program within 5 years.
4. The College reserves the right to change the curriculum as necessary. Some courses or programs may be discontinued. The College does not guarantee the courses will always be available. Students enrolled in programs where curriculum is determined by state legislation, rule, licensing and/or accrediting agencies or students enrolled in programs where significant state-of-the-art technological changes have occurred may be required to satisfy the current catalog’s graduation requirements.

General Graduation Requirements - Associate in Arts, Associate in Science degrees

The degree candidate must satisfy these general requirements:

1. Complete a minimum 60 academic hours with a grade point average (GPA) of 2.0 excluding courses designated by an asterisk (*) in the course description section of this catalog (college preparatory level courses and vocational level courses).
2. Complete at least 25 percent of the total degree requirements at Seminole State (e.g., a 60 semester-hour degree requires at least 15 semester hours completed at Seminole State College).
3. Achieve a GPA not less than 2.0 (“C”) in all courses taken at Seminole State, provided that only the final grade received in a course repeated by the student was used in the calculation of average. Transfer courses at upper-division level (3000-4000) and at the college preparatory level are excluded from the GPA calculation. A grade of “D” used to satisfy degree requirements may or may not transfer, subject to the policies of the institution that the student enters.
4. Successfully complete (grade of “C” or higher) the following: 6 semester hours of English coursework and 6 semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments and 6 semester hours of mathematics coursework at the level of college algebra or higher. For the Associate in Arts degree, Seminole State requires that students satisfy the requirements by successfully completing General Education coursework in English, humanities, social sciences and history, as well as mathematics courses. For the Associate in Science degree, ENC 1101, ENC 1102 and mathematics General Education courses must be completed with a "C" or higher. If mathematics courses are not required for the program, students must test out of preparatory mathematics or successfully complete preparatory mathematics courses in order to be eligible for college-level mathematics.

5. Complete all college preparatory level courses required by entry-level testing with a grade of "C" or higher.

6. Have on file in the Records and Registration Office official transcripts of all college work previously taken at other colleges or universities.

7. File an application for diploma in the Records and Registration Office by the published deadline date on the College Academic Calendar.

8. Pay all fees and discharge all other obligations to the complete satisfaction of the College.

9. The student is not eligible for graduation until all grades of “I” have been removed from the academic record.

10. A student must be enrolled in college-level coursework at the College during the semester that he/she graduates. It is the student’s sole responsibility to ensure that his/her program plan is correct and current for the semester that he/she graduates. The College will not change the student’s program plan if it is not accurate.

**Associate in Arts (A.A.) Degree Requirements**

1. Satisfactorily complete 36 semester hours of the General Education requirements.
2. Complete items one through ten of the General Graduation Requirements.

3. Demonstrate competency in a foreign language, beginning with students entering a Florida College System institution or state university in 2014-2015 and thereafter.

**Associate in Science (A.S.) and Associate in Applied Science (A.A.S) Degree Requirements**

1. Satisfactorily complete a prescribed course of study in one of the A.S. degree programs.
2. Satisfactorily complete 15 or more semester hours of the General Education requirements as specified in the program.
3. Satisfactorily complete all General Graduation Requirements except item 4.

**College Credit Technical Certificates and Career Vocational Credit Certificates (PSAV) Award Requirements**

1. Satisfactorily complete a prescribed course of study in one of the certificate programs.
2. Satisfactorily complete items 8 through 10 of the General Graduation Requirements.
3. If non-exempt, complete PERT for College Credit Technical certificates.
4. If non-exempt, complete TABE (if required by program) for Career Vocational certificates.

**Baccalaureate Degrees Requirements**

Please refer to the baccalaureate degrees section of the College Catalog.

**Academic Foundations Requirements**

Please refer to the School of Academic Foundations section of the College Catalog.
Foreign Language Proficiency

Foreign Language Proficiency Requirement
Students enrolled in Seminole State College’s baccalaureate degree programs must demonstrate foreign language proficiency. Additionally, per Florida Statute 1007.25, “Beginning with students initially entering a Florida College System institution or state university in 2014-2015 and thereafter, coursework for an associate in arts degree shall include demonstration of competency in a foreign language.”

Students may satisfy Seminole State College’s foreign language proficiency requirement through:

- Demonstration of proficiency through completion of 2 credits (2 years) of sequential high school instruction in 1 language other than English with a passing grade each year as documented on an official high school transcript.
- Demonstration of proficiency by passing Advanced Placement (AP), Cambridge Advanced International Certificate of Education Program (AICE), College Level Examination Program (CLEP), Foreign Language Achievement Testing Service (FLATS), International Baccalaureate (IB) foreign language examinations or the Foreign Language Proficiency Test administered by the University of Central Florida.
- Demonstration of proficiency through completion of a sequence of 2 college credit courses in a single foreign language with a passing grade in each course. The following foreign language college credit course sequences are available at Seminole State College and satisfy the proficiency requirement:
  - ASL 1140 American Sign Language I and ASL 1150 American Sign Language II
  - FRE 1120 Elementary French I and FRE 1121 Elementary French II
  - SPN 1120 Elementary Spanish I and SPN 1121 Elementary Spanish II
  - Note: American Sign Language may not fulfill the foreign language graduation requirement at some universities.
- Transfer course sequences which satisfy the proficiency requirement include:
  - ARA 1120 Elementary Arabic I and ARA 1121 Elementary Arabic II
  - GER 1120 Elementary German I and GER 1121 Elementary German II
  - LAT 1120 Elementary Latin I and LAT 1121 Elementary Latin II
  - POR 1120 Elementary Portuguese I and POR 1121 Elementary Portuguese II
  - SPN 1340 Spanish for Heritage Speakers and SPN 1341 Spanish for Heritage Speakers II

Additional foreign language course sequences may be accepted to meet proficiency requirements based on transfer credit evaluation.

If your native language is a language other than English, you may satisfy the foreign language proficiency requirement by successful completion of English for Academic Purposes (EAP) course requirements and successful completion of the Area I Communications requirements for the Associate in Arts degree.

Note: Satisfaction of this foreign language proficiency graduation requirement at Seminole State may also satisfy the foreign language admission requirement for Florida public universities. However, universities may have specific foreign language proficiency graduation requirements. Students are responsible for verifying acceptability at the institution to which they plan to transfer.

Student Learning Outcomes

Collegewide Student Learning Outcomes are abilities expected from Seminole State College graduates. The Collegewide Student Learning Outcomes are:

1. Communication: Read, write, speak and listen effectively.
2. Critical Thinking: Observe, analyze and synthesize information and apply problem-solving skills.
4. Information Literacy: Find, evaluate, organize and use appropriate information.
5. Global Sociocultural Responsibility: Prepare to participate actively as informed and responsible
citizens in social, cultural, global and environmental matters.

**Graduate Placement Rates**

**Latest Placement Rates Available From State Data**

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Academic Plans</th>
<th>2011-2012 Percent Placed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Science</td>
<td>Accounting Technology</td>
<td>100%</td>
</tr>
<tr>
<td>Associate Science</td>
<td>Business Administration</td>
<td>100%</td>
</tr>
<tr>
<td>Associate Science</td>
<td>Computer Programming and Analysis</td>
<td>100%</td>
</tr>
<tr>
<td>Associate Science</td>
<td>Construction</td>
<td>100%</td>
</tr>
<tr>
<td>Associate Science</td>
<td>Criminal Justice Technology</td>
<td>93%</td>
</tr>
<tr>
<td>Associate Science</td>
<td>Digital Media/Multimedia Technology</td>
<td>80%</td>
</tr>
<tr>
<td>Associate Science</td>
<td>Early Childhood Education</td>
<td>100%</td>
</tr>
<tr>
<td>Associate Science</td>
<td>Emergency Medical Services (EMS)</td>
<td>96%</td>
</tr>
<tr>
<td>Associate Science</td>
<td>Fire Science Technology</td>
<td>100%</td>
</tr>
<tr>
<td>Associate Science</td>
<td>Health Information Technology</td>
<td>100%</td>
</tr>
<tr>
<td>Associate Science</td>
<td>Interior Design Technology</td>
<td>88%</td>
</tr>
<tr>
<td>Associate Science</td>
<td>Legal Assistant/Paralegal</td>
<td>83%</td>
</tr>
<tr>
<td>Associate Science</td>
<td>Media Design</td>
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<tr>
<td>Associate Science</td>
<td>Network Services Technology, General</td>
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</tr>
<tr>
<td>Associate Science</td>
<td>Nursing (RN)</td>
<td>99%</td>
</tr>
<tr>
<td>Associate Science</td>
<td>Office Administration</td>
<td>100%</td>
</tr>
<tr>
<td>Associate Science</td>
<td>Physical Therapist Assistant (PTA)</td>
<td>100%</td>
</tr>
<tr>
<td>Associate Science</td>
<td>Respiratory Care</td>
<td>95%</td>
</tr>
<tr>
<td>Associate Applied Science</td>
<td>Automotive Technology</td>
<td>95%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Accounting Applications</td>
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<td>Technical Certificate</td>
<td>Accounting Operations Technology</td>
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</tr>
<tr>
<td>Technical Certificate</td>
<td>Accounting Specialist</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Building Construction Technology Technical Certificate</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Business Management</td>
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</tr>
<tr>
<td>Certificate</td>
<td>Field</td>
<td>Percentage</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------------------------</td>
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<tr>
<td>Technical Certificate</td>
<td>Business Operations</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Business Specialist</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Child Care Center Management Specialization</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Computer Engineering, CISCO/CCNA</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Computer Programming</td>
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<td>Technical Certificate</td>
<td>Computer Programming Specialist</td>
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</tr>
<tr>
<td>Technical Certificate</td>
<td>Computer Repair and Installation</td>
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<tr>
<td>Technical Certificate</td>
<td>Computer Specialist</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Computer-Aided Design</td>
<td>88%</td>
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<tr>
<td>Technical Certificate</td>
<td>Digital and Interactive Media Design</td>
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<tr>
<td>Technical Certificate</td>
<td>Digital Media: Graphic Design Production</td>
<td>89%</td>
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<tr>
<td>Technical Certificate</td>
<td>Digital Media: Graphic Design Support</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Early Childhood Education Preschool Specialization</td>
<td>95%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Educational Assisting</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Emergency Medical Technician (EMT)</td>
<td>86%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Entrepreneurship</td>
<td>100%</td>
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<tr>
<td>Technical Certificate</td>
<td>Fire Company Administration Fire Inspector I</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Human Resources Administrator</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Information Technology Analyst</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Information Technology Support Specialist</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Interior Design Technology Kitchen and Bathroom Specialization</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>IP Communications Technician</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>IT Management</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Medical Information Coder/Biller: Health Information Management</td>
<td>81%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Office Management</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Office Specialist</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Office Support</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Paramedic</td>
<td>91%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Wireless and Advanced Technology</td>
<td>100%</td>
</tr>
<tr>
<td>Technical Certificate</td>
<td>Wireless and IP Support Specialist</td>
<td>100%</td>
</tr>
<tr>
<td>Vocational Certificate</td>
<td>Articulated Nursing Assistant (Patient Care Technician-Nurse Aide/Orderly)</td>
<td>85%</td>
</tr>
<tr>
<td>Vocational Certificate</td>
<td></td>
<td>Placement Percent</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td>--------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Automotive Service Technology</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Correctional Officer Training to Florida CMS Law Enforcement Basic Recruit</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Firefighting</td>
<td></td>
<td>62%</td>
</tr>
<tr>
<td>Florida CMS Law Enforcement Basic Recruit</td>
<td></td>
<td>78%</td>
</tr>
<tr>
<td>Patient Care Assistant</td>
<td></td>
<td>85%</td>
</tr>
<tr>
<td>Practical Nursing (LPN)</td>
<td></td>
<td>90%</td>
</tr>
<tr>
<td>Traditional Correctional Basic Recruit Training</td>
<td></td>
<td>85%</td>
</tr>
<tr>
<td>Construction Apprenticeship- Electricity (Commercial)</td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Construction Apprenticeship- Fire Sprinkler System Technology</td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

**Notes:** This list represents outcomes for students who completed academic plans during the 2011-2012 year. Academic plans that did not have completers during 2011-2012 are not listed. Academic plans not active as of the printing of this catalog are not listed. Placement percents are based on the number of students in the placement pool for each academic plan. The placement pool includes students found by the state placement system. Placement is defined as working in a degree-related field, continuing postsecondary education or serving in the military.
Assessment, Testing and Developmental Courses

Assessment and Testing Overview

Assessment and Testing Offices are located on each Seminole State College campus. Each office can accommodate the testing needs of the campus. All exams are closely monitored using security cameras and by one or more proctors. Tests are typically delivered via computer or online. To ensure record security, students are required to provide a current, valid and original photo identification and a signature prior to taking any examination.

The Assessment and Testing Offices administer all exams in compliance with state and national regulations, including adherence to policies outlined in the Americans with Disabilities Act. Students with documented disabilities such as visual, auditory and/or physical impairments may qualify for accommodations including an alternative testing environment, if prescribed by the College’s Office of Disability Support Services.

For more information about the services offered by the Assessment and Testing Offices, including testing hours, test preparation (practice tests) and the refresh program, visit the Assessment and Testing Website.

Comprehensive Assessment and Testing Offerings

Effective assessment and testing services are integral to student enrollment, placement and success. The Assessment and Testing Offices provide the following examinations:

- Accuplacer/Computerized Placement Test (CPT)
- ACT National Examination
- Basic Abilities Test (BAT) FDLE Criminal Justice Examination
- Castle Worldwide Examinations (e.g., health program examinations)
- Certiport Examinations (e.g., Microsoft Office Examinations)
- College Level Examination Program (CLEP)
- COMIRA
- Comprehensive Adult Student Assessment (CASAS)
- DANTES Subject Standardized Test (DSST)
- End of Course Examinations (EOC)
- Florida Comprehensive Assessment Test (FCAT)
- Foreign Language Achievement Testing Service (FLATS)
- General Educational Development (GED) examination
- Healthcare Professions Exams (Comira)
- Level of English Proficiency Exam (LOEP)
- PearsonVue Examinations (e.g., certifications examinations)
- Postsecondary Education Readiness Test (PERT)
- Pro V
- Prometric Examinations (e.g., IT examinations)
- State Officers Certification Exam (SOCE) FDLE exam
- Test of Adult Basic Education (TABE)
- Test of Essential Academic Skills (TEAS)

First-Time-In-College Student Placement Testing

State Board Rule 6A-10.0315 mandates that all first-time-in-college (FTIC) applicants for admission to state colleges and universities who apply to enter degree programs (bachelor’s or associate) must be tested for reading, writing and mathematics proficiency prior to the completion of registration, using one or more of the prescribed tests (ACT, SAT, PERT or Accuplacer/CPT) and must enroll in college developmental communication and computation instruction if the test scores are lower than those required by the state. The state-mandated
Postsecondary Education Readiness Test (PERT) is used in conjunction with the Accuplacer/CPT for college-credit placement into English and math courses.

Entry-level placement test scores must be less than 2 years old. Required developmental writing and reading courses (or required EAP courses, if applicable) must be completed prior to entering English I and/or any Gordon Rule course.

**Postsecondary Education Readiness Test (PERT)**

For college-credit students without a current ACT, Accuplacer/CPT, PERT or SAT score, Seminole State administers the PERT as the primary placement test. Institutional standards have been established for placing students in certain levels of courses based on the PERT scores. The PERT Refresh Program is available for students who wish to challenge their initial PERT outcome. Transfer students who have completed either the first level college credit English or math class (or successfully completed the last sequential developmental course) do not need to take a placement test. Completion of entry testing is required prior to participation in new student orientation and advisement and prior to registration for any course that has a math or English prerequisite.

**PERT Requirements**

All degree-seeking, FTIC students and all college credit, certificate-seeking students whose degree or certificate program is 12 or more credits must take the PERT. Such students may not register for any credit course at Seminole State until they have a set of complete scores on file.

All students in these groups must take the PERT:

- All students seeking Early College/dual enrollment.
- All students who took a placement examination more than 2 years ago but never enrolled into a Florida public postsecondary institution. Students must complete the PERT refresh program before retesting.
- All students who cannot provide ACT, SAT, PERT or Accuplacer/CPT official scores or scores on an official transcript by the date of their advising appointment.
- All students who studied ESOL in high school or completed a portion of high school in a country where English is not the only official language are required to:
  - Complete a timed writing sample for possible placement into English for Academic Purposes (EAP) in addition to having college-ready PERT, ACT, Accuplacer/CPT or SAT scores;
  - Complete the Level of English Proficiency (ESL/LOEP) test in addition to completing the timed writing sample if PERT, ACT, Accuplacer/CPT or SAT scores are not college ready;
  - Score at ESL/LOEP, EAP Intermediate (EAP 400) level to take PERT math test;
  - Complete EAP sequence without retaking the PERT/LOEP after starting the sequence (students may retake after 2 years’ absence from sequence for advancement purposes).

**PERT Exemptions**

Students are exempt from taking the PERT unless needed as a prerequisite for a specific course, if they provide written documentation for one of the following:

- Official ACT, Accuplacer/CPT, PERT or SAT scores less than 2 years old that place the student into college-level coursework at Seminole State. Test scores may not be mixed for an exemption. Note: The college may not mandate students to retest for placement if students have former placement scores older than 2 years old and have enrolled (whether enrolled into developmental courses or not) into a Florida public postsecondary institution.
- SAT scores of 440 or above on verbal/critical reading; 440 or above on math for placement into Intermediate Algebra (MAT 1033).
- ACT scores of 19 or above on the reading and 17 or above on English; and 19 or above on math for placement into Intermediate Algebra (MAT 1033). Any score presented which is below that needed for exemption will require the student to be tested on the appropriate PERT subtest(s).
- Attended a regionally accredited college or university in which English was the language of instruction and have completed college-level or the
highest college developmental-level coursework as evaluated by Seminole State in English and/or mathematics with a grade of “C” or higher.
• Official Seminole State record indicating that the student is enrolled in another college or university and has applied to Seminole State as a transient student.
• Official Seminole State record indicating that the student is enrolled for teacher recertification.

**PERT Placement Scores**

**English Placement (PERT)**

Reading Skills Score (> 106) plus Writing Skills score (> 103) = ENC 1101
Required Developmental Writing and Reading courses (or required EAP courses, if applicable) must be completed prior to entering English I and/or any Gordon Rule course.

**Reading Skills Score**

50 - 105 = REA 0019 Developmental Reading or LOEP for EAP placement
> 106 No Prep reading required

**Writing Skills Score**

50 - 102 = ENC 0022 Developmental Writing or LOEP/ writing sample for EAP Placement
> 103 No Prep writing required; writing sample required for EAP students

**Mathematics Placement (PERT)**

**Mathematics Skills Score**

50 - 113 = MAT 0057 Pre-College Mathematics
114 - 122 = MAT 1033 Intermediate Algebra or MAT 1100 Mathematical Understanding and Applications
123 - *150 = MAC 1105 College Algebra or MGF 1106 College Mathematics or MGF 1107 Liberal Arts Math or STA 2023 Statistical Methods I.

*Students who score 130 or above are eligible to take the CLM portion of the CPT. Please refer to the information below when working with students who have taken the CLM portion of the Accuplacer/CPT.

Accuplacer/CPT: College Level Math (CLM) Skills Score

20 - 39 = MAT 1033 Intermediate Algebra or MAT 1100 Mathematical Understanding and Applications
40 - 62 = MAC 1105 College Algebra or MGF 1106 College Mathematics or MGF 1107 Liberal Arts Math or STA 2023 Statistical Methods I
63 - 96 = MAC 1140 Pre-calculus Algebra or MAC 1114 Trigonometry or MAC 2233 Concepts of Calculus
97 - 120 = MAC 2311 Analytic Geometry and Calculus I

Recommended score of 70 for MAC 1147 Pre-Calculus with Trigonometry.

**Retaking the PERT**

To be eligible to retake the PERT, Seminole State students must refresh their skills. Students may take the PERT 3 times at the college level. Between the initial PERT attempt and the PERT Refresh, each student must complete a remediation program. Acceptable remediation shall be a diagnostic exam plus an Internet-based remediation for the deficient skills found via the diagnostic exam. Students should follow these 8 easy steps to complete the requirement:

• **Step 1:** Go to the testing office and request the diagnostic exam. The testing specialist will set the $15 fee to your account and grant you 10-week access to the online remediation program, MyFoundationsLab (MFL).
• **Step 2:** Go to the Seminole State Cashiers Office and pay the testing fee.
• **Step 3:** Visit any Testing Office.
• **Step 4:** Take the diagnostic exam. Please arrive at least 2 1/2 hours before closing.
• **Step 5:** Receive your test results and learn how to access MyFoundationsLab from the testing specialist. Based on each student’s skill deficiency as shown by the diagnostic tests, the MyFoundationsLab will provide instructions about the specific skill and practice exams to check mastery. However, please use the "MFL Mastery Planner" to set testing goals.
• **Step 6:** Locate a computer for the MFL remediation. You may use computers at specified campus locations or access the remediation program from home.
• **Step 7:** Take the appropriate Mastery Quiz that meets your goals. Students may NOT retake the PERT without scoring at least 70 percent on the MFL Mastery Quiz. After proficiency is attained
through the practice exams, students must complete the MFL Mastery Quiz and score at least 70 percent to be eligible to retake the PERT. (The Testing Specialist will electronically check your MFL record to determine “time spent on the module” and “the percent correct on the MFL Mastery Quiz” before allowing you to retake the PERT.)

- **Step 8:** Pay for the PERT retest. Although the initial PERT is free, the retest cost is $10. Please visit the testing location at which you plan to take the exam and request that the testing specialist set your fee. To pay this fee, please follow the instructions in Step 2 (above). The cost to retake the PERT is $10 per testing session, regardless of how many subtests you will be retaking.

### General Rules regarding the PERT Refresh Program:

1. Students may only take the PERT 3 times at the college level within a 2-year period.
2. Students who have withdrawn from a course must go through the PERT Refresh Program, including the diagnostic test and MyFoundationsLab Mastery Quiz and a score of 70%.

### Non-native English Speakers Placement Testing

Seminole State College instruction is delivered in the English language. Students should have adequate mastery of the English language to pursue a course of study for credit. If English is not the student’s best language, his/her entry testing will begin with the PERT and he/she may also be required to complete the ESL (English as Second Language) or LOEP (Levels of English Proficiency) test and writing sample. Students seeking degrees or career certificates or those enrolling as dual enrollment students must complete an approved placement test.

Students are not required to demonstrate English as a second language for proficiency if they have completed freshman English Composition or its equivalent (as determined by Seminole State College) with a grade of "C" or higher or if they have earned an Associate in Arts (A.A.) degree, bachelor’s degree or higher for which English was the language of instruction. Official college/university transcripts are required for documenting English proficiency.

### LOEP (also called ESL test)

The LOEP or ESL test is the test of English proficiency for non-native speakers of English used for initial course placement at Seminole State. To be used, the student’s scores must be less than 2 years old. When students take the LOEP test, they will also be asked to provide a writing sample (WS). Students must apply to Seminole State to take the LOEP and WS. There is no additional charge and no appointment is necessary. The LOEP and WS may be taken on any campus on a walk-in basis.

Testing hours are available on the [Testing and Assessment Website](#). To take the LOEP and WS, visit an Assessment and Testing Office on any campus and bring an official, government-issued photo identification such as a driver’s license or passport. Once a student begins course work in English for Academic Purposes (EAP), he/she is no longer eligible to retest on the PERT, LOEP and WS unless he/she has been absent from the EAP sequence for 2 or more years.

If the student’s English proficiency is such that he/she is not required to take English for Academic Purposes (EAP) courses, the PERT will be used to place him/her in the appropriate courses.

### Dual Enrollment Entry Testing

Dual Enrollment students must complete the ACT, Accuplacer/CPT, PERT or SAT prior to registering for their first term.

Scores will be used for placement in appropriate courses. English and reading scores must be at college level to be admitted to the Dual Enrollment program.
Career/Technical Program Placement Testing

Depending on the career/technical program, Seminole State College administers the Test for Adult Basic Education (TABE) to non-exempt post-secondary career adult vocational (PSAV) students. Normally, the TABE Survey, Level D (either Form 9 or 10) is provided. Completion of a prescribed remediation program is mandated prior to re-testing for career programs.

Minimum basic skills in mathematics, language and reading are defined in each career program description adopted under Rule 6A-6.0571. The current catalog’s program descriptions provide minimum required TABE scale scores to earn a certificate by program.

Students required to take the TABE are:

- All first-time-in-program students who designate themselves as certificate-seeking in a career program of 450 hours or more. Such students must complete the TABE examination within the first 6 weeks of admission into the program.
- All students whose TABE scores are more than 2 years old and have not been used for placement.
- All students whose TABE scores are more than 2 years old and who have had a break in their enrollment of more than 1 year.

Academic advisors are available to consult with students regarding the many exemptions or alternate ways to satisfy this requirement.

Developmental Courses

All applicants entering college for the first time who intend to begin degree or college credit certificate programs are tested for reading, writing and mathematics proficiency, unless a student meets the following two criteria:

- 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.
- Serving as an active duty member of any branch of the United States Armed Services.

Exempt students are eligible to opt out of enrollment in developmental education courses. With proper documentation, exempt students may be eligible to enroll directly into ENC 1101 and MAT 1033 or MAT 1100. Exempt students may elect to take the common placement test to help identify where additional preparation may be needed. Regardless of scores, exempt students shall not be REQUIRED to enroll in developmental education. Exempt students may also choose to enroll in developmental education in order to improve skills prior to enrolling in college-level courses. Students are encouraged to meet with their academic advisor who will assist with the best possible placement. Details on the legislation are available online.

Non-exempt students are placed in college developmental writing, reading and/or mathematics if placement scores indicate a need for developmental instruction.

Each of the 3 skill areas - reading, writing and mathematics - are independent of each other. Students may place at the college level in 1 area and at the developmental level in the other area(s). Students are required to enroll in developmental courses at the beginning of their enrollment at Seminole State and continue to enroll in them each term until they have completed their required courses. If students are enrolled in the appropriate developmental course(s), they may also enroll in the college-level courses for which they meet the prerequisite(s).

Developmental courses in reading, writing and mathematics include:

Reading Skills
- ENC 0017 Developmental Reading and Writing Combined
- REA 0019 Developmental Reading
- REA 0055 Developmental Reading Module

Writing Skills
- ENC 0017 Developmental Reading and Writing Combined
- ENC 0022 Developmental Writing
- ENC 0055 Developmental Writing Module

Mathematics Skills
• MAT 0022 Developmental Mathematics Combined
• MAT 0055 Developmental Mathematics Module
• MAT 0057 Developmental Mathematics

Note: Non-exempt students with placement scores indicating 2 or more college developmental courses are required to enroll in College Success (SLS 1101).

Student Information

State of Florida Rules

Repeating courses: Florida Statute limits students to 3 attempts to pass each developmental course, including original grades, repeat grades and withdrawals. Upon the third attempt, the student is assessed the full cost of instruction, is not permitted to withdraw and receives a grade for the course. The student may petition to waive the full cost of instruction due to extenuating circumstances or financial hardship by completing the “Request for Exemption from Full Cost of Instruction” (non-refundable) form available from the Records and Registration Office. Enrollment in a class beyond the 100-percent refund period, regardless of whether a student finishes the term, is considered an attempt.

Alternative instruction: In accordance with Florida law, students may use alternatives to traditional college developmental instruction. For information about these options, contact the professional staff in the Academic Success Center or meet with a Seminole State student success specialist.

Withdrawals

All developmental courses - reading, writing and mathematics - use the same withdrawal practices.

Students may withdraw during the College’s withdrawal period and take the same developmental course again without retesting.

Additional Reminders

• Students who fail the developmental course’s Departmental Exit Exam may take the Accuplacer/CPT after grades are posted. If they meet the college credit cutoff score, they may enter the college credit course.
• Students who fail or earn a “D” in the last developmental course do not need to retake the course if they meet the Accuplacer/CPT cutoff score for the college credit course. However, the “D” does not qualify for grade forgiveness by taking the Accuplacer/CPT. Students must repeat the course and achieve a “C” or above to receive grade forgiveness for the “D.” However, a grade of “D” in a developmental course does not count in the college credit GPA.
• Students may not retake the Accuplacer/CPT for a developmental course in which they are currently enrolled unless during the add/drop period. Otherwise, they must first withdraw from the course (within the advertised withdrawal period) or wait until grades are posted.
• English for Academic Purposes (EAP) students must pass courses with a “C” to progress to the next higher level. EAP students who fail exit exams must repeat courses to earn a “C” in all required EAP courses before entering ENC 1101 or other courses with ENC 1101 as pre- or co-requisite.
• College developmental courses, which have a first digit of zero (0) do not count toward a degree. However these courses do count toward eligibility for VA benefits, financial aid and intercollegiate athletics.

Placement Testing: Comparative Chart

Computation

<table>
<thead>
<tr>
<th>Test</th>
<th>Score</th>
<th>Placement Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Math**</td>
<td>18 or below</td>
<td>PERT required for placement</td>
</tr>
<tr>
<td>Score Range</td>
<td>Course Options</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>19-24</td>
<td>MAT 1033 Intermediate Algebra or MAT 1100 Mathematical Understanding and Applications</td>
<td></td>
</tr>
<tr>
<td>25-28</td>
<td>MAC 1105 College Algebra or MGF 1106 College Mathematics or MGF 1107 Liberal Arts Math or STA 2023 Statistics or Accuplacer/CPT (CLM)</td>
<td></td>
</tr>
<tr>
<td>29-30</td>
<td>MAC 1114 Trigonometry or MAC 1140 Pre-Calculus Algebra or MAC 2233 Concepts of Calculus</td>
<td></td>
</tr>
<tr>
<td>31 or above</td>
<td>Student may select from above courses or select from the following: MAC 1105 College Algebra** or MGF 1106 College Mathematics or MGF 1107 Liberal Arts Math or STA 2023 Statistics</td>
<td></td>
</tr>
<tr>
<td>20 -120</td>
<td>Accuplacer/CPT Arithmetic</td>
<td></td>
</tr>
<tr>
<td>71 or below</td>
<td>MAT 0057 Pre-College Mathematics</td>
<td></td>
</tr>
<tr>
<td>72-120</td>
<td>Use CPT College Level Math score or MAT 1033 Intermediate Algebra</td>
<td></td>
</tr>
<tr>
<td>20-39</td>
<td>MAT 1033 Intermediate Algebra or MAT 1100 Mathematical Understanding and Applications</td>
<td></td>
</tr>
<tr>
<td>40-62</td>
<td>MAC 1105 College Algebra or MGF 1106 College Mathematics or MGF 1107 Liberal Arts Math or STA 2023 Statistical Methods I</td>
<td></td>
</tr>
<tr>
<td>63-96</td>
<td>MAC 1114 Trigonometry or MAC 1140 Pre-Calculus Algebra or MAC 2233 Concepts of Calculus</td>
<td></td>
</tr>
<tr>
<td>97-120</td>
<td>MAC 2311 Analytic Geometry and Calculus I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommended score of 70 for MAC 1147 Pre-Calculus with Trigonometry</td>
<td></td>
</tr>
<tr>
<td>113 or below</td>
<td>PERT Math*</td>
<td></td>
</tr>
<tr>
<td>114-122</td>
<td>MAT 1033 Intermediate Algebra or MAT 1100 Mathematical Understanding and Applications</td>
<td></td>
</tr>
<tr>
<td>123-150*</td>
<td>MAC 1105 College Algebra or MGF 1106 College Mathematics or MGF 1107 Liberal Arts Math or STA 2023 Statistical Methods I</td>
<td></td>
</tr>
<tr>
<td>439 or below</td>
<td>SAT Math</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERT required for placement</td>
<td></td>
</tr>
</tbody>
</table>
**Placement Testing - English & Reading**

### English

<table>
<thead>
<tr>
<th>Test</th>
<th>Score</th>
<th>Placement Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT English*</td>
<td>16 or below</td>
<td>PERT required for English placement</td>
</tr>
<tr>
<td></td>
<td>17 or above</td>
<td>No Developmental Writing required</td>
</tr>
<tr>
<td>Accuplacer/CPT Sentence Skills</td>
<td>under 83</td>
<td>PERT required for English placement</td>
</tr>
<tr>
<td></td>
<td>83 or above</td>
<td>No Developmental Writing required</td>
</tr>
<tr>
<td>PERT Writing</td>
<td>50 - 97</td>
<td>ENC 0022 Developmental Writing or LOEP and writing sample for EAP placement</td>
</tr>
<tr>
<td></td>
<td>98 - 102</td>
<td>ENC 0055 Developmental Reading Module</td>
</tr>
<tr>
<td></td>
<td>103 or above</td>
<td>No Developmental Writing required; writing sample required for EAP students</td>
</tr>
<tr>
<td>SAT Critical Reading</td>
<td>439 or below</td>
<td>PERT required for placement</td>
</tr>
<tr>
<td></td>
<td>440 or above</td>
<td>ENC 1101 English I</td>
</tr>
</tbody>
</table>

*Student must have both scores to be eligible for English I (ENC 1101).
## Reading

<table>
<thead>
<tr>
<th>Test</th>
<th>Score</th>
<th>Placement Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Reading*</td>
<td>18 or below</td>
<td>PERT required for reading placement</td>
</tr>
<tr>
<td></td>
<td>19 or above</td>
<td>No Developmental Reading required</td>
</tr>
<tr>
<td>Accuplacer/CPT Reading</td>
<td>under 83</td>
<td>PERT required for Reading Placement</td>
</tr>
<tr>
<td></td>
<td>83 or above</td>
<td>No Developmental Reading required</td>
</tr>
<tr>
<td>PERT Reading</td>
<td>50 - 99</td>
<td>REA 0019 Developmental Reading or LOEP for EAP Placement</td>
</tr>
<tr>
<td></td>
<td>84 - 105</td>
<td>REA 0019 Developmental Reading</td>
</tr>
<tr>
<td></td>
<td>100 - 105</td>
<td>REA 0055 Developmental Reading Module</td>
</tr>
<tr>
<td></td>
<td>106 or above</td>
<td>No Developmental Reading required</td>
</tr>
<tr>
<td>SAT Critical Reading</td>
<td>439 or below</td>
<td>PERT required for placement</td>
</tr>
<tr>
<td></td>
<td>440 or above</td>
<td>ENC 1101 English I (no Developmental Reading required)</td>
</tr>
</tbody>
</table>

*Student must have both scores to be eligible for English I (ENC 1101).

## Placement for English for Academic Purposes (EAP)

### LOEP Reading (and PERT reading less than 106)

<table>
<thead>
<tr>
<th>Score</th>
<th>Placement Course</th>
<th>Corequisite*</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 or below</td>
<td>Considered for ESOL classes</td>
<td>None</td>
</tr>
<tr>
<td>76-85</td>
<td>EAP 0320 Low Intermediate Reading (preparatory)</td>
<td>EAP 0300 then EAP 0400 then EAP 1500</td>
</tr>
<tr>
<td>86-95</td>
<td>EAP 0420 Intermediate Reading (preparatory)</td>
<td>EAP 0400 then EAP 1500</td>
</tr>
<tr>
<td>96-105</td>
<td>EAP 1520 High Intermediate Reading (college credit)</td>
<td>EAP 1500 unless previously taken or placed in 0400 Level EAP</td>
</tr>
<tr>
<td>106-120</td>
<td>EAP 1620 Advanced Reading (college credit)</td>
<td>None</td>
</tr>
</tbody>
</table>

### LOEP Writing (and PERT writing less than 103)

<table>
<thead>
<tr>
<th>Score</th>
<th>Placement</th>
<th>Corequisite*</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 or below</td>
<td>Considered for ESOL classes</td>
<td>None</td>
</tr>
<tr>
<td>Score Range</td>
<td>Course Description</td>
<td>Corequisite Courses</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>76-85 (LOEP and writing sample)**</td>
<td>EAP 0385 Low Intermediate Grammar and Writing (preparatory)</td>
<td>EAP 0300 then EAP 0400 then EAP 1500</td>
</tr>
<tr>
<td>86-95 (LOEP and writing sample)**</td>
<td>EAP 0485 Intermediate Grammar and Writing (preparatory)</td>
<td>EAP 0400 then EAP 1500</td>
</tr>
<tr>
<td>96-105 (LOEP and writing sample)**</td>
<td>EAP 1540 High Intermediate Writing (college credit) and EAP 1560 High Intermediate/Advanced Grammar (college credit)</td>
<td>EAP 1500 unless previously taken or placed in 0400 Level EAP</td>
</tr>
<tr>
<td>106-120</td>
<td>EAP 1640 Advanced Writing (college credit)</td>
<td>EAP 1560 unless previously taken or exempted by writing sample</td>
</tr>
</tbody>
</table>

*Corequisite courses EAP 0300, EAP 0400 and EAP 1500 are speaking and listening courses generally the lower-level of their placement in reading or writing courses. Students may be exempt based on diagnostics and assessments in class. The writing sample can raise or lower placement.

**For placement into Writing and Grammar (EAP 0385, EAP 0485, EAP 1540, EAP 1560, EAP 1640), PERT, LOEP and writing sample scores are taken into consideration. The writing sample can raise or lower placement.
Alternative Ways to Earn Credit

Consistent with Florida Statute (F.S.) 1007.27 and College Policy 4.030 (Acceleration to Degree Completion), Seminole State College will accept up to 45 credits from a combination of any of the acceleration mechanisms listed in this section. Students must earn at least 25 percent of degree requirements in residence at Seminole State to be awarded a degree from the College. Credit awarded by the College through acceleration mechanisms and termed “institutional credit” may or may not be accepted at other colleges or universities. Credits will not be awarded for examinations that duplicate coursework or other exam credits previously posted to a student’s academic record.

Institutional credit(s) earned at other institutions will be matriculated only by formal agreement(s) with Seminole State. The credit(s) must be identified on the student’s transcript as “institutional credit.” The student is responsible for providing documentation of how such learning was evaluated and the basis on which the credit(s) was awarded.

1. College Level Examination Program (CLEP): A series of tests developed by the Educational Testing Service (ETS) and offered by testing centers throughout the nation, CLEP enables students to demonstrate their competencies in certain subjects and thereby earn college credit for particular courses without attending classes. Seminole State serves as a CLEP national test center. Students interested in receiving college credit via the College’s CLEP must adhere to the following procedures:
   a. Apply directly to the College to take an examination. Students should contact a Seminole State Assessment and Testing center for the proper forms or download the application.
   b. Official scores from ETS should be mailed to Seminole State’s Records and Registration Department which will determine the number of credit hours to be awarded based upon state guidelines and examination results.
   c. To receive maximum benefits, it is suggested that students take advantage of this program prior to their initial registration. Credit will not be awarded in areas covered by the CLEP examination when it would duplicate credit already awarded to the student for successful completion of college-level coursework.
   d. For students who plan to transfer, it is their responsibility to contact the senior institution to which they wish to transfer to determine the acceptability of CLEP credit.

   Gordon Rule courses given credit by CLEP will be treated no differently from credit earned by students taking the course. There are 33 CLEP examinations. A student may earn 3 to 10 credits by passing any 1 exam.

   CLEP Registration Guides, which include application forms, are available on the Assessment and Testing Website. This registration guide should be studied carefully before applying to take a CLEP test.

2. The College Board Advanced Placement (AP) Program: Seminole State cooperates fully with accredited high schools and colleges in the Advanced Placement Program of the College Entrance Examination Board. AP courses are available to juniors and seniors in most Seminole County high schools. To qualify for college credit, students must earn a score of 3 or higher on the nationally administered examination in May. Credits will not be awarded for examinations that duplicate coursework or other exam credits previously posted to a student’s academic record. To award credit, the College needs an Official Grade Report. Students are awarded credits only; they are not given grades for AP courses, and AP courses are not included in the GPA.

   Students are responsible for making test arrangements with the College Entrance
Examination Board, P.O. Box 592, Princeton, NJ 08541. Students should contact their high school guidance counselors regarding the cost of examinations and verification of examination centers. Additional information can be obtained from high school guidance counselors or the College’s Assessment and Testing Centers. For additional copies of AP test results, contact AP Services at P.O. Box 6671, Princeton, NJ 08541; 888.225.5424 or apexam@info.collegeboard.org. There is a fee for AP copies.

3. **International Baccalaureate (IB) Diploma Program**: Students who successfully complete the International Baccalaureate examination with grades of 4 or higher will receive college credit. An official IB transcript is required and must be received by Seminole State’s Records and Registration Department directly from the International Baccalaureate Office. Awarded credit will appear on the student’s permanent record as earned credit only, without any indication of grades or quality points. Evaluations of IB examinations are made after the student has been admitted to the College.

4. **Defense Activity of Non-Traditional Educational Support (DANTES) Examination/DANTES Subject Standardized Test (DSST)**: Military personnel and former military personnel may request credit based on the results of their DANTES examinations, including DANTES Subject Standardized Tests (DSST) after they have been admitted to the College.

5. **Excelsior College Examination Equivalents**: Excelsior College Examinations (formerly known as Regents College Exams or the Proficiency Examination Program/PEP) are developed by Excelsior College using national committees of faculty consultants and national studies to assess how well the tests measure the performance of students in actual college courses. Excelsior College Examinations are approved by the American Council on Education and Excelsior College is accredited by the Middle States Association of Colleges and Schools (MSACS). More information about Excelsior College Examinations, including detailed test descriptions, can be found on the [Excelsior Website](#). For official copies of the Excelsior exam, contact Excelsior College at 888.647.2388 or Excelsior College: Attention Business Office; 7 Columbia Circle; Albany, NY 12203. There is a fee for transcripts.

6. **Advanced International Certificate of Education (AICE) Examination Equivalents**: The AICE program is an international, advanced pre-college curriculum and assessment program modeled on the British pre-college curriculum and “A-Level” examinations. Florida’s public colleges and universities provide college credit for successfully passed exams. Students in Florida’s public secondary schools enrolled in AICE courses do not have to pay to take the exams. More information can be found on the [FLDOE Website](#).

7. **Credit for Industry Certifications**: The Florida Department of Education has established statewide articulation agreements for specified industry certifications. Seminole State also has agreements for certifications that pertain to academic programs offered at the College, including but not limited to: Automotive, Child Care, EMT, Fire Science, Information Technology and Paramedic. Agreements are posted on the [Seminole State Articulation Agreement Website](#).

8. **Specified Credit Earned While in Military Service**: A student who has served continuously for 6 months or more of active duty in 1 of the regular military services (not reserve) may request college credit for training and experience in accordance with the recommendation of the American Council of Education. To receive such credit at Seminole State, the request must be for similar courses offered at the College.

9. **Seminole State Instructor Created “Credit-By-Exam”**: Credit-by-exam for a course is offered by some faculty in some departments. Evidence of proficiency in a subject area, when presented to the appropriate associate dean, instructor or director, may qualify a student to request an examination for credit, if available. To qualify, student must:
   a. Have a minimum 3.0 cumulative unweighted high school GPA;
   b. Have a recommendation of the high school principal or appropriate designated representative;
   c. Apply for admission and be accepted to Seminole State College;
   d. Submit to Student Affairs an application signed by the instructor who is giving the examination, and the associate dean or director. The
application must be submitted a minimum of 4 weeks before the last day of the term;
e. Pay a course fee prior to taking the examination (Note: The credit does not affect maximum load limitations nor affect part- or full-time status. Please see the Residency and Fee Section in the College Catalog for the appropriate fee);
f. Complete at least 1 college-level course before credit-by-examination can be posted to their permanent academic record.

Students who qualify receive a grade of “P,” and the appropriate credit is awarded for an examination marked “passed.” No other letter grade is assigned. Credit-by-exam does not affect GPA.

10. Students who wish to enroll in college credit courses at the high school must meet the same entrance requirements prior to beginning the courses as students desiring to enroll in those courses on the College campus, including taking the Postsecondary Education Readiness Test (PERT).

Early Admission courses are subject to the same requirements as dual enrollment courses.

11. **Dual Enrollment:** Dual Enrollment allows qualified high school students to enroll in college credit or vocational credit courses that apply toward their high school diploma. Students are exempt from the payment of all application, registration, matriculation, laboratory and textbook fees. Once enrolled in a dual enrollment course, students may not withdraw without written high school approval. To be eligible, students must provide appropriate test scores that meet course requirements and meet the following criteria:

**Requirement for College Credit General Education Dual Enrollment**

a. Students must have a cumulative unweighted high school GPA of 3.0 or higher and the approval of their high school principal.
b. Students will initiate their application for Dual Enrollment courses with their high school guidance department. The high school guidance department and the College’s Office of Admissions are responsible for screening students prior to enrollment.
c. High school guidance personnel will provide Seminole State’s Admissions Department a completed college application and an advanced instruction (Dual Enrollment) contract (868 Form) for each student seeking admission into a dual enrollment program.

**Requirements for College Level or Career Preparation Dual Enrollment**

a. Students must have completed the 10th grade and be enrolled in at least 1 high school credit course during each term, excluding summer.
b. Students must have a cumulative unweighted high school GPA of 2.5 or higher and have the approval of their high school principal to enroll.
c. Students desiring to enroll in college credit or career credit courses at the high school must meet the same entrance requirements prior to beginning the courses as students desiring to enroll in the same courses on the College campus.
d. Students will initiate their application for Dual Enrollment courses with their high school guidance department. The high school guidance department is responsible for screening students prior to enrollment.
e. General attendance policy exemptions to the criteria set forth above may be initiated by the high school principal. Approval by the College’s Vice President for Academic Affairs (or designee) or the appropriate academic dean (or designee) is needed before an exemption can be granted. The high school guidance department will notify the College in writing of the reasons the principal wishes to exempt a student from the stated criteria. It is the responsibility of the Vice President for Academic Affairs (or designee) or the academic dean (or designee) to notify the principal of the approval or disapproval of the exemption within 10 working days from receipt of the exemption request.
f. High school guidance personnel will provide Seminole State’s Admissions Department a completed college application and an Advanced Instruction (Dual Enrollment) Contract (868 Form) for each student seeking admission into a dual enrollment program.
g. Home education students/parents must submit a home education articulation agreement with application.

12. **Career Pathways (formerly Tech-Prep):** This partnership program between Seminole State College and Seminole County Public Schools allows students to earn free college credit in technical areas that apply toward an Associate in Science (A.S.) degree or technical certificate. Students also may use this credit toward electives in the Associate in Arts (A.A.) degree. In Florida, the Career Pathways program ties directly to the Gold Seal Scholarship. Students who complete a defined sequence of courses in high school with at least a "B" average in the sequence and also pass the assessment are eligible for college credit for corresponding courses at Seminole State. To have the college credit posted to their transcripts, students must enroll in and complete at least 1 college-level class at the College within 2 years from the date of high school graduation. Students also must complete the Request for Career Pathways Credit form. More information is available on the [Career Pathways Website](#).

13. **Formal Articulation Agreements with Other Educational Institutions:** A list of agreements is available on the [Articulation Webpage](#).

14. **Formal Internal Articulation Agreements:** Formal internal articulation agreements exist between some programs at the College. Students may check with the appropriate associate dean and program managers for information. These requirements are also posted on the [Articulation Webpage](#).
### Catalog Changes

Seminole State College of Florida makes every reasonable effort to ensure the accuracy of the Catalog at time of publication. Occasionally, changes must be made to carry on the purposes and objectives of the College. Any approved changes to the official catalog are provided in and published online at [www.seminolestate.edu/catalog](http://www.seminolestate.edu/catalog).

### Academic Integritiy

Plagiarism is unacceptable. Academic work that is submitted by students is assumed to be the result of their own thought, research or self-expression. When students borrow ideas, wording or organization from another source, they are expected to acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another’s work without identifying the source and trying to pass off such work as the student’s own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized.

Students who share their work for the purpose of cheating on class assignments or tests are subject to the same penalties as the student who commits the act of cheating.

When cheating or plagiarism has occurred, instructors may take academic action that ranges from denial of credit for the assignment or a grade of “F” on a specific assignment, examination or project to the assignment of a grade of “F” for the course. Students may also be subject to further sanctions imposed by the judicial officer, such as disciplinary probation, suspension or dismissal from the College.

### Student Academic Concerns and Grade Appeals

#### Purpose

[College Procedure 4.0300](http://www.seminolestate.edu/catalog) assists students and faculty in resolving student academic concerns including, but not limited to, grade appeals. The purpose of this procedure is to outline the steps to be followed to address student academic concerns and grade appeals. Traditionally, a student’s grades are considered permanent once they have been submitted by the professor to the Records and Registration Office. This process typically occurs on the final day of the term. Any student who asserts that there are grounds upon which to request a grade change may file a grade appeal according to the procedure specified herein.

**Grade appeals must be filed by the student before the expiration of the successive term in which the grade was earned.**

#### Procedure

1. **Informal Conference:** The student shall request a conference with the professor involved. This initial conference is an informal meeting at which the student may present information regarding his/her academic concern/grade change request. Every effort should be made by the student and the professor to resolve the issue at this level.

2. **Written Appeal:** If the issue has not been resolved within 10 college working days of the request for the initial conference, either because the student and professor have been unable to resolve the issue informally or because the professor is unavailable, the student may file a Written Statement of Student Academic Concern/Grade Appeal Form with the appropriate immediate supervisor(s) of the professor (program
coordinator or specialist, director, manager or associate dean).

The form must document the initial conference or attempts to schedule an initial conference and will be given to the professor by his or her supervisor at least 5 college working days before any further meetings are convened. A professor will not be required to respond to any Written Statement of Student Academic Concern/Grade Appeal Form that does not have information regarding specific dates, times, materials involved or any other pertinent information necessary to clearly identify the basis for the academic concern or requested grade change.

The immediate supervisor(s) shall review the form and may meet with the student and professor individually or together in an attempt to resolve the issue(s) identified within the appeal.

3. **Review by Dean/Associate Vice President:** If either party in the dispute wishes further appeal beyond the professor’s immediate supervisor(s), the aggrieved party may request a hearing with the appropriate academic dean/associate vice president within 10 college working days of the decision of the immediate supervisor(s). At such time, the form shall be updated with an account of previous actions taken and sent to the appropriate dean/associate vice president. Upon receipt of the form, the dean/associate vice president will work with the parties in an attempt to resolve the conflict within 10 college working days of the receipt of the written appeal.

4. **Review by Vice President for Academic Affairs:** If either party in the dispute wishes further appeal beyond the dean/associate vice president, the aggrieved party may request a hearing with the Vice President for Academic Affairs within 10 college working days of the dean’s/associate vice president’s decision. Documentation of actions taken at each prior level will be provided to the Vice President by the aggrieved party requesting the appeal. The Vice President for Academic Affairs will review the previous actions, confer with the dean/associate vice president and meet, as appropriate, with the student, professor, immediate supervisor(s) and dean/associate vice president in an attempt to resolve the issue presented.

5. **Final Disposition:** If the student’s academic concern/grade appeal remains unresolved after compliance with the steps outlined above, the Vice President for Academic Affairs will conduct a timely final review of the student’s academic concern/grade appeal and issue a final written determination. The determination of the Vice President for Academic Affairs shall constitute the final disposition of the student’s academic concern/grade appeal.

**The Petitions Committee**

The Petitions Committee considers written appeals on such matters as suspensions, appeals for fourth-attempt, exemption from the full cost of instruction and administrative record changes which may result in a refund due to death in the immediate family or a call to active duty. To be heard by the Committee, students must submit a written petition to the College registrar prior to the end of the following semester. The registrar will arrange for the Committee to review the case. Recommendations of the Committee for improvement and change will be made to the Vice President for Student Affairs.

**Student Concerns and Complaints**

**Purpose**

*College Procedure 3.0800* outlines the steps to address student concerns (non-instructional) or complaints that a policy or procedure of the College has been incorrectly or unfairly applied in their particular case, or to bring a complaint or grievance against an employee’s behavior. The following steps have been established to address complaints not covered by the following procedures:

- Student instructional and faculty concerns and grade appeals are to be resolved according to *Procedure 4.0300*.
- Discrimination complaints are to be addressed according to *Procedure 2.1800*.
- Students may appeal for tuition refunds according to *Procedure 5.0450* by using the College’s
petitions process overseen by the Registrar’s Office.

• Students may appeal decisions related to their access to courses and credit granted toward the degree, according to F.S. 1006.51, by appealing to the office of a College ombudsman.

Procedure

1. Informal Conference: The deans of students on each campus serve as the student conduct officer. They are resources to help resolve issues and concerns. Student concerns or complaints can be directed to the student conduct officer to assist in resolution and identification of individuals involved. Most student concerns or complaints can be resolved through direct communication between the student and employee involved. The student shall request an informal conference with the employee involved. This conference is an informal meeting at which the student may present information regarding his/her concern. Every effort should be made to resolve the issue at this level.

2. Written Appeal: If the issue has not been resolved within 10 college working days of the request for the initial conference, either because the student and employee have been unable to resolve the issue informally or the employee is unavailable, the student may file a Written Statement of Student Concern or Complaint and submit it to the dean of students at the campus where the incident occurred. The dean of students will inform the immediate supervisor of the person against whom the complaint is being made. To accommodate the distance learning student, the written statement of student concern or complaint may be submitted electronically. The campus dean of students is responsible for keeping a record of all written student complaints submitted at their site and will be copied on all correspondence regarding the concern or complaint. The written statement must document the informal conference or attempts to schedule an informal conference. It should describe the complaint in the clearest possible terms, provide relevant facts upon which the allegation is based, and must be signed by the student. The immediate supervisor(s) shall review the written statement and may meet with the student or employee individually or together to try to resolve the issue(s) raised in the written statement. The immediate supervisor(s) will send the student and the employee against whom the complaint was brought a written decision about the situation within 5 College working days.

3. Review by the Next-level Supervisor: If either party wishes further appeal beyond the employee’s immediate supervisor, the aggrieved party may request a hearing with the appropriate next-level supervisor within 5 College working days of the decision of the immediate supervisor. At such time, the written statement shall be updated with an account of previous actions taken and sent to the appropriate dean of students for referral to the next-level supervisor. Upon receipt of the written statement, the next-level supervisor will work with the involved parties in an attempt to resolve the conflict within 5 College working days of receipt of the written statement. The next-level supervisor will send a written decision to both parties within 5 College working days of having received the written statement.

4. Review by The Vice President: If either party wishes further appeal beyond the next-level supervisor, the party may request a hearing with the vice president responsible for the program or employee at issue. The request for a hearing with the vice president must be made within 10 College working days from when the next-level supervisor sent the written decision. The vice president will review the previous actions and meet, as appropriate, with the student, immediate supervisor, and next-level supervisor to resolve the issue(s). The vice president will send a written summary to both parties within 10 College working days of having received the written statement. The determination of the vice president shall constitute the final disposition of the student concern or complaint. The final disposition cannot be appealed.

Attendance Policy

Per Seminole State College Policy 3.060, the College recognizes the correlation between attendance and both student retention and achievement. Students must be enrolled before they can attend class. Students are expected to attend all class sessions and activities for which they are registered. Any class...
session or activity missed, regardless of the cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. A student who is absent from class 10 percent of the scheduled class time is subject to be withdrawn without warning by the instructor up to the published deadline date for the session. A student may not be re-admitted to the class once withdrawn.

A student who will be absent because of jury duty or a court-mandated appearance must contact the appropriate instructors in advance of the absence to establish a plan for making up missed lessons. When observance of a religious holiday of a student's own faith interferes with admission and registration, attendance in class, class activities and assignments, examinations or official ceremonies, the student is required to notify his instructors, counselors or other appropriate personnel in advance of such absences.

Students are held responsible for material covered during their absences with reasonable time provided to complete make-up assignments. Instructors will create a plan for making up work missed. When practical, major class assignments, examinations and official ceremonies shall be scheduled on days other than those that coincide with major religious holidays. Students who believe they have been unreasonably denied educational benefits due to their religious beliefs or practices may seek redress through the student appeals procedures.

**Distance Learning Attendance**

The instructor will keep an accurate record of attendance at all class sessions and activities. In distance learning courses (online, video, media-based courses) professors define expected interaction within the course and/or with other students and expected use of the class website and/or media. Inconsistent interaction and/or inconsistent use of the website or media, regardless of cause, reduces the opportunity for learning.

The professor may withdraw from the course any student who is not interactive or responsive in a timely manner, as specified by the professor. Professors who have mandatory orientations for distance learning courses may withdraw students who do not attend the required orientation.

Simply logging in to an on-line class does NOT count as attendance. Students must engage in an academically-related activity.

**International Students’ Attendance**

International students are expected to abide by the College attendance policy and meet the Standards of Academic Progress. Students who do not maintain appropriate status will be reported to the Department of Homeland Security (DHS).

**College Regulations on Computer Access**

Seminole State College provides computer access at various locations on its campuses. Access to online resources is available to support and enhance the teaching, learning and academic endeavors of the College.

The same moral and ethical behaviors apply in computing and non-computing environments. Abuse or misuse of computing services may violate user responsibility, Seminole State policy or state and federal laws and can result in the loss of access privileges or other disciplinary actions.

For more information, consult the [Acceptable Use of College Technology Policy](#) (7.010).

**Program Closing and Conversion**

Per [Seminole State College Procedure 4.0800](#), when a college credit or career (vocational) program is closing, provisions will be made for students at least halfway through the program to complete it within a reasonable period of time, not to exceed twice the total program length for full-time students. "Halfway through the program" shall include prerequisites and specified general education courses, in addition to major courses and support courses that are part of the official program list for the catalog year in effect when the student entered the college.
Students who have not completed half of the program, using the definition above, will change their major with assistance from the program manager or associate dean and the College’s counseling staff. Courses from the closing program will be reviewed and considered for transfer into the new major or program through the regular course substitution procedure.

Program Conversion

Per Seminole State College Procedure 4.0800, when a career (vocational) program converts to a college credit program, the following procedure will apply to students who are enrolled in the program during the academic year of the conversion and who have maintained continuous enrollment in the program:

- A committee consisting of the program manager, associate dean and the director of curriculum will evaluate the course descriptions, objectives and student competencies of the career program courses against the descriptions, objectives and competencies of the college credit courses.
- When there is a match of at least 80 percent, college credit will be awarded for the career program courses already completed. When the match does not reach 80 percent, students will be encouraged to satisfy the course requirement via credit-by-examination, for which the fee shall be waived.
- The director of curriculum will produce a list of the career program courses that meet the 80 percent criterion and will convert to college credit.
- For those students in the career program who do not have scores for an approved entry-level test for college-credit programs (SAT, ACT or PERT), a special testing session for the PERT will be arranged by the Director of Assessment and Testing.

Standards of Academic Progress

Seminole State College’s Standards of Academic Progress have been established to help students maintain a satisfactory grade point average (GPA), to be successful and to graduate. A cumulative GPA of at least a 2.0 is required to graduate.

To maintain satisfactory academic progress at the College, students seeking either a baccalaureate or an associate degree must achieve a minimum GPA of 2.0 each semester. Successful completion of a course is defined as a grade of "A," "B," "C" or "D" except for those courses which specifically require a grade of "C" or higher for successful completion. Limited-access programs may have additional standards that take precedence.

A. Good Standing: Students who achieve at least a 2.0 GPA each semester and have at least a 2.0 cumulative GPA will be in Good Standing.

B. Academic Warning: Students will be placed on Academic Warning when their semester GPA falls below a 2.0 in any given semester. Academic Warning provides students with notification that they are not maintaining satisfactory progress and encourages them to seek help for improvement. Students on Academic Warning are strongly encouraged to speak with an educational advisor/counselor to discuss their educational plan and to seek assistance from faculty, the program manager or associate dean. To be removed from Academic Warning at the end of the next semester, students must achieve a minimum semester and cumulative GPA of 2.0.

C. Academic Probation: Students on Academic Warning whose semester GPA again falls below 2.0 will be placed on Academic Probation and the following apply:

1. Students on Academic Probation are required to meet with an educational advisor/counselor to discuss their educational plan and set up scheduled visits to the Academic Success Center and/or the Student Transition and Achievement Resources (STAR) Center.

2. Students who have a cumulative GPA below 2.0 after earning thirty (30) credits that count toward the GPA will be placed on Academic Probation and an enrollment restriction will be applied to their record. The enrollment restriction will occur after grades are posted and will be in effect immediately. It is required that students on Academic Probation meet with an educational advisor/counselor to discuss their educational plan.

3. Students on Academic Probation must limit their enrollment to a maximum of 12 credit hours in Fall, Spring or Summer term(s) and will
be advised to consider reducing their academic load.

4. Students will only be allowed to register for the next semester with the help of an educational advisor/counselor.

5. Students on Academic Probation are permitted to register for the next semester through an academic advisor. To be removed from Academic Probation, students must earn a minimum semester and cumulative GPA of 2.0. However, future term enrollment may be impacted once current grades post for students on Academic Probation.

6. To be removed from Academic Probation, students must achieve a minimum semester and cumulative GPA of at least 2.0.

7. Students who have a cumulative GPA below 2.0 after earning thirty (30) credit hours, including transfer coursework, will be placed on Academic Probation, even if they never earned a semester GPA below 2.0 at Seminole State College.

D. **Academic Suspension:** Students on Academic Probation will be placed on Academic Suspension if they have a third semester (not necessarily consecutive) in which they earn less than a 2.0 semester GPA. The following rules apply to students placed on Academic Suspension:
   a. Students will be notified by the Registrar’s Office of Academic Suspension prohibiting enrollment for 1 semester at the College.
   b. Re-enrollment into college credit courses is allowed with educational advisor/counselor approval after these students have not enrolled for 1 semester (Fall, Spring, Summer).
   c. Students placed on Academic Suspension who had previously registered for the upcoming semester will be dropped from their classes.
   d. To be removed from Academic Suspension and placed on Academic Probation, students must achieve a minimum semester GPA of 2.0. If these students fail to earn a semester GPA greater than or equal to a 2.0 while on Academic Suspension, they remain on suspension and must sit out for an additional semester.
   e. Students may not register for any courses at the College while on Academic Suspension.

E. **Appeal of Academic Suspension:** Students have the right to appeal an Academic Suspension. Appeals must be submitted on a petition form to the dean of students at their campus location by the specified date for the upcoming semester. If approved, a student under this status must meet with an educational advisor/counselor or other designated Student Affairs staff member to discuss strategies for success. Students must have the advisor’s or Student Affairs staff member’s signed approval for the proposed course schedule on the registration form. Good practice dictates that the course load be limited to part-time study to support success. Students will not be allowed to register for the next semester until grades are received and a new GPA is calculated in order to determine eligibility for future enrollment.

F. **Cumulative GPA Requirement to Graduate:** A cumulative GPA and a Seminole State GPA higher than or equal to 2.0 is required for graduation. Transfer courses are factored into the cumulative Seminole State College GPA.
Student Code of Conduct

General Expectations

All students at Seminole State College agree to abide by all regulations as published in the College Catalog, the Student Handbook and other College publications, as well as federal, state and local laws and this Code. Student groups and organizations may be held responsible for the actions of its members, including violations of this Code by those associated with the group or organization or of the group’s or organization’s leaders or officers.

Students assume increased responsibility for accountability to the greater college community and are expected to be civil. According to the founder of the Civility Initiative at Johns Hopkins University, “When we are civil, we are members in good standing of a community. We are good neighbors and good citizens.”

Seminole State College is a diverse learning community. We strive to maintain an atmosphere of mutual respect and civility, self-restraint, concern for others and academic integrity. By choosing Seminole State College, it is expected that you will:

• Act with personal integrity and honesty;
• Treat your fellow students, faculty and staff respectfully;
• Embrace diversity and inclusion in the college community we serve;
• Refrain from participating in acts of intolerance;
• Communicate and act in a way that does not provoke, harass, intimidate or harm another.

The College recognizes that a thoughtful and reasoned search for truth can be conducted only in an atmosphere that is free of intimidation and coercion. Students are expected to critically examine, analyze and otherwise evaluate the College, its programs, policies and procedures, utilizing processes that appeal to reason and do not compromise the academic mission, climate or integrity of the institution. Disruptive behavior, including, but not limited to, violence, the threat of violence, disruption to the learning process and intimidation are unacceptable to the College community. Seminole State College reserves the right to determine when the Code of Conduct and its policies and procedures have been violated and to administer disciplinary actions. If found in violation, students are expected to assume full responsibility and will be held accountable, according to the Student Code of Conduct, for their individual or collective actions. Any student whose conduct, whether on or off campus, including through electronic means, at any time is in violation of the law, or is disruptive to the College, may be subject to disciplinary action, including, but not limited to, probation, suspension and dismissal. Students on college related travel, shall also be subject to appropriate disciplinary action. Proceedings of the investigation of each case and the action taken will be officially recorded.

Authority

The Vice President of Student Affairs is responsible for administering student discipline. The Deans of Students are the Student Conduct Officers and have primary responsibility for the administration of student discipline, including the investigation of alleged student violations of the College’s Student Code of Conduct. The Dean of the School of Academic Foundations or designee is the delegated authority to serve as the Student Conduct Officer of Academic Foundations at all sites. Alleged violations of student regulations or other student misconduct shall be referred to the Student Conduct Officer or other designee as a representative of the Vice President for
Student Affairs. The Student Conduct Officer or designee will investigate the charges submitted and may require that the violation be presented in writing. The Student Conduct Officer will conduct an initial inquiry to determine the basis for the alleged violation. The College will abide by all Florida Statutes and Florida Board rules applicable to student discipline. Due process, as addressed in College Policy 1.220, shall be provided to ensure that students receive fair and equitable treatment and are clearly aware of their rights and responsibilities under this procedure. Code of Conduct is subject to change. Any changes will be posted online at Student Code of Conduct.

Prohibitions

1. Academic Dishonesty:
   - As members of the College community, students are expected to be honest in all of their academic coursework and activities. Academic dishonesty, (cheating on examinations, course assignments or projects, plagiarism, misrepresentation and the unauthorized possession of examination or course-related materials) is prohibited.
   - Plagiarism is unacceptable to the College community. Academic work that is submitted by students is expected to be the result of their own thought, research or self-expression. When students borrow ideas, wording or organization from another source, they are expected to acknowledge that fact in an appropriate manner.
   - Sanction(s) 2, 4 and 5 may apply*.
   - Faculty members may take action in cases of academic dishonesty such as denial of credit or assigning a grade of “F” on a specific assignment, examination or project or assigning a grade of “F” for the course.
   - Any student who shares his or her work for the purpose of cheating on class assignments or tests or who helps another to cheat or plagiarize is subject to the same penalties as the student who commits the act.
   - Sanction(s) 2, 4 and 5 may apply*.
   - Sanction(s) 1,2, 3, 4, 5 and 6 may apply*.

2. Aiding, Solicitation and Attempt

   A person is in violation of this procedure if he or she:
   - Intentionally aids or abets another in the commission of any offense(s) mentioned in this procedure;
   - Requests, hires, encourages, or otherwise solicits another person to commit any offense mentioned in this Code, either intending that the other person commit the offense or with the knowledge that the other person intends to commit the offense; or
   - Attempts to commit any offense mentioned in this Code
   - Sanction(s) 1, 2, 3, 4, 5 and 6 may apply*.

3. Adjudicated Violations of State or Federal Law:

   The College disciplinary process is an educational process. Therefore, additional sanctions may be imposed under the Student Code of Conduct. Any adjudicated violations of Florida or federal criminal statutes may result in disciplinary action by the College. The College shall enforce the provisions of Section 1006.62, Florida Statutes.
Sanction(s) 2, 3, 4 and 5 may apply.

4. Alcohol:

The possession, use or consumption of alcohol is prohibited on College premises and at College functions without the specific written permission of the President. Any student whose behavior becomes unacceptable or disruptive because of being under the influence on any of the College's campuses or at any College-sponsored event off campus will be subject to discipline. Any student who is suspended for alcohol-related violations can apply for readmission only after successfully completing a certified alcohol abuse program and at least one semester of suspension.

Sanction 4 may apply.

5. Arson

No person shall set a fire in College buildings or for the purpose of destroying College property or property of any other person.

Sanction 5 may apply.

6. Computer Abuse:

College information technology is to be used in a lawful and ethical manner for College-related purposes only, in compliance with international, federal, state and local law, the State Board of Education Rules and the policies and procedures of the College.

All users are expected to conduct themselves in a manner that reflects respect for the rights of others and protects the integrity of data, equipment, software licenses and other contractual agreements governing information technology.

Violations of the College’s computer use policy (Policy 1.140) include, but are not limited, to:

a. Use of College information technology to break any international, federal, state or local law or to aid in any crime.

b. Use of College information technology for commercial purposes or personal profit.

c. Use inconsistent with the College's sexual harassment policy; creating, viewing, printing, storing, transmitting or publicly displaying obscene, defaming, slanderous, harassing or offensive data (including sound, video, text and graphics data).

d. Circumventing established College software security procedures or obtaining systems access and passwords to which one is not entitled.

e. Unauthorized alteration or removal of College hardware security systems.

f. Unauthorized modifications to College hardware or software.

g. Unauthorized access, alteration or destruction of another employee’s data, programs or electronic mail.

h. Connecting or installing personal or non-College-owned information technology hardware or software to the College network without prior approval.

i. Installing non-College-owned software without prior approval and documented proof of legal licensure.

j. Use of information technology to endorse, promote, lobby or raise money for any political candidate or political organization.

k. Distribution of unwanted electronic mail or other messages or unauthorized use of any scheme (broadcast messages, chain letters, junk mail, “spamming”) that may cause excessive network traffic or computing loads.

Sanction(s) 3, 4 and 5 may apply, depending on the severity of injury or loss that results.*

7. Copyright:

It is the student's responsibility to abide by all copyright laws and regulations which and in the copyright basics fair use document.

The copyright protections normally associated with print also govern the use of electronic environment in the use of audio, video, images and text on the Internet Unauthorized peer-to-peer file sharing of copyrighted material, distribution of others’ copyrighted works and illegal downloading violate federal copyright law. Because it is easy for the computer user to copy and use images, text, video and other graphics that are likely to be protected by copyright, it is essential to become familiar with uses for educational media. It is important to note...
that a document may be copyrighted even if it does not explicitly state that it is copyrighted. As a result, it is best to assume materials such as documents, images or video clips are copyrighted. Ask permission and state a source when using others’ materials.

Sanction(s) 1,2,3,4,5 and 6 may apply.

8. Damage:

Intentional damage to College property or premises or the property of a member of the College community or littering on College property is prohibited.

Sanction(s) 1, 2, 3, 4, 5 and 6 may apply.*

9. Discrimination

The College prohibits discrimination on the basis of race, color, religion, national origin, ethnicity, age, sex, gender, veterans’ or military status, disability, sexual orientation, genetic information, marital status, or any other factor protected under applicable federal, state, and local laws, rules, and regulations against students, employees, applicants for admission, and applicants for employment.

Sanction(s) 1,2,4,5 and 6 may apply.*

Repeated violations of these requirements may subject the student to dismissal. For discrimination complaints, please reference procedure 2.1800.

10. Dishonesty:

Dishonesty, including, but not limited to, nonacademic cheating or knowingly furnishing false information, is prohibited.

Sanction(s) 2, 3, 4, 5 and 6 may apply.*

11. Disruptive Behavior:

Students who intentionally act to impair, interfere with or obstruct the orderly conduct, process and functions of the College such as teaching, libraries, tutoring, and testing centers, co-op and internship assignments are considered disruptive. Students who engage in any uncivil, prohibited or unlawful acts which disrupts the orderly functioning of the college or the delivery/reception of instruction may be directed by a faculty or staff member to leave the location where the behavior occurred.

Examples of disruptive behavior inside and outside the classroom include sleeping in class, repeated tardiness, interfering with the learning process of others, outbursts, verbal abuse, and profanity.

Sanction(s) 1,2,3,4,5 and 6 may apply.*

12. Dress:

Students are expected to dress in a manner conducive to a collegiate learning environment while on campus and at all College-sponsored activities off campus. Wearing styles or articles of clothes that cause disruption of the learning environment is discouraged.

Sanction(s) 1, 2, 4 and 6 may apply.*

13. Drugs:

To possess, buy, sell, use or keep illegal drugs or illegal drug paraphernalia is prohibited. Students who abuse drugs on any of the College’s campuses or at any college-sponsored event off campus will be subject to disciplinary sanction. Those students who are suspended for drug-related violations can apply for readmission only after participating in a drug abuse program and completing at least one semester of suspension.

Any student who sells or manufactures illegal drugs on any of the College’s campuses or at any off campus, College-sponsored event will be subject to dismissal. That student can apply for readmission only after completing one full year of dismissal. Readmission will be granted to suspended or dismissed students only after they provide evidence that they have completed a certified drug rehabilitation program or completed treatment with a certified substance abuse treatment professional who attests to them now being drug free.

The College has the responsibility to refer, for prosecution, anyone engaging in illegal drug or controlled substance activity on the College’s campuses or at any of the College’s events. The College shall enforce the provisions of Florida Statutes chapter 893 (Drug Abuse Prevention and Control).

Sanction(s) 4, 5 and 6 may apply.*

14. Duplication of College Keys:
Duplication of College keys is prohibited.

*Sanction(s) 1, 2, 3, 4, 5 and 6 may apply.*

15. Failure to Comply:

Failure to comply with published College policies or with directions of College officials who are authorized and acting in the performance of their duties is prohibited. Repeated violations of this requirement may subject the student to dismissal.

*Sanction(s) 1, 2, 4, 5 and 6 may apply.*

16. Firearms and Lethal Weapons:

Florida law prohibits the possession or use of firearms or other lethal weapons on College property, except as authorized in support of school sanctioned activities. However, persons aged 18 years or older may lawfully possess a concealed firearm or other weapon for self-defense or other lawful purpose within the interior of a private conveyance (vehicle) without a license, if the firearm or other weapon is securely encased or is otherwise not readily accessible for immediate use. Possession or use of a firearm or other weapon on College property outside of a private vehicle or otherwise not in compliance with state law will be subject to disciplinary sanction.

*Sanction(s) 4, 5 and 6 may apply.*

17. Fire Equipment:

No person shall tamper with fire equipment nor use such equipment for reasons other than the prevention or control of fire, falsely report a fire, interfere in any way with emergency services or procedures or fail to conform to established safety regulations.

*Sanction(s) 4 and 5 may apply.*

18. Fireworks, Explosive Chemicals and other Incendiary Devices:

Unauthorized use or possession of fireworks or explosive chemicals on College premises or at College-sponsored activities is prohibited.

*Sanction(s) 4, 5 and 6 may apply.*

19. Fraud:

Fraud, forgery, alteration or unauthorized use of documents, College records or instruments of identification with the intent to defraud or deceive is prohibited.

*Sanction(s) 2, 3, 4, 5 and 6 may apply.*

20. Gambling:

Gambling or other illegal or unauthorized games or contests of chance are not permitted on College premises or at any College-sponsored events held off campus.

*Sanction(s) 2, 4, 5 and 6 may apply.*

21. Guests:

Students will be held fully responsible for the behavior of their guests, specifically for damage to property on College premises.

*Sanction(s) 1, 2, 3, 4, 5 and 6 may apply, depending on the severity of the behavior of the guest.*

22. Harassment (based on protected class):

Harassment is unwelcome conduct that is so severe, pervasive and objectively offensive that it effectively bars the target’s equal access to educational resources, opportunities or benefits.

Prohibited harassment of a student is physical, verbal or nonverbal conduct based on the student’s race, color, religion, gender, national origin, disability, age, sexual orientation or any other basis prohibited by law [or College policy] that is so severe, persistent or pervasive that a reasonable individual in that situation would find that conduct:

a. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, hostile or offensive educational environment;

b. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
c. Otherwise adversely affects the student’s educational opportunities.

**Sanction(s) 1, 2, 4, 5 and 6 may apply.***

Repeated violations of these criteria may subject the student to dismissal. For discrimination complaints, please reference procedure 2.1800.

23. **Harassment: (Sexual)**

Sexual harassment, a form of discrimination, is defined as unwelcome sexual advance, requests for sexual favors, sexual misconduct, and other verbal, non-verbal, written and/or electronic communication or physical conduct of a sexual nature when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status;
b. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or
c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic environment.

**Sanction(s) 1, 2, 4, 5 and 6 may apply.***

Repeated violations of any of these criteria may subject the student to dismissal.

In the event a student feels that he/she has been the target of some form of harassment, that individual should discuss the incident with any Student Conduct Officer or the Equity Officer. For sexual discrimination complaints please reference College procedure 2.1800.

**College Equity Officers:**

- **Employees/Job Applicants**
  
  Associate Vice President, Human Resources  
  100 Weldon Blvd.  
  Sanford, FL 32773  
  407.708.2170

- **Students/Applicants for Admission**
  
  Associate Vice President, Student Development  
  100 Weldon Blvd.

24. **Hate Crimes**

- Per federal Public Law # 103-322A, a hate crime is “a crime in which the defendant intentionally selects a victim, or in the case of a property crime, the property that is the object of the crime, because of the actual or perceived race, color, religion, national origin, ethnicity, gender, disability or sexual orientation of any person.”

**Sanction(s) 2,3,4 5, and 6 may apply.***

25. **Hazing:**

- Students or other persons associated with the College or College’s clubs and/or organizations are prohibited from engaging in any activity that can be described as hazing. “Hazing” is any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, alcohol, drug or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, humiliation or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

- All College organizations are required to include the above anti-hazing rule in the bylaws of such organizations and any club or
organization violating the hazing rule, on or off campus, will have its charter revoked and will not be permitted to operate on the College’s property or to otherwise operate under the sanction of the College.

◦ Any student acting as an individual who violates the above rule on or off campus will be subject to probation, suspension or dismissal. Penalties recommended for violations of this rule by individual students will be based on whether a hazing violation is “major” or “minor” in scope. In determining whether a hazing violation is “minor” or “major” in scope, the primary consideration will be the presence of or potential for serious physical or emotional harm to the victim of the hazing as determined by the Student Conduct Officer or designee assigned to investigate and alleged violation.

Sanction(s) 2, 4, 5 and 6 may apply.*

26. Identification of Individuals:

No person shall permit others to use his or her College identification card or refuse to provide his or her name and show appropriate identification to a College official performing his or her duty.

Sanction(s) 1, 2, 3, 4, 5 and 6 may apply,
depending on the severity of the behavior.*

27. Identity Theft:

Any form of identity theft or unauthorized acquisition or use of another’s personal information or identification is prohibited.

Sanction(s) 1, 2, 3, 4, 5 and 6 may apply,
depending on the severity of the behavior.

28. Physical Abuse:

Physical abuse of any person on College premises or at College-sponsored events or functions or conduct that threatens or endangers the health or safety of any such person is prohibited.

Sanction(s) 4, 5 and 6 may apply.*

29. Skates, Bicycles, Mopeds, Scooters, Motorcycles and related vehicles:

Skating or skateboarding is prohibited on College property.

Sanction(s) 1, 2, 4 and 6 may apply.*

◦ Vehicles and modes of transport are to be parked and stored in approved parking lot locations. Use of items listed above is not permitted inside College buildings or on College grounds. If such a vehicle or mode of transport is used inside a building or on College grounds or causes damage inside or outside, the owner is responsible for any damages caused by bringing any such item into a building or onto College grounds.

30. Soliciting:

Soliciting or canvassing for commercial purposes by any individual or group is not permitted on College premises.

Sanction(s) 1, 2 and 6 may apply, depending on the number of repeated violations of this regulation.*

31. Stalking:

Engaging in a pattern of conduct that willfully, maliciously, and repeatedly follows or harasses another person, including through electronic means, and serves no legitimate purpose, commits the offense of stalking.

Sanctions 1, 2, 3, 4, 5 and 6 may apply.*

32. Theft:

Theft of College property or the property of a member of the College community on College premises is prohibited.

Sanction(s) 3, 4 and 5 may apply, depending on the severity of injury or loss that results.*

33. Tobacco Use:

The use, sale or distribution of tobacco of any kind is prohibited on all College owned, operated, leased, and/or controlled properties, facilities, and roadways per College Policy 6.021.

Sanctions 1, 2, 4 and 6 may apply, depending on the number of repeated violations of this regulation.

34. Threats and Intimidation:

◦ Verbal, non-verbal, written or other communication that a reasonable person would
find reflects intention to instill fear of physical or psychological harm is prohibited.

- Bullying, defined as an aggressive behavior that is intended to cause distress or harm, exists in a relationship in which there is an imbalance of power or strength, and is repeated over time including cyberbullying.
- Use of obscene or abusive language or offensive gestures of any kind while in class, in any college department or during any college sponsored activity or event is prohibited.
- Statements, photos or depictions of others that are intended to refer to a specific class of persons in a derogatory way are strictly prohibited.

**Sanction(s) 1, 2, 4, 5 and 6 may apply.**

35. Unauthorized Access to Facilities:

Unauthorized access or entry to, or use of, College facilities and equipment is prohibited.

**Sanction(s) 1, 2, 3, 4, 5 and 6 may apply, depending on the severity of injury or loss that results.**

36. Unauthorized Use of College Name, Insignia or Seal:

The unauthorized use of the College’s name by any person, persons and or organizations is prohibited.

**Sanction(s) 1, 2, 3, 4, 5 and 6 may apply, depending on the severity of injury or loss that results.**

37. Violation of College Regulations, Policies or Procedures:

Violating published College regulations, policies or procedures is prohibited.

**Sanction(s) 1, 2, 3, 4, 5 and 6 may apply, depending on the severity of injury or loss that results.**

38. Violation of Disciplinary Sanction:

Knowingly violating terms of any disciplinary sanction imposed in accordance with College policy is prohibited.

**Sanction(s) 1, 2, 3, 4 and 5 may apply, depending on the level of the current sanction.**

Sanctions are defined in the section of disciplinary procedures and student rights.

**Disciplinary Procedures and Student Rights**

Violations of the standards of conduct contained herein will be treated as College disciplinary matters. In certain cases or situations, the application of civil or criminal law will also apply. Significant extenuating factors will be considered when sanctions are imposed including, but not limited to, current behavior, past disciplinary record, the nature of the offense, severity of the damage and resulting injury or harm.

**Disciplinary Sanctions**

A disciplinary sanction is a consequence for violations of the Student Code of Conduct. Disciplinary sanctions will be determined and administered by college officials in order to encourage greater adherence to the Student Code of Conduct as well as hold violators accountable and to cultivate a safe and healthy learning environment.

A disciplinary record will be created and documented in the student’s file.

1. **Warning:** A written reprimand to the student indicating that repetition of said act will be cause for further disciplinary action. Copies will be placed in the College Student’s Conduct files.
2. **Disciplinary Probation:** Placing the student(s) on notice that a repetition of this or other misbehavior will be grounds for more serious disciplinary action. This may include exclusion from certain College activities. Students currently on disciplinary probation or suspension may not hold or run for any elected or appointed positions. Student Life will consult with the Student Conduct Officer responsible for student conduct files to validate a student’s eligibility. Additional conditions appropriate to the violation may be imposed.
Disciplinary Procedures

1. Any member of the College community may submit a formal complaint against a student alleging that a violation has taken place.

2. Alleged violations of College Policies and Procedures or other misconduct should be referred to the campus’s Student Conduct Officer for review and resolution. Alleged violations will be investigated by the Student Conduct Officer or designated representative.

3. The student will be notified in writing of the nature of the charges against him or her, as well as the date, time and place of the initial determination meeting with the Student Conduct Officer. The notice will also inform the student of his/her right to review evidence prior to meeting with the Student Conduct Officer.

4. After careful consideration of the facts and consultation with involved parties, the Student Conduct Officer will make a determination of whether it is more likely than not that a violation of the student code occurred.

5. A warning or behavioral contract already in place may also be used in determining appropriate sanctions for students.

6. If the alleged violation took place in a classroom, the Student Conduct Officer will consult with the faculty member before returning a student to the classroom and seek the faculty member’s decision in writing.

7. If the alleged violation took place in a college controlled environment, the Student Conduct Officer will notify with the charging party if the student is allowed to return to the setting or not of the alleged violation.

8. If there is disagreement by a student, faculty member or staff member about either the decision or the sanction from the initial determination, any of the parties may request a hearing with a Disciplinary Review Committee. Parties are invited to appear at a fair and impartial hearing, present relevant evidence and witnesses on his/her behalf and have the opportunity for cross-examination. The technical rules of evidence applicable to civil and criminal cases shall not apply in disciplinary hearings. At this hearing, the student has the right to a representative of the student’s choice and any fee charged by such a representative shall be the student’s responsibility. This representative may...
act only in an advisory capacity to the student and will not be permitted to otherwise participate in the hearing.

9. The request for a hearing with the Disciplinary Review Committee must be made in writing to the Vice President of Student Affairs or designee within 5 College working days that the initial determination was sent in order for the hearing to be granted. The Disciplinary Review Committee will consist of a different Student Conduct Officer, a professional staff member from Student Affairs, an Associate Dean (the faculty member’s Associate Dean if the complainant is a faculty member) and two additional Associate Deans or Faculty Members previously approved by the Vice President of Academic Affairs and who are trained in student conduct proceedings. A Student Government Association representative may be present in an ex officio capacity. The Disciplinary Review Committee will engage in consultation and collectively make the determination of whether the Code was violated and the appropriate sanction. Students will not be returned to the classroom until the institutional sanction is determined. Following the hearing and determination of sanction, the student will be notified of the official decision based on the findings of fact, the alleged violation(s) and the degree of disciplinary action or sanctions (if any) in writing within 2-4 business days following the hearing. Students may appeal the decision of the Disciplinary Review Committee.

**Appeals**

Student appeals of a faculty member’s action are to be addressed according to Procedure 4.0300, Student Academic Concerns and Grade Appeals. Student appeals of Disciplinary Review Committee’s action are to be addressed according to steps outlined in this procedure:

1. The appeal must be made in writing within 5 College working days after notification of judicial sanction(s) is sent to the student’s address that is available in the College’s database. The appeal must be sent to the Vice President of Student Affairs.
2. Except as required to explain the basis of new information, an appeal will be limited to a review of the record of the Discipline Review Committee hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the Disciplinary Review Committee Hearing was conducted fairly in light of the charges and information presented and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated and give the accused student notice and a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
   b. To determine whether the decision reached regarding the accused student was based on substantial competent evidence, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
   d. To consider newly-discovered evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing because such information and/or facts were not known to the person appealing at the time of the original Disciplinary Review Committee hearing.
3. If an appeal is denied by the Vice President of Student Affairs, the decision is final.
4. If the appeal is upheld by the Vice President of Student Affairs (or designee), the matter shall be returned to the original Disciplinary Review Committee for re-opening of the Disciplinary Review Committee hearing to allow reconsideration of the original determination and/or sanction(s). The Disciplinary Review Committee will make its determination and the Student Conduct Officer will notify the accused and complainant parties.
5. The accused student may appeal to the Vice President of Student Affairs the second decision of the Disciplinary Review Committee based on the same criteria for appeals outlined above.
6. The decision about the second appeal by the Vice President of Student Affairs is final and shall constitute final agency action of the College.

Re-Admission After Disciplinary Suspension

Students under disciplinary suspension may re-apply after the specified time period identified in the suspension notice. A record of previous disciplinary action shall be admissible in subsequent disciplinary proceedings against the same student.
Student Life

The Office of Student Life leads and directs student-centered programs at all four campuses.

- Altamonte Springs (ALT-102): 407.404.6143
- Heathrow (HEA-209): 407.708.2371
- Oviedo (OVF-108): 407.971.5033
- Sanford/Lake Mary (C-102): 407.708.2678

Leadership Programming

Based on the Social Change Model, Student Life offers programming to support student leadership development in the form of retreats, institutes and conferences as well as club and organization training.

Student Activities

Student Activities are offered throughout the year in many different formats including hosting welcome back week activities, drug and alcohol awareness programs and comedians and novelties. Student Life aims to engage students with entertaining and educational programming.

Community Service/Service Learning

Students can volunteer in community-organized projects through the Office of Student Life. Students committed to improving our community can participate in service learning projects and learn about issues, the benefits of volunteering and the impact their actions have made.

Clubs and Organizations

Seminole State Student Life hosts more than 50 clubs and organizations that serve the diverse interest of students. A detailed listing of all clubs and organizations is available in the Student Life office or the Student Life Website.

Student Leadership Opportunities

Student Government Association (SGA)

SGA provides Seminole State students with a representative form of government. Acting in unison with the College, the SGA may promote, regulate and coordinate activities that impact the entire community and help the College create a learning environment inside and outside the classroom that increases the chances that students will succeed at Seminole State College.

SGA meeting times are as follows:

- Altamonte Springs Campus: Thursdays at 12:30 p.m. in room ALT-214
- Heathrow Campus: Tuesdays at 12:30 p.m. in room HEA-303
- Oviedo Campus: Tuesdays at 12:30 p.m. in room OVF-108
- Sanford/Lake Mary Campus: Mondays at 12:30 p.m. in room C-110

All college credit and career program students are welcome to attend.

Campus Activities Team

The Campus Activities Team is a group of student leaders dedicated to making the college experience for all Seminole State students engaging, memorable and fun. Team members plan and implement entertaining and educational programming at the Altamonte Springs, Oviedo and Sanford/Lake Mary campuses. To enhance the overall college experience of Seminole State students, the Campus Activities Team
Team works to facilitate a variety of campus entertainment and activities.

**Seminole State Volunteers**

The Seminole State Volunteers Leadership Team is a group of selected student leaders who help promote and organize College-wide service events while developing their personal and professional skills. Students interested in being part of the Seminole State Volunteers Leadership Team can find more information at their campus’ Office of Student Life.

**Intramural Sports**

Intramural Sports offer sports opportunities within the College community. While intramurals are based on the Sanford/Lake Mary Campus, all current students, faculty and staff may to participate in fun, organized competitive sports, regardless of the campus where they attend class or work. Sports include flag football, basketball, soccer, volleyball, kickball, softball, ultimate disc, tennis, table tennis and badminton. Championship T-shirts are awarded to the winners of all team and individual sport competitions.

Opportunities are available for students to participate in all phases of the Intramural Sports Program, including planning, organizing, competing and officiating. Seminole State College is a member of (NIRSA) the National Intramural-Recreational Sports Association. For more information, visit the Intramural Sports website or call 407.708.2091.
Student Services

Getting Started at Seminole State College

A Student Success Specialist is the first point of contact to assist and guide students at Seminole State. Specialists are available on all four campuses to help students from when they first inquire about the College through graduation. They are cross-trained to handle the majority of transactions including admissions, financial aid, registration and records and basic advising services. Specialists develop positive partnerships with students to foster their academic progress and to help them have a successful college experience.

Academic Advising and Counseling

Counselors, Educational Advisers and Student Services Specialists play an integral part in empowering students to achieve success by actively supporting their educational goals from admission to the completion of their program. The following services are offered on all Seminole State campuses:

- **Academic Advising**: Includes the interpretation of test results and information on program requirements, assistance with course selection, explanation of college support systems and assistance with career planning, study skills, educational planning and graduation audits.
- **Educational Planning**: Includes the development of an individualized term-by-term plan for all courses that must be completed to receive a specific degree or certificate.
- **Career Planning**: Includes clarifying career interests and goals, selecting a major and preparing to transfer to four-year colleges and universities. Students are encouraged to make a decision early regarding their major to avoid making mistakes in selecting courses.
- **Short-Term Mental Health Counseling**: Includes the ability to assist students when the stress of personal problems hinders academic achievement. Assistance can be provided for such personal issues as anxiety, depression, interpersonal relationships, stress, grief, self-esteem and more. Students may schedule individual appointments. Counseling contacts are kept confidential. Students who need long-term counseling will be referred to a community agency.

Faculty members are encouraged to refer students who may need these services to the counseling staff. Workshops on study skills techniques, test anxiety and learning styles are also available to assist students in developing the required skills to be successful in completing their courses. For additional details visit the Academic Advising and Counseling Website.

Academic Success Center (Tutoring)

Seminole State’s Academic Success Centers (ASC) provide one-on-one tutoring for all college credit, preparatory, vocational and certificate students to enhance the instruction presented by Seminole State’s faculty.

The Academic Success Centers are staffed with instructional support specialists, paraprofessionals and student tutors and are equipped with an open computer lab. Students can benefit from ASC tutoring in accounting, class writing assignments, mathematics, biological/physical sciences and Spanish (Sanford/Lake Mary Campus only).

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<tr>
<th>Campus</th>
<th>Locations</th>
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<tr>
<td>Altamonte Springs</td>
<td>ALT-220</td>
<td>407.404.6050</td>
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<td>Heathrow</td>
<td>HEA-338</td>
<td>407.708.4525</td>
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<tr>
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<td>407.971.5044</td>
</tr>
<tr>
<td>Sanford/Lake Mary</td>
<td>L-001</td>
<td>407.708.2102</td>
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Athletics

Intercollegiate

Seminole State College is a member of the National Junior College Athletic Association (NJCAA) and the Florida College System Activities Association (FCSAA), the governing bodies for intercollegiate sports competition for the Florida College System. Seminole State competes in the Mid-Florida Conference in baseball, fast-pitch softball and women’s golf.

Raider home baseball games are played at Jack Pantelias Field and home softball games are played on the Raider Softball Field. Both facilities are on the Sanford/Lake Mary Campus. All home events are free to Seminole State students, faculty and staff with a valid Seminole State ID. Admission is also available to the general public for a small fee. For more information, please visit the Athletics website or call 407.708.2090.

Career Development Center

The Career Development Center (CDC) is an essential component of Seminole State’s Student Affairs Division and offers students assistance and resources in the following areas:

Career and Educational Research

The center’s career collection contains books, reference materials, college catalogs, periodicals, pamphlets and electronic resources to help students research career and transfer options. Many of the CDC’s resources are available on the Career Development website.

Job and Career Placement

The CDC manages on-campus recruiting for employers. To further aid in the transition of Seminole State students into the workforce, the CDC sponsors career fairs that attract businesses, public agencies and community organizations.

The CDC also provides job listings and placement assistance. More than 30,000 job referrals are given annually to students. Job listings come from private employers and local, state and federal government agencies. Additionally, the CDC staff provides training on employability skills, such as networking, resume writing and interviewing. Online Employability skills seminars are available on demand. There is no charge for these services.

Cooperative Education

Seminole State partners with the business community to offer students cooperative (co-op) education opportunities that are designed to integrate formal academic study with practical work experience.

Through co-op experiences, students earn credits toward their degrees or certificates while working full- or part-time in positions related to their academic and career goals. Co-op students are assigned to Seminole State faculty members who help them define goals and develop learning contracts. The CDC assists prospective students in locating paid and unpaid co-op positions.

Disability Support Services

Seminole State’s Disability Support Services (DSS) Office serves as an advocate for students with disabilities and provides academic support services, such as interpreters, note-takers, tutors and testing accommodations. DSS coordinates services with area agencies and collaborates with College departments to help faculty and students create a positive learning environment. DSS also suggests strategies that can be used to make the classroom user-friendly and help students understand their rights and responsibilities.

By law, students who have disabilities are not required to identify themselves as having a disability. Although encouraged to register with DSS immediately upon entrance to Seminole State, it is not uncommon for students to forgo seeking assistance until they experience difficulties with coursework.
To be eligible for disability-related services, individuals must have a documented disability as defined by applicable federal and state laws. Services are available to students whose disabilities include, but are not limited to, hearing impairments, physical impairments, specific learning disabilities, speech impairments, visual impairments or other disabilities that require administrative or academic accommodations. Individuals seeking services are required to provide recent documentation from an appropriate licensed professional qualified to make a diagnosis.

Students who have a disability that may require special assistance must contact DSS, make an appointment for an intake interview and bring appropriate disability documentation verifying the disability. Reasonable accommodation requests must be supported by current documentation. All information is confidential and will be used only to assist the student.

Steps necessary to register for services and receive academic accommodations:

1. Contact and meet with a DSS specialist at any of Seminole State College campuses. Students should contact the DSS office at their preferred campus to schedule an intake appointment.

2. Complete the self-assessment and DSS accommodation questionnaire and release of information form.

3. Provide up-to-date, current documentation from a licensed professional (see documentation guidelines on the Disability Support Services website). The appropriate clinical documentation should substantiate the disability and present evidence to establish a rationale supporting the need for accommodations. A school plan such as an Individualized Education Program (IEP) or a 504 plan is insufficient documentation in and of itself but can be included as part of a more evaluative report.

4. After documentation is evaluated, contact and meet with the DSS specialist to discuss any accommodations that may be necessary. DSS will make the final determination of whether appropriate and reasonable accommodations are warranted and can be provided to the individual based on the information received.

Until all steps of the registration process have been completed, the student will be considered pending with DSS and will not be eligible for services or accommodations. The student may, however, begin the process again at any time.

Substitutions to the Degree Requirements

Course substitutions will be considered for those students who have documented disabilities. Per Revised Board Rule 6A-10.041 (effective 10/25/10), documentation must “substantiate that the disability can be reasonably expected to prevent the individual from meeting requirements for...graduation.”

Course substitutions will only be granted in cases where the modification does not constitute a fundamental alteration in the nature of the college program or when the academic requirement(s) are not essential to the program of study being pursued by the student or to meet licensing or certification requirements.

Students requesting a course substitution must provide the current, relevant and comprehensive documentation and assessment data from certified professionals. This documentation must substantiate that the disability can be reasonably expected to prevent the student from meeting the degree requirement(s) for which a substitution is being requested.

Additional information is available in College Procedure 3.0600, Accommodations for Students with Disabilities.

Contact Information

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<tr>
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<td>Altamonte Springs</td>
<td>ALT-107</td>
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<tr>
<td>Oviedo</td>
<td>OVF-102D</td>
<td>407.971.5114</td>
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Farmworker Jobs and Education Program

The Farmworker Jobs and Education Program (FJEP) helps farmworkers and their dependents obtain and retain full-time employment; offers program activities that lead to placement in unsubsidized employment; provides activities leading to stabilization in agricultural employment and offers related assistance and supportive services.

FJEP is open to adults who meet the federal guidelines governing the classification of migrant and/or seasonal farmworkers. Program participants must participate in General Education programs and occupational training programs that provide the necessary skills for placement in jobs with upward mobility.

The success of the program is measured by the number of students who are placed in jobs. In recent years, FJEP has provided job placement for 80 percent of the program participants. Program graduates have been employed in law enforcement, telephone technology, health-related occupations, secretarial and related office practices, childcare and skilled manufacturing positions.

For more information, please visit the Farmworker Jobs and Education website.

First Generation Freshmen Program

The First Generation Freshmen Program provides scholarships, mentoring and other assistance to first-generation students to help them achieve their goals. About 50 students are selected each academic year for this need-based program. First Generation Freshmen Program students receive a scholarship of $1,000 per semester (Fall and Spring terms) for 2 years to attend Seminole State. The First Generation Freshmen Program also helps students transition to college while providing a sense of community on campus through shared classes. Students are also offered: tutoring, mentoring, field trips and assistance with financial planning and budgeting.

To qualify students must:

1. Be identified as a first-generation college student (neither parent has received a bachelor’s degree);
2. Be identified as a first-time-in-college student (have not previously attended college);
3. Demonstrate financial need (as determined by the FAFSA);
4. Agree to participate in cohort activities per semester.

First Generation Freshmen Program is provided in part by a generous gift from Wayne M. Densch Charities. For more information visit the First Generation Freshmen website or call 407.708.2897.

Library Resources and Services

The Seminole State College libraries are committed to providing excellent service, utilizing new technologies and maintaining an ongoing environment of open inquiry and intellectual freedom. The following library services are available to all students currently enrolled at Seminole State College. They are designed to meet the needs of campus and eLearners, those pursuing a bachelor’s degree, as well as students enrolled at UCF’s regional campus at Seminole State.

- Full-service library facilities are located on each campus and are available for study, research, leisure reading and gathering with classmates and colleagues. Library resources that support curriculum of study at these sites will be found in the various campus libraries.
- Students, faculty and staff members may check out books, eReaders, CDs and DVDs from a library. Periodicals are not loaned and must be used or photocopied at the campus location.
- Hours of operation, locations and library services are available on the library’s website. The library on the Sanford/Lake Mary Campus is open 7 days a week.
- The library’s online catalog is the virtual access portal to find book details and locations, media,
• eBooks and other resources. The virtual library also provides access to full-text articles from more than 130 electronic databases.
  • The Seminole State College ID card also functions as a library card. All registered students may access the online catalog with their Seminole State login name and four-digit PIN, regardless of location or library hours.
  • Students, faculty and staff members have reciprocal library borrowing privileges at all Florida state colleges and university libraries. Borrowing assistance is available at each campus’s library information services desk. A current Seminole State College ID is all that is required for reciprocal borrowing privileges.
  • Library assistance is available by phone, in person, text, email, video phone between campuses and from the chat window on the library website.
  • Librarians and paraprofessionals assist students in finding and using print and electronic resources and with Internet research. They also maintain a blog to keep the community informed about library and research news.
  • Librarians provide group instruction and individual consultation on how to develop a research strategy and effectively locate and use resources.
  • The library’s YouTube channel houses helpful tutorials about the library’s resources, Tutorials about the online catalog and other research services are also available online.
  • Collegewide borrowing between all 4 Seminole State library collections generally takes place within 24-48 hours. Interlibrary loan service provides students access to books and periodical articles from other libraries within the state and throughout the country that are not part of the Seminole State library collection.
  • Personal computers for Web research are available at all library sites. Seminole State’s libraries are also equipped with Wi-Fi and netbook computers that may be requested at the information services desk for use in that library. Printing is available for a nominal fee.
  • Seminole State’s Computing and Telecommunication Services (CTS) Department maintains an open computer lab within the Sanford/Lake Mary Campus library to support students as they complete their coursework. Students are encouraged to review the posted CTS lab rules prior to utilizing this service.

The Student Transition and Achievement Resources Center (STAR)

The Student Transition and Achievement Resources (STAR) Center at Seminole State College is a service to students enrolled or desiring to become enrolled in Seminole State’s career and professional degree and certificate programs. The STAR Center provides open entry, open exit applied academic instruction that enables students to acquire the minimum skills required for the Test of Adult Basic Education and helps certificate- and Associate in Science (A.S.) degree-seeking students develop the academic skills they need to succeed in college and in their careers.

With the STAR Center, students can:
  • Acquire the basic academic skills needed to enter specific career and technical programs (A.S. and PSAV);
  • Utilize a range of learning resources to achieve success in Seminole State’s A.S. and PSAV programs;
  • Access a variety of nursing exam study guides (TEAS, NCLEX, Dosage Calculations);
  • Receive tutoring for career and professional programs such as Automotive Service Technology, Emergency Medical Services, Fire Fighting and Law Enforcement;
  • Improve test-taking, time management and study skills.

Seminole State’s STAR Centers are located on the following campuses:
  • Altamonte Springs Campus: Room 220B
  • Sanford/Lake Mary Campus: Room J-005

For more information about the STAR Center, call 407.708.2364.

Veterans Services and Certification

Seminole State College is approved for the training of entitled veterans and/or dependents who qualify for such training under current federal laws. Procedures
for admission to the College and registration for classes are the same as followed by all students. The College's Veterans Affairs Office (building A on the Sanford/Lake Mary Campus) provides the following information and assistance:

- Applying for educational benefits and obtaining a certificate of eligibility;
- Veterans’ special needs and counseling;
- Authorized deferment of payment of tuition and fees;
- VA-funded tutorial assistance.

If a veteran has not previously applied for VA educational benefits, the following should be brought to the College’s Veterans Office:

- A copy of each DD Form 214 (Certificate of Release or Discharge from Active Duty);
- Certified copies of marriage certificates, divorce decrees, children’s birth certificates and/or any other papers reflecting dependent status (active duty prior to 1977);
- A copy of the DD Form 2384-1 (Notice of Basic Eligibility) signed by Reserve or National Guard Unit.

 Agencies locally available for assistance are the Seminole County Veterans Service Office in Sanford and the Veteran Affairs Regional Office in Decatur, GA.

Veterans: According to Florida law, any eligible veteran or eligible dependent receiving benefits under Chapters 30, 31, 33, 35, 1606 or 1607, Title 38, United States Code, is entitled to one 60-day deferment of matriculation or registration fees each academic year and an additional deferment each time there is a delay in the receipt of VA educational benefits, provided that the period of deferment does not exceed the number of days of the term or course for which the student is registered. The deferment of fees shall begin the first scheduled day of classes in any term and all deferred fees must be paid in full within 60 days or by 10 days prior to the end of the term, whichever period of time is less. Some fees are not eligible for deferment and the student is responsible for these fees at the time of registration. Eligible students desiring to exercise this right should contact the College Veterans Affairs Office.

Satisfactory Progress: Veterans and/or dependents eligible to receive VA educational benefits must be aware of current Veteran Administration regulations and the Standards of Progress that apply. The following are of specific concern to those students who desire VA Enrollment Certification:

- Satisfactory progress must be maintained according to the Standards of Progress for Financial Aid Recipients. When students are placed on academic suspension, a request for termination of benefits is forwarded to the regional VA Office in Decatur, GA.
- Certification is not made for any course taken that does not directly apply to the program authorized by the VA.
- Certification is not made for any course previously completed with a passing grade.
- VA payments are not authorized for any course in which the veteran receives a grade of W (withdraw), X (audited) or N (no credit). A student who receives a grade of I (incomplete) must complete the coursework with the instructor during the first 30 days of the following term, otherwise a grade of “F” is assigned and the VA Office is notified.

Course Substitution for Veterans: Substitution of unrelated courses outside the certified major must be in accordance with Seminole State policy and procedures.

The following conditions must be met by the school if a course substitution is made by students receiving VA educational benefits:

- Document condition for allowing substituted course for original and substituted course;
- Ensure that the substituted course is made prior to the veteran’s completion or registration for the term in which the substituted course is to be taken, not to include add/drop period;
- Place copies of all material related to the veteran’s substituted course in their school records;
- Ensure that the substitution complies with the Seminole State course substitution procedure.

Veteran Course Selection: An educational program selected by a veteran must be complete in that it must include all training needed to reach the stated objective. It must be generally accepted as being
required for the attainment of the selected objective. Questions regarding any veteran policy should be directed to the Veterans Affairs Office.

Veteran's Attendance Policy

- **College credit courses**
  - Records of attendance will be maintained for all courses to determine the last day of attendance for partial or complete withdrawals.
  - Veterans shall be withdrawn from a course when their lack of attendance precludes any possibility of satisfactory course completion. Initiation of a withdrawal shall be consistent with the instructor’s policy regarding attendance for all students.
  - A veteran may be recertified in a class when the instructor determines the absences will not jeopardize the veteran’s ability to satisfactorily complete the courses in the prescribed time period.

- **Career Programs Certificate Courses**
  - VA educational benefit recipients who register in Career Programs Certificate courses and accumulate 3 days of unexcused absences within a calendar month for which they have received VA certification will have this certification terminated for lack of attendance. A student may be recertified in the program when the instructor determines the absences will not jeopardize the student’s ability to satisfactorily complete the course in the prescribed time period.
  - Students have the right of appeal through the College Petitions Committee when they feel the circumstances warrant such action.
  - VA regulations require veterans’ withdrawals to be submitted promptly and that the last date of attendance be recorded on the withdrawal form.

To comply with VA attendance regulations, instructors should initiate a withdrawal form as soon as it can be determined that the student is no longer attending or is unable to complete the course requirements because of poor attendance. On at least a monthly basis, instructors shall review attendance records for the purpose of initiating withdrawals and shall submit withdrawals to the Records and Registration Office during the last week of the month.
Specialized Academic Programs and Services

Center for Economic Development

The Center for Economic Development focuses on developing and enhancing Seminole County's business community. The center offers the following programs:

- **Small Business Development Center (SBDC):** The SBDC provides free, one-on-one consultation to small business owners and pre-venture clients. The SBDC, which has offices at the Port of Sanford, the Oviedo and Heathrow campuses, also offers seminars on a variety of business issues. For more information, call 407.321.3495 or visit the SBDC website.

- **Seminole Technology Business Incubation Center (STBIC):** This award-winning incubator is located adjacent to Interstate 4 in the Port of Sanford. A home to early-phase businesses that want to accelerate their growth profile, the STBIC provides low-cost and shared facilities along with daily access to on-site business consultants. For more information, call 407.321.3495 or visit the STBIC website.

- **Seminole Advisory Board Council:** The Council, funded by the Seminole County Economic Development Department, provides services to owners of existing businesses who want to move their companies to the next level. Companies are matched with a volunteer board of advisors to assist with planning for the next phase of growth. For more information about the Seminole Advisory Board Council, call 407.708.4418 or visit the Seminole Advisory Board Council website.

- **Workforce grants:** The Center assists qualified firms with the application and delivery of workforce training grants. Expanding businesses may be eligible for grants to help them train their employees. The Center works with these companies to determine which grants may be appropriate and, if needed, to develop a training program. For more information, call 407.708.4458.

  - **Entrepreneurial education:** The Center offers programs to help individuals attain economic independence by advancing educational achievement and entrepreneurial success.

Community Education

Community Education offers non-credit, self-enrichment programs and services for residents of all ages and interests. Community Education provides most of its offerings online.

Corporate College and Professional Development

Students and community members who wish to begin a career, update their current professional skills, fulfill mandatory continuing education requirements, optimize employee performance or enhance their businesses will find courses that address their needs at the Seminole State Corporate College. Professional development programs, short courses, conferences and seminars provide participants who are employed in various occupations with up-to-date information and skills. These offerings satisfy the mandatory requirements for re-licensure and recertification within a particular field. The Corporate College provides most of its offerings online.

eLearning

eLearning provides students with learning opportunities outside the traditional classroom setting. Depending on program requirements, students may be able to complete many of the required courses or even entire degree programs online via distance learning.

Seminole State offers 2 main types of online courses:
• **Online courses:** Course delivery, assignments and most or all testing are conducted online. The courses rely on email, discussion forums, chat and other tools within Sakai, the College’s online learning management system, for interaction between students and instructors. Some courses also incorporate online streaming video or podcasts. Although these courses are online, some instructors may require a proctored midterm or final exam. This will be noted in the online course syllabus.

• **Hybrid courses:** Hybrid courses combine the convenience of online study with limited on-campus sessions. The courses, which are identified as “reduced campus time” in the online course catalog, share many of the same requirements as online courses. However, students meet on campus at least half of the time with the other half of the course delivered online.

Good time-management skills, motivation and self-discipline are essential for success in any distance learning environment. Seminole State recommends that students speak with an academic advisor before registering for a distance learning course. Students also are encouraged to review the [Successful Distance Learning Skills Survey](#) online to help them determine if this mode of instruction is suited to their learning style.

For more information visit the [eLearning website](#).

**Grindle Honors Institute**

The Grindle Honors Institute offers programs for students who want to enrich their academic experience. Students who are accepted into the Honors Institute are eligible for scholarships, faculty advisors and travel/study opportunities. The following programs are available:

- Honors Certificate
- Honors Diploma
- Science Diploma
- Science Merit Diploma

Seminole State Honors students traditionally excel. Many have earned prestigious scholarships, such as the Woodrow Wilson Scholarship and the Jack Kent Cooke Scholarship, upon transferring to four-year institutions in Florida, the United States and abroad. In addition, they earn places on the All-USA Academic Teams sponsored by USA Today as well as nominations for inclusion in Who’s Who in American Colleges and Universities.

Honors classes typically have 16-22 students. Consequently, ample opportunity is available for students to bond with each other and their professors. Intellectual growth occurs when collaborative and experiential learning, hands-on activities and intellectual interaction can be offered because of the small classes.

Scholarships are available to Honors students who maintain the required GPA.

**Honors Diploma and Honors Certificate**

The [Honors Diploma Program](#) is a 20-credit curriculum that offers qualifying students a unique academic opportunity to broaden and enrich their college experiences. Students who complete the program graduate with an Associate in Arts Honors Diploma. The program provides an atmosphere for talented students to learn to think critically, grow intellectually and expand their education beyond the classroom into the public arena. The program offers enriching classes in all areas of the General Education requirements. Additionally, students are encouraged to attend conferences to present scholarly papers as well as experience and participate in related cultural and social activities offered within the College and the community.

The [Honors Certificate Program](#) is for students who elect to earn a minimum of 13 credit hours in Honors classes. The certificate may be earned in the Associate in Arts and Associate in Science degrees.

Seminole State’s Honors Diploma program is available for students who meet these qualifications:

- **High school seniors:** A minimum GPA of 3.2, a minimum score of 1050 or higher on the SAT I or a minimum of 23 or higher on the ACT. Those who take the PERT must have a minimum score of 109 in reading, 104 in sentence structure and a minimum of 118 in math.
• **College students:** Complete a minimum of 6 hours of credit courses with a minimum GPA of 3.2. Higher scores than minimums are preferred on all entrance tests.

In addition, students are required to submit letters of recommendation, participate in an interview and complete an on-campus writing sample. Once admitted to the Honors Diploma program, students must maintain a 3.2 GPA. Those who are uncertain of their qualifications are urged to apply or call for more information. Questions and concerns can be discussed during the interview process.

For more information, contact the Honors Institute at 407.708.2335 or honors@seminolestate.edu.

**Phi Theta Kappa**

Phi Theta Kappa is the International Honors Society for two-year colleges. The Pi Lambda Chapter at Seminole State College has won numerous honors, including the coveted “Distinguished Chapter Award” and it is one of the most active organizations on campus. Students from any discipline with a GPA of 3.5 or higher and 12 college credits are welcome to join. After joining, students must maintain a minimum 3.2 GPA to maintain membership. Contact the Honors Institute at 407.708.2335 for more information.

**Science Diploma/Science Merit Diploma**

Students who desire a Science Diploma or Science Merit Diploma must complete and submit to the Science Diploma coordinator a Science Diploma Application, 2 letters of recommendation from former or current professors, an unofficial copy of their transcripts and a personal letter of application that describes the academic and career goals that make them a desirable Science Diploma candidate. They must also take at least 8 science/math courses (7 required courses and 1 elective course) that follow 1 of 2 tracks:

- **Track A:** Biology, Chemistry, Health or Pharmacy
- **Track B:** Mathematics, Actuarial Science, Engineering or Physics

Students must also take 2 semesters of seminar courses, which may be any 1 or 2 of the science seminar courses which focus on research, science careers or environmental issues in alternating semesters and/or 1 of the math applications courses.

These courses provide a diverse and strong educational foundation in lower-division coursework for students who plan to major in the hard sciences or the health, mathematics or engineering fields. Successful completion of the required courses result in less time spent at the university and a higher probability of admission to limited-access programs. Scholarship money is available to students who qualify and some universities also provide scholarships for Seminole State Science Diploma transfers.

- **A Science Diploma** is awarded to those students who complete the 8 science and math courses and the 2 science seminars with a GPA of 2.0-3.29 in those courses.
- **A Science Merit Diploma** is awarded to those students who complete the 8 science and math courses and the 2 science seminars with a GPA of 3.3 or higher in those courses.

Students must submit their transcripts by the midterm of the semester in which they plan to graduate and have no more than 2 withdrawals on their transcript. If more than 2 withdrawals are present, approval must be granted from the Science and Honors Departments to receive a Science Diploma or Science Merit Diploma.

**Track A: Biology, Chemistry, Health or Pharmacy**

Required courses:

- General Biology I (BSC 1010C)
- General Biology II (BSC 1011C)
- General Chemistry I (CHM 2045C)
- General Chemistry II with Qualitative Analysis (CHM 2046C)
- General Physics I (PHY 1053C)
- General Physics II (PHY 1054C)
- Physics with Calculus I (PHY2048C)
- Physics with Calculus II (PHY 2049C)
- Analytic Geometry and Calculus I (MAC 2311)
• Science Seminar (2 semesters) or Science Seminar (1 semester) and Math Applications (1 semester)

**Track B: Mathematics, Actuarial Science, Engineering or Physics**

Required courses:

- Analytic Geometry and Calculus I (MAC 2311)
- Analytic Geometry and Calculus II (MAC 2312)
- Analytic Geometry and Calculus III (MAC 2313)
- General Chemistry I (CHM 2045C)
- General Chemistry II with Qualitative Analysis (CHM 2046C)
- Physics with Calculus I (PHY 2048C)
- Physics with Calculus II (PHY 2049C)
- Science Seminar (2 semesters) or Science Seminar (1 semester) and Math Applications (1 semester)

**Elective Courses**

Choose any one upper-level course:

- Analytic Geometry and Calculus II (MAC 2312)
- Analytic Geometry and Calculus III (MAC 2313)
- Anatomy and Physiology I (BSC 2093C)
- Anatomy and Physiology II (BSC 2094C)
- Elementary Differential Equations (MAP 2302)
- Microbiology (MCB 2010C)
- Organic Chemistry I (CHM 2210C)
- Organic Chemistry II (CHM 2211C)
- Physical Geology with Lab (GLY 2010C)
- Statistical Methods I (STA 2023)

For more information, call the Honors Institute at 407.708.2335 or the Science Diploma coordinator at 407.708.2208.

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**Workforce Development**

The American workplace is undergoing a rapid evolution which is affecting the way people work, how they are prepared for today’s workforce and how they are educated throughout their careers. A common goal for education and business has emerged: a strong educational foundation that combines general education with specific professional and technical coursework best prepares the workforce for today’s careers. Continuing education provides professionals the means to remain current with industry changes and emerging technologies. It also supports continued success and ensures the strength of the regional economy. As a full partner in achieving this goal, Seminole State College is leading the way in the Central Florida workforce development movement.

Seminole State has long been a leader in the traditional workforce development programs, offering associate degrees, technical certificates, continuing education courses and customized training courses for specific businesses. However, the College’s vision has grown. Seminole State now collaborates with local businesses and organizations to leverage private, state and federal resources redirected into educating employees for Florida’s targeted high-skill, high-wage occupations.

Additionally, Seminole State offers a seamless educational experience from adult basic skills to certificate or degree programs which provide the opportunity for entry into the local workforce or continuing toward a bachelor’s degree at Seminole State or one of Florida’s state universities.

In response to the rising expectations and credentials required by today’s businesses and industries, Seminole State has developed 5 new bachelor’s degree programs. Each degree program was developed through close collaboration with our industry partners and active advisory committees.
Supplemental Services

Bookstore

Seminole State’s campus bookstores stock books and materials for all courses and, when possible, provide options for lower-cost rentals, used and digital textbooks. The bookstores also carry reference books, extra reading materials, school supplies, computer software, College merchandise and miscellaneous items. For student convenience, purchases may also be made by using Seminole State’s online bookstore. All information, including each store’s hours, is available at on the Bookstore website. Store hours are also posted on the storefronts.

Returns and exchanges of purchases are processed based on bookstore guidelines. Original, current receipts are required. Consumable items such as loose-leaf books and access codes must be sealed in order to obtain a refund.

The bookstore buys back textbooks during their regular store hours. Students will receive the highest buyback rates during the peak period of buyback demand which occurs each term between midterms and finals.

Bulletin Boards

Members of the College community who wish to post notices on a Seminole State bulletin board must obtain clearance from their campus Student Life staff. Printed materials such as posters and signs must have the Student Life “Approved for Posting” stamp that clearly lists the date that the posted item should be removed.

Food Service

On-campus dining and vending machine services are available at each campus during regular College hours, unless otherwise posted. Dining locations and hours of operation are available online.

Housing

Seminole State does not provide on-campus housing.

ID Card

The Blue & Gold Card is the official identification card for Seminole State College. The Blue & Gold Card is required for identification and can be used for multiple purposes. Students have 24/7 access to their ID card account through the online portal. There, students can manage online deposits to the Blue & Gold Card and view recent account transactions.

To obtain a Blue & Gold Card, one must:

- Be an enrolled student or current employee of Seminole State College;
- Present a government-issued identification such as a driver’s license, passport, state of Florida identification card or military ID to any Blue & Gold Card Services campus location.

In addition to serving as a student ID, the Blue & Gold Card can be used for:

- Bookstore purchases and book buyback refunds
- Campus library services
- Copying and network printing
- Discounts with local merchants
- Entering College events
- Obtaining parking permits
- On campus dining purchases

Making purchases on campus at:

- College bookstores
- Copy machines
- Food service cafes
- Network printing stations
- Vending machines
**Student Email and Text**

Office 365 is the official, College-provided electronic mail service used to notify students of important College business and information. Office 365 is available to students approximately one business day after they create their MySeminoleState account. Once students register for classes, no communication will be made to any other email address. To avoid missing important communications from Seminole State College, students must activate their student email account, read regularly and, if necessary, act on these messages in a timely fashion. Students should check their Office 365 account daily for time-sensitive communications.

All emails from the College and your professors will be sent to this account only. Messages sent to your Office 365 account may be forwarded to another email account (such as AOL, Gmail, Hotmail or Yahoo), but students do so at their own risk. The College cannot provide technical support if problems such as lost or missing messages arise as the result of forwarding emails outside of Office 365. Students are responsible for the content of College communications sent to their Office 365 address. While messages in Office 365 can be forwarded, all email messages from a student to the College and his or her professors must be sent from the student’s Office 365 account. By using your Office 365 account, you agree to these conditions.

In addition to being the College’s official avenue for communication, Office 365 provides:

- 25GB of inbox space;
- The ability to sync your Office 365 account with a smartphone;
- Access to OneDrive, which provides a limited version of Microsoft Office, including Word, Excel and PowerPoint so you can create or edit documents from any Internet-accessible computer (including Macs);
- Access to download the full version of Microsoft Office on up to five devices;
- Windows Live Messenger so you can chat with friends and classmates.

Seminole State Text is the College’s messaging service to keep students informed about their records, important deadlines and campus emergencies. Messages sent via Seminole State Text include admissions alerts, financial aid notices, important deadlines, tuition due dates, registration notices, enrollment appointments and campus alerts.

Seminole State Text is not an alternative, but a supplement to Office 365. Students are responsible for checking their student email accounts regularly. Sign up to receive text messages. A MySeminoleState username and password, a cell phone service provider and a cell phone number are required for registration. Standard text messaging rates may apply.

**Phone and U.S. Mail**

It is often necessary for Seminole State to communicate with students via the phone numbers and addresses listed in their MySeminoleState accounts. Students should verify their contact information by logging into their MySeminoleState accounts.
Safety and Security

Emergency Response and Notification System

Seminole State College maintains a comprehensive emergency management plan along with policies and procedures to respond to emergencies. The plan is based on an all-hazards disaster response that complies with FEMA guidelines for higher education that includes planning, mitigation, response and recovery actions. In the event of a significant emergency or situation involving an imminent threat to the health and safety of the campus community, the College uses a multi-layered approach to notify its constituents through the Emergency Notification System:

- **Emergency alert phone system**: All Seminole State classrooms and offices are equipped with IP speaker phones that allow the College to broadcast emergency messages as needed. The phone system allows the College to target messages by building or classroom.
- **Seminole State Alert (website)**: Seminole State Alert serves as the primary source for information updates on Seminole State’s website. Using a scrolling message, the alerts will display at the top of most Web pages on the site using a traffic signal color system: green, yellow and red.
- **Email**: Depending on the nature and location of an emergency situation, Seminole State may send an email message to students, faculty and staff.
- **News/social media**: Updates may be posted in the online The Newsroom, Seminole State’s official news home and the College’s official social media sites, Facebook and Twitter.
- **Text messaging**: Students, faculty and staff members are strongly encouraged to register to receive emergency texts from Seminole State College. Seminole State will provide official notification of a situation that poses an imminent physical threat to the community.
- **Phone**: Seminole State will record emergency messages on its Emergency Information Hotline at 407.708.2290.
- **Other**: Additional communication may include fliers, alerts on campus TV screens and regular updates for the news media.

For more information on emergencies, please visit the [Seminole State Alert home page](#).

Reporting Emergencies and Crimes on Campus

Seminole State College encourages anyone who is the victim of or witness to a crime or any other emergency to promptly report the incident to the Campus Safety and Security Department. All students, employees and visitors should immediately report crimes in progress, medical emergencies or fire by calling security or by calling the appropriate police or fire agencies by dialing 911.

- **Altamonte Springs Campus Security**: 407.404.6100
- **Heathrow Campus Security**: 407.708.4410
- **Oviedo Campus Security**: 407.971.5020
- **Sanford/Lake Mary Campus Security**: 407.708.2178

Individuals may also report crimes that are no longer in progress by contacting any of the campus security offices. Students who are the victims of a crime and wish to file a police report should contact a campus security officer who will arrange for a meeting with the appropriate law enforcement agency. Keep the following in mind to provide as much information as possible to the police:

- If assaulted, try to provide a good description of the person such as height, weight, hair color, clothing description, mode and direction of travel.
- If a car is damaged or burglarized, provide the time the student arrived on campus and a description of where the car was parked. Remember, a police report may be required to satisfy insurance company requirements.
• If personal property is stolen, provide serial and model numbers (if known), a complete description of the object(s), along with any other identifying data to assist in recovery.

An emergency is defined as the illness or injury of an individual while on a Seminole State campus or any disturbance on campus, which, if action were not taken immediately, could result in a serious injury or possible death.

Seminole State staff members will take appropriate actions to address the situation until emergency personnel arrive on scene. If an ill or injured student elects not to be transported by emergency medical personnel, a Seminole State representative will not transport or arrange for transportation for that student.

Lost and Found

It is important to use a reliable and consistent method of collecting and storing lost and found property at all College sites. A lost and found repository is maintained in the security office at each campus. Faculty and staff members and students should turn in all lost and found items to security. Students and others inquiring about lost items should be directed to the security office on the campus where the property was lost.

If the property is not claimed within 30 days from the date on the property sheet, the property will be disposed of in accordance with College policy.

Medical Services

No medical facilities are available to students on any campus. First aid kits are located in strategic locations throughout the campuses for emergency use only. Campus medical emergencies are handled as listed in the Emergency Response and Notification System section of this catalog.

Parking and Traffic Regulations

The following regulations were established to provide traffic and parking parameters for vehicles that are operated or parked on Seminole State College campuses and sites. Students who drive vehicles on a College campus or site will be responsible for the proper registration, use and operation of their vehicles in accordance with the traffic and parking regulations set forth by the College.

The College reserves the right to regulate the use of vehicles on its campuses and to take appropriate actions against those who do not comply with the College’s regulations. The College is authorized and reserves the right to regulate the use of any of its parking lots for exclusive use by designated groups or individuals.

In addition to the rules and regulations established by the College, all traffic laws of the State of Florida are in effect at all times on all campuses and sites. All students who park in College parking lots must display a current and valid Seminole State parking permit. Students may obtain a parking permit from any campus Business Office.

• Blue-lined parking areas - Americans with Disabilities Act (ADA) accessible parking only
• Green-lined parking areas - Visitors only
• Orange-lined parking areas - Faculty and staff parking (no students at any time)
• Red-lined areas - Designated fire lanes and emergency vehicle parking
• White-lined parking areas - Student Parking

All student parking permits must be permanently affixed to the driver’s side rear bumper or rear windshield with the decal number clearly visible. Parking hang tags must be displayed from the rear-view mirror with the permit number facing the windshield.
## Parking Violations and Fines

All fines shall be paid in person at the Business/Cashier’s Office at each campus. Parking citations must be paid within 10 business days after posting. All fines are $10 for each offense unless otherwise specified below:

<table>
<thead>
<tr>
<th>Fine</th>
<th>Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10</td>
<td>No decal/improper display of decal or permit</td>
</tr>
<tr>
<td>$10</td>
<td>Parked over lines</td>
</tr>
<tr>
<td>$10</td>
<td>No parking zone</td>
</tr>
<tr>
<td>$10</td>
<td>Posted areas (No Parking, Visitor, College Vehicle Only)</td>
</tr>
<tr>
<td>$10</td>
<td>Driveways</td>
</tr>
<tr>
<td>$10</td>
<td>Double parked</td>
</tr>
<tr>
<td>$10</td>
<td>Service entrance/loading zones</td>
</tr>
<tr>
<td>$10</td>
<td>Students parked in faculty/staff parking lots</td>
</tr>
<tr>
<td>$10</td>
<td>Exceeding time limit in 15 minute loading/unloading zone</td>
</tr>
<tr>
<td></td>
<td>Failure to comply with instructions given by a security officer in the performance of traffic control and parking duties</td>
</tr>
<tr>
<td>$10</td>
<td>Within 10 feet of a fire hydrant or in a fire lane</td>
</tr>
<tr>
<td>$10</td>
<td>In a designated tow-away zone</td>
</tr>
<tr>
<td>$10</td>
<td>Parked in a reserved parking space</td>
</tr>
<tr>
<td>$10</td>
<td>Driving around or removing a barricade</td>
</tr>
<tr>
<td>$10</td>
<td>Parked in visitors’ parking lot</td>
</tr>
<tr>
<td>$10</td>
<td>Providing false parking or vehicle registration information</td>
</tr>
<tr>
<td>$10</td>
<td>Obstructing driveways, sidewalks, roadways or other vehicles</td>
</tr>
<tr>
<td>$10</td>
<td>*Parked in ADA accessible parking space</td>
</tr>
</tbody>
</table>

*May also be subject to a state-assessed fine of $250 written by law enforcement officers.

Three or more unpaid parking citations will result in the vehicle being towed at the owner’s expense. Unpaid fines will result in an immediate hold on student records, diplomas, transcripts, certificates and future registrations. For more information, visit the [Safety and Security website](#).

## Tobacco Free College

To promote the health and wellness of the College community Seminole State is now a tobacco-free College. The use of tobacco of any kind and in any form is prohibited on all College-owned and/or operated facilities. This includes tobacco use in personal vehicles while on College property. Seminole State is partnering with the Seminole County Health Department to offer resources to help students and employees who need help quitting. For more information, please visit the [Tobacco Free College website](#).
Financial Aid

Financial Aid Overview

Seminole State College’s financial aid program helps eligible students who want to further their education but could not attend college without assistance. Financial aid is available to supplement a family’s contribution and help meet the cost of postsecondary education. The student financial aid programs are administered according to a nationally-accepted policy that the family, student and/or spouse is responsible for educational expenses.

The Office of Financial Aid and Scholarships provides each aid recipient with electronic information about financial assistance at Seminole State. Students are responsible for reading this information and asking questions if they do not understand.

Students should electronically submit their financial aid application by completing the FAFSA online.

Seminole State’s Federal School Code is 001520.

Students should frequently review the to-do list posted on their MySeminoleState Student Center page to ensure they provide, in a timely fashion, the requested information to complete their financial aid application. Students must also follow the directions and respond promptly to all financial aid correspondence.

Steps to Apply for Financial Aid

Steps to Apply for Financial Aid

1. New students must apply for admission to the College and submit proof of high school graduation. New and returning students must be in an eligible program. Financial aid awards may be predicted, but funds cannot be released without providing proof of high school graduation or GED.

2. Complete the FAFSA each year, listing Seminole State’s federal school code: 001520. Most male students must register with Selective Service to receive federal aid. Students can file electronically.

3. Students must apply for financial aid each academic year. A limited amount of grants (other than Pell) are awarded to those students who complete their FAFSA prior to March 15, provided that funding is available.

4. Students selected for verification must provide copies of their (and/or their parents’) tax transcripts for the prior year obtained from the IRS website. Required documentation may be found by logging in to MySeminoleState and navigating to the forms section of the Financial Aid page. There may be other documentation requested on a case-by-case basis. All students selected for verification must submit all required verification and tax forms at least 8 weeks prior to the term start date for on-time disbursement of aid during the term. A more detailed explanation of the verification process can be found in the MySeminoleState Student Center under Verification.

5. Students who apply for a student loan for the first time at Seminole State must complete an online student loan entrance counseling workshop. Students are required to complete an online Master Promissory Note (MPN) before funds can be received. Links to Promissory Notes and Entrance and Exit Counseling are available through the MySeminoleState Student Center or at the StudentLoans.gov website. Students must be enrolled at least half-time to qualify for student loans.

6. Financial need is the difference between the estimated cost of education and the amount a student and his/her family are expected to contribute to these costs minus other scholarships or financial aid. Need-based financial aid awards may consist of a combination of grants, part-time employment and loans.
Types of Financial Assistance

• **Pell Grant:** The largest and best-known source of grants, Federal Pell Grants are awarded based on need and do not have to be repaid. Initial Pell Grant Awards are predicted at full-time enrollment status and are prorated after the add/drop period based on part-time enrollment. A student may receive up to 12 full-time semesters (or their equivalent) of Pell Grant and Pell Grant usage and remaining balance may be found at the National Student Loan Data System website. Contact Student Services concerning eligibility for less than half-time enrollment.

• **Federal Supplemental Educational Opportunity Grant:** This grant is awarded to undergraduate and vocational students who demonstrate exceptional financial need. Funds are limited and awards are made based on the priority consideration deadline.

• **Florida Student Assistance Grant:** This grant is awarded to students with financial need, based on state criteria. Recipients must have been Florida residents for the previous 24 months, be enrolled at least as a half-time (6 or more credits) student, meet the financial aid standards of progress and complete 12 hours for each term during the prior year that the grant has been received for renewal. The FAFSA must be processed by May 15. Initial FSAG awards are predicted at full-time enrollment and are prorated after the add/drop period for part-time students.

• **Federal Work-Study Program:** This need-based program awards a maximum of 20 hours of employment per week based on the availability of funds.

• **Federal Direct Stafford Loan:** This loan is available for undergraduate students who enroll at least half time (6 or more credits) at Seminole State. Academic year maximums are determined by federal regulations. Repayment begins 6 months after the student graduates, withdraws or drops below half-time enrollment. The minimum payment is $50 a month but can be higher, depending on the total amount borrowed. An additional unsubsidized loan is available as determined by federal regulations. For the Unsubsidized loan, the student is responsible for repaying all interest, which begins accruing immediately following disbursement.

• **Federal Direct PLUS Loan:** This loan is available for parents of dependent students. Maximum eligibility is equal to the cost of education minus other aid. Repayment of principal and interest usually begins within 60 days of the disbursement of the loan, unless in-school repayment relief is granted.

• **Financial Aid Deferment:** This option is for students who have made a timely application for federal and state financial aid and wish to pay for tuition and fees from financial assistance. Students must complete and sign an online request via MySeminoleState each semester. For details, contact Student Services. Financial Aid Deferments will not be available to those on SAP Warning, Probation or Academic Plan until after the current term’s grades have been finalized and posted.

Scholarships

Institutional scholarships are awarded based on criteria established by Seminole State. Awards must be coordinated with other types of available financial assistance and may reduce the eligibility for other federal or state need-based aid. Private scholarships are awarded based on criteria established by organizations and agencies other than Seminole State. General scholarship application procedures are available on the Admissions Scholarships and Awards website.

State of Florida Scholarships (such as the Florida Bright Futures Scholarship) are based on Florida Department of Education guidelines and funding levels.

Rights of Financial Aid Recipients

• **Confidentiality:** The Privacy Act exists to protect students’ rights to confidentiality and limits the College from releasing information about a student’s file or award(s). Therefore, information
released over the phone must be limited to general information. Students must submit a written request if they need information about their financial aid released to an outside agency or to another person.

- **Knowledge**: Financial aid recipients have the right to know what the Student Financial Resources Office has done and what is expected of them. Students who have questions have the right to contact Financial Aid.

- **Fair and Equal Treatment**: Financial aid awards at Seminole State are made without regard to race, color, creed, national origin, age, sex, veteran status, disability, sexual orientation or marital status. Need is determined using a nationally-recognized formula. Students who are concerned that they were not treated equally or fairly should discuss the situation with the Director of Financial Aid and Scholarships.

### Standards of Academic Progress (SAP) for Financial Aid Recipients

A financial aid recipient is a student who receives any scholarship, loan, grant, work-study award or veteran’s benefits administered through Financial Aid and Scholarships.

Federal, state and college regulations require that a student must maintain satisfactory progress to receive financial assistance. The minimum standards at Seminole State are contained in this document and applicable to the financial assistance programs administered by Financial Aid and Scholarships.

At Seminole State, a student’s entire academic history, including credits that are transferred from other schools, is evaluated to determine whether he/she is maintaining satisfactory academic progress. Eligibility to receive financial aid is established each term, based on a student’s ability to meet the criteria for Standards of Academic Progress.

Failure to meet these Standards of Academic Progress will result in the student being placed on financial aid suspension. Students who are on financial aid suspension will be prohibited from receiving any financial assistance until they have returned to satisfactory progress. Students on financial aid suspension may continue to enroll and attend classes at Seminole State as long as tuition charges are paid through resources other than financial aid.

- **Successful completion of a class**: Defined as having earned a grade of “A,” “B,” “C,” “D,” “S” or “P.”

- **Unsatisfactory completion or non-completion of a class**: Defined as having earned a grade of “F,” “N,” “W,” “I,” “U” or “X.”

- **Enrollment Status**: This is established by the number of credit hours for which a student is officially registered each term. Students must successfully complete a specific number of credits as determined by their program of study and their enrollment status.

- **Total hours attempted**: Students are expected to earn a degree or certificate within a specified number of attempted hours and are only eligible for financial aid during this time. The number of attempted hours cannot exceed more than 150 percent of the published length of the educational program.

All students receiving any type of federal financial aid must meet the Standards of Academic Progress (SAP) for Financial Aid Recipients. The requirements for these standards are set by federal regulations. Students must meet all 3 criteria for ongoing eligibility for federal aid.

### SAP Requirements

1. A student must maintain a minimum 2.0 cumulative grade point average (GPA);

2. A student must successfully complete at least 67 percent Student Completion Rate (pace) of all Seminole State courses taken (including transfer courses accepted by Seminole State);

3. A student must complete his/her degree within the 150 percent time frame (example: an associate degree requiring 60 credit hours must be completed within 90 credit hours).

### Minimum Cumulative 2.0 GPA

For students who have attended other colleges, the courses accepted as transfer credit by Seminole State,
including those taken as part of another program of study, will be included in determining SAP for financial aid purposes.

How to Calculate Student Completion Rate (Pace)

The formula for calculating the completion rate is: total hours earned divided by total hours attempted. The resulting percentage must be 67 percent or greater to meet Standards of Academic Progress (SAP) for Financial Aid Recipients.

For financial aid purposes, successful completion of a course means an earned grade of A, B, C or D. All other grades (F, I, W1, W2, W3, W4) are attempts or unsuccessful completions and will impact a student’s progress. Attempts include any courses in which a student is enrolled for credit beyond the official add/drop refund deadline.

The following chart demonstrates 67 percent completion rate (pace) for attempted hours in a semester. The left-hand column is the attempted hours and the corresponding number in the right-hand column is the number of hours you must successfully complete with a 2.0 GPA to maintain satisfactory SAP.

Example: A student registered for 12 credit hours must complete 8 credit hours with a 2.0 GPA or higher to meet the satisfactory SAP requirements for the semester. The 2.0 GPA and completion rate (pace) of 67 percent apply to the semester and cumulative totals on a student’s transcript.

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Earned Hours Needed (Passed with a GPA of 2.0 or higher)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>11</td>
</tr>
<tr>
<td>14</td>
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<td>11</td>
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<tr>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>9</td>
<td>7</td>
</tr>
</tbody>
</table>

Maximum Time Frame Eligibility

- Students who have attempted more than 150 percent of the credits required for their program of study are not considered to be making satisfactory academic progress, according to requirements for SAP, and therefore, are ineligible for financial aid funds. Students who do not have a degree and exceed maximum hours will not be able to regain financial aid eligibility at Seminole State College.
- Students who change their educational program or graduate and reapply to a new program still must adhere to the maximum time frame policy. If or when the students exceed the maximum time frame allowed for their respective programs, they may appeal if they have mitigating circumstances. All attempted credits and transfer credits will be included when determining maximum time frame eligibility. Consideration will be given to students seeking a second degree or certificate.
- Students are limited to 1 time frame appeal and will be required to successfully complete 100 percent of all future coursework if approved. Therefore, it is important that students take only the number of courses that they will complete successfully. A degree audit/grad check will be required for all time-frame appeals.

Standards of Academic Progress (SAP) will be evaluated at the end of every term. Students who do not meet the SAP standards will be placed on “Financial Aid Warning” at the end of the semester in which they did not meet the standard(s). They will be eligible to receive federal financial aid funding for the following semester and given an opportunity to resume good academic standing. Students given this status are not required to petition for possible reinstatement of their financial aid eligibility.

Students placed on Financial Aid Warning status will be sent a notification advising them of their status, the impact of their future financial aid eligibility and the importance of seeking guidance/advising/counseling.
from appropriate staff. Students who do not meet SAP standards after this period of Financial Aid Warning will be denied eligibility for future semesters and placed on Financial Aid Suspension status until they meet the SAP standards or submit an SAP Appeal that is approved.

The appeal must include a prescribed academic plan that must be approved by Academic Advising. If the appeal is approved, they will be placed on the academic plan. The student will continue on the academic plan as long as he/she is successfully complying with the prescribed academic plan requirement(s) that is submitted as part of the SAP Appeal. The probation status will stay on the student’s financial aid file until the student meets SAP Standards or completes his/her degree.

The student’s progression will be monitored during the probationary period at the beginning and end of the semester to ensure the student is following the prescribed academic plan and successfully matriculating through their program of study. Disbursements will not be made for a semester unless it is verified that the student’s prior review (if applicable) was acceptable and the student is in proper classes for the term in question.

A student will be considered successful in an Academic Plan if all 3 of the following items are met:

1. All of the classes taken under the Plan are required for the student’s program of study;
2. The student maintains a minimum 2.5 GPA for the semester in question (not cumulative GPA) if grades were below 2.0 at time of appeal;
3. The student successfully completes 100 percent of the classes prescribed in the Academic Plan.

If any 1 of the 3 items above is not met, then the student will be considered to not have met the terms and conditions of the Academic Plan, and will be placed on Financial Aid Suspension and will be ineligible for financial aid until such time the student regains eligibility by establishing a minimum 2.0 cumulative GPA and reaching a 67 percent completion rate for all classes attempted.

If a student meets all 3 criteria above, the student will not have to reappeal again for the following semester and the student will remain on this Academic Plan until such time the student retains eligibility.

**Financial Aid Appeals Process**

Students who have not met SAP standards and are placed under Financial Aid Suspension status must complete the following steps to appeal their status and be considered for reinstatement for their financial aid eligibility.

1. Students who have extenuating circumstances (example, hospitalization, death of an immediate family member, call to active military duty, etc) must complete an assessment before they can submit an appeal. This assessment can be found on the Financial Aid website. If this assessment determines you are qualified to appeal, then the appeal form will be made available for you to complete.
2. Attach documentation that supports the extenuating circumstance(s) to the appeal form (Examples: statement signed by student’s doctor, death certificate).
3. Submit the appeal and the supporting documentation to Student Services.

Incomplete appeals will not be accepted. Appropriate documentation as prescribed above must be provided at the time the appeal is submitted. After a thorough evaluation of the written request and all supporting documentation, the Financial Aid Review committee will make a decision and notify the student of the decision by email communication. Appeals are only accepted for the semester immediately preceding the appeal. The decision of the Financial Aid Review Committee is final.

**Academic Plan**

The SAP Appeal follows a prescribed academic plan that must be approved by Academic Advising. If the appeal is approved, the student will be placed on the academic plan. The student will continue on this plan as long as he/she successfully complies with the prescribed requirements until the student meets Satisfactory Academic Progress Standards or completes his/her degree.
The student’s progression will be monitored at the beginning and end of each semester to ensure the student is following the prescribed academic plan and successfully matriculating through his/her program of study. Disbursements will not be made for a semester unless it is verified that the student’s prior review (if applicable) was acceptable and the student is in the proper classes for the term in question.

A student will be considered successful in an academic plan if all three of the following items are met:

1. All of the classes taken under the plan are required for the student’s program of study;
2. Student maintains a minimum 2.5 GPA for the semester in question (not cumulative GPA);
3. Student successfully completes 100 percent of the classes prescribed in the academic plan.

If a student meets all 3 of the criteria listed above, he/she will not have to reappeal again for the following semester and the student will remain on this Academic Plan until the student regains eligibility.

If any 1 of the 3 criteria listed above is not met, then the student will be considered to not have met the terms and conditions of the academic plan and will be placed on Financial Aid Suspension and will be ineligible for financial aid until the student regains eligibility by establishing a minimum 2.0 cumulative GPA and reaches a 67 percent completion rate for all classes attempted.

Note: The College has requirements for Standards of Academic Progress (SAP) as outlined in College Procedure 4.1000 and Standards of Academic Progress (SAP) for Financial Aid Recipients as outlined in College Procedure 4.2000. While on financial aid suspension, a student may be granted an appeal for SAP and register for classes. However, the amount owed will be the responsibility of the student. Financial aid does not cover payment for students who are on suspension.

Responsibilities of Financial Aid Recipients

• Return of Title IV Funds: Any federal financial aid recipient who completely withdraws or ceases attendance prior to completing more than 60 percent of any given term will be required to repay all or a percentage of the aid received. Students who find themselves in a situation where they must withdraw should make an effort to pass at least 1 course. The last date of attendance for withdrawn courses must be documented to minimize any over/repayment of federal funds. Failure to repay or make arrangements to repay these funds will make the student ineligible for future federal assistance from Seminole State or any other institution. The Department of Education has not made any provisions for extenuating circumstances and there is no appeal process. For more information, refer to the Financial Aid Student Guide.

All financial aid recipients must notify Student Services when making any changes in their programs. This includes the completion of a degree. Failure to do so may cause loss of aid. **Students who are receiving aid should check with Student Services before withdrawing from courses.**

• Award Notification and Disbursement of Funds: An award letter that states the types of aid, amounts and conditions of recipients’ awards will be available through the students’ secure MySeminoleState account. The disbursement of financial aid funds will begin after the add/drop period every semester and after faculty members certify attendance in scheduled classes. Financial aid will first be applied to outstanding financial obligations the student may have with Seminole State, such as tuition, as well as fees and book charges. Any remaining balance that is due to the student will be disbursed via direct deposit, debit card authorization or paper check. Students who are anticipating a refund will receive information from the company HigherOne to declare their
preference on how the refund will be processed. **Since this process takes place after the term begins, it is essential that financial aid recipients set aside personal funds to cover expenses at the start of each term.**

**Note:** For students who enroll in courses that begin after the standard start date of the semester, certification for aid eligibility and eventual disbursement of aid may not occur until those classes begin and attendance is verified by the instructor. Contact the Student Financial Resources Office for further details.

- **Census Date:** Is defined as the last date of add/drop for the A/Full term. In order to have courses counted in enrollment status for Financial Aid calculations, a student must be registered in all courses for the term by the census date. This means that in order to have any B session or 12 week session courses counted in a student’s financial aid award calculation, they must be included in those registered for during the student’s initial enrollment period. If a student who enrolls for A/Full term plans to also enroll in a B session course, they must do so by the end of add/drop for the A/Full term. If a student’s initial enrollment for the term is during B session or the 12 week session add/drop, then their awards will be calculated based on enrollment at the end of that session’s add/drop.

- **Providing Complete and Correct Information:** If inaccurate or incomplete information is provided, applications cannot be processed. This will result in delays or could make the student ineligible for aid. Students who deliberately provide false or misleading information may be prosecuted for federal fraud, which carries a penalty of up to 10 years in prison, a $10,000 fine or both.

- **Abiding by Agreements:** As part of their financial aid application, students are asked to sign agreements that they understand the eligibility criteria associated with their aid programs. These signature requests can be either manual signatures or e-signatures using the student’s unique PIN. Financial aid recipients should fully understand all forms before signing agreements.

- **Standards of Academic Progress (SAP):** Federal regulations require students to demonstrate satisfactory progress toward a degree or certificate to be eligible to receive financial assistance. Academic progress for financial aid applicants will be checked at the end of each term, regardless of whether the student had received financial aid. See Standards of Academic Progress for Financial Aid Recipients for more information.

Measures of progress require that students:

- Achieve and maintain a 2.0 GPA in their program;
- Maintain a minimum 67 percent completion rate (total hours completed divided by total hours attempted. This includes any transfer hours);
- Complete a degree or certificate program within 150 percent of the number of hours required to complete the program.

**Important Information**

- Any student who receives a Seminole State scholarship must meet the financial aid Standards of Progress each term to maintain the scholarship for subsequent terms. Some scholarships have additional requirements.
- Federal Direct student loans must be repaid. Students are required to complete entrance counseling before borrowing on student loans, and must complete required exit counseling when the student ceases enrollment, withdraws, reduces enrollment below 6 hours a term, graduates or applies for graduation.
- Less-than-half-time students may be eligible for Federal Pell Grants, depending on the level of the Pell award. This is only allowed no more than 2 consecutive terms or 3 total.
- Students who have earned a bachelor’s degree are ineligible for Federal Pell Grants or FSEOG but may be eligible for other federal student aid programs. The only exception are those post-baccalaureate students enrolled in the Teacher’s Certificate program who may receive Federal Pell Grants and Federal Direct Student Loans.
- Students who attend 2 schools in the same enrollment period must inform both financial aid administrators. Students can only receive funds awarded through the degree-granting institution (the home institution). Students attending 2 institutions during the same semester pursuing coursework required for the attainment of degree
requirements at the home institution must complete and file a consortium agreement online.

- Conviction of drug distribution or possession may make a student ineligible for federal aid.
- Financial aid cannot be paid for classes outside of the student’s prescribed program plan or for classes that are “Audited.”
- Federal aid is limited to 30 credit hours of developmental courses.

**Gainful Employment**

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid-eligible program that “prepares students for gainful employment in a recognized occupation.”

This information includes:

- Cost of the program, including books and fees;
- Median loan debt incurred by students who have completed the program;
- On-time graduation rates;
- Placement rate for students completing the program;
- Standard Occupation Classifications (SOC) codes;

The list of Gainful Employment Programs is published online and contains information on Seminole State College programs that fit the gainful employment criteria.
## 2014-2015 Fee Schedule

The Florida State Legislature and the Seminole State District Board of Trustees annually establish required fees. The following information on tuition and fees is presented as a guide for estimating the cost of attending Seminole State College. All fees are subject to change without notice.

### Fee schedule for 2014-2015

<table>
<thead>
<tr>
<th></th>
<th>Florida Resident Fees (per credit or credit equivalent)</th>
<th>Non-Florida Resident Fees (per credit or credit equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College Credit Fees</strong> (per credit hour)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$79.78</td>
<td>$79.78</td>
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<tr>
<td>Nonresident Fee</td>
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<tr>
<td>Financial Aid Fee</td>
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<tr>
<td>Capital Improvement Fee</td>
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</tr>
<tr>
<td>Technology Fee</td>
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<tr>
<td>Parking Fee</td>
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<td>$1.60</td>
</tr>
<tr>
<td>ID Card Fee</td>
<td>$0.30</td>
<td>$0.30</td>
</tr>
<tr>
<td><strong>Total Credit Hour Rate</strong></td>
<td>$104.38</td>
<td>$381.87</td>
</tr>
<tr>
<td><strong>Post-Secondary Adult Vocational Credit</strong> (per credit equivalent)</td>
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<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$69.90</td>
<td>$69.90</td>
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<tr>
<td>Nonresident Fee</td>
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<td>Financial Aid Fee</td>
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<td>ID Card Fee</td>
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<tr>
<td><strong>Total Per Credit Hour</strong></td>
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<tr>
<td><strong>Total Per Contact Hour Rate</strong></td>
<td>$2.84</td>
<td>$11.23</td>
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### Baccalaureate Fees (per credit hour)

<table>
<thead>
<tr>
<th>Fee</th>
<th>Resident</th>
<th>Nonresident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$91.79</td>
<td>$91.79</td>
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<tr>
<td>Nonresident Fee</td>
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<tr>
<td>Financial Aid Fee</td>
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<td>Student Activity Fee</td>
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<tr>
<td><strong>Total Credit Hour Rate</strong></td>
<td><strong>$119.91</strong></td>
<td><strong>$424.65</strong></td>
</tr>
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### Academic Foundations Fees (per credit equivalent)

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<thead>
<tr>
<th>Fee</th>
<th>Resident</th>
<th>Nonresident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (Per Term)</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

**Note:** One credit equivalent is equal to 30 contact hours.

### Other Fees Which May Be Assessed At The Time Of Registration

<table>
<thead>
<tr>
<th>Fee</th>
<th>Fee Details</th>
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</thead>
<tbody>
<tr>
<td>Distance Learning Fee</td>
<td>$5.70 (Per Credit Hour)</td>
</tr>
<tr>
<td>Dishonored Check Service Charge</td>
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</tr>
<tr>
<td>International Student Fee</td>
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<tr>
<td>Student ID Card Replacement Fee</td>
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<tr>
<td>Transcript Fee</td>
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<tr>
<td>Degree Verification Fee</td>
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<td>Parking Fine</td>
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### Laboratory Fee Range

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<thead>
<tr>
<th>Course Type</th>
<th>Fee Range</th>
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</thead>
<tbody>
<tr>
<td>Arts and Sciences Courses</td>
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</tr>
<tr>
<td>Career Programs Courses</td>
<td>$4-$800</td>
</tr>
<tr>
<td>Non Credit Courses</td>
<td>$0.04-$50</td>
</tr>
</tbody>
</table>

Fees are subject to change without notice.

### Returned Check Policy

A $25 returned check fee will be charged for each check made payable to Seminole State College that is returned by the bank for non-payment. Returned checks that are given in payment of registration fees must be paid in full within 15 calendar days from the date the student is notified by the College or the student’s enrollment may be canceled. Students will
have check-payment privileges denied after 2 returned checks. The Student Accounting Services Office will send 3 mail notices to the maker of the check. If full payment is not received within 30 days of receipt of the third notice, the check will be considered for referral to a third-party collection agency and possible criminal prosecution.

**Other Fees**

<table>
<thead>
<tr>
<th>Library</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In addition to the following fines, replacement cost for lost items will also be charged.</strong></td>
<td></td>
</tr>
<tr>
<td>Library service charge for lost books, DVD’s, CD’s</td>
<td>$10.00</td>
</tr>
<tr>
<td>Library service charge for overdue reserve materials or Netbook (not to exceed $24.00)</td>
<td>$2.00/hour</td>
</tr>
<tr>
<td>Library book rebinding fee</td>
<td>$12.00</td>
</tr>
<tr>
<td>Service charge for lost eReader</td>
<td>$15.00</td>
</tr>
<tr>
<td>Late return fee for eReaders (not to exceed $35.00)</td>
<td>$5.00/day</td>
</tr>
<tr>
<td>Late return fee for DVD or CD (not to exceed $21.00)</td>
<td>$3.00/day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Development Center service charge for lost items</td>
<td>$5.00</td>
</tr>
<tr>
<td>Licensure testing (fee range)</td>
<td>$10.00 to $150.00</td>
</tr>
<tr>
<td>International student processing fee</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Testing Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CJBAT</td>
<td>$40.00</td>
</tr>
<tr>
<td>CJBAT (non-Seminole State student)</td>
<td>$50.00</td>
</tr>
<tr>
<td>CLEP/DANTES registration fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>CLEP test</td>
<td>$80.00*</td>
</tr>
<tr>
<td>DANTES test</td>
<td>$80.00*</td>
</tr>
<tr>
<td>Diagnostic/MyFoundations Lab (MFL)</td>
<td>$16.50</td>
</tr>
</tbody>
</table>

Correspondence testing $35.00
TABE survey form (non-Seminole State student) $25.00
TABE complete battery (non-Seminole State student) $40.00
TABE retakes $0
TABE retakes (non-Seminole State student) $25.00
TEAS (Seminole State student) $60.00
TEAS (non-Seminole State student) $70.00
CPT (Accuplacer) $0 (retake $10.00)
CPT (non-Seminole State student) $25.00
PERT (Seminole State student) $0 (retake $10.00)
PERT (non-Seminole State student) $10.00
Prometric tests Fees determined by certifying agency
PearsonVue Fees determined by certifying agency
COMIRA Fees determined by certifying agency
ProV Fees determined by certifying agency
Certiport Fees determined by certifying agency
Castle Worldwide Fees determined by certifying agency
Note: Fees are subject to change without notice.
* Subject to change by National CLEP Office

**Theatre Admission Fees**

- **General Admission - $10**
- **Discounted price of $8 available to:**
  - Senior citizens over the age of 60
  - Students of other colleges or universities, K-12 schools and preschool children
- **Complimentary (no charge) admission available to:**
  - Seminole State College students, faculty and staff members
  - Visiting dignitaries, press, prospective students and special guests of the theatre or College

*Subject to board approval.

Students who do not utilize any of the parking facilities on any Seminole State campus or center, may complete a parking fee waiver form. Forms must be returned in person to any Seminole State Cashiers Office. Students who opt out of paying the parking fee will not be eligible for a Seminole State parking decal. Parking fee waivers are term/session specific and cannot be retroactively granted.

**Refund Policy**

**General Information:** To receive a refund, the student must be officially dropped from a course or there must be a College action, such as a course cancellation. The drop date will be determined by the date on the Drop Form (form) or online self-service transaction date as received by the Registrar/Enrollment Services Office. To be eligible for a refund for a student-initiated drop, add/drop forms or online self-service transaction must be received prior to the end of the add/drop period for each term and session as published in the Seminole State Catalog.

A full term is divided into:

- **A Session** (first half of a full term);
- **B Session** (last half of a full term);
- **12W Session** (last 12 weeks of a full term);
- **Odd Term (OT) Session** (occurs within the Full Term and has a predetermined start and end date).

OT sessions may start and end at any time, and they may last for a day, week, month or more;

- **Open Entry/Exit (OEE) Session** (occurs within the Full Term and has a predetermined start and end period. These classes are normally learner-paced, and the student may enter and exit within the predetermined start and end period.)

Per College Procedure 5.0450 Student Tuition and Refunds*:

**Purpose**

To provide a mechanism for refund of College tuition and fees.

**Definition**

Immediate family member. For the purpose of this procedure, an immediate family member is a spouse, parent, child or sibling.

**Procedure**

1. **Dropped or Cancelled Classes**

   In order to receive a refund, the student must officially drop from a course or there must be a college action such as a course cancellation. The drop date will be determined by the date of the Drop Form (form) or online self-service transaction date as received by the Registrar/Enrollment Services Office. To be eligible for a refund for a student-initiated drop, add/drop forms or online self-service transaction must be received prior to the end of the add/drop period for each term and session as published in the Seminole State College Catalog.

   A full term is divided into the following: "A" session (first half of a full term); "B" session (last half of a full term); Odd Term (OT) session (OT sessions occur within the full term and have a predetermined start and end date. OT sessions may start and end at any time and they may last for a day, week, month, or more.); and Open Entry/Exit (OEE) session (OEE sessions occur within the full term and have a predetermined start and end period; however, these classes are
normally learner-paced and the student may enter and exit within the predetermined start and end period.)

Refunds will be made as follows:

<table>
<thead>
<tr>
<th>College and Vocational Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session: A, B, 12W or Full Term</strong></td>
</tr>
<tr>
<td>Courses dropped by the close of business hours or online by midnight on the last scheduled date of add/drop</td>
</tr>
<tr>
<td>Thereafter*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Session: Odd Term (OT)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For classes meeting one (1) to three (3) days: Courses dropped prior to the first scheduled class day</td>
</tr>
<tr>
<td>Thereafter*</td>
</tr>
<tr>
<td>For classes meeting four (4) days or more: Courses dropped within one calendar day after the first scheduled class day</td>
</tr>
<tr>
<td>Thereafter*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Session: Open Entry/Exit (OEE)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Refund is by petition only</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Corporate Contracted Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refund is subject to terms of applicable contract</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>General Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses canceled by the College</td>
</tr>
<tr>
<td>College error</td>
</tr>
</tbody>
</table>

2. **Refund**

A. Seminole State College may refund 100% of the tuition and fees after the published refund deadline if a student withdraws from a course(s) due to death of an immediate family member, death of the student or involuntary call to active military duty. No refund will be approved unless the student provides the necessary documentation which supports the reason for a refund. If documentation cannot be provided, the request for refund cannot be considered. Students must file a Request for Refund form prior to the beginning of classes for the next successive term to the Registrar/Enrollment Services Office. A family member may submit the Request for Refund based on death of the student. Failure to file the request in a timely manner may be considered as a reason for the denial of the request. The request is reviewed and decided by the Registrar/Enrollment Services Office and no appeal process is offered.

B. **Refund forms can be found online.**
Refund policy and procedure are subject to change. Changes are published online.

Refund for Students Receiving Federal Financial Aid

Seminole State will issue refunds after the official refund deadline pursuant to U.S. Department of Education requirements. Information is available from the Student Financial Resources Office.

Residency Statement

All Seminole State College applicants who are Florida residents for tuition purposes are required to make a statement as to their length of residence in the State of Florida and submit it with their application for admission in accordance with criteria set forth in Section 1009.21, F.S. and 6A-10.044 F.B.R. Applicants who are not residents for tuition purposes may attend Seminole State College and are not required to submit a statement of residency. Non-Florida residents, for tuition purposes, will pay higher fees than Florida residents.

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

A dependent child is a person who is eligible to be claimed by his/her parent(s) as a “child” under the Federal Income Tax Codes whether or not they are living with the parent(s). A dependent child living with an adult relative other than his/her parent(s) may qualify as a Florida resident for tuition purposes if the adult relative has maintained a legal residence in the State of Florida for 12 consecutive months and the dependent child has lived with the relative for 5 years immediately preceding registration. The adult relative must have exercised the day-to-day care, supervision and control of the child during the five-year period. A dependent child whose parents are divorced or separated may qualify as a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent claims the child as a dependent for federal income tax purposes. The following categories will be considered as Florida residents for tuition purposes:

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

Seminole State College may deny credit earned by a student if it is determined that he/she has made false, incomplete or fraudulent statements in connection with his/her application for admission. In determining Florida residency for tuition purposes, the burden of proof rests with the applicant.

A non-Florida resident may apply in writing for reclassification as a resident for tuition purposes. Non-Florida residents must produce evidence that they are legal residents and have resided in the state for 12 consecutive months. A dependent child must provide evidence that his/her parents are legal residents of Florida. A resident alien may be considered a Florida resident for tuition purposes if he/she has resided in the State of Florida for 12 consecutive months after being granted resident alien status by the United States Immigration and Naturalization Service. Only non-resident aliens, classed in specific visa categories as determined by the State of Florida, may be eligible for classification as a Florida resident for tuition purposes. If the applicant provides evidence satisfactory to the College, the applicant will be reclassified as a resident for tuition purposes for subsequent terms.

A student may appeal residency classification by following the College-approved appeals process for residency classification.
Payment of Tuition and Fees

Students can view their fees and payment deadlines by logging in to MySeminoleState and navigating to the Student Center. All fees must be paid by the due dates shown on the account or the student risks being dropped from his/her classes.

After initial enrollment and payment of tuition and fees each term, it remains the student’s responsibility to verify that the account balance remains zero after any further enrollment activity on the account for that term. Students are encouraged to review their MySeminoleState Student Center each time they have enrollment activity and pay any outstanding balance by the payment due date.

In some cases, fees may be deferred against anticipated financial aid. Tuition deferment is an online process and must be completed every term. After all financial aid, scholarships and third-party funding have been applied to the student’s account, it is his/her responsibility to pay any remaining balance by the due date.

Acceptable payment methods for tuition and fees:

- In person at any Seminole State campus cashier window with cash, check, money order, credit card or debit card (cardholder must be present to sign for all credit card and debit card transactions);
- Online, via MySeminoleState, with a valid credit card;
- Mail a check (checks must be preprinted with account holder’s name and address) or money order, made payable to Seminole State College, to the following address:

  Seminole State College of Florida
  Business Services Office L213
  100 Weldon Blvd.
  Sanford, FL 32773

Please include the student’s Seminole State student ID number on the check or money order. Payments made via U.S. mail must be received in the Business Services Office at least three to five business days before the payment due date to allow for processing.

For more information about tuition and fees, call the Cashiers Office at 407.708.2140.
Baccalaureate Degrees Overview

Seminole State College of Florida offers bachelor’s degrees in the following fields:

- Business and Information Management, Bachelor of Science (B.S.)
- Construction, Bachelor of Science (B.S.)
- Engineering Technology, Bachelor of Science (B.S.)
- Information Systems Technology, Bachelor of Science (B.S.)
- Interior Design, Bachelor of Applied Science (B.A.S.)

Seminole State College of Florida’s baccalaureate degree programs are designed in a unique 2+2 model. Under the 2+2 model, students earn an Associate’s degree as well as a Bachelor’s degree throughout their studies at Seminole State. Students are encouraged to meet with a bachelor’s degree specialist each term prior to registering for classes to ensure enrollment in the correct course sequence.

Priority Application Deadline

All transcripts and test scores must be submitted by these dates:

- Fall 2014 Term: July 15, 2014
- Spring 2015 Term: November 15, 2014
- Summer 2015 Term: April 15, 2015

Admissions Requirements for Baccalaureate Degree Students

Applicants seeking admission to Seminole State College’s bachelor’s degree programs must comply with the College’s General Admissions procedure in the College Catalog. In addition, students must meet the following program-specific requirements listed below prior to being accepted into upper-division coursework:

Business and Information Management, Bachelor of Science (B.S.)

- Completion of an Associate in Arts (A.A.) or bachelor’s degree from a regionally accredited institution or completion of an Associate in Science (A.S.) degree in a business-related field from any regionally accredited institution. All other degrees will be evaluated by the faculty committee on a case-by-case basis.
- A GPA of 2.0 or higher.
- Program Progression Requirements: Once admitted, students must achieve (or have achieved) a grade of “C” or higher in the following courses:
  - ACG 2021 Principles of Financial Accounting
  - ACG 2071 Principles of Managerial Accounting
  - CGS 2100C Office Applications
  - ECO 2013 Principles of Economics (MACRO)
  - ECO 2023 Principles of Economics (MICRO)
  - MAC 2233 Concepts of Calculus
  - STA 2023 Statistical Methods I

Construction, Bachelor of Science (B.S.)

- Completion of an Associate in Arts (A.A.) or bachelor’s degree from a regionally accredited institution or selected Associate in Science (A.S.) degrees from any regionally accredited Florida institution:
  - A.S., Architectural Design and Construction Technology (CIP 1615010100)
  - A.S., Building Construction Technology (CIP 1615001001)
  - A.S., Civil Engineering Technology (CIP 1715020101)
All other degrees will be evaluated by the faculty committee on a case-by-case basis.

- A GPA of 2.0 or higher.
- Program Progression Requirements:
  - An Associate in Science (A.S.) degree in any one of the regionally accredited Florida programs listed above satisfies the Construction Technical Foundation requirements detailed in the Bachelor of Science (B.S.), Construction degree program. Students with any other degree must complete the Technical Foundation courses with a grade of "C" or higher along with the non-technical foundation courses.

Engineering Technology, Bachelor of Science (B.S.)

- Completion of Associate in Arts (A.A.) or bachelor's degree from a regionally accredited institution or completion of selected Associate in Science (A.S.) degrees in related areas from any regionally accredited Florida institution:
  - A.S., Architectural Design and Construction Technology (CIP 1615010100)
  - A.S., Architectural Design and Drafting Technology (CIP 1615010100)
  - A.S., Civil Engineering (CIP 1715020101)
  - A.S., Electronics Engineering Technology (CIP 1615000001)
  - A.S., Engineering Technology (CIP 1615030301)
  - A.S., Environmental Science Technology (CIP 1715059901)
  - A.S., Industrial Management Technology (CIP 1606200101)
  - A.S., Manufacturing Technology (CIP 1615060302)
  - A.S., Naval Architecture and Yacht Design (CIP 1614220100)
  - A.S., Safety Engineering Technology (CIP 1615070101)
  - A.S., Technology Project Management (CIP 1506120107)
- Sixty plus credit hours from a regionally accredited institution with at least 18 credit hours in Engineering or Engineering Technology satisfies requirements for admission into the program.

Information Systems Technology, Bachelor of Science (B.S.)

- Completion of an Associate in Arts (A.A.) or bachelor's degree from a regionally accredited institution or completion of selected Associate in Science (A.S.) degrees from any regionally accredited Florida institution:
  - A.S., Computer Information Technology (CIP 1507030600)
  - A.S., Computer Programming and Analysis (CIP 1507030500)
  - A.S., Computer Programming and Analysis Web Programming Specialization (CIP 1507030500)
  - A.S., Information Systems Technology (CIP 1507030401)
  - A.S., Network Services Technology (CIP 1507030401)
- A GPA of 2.0 or higher.
- Program progression requirements: once admitted, students must achieve (or have achieved) a grade of "C" or higher in the following courses:
  - ARC 1301 Architectural Design I
  - BCN 2230 Construction Materials and Methods
  - CHM 1020 Contemporary Chemistry or higher
  - EGS 1111C Engineering Graphics - Drawing
  - ETD 1320C Computer-Aided Design I
  - MAC 2233 Concepts of Calculus OR MAC 2311 Analytic Geometry and Calculus I
  - PHY 1053C Physics I or higher
  - STA 2023 Statistical Methods OR MAC 2312 Analytic Geometry w/ Calculus II
  - SUR 2101C Surveying
Interior Design, Bachelor of Applied Science (B.A.S.)

- Completion of Associate in Science (A.S.) degree in Interior Design that meets the following requirements:
  - The program must be a Florida Board of Architecture Interior Design-approved program;
  - The degree must be from a regionally accredited Florida institution.

All other degrees will be evaluated by the faculty committee on a case-by-case basis to make the final admission determination. Students entering with an A.S. degree from a college other than Seminole State may need additional courses to provide appropriate background for the baccalaureate program.

- A GPA of 2.0 or higher.

Graduation Requirements for Baccalaureate Degree Students

Seminole State College baccalaureate degree candidates must satisfy these institutional and degree requirements:

1. Complete a minimum 120 credits or as designated by program academic hours with a grade point average (GPA) of 2.0 excluding courses designated by an asterisk (*) in the course description section of this catalog (college preparatory level courses, technical non-transfer and vocational level courses).
2. Complete at least 25 percent of the total degree requirements at Seminole State College (e.g., a 120 semester-hour degree requires at least 30 semester hours completed at Seminole State College).
3. At least 50 percent of the upper division (3###, 4###) courses must be completed at Seminole State College.
4. Students must be enrolled in coursework at Seminole State during the semester of graduation.
5. Achieve a Seminole State College GPA of 2.0 ("C") or higher.
6. Complete any required capstone courses with a grade of "C" or higher.
7. Successfully complete or satisfy Seminole State’s General Education requirements (with a grade of "C" or higher) including the following:
   a. Six semester hours of Gordon Rule English coursework.
   b. Six semester hours of additional Gordon Rule coursework in which the student is required to demonstrate college-level writing skills through multiple assignments.
   c. Six semester hours of Gordon Rule mathematics coursework at the level of college algebra or higher.

Note: Seminole State requires that students satisfy the Gordon Rule by successfully completing General Education coursework in English, humanities, social sciences and history, as well as a mathematics course.

d. Students awarded an Associate in Arts degree, baccalaureate degree or who have official
transcripts documenting "General Education Requirements Met" from a Florida College System or Florida State University System degree-granting institution shall be considered to have satisfied Seminole State's General Education requirements.

8. Demonstrate foreign language proficiency (at the intermediate level) equivalent to 2 years in high school or a sequence of 2 college credit courses in a single language. A standardized examination for foreign language may be used to meet the requirement. Students who have previously received a baccalaureate degree from a regionally accredited institution are exempt from this requirement. Refer to the Foreign Language Proficiency section of this catalog for details.

9. Have on file in the Records and Registration Office official transcripts of all college work previously taken at other colleges or universities.

10. File application for diploma in the Records and Registration Office by the published deadline date on the College academic calendar.

11. Pay all fees and discharge all other obligations to the complete satisfaction of the College.

12. The student is not eligible for graduation until all grades of "I" have been removed from the academic record.

13. It is the student’s sole responsibility to ensure that his/her program plan is correct and current for the semester that he/she graduates. The College will not change the student’s program plan if it is not accurate.
Academic Programs and Prerequisite Courses for the Major

Academic Schools

Seminole State’s Academic Affairs Division is divided into four schools:

- School of Arts and Sciences
- School of Career and Professional Programs
- School of Engineering, Design and Construction
- School of Academic Foundations

School of Arts and Sciences

The School of Arts and Sciences is a diverse scholarly community that promotes a foundation of reasoned inquiry that enables students to develop philosophical, ethical, scientific and artistic knowledge. The School offers the core academic courses for students who are pursuing associate or bachelor’s degrees from Seminole State.

The School is subdivided into the following departments:

- Arts and Communications
- Biological Science
- English
- Honors Institute
- Humanities and Modern Languages
- Mathematics
- Physical Science
- Social Science

School of Career and Professional Programs

The School of Career and Professional Programs provides educational pathways to high demand and high wage careers that enable individuals to be financially self-sufficient. These programs strengthen the region’s economic health and prepare individuals for lifelong rewarding careers. Central Florida’s major employers participate as advisory board members, helping to design curricula so that graduates are able to integrate technical skills, critical thinking and leadership. Each of the programs readies graduates for immediate employment in their career field and provides the option to continue their education to a bachelor degree.

The School is home to the following professional disciplines:

- Accounting
- Business and Entrepreneurship
- Early Childhood Education
- Healthcare
- Information Technology, Networking and Programming
- Legal Studies
- Nursing
- Public Safety

School of Engineering, Design and Construction

The School of Engineering, Design and Construction provides comprehensive programs leading to professional careers in the built environment. The School offers programs grounded in academic course work, site visits and practical application of industry principles.

The School is home to the following professional disciplines:

- Automotive Technology
- Building Construction
- Digital Media
- Engineering
- Interior Design
School of Academic Foundations

The School of Academic Foundations provides practical instruction for adults who are seeking basic academic skills, a high school diploma, preparation for the GED exam, personal enrichment and skill building.

The unique needs of the adult learner are met using individualized instructional programs and innovative classroom instruction. Classes are offered at Seminole State College campuses and at outreach sites throughout Seminole County, with day, evening and weekend hours available.

The School offers the following programs:

- Adult Basic Education/GED
- Adult High School
- English Language Studies

Academic Options

At Seminole State, you will find many options for your academic future:

Applied Technology Diploma (A.T.D.) - A college credit program designed to prepare students for employment.

Associate in Applied Science (A.A.S.) degree - The Associate in Applied Science (A.A.S.) degree is designed for students with clearly defined career goals. The A.A.S. prepares graduates for immediate entry into a specialized technical or semi-professional career field where students can achieve expertise and mastery of practical performance. These degrees enable graduates to be financially self-sufficient. These programs strengthen the region economically and prepare individuals for rewarding careers. Central Florida’s major employers participate as advisory board members, helping to design curricula so that graduates are able to integrate technical skills, critical thinking, leadership and academic coursework. In addition to entering the workforce, the A.A.S. degree provides students the option to continue their education in a bachelor’s degree program at Seminole State or one of the state universities such as UCF while working in their career fields. Students planning to transfer into a baccalaureate program should consult with a baccalaureate degree specialist.

Bachelor of Applied Science (B.A.S.) degree - A four-year college credit degree program designed to prepare students for advancement within specific workforce sectors.

Bachelor of Science (B.S.) degree - A four-year degree (typically 120 credit hours, with some exceptions) with a scientific emphasis.

Certificate of Professional Preparation (C.P.P.) - A college credit certificate designed to prepare
baccalaureate degree holders for licensure, certification, credentialing, examinations or other demonstrations of competency necessary for entry into professional occupations.

**College Credit (C.C.) certificate** - These short-term programs range from 12 to 36 credits and are designed as stepping stones to an A.S. degree and a career. As students complete each program, they receive a college credit certificate which documents the skills they’ve learned and enhances their marketability as they advance toward the A.S. degree.

**Institutional Credit (E.P.I.)** - A competency-based program that provides baccalaureate degree holders in a field other than education the opportunity to become certified K-12 teachers.

**Post Secondary Adult Vocational (P.S.A.V.) certificate** - Post Secondary Adult Vocational certificates (P.S.A.V.) are typically 1 year in length or less. Some P.S.A.V. programs may be as short as 165 contact hours. P.S.A.V. programs are not for college credit. P.S.A.V. programs prepare graduates for immediate entry into specific skill-based occupations such as air conditioning technician and automotive technician. In many cases, the vocational certificate graduate may transition into related A.S. degree programs at Seminole State.

Listed below are Seminole State’s academic programs sorted by academic school.

## School of Arts and Sciences

### Associate in Arts (A.A.) Degree

Prerequisite Courses for the Major:

- Accounting
- Advertising/Public Relations
- Aerospace Engineering
- Agricultural Operations Management
- Anthropology
- Architecture
- Architectural Engineering Technology
- Art - BFA Emerging Media
- Art - Education
- Art - Studio Track
- Art - Visual Arts and Emerging Media Management
- Athletic Training
- Biology - Pre-Professional
- Biomedical Sciences
- Biotechnology
- Business Administration
- Business - General
- Chemistry
- Civil Engineering
- Communication Sciences and Disorders
- Computer Engineering
- Computer Science
- Construction
- Construction Engineering
- Criminal Justice
- Digital Media
- Early Childhood Education
- Economics
- Economics - Business Track
- Electrical Engineering
- Elementary Education
- English - Creative Writing
- English Language Arts Education
- English - Literature
- English - Technical Communication
- Environmental Engineering
- Exceptional Student Education
- Event Management
- Finance
- Forensic Science
- Health Informatics and Information Management
- Health Science - Pre-Clinical Allied Health Track
- Health Services Administration
- History
- Honors Diploma Program
- Hospitality Management
- Human Communication
- Humanities
- Industrial Engineering
- Information Systems Technology
- Information Technology
- Interdisciplinary Studies - Environmental Studies
- International and Global Studies
- Journalism
- Management
- Marine Biology
- Marketing
- Mathematics
- Mathematics Education
- Mechanical Engineering
• Medical Laboratory Sciences
• Meterology
• Music
• Music Education
• Musical Theatre
• Nursing
• Nutrition and Dietetics
• Pharmacy
• Photonic Science and Engineering
• Physics
• Political Science - Pre-Law Track
• Psychology
• Public Administration
• Radio-Television
• Real Estate
• Science Diploma
• Science Education - Biology
• Science Education - Chemistry
• Science Education - Physics
• Social Science Education
• Social Sciences
• Social Work
• Sociology
• Sports and Exercise Science
• Sports Management
• Statistics
• Technical Education and Industry Training
• Theatre
• Visual Arts and Emerging Media Management
• World Language Education - Spanish

**Associate in Science (A.S.) Degree**

• Multimedia Technology, Television and Digital Cinema Production

**College Credit Certificates**

• Digital Video Fundamentals
• Honors Certificate
• Instructional Design
• Laboratory Science Certificate
• Stage Technology
• Video Editing and Post Production

**Specialized Program**

• Educator Preparation Institute (EPI)

**School of Career and Professional Programs**

**Center for Business, Legal and Entrepreneurship**

**Bachelor of Science (B.S.) Degree**

• Business and Information Management

**Associate in Science (A.S.) Degrees**

• Accounting Technology
• Administrative Office Management
• Business Administration
• Entrepreneurship and Business Management
• Legal Assistant/Paralegal

**College Credit Certificates**

• Accounting Applications
• Accounting Operations
• Accounting Specialist
• Business Operations
• Business Specialist
• Entrepreneurship
• Entrepreneurship Operations
• Financial Operations
• Financial Operations Specialist
• Human Resources Administrator
• International Business
• Management
• Marketing
• Office Management
• Office Specialist
• Office Support
• Small Business Management
Center for Information Technology

Bachelor of Science (B.S.) Degree

- Information Systems Technology
- Information Systems Technology: Network Security Track

Associate in Science (A.S.) Degrees

- Computer Programming and Analysis
- Information Systems Technology
- Network Systems Technology

College Credit Certificates

- Computer Programming
- Computer Programming Specialist
- Computer Repair and Installation
- Information Technology Analysis
- IP Communications
- IP Communications Technician
- IT Client Specialist
- Network Infrastructure
- Network Server Administration
- Network Support Technician
- Web Development
- Virtualization

Vocational Certificates

- Auxiliary Law Enforcement Officer
- Correctional Officer Cross-Over Training to Florida Law Enforcement Academy
- Firefighting
- Florida Law Enforcement Academy
- Law Enforcement Officer Cross-Over Training to Traditional Correctional Basic Recruit
- Private Security Officer
- Pump Operator
- Traditional Correctional Basic Recruit

Center for Public Safety

Associate in Science (A.S.) Degrees

- Criminal Justice Technology
- Emergency Medical Services (EMS)
- Fire Science Technology

College Credit Certificates

- Criminal Justice Law Enforcement Leadership
- Criminal Justice Technology Specialist
- Emergency Medical Technician - Basic (EMT)

Vocational Certificates

- Auxiliary Law Enforcement Officer
- Correctional Officer Cross-Over Training to Florida Law Enforcement Academy
- Firefighting
- Florida Law Enforcement Academy
- Law Enforcement Officer Cross-Over Training to Traditional Correctional Basic Recruit
- Private Security Officer
- Pump Operator
- Traditional Correctional Basic Recruit

Early Childhood Education

Associate in Science (A.S.) Degree

- Early Childhood Education

College Credit Certificates

- Childcare Center Management Specialization
- Early Childhood Education, Early Intervention Specialist
- Early Childhood Education, Infant/Toddler Specialization
- Early Childhood Education, Preschool Specialization
- Educational Assisting

Vocational Certificate

- Early Childhood Professional Certificate (ECPC)
Moore Family Center for Health Professions

Associate in Science (A.S.) Degrees
- Health Information Technology
- Nursing (RN)
- Pharmacy Management
- Physical Therapist Assistant (PTA)
- Respiratory Care

Applied Technology Diploma
- Pharmacy Technician

College Credit Certificates
- Laboratory Science
- Medical Information Coder/Biller

Center for Engineering and Design

Bachelor of Science (B.S.) Degree
- Engineering Technology

Certificate of Professional Preparation
- Project Management

School of Engineering, Design and Construction

Center for Architecture and Interior Design

Bachelor of Applied Science (B.A.S) Degree
- Interior Design

Associate in Science (A.S.) Degrees
- Interior Design Technology
- Media Design

College Credit Certificates
- Digital and Interactive Media Design
- Digital Media, Digital Media/Multimedia Production
- Digital Media, Graphic Design Production
- Digital Media, Graphic Design Support
- Digital Media/Multimedia Web Production
- Kitchen and Bath Design
- Residential Staging Specialist

Associate in Science (A.S.) Degrees
- Computer-Aided Drafting and Design
- Engineering Technology

Associate of Applied Science (A.A.S) Degree
- Automotive Technology

College Credit Certificates
- Advanced Computer-Aided Design (C.A.D.)
- Automotive Maintenance and Light Repair
- Automotive Technician
- Computer-Aided Design (C.A.D.)
- Sustainable Engineering

Vocational Certificate
- Automotive Service Technology
Wharton Smith Center for Construction

Bachelor of Science (B.S.) Degree
• Construction

Associate in Science (A.S.) Degrees
• Construction Management

College Credit Certificate
• Building Construction Technology

Vocational Certificates
• Air Conditioning, Refrigeration and Heating Technology I
• Applied Welding Technologies
• Construction Apprenticeship - Electricity (Commercial)
• Construction Apprenticeship - Fire Sprinkler System Technology
• Construction Apprenticeship - Plumbing Technology
• Electricity

School of Academic Foundations
• ABE/GED
• Adult High School
• English Language Studies
School of Arts and Sciences

AA, Accounting Prerequisite Courses for the Major
Associate in Arts
Subplan Code: BUS-ACC CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- ACG 2021 Principles of Financial Accounting 3
- ACG 2071 Principles of Managerial Accounting 3
- CGS 2100C Office Applications 3
- ECO 2013 Principles of Economics (MACRO) 3
- ECO 2023 Principles of Economics (MICRO) 3

MAC 2233 Concepts of Calculus 3
STA 2023 Statistical Methods I 3

Total Credits: 60.00

AA, Advertising/Public Relations Prerequisite Courses for the Major
Associate in Arts
Subplan Code: CAS-ADV CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- SPC 1608 Introduction to Oral Communication 3
Choose 3 credits from the following list:

ECO 2013 Principles of Economics (MACRO) 3
ECO 2023 Principles of Economics (MICRO) 3

Recommended

AMH 2010 United States History to 1865 3
AMH 2020 United States History 1865 to Present 3
POS 2041 United States Federal Government 3
POS 2112 State and Local Government 3

Total Credits: 60.00

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

CHM 2045C General Chemistry I 4
MAC 2311 Analytic Geometry and Calculus I 5
MAC 2312 Analytic Geometry and Calculus II 5
MAC 2313 Analytic Geometry and Calculus III 4
PHY 2048C Physics with Calculus I 4
PHY 2049C Physics with Calculus II 4

Total Credits: 60.00

AA, Aerospace Engineering Prerequisite Courses for the Major
Associate in Arts
Subplan Code: ENG-AERO CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

AA, Agricultural Operations Management Prerequisite Courses for the Major
Associate in Arts
Subplan Code: AGR-PLAN CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.
Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1010C</td>
<td>General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1011C</td>
<td>General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2045C</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2046C</td>
<td>General Chemistry II with Qualitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Economics (MICRO)</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>Concepts of Calculus</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 60.00

AA, Anthropology Prerequisite Courses for the Major

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice."
Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1201C</td>
<td>Design Fundamentals I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>Concepts of Calculus</td>
<td>3</td>
</tr>
<tr>
<td>ART 1203C</td>
<td>Design Fundamentals II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>General Physics I</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits: 60.00

AA, Art - BFA Emerging Media Prerequisite Courses for the Major

Subplan Code: ART-ART CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1201C</td>
<td>Design Fundamentals I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1203C</td>
<td>Design Fundamentals II</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1301C</td>
<td>Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2050</td>
<td>Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2051</td>
<td>Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART#### Any ART prefix courses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: 60.00

AA, Art - Studio Track Prerequisite Courses for the Major

Subplan Code: ART-STUD CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.
Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 2050</td>
<td>Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2051</td>
<td>Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 1201C</td>
<td>Design Fundamentals I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1203C</td>
<td>Design Fundamentals II</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1301C</td>
<td>Drawing II</td>
<td>3</td>
</tr>
</tbody>
</table>

ART#### Any ART prefix courses

Total Credits: 60.00

AA, Art - Visual Arts and Emerging Media Management Prerequisite Courses for the Major Associate in Arts

Subplan Code: ART-VA CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 2050</td>
<td>Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1201C</td>
<td>Design Fundamentals I</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2051</td>
<td>Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ART 1203C</td>
<td>Design Fundamentals II</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1301C</td>
<td>Drawing II</td>
<td>3</td>
</tr>
</tbody>
</table>

ART#### Any ART prefix course

Total Credits: 60.00

AA, Art Education Prerequisite Courses for the Major Associate in Arts

Subplan Code: ART-EDU CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.
Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

ARH 2051 Art History II 3
ARH 2050 Art History I 3
ART 1201C Design Fundamentals I 3
ART 1203C Design Fundamentals II 3
ART 1300C Drawing I 3
ART 1301C Drawing II 3
EDF 2005 Introduction to the Teaching Profession 3
EDF 2085 Introduction to Diversity for Educators 3
EME 2040 Introduction to Technology for Educators 3

Total Credits: 60.00

Choose 1 Oral Communications course:

SPC 1608 Introduction to Oral Communication 3
IDH 2106 Honors Oratory: Speech, Argumentation and Debate

Choose 1 English I course:

ENC 1101 English I 3
ENC 1101H Honors English I 3

Choose 1 English II course:

ENC 1102 English II 3
ENC 1102H Honors English II 3

Humanities - Must take one State Core Course 6

Three credits must be taken from Area A

Humanities Area A

HUM 2022 Liberal Arts Humanities 3
HUM 2220 Ancient/Classical Humanities 3
HUM 2223 Medieval Humanities 3
HUM 2232 Renaissance/Baroque Humanities 3
HUM 2234 18th and 19th Century Humanities 3
HUM 2263 The World of Dickens 3
HUM 2322 Women, Gender and Culture 3
HUM 2322H Honors Women, Gender and Culture 3
HUM 2410 Asian Humanities 3
HUM 2410H Honors Asian Humanities 3
HUM 2454 African American Humanities 3

AA, Associate in Arts - General Education Requirements

Associate in Arts
Subplan Code: AA-GEN CIP: 1192401010
Program Description

Completion of the following General Education requirements will satisfy the basic requirements in General Education for the Associate in Arts degree. General Education courses for the Associate in Science, Bachelor of Applied Science, and Bachelor of Science degrees are also drawn from this list.

Communication - Must take one State Core Course 9

Nine credits required
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 2454H</td>
<td>Honors African American Humanities</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2461</td>
<td>Latin American Humanities</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2461H</td>
<td>Honors Latin American Humanities</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2481</td>
<td>Native American Humanities</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2590</td>
<td>20th and 21st Century Humanities and Technology</td>
<td>3</td>
</tr>
<tr>
<td>IDH 1104</td>
<td>Honors Arts and Culture</td>
<td>3</td>
</tr>
<tr>
<td>IDH 2102</td>
<td>Honors Arts and Ideas</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities Area B**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AML 2010</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>AML 2020</td>
<td>American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>AML 2600</td>
<td>Survey of African American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2050</td>
<td>Art History I</td>
<td>3</td>
</tr>
<tr>
<td>ARH 2051</td>
<td>Art History II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2100</td>
<td>The Art of Film</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2103</td>
<td>World Cinema</td>
<td>3</td>
</tr>
<tr>
<td>ENL 2012</td>
<td>British Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENL 2022</td>
<td>British Literature II</td>
<td>3</td>
</tr>
<tr>
<td>LIT 2090</td>
<td>Contemporary Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 2090H</td>
<td>Honors Contemporary Literature</td>
<td>3</td>
</tr>
<tr>
<td>LIT 2120</td>
<td>World Literature II</td>
<td>3</td>
</tr>
<tr>
<td>LIT 2120H</td>
<td>Honors World Literature II</td>
<td>3</td>
</tr>
<tr>
<td>MUH 2022</td>
<td>History of Rock Music</td>
<td>3</td>
</tr>
<tr>
<td>MUH 2026</td>
<td>Introduction to Blues and Jazz</td>
<td>3</td>
</tr>
<tr>
<td>MUL 2010</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUL 2014</td>
<td>Introduction to Music History and Literature</td>
<td>3</td>
</tr>
<tr>
<td>PHI 1630</td>
<td>Contemporary Ethical Problems</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2010</td>
<td>Introduction to Philosophy I</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2011</td>
<td>Introduction to Philosophy II</td>
<td>3</td>
</tr>
<tr>
<td>REL 2300</td>
<td>Religions of the World</td>
<td>3</td>
</tr>
<tr>
<td>THE 1020</td>
<td>Theatre Survey</td>
<td>3</td>
</tr>
<tr>
<td>THE 1300</td>
<td>Survey Dramatic Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

**Social Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six credits required</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Courses must be taken from two areas

**Area A Anthropology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 2000</td>
<td>General Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANT 2410</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Area B Economics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013H</td>
<td>Honors Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Economics (MICRO)</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023H</td>
<td>Honors Principles of Economics (MICRO)</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2930</td>
<td>Selected Studies in Economics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Area C Geography**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEA 1000</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>Area</td>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>------</td>
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**School of Arts and Sciences**

*Catalog Year 2014-15*  
*Page 145*  
*Generated on 01/27/2016*
### WOH 2232H Honors Survey of Early Christianity 3
### WOH 2232 Survey of Early Christianity 3

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<td>General Biology I</td>
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<tr>
<td>BSC 1011C</td>
<td>General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1020</td>
<td>Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1050</td>
<td>Biology and Environment</td>
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<td>Parasitology and Human Disease</td>
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<tr>
<td>BSC 2093C</td>
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<td>Anatomy and Physiology II</td>
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### Area A Biological Science

<table>
<thead>
<tr>
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<th>Title</th>
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<td>BOT 2432</td>
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</tr>
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<td>Concepts of Biology</td>
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<td>BSC 1010C</td>
<td>General Biology I</td>
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</tr>
<tr>
<td>BSC 1011C</td>
<td>General Biology II</td>
<td>4</td>
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<tr>
<td>BSC 1020</td>
<td>Human Biology</td>
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</tr>
<tr>
<td>BSC 1050</td>
<td>Biology and Environment</td>
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<td>BSC 1076</td>
<td>Get Ready for Anatomy and Physiology</td>
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<td>Anatomy and Physiology II</td>
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<td>BSC 2420C</td>
<td>Principles of Biotechnology I</td>
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<tr>
<td>BSC 2934C</td>
<td>Selected Studies in Biology</td>
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<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
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### Area B Earth Science

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<td>Introduction to Earth Science</td>
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<td>GLY 1000</td>
<td>Introduction to Geology</td>
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<td>GLY 1030</td>
<td>Geology and the Environment</td>
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<td>GLY 1101</td>
<td>Fossils and the History of Life</td>
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<td>Physical Geology with Laboratory</td>
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<td>GLY 2100C</td>
<td>Historical Geology with Laboratory</td>
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<td>MET 1010</td>
<td>Introduction to Meteorology</td>
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<td>Introduction to Climate Studies</td>
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<td>OCE 1001</td>
<td>Introduction to Oceanography</td>
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<td>OCE 1001CH</td>
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### Area C Physical Science

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<td>CHM 1020H</td>
<td>Honors Contemporary Chemistry</td>
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<tr>
<td>CHM 1032C</td>
<td>Foundations of College Chemistry</td>
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<td>CHM 2045C</td>
<td>General Chemistry I</td>
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<td>Honors General Chemistry</td>
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<tr>
<td>CHM 2046C</td>
<td>General Chemistry II with Qualitative Analysis</td>
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<td>CHM 2046CH</td>
<td>Honors General Chemistry II with Qualitative Analysis</td>
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<tr>
<td>CHM 2210C</td>
<td>Organic Chemistry I</td>
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CHM 2211C  Organic Chemistry II  4
PHY 1001  Physics  3
PHY 1001L  Physics Laboratory  1
PHY 1020  Conceptual Physics  3
PHY 1020L  Conceptual Physics Laboratory  1
PHY 1053C  General Physics I  4
PHY 1054C  General Physics II  4
PHY 2048C  Physics with Calculus I  4
PHY 2048CH  Honors Physics with Calculus I  4
PHY 2049C  Physics with Calculus II  4
PHY 2049CH  Honors Physics with Calculus II  4

Mathematics - Must take one State Core Course  6

Six credits required

MAC 1105  College Algebra  3
MAC 1105H  Honors College Algebra  3
MAC 1114  Trigonometry  3
MAC 1140  Precalculus Algebra  3
MAC 1147  Precalculus Algebra/Trigonometry  5
MAC 2233  Concepts of Calculus  3
MAC 2311  Analytic Geometry and Calculus I  5
MAC 2311H  Honors Analytical Geometry and Calculus I  5
MAC 2312  Analytic Geometry and Calculus II  5
MAC 2313  Analytic Geometry and Calculus III  4
MAC 2905  Directed Studies in Mathematics  3
MAP 2302  Elementary Differential Equations  3
MGF 1106  College Mathematics  3
MGF 1107  Liberal Arts Mathematics  3
STA 2023  Statistical Methods I  3
STA 2023H  Honors Statistical Methods I  3

Electives and Required Prerequisites for the Major  24

Completion of a minimum of 24 credits, exclusive of courses with a number beginning with zero or courses designated as non-transfer.

Total Credits:  60.00

AA, Athletic Training Prerequisite Courses for the Major
Associate in Arts
Subplan Code: HLT-ATHL  CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website.
Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BSC 1010C</td>
<td>General Biology I</td>
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<tr>
<td>BSC 2093C</td>
<td>Anatomy and Physiology I</td>
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<td>BSC 2094C</td>
<td>Anatomy and Physiology II</td>
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<td>PSY 2012</td>
<td>General Psychology</td>
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<td>STA 2023</td>
<td>Statistical Methods I</td>
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Choose 1 course from the following list:

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<th>Course</th>
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<td>HUN 2202</td>
<td>Human Nutrition and Diet Therapy</td>
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Choose 1 course from the following list:

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<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
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<td>PHY 2048C</td>
<td>Physics with Calculus I</td>
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Total Credits: 60.00

AA, Biology - Pre-Professional Prerequisite Courses for the Major

Associate in Arts

Subplan Code: SCI-BIO CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1010C</td>
<td>General Biology I</td>
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<tr>
<td>BSC 1011C</td>
<td>General Biology II</td>
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<tr>
<td>CHM 2045C</td>
<td>General Chemistry I</td>
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<tr>
<td>CHM 2046C</td>
<td>General Chemistry II with Qualitative Analysis</td>
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<tr>
<td>CHM 2210C</td>
<td>Organic Chemistry I</td>
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<td>CHM 2211C</td>
<td>Organic Chemistry II</td>
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<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
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Choose 1 course from the following list:

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<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tr>
<td>MAC 2311</td>
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<td>MAC 2233</td>
<td>Concepts of Calculus</td>
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Choose 1 Physics group:

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<th>Credits</th>
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<tbody>
<tr>
<td>PHY 1053C</td>
<td>General Physics I</td>
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<tr>
<td>PHY 1054C</td>
<td>General Physics II</td>
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PHY 2048C Physics with Calculus I 4

and

PHY 2049C Physics with Calculus II 4

Total Credits: 60.00

**AA, Biomedical Sciences Prerequisite Courses for the Major**

**Associate in Arts**

Subplan Code: SCI-MMCB CIP: 1192401010

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

**Sample Courses**

Completion of the A.A. General degree to include the following prerequisite courses for the major:

BSC 1010C General Biology I 4

BSC 1011C General Biology II 4

or

PHY 2048C Physics with Calculus I 4

and

PHY 2049C Physics with Calculus II 4

Total Credits: 60.00

**AA, Biotechnology Prerequisite Courses for the Major**

**Associate in Arts**

Subplan Code: BIO-TECH CIP: 1192401010

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer
Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- BSC 1010C General Biology I 4
- BSC 1011C General Biology II 4
- CHM 2045C General Chemistry I 4
- CHM 2046C General Chemistry II with Qualitative Analysis 4
- CHM 2210C Organic Chemistry I 4
- CHM 2211C Organic Chemistry II 4
- STA 2023 Statistical Methods I 3

Choose 1 course from the following list:

- MAC 2233 Concepts of Calculus 3
- MAC 2311 Analytic Geometry and Calculus I 5

Choose 1 Physics group:

- PHY 1053C General Physics I 4

or

- PHY 2048C Physics with Calculus I 4

and

- PHY 2049C Physics with Calculus II 4

Total Credits: 60.00

AA, Business - General Prerequisite Courses for the Major

Associate in Arts

Subplan Code: BUS-GEN CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- ACG 2021 Principles of Financial Accounting 3
- ACG 2071 Principles of Managerial Accounting 3
AA, Business Administration Prerequisite Courses for the Major
Associate in Arts
Subplan Code: BUSAD-AA CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

ACG 2021 Principles of Managerial Accounting 3
CGS 2100C Office Applications 3
ECO 2013 Principles of Economics (MACRO) 3
ECO 2023 Principles of Economics (MICRO) 3
MAC 2233 Concepts of Calculus 3
STA 2023 Statistical Methods I 3

Total Credits: 60.00

AA, Chemistry Prerequisite Courses for the Major
Associate in Arts
Subplan Code: SCI-CHEM CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

ACG 2071 Principles of Managerial Accounting 3
CGS 2100C Office Applications 3
ECO 2013 Principles of Economics (MACRO) 3
ECO 2023 Principles of Economics (MICRO) 3
MAC 2233 Concepts of Calculus 3
STA 2023 Statistical Methods I 3

Total Credits: 60.00
**AA, Civil Engineering Prerequisite Courses for the Major**

**Associate in Arts**

Subplan Code: **ENG-CIVL**  CIP: **1192401010**

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the [FloridaShines website](http://flvc.org) for more information on their transfer program of choice.

**Sample Courses**

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 2045C</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2046C</td>
<td>General Chemistry II with Qualitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2210C</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2211C</td>
<td>Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2049C</td>
<td>Physics with Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits: 60.00**

**Recommended**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUR 2101C</td>
<td>Surveying</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits: 60.00**

---

**AA, Communication Sciences and Disorders Prerequisite Courses for the Major**

**Associate in Arts**

Subplan Code: **COMSC-AA**  CIP: **1192401010**

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the [FloridaShines website](http://flvc.org) for more information on their transfer program of choice.
work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1005</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1020</td>
<td>Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 60.00

AA, Computer Engineering Prerequisite Courses for the Major

Associate in Arts

Subplan Code: ENG-COMP CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>CHM 2045C</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MAP 2302</td>
<td>Elementary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2049C</td>
<td>Physics with Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>Humanities General Education courses</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Social Science General Education courses</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Humanities or Social Science General Education course</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: 60.00

AA, Computer Science Prerequisite Courses for the Major

Associate in Arts

Subplan Code: CAS-COMP CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.
The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- MAC 2311 Analytic Geometry and Calculus I 5
- MAC 2312 Analytic Geometry and Calculus II 5
- PHY 2048C Physics with Calculus I 4
- PHY 2049C Physics with Calculus II 4
- COP### Any COP prefix course
- ***### Any science courses for science majors 6

Total Credits: 60.00

AA, Construction Engineering Prerequisite Courses for the Major

Associate in Arts

Subplan Code: ENG-CONS CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.
The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

**Sample Courses**

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BCN 1221</td>
<td>Principles of Building Construction</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2230</td>
<td>Construction Materials and Methods I</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2231</td>
<td>Construction Materials and Methods II</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2251C</td>
<td>Building Construction and Drafting</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1020</td>
<td>Contemporary Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>EET 1035C</td>
<td>Fundamentals of AC/DC Electricity</td>
<td>4</td>
</tr>
<tr>
<td>EGN 1111C</td>
<td>Engineering Graphics - Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320C</td>
<td>Computer-Aided Design I</td>
<td>3</td>
</tr>
<tr>
<td>ETG 2502</td>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>GLY 1000</td>
<td>Introduction to Geology</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2101C</td>
<td>Surveying</td>
<td>4</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1020</td>
<td>Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits: 60.00**

**Recommended courses for students wishing to pursue the B.S. Construction degree at Seminole State:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1020</td>
<td>Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits: 60.00**

**AA, Criminal Justice Prerequisite Courses for the Major**

**Catalog Year 2014-15**
No common prerequisite courses required.

**Total Credits:** 60.00

---

**AA, Digital Media Prerequisite Courses for the Major**

**Associate in Arts**

**Subplan Code:** ART-DIG  CIP: 1192401010

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

**Sample Courses**

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- ARH 2050  Art History I  3
- ARH 2051  Art History II  3
- ART 1201C  Design Fundamentals I  3
- ART 1300C  Drawing I  3
- DIG 2000  Introduction to Digital Media  3

**Total Credits:** 60.00

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**AA, Early Childhood Education Prerequisite Courses for the Major**

**Associate in Arts**

**Subplan Code:** EDU-ERLY  CIP: 1192401010

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

**Sample Courses**

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- EDF 2005  Introduction to the Teaching Profession  3
- EDF 2085  Introduction to Diversity for Educators  3
AA, Economics - Business Track Prerequisite Courses for the Major

Associate in Arts
Subplan Code: ECO-BUS CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- ACG 2021 Principles of Financial Accounting 3
- ACG 2071 Principles of Managerial Accounting 3
- ECO 2013 Principles of Economics (MACRO) 3
- ECO 2023 Principles of Economics (MICRO) 3
- MAC 2233 Concepts of Calculus 3

Total Credits: 60.00

AA, Economics - Prerequisite Courses for the Major

Associate in Arts
Subplan Code: ECO-LIB CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- ECO 2013 Principles of Economics (MACRO) 3
- ECO 2023 Principles of Economics (MICRO) 3

Total Credits: 60.00

AA, Electrical Engineering Prerequisite Courses for the Major

Total Credits: 60.00
### Associate in Arts

**Subplan Code:** ENG-ELEC  CIP: 1192401010  
**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

**Sample Courses**

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- CHM 2045C General Chemistry I 4
- MAC 2311 Analytic Geometry and Calculus I 5
- MAC 2312 Analytic Geometry and Calculus II 5
- MAC 2313 Analytic Geometry and Calculus III 4
- MAP 2302 Elementary Differential Equations 3
- PHY 2048C Physics with Calculus I 4
- PHY 2049C Physics with Calculus II 4

**Total Credits:** 60.00

---

### AA, Elementary Education Prerequisite Courses for the Major

**Associate in Arts**  
**Subplan Code:** EDU-ELEM  CIP: 1192401010  
**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

**Sample Courses**

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- EDF 2005 Introduction to the Teaching Profession 3
- EDF 2085 Introduction to Diversity for Educators 3

Note: In addition to EDF 2085, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the College. Modern Language courses may be used to meet this requirement.

- EME 2040 Introduction to Technology for Educators 3

**Total Credits:** 60.00

---

### AA, English - Creative Writing Prerequisite Courses for the Major
Associate in Arts
Subplan Code: ENGCR-AA CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

ENC 1101 English I 3
ENC 1102 English II 3

Total Credits: 60.00

AA, English - Language Arts Education Prerequisite Courses for the Major
Associate in Arts
Subplan Code: EDU-ENGL CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

EDF 2005 Introduction to the Teaching Profession 3
EDF 2085 Introduction to Diversity for Educators 3

Note: In addition to EDF 2085, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the College. Modern Language courses may be used to meet this requirement.

EME 2040 Introduction to Technology for Educators 3
ENC 1101 English I 3
ENC 1102 English II 3
SPC 1608 Introduction to Oral Communication 3
LIT#### Any LIT prefix course or
AML#### Any AML prefix course or
ENL#### Any ENL prefix course
AA, English - Literature Prerequisite Courses for the Major

Associate in Arts
Subplan Code: ENGLT-AA  CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English I</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English II</td>
</tr>
</tbody>
</table>

Total Credits: 60.00

AA, Environmental Engineering Prerequisite Courses for the Major

Associate in Arts
Subplan Code: ENG-ENVT  CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English I</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English II</td>
</tr>
</tbody>
</table>

Total Credits: 60.00

AA, English - Technical Communication Prerequisite Courses for the Major

Associate in Arts
Subplan Code: ENGT-CAA  CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English I</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English II</td>
</tr>
</tbody>
</table>

Total Credits: 60.00
common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

CHM 2045C General Chemistry I 4
CHM 2046C General Chemistry II with Qualitative Analysis 4
MAC 2311 Analytic Geometry and Calculus I 5
MAC 2312 Analytic Geometry and Calculus II 5
MAC 2313 Analytic Geometry and Calculus III 4
MAP 2302 Elementary Differential Equations 3
PHY 2048C Physics with Calculus I 4
PHY 2049C Physics with Calculus II 4

Total Credits: 60.00

Elective Courses

Recommended:
APA 1111C Office Accounting I 3
CGS 2100C Office Applications 3
Social Science General Education courses 6

Must be from 2 areas

Recommended:
ANT 2000 General Anthropology 3

AA, Event Management Prerequisite Courses for the Major
Associate in Arts
Subplan Code: BUS-EVTM CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

MAC 1105 College Algebra 3
SPC 1608 Introduction to Oral Communication 3
STA 2023 Statistical Methods I 3

Elective Courses 24

Recommended:
APA 1111C Office Accounting I 3
CGS 2100C Office Applications 3
Social Science General Education courses 6

Must be from 2 areas

Recommended:
ANT 2000 General Anthropology 3
Note: In addition to EDF 2085, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the College. Modern Language courses may be used to meet this requirement.

EME 2040 Introduction to Technology for Educators 3

Total Credits: 60.00

AA, Finance Prerequisite Courses for the Major
Associate in Arts
Subplan Code: BUS-FIN CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

ACG 2021 Principles of Financial Accounting 3
ACG 2071 Principles of Managerial Accounting 3
CGS 2100C Office Applications 3
AA, Forensic Science Prerequisite Courses for the Major

Associate in Arts
Subplan Code: SCI-FNSC  CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1010C</td>
<td>General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2045C</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2046C</td>
<td>General Chemistry II with Qualitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2049C</td>
<td>Physics with Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 60.00

AA, Health Informatics and Health Information Management Prerequisite Courses for the Major

Associate in Arts
Subplan Code: HLT-INFO  CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1010C</td>
<td>General Biology I</td>
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<td>CHM 2045C</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2046C</td>
<td>General Chemistry II with Qualitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2049C</td>
<td>Physics with Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 60.00
Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2093C</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2094C</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CGS####</td>
<td>Any CGS prefix course</td>
<td></td>
</tr>
<tr>
<td>STA####</td>
<td>Any STA prefix course</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits:** 60.00

---

### AA, Health Sciences - Pre-Clinical Allied Health Track Prerequisite Courses for the Major

**Associate in Arts**

**Subplan Code:** HLT-PRCLIN  **CIP:** 1192401010

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the [FloridaShines website](http://www.FLVC.org) for more information on their transfer program of choice.

**Sample Courses**

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1010C</td>
<td>General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2093C</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2094C</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2045C</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2046C</td>
<td>General Chemistry II with Qualitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>DEP 2004</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2049C</td>
<td>Physics with Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose 1 course from the following list:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Economics (MICRO)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 60.00

---

### AA, Health Services Administration Prerequisite Courses for the Major

**Associate in Arts**

**Subplan Code:** HLT-HSA  **CIP:** 1192401010

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the [FloridaShines website](http://www.FLVC.org) for more information on their transfer program of choice.
counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060C</td>
<td>Computer and Internet Literacy</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Economics (MICRO)</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 60.00

AA, History Prerequisite Courses for the Major Associate in Arts

Subplan Code: HIS-HIST CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 2010</td>
<td>United States History to 1865</td>
<td>3</td>
</tr>
<tr>
<td>AMH 2020</td>
<td>United States History 1865 to Present</td>
<td>3</td>
</tr>
<tr>
<td>EUH 1000</td>
<td>Western Civilization to 1600</td>
<td>3</td>
</tr>
<tr>
<td>EUH 1001</td>
<td>Western Civilization 1600 to Present</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1107</td>
<td>Liberal Arts Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 60.00

AA, Honors Diploma Program Associate in Arts

Subplan Code: HONOR-AA CIP: 1192401010

Program Description

The Honors Diploma Program is an advanced and specialized curriculum of faculty-created courses used as alternatives to the General Education requirements. With its own faculty, courses, scholarships, small class sizes, personalized advising and priority registration, the Honors Diploma Program is highly regarded among four-year colleges that often offer its graduates generous scholarships. The Honors Diploma Program is 1 of 5 tracks available in The Art & Phyllis Grindle Honors Institute.

Honors courses may be combined with other prerequisite courses for many majors. Honors students
complete a minimum of 20 credits in Honors courses to graduate with an Honors Diploma.

The Honors Diploma Program is a restricted-access program. Candidates must:

- Apply and be accepted to Seminole State College;
- Provide official transcripts indicating successful completion of a standard high school diploma or equivalent;
- Have a high school GPA of 3.2 or have earned a 3.2 GPA in a minimum of 6 credit hours of college credit classes;
- Have a score of at least 23 on the ACT, or 95 on the CPT Reading Test and 75 on the CPT Math Test, or 1050 on the SAT or 1050 on math and writing or reading on the new SAT, or 116 on the PERT Reading and Writing Test and 113 on the PERT Math Test.
- Submit an application to the Honors Program;
- Submit 2 letters of recommendation;
- Schedule an interview with the Honors Coordinator;
- Complete an on-site writing sample.

Required Courses

IDH 1920 Introduction to Honors 1

Choose One

IDH 2001 Honors Seminar 1
IDH 2002 Honors Seminar II 1
IDH 2003 Honors Seminar III 3

Elective Courses

IDH 2905 Directed Studies in Honors 3
IDH 2930 Selected Studies in Interdisciplinary Honors 3
IDH 2931 Selected Studies in Interdisciplinary Honors 1
IDH 2950 Travel Study in Honors 3

General Education Courses

Note: 20 credits must be in Honors courses to receive an Honors Diploma.

Communications General Education Honors Options 9
ENC 1101H Honors English I 3
ENC 1102H Honors English II 3
IDH 2106 Honors Oratory: Speech, Argumentation and Debate 3

Humanities General Education Honors Options 6
Note: One Humanities course must be from Area A
HUM 2410H Honors Asian Humanities 3
HUM 2454H Honors African American Humanities 3
HUM 2461H Honors Latin American Humanities 3
IDH 1104 Honors Arts and Culture 3
IDH 2102 Honors Arts and Ideas 3

Social Science General Education Honors Options 6
Note: Courses must be from 2 areas
ECO 2013H Honors Principles of Economics (MACRO) 3
NEW Course ECO2023H

NEW Course INR2002H

POT 2002H Honors - Political Theory 3
SYG 2110H Honors Introduction to Social Research 3
PSY 2012H General Psychology Honors 3

History General Education Honors Options 3
The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

### Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- ENC 1101 English I 3
- ENC 1102 English II 3
- MAC 1105 College Algebra 3
- SPC 1608 Introduction to Oral Communication 3
- STA 2023 Statistical Methods I 3

### Elective Courses

- Recommended:
  - APA 1111C Office Accounting I 3
  - CGS 2100C Office Applications 3
  - History General Education course 3
  - Humanities General Education courses 6
  - Must be from 2 areas (3 credits from Area A Humanities)
  - Science General Education courses 6
Must be from 2 areas (Areas A-C Science)

Social Science General Education courses 6

Recommended:

ANT 2000 General Anthropology 3
ECO 2013 Principles of Economics (MACRO) 3
ECO 2023 Principles of Economics (MICRO) 3
PSY 2012 General Psychology 3
SYG 2000 Introduction to Sociology 3

Total Credits: 60.00

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

CGS 2100C Office Applications 3
ENC 1101 English I 3
ENC 1102 English II 3
SPC 1608 Introduction to Oral Communication 3
STA 2023 Statistical Methods I 3

Recommended:

MGF 1106 College Mathematics 3
MGF 1107 Liberal Arts Mathematics 3

Total Credits: 60.00

AA, Human Communication Prerequisite Courses for the Major

Associate in Arts

Subplan Code: COM-HUMN CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

AA, Humanities Prerequisite Courses for the Major

Associate in Arts

Subplan Code: HUM-HUM CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.
Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

**Sample Courses**

Completion of the A.A. General degree to include the following prerequisite courses for the major:

No common prerequisite courses required.

Total Credits: 60.00

---

**AA, Industrial Engineering Prerequisite Courses for the Major**

**Associate in Arts**

**Subplan Code:** ENG-IND CIP: 1192401010

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

**Sample Courses**

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- CHM 2045C General Chemistry I 4
- MAC 2311 Analytic Geometry and Calculus I 5
- MAC 2312 Analytic Geometry and Calculus II 5
- MAC 2313 Analytic Geometry and Calculus III 4
- MAP 2302 Elementary Differential Equations 3
- PHY 2048C Physics with Calculus I 4
- PHY 2049C Physics with Calculus II 4

Total Credits: 60.00

---

**AA, Information Systems Technology Prerequisite Courses for the Major**

**Associate in Arts**

**Subplan Code:** IST-AA CIP: 1192401010

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

**Sample Courses**

Completion of the A.A. General degree to include the following prerequisite courses for the major:
Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1178C</td>
<td>Network Computer Maintenance and Repair (A+)</td>
<td>4</td>
</tr>
<tr>
<td>CET 1179</td>
<td>Network Concepts and Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CET 1600C</td>
<td>Cisco Networking Fundamentals (Net+)</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2545C</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Principles of Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose 4 credits from the following list:**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 1162</td>
<td>Configuring Windows Vista Client (70-620 exam/MCTS)</td>
<td>4</td>
</tr>
<tr>
<td>CTS 1163C</td>
<td>Configuring Windows 7 Client (70-680 exam/MCITP)</td>
<td>4</td>
</tr>
<tr>
<td>CTS 1300</td>
<td>Supporting Windows XP Professional (70-270 exam/MCSE)</td>
<td>4</td>
</tr>
<tr>
<td>CTS 1327C</td>
<td>Configuring Windows 8 (70-687 exam/MCSA)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Choose 3 credits from the following list:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Economics (MICRO)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits: 60.00**

### AA, Information Technology Prerequisite Courses for the Major

**Associate in Arts**

**Subplan Code: CMP-INFO CIP: 1192401010**

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the [FloridaShines website (previously FLVC.org)](http://www.flvc.org) for more information on their transfer program of choice.

Completion of the A.A. General degree to include the following prerequisite courses for the major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

**CGS#### Any CGS prefix course**

**MAC#### Any COP prefix course**

**PHY#### Any PHY prefix course**
AA, Interdisciplinary Studies - Environmental Studies Prerequisite Courses for the Major
Associate in Arts
Subplan Code: ENG-EVTH CIP: 1192401010
Program Description
The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses
Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1010C</td>
<td>General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1011C</td>
<td>General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2045C</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1020</td>
<td>Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 60.00

Choose 1 course from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Economics (MICRO)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 60.00

AA, International and Global Studies Prerequisite Courses for the Major
Associate in Arts
Subplan Code: INTL-GLS CIP: 1192401010
Program Description
The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses
Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>INR 2002</td>
<td>International Relations</td>
<td>3</td>
</tr>
</tbody>
</table>
AA, Journalism Prerequisite Courses for the Major

Associate in Arts
Subplan Code: COM-JOUR CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- SPC 1608 Introduction to Oral Communication 3

Recommended

- AMH 2010 United States History to 1865 3
- AMH 2020 United States History 1865 to Present 3

Total Credits: 60.00

AA, Management Prerequisite Courses for the Major

Associate in Arts
Subplan Code: MGT-AA CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- ACG 2021 Principles of Financial Accounting 3
- ACG 2071 Principles of Managerial Accounting 3

Total Credits: 60.00
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100C</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Economics (MICRO)</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>Concepts of Calculus</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits:</strong> 60.00</td>
<td></td>
</tr>
</tbody>
</table>

### AA, Marine Biology Prerequisite Courses for the Major

**Associate in Arts**

**Subplan Code:** SCI-MBIO  CIP: 1192401010  

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the [FloridaShines website](https://www.floridashines.org) for more information on their transfer program of choice.

**Sample Courses**

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1010C</td>
<td>General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2045C</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2046C</td>
<td>General Chemistry II with Qualitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2210C</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2211C</td>
<td>Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
</tbody>
</table>

Choose 1 Physics group:

- **PHY 1053C** General Physics I  4
  
  and

- **PHY 1054L** General Physics Laboratory  1
  
  or

- **PHY 2048C** Physics with Calculus I  4
  
  and

- **PHY 2049C** Physics with Calculus II  4

**Total Credits:** 60.00

### AA, Marketing Prerequisite Courses for the Major

**Associate in Arts**

**Subplan Code:** MARK-AA  CIP: 1192401010  

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida
common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses
Completion of the A.A. General degree to include the following prerequisite courses for the major:

- ACG 2021 Principles of Financial Accounting 3
- ACG 2071 Principles of Managerial Accounting 3
- CGS 2100C Office Applications 3
- ECO 2013 Principles of Economics (MACRO) 3
- ECO 2023 Principles of Economics (MICRO) 3
- MAC 2233 Concepts of Calculus 3
- STA 2023 Statistical Methods I 3

Total Credits: 60.00

AA, Mathematics Education Prerequisite Courses for the Major
Associate in Arts
Subplan Code: EDU-MATH CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- EDF 2005 Introduction to the Teaching Profession 3
- EDF 2085 Introduction to Diversity for Educators 3

Note: In addition to EDF 2085, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the College. Modern Language courses may be used to meet this requirement.

- EME 2040 Introduction to Technology for Educators 3
- MAC 2311 Analytic Geometry and Calculus I 5
- MAC 2312 Analytic Geometry and Calculus II 5
- MAC### Any MAC prefix course

Total Credits: 60.00

AA, Mathematics Prerequisite Courses for the Major
Associate in Arts
Subplan Code: MAT-MATH CIP: 1192401010
Program Description

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.
The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 1000</td>
<td>Principles of Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1147</td>
<td>Precalculus Algebra/Trigonometry</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MAP 2302</td>
<td>Elementary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2049C</td>
<td>Physics with Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits: 60.00

AA, Mechanical Engineering Prerequisite Courses for the Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 2045C</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MAP 2302</td>
<td>Elementary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2049C</td>
<td>Physics with Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Credits: 60.00
AA, Medical Laboratory Sciences Prerequisite Courses for the Major
Associate in Arts
Subplan Code: HLT-MDTC CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- BSC 1010C General Biology I  4
- BSC 2093C Anatomy and Physiology I  4
- BSC 2094C Anatomy and Physiology II  4
- CHM 2045C General Chemistry I  4
- CHM 2046C General Chemistry II with Qualitative Analysis  4
- CHM 2210C Organic Chemistry I  4
- CHM 2211C Organic Chemistry II  4
- MCB 2010C Microbiology  4
- STA 2023 Statistical Methods I  3

Total Credits: 60.00

AA, Meteorology Prerequisite Courses for the Major
Associate in Arts
Subplan Code: SCI-MET CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- CHM 2045C General Chemistry I  4
- MAC 2311 Analytic Geometry and Calculus I  5
- MAC 2312 Analytic Geometry and Calculus II  5
- PHY 2048C Physics with Calculus I  4
Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- EDF 2005 Introduction to the Teaching Profession 3
- EDF 2085 Introduction to Diversity for Educators 3

Note: In addition to EDF 2085, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the College. Modern Language courses may be used to meet this requirement.

- EME 2040 Introduction to Technology for Educators 3

Recommended

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- MUL 2014 Introduction to Music History and Literature 3
- MUT 1121 Music Theory and Musicianship I 3
- MUT 1122 Music Theory and Musicianship II 3
- MUT 2126 Music Theory and Musicianship III 3
- MUT 2127 Music Theory and Musicianship IV 3
The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

### Sample Courses

**Completion of the A.A. General degree to include the following prerequisite courses for the major:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
<tr>
<td>THE 1020</td>
<td>Theatre Survey</td>
<td>3</td>
</tr>
<tr>
<td>THE 1304</td>
<td>Script Analysis</td>
<td>3</td>
</tr>
<tr>
<td>THE 2925</td>
<td>Theatre Production and Performance</td>
<td>1</td>
</tr>
<tr>
<td>TPA 2201L</td>
<td>Technical Theatre Production Lab</td>
<td>1</td>
</tr>
<tr>
<td>TPA 2201</td>
<td>Technical Theatre Production</td>
<td>2</td>
</tr>
<tr>
<td>TPP 1100</td>
<td>Acting I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 60.00

---

**AA, Musical Theatre Prerequisite Courses for the Major**

**Associate in Arts**

Subplan Code: MUS-THTR CIP: 1192401010

Program Description
The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- **BSC 2093C** Anatomy and Physiology I 4
- **BSC 2094C** Anatomy and Physiology II 4
- **DEP 2004** Developmental Psychology 3
- **CHM 1032C** Foundations of College Chemistry 4
- **HUN 1201** The Principles of Nutrition 3
- **MCB 2010C** Microbiology 4
- **PSY 2012** General Psychology 3
- **STA 2023** Statistical Methods I 3
- **SYG 2000** Introduction to Sociology 3

**Total Credits:** 60.00

### AA, Nutrition and Dietetics Prerequisite Courses for the Major

**Associate in Arts**

**Subplan Code: HLT-DIET CIP: 1192401010**

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- **BSC 2093C** Anatomy and Physiology I 4
- **BSC 2094C** Anatomy and Physiology II 4
- **CGS 1060C** Computer and Internet Literacy 3
- **MCB 2010C** Microbiology 4
- **CHM 2045C** General Chemistry I 4
- **STA 2023** Statistical Methods I 3
- **SYG 2000** Introduction to Sociology 3
- **NYM 2211C** Organic Chemistry II 4
AA, Pharmacy Prerequisite Courses for the Major
Associate in Arts
Subplan Code: HLT-PHAR CIP: 1192401010

Program Description
The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1011C</td>
<td>General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2093C</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2094C</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CGS 1060C</td>
<td>Computer and Internet Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CHM 2045C</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2046C</td>
<td>General Chemistry II with Qualitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2210C</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2211C</td>
<td>Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>MAC 1114</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1140</td>
<td>Precalculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1054C</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 60.00

AA, Photonics Science and Engineering
Prerequisite Courses for the Major
Associate in Arts
Subplan Code: ENG-PHOT CIP: 1192401010

Program Description
The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer
Students are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- **CHM 2045C** General Chemistry I 4
- **MAC 2311** Analytic Geometry and Calculus I 5
- **MAC 2312** Analytic Geometry and Calculus II 5
- **MAC 2313** Analytic Geometry and Calculus III 4
- **MAP 2302** Elementary Differential Equations 3
- **PHY 2048C** Physics with Calculus I 4
- **PHY 2049C** Physics with Calculus II 4

Total Credits: 60.00

**AA, Physics Prerequisite Courses for the Major Associate in Arts**

Subplan Code: SCI-PHYS CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida

- **CHM 2045C** General Chemistry I 4
- **CHM 2046C** General Chemistry II with Qualitative Analysis 4
- **MAC 2311** Analytic Geometry and Calculus I 5
- **MAC 2312** Analytic Geometry and Calculus II 5
- **MAC 2313** Analytic Geometry and Calculus III 4
- **PHY 2048C** Physics with Calculus I 4
- **PHY 2049C** Physics with Calculus II 4

Total Credits: 60.00

**AA, Political Science - Pre-Law Track Prerequisite Courses for the Major Associate in Arts**

Subplan Code: POL-LAW CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will
complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- AMH 2010 United States History to 1865 3
- AMH 2020 United States History 1865 to Present 3
- POS 2041 United States Federal Government 3
- STA 2023 Statistical Methods I 3
- POS### Any POS prefix course

Total Credits: 60.00

AA, Psychology Prerequisite Courses for the Major

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- PSY 2012 General Psychology 3
- PSY### Any PSY prefix course
- BSC### Any BSC Prefix course
- STA### Any STA prefix course

Total Credits: 60.00

AA, Public Administration Prerequisite Courses for the Major

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.
specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- POS 2041 United States Federal Government 3

Choose 3 credits from the following list:

- CGS 1060C Computer and Internet Literacy 3
- CGS 2100C Office Applications 3

Choose 3 credits from the following list:

- ECO 2013 Principles of Economics (MACRO) 3
- ECO 2023 Principles of Economics (MICRO) 3

Total Credits: 60.00

AA, Radio - Television Prerequisite Courses for the Major

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- SPC 1608 Introduction to Oral Communication 3

Recommended

- AMH 2010 United States History to 1865 3
- AMH 2020 United States History 1865 to Present 3
- POS 2041 United States Federal Government 3
- POS 2112 State and Local Government 3

Total Credits: 60.00

AA, Real Estate Prerequisite Courses for the Major

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- SPC 1608 Introduction to Oral Communication 3

Recommended

- AMH 2010 United States History to 1865 3
- AMH 2020 United States History 1865 to Present 3
- POS 2041 United States Federal Government 3
- POS 2112 State and Local Government 3

Total Credits: 60.00

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.
requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

**Sample Courses**

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- **ACG 2021**  
  Principles of Financial Accounting  
  3

- **ACG 2071**  
  Principles of Managerial Accounting  
  3

- **CGS 2100C**  
  Office Applications  
  3

- **ECO 2013**  
  Principles of Economics (MACRO)  
  3

- **ECO 2023**  
  Principles of Economics (MICRO)  
  3

- **MAC 2233**  
  Concepts of Calculus  
  3

- **STA 2023**  
  Statistical Methods I  
  3

**Total Credits: 60.00**

**AA, Science Diploma Program**

**Associate in Arts**

**Subplan Code:** SCIC-AA  
**CIP:** 1192401010

**Program Description**

The Science Diploma and the Science Merit Diploma have been instituted for students who plan to major in a science, engineering or the pre-medical field. These diplomas certify that students have completed a well-rounded math-science core curriculum. They provide a foundation that will give students a competitive edge in transferring into limited-access programs. The Science Diploma Program is restricted-access.

Candidates must:

- Apply and be accepted to Seminole State College;
- Provide official transcripts indicating completion of high school with a minimum GPA of 3.3 on a 4.0 scale or have a minimum 3.3 GPA on completed college courses;
- Have a minimum ACT score of 25 or a combined SAT score of 1100;
- Submit two letters of recommendation from previous English, mathematics or science instructors.

**Note:** Applicants who have completed the following high school courses with at least an overall GPA of 3.0 on a 4.0 scale (or equivalent) are preferred: English II Honors, Algebra II Honors, Chemistry Honors, Physics Honors and Biology Honors.

**Prerequisite Courses**

Choose two:

- **ISC 1932**  
  Science Seminar - Research  
  1

- **ISC 1933**  
  Science Seminar - Careers  
  1

- **ISC 1937**  
  Science Seminar - Environmental  
  1

- **MAC 1118**  
  Applications of Trigonometry  
  1

- **MAC 1148**  
  Applications of Precalculus  
  1

To satisfy the seminar requirement for the Science Diploma, at least one seminar option must have an ISC prefix.

**Required Courses**

Choose one track from the following:

- Biology, Chemistry, Health Field or Pharmacy Track
- Mathematics, Actuarial Science, Engineering or Physics Track

- **Biology, Chemistry, Health Field or Pharmacy Track**

- **BSC 1010C**  
  General Biology I  
  4

- **BSC 1011C**  
  General Biology II  
  4
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CHM 2045C</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2046C</td>
<td>General Chemistry II with Qualitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>PHY 1053C</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 1054C</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2049C</td>
<td>Physics with Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose one group:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHY 1053C</td>
<td>General Physics I</td>
<td>4</td>
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<tr>
<td>PHY 1054C</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2049C</td>
<td>Physics with Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

Mathematics, Actuarial Science, Engineering or Physics Track

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 2045C</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2046C</td>
<td>General Chemistry II with Qualitative Analysis</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2049C</td>
<td>Physics with Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

2000-Level Science or Mathematics Electives

Must be a 2000-level science or mathematics course appropriate to the track the student has chosen. See Coordinator of Science Diploma program for recommended elective for specific pre-majors. Electives may be fewer based on Mathematics General Education courses selected.

Recommended:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2093C</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2094C</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2210C</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2211C</td>
<td>Organic Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>GLY 2010C</td>
<td>Physical Geology with Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MAP 2302</td>
<td>Elementary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

For Engineering and Physics track:

- Biological or Earth Science General Education course | 3

General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>History General Education course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities General Education courses</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Social Science General Education course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Mathematics General Education course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(for biology, chemistry, health field, or pharmacy track)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC 2312</td>
<td>Analytic Geometry and Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MAC 2313</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
</tbody>
</table>

Recommended:
AA, Science Education - Biology Prerequisite Courses for the Major
Associate in Arts
Subplan Code: EDU-BIO CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

BSC 1010C General Biology I 4
BSC 1011C General Biology II 4
CHM 2045C General Chemistry I 4
CHM 2046C General Chemistry II with Qualitative Analysis 4

Total Credits: 60.00

AA, Science Education - Chemistry Prerequisite Courses for the Major
Associate in Arts
Subplan Code: EDU-CHM CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

EDF 2005 Introduction to the Teaching Profession 3
EDF 2085 Introduction to Diversity for Educators 3

Note: In addition to EDF 2085, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the College. Modern Language courses may be used to meet this requirement.

EME 2040 Introduction to Technology for Educators 3
MAC 2311 Analytic Geometry and Calculus I 5

Total Credits: 60.00
### AA, Science Education-Physics Prerequisite Courses for the Major

**Associate in Arts**

**Subplan Code:** EDU-PHYS  CIP: 1192401010

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

### Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BSC 1005C</td>
<td>Concepts of Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2045C</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>EDF 2005</td>
<td>Introduction to the Teaching Profession</td>
<td>3</td>
</tr>
<tr>
<td>EDF 2085</td>
<td>Introduction to Diversity for Educators</td>
<td>3</td>
</tr>
<tr>
<td>EME 2040</td>
<td>Introduction to Technology for Educators</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2311</td>
<td>Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>Physics with Calculus I</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits:** 60.00

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### AA, Social Science Education Prerequisite Courses for the Major

**Associate in Arts**

**Subplan Code:** EDU-SSE  CIP: 1192401010

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.
Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- AMH 2010 United States History to 1865 3
- AMH 2020 United States History 1865 to Present 3
- EDF 2005 Introduction to the Teaching Profession 3
- EDF 2085 Introduction to Diversity for Educators 3

Note: In addition to EDF 2085, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the College. Modern Language courses may be used to meet this requirement.

- EME 2040 Introduction to Technology for Educators 3
- POS 2041 United States Federal Government 3
- ANT#### Any ANT prefix course
- ECO#### Any ECO prefix course
- GEA#### Any GEA prefix course
- PSY#### Any PSY prefix course
- SYG#### Any SYG prefix course

Total Credits: 60.00

AA, Social Sciences Prerequisite Courses for the Major
Associate in Arts
Subplan Code: SOC-SS  CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- POS 2041 United States Federal Government 3
- STA 2023 Statistical Methods I 3

Choose 3 credits from the following list:

- ANT 2000 General Anthropology 3
- PSY 2012 General Psychology 3
- SYG 2000 Introduction to Sociology 3

Total Credits: 60.00

AA, Social Work Prerequisite Courses for the Major
Associate in Arts
Subplan Code: SOC-WRK  CIP: 1192401010
Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.
The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1005</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>POS 2041</td>
<td>United States Federal Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 3 credits from the following list:

- ECO 2013 Principles of Economics (MACRO) 3
- ECO 2023 Principles of Economics (MICRO) 3

Total Credits: 60.00

AA, Sociology Prerequisite Courses for the Major
Associate in Arts
Subplan Code: SOC-SOC CIP: 1192401010

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- STA 2023 Statistical Methods I 3
- SYG 2000 Introduction to Sociology 3

Choose 3 credits from the following list:

- ECO 2013 Principles of Economics (MACRO) 3
- ECO 2023 Principles of Economics (MICRO) 3

Total Credits: 60.00

AA, Sport and Exercise Science Prerequisite Courses for the Major
Associate in Arts
Subplan Code: SPRT-FIT CIP: 1192401010

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- STA 2023 Statistical Methods I 3
- SYG 2000 Introduction to Sociology 3

Choose 3 credits from the following list:

- ECO 2013 Principles of Economics (MACRO) 3
- ECO 2023 Principles of Economics (MICRO) 3

Total Credits: 60.00

AA, Sociology Prerequisite Courses for the Major
Associate in Arts
Subplan Code: SOC-SOC CIP: 1192401010

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.
Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- BSC 1010C General Biology I 4
- BSC 2093C Anatomy and Physiology I 4
- HSC 2400 First Aid and CPR 3
- PHY 1020 Conceptual Physics 3
- POS 2041 United States Federal Government 3
- PSY 2012 General Psychology 3
- STA 2023 Statistical Methods I 3

Elective courses with CHM, EDF, HSC, HUN, PEL or PEM prefixes

Choose 1 course from the following list:

- AMH 2010 United States History to 1865 3
- AMH 2020 United States History 1865 to Present 3

Total Credits: 60.00

AA, Sports Management Prerequisite Courses for the Major

Associate in Arts
Subplan Code: SPRT-MGT CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

- ACG 2021 Principles of Financial Accounting 3
- ACG 2071 Principles of Managerial Accounting 3
- BSC 2093C Anatomy and Physiology I 4
- EME 2040 Introduction to Technology for Educators 3
- MAC 1105 College Algebra 3
- PSY 2012 General Psychology 3
- STA 2023 Statistical Methods I 3
### AA, Statistics Prerequisite Courses for the Major Associate in Arts

**Subplan Code:** MAT-STAT  CIP: 1192401010  

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

**Sample Courses**

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC, CHM, GLY or PHY prefix lab based science courses for science majors</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>COP####</td>
<td>Any COP prefix course</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits: 60.00**

### AA, Technical Education and Industry Training Prerequisite Courses for the Major Associate in Arts

**Subplan Code:** EDU-TRDI  CIP: 1192401010  

**Program Description**

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

**Sample Courses**

Completion of the A.A. General degree to include the following prerequisite courses for the major:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 2005</td>
<td>Introduction to the Teaching Profession</td>
<td>3</td>
</tr>
<tr>
<td>EDF 2085</td>
<td>Introduction to Diversity for Educators</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits: 60.00**
Note: In addition to EDF 2085, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the College. Modern Language courses may be used to meet this requirement.

EME 2040 Introduction to Technology for Educators 3

**** Area of specialization courses

Total Credits: 60.00

AA, Theatre Prerequisite Courses for the Major
Associate in Arts
Subplan Code: THE-ATRE CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Completion of the A.A. General degree to include the following prerequisite courses for the major:

THE 1020 Theatre Survey 3
THE 1300 Survey Dramatic Literature 3
THE 1304 Script Analysis 3
THE 2925 Theatre Production and Performance 1

TPA 2201L Technical Theatre Production Lab 1
TPA 2201 Technical Theatre Production 2
TPP 1100 Acting I 3

Total Credits: 60.00

AA, World Language Education - Spanish Prerequisite Courses for the Major
Associate in Arts
Subplan Code: EDU-SPAN CIP: 1192401010

Program Description

The Associate in Arts (A.A.) degree is designed for transfer to an upper-division public college or university in the state of Florida. Students will complete the A.A. General degree, including common program prerequisites for their program of choice.

The following sample courses are listed for illustrative purposes only, are based on the state of Florida common prerequisites manual and university transfer counseling manuals and are subject to change without warning. Many universities have unique additional requirements for entry to the major. Students must work with Student Affairs advisors, counselors or specialists to make sure required courses are taken and entry requirements are met for the college/university program of their choice.

Students may also refer to the online A.A. Transfer Evaluation through the FloridaShines website (previously FLVC.org) for more information on their transfer program of choice.

Sample Courses

Completion of the A.A. General degree to include the following prerequisite courses for the major:

EDF 2005 Introduction to the Teaching Profession 3
EDF 2085 Introduction to Diversity for Educators 3
Note: In addition to EDF 2085, a minimum of 6 semester hours with an international or diversity focus is required. Eligible courses will be determined by the College. Modern Language courses may be used to meet this requirement.

**Recommended**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EME 2040</td>
<td>Introduction to Technology for Educators</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits: 60.00**

**Honors Certificate Program**

**Technical Certificate**

Major Code: HONC-INT CIP: 1192401010

Program Description

Academically talented students with majors such as chemistry, music, nursing and physics that require a strict course of study are encouraged to enroll in the Honors Seminar Program to earn an Honors Certificate as an alternative to the Honors Diploma. Students may take some of their basic general education courses such as English, speech, humanities and history within the Honors curriculum. The Honors Certificate is one of five tracks available in The Art & Phyllis Grindle Honors Institute.

To earn an Honors Certificate, students must take a minimum of 13 Honors credits. These credits apply to the Associate in Arts and the Associate in Science degrees.

Like the Honors Diploma Program (an A.A. degree program), the Honors Certificate is restricted-access. Candidates must:

- Apply and be accepted to Seminole State College;
- Provide official transcripts, indicating successful completion of high school or GED;
- Have a high school GPA of 3.2 or have earned a 3.2 GPA in a minimum of six credit hours of college-credit classes;
- Have a score of at least 23 on the ACT; or 95 on the CPT Reading Test and 75 on the CPT Math Test or 1050 on the SAT; or 1050 on math and writing or reading on the new SAT;
- Submit an application to the Honors Program;
- Submit two letters of recommendation;
- Schedule an interview with the Honors Coordinator;
- Complete an on-site writing sample.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDH 1920</td>
<td>Introduction to Honors</td>
<td>1</td>
</tr>
</tbody>
</table>

**General Education Courses**

Choose a minimum of 13 credits of Honors General Education and Honors Elective courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 2010H</td>
<td>Honors United States History to 1865</td>
<td>3</td>
</tr>
<tr>
<td>AMH 2020H</td>
<td>Honors United States History 1865 to Present</td>
<td>3</td>
</tr>
<tr>
<td>AMH 2035H</td>
<td>Honors The United States 1945 to Present</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013H</td>
<td>Honors Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1050H</td>
<td>Honors Biology and Environment</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101H</td>
<td>Honors English I</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>HUM 2410H</td>
<td>Honors Asian Humanities</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102H</td>
<td>Honors English II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2454H</td>
<td>Honors African American Humanities</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2461H</td>
<td>Honors Latin American Humanities</td>
<td>3</td>
</tr>
<tr>
<td>IDH 1104</td>
<td>Honors Arts and Culture</td>
<td>3</td>
</tr>
<tr>
<td>IDH 1613</td>
<td>Honors Ancient History</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105H</td>
<td>Honors College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>IDH 2106</td>
<td>Honors Oratory: Speech, Argumentation and Debate</td>
<td>3</td>
</tr>
<tr>
<td>OCE 1001CH</td>
<td>Honors Introduction to Oceanography with Lab</td>
<td>4</td>
</tr>
<tr>
<td>POT 2002H</td>
<td>Honors - Political Theory</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012H</td>
<td>General Psychology Honors</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023H</td>
<td>Honors Statistical Methods I</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2110H</td>
<td>Honors Introduction to Social Research</td>
<td>3</td>
</tr>
</tbody>
</table>

### Elective Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDH 2001</td>
<td>Honors Seminar</td>
<td>1</td>
</tr>
<tr>
<td>IDH 2002</td>
<td>Honors Seminar II</td>
<td>1</td>
</tr>
<tr>
<td>IDH 2003</td>
<td>Honors Seminar III</td>
<td>3</td>
</tr>
<tr>
<td>IDH 2905</td>
<td>Directed Studies in Honors</td>
<td>3</td>
</tr>
<tr>
<td>IDH 2930</td>
<td>Selected Studies in Interdisciplinary Honors</td>
<td>3</td>
</tr>
<tr>
<td>IDH 2931</td>
<td>Selected Studies in Interdisciplinary Honors</td>
<td>1</td>
</tr>
<tr>
<td>IDH 2950</td>
<td>Travel Study in Honors</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 13.00

---

### International Studies Technical Certificate

**Major Code:** INTC-INT  
**CIP:** 1192401010

**Program Description**

The International Studies Certificate enhances students’ global sociocultural responsibility. Participation in the certificate program will help students to emerge as more globally competent citizens through a multi-disciplinary approach to the study of history, politics, culture, economics and modern foreign language. To earn the certificate, students must complete 26 credits from the menu of courses provided below. While most of the courses will meet General Education requirements, some of the courses will serve as electives. In addition, students must satisfy the extracurricular study abroad travel requirement. This may be achieved by satisfying a combination of the following:

- One month (minimum of 4 weeks) overseas immersion experience in one country (e.g. internship abroad, documented ministry experience, study abroad program, personal travel that includes a travel log and itinerary, etc.);
- Participation in two faculty-led 10-day (or longer) short-term study abroad program experiences (students must take the course associated with this trip);
- Participation in one faculty-led 10-day (or longer) short-term study abroad program experience (students must take the course associated with this trip) and complete a follow-up project with the Center for Global Engagement;
- All travel must be pre-approved in writing by the Center for Global Engagement.

**Requirements**

1. Students must earn 26 credit hours from the courses listed below. While most of the courses below will meet General Education requirements, some of the courses will serve as electives.
2. In addition to completion of the Curricular Requirements for the International Studies Certificate, students must also complete one of the
following Extracurricular Requirements while the student is enrolled at Seminole State College of Florida:

a. Documented completion of having lived and/or studied abroad for a minimum of 30 continuous calendar days in one country.

b. Documented completion of having lived and/or studied abroad on two separate occasions, each lasting a minimum of 10 continuous calendar days. One of these occasions must have been completed on a Seminole State College faculty-led (or other approved) program.

c. Documented completion of having lived and/or studied abroad on one occasion for a minimum of 10 continuous calendar days on a Seminole State College faculty-led (or other approved) program AND the completion of a three-credit travel study course in conjunction with, or within two years of completion of the trip. Credit must be evaluated and approved by the original faculty member who conducted the trip and the Center for Global Engagement Internationalization Committee.

d. Documented completion of one Seminole State College faculty-led study abroad (or other approved) trip lasting a minimum of 10 continuous calendar days AND the completion of a three-credit selected studies course of the student’s choice (Anthropology, Business, Humanities, etc.). During the selected studies course, the student will prepare a PowerPoint presentation which must be successfully presented to the Center for Global Engagement Internationalization Committee, addressing internationally focused questions/issues within the context of the discipline represented by the selected studies course: ARC 2930 Architectural Design, ANT 2930 Anthropology, ECO 2930 Economics, ETD 2930 Engineering, FOL 2930 Foreign Language, GEB 2931 Business, HIS 2930 History, HUM 2930 Humanities, IDS 2931 Interdisciplinary Studies, JOU 2930 Journalism, LIT 2930 Literature, PLA 2930 Law or THE 2930 Theatre.

Choose six credits from the following list

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH 2020</td>
<td>United States History 1865 to Present</td>
<td>3</td>
</tr>
<tr>
<td>ASH 2021</td>
<td>East Asian History (China, Japan and Korea)</td>
<td>3</td>
</tr>
<tr>
<td>EUH 1001</td>
<td>Western Civilization 1600 to Present</td>
<td>3</td>
</tr>
<tr>
<td>LAH 2020</td>
<td>Latin American History</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose six credits from the following list

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 2410</td>
<td>Asian Humanities</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2461</td>
<td>Latin American Humanities</td>
<td>3</td>
</tr>
<tr>
<td>REL 2300</td>
<td>Religions of the World</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose eight credits from the following list

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRE 1120</td>
<td>Elementary French I</td>
<td>4</td>
</tr>
<tr>
<td>FRE 1121</td>
<td>Elementary French II</td>
<td>4</td>
</tr>
<tr>
<td>SPN 1120</td>
<td>Elementary Spanish I</td>
<td>4</td>
</tr>
<tr>
<td>SPN 1121</td>
<td>Elementary Spanish II</td>
<td>4</td>
</tr>
</tbody>
</table>

Choose six credits from the following list

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 2410</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>GEA 1000</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>INR 2002</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>PAX 2000</td>
<td>Introduction to Peace Studies</td>
<td>3</td>
</tr>
<tr>
<td>POT 2301</td>
<td>Political Ideology - Introduction</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose three credits from the following list

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 2103</td>
<td>World Cinema</td>
<td>3</td>
</tr>
<tr>
<td>LIT 2090</td>
<td>Contemporary Literature</td>
<td>3</td>
</tr>
</tbody>
</table>
This fully online certificate program offers a skill set in the evolving field of technology and education. The program prepares students from various backgrounds and levels of technological experience with the knowledge and skills necessary to effectively design, develop, facilitate and evaluate instruction for delivery in the classroom or online. Students will work in a variety of settings including K-12, higher education, corporate, healthcare, nonprofit, military and government. Students will benefit from the opportunities to engage with fellow professionals on emergent topics in technology and education as they fulfill flexible project assignments that can be adapted to their relevant professional activities.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EME 2450</td>
<td>Introduction to Distance Education</td>
<td>3</td>
</tr>
<tr>
<td>EME 2470</td>
<td>Teaching and Learning in the Connected Age</td>
<td>3</td>
</tr>
<tr>
<td>EME 2670</td>
<td>Introduction to Instructional Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose 3 credits from the following list:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EME 2040</td>
<td>Introduction to Technology for Educators</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EME 2041</td>
<td>Introduction to Instructional Technologies</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose 3 credits from the following list:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 2130</td>
<td>Children and Adolescent Development for Educators</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDF 2170</td>
<td>The Adult Learner</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDP 2002</td>
<td>Introduction to Educational Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 15.00
Program Description

This program is designed for students who intend to seek employment in the television industry and/or related fields. The curriculum provides instruction in introductory and advanced techniques essential to the profession. Courses provide students access to high-end cameras, editing suites and video graphics and the opportunity to produce broadcast-quality productions. Graduates exit the program with a complete portfolio.

College Credit Certificates

Students may complete the following college credit certificates as part of the Multimedia Technology Television and Digital Cinema Production degree:

- Digital and Interactive Media Design Technical Certificate
- Digital Video Fundamentals Certificate
- Video Editing and Post-Production Certificate

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 2000</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>PGY 2401C</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PGY 2801C</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>RTV 1201C</td>
<td>Introduction to Television Production I</td>
<td>4</td>
</tr>
<tr>
<td>RTV 1201 and RTV 1201L</td>
<td>may substitute for RTV 1201C</td>
<td></td>
</tr>
<tr>
<td>RTV 1240</td>
<td>Introduction to Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>RTV 1241</td>
<td>Introduction to Television Production II</td>
<td>4</td>
</tr>
<tr>
<td>RTV 2245C</td>
<td>Electronic Field Production</td>
<td>4</td>
</tr>
<tr>
<td>RTV 2250</td>
<td>Video Post Production</td>
<td>3</td>
</tr>
<tr>
<td>RTV 2251</td>
<td>Advanced Editing</td>
<td>3</td>
</tr>
<tr>
<td>RTV 2925</td>
<td>TV Workshop</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1201C</td>
<td>Design Fundamentals I</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2341</td>
<td>Motion Graphics I</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses

Choose 16 credits from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 2100</td>
<td>The Art of Film</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2201</td>
<td>Bitmap Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2151C</td>
<td>Vector Graphics I Using Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>RTV 2206</td>
<td>Television Directing</td>
<td>3</td>
</tr>
<tr>
<td>THE 1300</td>
<td>Survey Dramatic Literature</td>
<td>3</td>
</tr>
<tr>
<td>ART####</td>
<td>Any ART prefix courses</td>
<td></td>
</tr>
<tr>
<td>CRW####</td>
<td>Any CRW prefix course</td>
<td></td>
</tr>
<tr>
<td>DIG####</td>
<td>Any DIG prefix course</td>
<td></td>
</tr>
<tr>
<td>FIL####</td>
<td>Any FIL prefix course</td>
<td></td>
</tr>
<tr>
<td>RTV29##</td>
<td>Cooperative Education Internship in Radio/TV</td>
<td></td>
</tr>
<tr>
<td>PGY####</td>
<td>Any PGY prefix course</td>
<td></td>
</tr>
<tr>
<td>RTV####</td>
<td>Any RTV prefix course</td>
<td></td>
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</tbody>
</table>

General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities General Education course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Recommended: Area A Humanities</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Mathematics or Science General Education course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social Science General Education course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Any General Education course</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Recommended:
Digital Video Fundamentals Technical Certificate

Program Description
This program is designed for students who intend to seek employment in the television industry and/or related fields. Students enrolled in the A.A. degree or the A.S. degree, Multimedia Technology Television and Digital Cinema Production program may earn the Digital Video Fundamentals Certificate upon completion of the following courses:

Required Courses

RTV 1201C Introduction to Television Production I 4

or

RTV 1201 Introduction to Television Production I 3

and

RTV 1201L Introduction to Television Production I Laboratory 1

RTV 1241 Introduction to Television Production II 4

RTV 2245C Electronic Field Production 4

RTV 2250 Video Post Production 3

RTV 2251 Advanced Editing 3

RTV 2925 TV Workshop 3

Total Credits: 24.00

Video Editing and Post Production Certificate upon completion of the following courses:

Required Courses

ENC 1101 English I 3

RTV 1201C Introduction to Television Production I 4

or

RTV 1201 Introduction to Television Production I 3

and

RTV 1201L Introduction to Television Production I Laboratory 1

RTV 1241 Introduction to Television Production II 4

RTV 2245C Electronic Field Production 4

RTV 2250 Video Post Production 3

RTV 2251 Advanced Editing 3

RTV 2925 TV Workshop 3

Total Credits: 24.00

Educator Preparation Institute Certificate of Achievement

Program Description
The Educator Preparation Institute (EPI) is a nine-month, competency-based program that provides baccalaureate degree holders in a field other than education the opportunity to become certified K-12 teachers. Applicants are screened for participation in this program.

The Educator Preparation Institute is a restricted-access program. Applicants must:
• Possess a bachelor's degree or higher from an accredited postsecondary college or university and provide an official (unopened) transcript(s);
• Complete the Seminole State College admissions application;
• Obtain a statement of Status of Eligibility from the Florida Department of Education;
• Obtain security clearance through fingerprinting for a background check with the local school district(s);
• Attend an EPI information session;
• Complete and pass the state of Florida General Knowledge Exam, the Professional Exam and Subject Area Exam before completing the EPI program.

Those accepted into the EPI program will receive institutional credits which cannot be used as college credit hours. However, these hours are transportable from an alternative teacher certification program to another at participating institutions within the Florida state higher education system.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPI 0001</td>
<td>Classroom Management Module 1A</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0002</td>
<td>Instructional Strategies Module 1B</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0003</td>
<td>Instructional Strategies: Technology Module 1C</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0004</td>
<td>Instructional Strategies: The Teaching and Learning Process Module 1D</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0010</td>
<td>Foundations of Research-Based Practices in Reading</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0020</td>
<td>The Teaching Profession: Professional Foundations</td>
<td>2</td>
</tr>
<tr>
<td>EPI 0030</td>
<td>Diversity in the Classroom: Module 4A</td>
<td>2</td>
</tr>
<tr>
<td>EPI 0945</td>
<td>EPI Module 4B: Diversity Field Experience</td>
<td>1</td>
</tr>
<tr>
<td>EPI 0940</td>
<td>EPI Module 3B: The Teaching Experience Field Experience</td>
<td>1</td>
</tr>
<tr>
<td>EPI 0950</td>
<td>Teaching Methods Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

Optional courses for students seeking the Reading Endorsement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPI 0009</td>
<td>Foundations of Language and Cognition</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0010</td>
<td>Foundations of Research-Based Practices in Reading</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0011</td>
<td>Foundations of Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0012</td>
<td>Foundations of Differentiation</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0014</td>
<td>Demonstration of Accomplishment</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 24.00
BS, Business and Information Management  
Bachelor of Science  
Major Code: BIM-BS  
CIP: 1105212011  
Program Description  

The Bachelor of Science in Business and Information Management (B.S.B.I.M.) degree is designed for students interested in building their own businesses through entrepreneurship and the use of business skills, including applying technology to make business organizations more efficient and effective. This field requires a solid understanding of business practices combined with an understanding of the role information systems play within an organization. Professionals who practice in the field of Business and Information Management serve as a communication bridge between those who implement information systems technology and the business end users of these systems. They help ensure that organizations make information available in a timely manner and in an easily understandable format to provide strategic advantage.

The curriculum emphasizes skills necessary to sustain and grow a business through marketing, general business, management practices and the application of law and ethics. The curriculum also focuses on the analysis and implementation of information systems, data management, data communications, as well as currently emerging topics such as enterprise system processes and knowledge management. Students interested in careers as business analysts, business operations specialists, business support managers, chief information officers and management information systems managers will find this program especially beneficial. The B.S. degree in Business and Information Management consists of 120 credits including 36 credits of General Education courses.

Program Admission  

Applicants seeking admission to Seminole State College’s bachelor’s degree programs must comply with the College’s General Admissions procedures. In addition, students must meet the following program-specific requirements listed below prior to being accepted into upper-division coursework:

- Completion of an Associate in Arts (A.A.) or bachelor’s degree from a regionally accredited institution or completion of an Associate in Science (A.S.) degree in a Business-related field from any regionally accredited institution.

All other degrees will be evaluated by the faculty committee on a case-by-case basis.

- A GPA of 2.0 or higher.
- Program Progression Requirements: once admitted, students must achieve (or have achieved) a grade of “C” or higher in the following courses:
  - ACG 2021 Principles of Financial Accounting
  - ACG 2071 Principles of Managerial Accounting
  - CGS 2100C Office Applications
  - ECO 2013 Principles of Economics (MACRO)
  - ECO 2023 Principles of Economics (MICRO)
  - MAC 2233 Concepts of Calculus
  - STA 2023 Statistical Methods I

Required Courses  

Choose BUL 3130 or BUL 3130H:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL</td>
<td>3130</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Legal and Ethical Environments of Business</td>
<td></td>
</tr>
<tr>
<td>BUL</td>
<td>3130H</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Honors Legal and Ethical Environment of Business</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN</td>
<td>3403</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Principles of Business Finance</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>GEB 3376</td>
<td>The Entrepreneurial and Intrapreneurial Manager</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose ISM 3011C or ISM 3011CH:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISM 3011C</td>
<td>Essentials of Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ISM 3013</td>
<td>Using and Managing Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ISM 3424</td>
<td>Business Modeling Using Simulation</td>
<td>3</td>
</tr>
<tr>
<td>ISM 4153</td>
<td>Introduction to Enterprise Processing Environments</td>
<td>3</td>
</tr>
<tr>
<td>ISM 4314</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>ISM 4431</td>
<td>Business Process Management Systems</td>
<td>3</td>
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</tbody>
</table>

**Choose ISM 4881 or ISM 4881H**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISM 4881</td>
<td>Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td>ISM 4881H</td>
<td>Honors Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td>LDR 3332</td>
<td>Management and Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3025</td>
<td>Management of Organizations</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3320</td>
<td>Management of Strategic Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>MAR 3023</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MAR 3415</td>
<td>Professional Selling and Negotiation</td>
<td>3</td>
</tr>
<tr>
<td>OST 2852C</td>
<td>Microsoft Excel</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 3213</td>
<td>Technical and Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>GEB 3213</td>
<td>Writing for Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 3949</td>
<td>Cooperative Education Internship in Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 3955</td>
<td>Travel Study in Business</td>
<td>3</td>
</tr>
<tr>
<td>ISM 3113</td>
<td>Information Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>ISM 4420</td>
<td>Knowledge Management: Techniques and Practices</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2930</td>
<td>Selected Studies in Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4600</td>
<td>International Business and Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3504</td>
<td>Operations Management and Logistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Any 3000 and 4000 level ACG, BUL, ECO, FIN, GEB, ISM, LDR, MAN, MAR, TAX, TRA course can satisfy the elective requirement.

**Upper or Lower Division Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any 3000</td>
<td>Any 4000 level ACG, BUL, ECO, FIN, GEB, ISM, LDR, MAN, MAR,</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>TAX, TRA course can satisfy the elective requirement.</td>
<td></td>
</tr>
</tbody>
</table>

**Prerequisite Courses**

Prerequisite courses may be applied towards elective and certain General Education requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
</tbody>
</table>

or higher level ECO course
ECO 2023  Principles of Economics (MICRO)  3
or higher level ECO course
MAC 2233  Concepts of Calculus  3
or higher level MAC prefix course
STA 2023  Statistical Methods I  3
or higher level Statistics course

**General Education Courses**  36
Communications General Education courses  9
History General Education course  3
Humanities  6
Mathematics General Education courses  6
Science General Education courses  6
Social Science General Education courses  6

**Total Credits:** 120.00

---

**AS, Accounting Technology**
**Associate in Science**
**Major Code: ACCT-AS CIP: 1552030200**

**Program Description**

Seminole State’s Associate in Science (A.S.) degree in Accounting Technology combines advanced systems with the fundamentals of business and finance to provide students the knowledge and skills required for professional success. Graduates understand how to solve complex problems utilizing the latest accounting technology and techniques.

**Profession**

Dedicated to ethical practices and sound training, accounting professionals evaluate and maintain the financial health of an organization by creating the reports and schedules that allow companies to assess efficiency, control costs and increase profitability.

**Job Outlook**

Employment in this field is expected to grow by 16 percent (about as fast as average) through 2020 (Source: Bureau of Labor Statistics).

**College Credit Certificates**

Students pursuing this degree also may obtain the following college credit certificates:

- Accounting Applications Technical Certificate
- Accounting Operations Technical Certificate
- Accounting Specialist Technical Certificate
- Financial Operations Certificate
- Financial Operations Specialist Certificate
- Office Specialist Technical Certificate
- Office Support Technical Certificate

**Certifications**

Graduates of this program are qualified to earn the following industry certifications:

- Accredited Business Accountant (ABA)
- Certified Bookkeeper, American Institute of Professional Bookkeepers (AIUPB), AIOPB001
- Enrolled Agent, IRS, INTR5001
- Intuit Quickbooks Certified User, INTUT001

Additional industry certifications may be available for college credit certificate programs.

**Degree Transfer**

The following transfer options are available for A.S. degree in Accounting Technology graduates:

- DirectConnect to UCF: The University of Central Florida’s Bachelor of Applied Science (B.A.S.) program.
- Additional options: Graduates also may transfer to the University of South Florida or Daytona State College.

**Placement and Salary Information**
Visit [Smart-College-Choices.com](http://Smart-College-Choices.com) to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2100</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2360</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111C</td>
<td>Office Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>APA 1112C</td>
<td>Office Accounting II Using QuickBooks Pro</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335C</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>OST 2852C</td>
<td>Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000</td>
<td>Federal Income Taxes I</td>
<td>3</td>
</tr>
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</table>

### Elective Courses

Choose 10 credits from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2941</td>
<td>Cooperative Education Internship in Accounting</td>
<td>1</td>
</tr>
<tr>
<td>ACG 2949</td>
<td>Cooperative Education Internship in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2242</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2001</td>
<td>Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

### General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Recommended:
AS, Administrative Office Management
Associate in Science
Major Code: OSTMS-AS  CIP: 1552020400
Program Description

Seminole State’s Associate in Science (A.S.) degree in Administrative Office Management prepares students for careers as office managers and assistants. Students learn a variety of office management techniques and computer applications including business document preparation. Office procedures, corporate culture, ethics and etiquette, business communication and accounting are also emphasized.

Profession

Administrative and office management professionals are often the lifeline of an organization. Utilizing detailed organizational skills, they support all levels of a company by scheduling meetings; making travel arrangements; researching, preparing and distributing reports and managing sensitive information related to budgets, personnel and corporate communications.

Career Opportunities

Graduates of this program are employed as:

- Administrative Assistants
- Executive Assistants
- Office Managers

Job Outlook

Employment in this field is expected to grow by 12 percent (about as fast as average) through 2020 (Source: Bureau of Labor Statistics).

College Credit Certificates

Students pursuing this degree also may obtain the following college credit certificates:

- Accounting Applications Technical Certificate
- Accounting Operations Technical Certificate
- Accounting Specialist Technical Certificate
- Office Management Technical Certificate
- Office Specialist Technical Certificate
- Office Support Technical Certificate

Program Note

Seminole State’s Associate in Science (A.S.) degrees are designed to prepare graduates for immediate entry into their chosen career field and/or transfer into certain baccalaureate programs. Students planning to transfer to a college or university should consult with an academic advisor to ensure completion of all entry requirements for the baccalaureate program of their choice.

Certifications

Graduates of this program are qualified to earn the following industry certifications:

- Certification for Legal Professionals, (Accredited Legal Secretary—ALS), The Association for Legal Professionals, (TAFLP001)
- Certified Administrative Professional (CAP), International Association of Administrative Professionals, (AOAP001)
- Certified Professional Secretary, International Association of Administrative Professionals (IAAP)
- Microsoft Office Master, Microsoft Corp., (MICRO017)
- Microsoft Office Specialist (MOS) Bundle Certification (3 out of 5—Word, Excel, PowerPoint, Access, or Outlook), Microsoft Corp., (MICRO069)
Additional industry certifications may be available for college credit certificate programs.

Placement and Salary Information

Visit Smart-College-Choices.com to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

Required Courses 42

APA 1111C Office Accounting I 3
CGS 2100C Office Applications 3
OST 1100C Keyboarding and Document Processing 3
OST 1355C Records Management and Legal Implications 3
OST 2335C Business Communication 3
OST 2402C Administrative Office Procedures 3
OST 2501 Administrative Office Management 3
OST 2713C Microsoft Word I 3
OST 2717C Microsoft Word II 3
OST 2794 Internet Research for Business 3
OST 2821C Microsoft Publisher 3
OST 2826C Microsoft PowerPoint 3
OST 2836C Microsoft Access 3
OST 2852C Microsoft Excel 3

Elective Courses 6

Choose 6 credits from the following list: 6

ACG 2021 Principles of Financial Accounting 3
ACG 2071 Principles of Managerial Accounting 3

Total Credits: 63.00

AS, Business Administration
Associate in Science
Major Code: BSADM-AS CIP: 1552020102

Program Description

Seminole State’s Associate in Science (A.S.) degree in Business Administration provides students a broad foundation in business studies including marketing, finance and management. Graduates possess the knowledge and skills to successfully contribute to the economic enterprises competing in today’s global market.
Successful business professionals participate in an increasingly complex and multicultural workforce. They embrace change and possess a broad understanding of the trends that influence today’s business environment, including creative entrepreneurship, corporate citizenship, digital marketing and mobile communication.

**Career Opportunities**

Graduates of this program are employed as:

- Administrative Service Managers
- Business Services Managers
- General Managers
- Technology Support Specialists

**Job Outlook**

Employment in this field is expected to grow by 15 percent (about as fast as average) through 2020 (Source: Bureau of Labor Statistics).

**College Credit Certificates**

Students pursuing this degree also may obtain the following college credit certificates:

- Business Operations Certificate
- Business Specialist Certificate
- Entrepreneurship Certificate
- Entrepreneurship Operations Certificate
- Financial Operations Certificate
- Financial Operations Specialist Certificate
- Human Resources Administrator Technical Certificate
- International Business Certificate
- Management Certificate
- Marketing Certificate
- Small Business Management Certificate

**Degree Transfer**

The following transfer options are available for A.S. Degree in Business Administration graduates:

- Seminole State’s Bachelor of Science (B.S.) in Business and Information Management.
- DirectConnect to UCF: Seminole State’s A.S. Degree in Business Administration will transfer to the College’s Bachelor of Science (B.S.) in Business Information Management program.
- Some A.S. courses are also transferable to other four-year institutions.

**Program Note**

Seminole State’s Associate in Science (A.S.) degrees are designed to prepare graduates for immediate entry into their chosen career field and/or transfer into certain baccalaureate programs. Students planning to transfer to a college or university should consult with an academic advisor to ensure completion of all entry requirements for the baccalaureate program of their choice.

**Certifications**

Graduates of this program are qualified to earn the following industry certifications:

- Logistics and Supply Chain Management, (AMSTL001)
- Microsoft Office Specialist (MOS) Bundle Certification (3 of 5), (MICRO069)
- Microsoft Office Specialist Master, (MICRO017)
- Transportation and Logistics Certification, (AMSTL002)

Additional industry certifications may be available for college credit certificate programs.

**Placement and Salary Information**

Visit [Smart-College-Choices.com](http://Smart-College-Choices.com) to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

**Required Courses**

Choose 1 accounting group:

- **ACG 2021** Principles of Financial Accounting 3
  and
- **ACG 2071** Principles of Managerial Accounting 3
  or
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111C</td>
<td>Office Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>APA 1112C</td>
<td>Office Accounting II Using QuickBooks Pro</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 1 legal studies course:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2240</td>
<td>Legal Issues for Small Businesses</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100C</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335C</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>OST 2852C</td>
<td>Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>QMB 1001</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses

Choose 15 credits from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 2100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2930</td>
<td>Selected Studies in Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2931</td>
<td>Selected Studies in Business</td>
<td>1</td>
</tr>
<tr>
<td>GEB 2955</td>
<td>Travel Study in Business</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2941</td>
<td>Cooperative Education Internship in Business</td>
<td>1</td>
</tr>
</tbody>
</table>

A.S. to Business and Information Management BS Degree Track:

The following courses may be used to partially meet the elective requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2023</td>
<td>Principles of Economics (MICRO)</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

Human Resources Management Track

The following courses may be used to partially meet the elective requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 2300</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2320</td>
<td>Human Resources Recruitment and Staffing</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2325</td>
<td>Human Resources Compensation and Benefits Admin</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2403</td>
<td>Introduction to Human Resources Management Law</td>
<td>3</td>
</tr>
<tr>
<td>OST 1355C</td>
<td>Records Management and Legal Implications</td>
<td>3</td>
</tr>
</tbody>
</table>
International Business

The following courses may be used to partially meet the elective requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 2350</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2141</td>
<td>Introduction to International Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Management Track

The following courses may be used to partially meet the elective requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 2001</td>
<td>Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2350</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>SBM 2000</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Marketing and Sales Track

The following courses may be used to partially meet the elective requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 2172</td>
<td>Opportunity Analysis and Franchising</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2141</td>
<td>Introduction to International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2760</td>
<td>Entrepreneurial Marketing and Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2021</td>
<td>Principles of Salesmanship</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Humanities General Education course | 3

or

History General Education course | 3
Mathematics or Science General Education course | 3
Social Science General Education course | 3

Total Credits: 60.00

AS, Entrepreneurship and Business Management
Associate in Science

Major Code: ENTRE-AS CIP: 1552070307

Program Description

Seminole State’s Associate in Science (A.S.) degree in Entrepreneurship and Business Management prepares students to start, run and grow an organization by emphasizing the critical thinking skills required to develop innovative business practices. Coursework includes computer applications, communication strategies and personnel management, as well as networking and venture capital acquisition.

Profession

Entrepreneurs play a critical role in the economy by serving as business leaders and innovators. They assume financial risks to bring new ideas to market and possess the decision-making skills to produce economic profits.

Careers in entrepreneurship and small business management are well-suited for individuals who are passionate about owning or operating new businesses or improving existing companies.

Career Opportunities

Graduates of this program are employed as:

- Administrative Services or Office Managers
- Business Owners
- Chief Executive Officers
- General and Operational Managers
- Hotel Managers

Job Outlook
Employment in this field is expected to grow by 15 percent (about as fast as average) through 2020 (Source: Bureau of Labor Statistics).

**College Credit Certificates**

Students pursuing this degree also may obtain the following college credit certificates:

- Business Specialist Certificate
- Entrepreneurship Certificate
- Entrepreneurship Operations Certificate
- Human Resources Administrator Technical Certificate

**Degree Transfer**

Seminole State's A.S. degree in Entrepreneurship and Business Management will transfer to the College’s Bachelor of Science (B.S.) in Business Information Management program.

**Placement and Salary Information**

Visit [Smart-College-Choices.com](http://Smart-College-Choices.com) to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100C</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENT 2172</td>
<td>Opportunity Analysis and Franchising</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2001</td>
<td>Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2112</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2760</td>
<td>Entrepreneurial Marketing and Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335C</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>QMB 1001</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SBM 2000</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>Choose 1 accounting course:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APA 1111C</td>
<td>Office Accounting I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose 1 accounting course:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APA 1112C</td>
<td>Office Accounting II Using QuickBooks Pro</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose 1 BUL prefix course:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2240</td>
<td>Legal Issues for Small Businesses</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose 1 GEB prefix course:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 2350</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2955</td>
<td>Travel Study in Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses**

Choose 10 credits from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT 2931</td>
<td>Selected Studies in Entrepreneurship</td>
<td>1</td>
</tr>
<tr>
<td>MNA 2320</td>
<td>Human Resources Recruitment and Staffing</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2325</td>
<td>Human Resources Compensation and Benefits Administration</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2403</td>
<td>Introduction to Human Resources Management Law and Regulations</td>
<td>3</td>
</tr>
<tr>
<td>OST 1355C</td>
<td>Records Management and Legal Implications</td>
<td>3</td>
</tr>
</tbody>
</table>

School of Career and Professional Programs
AS, Legal Assistant/Paralegal

Associate in Science

Major Code: LEGAL-AS CIP: 1722030200

Program Description

This American Bar Association (ABA) approved program is designed to prepare qualified persons to work under the supervision of attorneys. Our goal is to help students play essential roles as valuable members of legal teams in various settings including law firms, courts, corporations, banks and government offices. Students receive academic instruction in a variety of legal areas and hands-on applications in a technology-enhanced environment. A variety of educational experiences which promote critical thinking and the development of specialized skills and professional ethical behavior are integrated throughout the curriculum. This diverse educational foundation prepares our graduates to meet the current and future requirements of the legal community we serve.

The required internship program provides students the opportunity to gain actual work experience in a legal setting. Students are encouraged to sit for one of the national certification exams, and are aided in their preparation through the curriculum, training, and experiences offered by the program. Specific courses may provide transfer opportunities to four-year institutions.

Note: Paralegals may not provide legal services directly to the public except as provided by law.

Profession

Paralegals and legal assistants provide critical support in law firms, courts, corporations, banks and government offices. Astute at managing multiple deadlines and intricate details, these professionals conduct research, prepare reports and assist lawyers with legal proceedings and business meetings.

Career Opportunities

Graduates of this program are employed in:

- Banks/trusts departments
- Corporations and businesses
- Courts
- Federal, state and local government offices
- Insurance companies

Job Outlook

Employment in this field is expected to grow by 22 percent (faster than average) through 2018 (Source: Bureau of Labor Statistics).

Certifications

The Accredited Legal Professional (DOE code TAFLP001) certification serves as the entry-level
examination for those joining the legal support profession.

**Degree Transfer**

DirectConnect to UCF: The A.S. degree in Legal Assistant/Paralegal will transfer to the University of Central Florida's Bachelor of Arts or Bachelor of Science in Legal Studies if the following courses have also been completed:

- Principles of Economics (MICRO) or Principles of Economics (MACRO),
- One humanities General Education course (ARH 2050, ARH 2051, LIT 2120, PHI 2010, REL 2300 or THE 1020), and
- One mathematics General Education course (MAC 1105, MAC 1114, MAC 2233, MAC 2311, MAC 2312, MAC 2313 or MGF 1106).

Other options: Some A.S. degree courses also are transferrable to other four-year institutions

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>40</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
</tr>
<tr>
<td>OST 2713C</td>
<td>Microsoft Word I</td>
</tr>
<tr>
<td>OST 2852C</td>
<td>Microsoft Excel</td>
</tr>
<tr>
<td>PLA 1003</td>
<td>Fundamental Law</td>
</tr>
<tr>
<td>PLA 1104</td>
<td>Legal Research and Writing I</td>
</tr>
<tr>
<td>PLA 2114</td>
<td>Legal Research and Writing II</td>
</tr>
<tr>
<td>PLA 2203</td>
<td>Civil Litigation Procedures I</td>
</tr>
<tr>
<td>PLA 2273</td>
<td>Torts</td>
</tr>
<tr>
<td>PLA 2610</td>
<td>Real Property</td>
</tr>
<tr>
<td>PLA 2763</td>
<td>Law Office Management</td>
</tr>
<tr>
<td>PLA 2800</td>
<td>Family Law</td>
</tr>
</tbody>
</table>

Choose 3 credits of Cooperative Education in Legal Studies from the following list:

| PLA 2941    | Cooperative Education Internship in Legal Assisting | 1 |
| PLA 2942    | Cooperative Education Internship in Legal Assisting | 2 |
| PLA 2949    | Cooperative Education Internship in Legal Assisting | 3 |

Choose 3 credits from the following list:

| ACG 2021   | Principles of Financial Accounting | 3 |
| APA 1111C  | Office Accounting I | 3 |
| ECO 2013   | Principles of Economics (MACRO) | 3 |
| ECO 2023   | Principles of Economics (MICRO) | 3 |

**Elective Courses**

Choose 6 credits from the following list:

| BUL 2242   | Business Law II | 3 |
| PLA 2222   | Civil Discovery | 3 |
| PLA 2223   | Civil Litigation Procedures II | 3 |
| PLA 2303   | Criminal Litigation | 3 |
| PLA 2483   | Administrative Law | 3 |
| PLA 2600   | Wills, Trusts and Estate Administration | 3 |
| PLA 2612   | Real Estate Law and Property Transactions II | 3 |
| PLA 2730   | Advanced Computer-Assisted Legal Research | 3 |
| PLA 2930   | Selected Studies in Law | 3 |
General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Humanities General Education course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Mathematics or Science General Education course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science General Education course</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 64.00

Accounting Applications
Technical Certificate
Major Code: ACTAP-CC CIP: 0552030205

Program Description

This program is designed for students who intend to seek immediate employment in the field of accounting. It is also beneficial for those individuals who are employed in the accounting field and need to advance their skills. Accounting skills are taught manually and through the use of accounting software. Students who complete this certificate gain employment as payroll assistants, accounts payable and receivable clerks, small office accounting assistants and full charge bookkeepers. This certificate is upward compatible with the A.S. degree, Administrative Office Management and the A.S. degree, Accounting Technology.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111C</td>
<td>Office Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>APA 1112C</td>
<td>Office Accounting II Using QuickBooks Pro</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100C</td>
<td>Keyboarding and Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335C</td>
<td>Business Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 27.00

Elective Courses

Choose 6 credits from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2949</td>
<td>Cooperative Education Internship in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2949</td>
<td>Cooperative Education Internship in Business</td>
<td>3</td>
</tr>
<tr>
<td>OST 1355C</td>
<td>Records Management and Legal Implications</td>
<td>3</td>
</tr>
<tr>
<td>OST 2501</td>
<td>Administrative Office Management</td>
<td>3</td>
</tr>
<tr>
<td>OST 2717C</td>
<td>Microsoft Word II</td>
<td>3</td>
</tr>
<tr>
<td>OST 2826C</td>
<td>Microsoft PowerPoint</td>
<td>3</td>
</tr>
<tr>
<td>OST 2836C</td>
<td>Microsoft Access</td>
<td>3</td>
</tr>
<tr>
<td>OST 2949</td>
<td>Cooperative Education Internship in Office Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 64.00

Accounting Operations
Technical Certificate
Major Code: ACCOP-CC CIP: 0552030203

Program Description

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2713C</td>
<td>Microsoft Word I</td>
<td>3</td>
</tr>
<tr>
<td>OST 2852C</td>
<td>Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>QMB 1001</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>
This program is designed to prepare students for entry-level positions in accounting and business or to provide supplemental training for persons previously or currently employed. The content introduces students to the process of data entry into accounting software programs and includes the preparation, presentation and analysis of financial reports. Accounting skills are taught manually and through the use of accounting software. This certificate is upward compatible with the A.S. degree, Administrative Office Management or the A.S. degree, Accounting Technology.

**Required Courses**

1. **APA 1111C Office Accounting I** 3
2. **APA 1112C Office Accounting II Using QuickBooks Pro** 3
3. **OST 1100C Keyboarding and Document Processing** 3
4. **OST 2335C Business Communication** 3
5. **OST 2852C Microsoft Excel** 3
6. **QMB 1001 Business Mathematics** 3

**Total Credits:** 18.00

---

**Accounting Specialist Technical Certificate**

**Major Code: ACCSP-CC CIP: 0552030204**

**Program Description**

This program is designed to prepare students for entry-level positions in accounting and business or to provide supplemental training for persons previously or currently employed. The content introduces students to the process of data entry into accounting software programs and includes the preparation, presentation and analysis of financial reports. Accounting skills are taught manually and through the use of accounting software. This certificate is upward compatible with the A.S. degree, Administrative Office Management or the A.S degree, Accounting Technology.

**Required Courses**

1. **APA 1111C Office Accounting I** 3
2. **OST 1100C Keyboarding and Document Processing** 3
3. **OST 2335C Business Communication** 3
4. **QMB 1001 Business Mathematics** 3

**Total Credits:** 18.00

---

**Business Operations Technical Certificate**

**Major Code: BUSOP-CC CIP: 0552020104**

**Program Description**

This program is designed to prepare students for employment in a variety of business environments and/or to provide supplemental training for persons previously or currently employed in business occupations.

The certificate is upward compatible with the A.S. degree, Business Administration. Associate in Arts and Associate in Science students completing the courses listed below are eligible for this certificate.

**Required Courses**

1. **ACG 2021 Principles of Financial Accounting** 3
2. **CGS 2100C Office Applications** 3
3. **ECO 2013 Principles of Economics (MACRO)** 3
4. **FIN 2001 Business Finance** 3
5. **GEB 1011 Introduction to Business** 3
6. **OST 2335C Business Communication** 3

**Total Credits:** 18.00

---

School of Career and Professional Programs
### Business Specialist
#### Technical Certificate
**Major Code:** BUSSP-CC  CIP: 0552020103

**Program Description**
This program is designed to prepare students for employment in business environments and/or to provide supplemental training for students previously or currently employed in business occupations. The certificate is upward compatible with the A.S. degree, Business Administration.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335C</td>
<td>Business Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 12.00

### Entrepreneurship
#### Technical Certificate
**Major Code:** ENTRE-CC  CIP: 0552070308

**Program Description**
This program is designed to teach students the fundamentals of starting and operating a business venture while presenting entrepreneurship as a viable career option. Coursework covers opportunity recognition, business planning, cash flow and financial management, market research including the professional marketing use of social media tools, e-commerce and how to understand accounting information.

The certificate is upward compatible with the A.S. degree, Business Administration and the A.S. degree, Entrepreneurship and Business Management.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111C</td>
<td>Office Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>APA 1112C</td>
<td>Office Accounting II Using QuickBooks Pro</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose 1 BUL course:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2240</td>
<td>Legal Issues for Small Businesses</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 12.00

### Entrepreneurship Operations
#### Technical Certificate
**Major Code:** ENTREOP-CC  CIP: 0552070309

**Program Description**
This program is designed to prepare the student to launch an entrepreneurial venture. Coursework covers opportunity analysis and franchising, entrepreneurial marketing and professional selling techniques including the professional marketing use of social media tools, preparation of a business plan, financial statement preparation and analysis, sources of financing and the management of an entrepreneurial venture.

The certificate is upward compatible with the A.S. degree, Business Administration and the A.S. degree, Entrepreneurship and Business Management.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111C</td>
<td>Office Accounting I</td>
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</tr>
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<td>APA 1112C</td>
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<td>3</td>
</tr>
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</table>

**Choose 1 BUL course:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2240</td>
<td>Legal Issues for Small Businesses</td>
<td>3</td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
</tbody>
</table>
Financial Operations Specialist
Technical Certificate
Major Code: FINSP-CC CIP: 0552030203
Program Description
This program is designed to increase students’ accounting, economics, computer and statistical knowledge. Associate in Arts and Associate in Science students completing the courses listed below are eligible for this certificate.

Required Courses

ACG 2021 Principles of Financial Accounting 3
ACG 2071 Principles of Managerial Accounting 3
CGS 2100C Office Applications 3
ECO 2013 Principles of Economics (MACRO) 3
ECO 2023 Principles of Economics (MICRO) 3
STA 2023 Statistical Methods I 3

Total Credits: 18.00

Human Resources Administrator
Technical Certificate
Major Code: HRADM-CC CIP: 0552020105
Program Description
The purpose of this program is to prepare students for employment as human resources administrators, specialists and generalists, benefits administrators, training and development specialists, records management specialists, recruiting and staffing specialists and employee relations specialists or to provide supplemental training for persons previously or currently employed in the field. The curriculum focuses on human resources management, recruitment and staffing, compensation and benefits administration, employment law and records management and includes an introduction to business. This certificate is upward compatible with the A.S. degree, Business Administration.
Required Courses  

- **GEB 1011** Introduction to Business 3
- **OST 2335C** Business Communication 3
- **MAN 2300** Human Resources Management 3
- **MNA 2320** Human Resources Recruitment and Staffing 3
- **MNA 2325** Human Resources Compensation and Benefits Administration 3
- **MNA 2403** Introduction to Human Resources Management Law and Regulations 3
- **OST 1355C** Records Management and Legal Implications 3

Total Credits: 21.00

International Business Technical Certificate  

Major Code: BIB-CC  CIP: 0552070101  

Program Description  

The purpose of this program is to introduce students to the factors that impact business operations conducted in the global marketplace. The student will be able to demonstrate knowledge of principles and practices of international business including:

- Understanding the role of strategic planning and the development of marketing strategies for the international marketplace;
- Describing strategies for opening foreign markets, including pure exporting, use of local distributors, global manufacturing, operating wholly-owned subsidiaries and foreign direct investment;
- Demonstrating an understanding of demographics, market segmentation and the selection of target markets as applied to the global business environment;
- Identifying and explaining the differences in international consumer and industrial buying habits;
- Understanding the impact of language, culture, religion and local government regulations on the conduct of international business;
- Understanding the complexity of product development, naming and pricing in the international environment; and
- Understanding the complexities of developing worldwide distribution systems and how they are affected by differing local laws, taxation and regulations.

This certificate is upward compatible with the A.S. degree, Business Administration and the A.S. degree, Entrepreneurship and Business Management.

Required Courses  

Choose 1 accounting course:  

- **ACG 2021** Principles of Financial Accounting 3
- **APA 1111C** Office Accounting I 3

Choose 1 BUL prefix course:  

- **BUL 2240** Legal Issues for Small Businesses 3
- **BUL 2241** Business Law I 3
- **CGS 2100C** Office Applications 3
- **GEB 1011** Introduction to Business 3
- **GEB 2350** International Business 3
- **MAN 2021** Introduction to Management 3
- **MAR 2141** Introduction to International Marketing 3

Elective Courses  

3
Choose 3 credits from the following list:

- APA 1112C Office Accounting II Using QuickBooks Pro 3
- ENT 2172 Opportunity Analysis and Franchising 3
- FIN 2001 Business Finance 3
- GEB 2112 Entrepreneurship 3
- GEB 2930 Selected Studies in Business 3
- GEB 2955 Travel Study in Business 3
- MAN 2941 Cooperative Education Internship in Business 1
- MAN 2949 Cooperative Education Internship in Business 3
- OST 2335C Business Communication 3
- OST 2794 Internet Research for Business 3
- OST 2852C Microsoft Excel 3
- SBM 2000 Small Business Management 3

Total Credits: 24.00

Required Courses

Choose 1 accounting course:

- ACG 2021 Principles of Financial Accounting 3

or

- APA 1111C Office Accounting I 3

Choose 1 BUL prefix course:

- BUL 2240 Legal Issues for Small Businesses 3

or

- BUL 2241 Business Law I 3
- GEB 1011 Introduction to Business 3
- GEB 2350 International Business 3
- MAN 2021 Introduction to Management 3

and functions. Students will be able to demonstrate knowledge of principles and practices of management including:

- Understanding the need for management skills in all kinds of organizations;
- Describing the three basic levels of management and types of positions associated with each;
- Identifying and distinguishing strategic, operational and tactical plans;
- Defining an organization’s vision and mission;
- Identifying and describing various planning activities, including goal-setting, budgeting and establishing policies and procedures;
- Describing and providing applications of the process of rational decision-making;
- Defining and giving examples of coordination, authority, power, responsibility, accountability and span of management; and
- Defining the process of managerial control.

This certificate is upward compatible with the A.S. degree, Business Administration and the A.S. degree, Entrepreneurship and Business Management.

Management Technical Certificate

Major Code: BMGT-CC CIP: 0552070101

Program Description

The purpose of this program is to prepare students for employment in supervisory and management positions in a variety of business environments and/or to provide supplemental training for persons previously or currently employed in management occupations. The content includes instruction in planning, organizing, leading and controlling a business. Emphasis is placed on selected theories of management and decision-making and the knowledge and understanding necessary for managing people
and e-Business. Students will be able to demonstrate knowledge of the following marketing principles:

- Understanding products and markets;
- Utilizing available sources to obtain product knowledge and perform market research via the Internet;
- Creating a marketing plan;
- Explaining the use of goods classification and life cycle analyses as planning tools for marketing;
- Performing market segmentation;
- Developing and modifying marketing mixes for a business;
- Identifying target markets;
- Evaluating marketing activities; and
- Describing the techniques for sales and promotions.

This certificate is upward compatible with the A.S. degree, Business Administration and the A.S. degree, Entrepreneurship and Business Management.

**Required Courses**

- **GEB 1011** Introduction to Business 3
- **MAR 2011** Marketing 3
- **MAR 2141** Introduction to International Marketing 3
- **MAR 2760** Entrepreneurial Marketing and Professional Selling 3
- **MKA 2021** Principles of Salesmanship 3
- **OST 2335C** Business Communication 3

**Elective Courses**

- **CGS 2100C** Office Applications 3
- **ENT 2172** Opportunity Analysis and Franchising 3
- **GEB 2112** Entrepreneurship 3

---

**Marketing Technical Certificate**

**Major Code: BMAR-CC** CIP: 0552070101

**Program Description**

The purpose of this program is to prepare students for employment in marketing positions in a variety of business environments and/or to provide supplemental training for persons currently employed in marketing occupations. Content includes the four P’s of marketing: price, product, place (distribution) and promotion of a business. Emphasis is on selected theories of marketing, sales, advertising/promotion
# Office Management Technical Certificate

**Major Code:** OSS-CC  
**CIP:** 0552020401

**Program Description**
This program is designed to prepare students for employment in an office environment using today’s technology. It also prepares students to assume managerial responsibilities. This certificate is upward compatible with the A.S. degree, Administrative Office Management.

**Required Courses**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111C</td>
<td>Office Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100C</td>
<td>Keyboarding and Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST 2335C</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>OST 2402C</td>
<td>Administrative Office Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 24.00

# Office Specialist Technical Certificate

**Major Code:** OSPCL-CC  
**CIP:** 0552040704

**Program Description**
This program is designed to prepare students for employment in an office environment. Students acquire the knowledge and skills to produce correspondence and perform accounting applications. This certificate is upward compatible with the A.S. degree, Administrative Office Management or the A.S. degree, Accounting Technology.

**Required Courses**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1111C</td>
<td>Office Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST 1100C</td>
<td>Keyboarding and Document Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 18

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The document contains a list of courses and credits for the Office Management and Office Specialist Technical Certificates, along with descriptions and credits for each course. The total credits for each certificate are also provided.
Office Support
Technical Certificate
Major Code: OSP-CC CIP: 0552020403
Program Description

This program prepares students to obtain an entry-level position in an office environment. This certificate is upward compatible with the A.S. degree, Administrative Office Management and the A.S. degree, Accounting Technology.

Required Courses 12

- APA 1111C Office Accounting I 3
- CGS 2100C Office Applications 3
- OST 1100C Keyboarding and Document Processing 3
- OST 2335C Business Communication 3

Total Credits: 12.00

Small Business Management
Technical Certificate
Major Code: BSBM-CC CIP: 0552070101
Program Description

This program prepares students for the management and/or ownership of a small business. The content includes instruction in the planning, organizing, leading and controlling of a small business. Emphasis is placed on selected theories of small business management and decision-making and the knowledge and understanding necessary for managing people and functions. Students will be able to demonstrate knowledge of principles and practices of small business management including:

- Defining and understanding the basic management functions of planning, leadership, organizing, staffing and motivating a small business work team;
- Demonstrating an understanding of the fundamental legal issues facing small business owners;
- Describing and implementing an accounting system;
- Understanding and applying the principles of budgeting and cash management in the small business environment;
- Understanding the sources of financing available for the small business;
- Understanding how to advertise, market and sell products and services;
- Demonstrating an understanding of decision-making, evaluation and the importance and mechanics of writing a business plan;
- Evaluating the advantages and disadvantages of the three major forms of business ownership (sole proprietorship, partnership and corporation); and
- Understanding the challenges of family or home-based businesses.

This certificate is upward compatible with the A.S. degree, Business Administration and the A.S. degree, Entrepreneurship and Business Management.

Required Courses 21

- MAR 2760 Entrepreneurial Marketing and Professional Selling 3

Choose 1 accounting course:

- ACG 2021 Principles of Financial Accounting 3
  or
- APA 1111C Office Accounting I 3

SBM 2000 Small Business Management 3

Choose 1 BUL prefix course:
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 2240</td>
<td>Legal Issues for Small Businesses</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2112</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>ENT 2172</td>
<td>Opportunity Analysis and Franchising</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses**

Choose 3 credits from the following list: 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA 1112C</td>
<td>Office Accounting II Using QuickBooks Pro</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENT 2931</td>
<td>Selected Studies in Entrepreneurship</td>
<td>1</td>
</tr>
<tr>
<td>FIN 2001</td>
<td>Business Finance</td>
<td>3</td>
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<tr>
<td>FIN 2100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2350</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2955</td>
<td>Travel Study in Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2930</td>
<td>Selected Studies in Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2931</td>
<td>Selected Studies in Business</td>
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<tr>
<td>MAN 2300</td>
<td>Human Resources Management</td>
<td>3</td>
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<td>MAN 2941</td>
<td>Cooperative Education Internship in Business</td>
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<td>MAN 2942</td>
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<tr>
<td>MAN 2949</td>
<td>Cooperative Education Internship in Business</td>
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</tbody>
</table>

**Total Credits: 24.00**

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**AS, Early Childhood Education**  
**Associate in Science**

**Major Code:** CHLDD-AS  
**CIP:** 1413121003

**Program Description**

Seminole State’s Associate in Science (A.S.) degree in Early Childhood Education explores the field’s historical, philosophical, political and theoretical best practices. Students gain the skills and techniques required to support the emotional, physical, language and cognitive development of children from newborn to 8 years of age. The program was the first in Florida to receive accreditation from the National Association for the Education of Young Children (NAEYC).

**Profession**

Early education professionals play a critical role in the growth and development of the children they serve. In this challenging, yet rewarding role, they ensure children enjoy age-appropriate academic programs and quality enrichment in a caring, nurturing and safe learning environment.

**Job Outlook**

Due to state-mandated adjustments in student-teacher ratios and increases in enrollment, employment in this field is expected to grow by 25 percent (faster than average) through 2020 (Source: Bureau of Labor Statistics).

**College Credit Certificates**

Students pursuing this degree also may obtain the following college credit certificates:

- Child Care Center Management Specialization
- Early Childhood Education—Early Intervention Specialist Certificate
• Early Childhood Education Infant/Toddler Specialization
• Early Childhood Education Preschool Specialization
• Educational Assisting Certificate

Degree Transfer

Graduates of the A.S. Degree in Early Childhood Education have these transfer options:

• DirectConnect to UCF: Bachelor of Science (B.S.), Early Childhood Development and Education, Early Childhood Careers track at the University of Central Florida
• Bachelor of Science (B.S.) in Education with a concentration in Child Development at Nova Southeastern University

Program Note

Seminole State’s Associate in Science (A.S.) degrees are designed to prepare graduates for immediate entry into their chosen career field and/or transfer into certain baccalaureate programs. Students planning to transfer to a college or university should consult with an academic advisor to ensure completion of all entry requirements for the baccalaureate program of their choice.

Placement and Salary Information

Visit Smart-College-Choices.com to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

Required Courses 30

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARE 2000</td>
<td>Art and Creative Expression</td>
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</tr>
<tr>
<td>EEC 1000</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1941</td>
<td>Early Childhood Practicum</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1601</td>
<td>Observing and Guiding Children’s Behavior</td>
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Elective Courses 15

Choose 15 credits from the following list: 15

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHD 2330</td>
<td>Early Literacy for Young Children</td>
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<tr>
<td>EDF 2005</td>
<td>Introduction to the Teaching Profession</td>
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</tr>
<tr>
<td>EEC 1006</td>
<td>Montessori Philosophy of Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1011</td>
<td>Professionalism in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1523</td>
<td>Child Care Management</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2202</td>
<td>Child Care and Education Programming</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2262</td>
<td>Curriculum Activities in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2521</td>
<td>Child Care and Educational Organization Leadership and Management</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2527</td>
<td>Childcare Education Financial and Legal Issues</td>
<td>3</td>
</tr>
</tbody>
</table>
School of Career and Professional Programs

Selected Studies in Early Childhood Education 3

Cooperative Education Internship in Early Childhood Management 3

Introduction to Technology for Educators 3

Inclusion and Special Needs in Early Childhood Education 3

For Students planning to transfer to UCF’s B.S. Early Childhood Careers track, the following courses are suggested for the 15 credit hours of electives:

English II 3

Concepts of Biology 3

Social Problems 3

Mathematics General Education course 3

Students planning to transfer to UCF should take MAC 1105, MAC 1114, MAC 2233, MAC 2311, MGF 1106 or MGF 1107

Science General Education course 3

Students planning to transfer to UCF should take AST 1002, CHM 1020, CHM 1032, CHM 2045C, PHY 1001, PHY 1020, PHY 1053C or PHY 2048C

General Education Courses 15

English I 3

General Psychology 3

Introduction to Oral Communication 3

Humanities General Education course 3

Students planning to transfer to UCF should take HUM 2220, HUM 2223 or HUM 2232

Mathematics or Science General Education course 3

Students planning to transfer to UCF should take STA 2023

Total Credits: 63.00

Child Care Center Management Specialization Technical Certificate

Major Code: CHLDM-CC CIP: 0419070906

Program Description

This 12-credit-hour certificate program includes the series of courses required of those who wish to complete the college credit requirements to become a child care center director in the state of Florida. The Department of Children and Families requires that all center directors have certain educational qualifications to hold the position of director for a licensed center or family day-care home. The requirements of this certificate meet the educational criteria designed at Seminole State to help students complete the necessary educational requirements. This certificate is upward compatible with the A.S. degree, Early Childhood Education.

Required Courses 12

Child Growth and Development 3

Child Care Management 3

Observing and Guiding Children’s Behavior 3

Educational Practices in Early Childhood Education 3

Total Credits: 12.00

Early Childhood Education - Early Intervention Specialist Technical Certificate

Major Code: EINSP-CC CIP: 0419070904

Program Description
The Child Development Program offers a planned sequence of courses leading to the Child Development Early Intervention Certificate. This college credit certificate program is designed for persons interested in becoming paraprofessionals who work with young children with disabling conditions and their families. Additionally, this program of study will prepare staff in early care and education centers with information on how to provide a developmentally appropriate program for infants, toddlers and preschool children with special needs. This certificate may be applied toward the A.S. Degree, Early Childhood Education.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>EEC 1601</td>
<td>Observing and Guiding Children’s Behavior</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2200</td>
<td>Educational Practices in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2401</td>
<td>Families and Community</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2702</td>
<td>Infant Toddler Development</td>
<td>3</td>
</tr>
<tr>
<td>MUE 2010</td>
<td>Music and Movement</td>
<td>3</td>
</tr>
<tr>
<td>EDF 2085</td>
<td>Introduction to Diversity for Educators</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2732</td>
<td>Health, Safety and Nutrition for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEX 2013</td>
<td>Inclusion and Special Needs in Early Childhood Education</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 3 credits from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 2262</td>
<td>Curriculum Activities in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>CHD 2330</td>
<td>Early Literacy for Young Children</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 36.00

### Early Childhood Education Infant/Toddler Specialization Technical Certificate

**Major Code: ECEIT-CC**

**CIP: 0419070907**

**Program Description**

This 12 credit hour certificate recognizes the completion of a series of courses needed by early childhood teachers who wish to complete the college-credit requirements for a staff credential to work in group care settings with children under the age of five. This certificate is upward compatible with the A.S. degree, Early Childhood Education.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 1000</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1601</td>
<td>Observing and Guiding Children’s Behavior</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2702</td>
<td>Infant Toddler Development</td>
<td>3</td>
</tr>
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Choose 3 credits from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 1011</td>
<td>Professionalism in Early Childhood Education</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: EEC1011 is required for student obtaining College Credit CDA

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 2732</td>
<td>Health, Safety and Nutrition for Young Children</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 12.00

### Early Childhood Education Preschool Specialization Technical Certificate

**Major Code: CHLDP-CC**

**CIP: 0419070908**

**Program Description**

- Choose 3 credits from the following list:
  - EEC 2262 Curriculum Activities in Early Childhood 3
  - CHD 2330 Early Literacy for Young Children 3

Total Credits: 12.00
This 12-credit-hour certificate recognizes the completion of a series of courses needed by early childhood teachers who wish to complete the college credit requirements for the National CDA certificate. The Department of Children and Families requires childcare centers to employ teachers in their center who hold a CDA certification. The requirements of this certificate meet the educational criteria to apply for the National CDA certificate. This certificate is upward compatible with the A.S. degree, Early Childhood Education.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 1000</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1601</td>
<td>Observing and Guiding Children’s Behavior</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2200</td>
<td>Educational Practices in Early Childhood</td>
<td>3</td>
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</tbody>
</table>

Choose 3 credits from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 1011</td>
<td>Professionalism in Early Childhood Education</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: EEC1011 is required for student obtaining College Credit CDA

EEC 2732    | Health, Safety and Nutrition for Young Children | 3 |

Total Credits: 12.00

Educational Assisting Technical Certificate

| Major Code: EDAST-CC CIP: 0713150100 |

Program Description

This 15-credit-hour certificate prepares students for employment as educational paraprofessionals, instructional coordinators, substitute teachers and other positions that provide educational assistance in an instructional setting. It also provides supplemental training for persons currently employed in the occupation. This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of public service: planning, management, technical and production skills, underlying principles of classroom technology, reading and learning strategies and methods and other educational issues. This certificate is upward compatible with the A.S. degree, Early Childhood Education.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 1000</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1601</td>
<td>Observing and Guiding Children’s Behavior</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2200</td>
<td>Educational Practices in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>EDF 2085</td>
<td>Introduction to Diversity for Educators</td>
<td>3</td>
</tr>
<tr>
<td>EME 2040</td>
<td>Introduction to Technology for Educators</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 15.00

PSAVC, Early Childhood Professional (ECPC)

Post-Secondary Adult Vocational Certificate

| Major Code: ECPCOL-VC CIP: 0419070913 |

Program Description

This program prepares students who work with children 3 to 5 years old in a licensed childcare setting to provide quality care to young children. The program includes, but is not limited to, competencies related to planning of curriculum, health, safety and knowledge of developmentally appropriate practices. At the completion of the program, students receive a staff credential recognized by the Department of Children and Families. This program is equivalent to the National Child Development Associate (CDA).

Admission Requirements:

- Submit a completed Seminole State College application to the Admissions Office;
• Be employed in a licensed childcare setting working with children 3 to 5 years old (volunteering is not accepted);
• Submit proof of age (minimum 18 years of age);
• Provide official transcript(s) indicating successful completion of a standard high school diploma or equivalent;
• Provide documentation of 40-Hour Introductory Childcare Training Certification with 10-Hour DAP in Preschool;
• Complete a 5-Hour DCF Emergent Literacy course.

Students must complete the following requirements before an Early Childhood Professional Certificate (ECPC) is awarded:

• Complete 480 hours of documented work experience with children ages 5 years or younger in a licensed childcare setting by the end of the course;
• Successfully pass all 3 ECPC modules with a passing grade of “C” or higher.

Total program hours: 120

Required Courses

HEV 0800 Early Childhood Professional Certificate 150
(ECPC)

AS, Health Information Technology
Associate in Science
Major Code: HINFO-AS CIP: 1351070700

Health Information Technology (HIT) professionals play a critical role in maintaining, collecting and analyzing the sensitive data doctors, nurses and other healthcare providers rely on to deliver quality medical care in hospitals, physicians’ offices and long-term care facilities. Insurance companies and government agencies also employ these professionals to manage patient health information and records, administer computer information systems and code diagnoses and procedures.

Program Description

Accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM) Education, Seminole State’s Associate in Science (A.S.) degree in Health Information Technology Program prepares students to utilize technology to collect, analyze, monitor, maintain and report health data. Graduates possess the skills required to process requests for patient health documents, code clinical information and review health data for clinical management, billing, reimbursement and compliance while protecting patient privacy.

Career Opportunities

Graduates of this program have numerous employment options in healthcare facilities, government agencies and managed care organizations. To learn more, visit hicareers.com.

Job Outlook

Employment in this field is expected to grow by 21 percent (faster than average) through 2020 (Source: Bureau of Labor Statistics).

College Credit Certificates

Students may complete the following college credit certificate as part of the Health Information Technology A.S. degree:

• Medical Information Coder/Biller

Degree Transfer

DirectConnect to UCF: Graduates of the A.S. degree in Health Information Technology who meet additional requirements are eligible to transfer to the University of Central Florida’s Bachelor of Science (B.S.) in Health Information Management. Students planning to transfer should review requirements of a “C” or higher in their discipline-specific courses. UCF also requires that students complete Financial Accounting and Managerial Accounting as prerequisite courses for the B.S. in HIM. However, these courses are not required for the A.S. in HIM degree at Seminole State.

Certifications
Graduates of this program are qualified to earn the following industry certifications:

- Certified Coding Associate (CCA), (AHIMA001)
- Certified Coding Specialist (CCS), (AHIMA002)
- Certified Coding Specialist - Physician-based (CCS-P), (AHIMA003)
- Certified Documentation Improvement Practitioner (CDIP)
- Certified Health Data Analyst (CHDA)
- Certified in Health Care Privacy & Security (CHPS), (AHIMA010)
- Registered Health Information Technician (RHIT), (AHIMA007)

Additional industry certifications may be available for college credit certificate programs.

**Placement and Salary Information**

Visit [Smart-College-Choices.com](http://Smart-College-Choices.com) to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100C</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2545C</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1000</td>
<td>Introduction to Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1433</td>
<td>Human Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1453</td>
<td>Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2012</td>
<td>Legal Aspects of Health Information</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2211C</td>
<td>Computer Applications and Technologies in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2214</td>
<td>Health Data Analysis Research and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: NUR 1210 may substitute for HIM 1433

### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>INP 2002</td>
<td>Introduction to Industrial Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Note: Humanities or History General Education course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Note: Mathematics or Science General Education course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Note: Any General Education course</td>
<td>3</td>
<td></td>
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</tbody>
</table>

### Recommended:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 1608</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 70.00
Program Description

Seminole State’s Associate in Science (A.S.) degree in Pharmacy Management expands on the curriculum of the Pharmacy Technician Applied Technology Diploma (ATD) to prepare students for careers as pharmacy technician specialists. Students can enroll directly into the A.S. degree program or transition from the diploma program.

Graduates are eligible to apply for the Pharmacy Technician Certification Board Examination (CPhT) and are prepared for employment in hospitals, long-term care facilities, pharmacies, drug manufacturers, wholesale drug houses and health maintenance organizations.

Profession

As the nation's population ages, the medical community will increasingly rely on pharmaceutical professionals to support the demand for long-term healthcare. Under the general supervision of a licensed pharmacist, pharmacy specialists apply precise, technical skills to maintain supplies and records and assist with medication preparation, storage, distribution and disposal.

Career Opportunities

Graduates of this program have numerous employment options in healthcare facilities, government agencies and managed care organizations.

Job Outlook

Employment in this field is expected to grow by 21 percent (faster than average) through 2020 (Source: Bureau of Labor Statistics).

College Credit Certificates

Students may complete the following college credit Applied Technology Diploma (A.T.D.) as part of the Pharmacy Management A.S. degree:

- Pharmacy Technician Certification Board Examination (CPhT)

Certifications

Graduates of this program are qualified to earn the Pharmacy Technician (PTCBD001) industry certification.

Placement and Salary Information

Visit Smart-College-Choices.com to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

Program Admission

Students must be eligible to enroll in ENC 1101 and any General Education mathematics course prior to starting the core pharmacy technician courses. State Boards have a responsibility to protect the public. In carrying out this responsibility, the Board of Pharmacy reserves the right to deny licensure to anyone who has been convicted of a crime other than minor traffic violations. Pursuant to Section 456.0635, Florida Statutes, the Florida Board of Pharmacy shall refuse to issue a license, certification or registration and shall refuse to admit a candidate for examination if the applicant has been:

- Convicted or plead guilty or nolo contendre (no contest) to a felony violation regardless of adjudication of chapters 409, 817 or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
- Terminated for cause from the Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).
- Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

All students entering a healthcare program with a clinical component will be required to complete a criminal background check. Students must be free of offenses which could potentially disqualify them from
working in a healthcare environment (Florida Statutes 456.0635, 435.04 and 316.193). Admission into clinicals is at the discretion of the clinical agencies. Students applying for admission to the program are required to complete a drug screening and an FBI criminal background check including:

- Online check of the Office of the Inspector General related to parties excluded from participation in Medicare/Medical and all federal healthcare programs.
- Online search of U.S. General Services Administration of parties excluded from federal procurements and non-procurements programs.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PTN 1001</td>
<td>Introduction into Pharmacy Technology</td>
<td>3</td>
</tr>
<tr>
<td>PTN 1121</td>
<td>Pharmacology I</td>
<td>3</td>
</tr>
<tr>
<td>PTN 1122</td>
<td>Pharmacology II</td>
<td>3</td>
</tr>
<tr>
<td>PTN 1124C</td>
<td>Pharmacology III</td>
<td>4</td>
</tr>
<tr>
<td>PTN 1131</td>
<td>Concepts in Pharmacy Technology</td>
<td>3</td>
</tr>
<tr>
<td>PTN 1131L</td>
<td>Concepts in Pharmacy Technology Lab</td>
<td>2</td>
</tr>
<tr>
<td>PTN 1705C</td>
<td>Pharmaceutics and Calculation</td>
<td>3</td>
</tr>
<tr>
<td>PTN 1734C</td>
<td>Pharmacy Operations</td>
<td>3</td>
</tr>
<tr>
<td>PTN 1945C</td>
<td>Pharmacy Technician Practicum I</td>
<td>4</td>
</tr>
<tr>
<td>PTN 1947L</td>
<td>Pharmacy Technician Applications</td>
<td>3</td>
</tr>
<tr>
<td>PTN 1948C</td>
<td>Basic Home Infusion Pharmacy</td>
<td>3</td>
</tr>
<tr>
<td>PTN 2946C</td>
<td>Pharmacy Technician Practicum II</td>
<td>5</td>
</tr>
<tr>
<td>PTN 2949C</td>
<td>Advanced Home Infusion Pharmacy</td>
<td>2</td>
</tr>
<tr>
<td>CGS 1060C</td>
<td>Computer and Internet Literacy</td>
<td>3</td>
</tr>
</tbody>
</table>

or higher level CGS prefix course

HIM 1453 Anatomy and Physiology 3

Note: BSC 1020, BSC 1084 or BSC 2093C and BSC 2094C may substitute for HIM 1453

Choose 1 HUN prefix course from the following list:

HUN 1201 The Principles of Nutrition 3
HUN 2202 Human Nutrition and Diet Therapy 3

General Education Courses 20

ENC 1101 English I 3
BSC 1010C General Biology I 4
Mathematics General Education course 3
MCB 2010C Microbiology 4
PSY 2012 General Psychology 3
Humanities General Education course 3

Total Credits: 70.00

AS, Physical Therapist Assistant (PTA) Associate in Science

Major Code: PTA-AS CIP: 1351080601

Program Description

Seminole State’s Physical Therapist Assistant Associate in Science (A.S.) degree is accredited by the American Physical Therapy Association's Commission on Accreditation in Physical Therapy Education (CAPTE). Students accepted into this limited-access program complete lecture, lab and clinical experiences during a five-term, lock-step course sequence. Coursework emphasizes patient care, PT principals and procedures, neurological and orthopedic therapies and industry trends. Graduates are eligible for licensure after successfully passing the National Physical Therapy Exam and the State Laws and Rules Exam.

Profession
Physical therapist assistants (PTAs) play an important role in helping people regain their independence and mobility following an illness or injury. An integral member of a rehabilitation team, PTAs work under the supervision of a physical therapist to help patients of all ages improve their quality of life by restoring physical function or preventing permanent disability. PTAs are responsible for implementing treatment protocols, teaching exercises, performing therapies and reporting client response to the physical therapist. In addition to direct patient care, they also assist with patient transport, preparation for treatments and maintenance of equipment.

Career Opportunities

Physical therapist assistants work in a variety of settings including acute and rehabilitation hospitals, private physical therapy offices, community health centers, outpatient and sports facilities, corporate or industrial health centers, research institutions, extended care facilities and schools, colleges and universities.

Job Outlook

The demand for PTAs continues to grow as the nation's rising aging population lives a longer, more active lifestyle. Due to a nationwide shortage of PTAs, employment in this field is expected to grow by 45 percent (much faster than average) through 2020 (Source: Bureau of Labor Statistics).

Certifications

Graduates of this program are qualified to earn the Florida Physical Therapy Assistant, Florida Department of Health, (FDMQA018) industry certification.

Placement and Salary Information

Visit Smart-College-Choices.com to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

Program Admission

This is a limited-access program. Candidates must:

- Apply and be accepted to Seminole State College and complete the Postsecondary Education Readiness Test (PERT) or equivalent, if necessary;
- Complete and submit appropriate documentation for a minimum of 20 recent hours of observation, volunteer service, or work experience in more than one type of physical therapy setting. Observation hours in excess of 200 will not be considered.
- Provide their MySeminoleState unofficial transcript to indicate:
  - Any General Education courses that are completed (ENC 1101, BSC 1010C and MAC 1105)
  - An overall GPA of 2.5 or higher.
- Students from other accredited colleges (not Seminole State) must provide official transcripts for evaluation by the Office of Student Records. Once evaluation of transcripts is completed, it may be downloaded by logging into MySeminoleState.
- Submit the completed PTA Program application packet available on the PTA website by April 30 with all attachments: MySeminoleState unofficial transcripts, PTA Program Application Form and forms documenting work, volunteer or observation experience. The most competitive candidates will exceed the basic minimums in all areas. Acceptance will be contingent upon successful completion of a criminal background check, drug/alcohol screening and physical examination. Students must be free of offenses which could potentially disqualify them from working in a healthcare environment (Florida Statutes 456.0635, 435.04 and 316.193) and potentially interfere with clinical assignment to these healthcare sites and licensure. Background checks include but are not limited to:
  - Online check of the Office of the Inspector General related to parties excluded from participation in Medicare/Medical and all federal healthcare programs.
  - Online search of U.S. General Services Administration of parties excluded from federal procurements and non-procurements programs.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT 1000</td>
<td>Introduction to Physical Therapy</td>
<td>2</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
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<tr>
<td>PHT 1120</td>
<td>Functional Kinesiology</td>
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<tr>
<td>PHT 1120L</td>
<td>Functional Kinesiology Lab</td>
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</tr>
<tr>
<td>PHT 1200</td>
<td>Basic Patient Care</td>
<td>2</td>
</tr>
<tr>
<td>PHT 1200L</td>
<td>Basic Patient Care Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>PHT 1213</td>
<td>Physical Therapy Principles and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PHT 1213L</td>
<td>Physical Therapy Principles and Procedures Lab</td>
<td>2</td>
</tr>
<tr>
<td>PHT 1800L</td>
<td>Physical Therapy Clinical Practice I</td>
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</tr>
<tr>
<td>PHT 1801C</td>
<td>Pre-Clinical Practice I Integration</td>
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<tr>
<td>PHT 2162</td>
<td>Neurological Disabilities and Treatments</td>
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<tr>
<td>PHT 2162L</td>
<td>Neurological Disabilities and Treatments Lab</td>
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<tr>
<td>PHT 2224</td>
<td>Therapeutic Exercise I</td>
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<tr>
<td>PHT 2224L</td>
<td>Therapeutic Exercise I Lab</td>
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<td>PHT 2228</td>
<td>Therapeutic Exercise II</td>
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<tr>
<td>PHT 2228L</td>
<td>Therapeutic Exercise II Laboratory</td>
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</tr>
<tr>
<td>PHT 2310</td>
<td>Orthopedic Disabilities and Treatment</td>
<td>3</td>
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<tr>
<td>PHT 2810L</td>
<td>Physical Therapy Clinical Practice II</td>
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</tr>
<tr>
<td>PHT 2820L</td>
<td>Physical Therapy Clinical Practice III</td>
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</tr>
<tr>
<td>PHT 2931</td>
<td>Trends in Physical Therapy</td>
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<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
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<td>BSC 2093C</td>
<td>Anatomy and Physiology I</td>
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<td>BSC 2094C</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>ENC 1102</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 74.00

### AS, Respiratory Care Associate in Science

**Major Code:** RESPR-AS  CIP: 1351090800

**Program Description**

Seminole State’s Associate in Science (A.S.) degree in Respiratory Care is accredited by the [Commission on Accreditation for Respiratory Care](https://coarc.com) (CoARC) 1248 Harwood Road, Bedford, TX 76021-4244; 817.283.2835.

Students accepted into this limited-access program study a broad range of subjects from basic sciences to advanced courses in cardiopulmonary physiology, critical care medicine and pediatrics. Additionally, required clinical experiences take place at area hospitals and extended-care facilities. Graduates are eligible to sit for the National Board for Respiratory Care examinations for Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT).

### Profession

Serving as vital members of a health care team, respiratory therapists (RTs) treat patients with breathing problems caused by pulmonary and cardiac disease. Applying scientific principles to identify, prevent and treat acute or chronic dysfunctions of the cardiopulmonary system, RTs work in acute, sub-acute and home care environments.

### Career Opportunities
As the nation’s population ages and medical advances have improved treatments for lung and heart patients, the demand for qualified respiratory professionals has grown significantly. Respiratory Care Practitioners (RCPs) provide services in a variety of settings, including hospitals, emergency and trauma centers, diagnostic laboratories, physician offices, pulmonary and cardiac rehabilitation centers and home care.

**Job Outlook**

Employment in this field is expected to grow by 28 percent (faster than average) from now until 2020. Continued growth in the aging population will lead to greater demand for respiratory therapy services and treatments, primarily in hospitals and nursing homes (Source: Bureau of Labor Statistics).

**Certifications**

Graduates of this program are qualified to earn the following industry certifications:

- Certified Respiratory Therapist (CRT), Florida Department of Health, (FDMQA018)
- Registered Respiratory Therapist (RRT), Florida Department of Health, (FDMQA02)
- Registered Respiratory Therapist (RRT), National Board for Respiratory Care, (NBFRC002)

**Placement and Salary Information**

Visit Smart-College-Choices.com to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

**Program Admission**

This is a limited-access program. Candidates must:

- Apply and be accepted to Seminole State College;
- Complete the Postsecondary Education Readiness Test (PERT) or equivalent;
- Provide an official transcript(s) indicating successful completion of a standard high school diploma or equivalent;
- Submit a completed respiratory care application.

Respiratory applications are available on the Respiratory Care website and by attending a respiratory care information session. Dates of upcoming information sessions can be found on the respiratory care website. All students are required to complete a criminal background check. Students must be free of offenses that could potentially disqualify them from working in a health care environment (Florida Statutes 456.0635, 435.04 and 316.193) and are subject to hospital or clinical agency approval.

Students applying for admission to the Respiratory Care Program are required to complete a drug screening and an FBI criminal background check including:

- Online check of the Office of the Inspector General related to parties excluded from participation in Medicare/Medical and all federal healthcare programs.
- Online search of U.S. General Services Administration of parties excluded from federal procurements and non-procurements programs.

**The Application Selection Process:**

All applications must meet the following requirements to be considered:

- An overall GPA of 2.5 or higher
- Successful completion of the following courses with a grade of ”C” or higher:
  - BSC 2093C Anatomy and Physiology I
  - ENC 1101 English I
  - Eligible for College Algebra (through test scores or completion of prerequisite course(s)).

If applications meeting the above criteria are greater than the number of seats available in the program, applications will be prioritized into the following criteria:

**Category 1:**

- Successful completion of ALL of the required respiratory care General Education courses with a grade of ”C” or higher and an overall GPA of 2.5 or higher.

**Category 2:**

- Successful completion of requirements to be considered for admission (BSC 2093C, ENC 1101,
and eligible for College Algebra) with a GPA of 2.5 or higher. The more General Education classes students complete, the more competitive they will be.

Applicants who have not completed all of the General Education courses must include a Plan of Completion form with their application.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RET 1025C</td>
<td>Principles of Respiratory Care</td>
<td>4</td>
</tr>
<tr>
<td>RET 1264C</td>
<td>Principles of Mechanical Ventilation</td>
<td>4</td>
</tr>
<tr>
<td>RET 1275C</td>
<td>Clinical Care Techniques</td>
<td>6</td>
</tr>
<tr>
<td>RET 1295C</td>
<td>Chest Medicine</td>
<td>4</td>
</tr>
<tr>
<td>RET 1450C</td>
<td>Basic Physiological Monitoring</td>
<td>3</td>
</tr>
<tr>
<td>RET 1485C</td>
<td>Cardiopulmonary Physiology</td>
<td>4</td>
</tr>
<tr>
<td>RET 1874L</td>
<td>Clinical Practice I</td>
<td>4</td>
</tr>
<tr>
<td>RET 1875L</td>
<td>Clinical Practice II</td>
<td>4</td>
</tr>
<tr>
<td>RET 2244C</td>
<td>Life Support</td>
<td>3</td>
</tr>
<tr>
<td>RET 2350</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>RET 2714C</td>
<td>Pediatric Respiratory Care</td>
<td>4</td>
</tr>
<tr>
<td>RET 2876L</td>
<td>Clinical Practice III</td>
<td>4</td>
</tr>
<tr>
<td>RET 2877L</td>
<td>Clinical Practice IV</td>
<td>4</td>
</tr>
</tbody>
</table>

### General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2093C</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2094C</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Choose 4 credits of science from the following list:**

- CHM 1032C Foundations of College Chemistry 4
- or higher level Chemistry course

- PHY 1001 Physics 3
- or

- PHY 1001L Physics Laboratory 1
- or higher level Physics course

**Total Credits:** 76.00

---

### Medical Information Coder/Biller Technical Certificate

**Major Code:** HINFO-CC **CIP:** 0351070707

**Profession**

This program prepares students for employment as Medical Coders and Health Insurance Specialists. The Medical Coder/Biller is responsible for assigning correct diagnostic and procedural codes based on medical documentation from patients’ medical records to provide the data for medical insurance reimbursement and compliance. This program offers simulated practice where students manually and electronically prepare insurance claims and experience hands-on training with practice management software and an electronic health record.

**Program Description**

Approved by the AHIMA Foundation Professional Certificate Approval Program, the Medical Information Coder/Biller program content is comprehensive, covering both inpatient and outpatient coding and documentation principles. This requires knowledge
and abilities in anatomy and physiology, pathophysiology, pharmacology, computer software, reimbursement, health insurance, ethics, legal and regulatory requirements and health information management.

The program can be completed in as little as five semesters and is offered entirely online. Completion of the program will provide students with 34 college credits, which may be applied to the Health Information Technology Associate in Science degree at Seminole State College.

Students must have access to a computer with Internet capabilities while enrolled in the program. Computers with Internet access are available at all Seminole State campuses.

Certifications

Graduates of this program are qualified to earn the following industry certifications:

• American Academy of Professional Coders (AAPC)
• American Health Information Management Association (AHIMA)
• Certified Coding Associate (CCA)
• Certified Coding Specialist (CCS)
• Certified Coding Specialist-Physician-Based (CCS-P)
• Certified Professional Coder (CPC)
• Certified Professional Coder-Outpatient Hospital (CPC-H)

Program Admission

Candidates must apply and be accepted to Seminole State College. To begin major courses (for example, ICD-10-CM Coding) all prerequisite and supporting courses must be completed.

Career Opportunities

Graduates of this program have numerous employment opportunities in physician offices, healthcare facilities, government organizations, and managed care organizations. To learn more, visit hicareers.com.

Job Outlook

Employment in this field is expected to grow by 21 percent (faster than average) through 2020 (Source: Bureau of Labor Statistics).

Articulation

This certificate is upward compatible with the Associate in Science (A.S.) degree, Health Information Technology.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100C</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1000</td>
<td>Introduction to Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1433</td>
<td>Human Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 1453</td>
<td>Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2211C</td>
<td>Computer Applications and Technologies in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2721C</td>
<td>Outpatient Coding and Electronic Physician Office</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2724</td>
<td>Basic Procedure Coding</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2722C</td>
<td>ICD-10-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HIM 2940</td>
<td>Practicum Experience I</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1149</td>
<td>Basic Pharmacotherapy</td>
<td>1</td>
</tr>
</tbody>
</table>

Note: NUR 1210 may substitute for HIM 1433
Note: BSC 1020, BSC 1084 or BSC 2093C and BSC 2094C may substitute for HIM 1453
Note: NUR 1141C may substitute for HSC 1149

General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
</tbody>
</table>
Pharmacy Technician Technical Certificate
Major Code: PHARM-ATD  CIP: 0351080503

Profession

Advances in the pharmaceuticals that support modern medical practices have produced a healthier, more active population that is living longer. Pharmacy technicians play an integral role in the distribution of those medicines. Technicians work under the supervision of licensed pharmacists to measure medications and ensure prescription accuracy. They also perform calculations, assist with investigational drug studies, maintain patient records, package medications and manage pharmacy inventory.

Program Description

Seminole State's Pharmacy Technician Applied Technology Diploma Program emphasizes the basic technical skills, theoretical concepts and clerical functions required to operate a pharmacy. Graduates are qualified to work under the direction of a licensed pharmacist in long-term care facilities, drug stores, drug manufacturers, wholesale drug houses and health maintenance organizations. They are also eligible to apply for the Pharmacy Technician Certification Board Examination (CPhT).

Career Opportunities

As the nation's population ages, pharmacies are expanding their patient care services. As a result, the role of and demand for pharmacy technicians is increasing. With advanced training and experience, pharmacy technicians can obtain supervisory positions, seek specialization (e.g. oncology, nuclear pharmacy) and/or become a pharmacy specialist or a pharmacist. Technicians may also choose to pursue further studies in sterile products admixture, pharmacy automation and health information systems.

Job Outlook

Pharmacy technicians are in high demand. Employment in this field is expected to grow by 32 percent (much faster than average) from now until 2020 (Source: Bureau of Labor Statistics).

Articulation

This Applied Technology Diploma (A.T.D.) is upward compatible with Seminole State's Associate in Science (A.S.) degree in Pharmacy Management.

Certifications

Graduates of this program are qualified to earn the following industry certifications:

• National Pharmacy Technician Certification, Institute for the Certification of Pharmacy Technicians, (CPT001)
• Pharmacy Technician, Pharmacy Technician Certification Board, (PTCBD001)

Placement and Salary Information

Visit Smart-College-Choices.com to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

Program Admission

Students must be eligible to enroll in ENC 1101 and any General Education mathematics course prior to starting the core pharmacy technician courses.

State Boards have a responsibility to protect the public. In carrying out this responsibility, the Board of Pharmacy reserves the right to deny licensure to anyone who has been convicted of a crime other than minor traffic violations. Pursuant to Section 456.0635, Florida Statutes, the Florida Board of Pharmacy shall refuse to issue a license, certification or registration and shall refuse to admit a candidate for examination if the applicant has been:

• Convicted or plead guilty or nolo contendre (no contest) to a felony violation regardless of adjudication of chapters 409, 817 or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
• Terminated for cause from the Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).
• Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

All students entering a healthcare program with a clinical component are required to complete a criminal background check. Students must be free of offenses which could potentially disqualify them from working in a healthcare environment (Florida Statutes 456.0635, 435.04 and 316.193). Admission into clinicals is at the discretion of the clinical agencies. Students applying for admission to the program are required to complete a drug screening and an FBI criminal background check including:

• Online check of the Office of the Inspector General related to parties excluded from participation in Medicare/Medical and all federal healthcare programs.
• Online search of U.S. General Services Administration of parties excluded from federal procurements and non-procurements programs.

Required Courses 34

HIM 1453 Anatomy and Physiology 3

Note: BSC 1020, BSC 1084 or BSC 2093C and BSC 2094C may substitute for HIM 1453

PTN 1001 Introduction into Pharmacy Technology 3

PTN 1121 Pharmacology I 3

PTN 1122 Pharmacology II 3

PTN 1131 Concepts in Pharmacy Technology 3

PTN 1131L Concepts in Pharmacy Technology Lab 2

PTN 1705C Pharmaceutics and Calculation 3

School of Career and Professional Programs

BS, Information Systems Technology
Bachelor of Science
Major Code: IST-BS CIP: 1101101034

Program Description
The Bachelor of Science in Information Systems Technology (B.S.I.S.T.) degree program provides students with the critical skills and knowledge required to direct and control computerized information resources within diverse organizational settings. The study of Information Systems Technology provides professionals with the expertise and knowledge to support the design, planning and management of information infrastructures, as well as coordinate information resources. The curriculum provides knowledge of the concepts upon which information systems are based and applies this understanding by analyzing applications to real-world problems and designing suitable solutions. The B.S.I.S.T. degree program addresses the need for information systems technology professionals with systems management and development expertise. The student can elect to take the Security Track which is aligned with the specific task expected of today’s network security professional. The Bachelor of Science degree in Information Systems Technology consists of 120 credits, including 36 credits of General Education courses.

Total Credits: 40.00
Program Admission

Applicants seeking admission to Seminole State College's bachelor's degree programs must comply with the College's General Admissions procedures. In addition, students must meet the following program-specific requirements listed below prior to being accepted into upper-division coursework:

- Completion of an Associate in Arts (A.A.) or bachelor's degree from a regionally accredited institution or completion of selected Associate in Science (A.S.) degrees from any regionally accredited Florida institution:
  - A.S., Information Systems Technology (CIP 1507030401)
  - A.S., Computer Information Technology (CIP 1507030600)
  - A.S., Computer Programming and Analysis (CIP 1507030500)
  - A.S., Computer Programming and Analysis Web Programming Specialization (CIP 1507030500)
  - A.S., Network Services Technology (CIP 1507030401)

All other degrees will be evaluated by the faculty committee on a case-by-case basis.

- A GPA of 2.0 or higher.
- Program progression requirements: once admitted, students must achieve (or have achieved) a grade of "C" or higher in the following courses:
  - CET 1178C Network Computer Maintenance and Repair (A+)
  - CET 1179 Network Concepts and Operating Systems
  - CET 1600C Cisco Networking Fundamentals (Net+)
  - CGS 2545C Database Management
  - COP 1000 Principles of Computer Programming
  - ECO 2023 Principles of Economics (MACRO) or ECO 2013 Principles of Economics (MICRO)
  - MAC 1105 College Algebra or higher
  - STA 2023 Statistical Methods or MAC 1114 or higher level mathematics course
  - One 3-credit course choice of: CTS1162 Configuring Windows Vista Client (70-620 exam/MCTS), CTS 1300 Supporting Windows XP Professional (70-270 exam/MCSE) or CTS 1163C Configuring Windows 7 Client (70-680 exam MCITP) or CTS 1327C Configuring Windows 8 (70-687 exam/MCSA)

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA 3100</td>
<td>Introduction to Computer Architecture</td>
<td>3</td>
</tr>
<tr>
<td>CET 3505</td>
<td>Computer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CET 3679</td>
<td>Principles of Telephony</td>
<td>3</td>
</tr>
<tr>
<td>CIS 3360</td>
<td>Principles of Security</td>
<td>3</td>
</tr>
<tr>
<td>CIS 4361</td>
<td>Applied Security</td>
<td>3</td>
</tr>
<tr>
<td>CIS 4891</td>
<td>Capstone Project</td>
<td>3</td>
</tr>
<tr>
<td>CNT 4504</td>
<td>Computer Networks and Distributed Processing</td>
<td>3</td>
</tr>
<tr>
<td>CNT 4514</td>
<td>Wireless Networks and Portable Devices</td>
<td>3</td>
</tr>
<tr>
<td>CNT 4704</td>
<td>Network Design and Planning</td>
<td>3</td>
</tr>
<tr>
<td>COP 3703</td>
<td>Database Design/Architecture</td>
<td>3</td>
</tr>
<tr>
<td>COT 3103</td>
<td>Discrete Computational Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ISM 3113</td>
<td>Information Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>ISM 4300</td>
<td>Information Systems Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>ISM 4314</td>
<td>Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses

Choose 9 Credits from the following list: (Note: Security Specialization students must take CNT 3406, CNT 3940, CNT 4422 and CNT 4524)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 3330</td>
<td>Object-Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 4655</td>
<td>Application Development for Mobile Devices</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>COP 4813</td>
<td>Web Applications Programming</td>
<td>3</td>
</tr>
<tr>
<td>CNT 3406</td>
<td>Enterprise Security</td>
<td>3</td>
</tr>
<tr>
<td>CNT 4422</td>
<td>Securing the Cloud</td>
<td>3</td>
</tr>
<tr>
<td>CNT 4524</td>
<td>Mobile Security</td>
<td>3</td>
</tr>
</tbody>
</table>

**Security Specialization**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT 3406</td>
<td>Enterprise Security</td>
<td>3</td>
</tr>
<tr>
<td>CNT 4422</td>
<td>Securing the Cloud</td>
<td>3</td>
</tr>
<tr>
<td>CNT 4524</td>
<td>Mobile Security</td>
<td>3</td>
</tr>
</tbody>
</table>

**Foundation Courses**

Foundation courses may be applied towards elective and certain General Education requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1178C</td>
<td>Network Computer Maintenance and Repair (A+)</td>
<td>4</td>
</tr>
<tr>
<td>CET 1179</td>
<td>Network Concepts and Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CET 1600C</td>
<td>Cisco Networking Fundamentals (Net+)</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2545C</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Principles of Computer Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

or higher level programming course in the following computer languages: JAVA, C++, C# or Visual Basic

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

or higher level MAC prefix course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

or higher level Statistics course

or

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1114</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 1 economics course:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2023</td>
<td>Principles of Economics (MICRO)</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 4 credits from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 1162</td>
<td>Configuring Windows Vista Client (70-620 exam/MCTS)</td>
<td>4</td>
</tr>
<tr>
<td>CTS 1163C</td>
<td>Configuring Windows 7 Client (70-680 exam/MCITP)</td>
<td>4</td>
</tr>
<tr>
<td>CTS 1300</td>
<td>Supporting Windows XP Professional (70-270 exam/MCSE)</td>
<td>4</td>
</tr>
<tr>
<td>CTS 1327C</td>
<td>Configuring Windows 8 (70-687 exam/MCSA)</td>
<td>4</td>
</tr>
</tbody>
</table>

**General Education Courses**

36 credits

Communications General Education courses

9 credits

History General Education course

3 credits

Humanities General Education courses

6 credits

Mathematics General Education courses

6 credits

Science General Education courses

6 credits

Social Science General Education courses

6 credits

**Total Credits:** 120.00

**AS, Computer Programming and Analysis Associate in Science**

**Major Code:** CMPPA-AS  CIP: 1511020100

**Program Description**

Seminole State’s Associate in Science (A.S.) degree in Computer Programming and Analysis provides students with practical knowledge and hands-on training in the foundations of computer technology,
databases, Web applications, user applications, and computer programming. Elective tracks include: Web Development, Computer Business Information, Mobile Development and Computer Programming. This A.S. degree articulates to UCF’s Bachelor’s of Software Development degree.

**Profession**

Computer programmers and analysts are high-tech linguists. Computer programmers write the code and create the languages and software programs computers follow to operate. Additionally, systems programmers oversee the work of computer programmers and serve as technical advisors to systems analysts, application programmers and operations personnel.

**Career Opportunities**

Graduates of this program are employed as:

- Applications Programmers
- Computer Programmers
- Software Testers
- Systems Analysts
- Systems Programmers
- Web Developments
- Web Masters
- Web Programmers

**Job Outlook**

Considered one of Central Florida’s high-skill, high-wage occupations, employment in the computer programming field is expected to grow by 12 percent (about as fast as average) through 2020 (Source: Bureau of Labor Statistics).

**College Credit Certificates**

Students pursuing this degree also may obtain the following college credit certificates:

- Computer Programming Certificate
- Computer Programming Specialist Certificate
- Information Technology Analysis Certificate
- Web Development Certificate

**Certifications**

Graduates of this program MAY BE qualified to earn the following industry certifications:

- CIW Internet Business Associate
- CIW Site Development Associate
- CIW Web Design Specialist
- CIW Web Foundations Associate
- CIW JavaScript Specialist
- CIW Database Design Specialist
- Microsoft Office Access 2013
- Microsoft Office Excel 2013 Expert Part One
- Microsoft Office Excel 2013 Expert Part One
- Microsoft Office Powerpoint 2013
- Microsoft Office Word 2013 Expert Part One
- Microsoft Office Word 2013 Expert Part Two
- Microsoft Technology Associate (MTA) Database
- Microsoft Technology Associate (MTA) Software Development
- Microsoft Technology Associate (MTA) Programming in C#
- Oracle Certified Associate Java SE Programmer
- Oracle Certified Professional Java SE Programmer

**Degree Transfer**

Seminole State’s A.S. Degree in Computer Programming and Analysis will transfer to the College’s Bachelor of Science (B.S.) in Information Systems Technology.

**Program Note**

Seminole State’s Associate in Science (A.S.) degrees are designed to prepare graduates for immediate entry into their chosen career field and/or transfer into certain baccalaureate programs. Students planning to transfer to a college or university should consult with an academic advisor to ensure completion of all entry requirements for the baccalaureate program of their choice.

**Placement and Salary Information**

Visit [Smart-College-Choices.com](http://Smart-College-Choices.com) to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

**Required Courses**

36
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1179</td>
<td>Network Concepts and Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2545C</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Principles of Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2830</td>
<td>Web Programming I</td>
<td>3</td>
</tr>
<tr>
<td>COP 2836</td>
<td>Web Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2445</td>
<td>Oracle Structured Query Language (SQL)</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>Any CAP, CET, CGS, COP, CTS course not already required</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Choose 3 credits from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2901C</td>
<td>Case Study in Business Programming</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COP 2949</td>
<td>Cooperative Education Internship in Computer Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 3 credits from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 2822</td>
<td>Web Applications</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COP 2831</td>
<td>Web Scripting and AJAX</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 1332</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2224</td>
<td>C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COP 2228</td>
<td>Advanced C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2360</td>
<td>C# Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2362</td>
<td>Advanced C# Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2654C</td>
<td>iPhone Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2658C</td>
<td>Advanced iPhone Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2660</td>
<td>Android Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2662</td>
<td>Advanced Android Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2800</td>
<td>Programming in Java</td>
<td>3</td>
</tr>
<tr>
<td>COP 2805</td>
<td>Advanced Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2821</td>
<td>Advanced Visual Basic Programming</td>
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</tr>
</tbody>
</table>

Computer Business Information Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 1120</td>
<td>Introduction to Internetworking Security (Security+)</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Choose 6 credits from the following list:</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>At least 3 credits must be an advanced course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COP 1332</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2224</td>
<td>C++ Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

Computer Programming Specialization

Choose 12 credits from the following list:

At least 3 credits must be an advanced course.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 1332</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2224</td>
<td>C++ Programming</td>
<td>3</td>
</tr>
</tbody>
</table>
School of Career and Professional Programs

COP 2228  Advanced C++ Programming  3
COP 2360  C# Programming  3
COP 2362  Advanced C# Programming  3
COP 2654C  iPhone Programming  3
COP 2658C  Advanced iPhone Programming  3
COP 2660  Android Programming  3
COP 2662  Advanced Android Programming  3
COP 2800  Programming in Java  3
COP 2805  Advanced Java Programming  3
COP 2821  Advanced Visual Basic Programming  3

Mobile Development Specialization  12
COP 2654C  iPhone Programming  3
COP 2658C  Advanced iPhone Programming  3
COP 2660  Android Programming  3
COP 2662  Advanced Android Programming  3

Web Specialization  12
CET 2760C  Web Server Management  3
COP 2800  Programming in Java  3
COP 2805  Advanced Java Programming  3
COP 2833  Data Driven Websites  3

General Education Courses  15
ENC 1101  English I  3
SPC 1608  Introduction to Oral Communication  3

Humanities General Education course  3
Mathematics General Education course  3
Social Science General Education course  3

Total Credits:  63.00

AS, Information Systems Technology
Associate in Science
Major Code: IST-AS CIP: 1511100111

Program Description

Seminole State's Associate in Science (A.S.) degree in Information Systems Technology provides students the skills and knowledge required to administer and manage local and wide area networks in multiple environments with an emphasis on the creation and maintenance of the database objects used to store, retrieve and manipulate data. Featuring two tracks: networking and programming, students learn the fundamentals of computer and networking design while gaining a solid foundation in basic programming concepts.

Profession

Information technology (IT) plays a vital role in nearly every aspect of modern life. IT professionals possess the highly valuable technical skills required to create the software, maintain the computer networks and secure and protect the information that allows companies to be competitive. Consistent demand for the services provided by these specialists has resulted in numerous, highly-lucrative domestic and international career opportunities.

Career Opportunities

Graduates of this program are employed as:

- Network Administrators
- Network Analysts
- Network Designers
- Network Integrators

Job Outlook
Considered one of Central Florida’s high-skill, high-wage professions, employment in the IT field is expected to grow by 28 percent (faster than average) through 2020 (Sources: Bureau of Labor Statistics).

**College Credit Certificates**

Students may complete the following college credit certificates as part of the Information Systems Technology degree:

- IP Communications Technical Certificate
- IP Communications Technician Technical Certificate
- IT Client Specialist Certificate
- Network and IP Support Specialist Certificate

**Certifications**

Graduates of this program may be qualified to earn the following industry certifications:

- Cisco Certified Network Associate (CCNA), CISCO004
- Cisco Certified Network Associate Security (CCNA Security), CISCO011
- CompTIA A+, COMPT001
- CompTIA Convergence+, COMPT003
- CompTIA Linux+, COMPT005
- CompTIA Network+, COMPT006
- CompTIA Security +, COMPT008
- Microsoft Certified Solutions Associate (MCSA) - Windows Server, MICRO046
- Microsoft Certified Systems Engineer, MICRO013
- Microsoft Desktop Support Technician, MICRO006
- Professional (MCIT) Server Administrator, MICRO034

Additional industry certifications may be available for college credit certificate programs.

**Degree Transfer**

Seminole State’s A.S. Degree in Information Systems Technology will transfer to the College’s B.S. Degree in Information Systems Technology Program.

**Placement and Salary Information**

Visit Smart-College-Choices.com to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

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### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1178C</td>
<td>Network Computer Maintenance and Repair (A+)</td>
<td>4</td>
</tr>
<tr>
<td>CET 1179</td>
<td>Network Concepts and Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CET 1600C</td>
<td>Cisco Networking Fundamentals (Net+)</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2545C</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Principles of Computer Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose four credits from the following list:**

- CTS 1162 Configuring Windows Vista Client (70-620 exam/MCTS) 4
- CTS 1163C Configuring Windows 7 Client (70-680 exam/MCITP) 4
- CTS 1300 Supporting Windows XP Professional (70-270 exam/MCSE) 4
- CTS 1327C Configuring Windows 8 (70-687 exam/MCSA) 4

**Elective Courses** 13

**Choose 1 of the following specializations:** 13

- Networking Specialization
- Programming Specialization

**Networking Specialization** 13

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1675C</td>
<td>Introduction to IP Telephony</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2370C</td>
<td>Virtual Infrastructure: Installation and Configuration</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2390C</td>
<td>Installing and Configuring Windows Server 2012</td>
<td>4</td>
</tr>
</tbody>
</table>
Any CET, CIS, COP or CTS prefix course not already required (excluding CTS 1162, CTS 1163C, CTS 1300 and CTS 1327C)

**Programming Specialization**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP 2224</td>
<td>C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2228</td>
<td>Advanced C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2830</td>
<td>Web Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2445</td>
<td>Oracle Structured Query Language (SQL)</td>
<td>3</td>
</tr>
</tbody>
</table>

Any CET, CIS, COP or CTS prefix course not already required (excluding CTS 1162, CTS 1163C, CTS 1300 and CTS 1327C)

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

or higher level MAC prefix course

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC 1608</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 3 credits from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1114</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1140</td>
<td>Precalculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
</tbody>
</table>

or higher level mathematics course

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History General Education course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities General Education courses</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

3 credits must be from Humanities Area A

Social Science General Education course 3

3 credits must be from Social Science Area A, C, D, E or F

**Choose 3 credits from the following list:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Economics (MICRO)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 63.00

---

**AS, Network Systems Technology**

**Associate in Science**

**Major Code:** NSTECH-AS  CIP: 1511100111

**Program Description**

Seminole State's Associate in Science (A.S.) degree in Network Systems Technology Program provides students the skills and knowledge required to administer, design, install, configure, connect, plan and maintain local area and enterprise networks. Graduates are qualified to manage various levels of network systems, including home and multi-department business networks.

**Profession**

Computer networks make it possible for people to work and communicate anywhere at any time. The professionals who create, maintain and secure these networks are in high demand. Network and computer systems administrators are responsible for the day-to-day organization, installation and support of local area networks (LANs), wide area networks (WANs), network segments, intranets, and other data communication systems. They also create network models, analyze and plan data and research and recommend hardware and software.

**Career Opportunities**

Graduates of this program are employed as:

- Computer Networking Specialists
- Customer Service Advisors
- Network Support Technicians
• System-wide Administrators

Job Outlook

Considered one of Central Florida's high-skill, high-wage professions, employment in the network services field is expected to grow by 28 percent (faster than average) through 2020 (Sources: Bureau of Labor Statistics).

College Credit Certificates

Students may complete the following college credit certificates as part of the Network Systems Technology A.S. degree:

• Computer Repair and Installation Certificate
• IP Communications Technician Certificate
• IT Client Specialist Certificate
• Network Infrastructure Certificate
• Network Server Administrator Certificate
• Network Support Technician Certificate
• Virtualization Certificate

Certifications

Graduates of this program may be qualified to earn the following industry certifications:

• Certified Wireless Network Administrator (CWNA), CWNPT001
• Cisco Certified Network Associate (CCNA), CISCO004
• Cisco Certified Network Associate Security (CCNA Security), CISCO011
• CompTIA Linux+, COMPT005
• CompTIA Network+, COMPT006
• CompTIA Security+, COMPT008
• CompTIA Server+, COMPT009
• Information Storage and Management (EMCISA) Associate, EMCSQ001
• Microsoft Certified IT Professional (MCITP) - Server Administrator, MICRO034
• Microsoft Certified Solutions Associate (MCSA) Windows Server, MICRO046
• Microsoft Technology Associate (MTA): Windows Server Admin Fundamentals
• Professional (MCIT) Server Administrator, MICRO034
• VMware Certified Associate 4 Desktop (VCA40DT)

• VMware Certified Professional vSphere

Degree Transfer

Seminole State's A.S. Degree in Network Systems Technology will transfer to the College's Bachelor of Science (B.S.) in Information Systems Technology.

Placement and Salary Information

Visit Smart-College-Choices.com to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

Required Courses

- CET 1178C Network Computer Maintenance and Repair (A+)
- CET 1179 Network Concepts and Operating Systems
- CET 1526C Introduction to UNIX (Linux+)
- CET 1600C Cisco Networking Fundamentals (Net+)
- CTS 1120 Introduction to Internetworking Security (Security+)
- CTS 2142 Information Technology Project Management
- CTS 2390C Installing and Configuring Windows Server 2012

Choose four credits from the following list:

- CTS 1163C Configuring Windows 7 Client (70-680 exam/MCITP)
- CTS 1327C Configuring Windows 8 (70-687 exam/MCSA)

Elective Courses

Choose 18 credits of electives from 1 of the following technical specializations:
• CISCO Network Infrastructure Specialization
### General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1610C</td>
<td>Cisco Router Technology</td>
<td>4</td>
</tr>
<tr>
<td>CET 1675C</td>
<td>Introduction to IP Telephony</td>
<td>4</td>
</tr>
<tr>
<td>CET 2615C</td>
<td>Cisco Scaling Networks</td>
<td>4</td>
</tr>
<tr>
<td>CET 2620C</td>
<td>Cisco Connecting Networks</td>
<td>4</td>
</tr>
<tr>
<td>CET 1854C</td>
<td>Introduction to Wireless Technologies</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2391C</td>
<td>Administering Windows Server 2012</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2392C</td>
<td>Configuring Advanced Windows Server 2012 Services</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2370C</td>
<td>Virtual Infrastructure: Installation and Configuration</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2371C</td>
<td>Virtual Infrastructure: Deployment, Security and Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2372C</td>
<td>Virtualized Server Implementation I</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2411C</td>
<td>Information Storage Management</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1210</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2392C</td>
<td>Configuring Advanced Windows Server 2012 Services</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2370C</td>
<td>Virtual Infrastructure: Installation and Configuration</td>
<td>4</td>
</tr>
<tr>
<td>Any CET, CIS, COP or CTS prefix course not already required</td>
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<td></td>
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<tr>
<td>Any CET, CIS, COP or CTS prefix course not already required</td>
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</table>

### Virtualization Specialization

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CET 1610C</td>
<td>Cisco Router Technology</td>
<td>4</td>
</tr>
<tr>
<td>CET 1675C</td>
<td>Introduction to IP Telephony</td>
<td>4</td>
</tr>
<tr>
<td>CET 2615C</td>
<td>Cisco Scaling Networks</td>
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<tr>
<td>CET 2620C</td>
<td>Cisco Connecting Networks</td>
<td>4</td>
</tr>
<tr>
<td>CET 1854C</td>
<td>Introduction to Wireless Technologies</td>
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</tr>
<tr>
<td>CTS 2391C</td>
<td>Administering Windows Server 2012</td>
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<tr>
<td>CTS 2392C</td>
<td>Configuring Advanced Windows Server 2012 Services</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2370C</td>
<td>Virtual Infrastructure: Installation and Configuration</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2371C</td>
<td>Virtual Infrastructure: Deployment, Security and Analysis</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2372C</td>
<td>Virtualized Server Implementation I</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2411C</td>
<td>Information Storage Management</td>
<td>4</td>
</tr>
<tr>
<td>Any CET, CIS, COP or CTS prefix course not already required</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Any CET, CIS, COP or CTS prefix course not already required</td>
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</tr>
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</table>

### Network Operating Systems Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1610C</td>
<td>Cisco Router Technology</td>
<td>4</td>
</tr>
<tr>
<td>CET 1675C</td>
<td>Introduction to IP Telephony</td>
<td>4</td>
</tr>
<tr>
<td>CET 2615C</td>
<td>Cisco Scaling Networks</td>
<td>4</td>
</tr>
<tr>
<td>CET 2620C</td>
<td>Cisco Connecting Networks</td>
<td>4</td>
</tr>
<tr>
<td>CET 1854C</td>
<td>Introduction to Wireless Technologies</td>
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<tr>
<td>CTS 2391C</td>
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<td>CTS 2392C</td>
<td>Configuring Advanced Windows Server 2012 Services</td>
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</tr>
<tr>
<td>CTS 2370C</td>
<td>Virtual Infrastructure: Installation and Configuration</td>
<td>4</td>
</tr>
<tr>
<td>Any CET, CIS, COP or CTS prefix course not already required</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

### Total Credits: 63.00

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### Computer Programming Technical Certificate

**Major Code:** COMPR-CC  **CIP:** 0511020200

**Program Description**

This program provides the specialized training needed to develop and enhance occupational proficiency. Graduates qualify for employment as entry-level computer programmers or programmer-trainees. The highly abstract nature of systems and programming requires strong logical and creative abilities. This certificate is upward compatible with the A.S. degree, Computer Programming and Analysis.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1179</td>
<td>Network Concepts and Operating Systems</td>
<td>3</td>
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<tr>
<td>CGS 2100C</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2545C</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Principles of Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2830</td>
<td>Web Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2445</td>
<td>Oracle Structured Query Language (SQL)</td>
<td>3</td>
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<tr>
<td><strong>Elective Courses</strong></td>
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<td></td>
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<td>Any CAP, CET, CGS, COP or CTS prefix course not already required</td>
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<td><strong>Choose 3 credits from the following list:</strong></td>
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<td></td>
</tr>
<tr>
<td>COP 2822</td>
<td>Web Applications</td>
<td>3</td>
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<tr>
<td>COP 2831</td>
<td>Web Scripting and AJAX</td>
<td>3</td>
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<td><strong>Choose 3 credits from the following list:</strong></td>
<td><strong>3</strong></td>
<td></td>
</tr>
<tr>
<td>COP 1332</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2224</td>
<td>C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2228</td>
<td>Advanced C++ Programming</td>
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<td>Android Programming</td>
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<td>COP 2662</td>
<td>Advanced Android Programming</td>
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<tr>
<td>COP 2800</td>
<td>Programming in Java</td>
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<tr>
<td>COP 2805</td>
<td>Advanced Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2821</td>
<td>Advanced Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td><strong>General Education Courses</strong></td>
<td><strong>3</strong></td>
<td></td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td><strong>33.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Computer Programming Specialist Technical Certificate**  
**Major Code: CPRSP-CC CIP: 0511020103**  
**Program Description**

This certificate prepares students for employment as entry-level programmers. The curriculum prepares students to analyze business situations; design, develop and write computer programs, analyze problems using logic and analysis tools. The program supports online or classroom training for a flexible training schedule. This certificate is upward compatible with the A.S. degree, Computer Programming and Analysis.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1179</td>
<td>Network Concepts and Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100C</td>
<td>Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2545C</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Principles of Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective Courses</strong></td>
<td><strong>3</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Choose 3 credits from the following list:</strong></td>
<td><strong>3</strong></td>
<td></td>
</tr>
<tr>
<td>COP 1332</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2224</td>
<td>C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2654C</td>
<td>iPhone Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2660</td>
<td>Android Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2662</td>
<td>Advanced Android Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2800</td>
<td>Programming in Java</td>
<td>3</td>
</tr>
<tr>
<td>COP 2805</td>
<td>Advanced Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2821</td>
<td>Advanced Visual Basic Programming</td>
<td>3</td>
</tr>
</tbody>
</table>
COP 2830 Web Programming I 3

General Education Courses 3

SPC 1608 Introduction to Oral Communication 3

Total Credits: 18.00

Computer Repair and Installation Technical Certificate
Major Code: COMRI-CC CIP: 0647010406

Program Description

This certificate prepares students for employment as computer engineering technicians and in related occupations in electronics and information technology. Emphasis is placed on how to install, configure, upgrade, troubleshoot and repair computers. This certificate is upward compatible with the A.S. degree, Network Systems Technology.

Required Courses 10

CET 1178C Network Computer Maintenance and Repair (A+) 4

CET 1179 Network Concepts and Operating Systems 3

CET 1526C Introduction to UNIX (Linux+) 3

Elective Courses 8

Choose 4 credits from the following list: 4

CTS 1120 Introduction to Internetworking Security (Security+) 3

and

Any CTS prefix course not already required 1

or

CTS 1334C Supporting Users and Troubleshooting Applications on a MS Windows Desktop 4

Choose 4 credits from the following list: 4

CTS 1162 Configuring Windows Vista Client (70-620 exam/MCTS) 4

CTS 1163C Configuring Windows 7 Client (70-680 exam/MCITP) 4

CTS 1300 Supporting Windows XP Professional (70-270 exam/MCSE) 4

CTS 1327C Configuring Windows 8 (70-687 exam/MCSA) 4

Total Credits: 18.00

IP Communications Technical Certificate
Major Code: IPCOM-CC CIP: 0511100120

Program Description

This program offers students the knowledge necessary to provide technical support in a wireless and IP technology environment. This certificate is upward compatible with the A.S. degree, Information Systems Technology and the A.S. degree, Network Systems Technology.

Required Courses 21

CET 1178C Network Computer Maintenance and Repair (A+) 4

CET 1179 Network Concepts and Operating Systems 3

CET 1526C Cisco Networking Fundamentals (Net+) 3

CET 1600C Introduction to IP Telephony 4

CET 1675C Introduction to Wireless Technologies 4

Any CET, CIS or CTS prefix course not already required 3
**IP Communications Technician**
***Technical Certificate***
**Major Code: IPCT-CC** CIP: 0615030505

**Program Description**
This program offers students the knowledge necessary to provide technical support in a wireless and IP technology environment. This certificate is upward compatible with the A.S. degree, Information Systems Technology and A.S. degree, Network Systems Technology.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1178C</td>
<td>Network Computer Maintenance and Repair (A+)</td>
<td>4</td>
</tr>
<tr>
<td>CET 1179</td>
<td>Network Concepts and Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CET 1600C</td>
<td>Cisco Networking Fundamentals (Net+)</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Principles of Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>Any CET, CIS or CTS prefix course not already required</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits:** 15.00

---

**IT Client Specialist**
***Technical Certificate***
**Major Code: WLADV-CC** CIP: 0615030508

**Program Description**
This program provides students with the knowledge necessary to provide technical support in a variety of information technology client environments. The certificate is upward compatible with the Associate in Science (A.S.) degree, Information Systems Technology and A.S. degree, Network Systems Technology.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1178C</td>
<td>Network Computer Maintenance and Repair (A+)</td>
<td>4</td>
</tr>
<tr>
<td>CET 1179</td>
<td>Network Concepts and Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CET 1600C</td>
<td>Cisco Networking Fundamentals (Net+)</td>
<td>3</td>
</tr>
<tr>
<td>COP 1000</td>
<td>Principles of Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1163C</td>
<td>Configuring Windows 7 Client (70-680 exam/MCITP)</td>
<td>4</td>
</tr>
<tr>
<td>CTS 1327C</td>
<td>Configuring Windows 8 (70-687 exam/MCSA)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Choose 4 credits from the following list:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS 1163C</td>
<td>Configuring Windows 7 Client (70-680 exam/MCITP)</td>
<td>4</td>
</tr>
<tr>
<td>CTS 1327C</td>
<td>Configuring Windows 8 (70-687 exam/MCSA)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credits:** 18.00

---

**Information Technology Analysis**
***Technical Certificate***
**Major Code: ITANA-CC** CIP: 0511010312

**Program Description**
This certificate prepares students for employment as computer support specialists, help desk specialists, user support analysts, applications system specialists, information systems specialists, computer sales persons, office systems support specialists, website support or software testers. It also provides supplemental training for persons previously or currently employed in these occupations.

The curriculum prepares students to review operating systems, software applications packages and hardware to select the appropriate information technology equipment for a computer-based work environment. Students also learn how to install and troubleshoot information technology equipment and support information technology users. This certificate is upward compatible with the A.S. degree, Computer Programming and Analysis.
### Network Infrastructure Technical Certificate
**Major Code:** NWINF-CC  **CIP:** 0511100114

**Program Description**
This program is designed to prepare students for employment in the networking technology field. The coursework for this certificate prepares students to take the CISCO Certified Networking Associate (CCNA) certification exam. This certificate is upward compatible with the A.S. degree, Network Systems Technology.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1600C Cisco Networking Fundamentals (Net+)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Network Server Administration Technical Certificate
**Major Code:** NSADM-CC  **CIP:** 0511100112

**Program Description**
This program provides students with the skills to successfully manage and troubleshoot the Microsoft system environment including administering and managing complex local and wide area networks. The certificate prepares students for roles as network administrators, network designers, network integrators and network analysts in the enterprise environment. This certificate is upward compatible with the A.S. degree, Network Systems Technology.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>24</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 1178C Network Computer Maintenance and Repair (A+)</td>
<td>4</td>
</tr>
<tr>
<td>CET 1179 Network Concepts and Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1327C Configuring Windows 8 (70-687 exam/MCSA)</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2390C Installing and Configuring Windows Server 2012</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2391C Administering Windows Server 2012</td>
<td>4</td>
</tr>
<tr>
<td>CTS 2392C Configuring Advanced Windows Server 2012 Services</td>
<td>4</td>
</tr>
</tbody>
</table>

Any CET, CIS or CTS prefix course not already required 1

**Total Credits:** 27.00
Network Support Technician Technical Certificate
Major Code: NWSPT-CC CIP: 0511100121

Program Description
This program provides students the skills to support complex local area networks as well as wide area networks. Graduates qualify for roles as computer support specialists, network support technicians and network analysts. This certificate is upward compatible with the A.S. degree, Information Systems Technology and the A.S. degree, Network Systems Technology.

Required Courses

- **CET 1178C** Network Computer Maintenance and Repair (A+) 4
- **CET 1179** Network Concepts and Operating Systems 3
- **CTS 1327C** Configuring Windows 8 (70-687 exam/MCSA) 4
- **CET 1600C** Cisco Networking Fundamentals (Net+) 3
- Choose **CTS 1675C or 1854C** : 4
- **CET 1675C** Introduction to IP Telephony 4
- **CET 1854C** Introduction to Wireless Technologies 4

Elective Courses

Any CET, CIS or CTS prefix course not already required 3

Total Credits: 21.00

Web Development Technical Certificate
Major Code: ITSSP-CC CIP: 0511010311

Program Description
This certificate prepares students for employment with businesses needing website development. The program supports online or classroom training for a flexible training schedule. The courses in this certificate will prepare students for developing websites. Students will be exposed to a wide variety of server-side programming and scripting technologies. This certificate is upward compatible with the A.S. degree, Computer Programming and Analysis.

Required Courses

- **CET 1178C** Network Computer Maintenance and Repair (A+) 4
- **CET 1179** Network Concepts and Operating Systems 3
- **CTS 2371C** Virtual Infrastructure: Deployment, Security and Analysis 4
- **CTS 2370C** Virtual Infrastructure: Installation and Configuration 4
- **CTS 2372C** Virtualized Server Implementation I 4
- **CTS 2390C** Installing and Configuring Windows Server 2012 4
- Choose **CTS 1327C** or **CTS 1601C** : 3

Elective Courses

Any CET, CIS or CTS prefix course not already required 3

Total Credits: 24.00

Virtualization Technical Certificate
Major Code: NWKVIR-CC CIP: 0511100116

Program Description
This program is designed to provide students with the training necessary to install, configure, troubleshoot, deploy and maintain virtual machines in a business environment. Hands-on training is provided in VMware and Microsoft technologies and prepares students to obtain the VMware Certified Professional credential. This certificate is upward compatible with the A.S. degree, Network Systems Technology.
Required Courses

- COP 1000 Principles of Computer Programming 3
- COP 2830 Web Programming I 3
- COP 2833 Data Driven Websites 3
- COP 2836 Web Programming II 3

Elective Courses

Choose 6 credits from the following list:

- COP 2822 Web Applications 3
- CET 2760C Web Server Management 3
- COP 2831 Web Scripting and AJAX 3

Total Credits: 18.00

AS, Nursing (RN)
Associate in Science
Major Code: RN-AS CIP: 1351380100
Program Description

Seminole State’s Associate in Science (A.S.) degree in Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN) and the Florida Board of Nursing. Students accepted into this limited-access program study a broad range of subjects from sciences, nutrition and medical terminology to courses in medical-surgical, mental health, maternal-newborn and pediatric nursing. Additionally, required clinical experiences take place at area hospitals, extended-care facilities and community health organizations. Graduates are qualified to take the national licensure examination (NCLEX-RN) to practice as registered nurses. Students should be aware that acceptance to the College does not guarantee admission to the nursing program.

The Associate in Science degree in Nursing Generic ADN Track is accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone: 404.975.5000, fax: 404.975.5020.

Profession

Nursing ranks as the nation’s largest health career field. Registered nurses (RNs) practice in a variety of settings while providing compassionate care to patients who are ill, injured, convalescent or disabled. Nurses are dedicated to the health and well-being of patients of all ages, health and abilities, and often serve as advocates in the care of individuals and communities.

Career Opportunities

Licensed nurses are qualified to work in any state and, due to their high demand, often choose their positions, hours and employers. Salaries and employment opportunities continue to expand as the health care industry grows, particularly in Central Florida. Additionally, positions outside of the traditional hospital environment offer nurses versatility and flexibility.

Job Outlook

Employment in this field is expected to grow by 26 percent (faster than average) through 2020 due to the demands caused by technological advancements, an increased emphasis on preventative care and the large aging population (Source: Bureau of Labor Statistics).

Degree Transfer

Qualified students may complete their Bachelor of Science in Nursing (BSN) while pursuing their A.S. in Nursing through the UCF/Seminole State Concurrent Program. Graduates of the program who do not participate in the concurrent program may articulate courses into a Bachelor of Science in Nursing (BSN) program.

Certifications

- Registered Nurse (RN), Florida Department of Health
- Registered Nurse (RN), National Council of State Boards of Nursing
Placement and Salary Information

Visit Smart-College-Choices.com to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

Program Admission

This is a limited-access program. Students begin the generic ADN program twice each year in August (Term I) or in January (Term II). Interested persons must first be admitted to Seminole State before becoming eligible to apply to the nursing program. The dates for application may vary. Students should be aware that acceptance to the College does not guarantee admission to the nursing program. Provisional acceptance into the program is contingent on satisfying Seminole State-mandated and various healthcare agencies’ requirements.

State Boards of Nursing have a responsibility to protect the public. In carrying out this responsibility, Boards of Nursing reserve the right to deny licensure to anyone who has been convicted of a crime other than minor traffic violations. Pursuant to Section 456.0635, Florida Statutes, the Florida Board of Nursing shall refuse to issue a license, certification or registration and shall refuse to admit a candidate for examination if the applicant has been:

- Convicted or plead guilty or nolo contendre (no contest) to a felony violation regardless of adjudication of chapters 409, 817 or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
- Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).
- Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

All students entering a healthcare program with a clinical component are required to complete a criminal background check. Students must be free of offenses which could potentially disqualify them from working in a healthcare environment (Florida Statutes 456.0635, 435.04 and 316.193). Admission into clinicals is at the discretion of the clinical agencies.

Students applying for admission to the nursing program are required to complete a drug screening and an FBI criminal background check including:

- Online check of the Office of the Inspector General related to parties excluded from participation in Medicare/Medicaid and all federal healthcare programs.
- Online search of U.S. General Services Administration of parties excluded from federal procurements and non-procurements programs.

The nursing program has specific requirements for admission. Candidates must:

- Apply and be accepted to Seminole State College;
- Complete the Postsecondary Education Readiness Test (PERT) or equivalent (SAT/ACT);
- Have an intermediate algebra skill level (satisfied by completion of MAT 1033 Intermediate Algebra or a CPT score that makes the student eligible for MAC 1105 College Algebra);
- Achieve a minimum adjusted individual total score of 73 percent on the Test of Essential Academic Skills (TEAS);
- Submit a criminal background check and a disposition of any criminal offenses;
- Have attained a grade of “C” or higher in all General Education course requirements. The recalculated GPA (prerequisite courses) must be 2.50 or higher. In accordance with College policy, the GPA will not be “rounded up.”
- Submit a Nursing Admission Request Packet, with all requirements, for consideration for admission to the program. Incomplete application packets will not be considered.
- Students applying to the Concurrent AS-BSN program will receive priority admission to meet the Concurrent AS-BSN program enrollment. A select number of seats in each generic class will be reserved for applicants who only want to obtain the Associate in Science degree in Nursing.
Students are selected for admission to the nursing program based on the following criteria:

**Category 1:**
Successful completion of ALL of the required nursing General Education courses and support courses with a prerequisite GPA of 3.00 or higher.

**Category 2:**
Successful completion of ALL of the required nursing General Education and support courses with a prerequisite GPA of 2.50-2.9.

Applicants are given priority of admission within each category based on:

- The completion date of the General Education and support courses.
- Prerequisite GPA for General Education and support courses.
- TEAS adjusted individual total score.
- Completion of the Tech Prep Program (must show documentation in application packet).

All nursing courses feature Web-enhanced instruction. Students must have access to a computer with Internet capabilities while enrolled in the program.

**Required Courses**

45

Choose either HUN 2202 or HUN 1201 and HUN 2015:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUN 2202</td>
<td>Human Nutrition and Diet Therapy</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUN 1201</td>
<td>The Principles of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUN 2015</td>
<td>Diet Therapy for Health Care Professionals</td>
<td>1</td>
</tr>
<tr>
<td>NUR 1020C</td>
<td>Fundamentals of Nursing</td>
<td>7</td>
</tr>
<tr>
<td>NUR 1141C</td>
<td>Fundamentals of Pharmacology for Nursing Care</td>
<td>2</td>
</tr>
</tbody>
</table>

**Elective Courses**

Choose 3 credits from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 1531</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SYG 1000</td>
<td>may substitute for SYG 2000 in the RN-AS</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: STA 2014 may substitute for STA 2023 in the RN-AS

**General Education Courses**

24

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2093C</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2094C</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>DEP 2004</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or History General Education course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>
Note: MCB 2005C Microbiology for Health Professionals may substitute for MCB 2010C in the RN-AS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits: 72.00**

---

**AS, Criminal Justice Technology**  
**Associate in Science**  
**Major Code: CRIM-AS CIP: 1743010300**

<table>
<thead>
<tr>
<th>Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminole State’s Associate in Science (A.S.) degree in Criminal Justice Technology provides graduates with a broad foundation in criminal justice studies, including criminal law, legal procedures, criminal evidence and criminology. Topics such as law enforcement, courts and corrections are also reviewed.</td>
</tr>
</tbody>
</table>

**Profession**

Criminal justice professionals are confident and skilled critical thinkers who risk their lives to uphold the law while they protect and serve their communities. They hold positions in corrections, private and corporate security and law enforcement departments.

**Career Opportunities**

Graduates of this program are qualified to pursue entry-level criminal justice positions in parole and probation, corrections and the court systems. They also are also eligible for roles in the private sector, including workplace security, private and insurance investigation and safety and security patrol.

**Job Outlook**

Employment in this field is expected to grow by 18 percent through 2020. Continued demand for public safety professionals will lead to new openings for personnel in local departments. (Sources: Bureau of Labor Statistics).

**College Credit Certificates**

Students pursuing this degree also may obtain the following college credit certificates:

<table>
<thead>
<tr>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Law Enforcement Leadership Certificate</td>
</tr>
<tr>
<td>Criminal Justice Technology Specialist Certificate</td>
</tr>
<tr>
<td>Gang Investigations Certificate</td>
</tr>
<tr>
<td>Homeland Security Certificate</td>
</tr>
<tr>
<td>Homeland Security Specialist Certificate</td>
</tr>
</tbody>
</table>

Students who earn the Homeland Security or Gang Investigations certificate have successfully completed the required eight courses (24 credits) to gain area-specific training and enhance their level of community service.

**Articulation**

Graduates of Seminole State or any other Criminal Justice Standards and Training Commission (CJSTC) certified training academies (Law Enforcement, Corrections, or crossover) may be eligible to receive college-level credit that can be applied toward this degree program.

**Degree Transfer**

DirectConnect to UCF: The A.S. degree in Criminal Justice Technology will transfer to the University of Central Florida’s Bachelor of Applied Science (B.A.S.) in Criminal Justice. Some A.S. degree courses are also transferrable to other four-year institutions.

**Placement and Salary Information**

Visit [Smart-College-Choices.com](http://Smart-College-Choices.com) to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 1010</td>
<td>Introduction to Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2650</td>
<td>Drugs, Alcohol and Crime</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2939</td>
<td>Criminal Justice Capstone</td>
<td>3</td>
</tr>
<tr>
<td>CJC 2000</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJE 1000</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Credits</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>CJE 2600</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CJE 1130</td>
<td>Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2100</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses**

**Choose 19 credits from the following list:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 1629</td>
<td>Introduction to Homicide</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2053</td>
<td>Ethical Dilemmas and Decisions in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2600</td>
<td>Deviant Criminal Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2618</td>
<td>Evil Minds - Violent Predators</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2647</td>
<td>Organized Crime</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2949</td>
<td>Cooperative Education Internship in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2930</td>
<td>Selected Studies in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJC 1160</td>
<td>Community Based Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJC 1162</td>
<td>Introduction to Probation, Parole and Community Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJE 1640</td>
<td>Introduction to CSI</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2400</td>
<td>Community Policing</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2540</td>
<td>Police Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2566</td>
<td>Introduction to Domestic Violence, Stalking, Teen Dating Violence</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2262</td>
<td>Technology and Gang Intelligence Sharing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Gang Investigations - The following courses may be used to meet elective requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 1512</td>
<td>Gangs and Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2509</td>
<td>Introduction to Gangs and Crime</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2511</td>
<td>Intervention and Prosecution Techniques for Gangs</td>
<td>3</td>
</tr>
<tr>
<td>CJC 2940</td>
<td>Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CJE 1177</td>
<td>Central America Gang Assessment</td>
<td>3</td>
</tr>
<tr>
<td>CJE 1204</td>
<td>Contemporary Topics in Gang Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CJE 1204</td>
<td>Contemporary Topics in Gang Investigation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Homeland Security - The following courses may be used to meet elective requirements:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSC 1002</td>
<td>Introduction to Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1004</td>
<td>Introduction to NRF and NIMS</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1033</td>
<td>Weapons of Mass Destruction</td>
<td>3</td>
</tr>
</tbody>
</table>
### Law Enforcement Leadership - The following courses may be used to meet elective requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 2053</td>
<td>Ethical Dilemmas and Decisions in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2452</td>
<td>Managing a Criminal Justice Organization</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2460</td>
<td>Introduction to Criminal Justice Supervision</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2482</td>
<td>The Public Face of Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2732</td>
<td>Shaping the Future of Criminal Justice</td>
<td>3</td>
</tr>
</tbody>
</table>

### General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Introduction to Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Humanities General Education course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Mathematics or Science General Education course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social Science General Education course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Any General Education course</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Recommended:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1102</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Mathematics or Science General Education course

If you choose an additional science course, courses must be from 2 areas

**Total Credits:** 64.00

### AS, Emergency Medical Services (EMS) Associate in Science

**Major Code:** EMS-AS  CIP: 1351090402

**Program Description**

Seminole State's Associate in Science (A.S.) degree in Emergency Medical Services combines medical theory studies with practical clinical and field internships. Graduates are prepared to assume the role of first responder, life-support provider and physician extender.

The program is fully accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and the Florida Department of Health, Bureau of Emergency Medical Services.

### Profession

Lives often depend on the quick reaction and competent care of emergency medical technicians (EMTs) and paramedics. Often the first to respond to medical emergencies, natural disasters and acts of terrorism, these emergency professionals apply split-second decision-making skills to assess and stabilize patients who are injured or sick and administer emergency medical care while transporting those patients to healthcare facilities.

### Career Opportunities

Most emergency medical technicians and paramedics are hired by private services, fire departments, municipal/governmental organizations, or hospital-based ambulance companies. Paramedic specializations include tactical medicine with police departments, critical care inter-facility transport including aero-medical services, disaster management...
with technical rescue teams, primary health care with the federal prison system and industrial medicine in the oil and gas industry. Administrative, government, public health and education opportunities also are available.

**Job Outlook**

Employment in this field is expected to grow by 33 percent (much faster than average) through 2020. Continued demand for emergency medical technicians and paramedics will lead to new openings for personnel in local departments (Source: Bureau of Labor Statistics).

**College Credit Certificates**

Students pursuing this degree also may obtain the following college credit certificates:

- Emergency Medical Technician (EMT)
- Paramedic Technology (EMT-P)

**Articulation**

Students who hold Emergency Medical Technician-Basic (EMT-B) certification may receive 11 hours of college credit in the EMS A.S. Degree program upon proof of certification.

**Degree Transfer**

DirectConnect to UCF: Seminole State’s Emergency Medical Services A.S. degree is transferable to the University of Central Florida’s Bachelor of Applied Science (B.A.S.) degree.

**Program Note**

Seminole State’s Associate in Science (A.S.) degrees are designed to prepare graduates for immediate entry into their chosen career field and/or transfer into certain baccalaureate programs. Students planning to transfer to a college or university should consult with an academic advisor to ensure completion of all entry requirements for the baccalaureate program of their choice.

**Certifications**

Graduates of this program are qualified to earn the following industry certifications:

- Emergency Medical Technician-Basic (EMT), National Registry of Medical Technicians, (NREMT001).
- EMT-Basic, Florida Department of Health, (FDMQA007)
- JRC/EMS-Paramedic, Florida Department of Health, (FDMQA009)
- Paramedic (EMT-P), Florida Department of Health(FDMQA014)
- Paramedic, National Registry of Medical Technicians, (NREMT004.)

**Placement and Salary Information**

Visit Smart-College-Choices.com to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1119</td>
<td>Emergency Medical Technician</td>
<td>7</td>
</tr>
<tr>
<td>EMS 1119L</td>
<td>EMT Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>EMS 1431</td>
<td>EMT Clinical</td>
<td>1</td>
</tr>
<tr>
<td>EMS 2603</td>
<td>Paramedic I</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2603L</td>
<td>Paramedic I Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2604</td>
<td>Paramedic II</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2604L</td>
<td>Paramedic II Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2605</td>
<td>Paramedic III</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2605L</td>
<td>Paramedic III Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2659</td>
<td>Paramedic Field Internship</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2666</td>
<td>Paramedic I Clinical</td>
<td>5</td>
</tr>
</tbody>
</table>
EMS 2667  Paramedic II Clinical  5
EMS 2668  Paramedic III Clinical  2

Elective Courses  8

Choose 8 credits from the following list:

EMS 1059C  Emergency Medical Responder  3
EMS 1335  Emergency Vehicle Operations  1
EMS 2931  Selected Studies in Emergency Medical Services  1

EMS 2931 may be successfully completed twice

HSC 1531  Medical Terminology  3
MAT 1033  Intermediate Algebra  4
MAT 1100  Mathematical Understanding and Applications  3

Mathematics General Education course  3
Science General Education course  3
SLS 1101  College Success  3

Any SLS prefix college credit course

General Education Courses  15

ENC 1101  English I  3
SPC 1608  Introduction to Oral Communication  3
BSC 1020  Human Biology  3

Note: BSC 2093C and 2094C, BSC1084 or EMS2010 may substitute for BSC1020

Humanities General Education course  3
Social Science General Education course  3

Total Credits: 73.00

AS, Fire Science Technology
Associate in Science
Major Code: FIRE-AS  CIP: 1743020100

Program Description

Seminole State's Associate in Science (A.S.) degree in Fire Science Technology is a comprehensive program that provides firefighters, fire officers and fire protection professionals a scientific understanding of tactical fire suppression techniques, fire-service leadership and fire prevention practices. The accredited curriculum is designed to improve operational and administrative effectiveness while establishing a path for career advancement. Courses are available online.

Fire and Emergency Services Higher Education (FESHE) Recognition

The A.S. Fire Science program at Seminole State College has been recognized by FEMA, via the U.S. Fire Administration, as an official Fire and Emergency Services Higher Education (FESHE) institution. The FESHE recognition certificate is an acknowledgement that the A.S. Fire Science Technology degree program meets the minimum standards of excellence established by FESHE professional development committees and the National Fire Academy (NFA).

Profession

Firefighters apply highly specialized skills and techniques to protect the communities they serve. Often the first responders at a crisis scene, firefighters assess and address medical, vehicle and hazardous materials emergencies and provide natural disaster support. Fire science careers include roles as firefighters, fire investigators and fire inspectors with specializations in emergency management, homeland security and forensics.

Career Opportunities

In addition to community fire departments, graduates are qualified for government installations at airports and positions in private firefighting companies. They
are also eligible for roles as fire inspectors, investigators, forest rangers and smoke jumpers.

**Job Outlook**

Employment in this field is expected to grow by nine percent between 2010 and 2020 (sources: Bureau of Labor Statistics).

**College Credit Certificates**

Students pursuing this degree may also obtain the Fire Company Administration—Fire Inspector I college credit certificate.

**Certifications**

The A.S. Fire Science Technology Program’s curriculum includes courses that meet state requirements to prepare students for certifications as a:

- Building Inspector
- Florida Certified Pump Operator
- Fire Instructor
- Fire Investigator
- Fire Officer
- Fire Safety Inspector

**Articulation**

Students who have completed previous Florida firefighter, fire officer or fire inspector training may be eligible for up to 33 articulated credits toward this program. Students must complete a minimum of 15 credits at Seminole State to qualify.

**Placement and Salary Information**

Visit [Smart-College-Choices.com](http://Smart-College-Choices.com) to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

**Required Courses**  21

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 1505</td>
<td>Fire Prevention Practices</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1540</td>
<td>Private Fire Protection Systems I</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1612</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses**  24

Choose 24 credits from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 1000</td>
<td>Introduction to Firefighting</td>
<td>9</td>
</tr>
<tr>
<td>FFP 1301</td>
<td>Fire Protection Hydraulics and Water Supply</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1302</td>
<td>Apparatus Operations</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1390</td>
<td>Water Distribution Systems Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1510</td>
<td>Fire Protection Code and Standards</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1740</td>
<td>Fire Service Course Delivery</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1801</td>
<td>Introduction to Command</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1810</td>
<td>Fire Service Strategy and Tactics I</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2111</td>
<td>Hazardous Materials Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2521</td>
<td>Construction Documents and Plans Review</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2541</td>
<td>Fire Protection Systems II</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2610</td>
<td>Fire Investigation I</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2706</td>
<td>Public Information Officer</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2720</td>
<td>Company Officer</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2741</td>
<td>Fire Service Course Design</td>
<td>3</td>
</tr>
</tbody>
</table>
Criminal Justice Law Enforcement Leadership
Technical Certificate

**Major Code:** CJLEADR-CC **CIP:** 0743010304

**Program Description**
This program provides currently employed Florida Department of Law Enforcement certified law enforcement officers advanced leadership knowledge and skills. The certificate is upward compatible with the A.S. degree, Criminal Justice Technology.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 2053</td>
<td>Ethical Dilemmas and Decisions in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2452</td>
<td>Managing a Criminal Justice Organization</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2460</td>
<td>Introduction to Criminal Justice Supervision</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2482</td>
<td>The Public Face of Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2732</td>
<td>Shaping the Future of Criminal Justice</td>
<td>3</td>
</tr>
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</table>

**Articulated Credit Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJE 1000</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CJL 1130</td>
<td>Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CJL 2100</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 24.00

Criminal Justice Technology Specialist
Technical Certificate

**Major Code:** CJTSP-CC **CIP:** 0743010304

**Program Description**
This program provides a career pathway for students pursuing an A.S. degree in Criminal Justice Technology. Students will acquire the skills and knowledge to further their education and careers in the law, public safety and security fields. The certificate is upward compatible with the A.S. degree, Criminal Justice Technology.

**Recommended:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 1000</td>
<td>Basic Economics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 60.00
Required Courses

**CCJ 1010** Introduction to Criminology 3
**CCJ 1020** Introduction to Criminal Justice 3
**CCJ 2650** Drugs, Alcohol and Crime 3
**CJC 2000** Introduction to Corrections 3
**CJE 1000** Introduction to Law Enforcement 3
**CJE 2600** Criminal Investigation 3
**CJL 1130** Criminal Procedure 3
**CJL 2100** Criminal Law 3

**Total Credits:** 24.00

---

**Emergency Medical Technician (EMT) Technical Certificate**

**Major Code:** EMT-CC  CIP: 0351090400

**Program Description**

This is a one-semester (11 credits) program of classroom lecture, practical skill laboratory and patient clinical experience designed to prepare students for employment as Emergency Medical Technicians (EMTs). The practical skill laboratory (3 credits) includes application practice and performance evaluation in simulated patient care situations. The clinical application (1 credit) provides patient care opportunities with pre-hospital emergency care providers and in-hospital settings.

The curriculum encompasses the U.S. Department of Transportation’s National Standard Curriculum for the EMT and meets the requirements of the Florida Department of Bureau of Emergency Medical Services. All EMT students must submit a national criminal background check and complete the PERT examination prior to acceptance into the program. Students must not have been convicted of a crime as listed in the EMS student handbook, which is available in the EMS Department. EMS 1119, EMS 1119L and EMS 1431 must all be completed during the same term. Successful completion of EMS 1119, EMS 1119L and EMS 1431, with an overall grade of “C” (80 percent) in each course, qualifies students to complete the National Registry Certification Examination and the Florida EMT Certification.

This is a limited-access program. Candidates must:

- Apply and be accepted to Seminole State College;
- Submit a completed EMS/EMT Program Application Form;
- Submit proof of age (minimum 18 years of age);
- Provide official transcripts indicating successful completion of a standard high school diploma or equivalent;
- Attend a mandatory information session and orientation; and
- Complete or be exempt from the Postsecondary Education Readiness Test (PERT).

This certificate is upward compatible with the A.S. degree, Emergency Medical Services (EMS).

**Required Courses**

**EMS 1119** Emergency Medical Technician 7
**EMS 1119L** EMT Laboratory 3
**EMS 1431** EMT Clinical 1

**Total Credits:** 11.00

---

**Fire Company Administration - Fire Inspector I Technical Certificate**

**Major Code:** FIRE-CC  CIP: 0743020202

**Program Description**

This program is designed to assist students in acquiring professional certifications and opportunities for career advancement. The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements required of the public service industry: planning, management, technical and production skills, underlying principles of technology, labor issues, community issues and
Gang Investigations Technical Certificate
Major Code: GANG-CC CIP: 0743010705
Program Description
This program prepares students for careers in law enforcement agencies, correctional institutions, juvenile courts, human and social service organizations and juvenile agencies. The curriculum emphasizes the techniques these agencies utilize to address youth violence and provides graduates with the skills to combat the serious crisis of juvenile delinquency and gang violence in the United States. Department consent required. Students must successfully complete an internship application process through the Seminole County Sheriff’s Office. Students will be required to complete a background check. This certificate is upward compatible with the A.S. degree, Criminal Justice Technology.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 2940</td>
<td>Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CJE 1204</td>
<td>Contemporary Topics in Gang Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2262</td>
<td>Technology and Gang Intelligence Sharing</td>
<td>3</td>
</tr>
<tr>
<td>Choose 3 credits from the following list:</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1512</td>
<td>Gangs and Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1002</td>
<td>Introduction to Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>Choose 3 credits from the following list:</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CJC 2000</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJC 2212</td>
<td>The Incarceration Connection</td>
<td>3</td>
</tr>
<tr>
<td>Choose 3 credits from the following list:</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CJE 1177</td>
<td>Central America Gang Assessment</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2647</td>
<td>Organized Crime</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 24.00

Homeland Security Technical Certificate
Major Code: HLSEC-CC CIP: 0743010307
Program Description
This is a comprehensive program focused on policy, planning and administration of Homeland Security within the criminal justice system. The curriculum introduces students to the history of Homeland Security and integrates the technical and communication aspects of Homeland Security, criminal justice and legal issues surrounding Homeland Security and protocols for the coordination of agencies within the National Incident Management System and National Response Framework. Students will gain an understanding of the all-hazards perspective in the preparation and response to Homeland Security threats as well as the hazards surrounding weapons of mass destruction. Students

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 2509</td>
<td>Introduction to Gangs and Crime</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2511</td>
<td>Intervention and Prosecution Techniques for Gangs</td>
<td>3</td>
</tr>
</tbody>
</table>

Catalog Year 2014-15 Page 262 Generated on 01/27/2016
who complete this program will be eligible to receive the Homeland Security Specialist Certificate. This certificate is upward compatible with the A.S. degree, Criminal Justice Technology.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1002</td>
<td>Introduction to Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1004</td>
<td>Introduction to NRF and NIMS</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1033</td>
<td>Weapons of Mass Destruction</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>DSC#### Any DSC prefix course</td>
<td></td>
</tr>
<tr>
<td>DSC 1562</td>
<td>Homeland Security Threat Strategy</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>DSC#### Any DSC prefix course</td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits:** 15.00

---

**Homeland Security Specialist Technical Certificate**

**Major Code:** HOME-CC **CIP:** 0743010306

**Program Description**

This program focuses on the role of the criminal justice community in Homeland Security related incidents. Students gain an understanding of the history of terrorism and Homeland Security, criminal justice and legal issues surrounding Homeland Security and protocols for the coordination of agencies within the National Incident Management System and National Response Framework. This certificate is upward compatible with the A.S. degree, Criminal Justice Technology.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>DSC 1002</td>
<td>Introduction to Terrorism</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 9.00

---

**Paramedic Technology Technical Certificate**

**Major Code:** PARMD-CC **CIP:** 0351090405

**Program Description**

The Paramedic is an allied/public safety professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. Paramedics possess the complex knowledge and skills necessary to provide patient care and transportation. This program is approved by the Florida Department of Health, Bureau of Emergency Medical Services. All Paramedic students must submit a National Criminal Background check and complete the PERT examination prior to the start of the program unless exempted by the Counseling and Educational Planning Department. Students must not have been convicted of a crime as listed in the EMS student handbook available in the EMS Department. All courses within the Paramedic Program must be completed in the proper sequence during one calendar year. Successful completion of all courses within the Paramedic Program with an overall grade “C” (80 percent) in each course, qualifies students to complete the State of Florida Paramedic certification examination administered by the Florida Department of Health, Division of Medical Quality Assurance.

This is a limited-access program. Candidates must:

- Apply and be accepted to Seminole State College;
- Submit a completed EMS Paramedic application;
- Submit proof of age (minimum 18 years of age);
- Provide an official transcript(s) indicating successful completion of a standard high school program or equivalent;
- Complete the Post-secondary Education Readiness Test (PERT) and achieve the following scores: Reading -104 or higher, Sentence Skills - 99 or higher, Algebra or exemption -113 or higher; or be exempt from common placement testing;
- Have earned a 2.0 cumulative GPA or higher;
• Attend an information session;
• Possess a current Florida EMT certification or proof of successful completion of a Florida EMT program; and
• Successfully complete a criminal background check and drug screening exam.

Priority will be given to applicants with the following:
• Current employment with an EMS or hospital provider;
• An Associate degree or higher;
• Healthcare experience; and/or
• Have obtained a GPA of 3.0 or higher.

This certificate is upward compatible with the A.S. degree, Emergency Medical Services.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 2603</td>
<td>Paramedic I</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2603L</td>
<td>Paramedic I Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2604</td>
<td>Paramedic II</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2604L</td>
<td>Paramedic II Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2605</td>
<td>Paramedic III</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2605L</td>
<td>Paramedic III Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2659</td>
<td>Paramedic Field Internship</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2666</td>
<td>Paramedic I Clinical</td>
<td>5</td>
</tr>
<tr>
<td>EMS 2667</td>
<td>Paramedic II Clinical</td>
<td>5</td>
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<tr>
<td>BSC 1020</td>
<td>Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>EMS 2668</td>
<td>Paramedic III Clinical</td>
<td>2</td>
</tr>
</tbody>
</table>

Note: BSC 2093C and 2094C, BSC1084 or EMS2010 may substitute for BSC1020

Total Credits: 42.00

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**PSAVC, Auxiliary Law Enforcement Officer**
**Post-Secondary Adult Vocational Certificate**
**Major Code: AXLAW-VC CIP: 0743010701**

**Program Description**

This program prepares students to assist law enforcement agencies as auxiliary police officers functioning under the supervision and direction of law enforcement officers.

**Total program hours: 111**

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0031</td>
<td>First Aid for Criminal Justice Officers</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0240</td>
<td>Law Enforcement Auxiliary Introduction</td>
<td>27</td>
</tr>
<tr>
<td>CJK 0241</td>
<td>Law Enforcement Auxiliary Patrol and Traffic</td>
<td>19</td>
</tr>
<tr>
<td>CJK 0242</td>
<td>Law Enforcement Auxiliary Investigations</td>
<td>17</td>
</tr>
<tr>
<td>CJK 0422</td>
<td>Dart-Firing Stun Gun</td>
<td>8</td>
</tr>
</tbody>
</table>

---

**PSAVC, Correctional Officer Cross-Over Training to Florida Law Enforcement Academy**
**Post-Secondary Adult Vocational Certificate**
**Major Code: COTLE-VC CIP: 0743010702**

**Program Description**

This program prepares state certified correctional officers to receive the Cross-Over Corrections to Law Enforcement Certificate that is required before taking the state certification test to obtain a position as a police officer in Florida. This program is approved by the Criminal Justice Standards and Training Commission (CJSTC) and the Florida Department of Law Enforcement (FDLE).

**Total program hours: 515**

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0293</td>
<td>Overview of Law Enforcement</td>
<td>64</td>
</tr>
<tr>
<td>CJK 0297</td>
<td>Interactions in Crisis Situations</td>
<td>10</td>
</tr>
</tbody>
</table>
### PSAVC, Fire Fighting

**Post-Secondary Adult Vocational Certificate**  
**Major Code:** FIRE-VC  
**CIP:** 0743020300

**Program Description**

This program consists of lecture and practical applications designed to satisfy Bureau of Fire Standards program requirements for Professional Firefighter Certification. The curriculum emphasizes a broad spectrum of functions required of a firefighter. Topics of instruction include ladder and fire hose operations, vehicle extrication, search and rescue, hazardous materials response, live fire training, fire department communications, forcible entry, basic building construction, ventilation operations and fire detection and suppression.

Upon successful completion of this program, students will receive a certificate of completion in Firefighter I and II and will be eligible to sit for the State of Florida Minimum Fire Standards Certification examination, provided that they have met all College requirements. Students not successfully completing the program will not receive a Firefighter I Certificate for partial completion of the program.

A course grade of “C” (80 percent) is required for successful completion. Please note: Both day and evening classes start twice a year, in January and June.

**Total program hours: 450**

**Program Admission**

This is a limited-access program. Permission of the Fire Standards Program Manager is required to register for the courses.

**Program Entry Requirements:**

- Candidates must be at least 18 years of age;
- Candidates must apply to Seminole State College and be accepted as a student;
- Applicants must be a successful completer of an EMT-B or Paramedic program prior to the start of the Fire Standards program;
- Attempt the TABE or obtain an exemption prior to submission of the Academy application;
- Complete and submit a Fire Standards application form;
- Attend a mandatory “Firefighting Academy” orientation;
- Complete the Bureau of Fire Standards and Training Medical Examination form;
- Candidates must be a non-user of any form of tobacco products.

Priority admission will be granted to those candidates who (in order of preference):

1. Hold a valid Florida Paramedic Certification; and/or EMT Certification
2. Are sponsored by a career or volunteer fire department.
3. Have obtained an associate degree or higher.
4. Have completed the scholastic examination requirements.
5. Have obtained an overall GPA of 3.0 (minimum 15 credit hours).
6. Are a graduate of Seminole State’s EMT program (not state certified).
7. Are a graduate of another Florida institution’s EMT program (not state certified).

Scholastic Evaluation Examination Requirements:

TABE (Test of Adult Basic Education): Non-exempt candidates must receive a passing score in each of the subject areas: reading, language and math. Candidates accepted into the program must complete this requirement by the sixth week of the Firefighting Academy or the student will be subject to withdrawal from the program regardless of grade point average in the program. If unsuccessful at obtaining a passing score on each subject exam, the student must remediate and retake the exam until a passing score is achieved.

The Test of Adult Basic Education (TABE) is offered through the office of Assessment and Testing Center located in Building A, Room A107. Contact their office at 407-708-2020 to schedule an appointment to test or answer questions.

Exemptions: Students may be exempted from the TABE requirement for several reasons. To obtain an exemption, you must contact the Assessment and Testing Center and request a TABE exemption. Due to the competitive nature of the Firefighting Academy application process and the intense coursework during the program, it is highly recommended that students accomplish the TABE requirement before applying to the program.

Qualification for Certification

The following is a list of the qualifications for certification as a firefighter in Florida per Florida Statutes 633.412 Firefighters; qualifications for certification:

(1) A person applying for certification as a firefighter must:

• Be a high school graduate or the equivalent, as the term may be determined by the division, and at least 18 years of age.
• Not have been convicted of a misdemeanor relating to the certification or to perjury or false statements or a felony or a crime punishable by imprisonment of 1 year or more under the law of the United States or of any state thereof or under the law of any other country, or dishonorably discharged from any of the Armed Forces of the United States. “Convicted” means a finding of guilt or the acceptance of a plea of guilty or nolo contendere in any federal or state court or a court in any other country without regard to whether a judgment of conviction has been entered by the court having jurisdiction of the case.
• Submit a set of fingerprints to the division with a current processing fee. The fingerprints will be forwarded to the Department of Law Enforcement for state processing and forwarded by the Department of Law Enforcement to the Federal Bureau of Investigation for national processing.
• Have a good moral character as determined by investigation under procedure established by the division.
• Be in good physical condition as determined by a medical examination given by a physician, surgeon or physician assistant or an advanced registered nurse practitioner. Such examination may include, but need not be limited to, the National Fire Protection Association Standard 1582. A medical examination evidencing good physical condition shall be submitted to the division, on a form as provided by rule, before an individual is eligible for admission into a course under s. 633.408.
• Must be a non-user of tobacco products for at least 1 year immediately preceding application as evidenced by the sworn affidavit of the applicant.

Total program hours: 450

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 0027</td>
<td>Fire Standards Part 1</td>
<td>150</td>
</tr>
</tbody>
</table>
PSAVC, Florida Law Enforcement Academy
Post-Secondary Adult Vocational Certificate
Major Code: LAW-VC CIP: 0743010700

Program Description

This Florida Law Enforcement Academy program prepares students to receive a Basic Police Standards Certificate that is required to become eligible to take the State Certification Test to obtain a position as a police officer in Florida.

This program is approved by the Criminal Justice Standards and Training Commission (CJSTC) and the Florida Department of Law Enforcement (FDLE). Admission requirements and selection criteria may be obtained from the College’s Admissions Office.

This is a limited-access program. Candidates must:

• Apply and be accepted to Seminole State College;
• Be at least 19 years of age;
• Provide an official transcript(s) indicating successful completion of a standard high school diploma or equivalent;
• Submit a completed Law Enforcement/Corrections/Crossover application;
• Have a valid Florida driver’s license;
• Have no felony or misdemeanor convictions involving perjury, false statements or moral turpitude;
• Complete the CJBAT (Criminal Justice Basic Abilities Test) and achieve the following scores: 79 percent for Law Enforcement and 72 percent for Corrections; and
• Successfully complete a physical fitness assessment.

Priority admission may be given to applicants based on a review of the following areas:

• Education level
• Law enforcement experience
• Military experience
• Driving history/ Criminal history

Total program hours: 770

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0001</td>
<td>Introduction to Law Enforcement</td>
<td>10</td>
</tr>
<tr>
<td>CJK 0012</td>
<td>Legal</td>
<td>62</td>
</tr>
<tr>
<td>CJK 0013</td>
<td>Interactions in a Diverse Community</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0014</td>
<td>Interviewing and Report Writing</td>
<td>56</td>
</tr>
<tr>
<td>CJK 0020</td>
<td>Vehicle Operations</td>
<td>48</td>
</tr>
<tr>
<td>CJK 0031</td>
<td>First Aid for Criminal Justice Officers</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>Firearms</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0051</td>
<td>Criminal Justice Defensive Tactics</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0064</td>
<td>Fundamentals of Patrol</td>
<td>35</td>
</tr>
<tr>
<td>CJK 0065</td>
<td>Calls for Service and Special Risk Groups</td>
<td>36</td>
</tr>
<tr>
<td>CJK 0077</td>
<td>Criminal Investigations</td>
<td>50</td>
</tr>
<tr>
<td>CJK 0078</td>
<td>Crime Scene to Courtroom</td>
<td>35</td>
</tr>
<tr>
<td>CJK 0084</td>
<td>DUI Traffic Stops</td>
<td>24</td>
</tr>
<tr>
<td>CJK 0087</td>
<td>Traffic Stops</td>
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</tr>
<tr>
<td>CJK 0088</td>
<td>Traffic Crash Investigations</td>
<td>32</td>
</tr>
<tr>
<td>CJK 0092</td>
<td>Critical Incidents</td>
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</tr>
<tr>
<td>CJK 0422</td>
<td>Dart-Firing Stun Gun</td>
<td>8</td>
</tr>
<tr>
<td>CJK 0096</td>
<td>Criminal Justice Physical Fitness</td>
<td>60</td>
</tr>
</tbody>
</table>

PSAVC, Law Enforcement Officer Cross-over Training to Florida CMS Correctional Basic Recruit Training Program

Catalog Year 2014-15
Post-Secondary Adult Vocational Certificate  
Major Code: LETCO-VC  CIP: 0743010205  
Program Description

This program prepares certified law enforcement officers to become certified corrections officers without having to attend the entire corrections academy. It prepares students for the State Certification Examination for Corrections Officers approved by the Florida Department of Law Enforcement Standards and Training Commission.

Total program hours: 156

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0101</td>
<td>Interpersonal Skills II</td>
<td>50</td>
</tr>
<tr>
<td>CJK 0102</td>
<td>Correctional Operations</td>
<td>64</td>
</tr>
<tr>
<td>CJK 0204</td>
<td>Law Enforcement Cross-Over to</td>
<td>59</td>
</tr>
<tr>
<td></td>
<td>Correctional Introduction</td>
<td></td>
</tr>
<tr>
<td>CJK 0480</td>
<td>Emergency Preparedness</td>
<td>26</td>
</tr>
</tbody>
</table>

PSAVC, Pump Operator  
Post-Secondary Adult Vocational Certificate  
Major Code: PUMPOP-VC  CIP: 0743020302  
Program Description

This program provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. The curriculum covers pump theory, pump rating, pressure and vacuum gauges. Laws, rules and driving techniques for emergency vehicles will be covered. There will be a practical portion of the course that includes fire ground operations utilizing hand line and master fire streams, tandem pumping, drafting and relays. Students will participate in a series of driving maneuvers aimed specifically at the safe operation of various firefighting apparatus. After successful completion of the program, the student will be eligible to take the State Pump Operator certification exam through the Bureau of Fire Standards.

Total program hours: 80

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>FFP 0360</td>
<td>Fire Apparatus Operations (Apparatus Operator)</td>
<td>40</td>
</tr>
<tr>
<td>FFP 0361</td>
<td>Fire Protection Hydraulics and Water Distribution Systems</td>
<td>40</td>
</tr>
</tbody>
</table>

PSAVC, Private Security Officer  
Post-Secondary Adult Vocational Certificate  
Major Code: PSO-VC  CIP: 0743010900  
Program Description

This program prepares students for the unarmed Private Security Officer Class "D" license and occupations that require security licensing in accordance with Florida Statutes and provides advance training and preparation for the Armed Private Security Officer, Class "G" license in accordance with Florida Statutes and Florida Administrative Code. A high school diploma is not required.

Total program hours: 68

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0132</td>
<td>Private Security Officer</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0134</td>
<td>Armed Private Security Officer</td>
<td>28</td>
</tr>
</tbody>
</table>

PSAVC, Traditional Correctional Basic Recruit Training Program  
Post-Secondary Adult Vocational Certificate  
Major Code: CRECT-VC  CIP: 0743010200  
Program Description

The Correctional Officer Program includes theory and application for those who wish to work in correctional facilities in Florida. Students successfully completing this program are prepared to take the State Certification Exam administered by the Florida Department of Law Enforcement. This is a limited-access program.
Candidates must:

• Apply and be accepted to Seminole State College;
• Be at least 19 years of age;
• Provide an official transcript(s) indicating successful completion of a standard high school diploma or equivalent;
• Submit a completed Law Enforcement/Corrections/Crossover application;
• Have a valid Florida driver’s license;
• Have no felony or misdemeanor convictions involving perjury, false statements, or moral turpitude;
• Complete the CJBAT (Criminal Justice Basic Abilities Test) and achieve the following scores: 79 percent for Law Enforcement and 72 percent for Corrections; and
• Successfully complete a physical fitness assessment.

Priority admission will be given to applicants based on a review of the following areas:

• Education level
• Law enforcement experience
• Military experience
• Driving history
• Criminal history
• Drug use

These areas will be assessed based on a rubric which measures applicant’s performance in each area.

Total program hours: 420

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0031</td>
<td>First Aid for Criminal Justice Officers</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>Firearms</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0051</td>
<td>Criminal Justice Defensive Tactics</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0300</td>
<td>Introduction to Corrections</td>
<td>32</td>
</tr>
<tr>
<td>CJK 0305</td>
<td>Communications</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0310</td>
<td>Officer Safety</td>
<td>16</td>
</tr>
<tr>
<td>CJK 0315</td>
<td>Facility and Equipment</td>
<td>8</td>
</tr>
<tr>
<td>CJK 0320</td>
<td>Intake and Release</td>
<td>18</td>
</tr>
<tr>
<td>CJK 0325</td>
<td>Supervising in a Correctional Facility</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0330</td>
<td>Supervising Special Populations</td>
<td>20</td>
</tr>
<tr>
<td>CJK 0335</td>
<td>Responding to Incidents and Emergencies</td>
<td>16</td>
</tr>
<tr>
<td>CJK 0340</td>
<td>Officer Wellness and Physical Abilities</td>
<td>30</td>
</tr>
</tbody>
</table>
School of Engineering, Design and Construction

BAS, Interior Design
Bachelor of Applied Science
Major Code: INTD-BAS CIP: 1105004083

Program Description

As the demand for interior designers continues to grow, students with baccalaureate degrees are also increasingly in demand. Seminole State’s Bachelor of Applied Science in Interior Design puts students on the path to licensure and a professional career in interior design.

Interior designers work closely with architects, engineers and general contractors in a wide array of settings. Employment opportunities span from the familiar private practice role to corporations across many industry sectors, ranging from retail and restaurant establishments, healthcare and government facilities, commercial and residential real estate development to the many furniture and decor supply chain companies. These firms hire interior designers to create environments that not only enhance sales and customer experience, but also create a more productive and pleasing work environment.

This program has an art-based curriculum that combines the concepts and philosophies of the social sciences with the technical skills required to communicate within this design profession. Students will learn design theory, architectural design, space planning, aesthetics, sustainable “green” design, materials and methods of construction, life safety and building codes, professional ethics and practices, interior finish products and materials, and both oral and visual communication. The comprehensive curriculum provides a complete educational foundation for this profession.

Upon completion of the B.A.S. Interior Design degree and two years of work experience, graduates are eligible to take the National Council for Interior Design Qualification (NCIDQ) examination for state licensure.

As the practice of interior design becomes ever more complex and technical, it is increasingly important for designers to have a solid educational base with a pathway to licensure. Having obtained skills critical to the industry, graduates of this program will be able to work in a wide variety of design occupations.

Admission into the Interior Design Bachelor of Applied Science degree program requires the completion of an Associate in Science degree in Interior Design that meets the following requirements: The program must be a Florida Board of Architecture and Interior Design approved program or the degree must be from a regionally accredited Florida institution. All other degrees will be evaluated by the faculty committee on a case-by-case basis to make a final admissions decision. Students entering with an A.S. degree from a college other than Seminole State may need additional courses to provide appropriate background for the baccalaureate program. Applicants must have a GPA of 2.0 or higher.

Program Admission

Applicants seeking admission to Seminole State College’s bachelor’s degree programs must comply with the College’s General Admissions procedures. In addition, students must meet the following program-specific requirements listed below prior to being accepted into upper-division coursework:

- Completion of Associate in Science (A.S.) degree in Interior Design that meets the following requirements:
  - The program must be a Florida Board of Architecture Interior Design-approved program, and
  - The degree must be from a regionally accredited Florida institution.

All other degrees will be evaluated by the faculty committee on a case-by-case basis to make the
final admission determination. Students entering with an A.S. degree from a college other than Seminole State may need additional courses to provide appropriate background for the baccalaureate program.

- A GPA of 2.0 or higher.

### Interior Design Foundation 60

The primary entry qualification is the A.S. Interior Design degree. The 60 credit hours of interior design foundation are the A.S. degree technical courses that satisfy the Florida Board of Architecture and Interior Design and/or NCIDQ licensing courses. At least 36 of the 60 hours of interior design foundation courses must be IND prefix courses.

#### Required Courses 18

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 3413</td>
<td>Advanced Space Planning Practicum</td>
<td>3</td>
</tr>
<tr>
<td>IND 3469</td>
<td>Advanced Computer-Aided Design for Interior Applications</td>
<td>3</td>
</tr>
<tr>
<td>IND 3495</td>
<td>Lighting Design Applications</td>
<td>3</td>
</tr>
<tr>
<td>IND 4242</td>
<td>Commercial Interior Design III</td>
<td>3</td>
</tr>
<tr>
<td>IND 4506</td>
<td>Advanced Professional Principles and Practices of Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>IND 4520</td>
<td>Digital Portfolio Design for the Interior Designer</td>
<td>1</td>
</tr>
<tr>
<td>IND 4948</td>
<td>Senior Interior Design Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Elective Courses 6

Choose 6 credits from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 3323</td>
<td>Advanced Color Theory</td>
</tr>
<tr>
<td>IND 3470</td>
<td>Survey of Materials II: Building Components</td>
</tr>
</tbody>
</table>
won national and regional industry awards. Students can participate in community projects, visit major construction sites and design centers, and join the student chapters of the International Interior Design Association (IIDA) and the United States Green Building Council (USGBC). Once students complete the degree and four years of work experience under a licensed interior designer or architect, they will be eligible to take the National Council for Interior Design Qualification (NCIDQ) exam for state licensure.

**Profession**

Interior Designers are qualified by education, experience and professional licensure to enhance an environment’s function and overall appeal, as well as establishing the core value of protecting the health, safety and welfare of the public. The professional interior designer is integral in the planning, design and construction of today’s complex built environments and collaborates with architects, engineers, general contractors and other professionals.

**Job Outlook**

Employment of interior designers is projected to grow 20 percent from 2012 to 2022 (Source: Bureau of Labor Statistics).

**College Credit Certificates**

Students may complete the following college credit certificates as part of the Interior Design A.S. degree program:

- Kitchen and Bath Design
- Residential Staging Specialist

**Degree Transfer**

This A.S. degree is transferable into the Bachelor of Applied Science (B.A.S.) in Interior Design offered at Seminole State College.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 1100</td>
<td>History of Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>IND 1229</td>
<td>Design Concepts</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective Courses**

Choose 6 credits from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 2302C</td>
<td>3D Modeling and Animation I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2151C</td>
<td>Vector Graphics I Using Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2201</td>
<td>Bitmap Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>EGN 2072</td>
<td>Sustainability in the Built Environment</td>
<td>3</td>
</tr>
</tbody>
</table>

School of Engineering, Design and Construction

Catalog Year 2014-15  Page 272  Generated on 01/27/2016
The Media Design Program offers students the skills and training needed to work as a digital media professional through the creation of appealing and engaging content. Our hands-on approach gives the student the communication, production and technical proficiency training techniques needed to make sophisticated choices in the creation of digital media art. The student is challenged to go beyond their depth of creativity while exploring an array of recent methods and approaches currently used within the field of digital media.

This program not only provides skills training, but also examines the theories behind new methods of conveying information, how audiences take in and react to this type of messaging and how media must adapt its message. Students are taught to work effectively on both an individual basis and as a member of a team, to prepare them for work as an industry professional. Instructors with extensive experience in the field share their insights and experience on what it takes to succeed as a digital media professional.

Throughout the program the student continuously builds a portfolio of their work, showcasing their talents and skills, to present to employers. Digital media students have the choice of customizing their education by specializing in graphic design, web design or entertainment design.

**Profession**

Digital media is a rapidly evolving field offering exciting opportunities to integrate the creative process of art and design with the technology of digital media production. The digital media artist uses visual...
communication and technologies to inform or entertain audiences. This field combines innovative thinking and creativity with a high level of technical skill. Change in this field is constant as technology progresses. An effective digital media artist must be able to work within a team along with possessing good communication skills. Career opportunities are available within a vast amount of industries such as entertainment, advertising, publication design, 3D modeling and animation, web design, and interactivity.

**Career Opportunities**

Some of the career opportunities available for graduating students include:

- 3D Designer
- Advertising Designer
- Animator
- Architectural Renderer
- Art Director
- Book Designer
- Chart/Graph Designer
- Creative Director
- Credits Designer
- CSS Developer
- Curriculum Materials Developer
- Digital Artist
- Digital Illustrator
- Digital Layout Artist
- Editorial Artist
- Editorial Illustrator
- Film/Video Graphic Designer
- Front-End Developer
- Graphic Designer
- Graphic Production Artist
- HTML Developer
- Industrial Designer
- Information Graphic Artist
- Instructional Materials Designer
- Interface Designer
- Magazine Designer
- Newspaper/Page Layout Designer
- Package Designer
- Pre-press Technician
- Presentation Artist
- Product Designer
- Promotions/Publicity
- Publisher
- Storyboard Artist
- Training Video Producer
- Type Designer
- Web Designer
- Web Graphics Designer
- Web Illustrator/Imagist
- Web Production Artist Presentation Designer

**Job Outlook**

Employment in this field is expected to grow by 8 percent from now until 2020. Expected growth will be due to increased demand for animation and visual effects in video games, movies, and television (Source: Bureau of Labor Statistics).

**College Credit Certificates**

Students may complete the following college credit certificates as part of the Media Design degree:

- Digital and Interactive Media Design Technical Certificate
- Digital Media - Digital Media/Multimedia Production Certificate
- Digital Media - Graphic Design Production Certificate
- Digital Media - Graphic Design Support Certificate
- Digital Media/Multimedia Web Production Certificate

**Placement and Salary Information**

Visit [Smart-College-Choices.com](http://Smart-College-Choices.com) to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 2000</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2109C</td>
<td>Digital Imaging Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2302C</td>
<td>3D Modeling and Animation I</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2500C</td>
<td>Fundamentals of Interactive Design</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2581</td>
<td>Portfolio Design</td>
<td>3</td>
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</table>

**Catalog Year 2014-15 Page 274 Generated on 01/27/2016**
## Digital Media - Digital Media/Multimedia Production  
### Technical Certificate  
**Major Code:** DIGMM-CC  
**CIP:** 0610010507  

### Program Description

**School of Engineering, Design and Construction**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA 2144C</td>
<td>Web Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2151C</td>
<td>Vector Graphics I Using Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2157C</td>
<td>Illustration for the Digital Artist</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2201</td>
<td>Bitmap Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2931</td>
<td>Selected Studies in Computer Graphics</td>
<td>1</td>
</tr>
</tbody>
</table>

Choose 1 of the following specializations:
- *Entertainment Design Specialization*
- *Graphic Design Specialization*
- *Web Design Specialization*

### Entertainment Design Specialization  
**15**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 2030C</td>
<td>Digital Video Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2303</td>
<td>3D Modeling and Animation II</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2304</td>
<td>3D Modeling and Animation III</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2341</td>
<td>Motion Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2251</td>
<td>Audio Production I</td>
<td>3</td>
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</table>

### Graphic Design Specialization  
**15**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA 2121</td>
<td>Digital Publishing I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2122</td>
<td>Digital Publishing II</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2124</td>
<td>Layout and Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2152C</td>
<td>Vector Graphics II Using Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2207C</td>
<td>Bitmap Graphics II</td>
<td>3</td>
</tr>
</tbody>
</table>

### Web Design Specialization  
**15**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 2030C</td>
<td>Digital Video Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2142C</td>
<td>Web Effects I</td>
<td>3</td>
</tr>
</tbody>
</table>

### Elective Courses  
**6**

Choose 6 credits from the following list:

- ART#### Any ART prefix course
- CAP#### Any CAP prefix course
- COP#### Any COP prefix course
- DIG#### Any DIG prefix course
- GRA#### Any GRA prefix course
- PGY#### Any PGY prefix course
- RTV#### Any RTV prefix course

### General Education Courses  
**15**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Any General Education course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Recommended:</td>
<td></td>
</tr>
<tr>
<td>ARH 2050</td>
<td>Art History I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities General Education course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Recommended:</td>
<td></td>
</tr>
<tr>
<td>ARH 2051</td>
<td>Art History II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics or Science General Education course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science General Education course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 64.00

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*Catalog Year 2014-15 Page 275 Generated on 01/27/2016*
This certificate provides students a gateway to a more focused study in the production of 3-D animation. The approach is to enhance and refine techniques used for broadcast advertising and animated shorts. Students will learn traditional illustration, storyboard development, texture-making, 3-D development and compositing. This certificate is upward compatible with the A.S. degree, Media Design.

### Required Courses

**Total Credits:** 15.00

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 2000</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2302C</td>
<td>3D Modeling and Animation I</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2341</td>
<td>Motion Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2157C</td>
<td>Illustration for the Digital Artist</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2201</td>
<td>Bitmap Graphics I</td>
<td>3</td>
</tr>
</tbody>
</table>

### Digital Media - Graphic Design Production Technical Certificate

**Major Code:** DIGPR-CC  **CIP:** 0611080303

**Program Description**

This certificate focuses on the concepts and software used within the field of desktop publishing to design a variety of materials including brochures, calendars, packaging, books, business cards and advertisements. Course projects focus on formatting pages, assigning character-type characteristics, design techniques, preparing for print, color separations, long document layout, digital imaging, digital illustration, concept development, information design and corporate identity. This certificate is upward compatible with the A.S. degree, Media Design.

### Required Courses

**Total Credits:** 24.00

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 2000</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2109C</td>
<td>Digital Imaging Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2121</td>
<td>Digital Publishing I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2122</td>
<td>Digital Publishing II</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2124</td>
<td>Layout and Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2151C</td>
<td>Vector Graphics I Using Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2152C</td>
<td>Vector Graphics II Using Adobe Illustrator</td>
<td>3</td>
</tr>
</tbody>
</table>

### Digital Media - Graphic Design Support Technical Certificate

**Major Code:** DIGSP-CC  **CIP:** 0611080302

**Program Description**

This certificate focuses on creating powerful visual design through the development of students' technical skills and creative artistry. Students also learn the professional applications of digital imaging software (Adobe Photoshop) and vector drawing software (Adobe Illustrator) used within the field of digital art. Course projects focus on design techniques, digital illustration, photo compositing, image correction, photographic retouching and restoration, concept development, information design and corporate identity. This certificate is upward compatible with the A.S. degree, Media Design.

### Required Courses

**Total Credits:** 15.00

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 2000</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2109C</td>
<td>Digital Imaging Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2151C</td>
<td>Vector Graphics I Using Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2201</td>
<td>Bitmap Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2207C</td>
<td>Bitmap Graphics II</td>
<td>3</td>
</tr>
</tbody>
</table>
Digital Media/Multimedia Web Production
Technical Certificate
Major Code: MMWEB-CC  CIP: 0650010208

Program Description
This certificate prepares students for employment as Web production assistants and Web production artists. It also provides supplemental training to persons currently employed in the occupation. Students will design and develop digital media applications for Web media including social media, mobile development, video and audio. This certificate is upward compatible with the A.S. degree, Media Design.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 2500C</td>
<td>Fundamentals of Interactive Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2142C</td>
<td>Web Effects I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2143C</td>
<td>Web Publishing II</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2144C</td>
<td>Web Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2804C</td>
<td>Web Effects II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 15.00

Digital and Interactive Media Design Technical Certificate
Major Code: GRDIG-CC  CIP: 0609070209

Program Description
This certificate provide students a gateway to a more focused study in the various media that constitute digital and interactive media. The approach is one that introduces students to a range of different media, approaches and finishing touches. Students will learn the historical background of this new medium and how it has evolved over time. Students will focus on the technical aspects of digital media production including protocols, file formats, image processing, cleanup, delivery and media duplication, and archival methods. This certificate is upward compatible with the A.S. degree, Media Design or A.S. Multimedia Technology Television and Digital Cinema Production.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIG 2000</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2030C</td>
<td>Digital Video Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2109C</td>
<td>Digital Imaging Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>DIG 2500C</td>
<td>Fundamentals of Interactive Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 12.00

Kitchen and Bath Design
Technical Certificate
Major Code: INTKB-CC  CIP: 0450040805

Program Description
The Kitchen and Bath Design Certificate Program prepares individuals for entry-level and advanced positions in the kitchen and bath design industry. The program focuses on the knowledge, skills and aptitudes necessary for working in this specialized design area. These credits may be used to reduce the time of experience needed before a working designer is permitted to sit for the certification exam(s). This certificate is upward compatible with the A.S. degree, Interior Design Technology.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 1404C</td>
<td>Technical Design I</td>
<td>3</td>
</tr>
<tr>
<td>IND 1488</td>
<td>Interior Finishes and Building Components</td>
<td>3</td>
</tr>
<tr>
<td>IND 2201</td>
<td>Design Principles for Kitchen and Bath</td>
<td>3</td>
</tr>
<tr>
<td>IND 2309</td>
<td>Drawing and Presentation Standards for Kitchen and Bath</td>
<td>3</td>
</tr>
<tr>
<td>IND 2411</td>
<td>Building Materials/Construction and Estimating for Kitchen and Bath</td>
<td>3</td>
</tr>
<tr>
<td>IND 2421</td>
<td>Equipment and Materials for Kitchen and Bath</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 39
Residential Staging Specialist
Technical Certificate
Major Code: INTRS-CC CIP: 0450040807
Program Description

Home staging has become a necessity for today’s home owners and realtors to maximize the selling price and reducing the amount of time the home is on the market. This program introduces students to the fundamentals of interior design principles and theories, spatial relationships and furniture placement, the science of color and color scheme development and the materials necessary to create visual appeal to home buyers. Students are also introduced to standard business practices of the profession including preparation of contracts for basic interior design services, fee structures and business development. The program focuses on knowledge, visual communication skills and aptitudes essential in home staging and residential interior design industries. This certificate program is upward compatible with the A.S. degree, Interior Design Technology.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IND 1100</td>
<td>History of Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>IND 1233</td>
<td>Studio I: Interior Design Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 12

BS, Construction
Bachelor of Science
Major Code: CONST-BS CIP: 1101510012
Program Description

Seminole State College's Bachelor of Science (B.S.) in Construction leads to professional licensure as a general contractor (Certified GC and/or Building Contractor) and jobs in high-demand fields. Seminole State prepares the student to manage projects from conception to completion. Building construction principles taught in the classroom are enhanced through real-world applications.

Why Seminole State?

- **Community involvement:** Students participate in community projects, visit major construction sites and join student chapters of the United States Green Building Council and Associated General Contractors of America.
- **Online completion:** The B.S. Project Management concentration is available entirely online.
- **Outstanding reputation:** The Building Construction Technology program has a 100% placement rate with local companies.
- **Scholar-Practitioner faculty:** All full-time construction faculty are Florida-licensed professionals who are actively involved in the industry. These scholar-practitioner faculty have real-world experience, professional licensure in construction, engineering or architecture and a credentialed and scholarly academic background.

Profession

Successful construction managers have excellent leadership skills and are able to plan and conduct operations for construction projects from design to occupancy. Typically, they work on major projects.
with design and construction professionals, optimizing the use of manpower and materials, solving problems and thinking creatively. Construction managers use clear communication, teamwork and organization skills. Construction managers, often called general contractors or project managers, coordinate and supervise a wide variety of projects, including the building of all types of public, residential, commercial and industrial structures. Although most managers oversee construction projects from start to finish, some consult with developers and builders on construction related issues.

Career Opportunities

• Building/Construction Manager
• Construction Manager
• Cost Estimator
• General Contractor
• Permitting and Government Liaison
• Property, Real Estate and Community Association Manager
• Real Estate Developer
• Safety Inspector
• Safety Manager
• Scheduler
• Sustainable Construction Manager

Job Outlook

Employment of construction managers is projected to grow 16 percent from 2012 to 2022, faster than the average for all occupations (Source: Bureau of Labor Statistics). Construction managers will be needed as overall construction activity expands. Population and business growth will result in the construction of many new residences, office buildings, retail outlets, hospitals, schools, restaurants and other structures over the coming decade.

Placement and Salary Information

Visit Smart-College-Choices.com to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

Program Admission

Applicants seeking admission to Seminole State College’s bachelor’s degree programs must comply with the College’s General Admissions procedures. In addition, students must meet the following program-specific requirements listed below prior to being accepted into upper-division coursework:

• Completion of an Associate in Arts (A.A.) or bachelor’s degree from a regionally accredited institution or selected Associate in Science (A.S.) degrees from any regionally accredited Florida institution:
  ◦ A.S., Architectural Design and Construction Technology (CIP 1615010100)
  ◦ A.S., Building Construction Technology (CIP 161500101)
  ◦ A.S., Civil Engineering Technology (CIP 1715020101)
  ◦ A.S., Construction Management Technology (CIP 1646041200)

All other degrees will be evaluated by the faculty committee on a case-by-case basis.

• A GPA of 2.0 or higher.
• Program Progression Requirements:
  ◦ An Associate in Science (A.S.) degree in any one of the regionally accredited Florida programs listed above satisfies the Construction Technical Foundation requirements detailed in the Bachelor of Science (B.S.) Construction degree program. Students with any other degree must complete the Technical Foundation courses with a grade of “C” or higher along with the non-technical foundation courses.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 3708</td>
<td>Building Specifications, Contracts and Codes</td>
<td>3</td>
</tr>
<tr>
<td>BCN 3724C</td>
<td>Advanced Construction Planning</td>
<td>3</td>
</tr>
<tr>
<td>BCN 3730</td>
<td>Construction Safety, Health and the Environment</td>
<td>3</td>
</tr>
<tr>
<td>BCN 4612C</td>
<td>Advanced Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>BCN 4753</td>
<td>Construction Financing/Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Credits</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------------------------</td>
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<tr>
<td>BCN 4787C</td>
<td>Construction Capstone Project</td>
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<td>ETC 3270</td>
<td>Building Systems</td>
<td>3</td>
</tr>
<tr>
<td>ETG 2502</td>
<td>Statics</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: EGN 3310 can be used to satisfy the ETG 2502 requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETG 3533C</td>
<td>Applied Engineering Strengths of Materials</td>
<td>3</td>
</tr>
</tbody>
</table>

**Construction Specializations**

Choose 9 credits from 1 of the following Construction Specializations:
- Commercial Construction Management
- Project Management
- Site Planning and Residential Development

**Commercial Construction Management Specialization**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 3565C</td>
<td>Electrical Power, Controls and Lighting</td>
<td>3</td>
</tr>
<tr>
<td>BCN 4258</td>
<td>Building Information Modeling (BIM)</td>
<td>3</td>
</tr>
<tr>
<td>BCN 4503</td>
<td>Plumbing and Fire Protection Systems</td>
<td>3</td>
</tr>
<tr>
<td>BCN 4731C</td>
<td>OSHA Analysis and Design of Safety Systems</td>
<td>3</td>
</tr>
<tr>
<td>BCN 4946</td>
<td>Construction Management Internship</td>
<td>2</td>
</tr>
</tbody>
</table>

**Project Management Specialization**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 4946</td>
<td>Construction Management Internship</td>
<td>2</td>
</tr>
<tr>
<td>ETI 3440</td>
<td>Project Management National Standards</td>
<td>3</td>
</tr>
<tr>
<td>ETI 3442</td>
<td>Project Scope, Schedule and Budget Management</td>
<td>3</td>
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</table>

**Site Planning and Residential Development Specialization**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 4258</td>
<td>Building Information Modeling (BIM)</td>
<td>3</td>
</tr>
<tr>
<td>BCN 4731C</td>
<td>OSHA Analysis and Design of Safety Systems</td>
<td>3</td>
</tr>
<tr>
<td>BCN 4946</td>
<td>Construction Management Internship</td>
<td>2</td>
</tr>
<tr>
<td>ETC 4260C</td>
<td>Site Development and Feasibility</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives, Technical and Non-Technical Foundation Courses**

- Construction Electives include Construction Technical Foundation courses. Students transferring into this baccalaureate program with 1 of the 4 A.S. degrees listed in the admissions requirements section will be considered to have completed the Technical Foundations courses. Students transferring with any other regionally accredited A.S. or A.A. degree must complete the Technical Foundation courses.
- All construction Non-Technical Foundation courses are required for the B.S. degree. Certain Non-Technical Foundation courses may meet General Education requirements.

**Non-Technical Foundation Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 3130</td>
<td>Legal and Ethical Environments of Business</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1020</td>
<td>Contemporary Chemistry</td>
<td>3</td>
</tr>
</tbody>
</table>
### General Education Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1020</td>
<td>Conceptual Physics</td>
<td>3</td>
</tr>
</tbody>
</table>

### Technical Foundation Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 1221</td>
<td>Principles of Building Construction</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2230</td>
<td>Construction Materials and Methods I</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2231</td>
<td>Construction Materials and Methods II</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2251C</td>
<td>Building Construction and Drafting</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2721</td>
<td>Construction Planning and Cost Control I</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2731</td>
<td>Project Management Simulation</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2770</td>
<td>Estimating Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>EET 1035C</td>
<td>Fundamentals of AC/DC Electricity</td>
<td>4</td>
</tr>
<tr>
<td>EGN 1111C</td>
<td>Engineering Graphics - Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320C</td>
<td>Computer-Aided Design I</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2101C</td>
<td>Surveying</td>
<td>4</td>
</tr>
</tbody>
</table>

Other Business (GEB), Management (MAN), Accounting (ACG) and Finance (FIN) courses may be acceptable with department permission or a higher level Physics course.

### AS, Construction Management

**Associate in Science**

**Major Code:** CNMG-AS  
**CIP:** 1646041200

**Program Description**

Seminole State's Associate in Science (A.S.) degree in Construction Management is a blend of construction project management, building science and business courses that will prepare students for a career as a manager of commercial and residential construction projects. Graduates typically are employed as assistant project managers, project field engineers, project administrators and cost estimators. This degree will prepare students for state licensing and Seminole State’s B.S. in Construction.

**Profession**

Houses, roads, bridges, power plants, schools and hospitals are just some of the essential structures that support daily life. These residential, commercial and industrial projects are led by construction managers who coordinate the many details required to complete them, often while supervising multiple concurrent projects.

**Career Opportunities**

Graduates of this program are employed as:

- Assistant Project Managers/Project Engineers
Estimators
Field Superintendents
Home Builders
Purchasing Agents
Schedulers

Job Outlook

Employment in this field is expected to grow by 17 percent (about as fast as average) through 2020 (Source: Bureau of Labor Statistics). Construction managers will be needed as the level and variety of construction projects expands. Population and business growth will result in new construction of residential dwellings, office buildings, retail outlets, hospitals, schools, restaurants and other structures.

College Credit Certificates

Students pursuing this degree also may obtain the following college credit certificates:

- Building Construction Technology Technical Certificate

Certifications

Graduates of this program are qualified to earn the following industry certifications:

- Autodesk Certified Associate - Revit Architecture, (ADESK020)
- Autodesk Certified Professional - Revit Architecture, (ADESK025)
- NCCER Carpentry - Level 1, (NCCER005)
- NCCER Carpentry - Level 2, (NCCER032)
- NCCER Carpentry - Level 3, (NCCER033)
- NCCER Carpentry - Level 4, (NCCER034)
- NCCER Construction Technology, (NCCER008)
- NCCER Electrical - Level 1, (NCCER010)
- NCCER Electrical - Level 2, (NCCER038)
- NCCER Masonry - Level 1, (NCCER025)
- NCCER Plumbing - Level 1, (NCCER026)
- NCCER Plumbing - Level 2, (NCCER069)
- NCCER Plumbing - Level 3, (NCCER070)
- NCCER Plumbing - Level 4, (NCCER071)
- NCCER Project Management, (NCCER027)
- NCCER Roofer - Level 1, (NCCER053)
- NCCER Roofer - Level 2, (NCCER054)
- NCCER Roofer - Level 3, (NCCER055)
- NCCER Roofer - Level 4, (NCCER056)
- NOCTI Building Construction, (NOCTI043)
- NOCTI Carpentry, (NOCTI018)
- NOCTI Home Builders Institute/NAHB, (NOCTI042)

Additional industry certifications may be available for college credit certificate programs.

Placement and Salary Information

Visit Smart-College-Choices.com to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
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<td>BCN 1221</td>
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<td>BCT 2770</td>
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<td>EGN 1111C</td>
<td>Engineering Graphics - Drawing</td>
<td>3</td>
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<td>ETD 1320C</td>
<td>Computer-Aided Design I</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2101C</td>
<td>Surveying</td>
<td>4</td>
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</tbody>
</table>

Elective Courses

Choose 10 credits from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BCN#### Any BCN prefix college credit course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BCT#### Any BCT prefix college credit course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EET 1035C</td>
<td>Fundamentals of AC/DC Electricity</td>
<td>4</td>
</tr>
<tr>
<td>EGN 1007</td>
<td>Engineering Concepts and Methods</td>
<td>1</td>
</tr>
</tbody>
</table>
EGS  1006  Introduction to the Engineering Profession  1

ETD  1340C  Computer-Aided Design II  3

ETD  2390  Computer-Aided Design III (Revit)  3

Additional Elective courses  7

General Education Courses  21

ENC  1101  English I  3

Choose GLY1000 or GLY 2010C:

GLY  1000  Introduction to Geology  3

or

GLY  2010C  Physical Geology with Laboratory  4

PHY  1020  Conceptual Physics  3

or higher level Physics course

Mathematics General Education course  3

History General Education course  3

Humanities General Education course  3

Social Science General Education course  3

Total Credits:  67.00

Required Courses  18

BCN  2230  Construction Materials and Methods I  3

BCN  2231  Construction Materials and Methods II  3

BCN  2721  Construction Planning and Cost Control I  3

BCT  2770  Estimating Fundamentals  3

ETD  1320C  Computer-Aided Design I  3

EGN  1111C  Engineering Graphics - Drawing  3

Total Credits:  18.00

PSAVC, Air Conditioning, Refrigeration and Heating Technology I
Post-Secondary Adult Vocational Certificate
Major Code: ACRFHT-VC CIP: 0647020107

Program Description

• This vocational certificate program prepares students for employment or advanced training in the heating, air conditioning, ventilation and refrigeration industry. The program consists of classroom as well as hands-on lab study. Areas of study include planning, installing, testing and servicing of HVACR systems; servicing, installing and troubleshooting electrical and mechanical components and basic supervisory skills. Students will gain knowledge in the use and care of hand, power and specialized tools and equipment used within the industry and current industry standards, practices and techniques. Candidates must:
  • Be at least 18 years of age;
  • Apply and be accepted at Seminole State
  • If non-exempt, complete the Form 9, Level D Test of Adult Basic Education (TABE) and successfully meet the following minimum scores to complete the program:
    ◦ Language: 568
    ◦ Math: 579
    ◦ Reading: 570

Building Construction Technology
Technical Certificate
Major Code: BLDCN-CC CIP: 0615100103

Program Description

Students completing this program would typically work for an architect, builder or engineer, or prepare for licensure as a home builder or building contractor. This certificate is upward compatible with the A.S. degree, Computer-Aided Drafting and Design.
Note: Departmental consent is required to register for this program for Daytime Track students only. This program is financial aid eligible.

**Total program hours: 750**

**Required Courses**

The following courses are designed to be taken in consecutive order, one class at a time.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 0050C</td>
<td>HVACR Refrigeration Concepts</td>
<td>125</td>
</tr>
<tr>
<td>ACR 0100C</td>
<td>HVACR Electrical Concepts</td>
<td>125</td>
</tr>
<tr>
<td>ACR 0505C</td>
<td>HVACR Service Practices</td>
<td>125</td>
</tr>
<tr>
<td>ACR 0590C</td>
<td>HVACR Advanced Service Practices</td>
<td>125</td>
</tr>
<tr>
<td>ACR 0800C</td>
<td>HVACR Service Applications</td>
<td>125</td>
</tr>
<tr>
<td>ACR 0591C</td>
<td>HVACR Technical Skills</td>
<td>125</td>
</tr>
</tbody>
</table>

**PSAVC, Applied Welding Technologies Post-Secondary Adult Vocational Certificate**

**Major Code:** WELDTEC-VC  **CIP:** 648050802

**Program Description**

This vocational certificate program prepares students for employment or advanced training in the welding industry. The program consists of classroom as well as hands-on lab study. Areas of study include basic and intermediate Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW) and Gas Tungsten Arc Welding (GTAW) skills, personal money management, employability and entrepreneurship skills.

Candidates must:

- Be at least 18 years of age;
- Apply and be accepted at Seminole State;
- If non-exempt, complete the Form 9, Level D Test of Adult Basic Education (TABE) and successfully meet the following minimum scores to complete the program:
  - Math 579:
  - Language: 568

Note: Departmental consent is required to register for this program for all tracks. This program is financial aid eligible.

**Total program hours: 1170**

**Required Courses**

Pre-requisite for all coursework: student must complete course with a grade of “C” or higher to continue to the next sequence of courses.

The following courses are designed to be taken in consecutive order, one class at a time.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMT 0102C</td>
<td>Applied Welding I</td>
<td>200</td>
</tr>
<tr>
<td>PMT 0122C</td>
<td>Applied Welding II</td>
<td>200</td>
</tr>
<tr>
<td>PMT 0134C</td>
<td>Applied Welding III</td>
<td>200</td>
</tr>
<tr>
<td>PMT 0141C</td>
<td>Applied Welding IV</td>
<td>200</td>
</tr>
<tr>
<td>PMT 0131C</td>
<td>Applied Welding V</td>
<td>200</td>
</tr>
<tr>
<td>PMT 0161C</td>
<td>Applied Welding VI</td>
<td>170</td>
</tr>
</tbody>
</table>

**PSAVC, Construction Apprenticeship - Electricity (Commercial) Post-Secondary Adult Vocational Certificate**

**Major Code:** CWIRE-VC  **CIP:** 0846030204

**Program Description**

Apprenticeship training at Seminole State College is provided in conjunction with local electrical contractors and Florida Electrical Apprenticeship and Training, Inc. This is a limited-access program. Candidates must:

- Apply and be accepted at Seminole State College;
- Be at least 18 years of age;
- Be physically capable of performing the work of the respective trade;
- Provide proof of Florida residency for the waiver status;
• Be employed by the sponsoring company.

All students in registered apprenticeship programs are exempt from taking the basic skills exam.

Students interested in college credit courses must:
• Meet with apprenticeship coordinator;
• Provide official transcripts indicating a standard high school diploma or equivalent.

Training covers a specified period of time during which the apprentice learns a skill or trade under the supervision of a competent craftsman. Each apprentice must complete specified hours of on-the-job training and related classroom instruction. Standards provide for a schedule of work processes, from simple to the most complex, which the apprentice must follow during the on-the-job training. The apprentice’s wages increase as skills and knowledge increase.

**Total program hours: 8744**

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 0002</td>
<td>Basic Construction Skills</td>
<td>93</td>
</tr>
<tr>
<td>BCV 0643</td>
<td>Residential Wiring</td>
<td>93</td>
</tr>
<tr>
<td>BCV 0650</td>
<td>Commercial Wiring</td>
<td>93</td>
</tr>
<tr>
<td>BCV 0664</td>
<td>Industrial Wiring</td>
<td>93</td>
</tr>
<tr>
<td>BCV 0680L</td>
<td>Electrical OJT</td>
<td>680</td>
</tr>
</tbody>
</table>

**BCV 0680L Electrical OJT must be completed eight (8) times**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 0002</td>
<td>Basic Construction Skills</td>
<td>93</td>
</tr>
<tr>
<td>EER 0002</td>
<td>DC Fundamentals</td>
<td>93</td>
</tr>
<tr>
<td>EER 0052</td>
<td>Structured Cabling</td>
<td>93</td>
</tr>
<tr>
<td>EER 0212</td>
<td>AC Theory</td>
<td>93</td>
</tr>
<tr>
<td>EER 0441</td>
<td>Motor Control</td>
<td>93</td>
</tr>
</tbody>
</table>

**EER 0940L Electrical OJT must be completed four (4) times**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 0002</td>
<td>Basic Construction Skills</td>
<td>93</td>
</tr>
<tr>
<td>EER 0002</td>
<td>DC Fundamentals</td>
<td>93</td>
</tr>
<tr>
<td>EER 0052</td>
<td>Structured Cabling</td>
<td>93</td>
</tr>
<tr>
<td>EER 0212</td>
<td>AC Theory</td>
<td>93</td>
</tr>
<tr>
<td>EER 0441</td>
<td>Motor Control</td>
<td>93</td>
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</tbody>
</table>

**Optional college credit courses for students enrolled in the CWIRE-VC and FRSPK-VC programs:**

These college credit courses apply towards the Building Construction Technology Certificate or A.S., Construction Management.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 2230</td>
<td>Construction Materials and Methods I</td>
<td>4</td>
</tr>
<tr>
<td>BCN 1221</td>
<td>Principles of Building Construction</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2231</td>
<td>Construction Materials and Methods II</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2721</td>
<td>Construction Planning and Cost Control I</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2272</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2770</td>
<td>Estimating Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>EGN 1111C</td>
<td>Engineering Graphics - Drawing</td>
<td>3</td>
</tr>
</tbody>
</table>

**PSAVC, Construction Apprenticeship - Fire Sprinkler System Technology Post-Secondary Adult Vocational Certificate**

**Major Code: FRSPK-VC CIP: 0846050202**

**Program Description**

Apprenticeship training at Seminole State College is provided in conjunction with local contractors and construction associations. Areas of study include building maintenance, commercial ventilation, air conditioning and refrigeration, electricity and fire sprinkler technology.

Training covers a specified period of time during which the apprentice learns a skill or trade under the supervision of a competent craftsman. Each apprentice must complete specified hours of on-the-job training and related classroom instruction. Standards provide for a schedule of work processes, from simple to the most complex, which the apprentice must follow during the on-the-job training.
The apprentice’s wages increase as skills and knowledge increase.

This is a limited-access program. Candidates must:

• Have approval from an apprenticeship coordinator to register for classes;
• Apply and be accepted at Seminole State College;
• Be at least 18 years of age;
• Be physically capable of performing the work of the trade;
• Be able to read and write English;
• Provide proof of Florida residency for the waiver status;
• Be employed by a sponsoring company.

All students in registered apprenticeship programs are exempt from taking the basic skills exam.

Students interested in college credit courses must:

• Meet with apprenticeship coordinator;
• Provide official transcripts indicating a standard high school diploma or equivalent.

Total program hours: 8624

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 0470</td>
<td>Fundamentals of Fire Sprinklers I</td>
<td>60</td>
</tr>
<tr>
<td>BCA 0471</td>
<td>Fundamentals of Fire Sprinklers II</td>
<td>60</td>
</tr>
<tr>
<td>BCA 0472</td>
<td>Fundamentals of Fire Sprinklers III</td>
<td>60</td>
</tr>
<tr>
<td>BCA 0473</td>
<td>Fundamentals of Fire Sprinklers IV</td>
<td>60</td>
</tr>
<tr>
<td>BCA 0474C</td>
<td>Intermediate Fire Sprinklers I</td>
<td>60</td>
</tr>
<tr>
<td>BCA 0475</td>
<td>Intermediate Fire Sprinklers II</td>
<td>60</td>
</tr>
<tr>
<td>BCA 0476</td>
<td>Intermediate Fire Sprinklers III</td>
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<td>BCA 0477</td>
<td>Intermediate Fire Sprinklers IV</td>
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<tr>
<td>BCA 0478</td>
<td>Advanced Fire Sprinklers I</td>
<td>36</td>
</tr>
<tr>
<td>BCA 0479</td>
<td>Advanced Fire Sprinklers II</td>
<td>36</td>
</tr>
</tbody>
</table>

Optional college credit courses for students enrolled in the CWIRE-VC and FRSPK-VC programs:

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<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
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</tr>
<tr>
<td>ETD 1320C</td>
<td>Computer-Aided Design I</td>
<td>3</td>
</tr>
</tbody>
</table>

PSAVC, Construction Apprenticeship Plumbing Technology

Post-Secondary Adult Vocational Certificate

Major Code: PLUMB-VC CIP: 0846050302

Program Description

Apprenticeship training at Seminole State College is provided in conjunction with local contractors and construction associations. Areas of study include electrical, fire sprinkler and plumbing. Training covers
a specified period of time during which the apprentice learns a skill or trade under the supervision of a competent craftsman. Each apprentice must complete specified hours of on-the-job training and related classroom instruction. Standards provide for a schedule of work processes, from simple to the most complex, which the apprentice must follow during the on-the-job training. The apprentice’s wages increase as skills and knowledge increase. This is a limited-access program. Candidates must:

- Have approval from an apprenticeship coordinator to register for classes;
- Apply and be accepted to Seminole State College;
- Be at least 18 years of age;
- Be physically capable of performing the work of the trade;
- Be able to read and write English;
- Provide proof of Florida residency for the waiver status;
- Be employed by the sponsoring company.

All students in registered apprenticeship programs are exempt from taking the basic skills exam.

**Total program hours: 8,720**

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 0001</td>
<td>Introduction to the Construction Industry</td>
<td>90</td>
</tr>
<tr>
<td>BCA 0451</td>
<td>Fundamentals of Plumbing II</td>
<td>90</td>
</tr>
<tr>
<td>BCA 0452</td>
<td>Fundamentals of Plumbing III</td>
<td>90</td>
</tr>
<tr>
<td>BCA 0453</td>
<td>Fundamentals of Plumbing IV</td>
<td>90</td>
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<tr>
<td>BCA 0454</td>
<td>Advanced Plumbing I</td>
<td>90</td>
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<td>BCA 0455</td>
<td>Advanced Plumbing II</td>
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</tr>
<tr>
<td>BCA 0456</td>
<td>Advanced Plumbing III</td>
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<td>BCA 0457</td>
<td>Advanced Plumbing IV</td>
<td>90</td>
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<tr>
<td>BCA 0441L</td>
<td>Plumbing OJT</td>
<td>640</td>
</tr>
<tr>
<td>BCA0441L Plumbing OJT must be completed 4 times</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PSAVC, Electricity**

**Post-Secondary Adult Vocational Certificate**

Major Code: ELECTRI-VC CIP: 0646030202

**Program Description**

This vocational certificate program is designed to provide students with the fundamental aspects of electrical trade. The curriculum consists of classroom and lab study and focuses on an introduction to the trade, electrical trade safety, electrical math concepts, residential wiring concepts and applications, commercial wiring concepts and applications.

Candidates must:

- Be at least 18 years of age;
- Apply and be accepted at Seminole State
- If non-exempt, complete the Form 9, Level D Test of Adult Basic Education (TABE) and successfully meet the following minimum scores to complete the program:
  - Language: 568
  - Math: 579
  - Reading: 570

Note: Departmental consent is required to register for this program for Daytime Track students only. This program is financial aid eligible.

**Total program hours: 1200**

**Required Courses**

The following courses are designed to be taken in consecutive order, one class at a time.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCV 0604C</td>
<td>Electrician Helper I</td>
<td>150</td>
</tr>
<tr>
<td>BCV 0608C</td>
<td>Electrician Helper II</td>
<td>150</td>
</tr>
<tr>
<td>BCV 0641C</td>
<td>Residential Electricity I</td>
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</tr>
<tr>
<td>BCV 0642C</td>
<td>Residential Electricity II</td>
<td>150</td>
</tr>
</tbody>
</table>

School of Engineering, Design and Construction

Catalog Year 2014-15  Page 287  Generated on 01/27/2016
Bachelor of Science
Major Code: AET-BS  CIP: 1101501011

Program Description

The Bachelor of Science (B.S.) in Engineering Technology program emphasizes the application of existing scientific and engineering techniques to solve real-world problems found in engineering settings. The program develops the student’s knowledge and skills to plan, design, inspect, construct/fabricate, operate, maintain and repair engineering systems, infrastructure and buildings.

Profession

Engineering Technology is one of the most exciting technical careers. Per Forbes, a Bachelor of Science in Engineering Technology is ranked as the eighth highest paying degree for college graduates. Employment and job opportunities are strong. The business world needs people who can solve problems and get things done. This matches perfectly with Engineering Technology. Technologists apply engineering and scientific knowledge with technical skills to support engineering activities. They typically concentrate their activities on the applied design, using current engineering practice. Technologists play key roles on the engineering team; they are involved in product development, manufacturing, product assurance, sales and program management. They typically pursue careers in such areas as engineering production and design, building systems design, surveying, GIS, civil and site development, alternative energy, green and sustainable design and engineering/project management. For students who are problem-solvers and who have a “can do” spirit, Engineering Technology is a great choice.

Career Opportunities

- Engineering and Mapping Technician
- Engineering Technologist
- Environmental Engineering Technician Surveyor
- Industrial Manager
- Drafter
- Drafting Manager

Job Outlook

Employment of engineering technologists is projected to grow 15 percent from 2012 to 2022, faster than the average for all occupations. The median annual wage for engineering technologists was $80,890 in May 2012 (Source: Bureau of Labor Statistics). Per Forbes, A Bachelor of Science in Engineering Technology is ranked as the eighth highest paying degree for college graduates.

Placement and Salary Information

Visit Smart-College-Choices.com to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

Program Admission

Applicants seeking admission to Seminole State College’s bachelor’s degree programs must comply with the College’s General Admissions procedures. In addition, students must meet the following program-specific requirements listed below prior to being accepted into upper-division coursework:

- Completion of Associate in Arts (A.A.) or bachelor’s degree from a regionally accredited institution or completion of selected Associate in Science (A.S.) degrees in related areas from any regionally accredited Florida institution:
  - A.S., Architectural Design and Construction Technology (CIP 1615010100)
  - A.S., Architectural Design and Drafting Technology (CIP 1615010100)
  - A.S., Civil Engineering (CIP 1715020101)
  - A.S., Electronics Engineering Technology (CIP 1615000001)
  - A.S., Engineering Technology (CIP1615030301)
  - A.S., Environmental Science Technology (CIP 1715059901)
  - A.S., Industrial Management Technology (CIP 1606200101)
- A.S., Manufacturing Technology (CIP 1615060302)
- A.S., Naval Architecture and Yacht Design (CIP 1614220100)
- A.S., Safety Engineering Technology (CIP 1615070101)
- A.S., Technology Project Management (CIP 1506120107)
- 60-plus credit hours from a regionally accredited institution with at least 18 credit hours in Engineering or Engineering Technology satisfies requirements for admissions into the program.

All other degrees will be evaluated by the faculty committee on a case-by-case basis.

- A GPA of 2.0 or higher.
- Program Progression Requirements: once admitted, students must achieve (or have achieved) a grade of "C" or higher in the following courses:
  - ARC 1301 Architectural Design I
  - BCN 2230 Construction Materials and Methods
  - CHM 1020 Contemporary Chemistry or higher
  - EGS 1111C Engineering Graphics - Drawing
  - ETD 1320C Computer-Aided Design I
  - MAC 2233 Concepts of Calculus OR MAC 2311 Analytic Geometry and Calculus I
  - PHY 1053C Physics I or higher
  - STA 2023 Statistical Methods OR MAC 2312 Analytic Geometry w/ Calculus II
  - SUR 2101C Surveying

**Required Courses** 46

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARC 1301</td>
<td>Architectural Design I</td>
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</tr>
<tr>
<td>BCN 2230</td>
<td>Construction Materials and Methods I</td>
<td>3</td>
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<td>EET 1035C</td>
<td>Fundamentals of AC/DC Electricity</td>
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<td>EGS 1006</td>
<td>Introduction to the Engineering Profession</td>
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<td>EGN 1111C</td>
<td>Engineering Graphics - Drawing</td>
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<tr>
<td>EGN 1007</td>
<td>Engineering Concepts and Methods</td>
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**Elective Courses** 28

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<td>Computer-Aided Design I</td>
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<td>ETD 1340C</td>
<td>Computer-Aided Design II</td>
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<tr>
<td>ETG 2502</td>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>ETG 3533C</td>
<td>Applied Engineering Strengths of Materials</td>
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<tr>
<td>ETG 4950</td>
<td>Senior Design Capstone</td>
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<tr>
<td>ETI 3671</td>
<td>Technical Economic Analysis</td>
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<td>ETM 3312</td>
<td>Applied Fluid Mechanics</td>
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<td>MTB 1329</td>
<td>Applied Mathematical Concepts for Engineering Technology</td>
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<tr>
<td>BCT 1001</td>
<td>Applied Mathematical Concepts for Design and Construction</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2101C</td>
<td>Surveying</td>
<td>4</td>
</tr>
</tbody>
</table>

**Engineering Technology Specializations** 18

Choose 18 credits from any of the following specializations:
- Civil, Site and Surveying
- Design, Modeling and Simulation
- Engineering and Project Management
- Industrial and Mechatronics
- Sustainable Engineering

**Note:** At least 9 credits must be taken from the specialization.

**Civil, Site and Surveying Specialization**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BCN 3708</td>
<td>Building Specifications, Contracts and Codes</td>
<td>3</td>
</tr>
</tbody>
</table>
School of Engineering, Design and Construction

Design, Modeling and Simulation Specialization

BCN 4258 Building Information Modeling (BIM) 3
ETC 3270 Building Systems 3
ETD 2382 SolidWorks Simulation Design Analysis 3
ETD 2390 Computer-Aided Design III (Revit) 3
ETD 2391 Computer-Aided Design IV (Advanced Revit) 3

Engineering and Project Management Specialization

ETI 3440 Project Management National Standards 3
ETI 3442 Project Scope, Schedule and Budget Management 3
ETI 3630 Project Communication and HR Management 3
ETI 4115 Project Quality, Risk and Procurement Management 3
ETI 4448 Applied Project Management 3

Industrial and Mechatronics Specialization

EET 3085C Electricity and Electronics 3
ETC 3270 Building Systems 3
ETD 2382 SolidWorks Simulation Design Analysis 3
ETI 3442 Project Scope, Schedule and Budget Management 3

Sustainable Engineering Specialization

EGN 2072 Sustainability in the Built Environment 3
ETI 3442 Project Scope, Schedule and Budget Management 3
ETI 3630 Project Communication and HR Management 3
ETP 2301 Alternative Energy Policy 3
ETP 2502 Alternative Energy Sources 3

General Education Courses 36

Communications General Education courses 9
History General Education course 3
Humanities General Education courses 6

Mathematics General Education Courses: Choose MAC 2233 or higher level Mathematics General Education course and STA2023 or MAC 2311 and 2312 or higher level Mathematics General Education courses

MAC 2233 Concepts of Calculus 3
and
STA 2023 Statistical Methods I 3
or
MAC 2311 Analytic Geometry and Calculus I 5
and
MAC 2312 Analytic Geometry and Calculus II 5
or higher level mathematics course
Science General Education Courses: Choose

PHY1053C or higher level physics and a Science General Education Course from Science Area A or B

PHY 1053C General Physics I 4

or higher level Physics course

and

Science General Education Course from Area A (Biological Science) or Area B (Earth Science)

Social Science General Education courses 6

Total Credits: 128.00

BACC CPP, Project Management Certificate of Professional Preparation

Major Code: PMT-BC CIP: 5555202990

Program Description

The Project Management Certificate Program introduces students to all areas of project management, from project initiation through closure. Students will learn how to scope a project, create a plan baseline that includes a schedule and time-phased budget and address the quality parameters of the project. The curriculum also reviews human resource management, proper project communication and procurement techniques and how to identify and manage project risks. The final required class is a capstone course that requires students to apply what they have learned during the program. This certificate is upward compatible with the Bachelor of Science (B.S.) degree, Engineering Technology.

Program Admission

Admission Criteria: Baccalaureate degree from a regionally accredited institution.

Required Courses 15

ETI 3440 Project Management National Standards 3

ETI 3442 Project Scope, Schedule and Budget Management 3

ETI 3630 Project Communication and HR Management 3

ETI 4115 Project Quality, Risk and Procurement Management 3

ETI 4448 Applied Project Management 3

Total Credits: 15.00

AS, Computer Aided Drafting and Design Associate in Science

Major Code: DRAFT-AS CIP: 1615130102

Program Description

The Computer-Aided Drafting and Design A.S. degree program provides you with a broad base of design and drafting skills that can be applied in the field of architecture, engineering, construction and manufacturing.

Profession

In the exciting and growing field of CADD, drafting and design technicians use software to convert the designs of engineers and architects into technical drawings and plans. Job opportunities are strong. They are an essential component in the design team. Workers in production and construction use these plans to build everything from microchips to skyscrapers. Industry needs are great. Developments in new technology are causing entry-level requirements to rise. An associate’s degree is the typical level of education needed to enter the occupation. Drafting and design technicians need skills from academic programs so that they may move into the work of designing directly for professionals such as engineers and architects. For students who seek a career in a solid and growing field, CADD is a great choice.

Career Opportunities
Graduates of this program have a number of employment options such as:

- Advertising, public relations, and related services
- Building Drafter
- Civil Computer-Aided Design and Drafting Technician
- Manufacturing Drafter
- Structural Drafter

**Job Outlook**

Employment in this field is expected to grow by 6 percent from now until 2020 (Source: Bureau of Labor Statistics). Developments in software programs used by drafters and other professionals they work with are changing the nature of drafters’ work and how this work will have to be done.

**College Credit Certificates**

Students may complete the following college credit certificates as part of the Computer-Aided Drafting and Design degree:

- Advanced Computer-Aided Design Certificate
- Building Construction Technology Technical Certificate
- Computer-Aided Design Technical Certificate

**Certifications**

The following industry certifications are related to the training in the A.S. Degree Computer Aided Drafting and Design program:

- Autodesk Certified Associate – AutoCAD, (ADESK016)
- Autodesk Certified Professional – AutoCAD, (ADESK021)
- Autodesk Certified User – AutoCAD, (ADESK002)

Additional industry certifications may be available for college credit certificate programs.

**Placement and Salary Information**

Visit [Smart-College-Choices.com](http://Smart-College-Choices.com) to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

---

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC 1301</td>
<td>Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARC 1313</td>
<td>Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2230</td>
<td>Construction Materials and Methods I</td>
<td>3</td>
</tr>
<tr>
<td>EGN 1111C</td>
<td>Engineering Graphics - Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320C</td>
<td>Computer-Aided Design I</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1340C</td>
<td>Computer-Aided Design II</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2382</td>
<td>SolidWorks Simulation Design Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2390</td>
<td>Computer-Aided Design III (Revit)</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2391</td>
<td>Computer-Aided Design IV (Advanced Revit)</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2731C</td>
<td>Mechanical, Electrical, Plumbing Design and Drafting</td>
<td>4</td>
</tr>
<tr>
<td>SUR 2101C</td>
<td>Surveying</td>
<td>4</td>
</tr>
</tbody>
</table>

**Elective Courses**

12 credits of electives Required. Must choose 6 credits of Technical Electives from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 1221</td>
<td>Principles of Building Construction</td>
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</tr>
<tr>
<td>BCN 2231</td>
<td>Construction Materials and Methods II</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2272</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2721</td>
<td>Construction Planning and Cost Control I</td>
<td>3</td>
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<tr>
<td>BCT 1001</td>
<td>Applied Mathematical Concepts for Design and Construction</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2770</td>
<td>Estimating Fundamentals</td>
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<tr>
<td>EET 1035C</td>
<td>Fundamentals of AC/DC Electricity</td>
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</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Credits</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>EGN 1007</td>
<td>Engineering Concepts and Methods</td>
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<tr>
<td>EGS 1006</td>
<td>Introduction to the Engineering Profession</td>
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<tr>
<td>ETD 2545C</td>
<td>Site and Survey Drafting</td>
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<td>ETG 2502</td>
<td>Statics</td>
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<tr>
<td>GIS 1040</td>
<td>Fundamentals of Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>IND 1100</td>
<td>History of Architectural Design I</td>
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<td>IND 1404C</td>
<td>Technical Design I</td>
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</tr>
<tr>
<td>IND 1935C</td>
<td>Building Barrier-Free Design</td>
<td>3</td>
</tr>
<tr>
<td>IND 2130</td>
<td>History of Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>Concepts of Calculus</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
<td>3</td>
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</table>

**General Education Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities General Education course</td>
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</tr>
<tr>
<td></td>
<td>Mathematics General Education course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Science General Education course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science General Education course</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits:** 62.00

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**AS, Engineering Technology**  
**Associate in Science**  
**Major Code: AET-AS**  
**CIP: 1715020101**

**Program Description**

The Associate’s degree in Engineering Technology offers students a broad foundation in engineering technology and the technical skills needed to support engineering activities, particularly in the design, testing and manufacture of products, systems and devices. Graduates of this program possess the skills necessary to specify, install, test, operate, maintain and document basic mechanical systems. Career opportunities include support operations in manufacturing, plant management, product testing, quality assurance and engineering.

**Profession**

Engineering Technology is one of the most exciting technical careers. Per Forbes, a Bachelor of Science in Engineering Technology is ranked as the eighth highest paying degree for college graduates. Employment and job opportunities are strong. The business world needs people who can solve problems and get things done. This matches perfectly with Engineering Technology. Engineering technicians may be employed in many different fields of engineering. Civil engineering technicians assist engineers in the planning and design of highways, bridges, utilities, buildings and other major projects. They also help with commercial, residential and land development. Industrial engineering technicians plan ways to effectively use personnel, materials and machines in factories, stores, hospitals repair shops and offices. They may also prepare machinery and equipment layouts, plan work flows, conduct statistical production studies and analyze production costs. Mechanical engineering technicians help mechanical engineers design, develop, test and manufacture industrial machinery, consumer products and other equipment. They may make sketches and rough layouts, record and analyze data, make calculations and estimates and report their findings. For students who are problem solvers and who have a “can do” spirit, Engineering Technology is a great choice.

**Career Opportunities**

Graduates of this program have a number of employment options such as:

- Civil Engineering Technician
- Electrical Engineering Technician
- Industrial Engineering Technician
- Mechanical Engineering Technician

**Job Outlook**
Employment in this field is expected to grow by 12 percent (about as fast as average) from now until 2020 (Source: Bureau of Labor Statistics). Per Forbes, a Bachelor of Science in Engineering Technology is ranked as the eighth highest paying Bachelor’s degree for graduates.

**Degree Transfer**

The A.S. Degree in Engineering Technology will transfer to the Seminole State College’s Bachelor of Science in Architectural Engineering Technology or the Bachelor of Science in Construction degrees or may take advantage of university programs in engineering technology.

**Certifications**

The following industry certifications are related to the education in the A.S. Degree Engineering Technology program:

- Autodesk Certified Professional – Inventor, ADESK024
- Autodesk Certified User - Autodesk Inventor, ADESK011
- MSSC Certified Production Technician (CPT), MSSCN001

**Placement and Salary Information**

Visit Smart-College-Choices.com to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ARC 1301</td>
<td>Architectural Design I</td>
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<td>BCN 2230</td>
<td>Construction Materials and Methods I</td>
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<td>EGS 1006</td>
<td>Introduction to the Engineering Profession</td>
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<tr>
<td>EET 1035C</td>
<td>Fundamentals of AC/DC Electricity</td>
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<td>EGN 1111C</td>
<td>Engineering Graphics - Drawing</td>
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<td>ETD 1340C</td>
<td>Computer-Aided Design II</td>
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<td>MTB 1329</td>
<td>Applied Mathematical Concepts for Engineering Technology</td>
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<tr>
<td>SUR 2101C</td>
<td>Surveying</td>
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**Elective Courses**

Student choice of 12 credits of elective courses.

**General Education Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
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<td>Humanities General Education course</td>
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<td></td>
<td>Mathematics General Education courses</td>
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<tr>
<td>STA 2023</td>
<td>Statistical Methods I</td>
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</tr>
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</tr>
<tr>
<td></td>
<td>Science General Education courses</td>
<td>6</td>
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<tr>
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<td>Social Science General Education course</td>
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</tr>
<tr>
<td>SPC 1608</td>
<td>Introduction to Oral Communication</td>
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</table>

**Total Credits:** 63.00

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**AAS, Automotive Technology**

**Associate of Applied Science**

**Major Code:** AUTO-AAS CIP: 0647060407

**Profession**

Automotive service technicians and mechanics inspect, maintain and repair cars and light trucks.
Typically working in well-ventilated and well-lit repair shops, automotive technicians identify and address mechanical problems with a combination of computers and traditional parts and tools.

Program Description

Seminole State’s Associate in Applied Science (A.A.S.) degree in Automotive Technology is fully accredited by the National Automotive Technicians Education Foundation (NATEF), Ford and General Motors (GM) and has been ranked as the top automotive educational program in the United States.

The program’s curriculum combines the latest in automotive technology education and relevant industry internships with practical academic coursework that is designed to prepare graduates for immediate and successful careers in the automotive service industry. The College's active industry partnerships and experienced instructors ensure students receive the most advanced coursework which features traditional vehicle technology and emerging alternative fuel technologies, including hybrid-electric and hydrogen fuel cell. Students may focus their studies on domestic (GM and Ford) and/or import vehicle diagnosis and repair.

Candidates must:

- Apply and be accepted to Seminole State College;
- Provide official transcript(s) indicating a standard high school diploma or equivalent;
- Non-exempt students must complete the Postsecondary Education Readiness Test (PERT);
- Be at least 18 years of age prior to first work assignment;
- Possess a valid Florida driver’s license and provide current Department of Motor Vehicle (DMV) report;
- Submit the completed and signed Automotive Program Application Form;
- Schedule an interview with the program manager or program advisor;
- Be able to lift and carry up to 50 pounds.

College Credit Certificates

Students pursuing this degree also may obtain the following college credit certificates:

- Automotive Maintenance and Light Repair
- Automotive Technician

Career Opportunities

Graduates of this program are employed as:

- Automotive parts sales and service representatives
- Automotive technicians
- Automotive technology instructors

Job Outlook

Employment in this field is expected to grow by 17 percent (about as fast as average) through 2020 (Source: Bureau of Labor Statistics).

Certifications

With proper industry work experience, graduates of this program may qualify to earn the following industry certifications:

- ASE Advanced Engine Performance Specialist (L1),
- ASE Automobile/Light Truck Technician: Automatic Transmission/Transaxle (A2),
- ASE Automobile/Light Truck Technician: Brakes (A5),
- ASE Automobile/Light Truck Technician: Electrical/Electronic Systems (A6),
- ASE Automobile/Light Truck Technician: Engine Performance (A9),
- ASE Automobile/Light Truck Technician: Engine Repair (A1), (NIASE010)
- ASE Automobile/Light Truck Technician: Heating and Air Conditioning (A7),
- ASE Automobile/Light Truck Technician: Manual Drive Train and Axles (A3),
- ASE Automobile/Light Truck Technician: Suspension and Steering (A4),
- ASE Automobile Service Consultant (C1),
- ASE Master Automobile Technician,
- ASE Medium/Heavy Truck Technician: Preventive Maintenance Inspection (PMI) (T8)
- ASE Parts Specialist

Placement and Salary Information
Visit Smart-College-Choices.com to access employment numbers and the estimated average, annual full-time wage for graduates of this program.

**Required Courses** 59

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AER 1073</td>
<td>Parts and Service</td>
<td>2</td>
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<tr>
<td>AER 1082</td>
<td>Introduction to Vehicle Systems and Minor Service</td>
<td>3</td>
</tr>
<tr>
<td>AER 1197</td>
<td>Engine Diagnoses and Repair</td>
<td>4</td>
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<tr>
<td>AER 1496</td>
<td>Steering and Suspension Systems</td>
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Choose AER 1596C or AER 1580 and AER 1594

<table>
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<tbody>
<tr>
<td>AER 1596C</td>
<td>Brake Systems, Anti-Lock Brakes and Traction Control Systems</td>
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or

<table>
<thead>
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<th>Title</th>
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<tr>
<td>AER 1580</td>
<td>Anti-lock Brakes and Traction Control Systems</td>
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and

<table>
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<td>AER 1594</td>
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<td>AER 1602</td>
<td>Electrical/Electronic Systems I</td>
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<td>AER 1695</td>
<td>Chassis Electronics</td>
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<td>AER 1758</td>
<td>HVAC Systems</td>
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<td>AER 2298</td>
<td>Automatic Transmissions/Transaxles</td>
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<td>AER 2398</td>
<td>Manual Transmissions/Drive Trains</td>
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<tr>
<td>AER 2694</td>
<td>Electrical/Electronic Systems II</td>
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<tr>
<td>AER 2820</td>
<td>Driveability Diagnosis</td>
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<td>AER 2840</td>
<td>Engine Control Systems</td>
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<tr>
<td>AER 2870</td>
<td>Alternative Fuel and Propulsion Systems</td>
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</table>

AER 29## Cooperative Education Internship in Automotive Technology

A total of 11 co-op credits are required for graduation. These 11 co-op credits may also include up to 4 credit hours of AER 2920 Automotive Practicum.

**General Education Courses** 15

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>Social Science General Education course</td>
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</tbody>
</table>

**Total Credits:** 74.00

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**Advanced Computer-Aided Design Technical Certificate**

**Major Code:** CADDADV-CC  CIP: 0615130101

**Program Description**

This advanced program further prepares students for employment as designers/drafters. The program provides students a broad base of advanced drafting/design instruction and its applications in various design professions. Manual and CAD-based training is included. Students who complete this certificate may also pursue the Associate in Science (A.S.) degree in Computer-Aided Drafting and Design at Seminole State.

**Required Courses** 24

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<td>ARC 1301</td>
<td>Architectural Design I</td>
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<tr>
<td>BCN 2230</td>
<td>Construction Materials and Methods I</td>
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</tr>
<tr>
<td>BCN 2272</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
</tbody>
</table>
Automotive Technician
Technical Certificate
Major Code: AUTOT-CC  CIP: 0615080302
Program Description

This certificate may be earned as part of the Automotive Service Technology A.A.S. degree.

Required Courses

AER 1073  Parts and Service  2
AER 1082  Introduction to Vehicle Systems and Minor Service  3
AER 1602  Electrical/Electronic Systems I  4

Choose AER 1596C or AER 1580 and AER 1594

AER 1596C  Brake Systems, Anti-Lock Brakes and Traction Control Systems  4

or

AER 1580  Anti-lock Brakes and Traction Control Systems  2

and

AER 1594  Brake Systems  3
AER 1197  Engine Diagnoses and Repair  4
AER 1496  Steering and Suspension Systems  3
AER 1758  HVAC Systems  4
AER 2298  Automatic Transmissions/Transaxles  4
AER 2840  Engine Control Systems  4
AER 2694  Electrical/Electronic Systems II  4
AER 2398  Manual Transmissions/Drive Trains  3
AER 2870  Alternative Fuel and Propulsion Systems  2
AER 29##  Cooperative Education Internship in Automotive Technology  3

Note: These AER 29## credits may include AER 2920 Automotive Practicum

Total Credits:  44.00

Computer-Aided Design
Technical Certificate
Major Code: CADD-CC  CIP: 0615130204
Program Description

This certificate prepares students for employment as a junior designers/drafters. The program provides students an introduction to drafting instruction and its application in various design professions. Students who complete this certificate may also pursue the Advanced Computer-Aided Design Technical certificate or the Associate in Science (A.S.) degree in Computer-Aided Drafting and Design at Seminole State.

Required Courses

AER 1073  Parts and Service  2
AER 1082  Introduction to Vehicle Systems and Minor Service  3
AER 1602  Electrical/Electronic Systems I  4

Choose AER 1596C or AER 1580 and AER 1594

AER 1596C  Brake Systems, Anti-Lock Brakes and Traction Control Systems  4

or

AER 1580  Anti-lock Brakes and Traction Control Systems  2

and

AER 1594  Brake Systems  3
AER 1197  Engine Diagnoses and Repair  4
AER 1496  Steering and Suspension Systems  3
AER 1758  HVAC Systems  4
AER 2298  Automatic Transmissions/Transaxles  4
AER 2840  Engine Control Systems  4
AER 2694  Electrical/Electronic Systems II  4
AER 2398  Manual Transmissions/Drive Trains  3
AER 2870  Alternative Fuel and Propulsion Systems  2
AER 29##  Cooperative Education Internship in Automotive Technology  3

Note: These AER 29## credits may include AER 2920 Automotive Practicum

Total Credits:  44.00
and construction. The student’s understanding of the principles taught in the classroom is enhanced with hands-on labs and real-world applications provided by faculty with extensive education and experience in the field.

**Required Courses**

- ETP 2301 Alternative Energy Policy 3
- ETP 2502 Alternative Energy Sources 3
- EGN 2072 Sustainability in the Built Environment 3

**Elective Courses**

- ARC 2930 Selected Studies in Architectural Design 3
- AER 2870 Alternative Fuel and Propulsion Systems 2
- BCN 2230 Construction Materials and Methods I 3
- BCN 2930 Selected Studies in Building Construction 3
- BCT 1763 Work Place Safety and Worker’s Compensation Insurance 3
- BCT 2930 Selected Studies in Building Construction Trades 3
- EET 1035C Fundamentals of AC/DC Electricity 4
- EET 2930C Selected Studies in Engineering Technology 3
- ETP 2410 Introduction to Solar Energy 3
- IND 2930 Selected Studies in Interior Design 3

**Total Credits:** 18.00

---

**Sustainable Engineering Technical Certificate**

**Major Code: ENRG-CC CIP: 0615050304**

**Program Description**

As the demand for awareness and knowledge about sustainability and alternative energy increases, the Sustainable Engineering Certificate Program exposes students to emerging technologies related to energy. The focal point of this curriculum is to infuse sustainability and alternative energy curriculum broadly equipping students for opportunities upon completion as the growth of green jobs increases. Sustainability, alternative energy sources and implementation will be highlighted as well as an introduction to environmental policy in the United States.

The program contains a 3-course core introductory curriculum in sustainability. Following the completion of the core courses, students will be able to choose the remainder of the program based on the specific path in which the student wishes to follow. The paths are connected to increasing the students knowledge of emerging green technologies in engineering, design

**Total Credits:** 15.00
This program prepares students to become entry-level technicians, familiar with all aspects of automotive diagnosis and repair. The latest in computerized work stations and simulators are used in the classroom. Structured laboratories give the student hands-on experience with late-model cars, using the tools and techniques employed in today’s automotive repair industry. Students successfully completing this program will be able to diagnose and repair any of the basic systems on late-model cars.

Admission requirements:

• Submit a completed Seminole State College application to the Admissions Office;
• If non-exempt, take the Test of Adult Basic Education (TABE) within the first six weeks of admission into the program; TABE scores must be at or above 568 for Language, 570 for Reading and 579 for Math to exit the program and receive the completion diploma;
• Register for Fall Term;
• Be able to lift and carry at least 50 pounds.

Note: Students must earn a passing grade in each course to continue in the program.

Total program hours: 1,245 of 1,800

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>AER 0071C</td>
<td>Automotive Business Management/ Employability Skills</td>
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<tr>
<td>AER 0072C</td>
<td>Automotive Fundamentals and Service</td>
<td>165</td>
</tr>
<tr>
<td>AER 0199C</td>
<td>Automotive Engine Fundamentals</td>
<td>180</td>
</tr>
<tr>
<td>AER 0399C</td>
<td>Automotive Drive Trains</td>
<td>180</td>
</tr>
<tr>
<td>AER 0499C</td>
<td>Automotive Suspension and Brakes</td>
<td>270</td>
</tr>
<tr>
<td>AER 0697C</td>
<td>Automotive Electrical and Electronic Fundamentals</td>
<td>255</td>
</tr>
<tr>
<td>AER 0759C</td>
<td>Automotive Heating/Air Conditioning</td>
<td>135</td>
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</table>
School of Academic Foundations Overview

The School of Academic Foundations provides practical instruction for adults who are seeking basic academic skills, a high school diploma, preparation for the GED exam, personal enrichment and skill building.

The unique needs of the adult learner are met using individualized instructional programs and innovative classroom instruction. Classes are offered at Seminole State College campuses and at outreach sites throughout Seminole County, with day, evening and weekend hours available.

The School offers these programs:

- Adult Basic Education/GED
- Adult High School
- English Language Studies

Adult Basic Education

Adult Basic Education (ABE) classes at Seminole State College are designed for students 18 years of age or older who need to improve their basic skills in reading, writing and math. Courses also help students improve their job readiness and prepare for GED classes.

- Admission: Applications are taken prior to the start of each session (Fall, Spring and Summer) at the Sanford/Lake Mary, Altamonte and Oviedo campuses.
- Testing: Placement is based on the results of the Test of Adult Basic Education (TABE). See the Testing and Assessment section of this catalog for more information.
- Fees: All qualifying students pay a $30 state-mandated fee upon initial registration in any semester.

Please visit the ABE website or call 407.708.2153 for more information. Additional admission requirements may apply.

Adult High School

The Adult High School at Seminole State College offers classes on the Sanford/Lake Mary Campus that lead to a standard high school diploma for students 18 years of age or older.

Admission

Adult High School applications are taken prior to the start of each session in building B, room 113.

Students who enroll in the Adult High School while maintaining enrollment in their current high school must submit a letter of recommendation from a counselor at their home school stating the specific course(s) they are approved to take.

Students who wish to transfer directly from a Seminole County high school (or from a surrounding county) must provide proof of withdrawal from the previous school attended. If a student is 18 years of age or older or from out of state, the requirement for a withdrawal form may be waived.

All students must provide:

1. Documentation verifying age as 18 years or older;
2. An official, sealed transcript of all high school credits earned.

In addition, any student who seeks admission to the Adult High School who has been expelled or is being recommended for expulsion will not be considered for admission until the student completes the terms of the expulsion order and is eligible to return to the home high school.

Additional admission requirements may apply.

Fees

All qualifying students pay a $30 state-mandated fee upon initial registration in any semester.
Testing and Placement

Students who have not passed the required tenth grade FCAT are placed according to the reading, language and math scores achieved on the Test of Adult Basic Education (TABE) and the following criteria:

1. Students with scores at or above 567 on the D or A level tests are eligible for admission without restrictions.
2. Students with the following scores are eligible to enroll in the designated class:
   a. 518 - 566 in reading: Intensive Reading
   b. 524 - 559 in writing: Intensive Language Arts
   c. 507 - 565 in math: Intensive Math
3. Students with scores as noted above in number two, in only one area, can enroll in additional Adult High School courses, pending a counselor, advisor or the Associate Dean for Secondary Studies for Adults' approval.

Note: Students who do not meet the TABE requirements are eligible to enroll in designated Adult Basic Education (ABE) preparatory courses offered by the GED program.

Orientation

Students entering the Adult High School are required to attend an orientation session to:

- Discuss educational plans;
- Ask questions about the program;
- Learn about the College rules, regulations, programs and services offered;
- Complete the required registration forms for the first term of classes.

Course Requirements

Students must earn 24 credits to graduate. Most credits earned at an accredited secondary school may be transferred and applied to the credit requirement. All credits must be verified with a transcript or other evidence deemed acceptable by the College.

Required Credits: 24

- English - Language Arts (4 credits required)
- Mathematics (4 credits required)
- Science (3 credits required)
- Social Science (3 credits required)
- Electives (10 credits)

*Please see a counselor/advisor for specific course requirements. Adult High School courses and descriptions are listed in the course descriptions section of this catalog.

In addition to course requirements, the following are required for graduation:

1. A minimum of 2 credits including the final credit must be earned at the Adult High School.
2. Students must successfully complete all State-required assessments to be eligible for a standard high school diploma. A certificate of completion will be issued to students who successfully complete course requirements but do not pass the required FCAT.
3. All financial obligations to the College must be satisfied.

Grading

A (90-100) Excellent
B (80-89) Good
C (70-79) Average
D (60-69) Below Average
F (59 or below) Failing

No credit is earned for courses with grades lower than "D."

Honors

Honors Recognition

Adult High School students taking three or more credits per term will be eligible for academic recognition if the appropriate averages are maintained for the Dean’s or A-B Honor Roll list.
Dean’s List: Students with a grade point average (GPA) of 3.5 - 4.0 on all work accomplished in the given semester.

A-B Honor Roll: Students with a 3.0 - 3.49 on all work accomplished in the given semester.

Students who have earned the required GPA will receive a letter signed by the Dean of the School of Academic Foundations.

Honors Diploma

Students who have attended the Adult High School for at least 2 terms and completed at least 6 credits are eligible for academic recognition at graduation. The GPA is calculated on work completed at the Adult High School only. The designated honors are recorded on the student’s diploma and permanent transcript. The designated honors are recorded on the student’s diploma and permanent transcript. Students who do not meet the residency requirements but whose overall cumulative GPA achieves the designated standards are also eligible to receive this recognition.

Grade Point Average for Honors:

- Cum Laude: 3.2 - 3.49
- Magna Cum Laude: 3.5 - 3.79
- Summa Cum Laude: 3.8 - 4.0

For more information about the Adult High School, please visit the Adult High School website or call 407.708.2129.

Residency and Fees

All qualifying students pay a $30 state-mandated fee upon initial registration in any semester.

Admission

Applications for the GED program are accepted on the Sanford/Lake Mary, Altamonte and Oviedo campuses.

- Students 18 years of age or older are required to submit the following:
  1. Documentation of residency in the State of Florida;
  2. Documentation of age;
  3. A completed GED application.

- Students who wish to transfer directly from a Seminole County high school or from a surrounding county must provide proof of withdrawal from the previous school attended.

- Any student who seeks admission to the GED program and has been expelled or is being recommended for expulsion from Seminole County Public Schools or a surrounding school district will not be considered for admission until the student has completed the terms of the expulsion order and is eligible to return to the home high school.

- Additional admission requirements may apply.

State of Florida Diploma Requirements

To receive a State of Florida high school diploma, GED candidates must:

- Attain an overall score of 600 on the GED test;
- Attain a minimum score of 150 on each of the four subtests (Language Arts, Social Studies, Science and Mathematics);
- Satisfy all financial obligations to the College.

Graduation

Students who receive a State of Florida High School Diploma and have attended Seminole State are eligible to participate in the College’s graduation ceremony which is held at the end of Fall and Spring terms.
Scholarships

The GED program provides a competitive scholarship program for students to continue their college-level studies at Seminole State.

For more information about the GED program, please visit the [GED website](http://www.ged.com).

English Language Institute

The English Language Institute (ELI) at Seminole State is designed for visitors to the United States on student visas who are not applying to the College. ELI courses are based primarily on academic preparation and include an introduction to U.S. culture. ELI students study on the Sanford/Lake Mary Campus for 18 to 20 hours each week depending on their levels of proficiency. For current tuition information, please visit the [Language Institute website](http://www.languageinstitute.com) or call 407.708.2120.

Admissions

ELI applicants should contact the International Student Office on the Sanford/Lake Mary Campus at 407.708.2172.

Only documents in English will be accepted. Translations must be completed by an official body; a notary public does not automatically qualify as a translator. Only original documents will be accepted. Facsimiles and photocopies will not be accepted.

The U.S. Department of Homeland Security requires international students to study full-time, which equals two consecutive semesters of Monday-Thursday classes, at a minimum.

International students who seek admission to the English Language Institute on an F-1 Visa (1-20 A-B) must:

1. Submit all application materials to the International Student Office prior to the deadline;
2. Complete an International Student Form;
3. Provide a formal or informal color photograph;
4. Submit financial support documents, including:
   - A signed bank letter from the student or student’s sponsor(s) (as applicable), stating when an account was opened, the type of account and its current balance. It is possible to have more than one sponsor. The sponsor(s) do not need to reside in the United States, nor must they be relatives.
   - A signed and notarized [Seminole State Affidavit of Support](http://www.seminolestate.edu/affidavit/).
   - If bank funds are not enough to cover the costs of study and living, then submit a signed letter from the employer of the student or sponsor, as applicable, stating job title, salary and length of time employed.

In addition, transfer students must submit the following:

- A completed International [Student Transfer Form](http://www.languageinstitute.com/transferform);
- Photocopies of all former 1-20’s, I-94s (both sides) and passports.

English for Academic Purposes

English for Academic Purposes (EAP) courses are college credit preparatory and elective credit courses specifically designed to prepare students who are speakers of other languages for higher education or professional development. Students must apply to Seminole State College and are assessed to determine their levels of English language proficiency.

Students who have studied high school outside the United States or have studied ESOL in high school are assessed to determine their levels of English language proficiency. Students whose proficiency is lower than that required for ENC 1101 are placed into English courses based on the results of placement tests and a writing sample. Once students begin the EAP course series, they must complete the entire sequence of courses within the skill area indicated. Upon completion of each skill area sequence, students take program and exit exams to qualify for other college courses.

EAP course descriptions are available in the course descriptions section of this catalog. Tuition for EAP courses follows College guidelines per credit hour.

Domestic and international students must follow the guidelines provided by the College Admissions Department and the International Student Office.
Please see the Admissions section of this catalog for more information.

For more information on EAP, please visit the English Language Studies webpage.

**English for Speakers of Other Languages**

English for Speakers of Other Languages (ESOL) classes are designed to provide English language training for speakers of other languages for life and work skills, and basic education study. They also focus on helping students create educational plans, search for employment, obtain a better job and/or become better citizens.

Seminole State offers intensive ESOL courses in the morning and evening and non-intensive ESOL courses in the evening on various campuses. Classes range from as few as four hours each week to as many as 20 per week. Courses are full term with specific enrollment periods at the beginning of each semester. Students study at 1 of 6 levels of English proficiency based on scores from the CASAS placement exam given by Seminole State or another adult education institution in Florida.

**Admission**

Students apply for ESOL classes by contacting one of the Academic Foundations ESOL Student Services representatives on the campus of their choice:

- **Altamonte Springs Campus**: 407.404.6002
- **Oviedo Campus**: 407.971.5016
- **Sanford/Lake Mary Campus**: 407.708.2420

To qualify, applicants must be:

- 16 years of age or older;
- U.S. citizens, U.S. permanent residents, refugees, or holders of other qualifying immigration documentation.

**Residency and Fees**

All qualifying students pay a $30 state-mandated fee upon initial registration in any semester.
Course Numbering and Prefixes

State of Florida 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 27 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.

Example of Course Identifier: ENC 1101

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<th>Prefix</th>
<th>Level Code (first digit)</th>
<th>Century Digit (second digit)</th>
<th>Decade Digit (third digit)</th>
<th>Unit Digit (fourth digit)</th>
<th>Lab Code</th>
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<td>Freshman Composition</td>
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<td>Freshman Composition Skills I</td>
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<td>No laboratory component in this course.</td>
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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 Exception to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 59 different postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix.
and course number but meets at a different time or place.

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

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

The Course Prefix

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

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

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

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been 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, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.

G. Applied courses in the performing arts (Art, Dance, Interior Design, Music and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Non-Regionally Accredited Institutions

The SCNS makes available, at http://scns.fldoe.org, a report titled “Courses at Non-regionally Accredited Institutions,” that contains a comprehensive listing of all non-public institution courses in the SCNS inventory as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS should be directed to: Dr. Christine Broeker, Director, Curriculum, Articulation and Academic Scheduling, Seminole State College, Office of Course and Curriculum Development; 100 Weldon Blvd., Sanford, FL 32773, or the Florida Department of Education, Office of Articulation, 1401 Turlington Building; Tallahassee, FL 32399-0400. Special reports and technical information may be requested by contacting the Statewide Course Numbering System office at 850.245.0427 or http://scns.fldoe.org. Appeals regarding course credit transfer decisions should be directed to Sonja Boles, Director, Records and Registration/Registrar, Seminole State College, 100 Weldon Blvd., Sanford, FL 32773.

Guide to Course Prefixes and Corresponding Disciplines

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Terms listed are terms typically offered and are subject to change.

*Courses designated with an asterisk (*) will not meet the requirements for an Associate in Arts or Bachelors degree.

**ACG2021**  Principles of Financial Accounting

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course introduces the student to the theory and practice of financial accounting. Topics include the accounting cycle, analysis of financial statement transactions, financial statement preparation, accounting for assets, liabilities, equities, revenues and expenses. Accounting for entities including partnerships and corporations is introduced. Prerequisites: Eligibility for ENC 1101 and MAC 1105.

**ACG2021H**  Honors Principles of Financial Accounting

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course introduces the student to the theory and practice of financial accounting. Topics include the accounting cycle, analysis of financial statement transactions, financial statement preparation, accounting for assets, liabilities, equities, revenues and expenses. Accounting for entities including partnerships and corporations is introduced. Prerequisites: Acceptance into Honors program and eligibility for ENC 1101 and MAC 1105.

**ACG2071**  Principles of Managerial Accounting

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course introduces the student to the use of accounting information by managers. Topics include the use of accounting information for planning and control, capital investment, performance evaluation, decision-making, cash flow statements and financial statement analysis. Prerequisite: ACG 2021.

**ACG2071H**  Honors Principles of Managerial Accounting

Fall, Spring  3.00 Credits - 3.00 Hours

This course introduces the student to the use of accounting information by managers. Topics include the use of accounting information for planning and control, capital investment, performance evaluation, decision-making, cash flow statements and financial statement analysis. Prerequisites: Acceptance into Honors program and ACG 2021.

**ACG2100**  Intermediate Accounting I

Spring  3.00 Credits - 3.00 Hours

This course expands on topics covered in Financial Accounting course ACG 2021 and presents them within a conceptual framework determined by generally accepted accounting principles. Financial accounting functions, theory and recognition and measurement of assets are covered. Prerequisite: ACG 2021 with a grade of “C” or higher. Corequisite: ACG 2071.

**ACG2360**  Cost Accounting

Fall  3.00 Credits - 3.00 Hours

This course is a study of the fundamentals of cost accounting within an industrial organization. The accounting functions relative to materials, labor and factory overhead are treated in detail. Job order and process cost systems are fully explored. Standard cost systems, budgeting and managerial control functions are also discussed. Prerequisites: ACG 2021 and ACG 2071 with a grade of “C” or higher.
ACG2941 Cooperative Education Internship in Accounting

Fall, Spring, Summer 1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

ACG2942 Cooperative Education Internship in Accounting

Offered as Needed 2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

ACG2949 Cooperative Education Internship in Accounting

Offered as Needed 3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

* ACR0050C HVACR Refrigeration Concepts

Fall, Spring, Summer 4.16 Credits - 125.00 Hours

This course encompasses classroom/lab study of refrigeration concepts within the HVACR industry. Areas of study include refrigeration theory and applications, refrigerant identification, its application and the handling and storage procedures. Students will also gain knowledge in refrigeration components and troubleshooting methods as well as characteristics of heat types and the application of heat. Lab fee required. Prerequisite: ACR 0100C.

* ACR0100C HVACR Electrical Concepts

Fall, Spring 4.16 Credits - 125.00 Hours

This course encompasses classroom/lab study of the electrical concepts within the HVACR industry. Areas of study include safety practices, tool identification and use, mathematical skills used in the industry as well as HVACR application and diagram application. Students will gain knowledge in electrical theory,
design, flow, wiring and sequence of operation. Lab fee required.

* ACR0505C HVACR Service Practices

Fall, Spring, Summer 4.16 Credits - 125.00 Hours

This course encompasses classroom/lab study of basic service practices in the HVACR industry. Areas of study include electrical motors, residential heating and air conditioning systems, ice machines and basic principles for ventilation piping and sizing. Students will gain knowledge in resume writing skills, job interview techniques and proper service call procedures. Lab fee required. Prerequisite: ACR 0800C.

* ACR0590C HVACR Advanced Service Practices

Fall, Spring, Summer 4.16 Credits - 125.00 Hours

This course encompasses classroom/lab study of advanced service practices in the HVACR industry. Areas of study include digital controls, pneumatic controls and basic duct construction. Students will also gain knowledge in building pressurization, levels of blueprint reading and service call training. Lab fee required. Prerequisite: ACR 0505C.

* ACR0591C HVACR Technical Skills

Fall, Spring, Summer 4.16 Credits - 125.00 Hours

This course encompasses classroom/lab study of HVACR technical skills. Areas of study include project development, heat load calculations and hydronic specialties. Students will gain knowledge in a more advanced study of duct construction and ice machines, control sequence and application and perform a technical skills assessment. Lab fee required. Prerequisite: ACR 0590C.

* ACR0800C HVACR Service Applications

Fall, Spring, Summer 4.16 Credits - 125.00 Hours

This course encompasses classroom/lab study of service applications within the HVACR industry. Areas of study include troubleshooting heating, air-conditioning and refrigeration control systems, soldering, brazing and welding techniques and mechanical joining methods. Students will gain knowledge in the policies and procedures for service technicians, professional ethics and legal responsibilities as well as system design basics. Lab fee required. Prerequisite: ACR 0050C.

* AER0071C Automotive Business Management/ Employability Skills

Spring 2.00 Credits - 60.00 Hours

Classroom instruction is provided in the organization and management of small automotive shops, employer-employee and customer relations, processing of work orders, parts inventory control, job search, relocation and interview techniques. Students will identify the advantages and disadvantages of owning and managing a business, identify acceptable work ethic and explain procedures for managing employer-employee and customer relations. Lab fee required.

* AER0072C Automotive Fundamentals and Service

Fall 5.50 Credits - 165.00 Hours

This course begins with an introduction to the automotive systems, tools and equipment and proper procedures for performing lubrication, tire and minor maintenance service on automotive vehicles. Included are use of service manuals, both paper and computer driven, use of measuring and special tools, use of digital volt-ohmmeters, safety and hazardous materials handling and identification and operation and minor service of various automotive systems. Lab fee required.

* AER0199C Automotive Engine Fundamentals

Summer 6.00 Credits - 180.00 Hours

Catalog Year 2014-15
The purpose of this course is to provide the student with an in-depth study of automotive engines, nomenclature of parts, engine types, sizes and operating principles. Engine overhaul procedures are studied and performed including valve train service and machining. Emphasis is placed on proper diagnoses of engine problems including loss of compression, lubrication of components, cylinder balance, noise and vibration problems. Lab fee required. Prerequisite: AER 0072C or permission of instructor.

* AER0399C Automotive Drive Trains

Summer 6.00 Credits - 180.00 Hours

This course introduces the student to the relationship between the engine, clutch, transmission, drive axle and differential. Organized learning experiences are provided in the operation, service and maintenance of mechanical and hydraulic clutches, manual and automatic transmissions, transaxles and differentials. Automatic transmission and transaxle operation and minor service is included. Lab fee required. Prerequisite: AER 0072C or permission of instructor.

* AER0499C Automotive Suspension and Brakes

Fall 9.00 Credits - 270.00 Hours

In this course emphasis is placed on safety and the use of proper procedures for diagnosing, inspecting and repairing brake and suspension systems. Theory and principles of operation are combined with laboratory work which includes wheel alignment, suspension and brake systems, inspection, diagnosis and repair. Lab fee required. Prerequisite: AER 0072C or permission of instructor.

* AER0697C Automotive Electrical and Electronic Fundamentals

Spring 8.50 Credits - 255.00 Hours

This course provides an in-depth study of electrical and electronic theory, test equipment, wiring diagram interpretation, engine, body and chassis electrical systems. The student, on simulators, computer-based trainers and on-vehicle applications, will demonstrate application of theory. Included are actual work experiences and the use of modern diagnostic tools and equipment. Lab fee required. Prerequisite: AER 0072C or permission of instructor.

* AER0759C Automotive Heating/Air Conditioning Fundamentals

Fall 4.50 Credits - 135.00 Hours

This course is a systematic study of the heating and ventilation system, the engine cooling system, air conditioning system operation, temperature controls, refrigerants, recovery and recycling. Procedures for diagnosis, service and repair of air conditioning components are also covered. Lab fee required. Prerequisite: AER 0072C or permission of instructor.

* AER1073 Parts and Service

Fall 2.00 Credits - 2.00 Hours

This course will instruct the student in management policies and procedures as related to parts department operation and service department operation. Lab fee required.

* AER1082 Introduction to Vehicle Systems and Minor Service

Fall 3.00 Credits - 6.00 Hours

This course is designed to introduce the student to the various systems of the automobile. It includes instruction in shop practices. The student will learn minor repair procedures, including lubrication, wheel and tire, exhaust system service and new car pre-delivery services. Lab fee required.

* AER1197 Engine Diagnoses and Repair

Spring 4.00 Credits - 8.00 Hours
This course is a study of the principles of operational and problem diagnoses of the internal combustion engine. The theory of operation of the various engines in use is presented. Engines will be properly disassembled, parts identified, inspected, measured and reassembled. Proper testing and break-in procedures along with approved diagnostic troubleshooting procedures will be emphasized. Lab fee required. Prerequisite: AER 1602 or permission of instructor.

* AER1496  Steering and Suspension Systems  
** Summer  **  
3.00 Credits - 6.00 Hours  

The student will develop the knowledge and skills related to the operation and function of steering and suspension systems. Alignment, testing, diagnosis and repair of modern vehicle systems will be emphasized. Lab fee required. Prerequisite: AER 1602.

* AER1580  Anti-lock Brakes and Traction Control Systems  
** Spring  **  
2.00 Credits - 4.00 Hours  

This course will cover the theory of operation, testing and diagnosis of anti-lock brake, traction control and stability control systems. Lab fee required. Prerequisite: AER 1602.

* AER1594  Brake Systems  
** Spring  **  
3.00 Credits - 6.00 Hours  

This course is a study of the theory and operation of brake systems. Students will learn all aspects of the diagnosis, repair and testing of brake systems including drum and disc brakes and power brake operation and repair. Lab fee required. Prerequisite: AER 1602.

* AER1596C  Brake Systems, Anti-Lock Brakes and Traction Control Systems  

This course is a study of the theory and operation of brake systems. Students will learn all aspects of the diagnosis, repair and testing of brake systems including drum and disc brakes and power brake operation and repair, anti-lock brake, traction control and stability control systems. Lab fee required. Prerequisite: AER 1602 or permission of instructor.

* AER1602  Electrical/Electronic Systems I  
** Fall  **  
4.00 Credits - 8.00 Hours  

A comprehensive course introducing the student to the principles of electricity and electronics as applied to electrical systems. The principles of Ohm’s Law will lead the student into the use of digital volt ohmmeters and oscilloscopes utilizing lab and hands-on exercises. Proper diagnostic skills will be taught and applied through the troubleshooting and repair of problems on live vehicles. Lab fee required.

* AER1695  Chassis Electronics  
** Summer  **  
3.00 Credits - 6.00 Hours  

This course will cover automotive chassis-related electrical and electronic systems. Covered systems will include, but not be limited to, instrumentation, ride control, supplemental inflatable restraint system, four wheel steering and power accessories. Theory of operation and diagnosis will be emphasized. Lab fee required. Prerequisites: AER 1602 and ENC 1101 with a grade of “C” or higher or permission of program manager.

* AER1758  HVAC Systems  
** Summer  **  
4.00 Credits - 8.00 Hours  

This course is designed to develop an understanding of the theory and operation of modern heating and air conditioning systems as used on vehicles. Included are proper diagnostic and repair procedures. Recycling and storage of CFC’s and the effect on the...
environment is stressed. Lab fee required. Prerequisite: AER 1602.

* AER2298 Automatic Transmissions/Transaxles

Spring 4.00 Credits - 8.00 Hours

This course covers the operation of modern transmission and drive train components. The student will learn in detail overhaul, testing, diagnosis and repair procedures. Courses related to automatic transmission/transaxles will be included in the curriculum. These are subject to change as new courses replace outdated and obsolete courses. Lab fee required. Prerequisites: AER 1602 and ENC 1101 with a grade of "C" or higher or permission of program manager.

* AER2398 Manual Transmissions/Drive Trains

Spring 3.00 Credits - 6.00 Hours

This course covers the operation of modern manual transmission and drive train components. Overhaul, testing, diagnosis and repair procedures will be emphasized. Noise, vibration and harshness will be taught. Lab fee required. Prerequisites: AER 1602 and ENC 1101 with a grade of "C" or higher or permission of program manager.

* AER2694 Electrical/Electronic Systems II

Fall 4.00 Credits - 8.00 Hours

This course will continue the study of electricity and electronics. It will begin with a review of semiconductor diodes and transistors and continue on through digital devices and microprocessors as applied to electronic and computer-controlled systems. Emphasis will be placed on testing and diagnosis of vehicle communication systems and subsystems. Hybrid, high voltage and electrical safety procedures will be covered. Lab fee required. Prerequisites: AER 1602 and ENC 1101 with a grade of "C" or higher or permission of program manager.

* AER2820 Driveability Diagnosis

Summer 4.00 Credits - 8.00 Hours

This course covers classroom and lab experiences related to approved techniques for diagnosis of driveability problems. Course content will include, but not be limited to, brake, steering and suspension, transmission and drive train, engine and performance diagnoses, including various computer-controlled systems. Lab fee required. Prerequisites: AER 1602 and ENC 1101 with a grade of "C" or higher or permission of program manager.

* AER2840 Engine Control Systems

Fall 4.00 Credits - 8.00 Hours

This course will teach the theory and operation of engine control systems. Emphasis is on approved diagnostic procedures, testing and repair of fuel injected gasoline engine controls. Covered topics include fuel injection, spark and emission control systems and diagnosis. Lab fee required. Prerequisites: AER 1602 and ENC 1101 with a grade of "C" or higher or permission of program manager.

* AER2870 Alternative Fuel and Propulsion Systems

Spring 2.00 Credits - 4.00 Hours

This course introduces the student to emerging technology and alternative fuel propulsion systems. Safety, theoretical operation and service procedures are discussed and practiced in the laboratory environment. Personal protective equipment, high voltage systems, hybrid and electric vehicle components and diagnostic service procedures are emphasized. Hybrid vehicle powertrain sub-systems are explored and unique features that distinguish these vehicles from conventional automobiles are discussed. Prerequisite: AER 2694.

* AER2905 Directed Independent Study in Automotive
Offered as Needed 3.00 Credits - 3.00 Hours

This course is scheduled for individual ASE Certified Technicians to facilitate the transition into the Automotive Service Management Technology Associate in Science Degree.

* AER2920  Selected Studies in Automotive - Automotive Practicum

Fall, Spring, Summer 2.00 Credits - 2.00 Hours

This course offers the automotive student additional lab experiences to complete the necessary requirements for the Automotive A.S. degree program or automotive dual enrollment. The lab experiences will vary depending on the needs of the student. Lab experiences include automotive service shop workflow processes such as safety, diagnostics, repair and interpreting service information.

* AER2931  Selected Studies in Automotive - Automotive Practicum

Fall, Spring, Summer 1.00 Credit - 1.00 Hour

This course offers the automotive student additional lab experiences to complete the necessary requirements for the Automotive A.S. degree program or automotive dual enrollment. The lab experiences will vary depending on the needs of the student. Lab experiences include automotive service shop workflow processes such as safety, diagnostics, repair and interpreting service information.

* AER2941  Cooperative Education Internship in Automotive Mechanics

Fall, Spring, Summer 1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: Student must have a degree plan of AUTO-AAS at Seminole State College, appropriate job/internship placement and permission from the Career Development Center and Automotive department.

* AER2942  Cooperative Education Internship in Automotive Technology

Fall, Spring, Summer 2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: Student must have a degree plan of AUTO-AAS at Seminole State College, appropriate job/internship placement and permission from the Career Development Center and Automotive department.

* AER2949  Cooperative Education Internship in Automotive Technology

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: Student must have a degree plan of AUTO-AAS at Seminole State College, appropriate job/internship placement and permission from the Career Development Center and Automotive department.
from the Career Development Center and Automotive department.

AMH1000 Origins of American Civilization
Offered as Needed 3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in United States History.

AMH1042 U.S. History - Cambridge
Offered as Needed 3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the Cambridge examination in History - The History of the USA, c. 1840-1968.

AMH1059 A History of Vietnam War - DSST
Offered as Needed 3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the DSST (formerly DANTES) examination in A History of Vietnam War.

AMH2010 United States History to 1865
Fall, Spring, Summer 3.00 Credits - 3.00 Hours
This course begins with European arrival in the New World and moves on to colonial America, examining early America regionally. Pre-revolutionary America warrants special attention, including the French and Indian War leading to the Stamp Act and the activities of Boston’s “Sons of Liberty.” The Declaration of Independence and the U.S. Constitution are examined in detail. Jeffersonian and Jacksonian democracy, westward expansion and the events and issues leading to the American Civil War conclude the course. The role of women and various ethnic groups in the development of America are considered throughout the course. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101.

AMH2010H Honors United States History to 1865
Fall, Spring, Summer 3.00 Credits - 3.00 Hours
This course begins with European arrival in the New World and moves on to Colonial America, examining early America regionally. Pre-revolutionary America warrants special attention, including the French and Indian War leading to the Stamp Act and the activities of Boston’s “Sons of Liberty.” The Declaration of Independence and the U.S. Constitution are examined in detail. Jeffersonian and Jacksonian democracy, westward expansion and the events and issues leading to the American Civil War conclude the course. The role of women and various ethnic groups in the development of America are considered through the course. Honors level content. Permission required from Honors director. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisites or corequisites: ENC 1101 with a grade of “C” or higher and be an Honors program student.

AMH2020 United States History 1865 to Present
Fall, Spring, Summer 3.00 Credits - 3.00 Hours
This course begins with the “Reconstruction” period and examines the problems of reunifying America. The nation’s industrial period gets close attention, as does the rise of American cities and their accompanying social and political problems. U.S. Imperialism and the Spanish-American War are examined. The “Progressive” period, which includes emphasis on the American Labor Movement and the demand for women’s rights, are included. World War I and its aftermath in the “Roaring Twenties” are analyzed. The Great Depression and World War II are detailed. The conflicts of the late twentieth century, including the Cold War, Korea, Vietnam and the American Civil Rights Movement are examined. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101.
AMH2020H  Honors United States History 1865 to Present

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course begins with the "Reconstruction" period and examines the problems of reunifying America. The nation's industrial period gets close attention, as does the rise of American cities and their accompanying social and political problems. U.S. Imperialism and the Spanish-American War are examined. The "Progressive" period, which includes emphasis on the American Labor Movement and the demand for women's rights, are included. World War I and its aftermath in the "Roaring Twenties" are analyzed. The Great Depression and World War II are detailed. The conflicts of the late twentieth century, including the Cold War, Korea, Vietnam and the American Civil Rights movement are examined. Honors level content. Permission required from Honors director. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisites or corequisites: ENC 1101 with a grade of "C" or higher and be an Honors program student.

AMH2035  The United States 1945 to Present

Fall, Spring  3.00 Credits - 3.00 Hours

This course examines the major political, social, economic, cultural, military and diplomatic development that shaped the development of the modern American nation since 1945, including World War II, the Cold War, the McCarthy Era, the complacent fifties, the turbulent sixties, the disillusioning seventies and the search for new directions since, to include the 1980's. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101.

AMH2035H  Honors The United States 1945 to Present

Fall, Spring  3.00 Credits - 3.00 Hours

This course examines the major political, social, economic, cultural, military and diplomatic development that shaped the development of the modern American nation since 1945, including World War II, the Cold War, the McCarthy Era, the complacent fifties, the turbulent sixties, the disillusioning seventies and the search for new directions since, to include the 1980's. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101.

AMH2090  United States Women's History

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course will cover the role of women in American history from the colonial period to the present. Emphasis will be placed upon the contributions of women to the development of colonial America and their role in pre-Revolutionary times. A separate section will analyze women during the War of Independence and the writing of the U.S. Constitution. Women during the early Republic on the eve of the Civil War and their role in the Reconstruction of America will likewise be discussed. Also addressed is the topic of women as leaders of the "Progressive" movement and during World War I and World War II. The "Women's Lib" movement of the 1960's and 1970's is examined and the role of women in America today concludes the course. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101.

AMH2090H  Honors United States Women's History

Fall, Spring  3.00 Credits - 3.00 Hours

This course will cover the role of women in American history from the colonial period to the present. Emphasis will be placed upon the contributions of women to the development of colonial America and their role in pre-Revolutionary times. A separate section will analyze women during the War of Independence and the writing of the U.S. Constitution. Women during the early Republic on the eve of the Civil War and their role in the Reconstruction of America will likewise be discussed. Also addressed is the topic of women as leaders of the "Progressive"
movement and during World War I and World War II. The “Women’s Lib” movement of the 1960’s and 1970’s is examined and the role of women in America today concludes the course. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisites: Acceptance into Honors program and ENC 1101 or corequisite ENC 1101.

AMH2091 African American History

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course analyzes the tribal and national background of Africans before their forced migration to Latin and North America. It examines the so-called “Triangle Trade,” Africans in colonial and revolutionary America and the lives of free Black Americans as well as those held in bondage. A close look at the Abolitionist Movement and the American Civil War is included. Prominent African Americans from Benjamin Banneker and Phyllis Wheatley to Martin Luther King and Maya Angelou will be studied. The political, social, economic and religious positions and circumstances of African Americans in the twentieth century will conclude the course. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101.

AMH2095 Native American History

Fall, Spring 3.00 Credits - 3.00 Hours

This course begins with the origins of various tribes and a survey of ancient, pre-colonial civilizations in North America. Conflict and survival during European colonization are examined in detail as well as tribal responses to rebellion within the British Empire. Intertribal alliances and the United States Removal Policy warrant special attention, including the relationship between colonization of western territories and the U. S. Civil War. Government assimilation policies, intertribal activism and government reorganization of tribes will also be discussed. Native experiences during World War II and postwar activism will conclude the course. Social, political, economic and geographic diversity within and between tribes will be discussed throughout the course as will the struggle between colonization and decolonization. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101.

AMH2905 Directed Studies in American History

Offered as Needed 3.00 Credits - 3.00 Hours

This course content and subject are variable, which allows the student to pursue special academic interest in greater depth than is possible in existing history courses. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101 or ENC 1101H.

AMH2930 Selected Studies in American History

Offered as Needed 3.00 Credits - 3.00 Hours
In this course topics of current interest are presented in group instruction. This course may be taken four times for credit. Prerequisite or corequisite: ENC 1101.

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<tr>
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<th>Course Title</th>
<th>Term</th>
<th>Credits</th>
<th>Hours</th>
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<tr>
<td>AML2010</td>
<td>American Literature I</td>
<td>Fall</td>
<td>3.00</td>
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<td>American Literature I is a survey of the historical and cultural development of American belles-lettres from 1630 to the late nineteenth century with attention to the influence of prevalent ideas and expressions of the age. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1102 with a grade of &quot;C&quot; or higher or permission of instructor.</td>
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<td>AML2020</td>
<td>American Literature II</td>
<td>Spring</td>
<td>3.00</td>
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<td>This course is a survey of the historical and cultural development of American literature from the late nineteenth through the twentieth century. It focuses on the fiction, poetry and drama that precede and constitute the Modern Era. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1102 with a grade of &quot;C&quot; or higher or permission of the instructor.</td>
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<td>AML2600</td>
<td>Survey of African American Literature</td>
<td>Fall</td>
<td>3.00</td>
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<td>This course will provide a brief, but comprehensive study of the writing styles of selected African American writers. This study will include a historical perspective of the racial climate in American society, the connection between literature by African Americans and will examine current criticism on selected texts. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1102 with a grade of &quot;C&quot; or higher or permission of the instructor.</td>
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<td>Credit for this course is awarded to entering students with an appropriate score on the International Baccalaureate (IB) examination in Social Anthropology.</td>
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<td>ANT2000</td>
<td>General Anthropology</td>
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<td>This course covers the study of man. It is an introductory course covering the economic, cultural, social and political development and technology of primitive societies. Attitudes, approach to problems and the general way of life of primitive societies are compared with modern societies. The course also provides a brief introduction to the development of fossil man and archaeology. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of &quot;C&quot; or higher or corequisite ENC 1101.</td>
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<tr>
<td>ANT2410</td>
<td>Introduction to Cultural Anthropology</td>
<td>Fall, Spring, Summer</td>
<td>3.00</td>
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<td>This course will explore the nature, characteristics and content of culture from an anthropological perspective by examining the economy, art, religion, politics, language and kinship patterns of individual human societies. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Credit for this course is also awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in Social Anthropology. Prerequisite: ENC 1101 with a grade of &quot;C&quot; or higher or corequisite ENC 1101.</td>
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<tr>
<td>ANT2930</td>
<td>Selected Studies in Anthropology</td>
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<td>3.00</td>
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<td>In this course topics of current interest are presented in group instruction. This course may be taken four</td>
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times for credit. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

ANT2941  Cooperative Education Internship in Anthropology

Offered as Needed 1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement, permission from the Career Development Center and ENC 1101 with a grade of "C" or higher. Corequisite: ENC 1101.

ANT2950  Travel Study in Anthropology

Offered as Needed 3.00 Credits - 3.00 Hours

This travel study course combines preparation on campus, foreign travel and study abroad in the discipline of anthropology with variable content depending on the specific program in which the student enrolls. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

APA1111C  Office Accounting I

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course provides instruction and practice in the fundamentals of accounting. Selected topics include accounts payable and receivable, cash control systems, worksheets, financial statements, adjusting and closing entries, purchases and cash payments, sales and cash receipts and payroll. This course may be used to provide a foundation for financial accounting. Activities are recorded manually and in an accounting software program. Lab fee required.

APA1112C  Office Accounting II Using QuickBooks Pro

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

In this course students will learn to use Quickbooks Pro, a computerized accounting software program. Selected topics include setting up a company, setting up and modifying a chart of accounts, tracking invoices and customer payments, entering and paying bills, tracking inventory, using banking features and preparing financial reports. Lab fee required. Prerequisite: APA 1111C or ACG 2021.
APA2941    Cooperative Education Internship in Accounting
Offered as Needed   1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student's academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student's chosen major as identified in the student's program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

APA2942    Cooperative Education Internship in Accounting
Offered as Needed   2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student's academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student's chosen major as identified in the student's program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

APA2949    Cooperative Education Internship in Accounting
Offered as Needed   3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student's academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student's chosen major as identified in the student's program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

ARC1126    Architectural Drafting
Fall, Spring, Summer   3.00 Credits - 3.00 Hours

This course is an introduction to the manual drawing techniques associated with architectural drawing. The basic fundamentals will include geometric construction, orthographic and isometric drawings and perspective renderings. Particular emphasis will be placed on two- and three-dimensional graphics, spatial visualization, technical details and free-hand sketching. Lab fee required.

ARC1301    Architectural Design I
Fall, Spring, Summer   3.00 Credits - 6.00 Hours

This course introduces the student to the basic concepts of building design and spatial analysis. Drafting skills and the concepts of graphic communication are introduced and developed. Lab fee required. Prerequisite or co-requisite: EGN 1111C or IND 1404C.
ARC1313  Architectural Design II

Fall, Spring, Summer  3.00 Credits - 6.00 Hours

In this course students will do advanced problems in building design and spatial analysis. Advanced drafting and graphic communication skills will be developed. Preparation of construction documents and presentation drawings and techniques will be emphasized. Lab fee required. Prerequisite: ARC 1301.

ARC2930  Selected Studies in Architectural Design

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction. This course may be taken four times for credit. Lab fee required.

ARC2941  Cooperative Education Internship in Architectural Design

Fall, Spring, Summer  1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

ARC2942  Cooperative Education Internship in Architectural Design

Fall, Spring, Summer  2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

ARC2949  Cooperative Education Internship in Architectural Design

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

ARE2000  Art and Creative Expression
Fall, Summer 3.00 Credits - 3.00 Hours

This course provides a study of the techniques used in art, music, storytelling and dramatic activities with young children, birth through age eight, with emphasis on interdisciplinary learning. Students plan, implement and evaluate experiences that will contribute to the creative, motor, affective, perceptual, cognitive and aesthetic development of the young child.

ARH1000  Art Appreciation

Fall 3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with an appropriate score on the Advanced Placement (AP) examination in Art Appreciation.

ARH2050  Art History I

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course is an integrated study of the main developments of the visual art forms (architecture, sculpture and painting) from Paleolithic man to the Early Renaissance. World art will be integrated into the content. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

ARH2051  Art History II

Spring 3.00 Credits - 3.00 Hours

This course is an integrated study of the main developments of the visual art forms (architecture, sculpture and painting) from the 16th century to the present. World art will be integrated into the content. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

ART1012  Visual Arts IB

Offered as Needed 3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate examination in Visual Arts.

ART1014  Visual Arts IB

Offered as Needed 3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate examination in Visual Arts.

ART1201C  Design Fundamentals I

Fall, Spring, Summer 3.00 Credits - 5.00 Hours

This course provides an investigation into the dynamics of various organizing principles while exercising both traditional and contemporary media. Students explore the visual elements and fundamental principles of design in order to determine the constructs of order. Elements of visual literacy are also used to explore issues of symbol and human communication. Process and development are emphasized. This course is suitable for both the art major and non-art major. Lab fee required.

ART1203C  Design Fundamentals II

Fall, Spring, Summer 3.00 Credits - 5.00 Hours

This course involves the formal understanding and manipulation of the basic organizing principles of the three-dimensional world (point, line, plane, mass, volume, density and form). Students learn how to create and construct three-dimensional situations using basic hand tools and inexpensive, readily available materials. Three-dimensional design also involves the relationship of perceptual issues to manipulation of three-dimensional situations. This course is suitable for both the art major and the non-art major. Lab fee required. Prerequisite: ART 1201C.

ART1300C  Drawing I
Fall, Spring, Summer 3.00 Credits - 5.00 Hours

While acquiring various hand skills, the student addresses traditional and contemporary problems of representation and composition. Observation, analysis and organization are the basis for draftsmanship. This course includes studies of line, plane, mass, volume, perspective, chiaroscuro, form and density. Additionally, students are introduced to a wide variety of drawing media. This course is suitable for both the art major and the non-art major. Lab fee required.

ART1301C Drawing II

Fall, Spring, Summer 3.00 Credits - 5.00 Hours

The student uses skills gained in Drawing I to explore the development of a personal vision with regard to drawing concepts and visual composition. Color is introduced along with a painterly attitude toward depicting observational form. Drawing of the human figure is introduced with an emphasis on gesture, visual analysis and anatomy. Drawing skills are adapted into contemporary artistic concerns including the use of series. Lab fee required. Prerequisite: ART 1300C.

ART2330C Figure Drawing

Fall 3.00 Credits - 5.00 Hours

This course approaches the representation of the human figure through the study of structure, proportion, scale, anatomy and life qualities. Emphasis is on the act of seeing, recording and interpreting. Live models are used with an exploration of dry and wet media. Recommended for art majors and animation majors. Lab fee required. Prerequisite: ART 1301C with a grade of “C” or higher or permission of instructor.

ART2400C Printmaking I

Spring 3.00 Credits - 5.00 Hours

This course is an introduction to the basics of printmaking. Technical presentations will familiarize the student with intaglio, relief, silkscreen processes and concepts of image-making. Students experience the artistic growth of imagery and technique while learning the use of tools, techniques and machinery used in printmaking. Emphasis is placed on the unique image-making properties of the processes explored. Use of the computer to explore photographic printmaking is introduced. This course is suitable for both the art major and the non-art major. Lab fee required. Prerequisite: ART 1201C or ART 1300C.

ART2401C Printmaking II

Fall 3.00 Credits - 5.00 Hours

The student will use skills gained in Printmaking I to further explore technical and aesthetic issues related to the intaglio, relief and silkscreen processes. Use of the computer as it relates to printmaking is further explored. Contemporary issues of printmaking and visual art are addressed. Lab fee required. Prerequisite: ART 2400C.

ART2500C Painting I

Fall, Spring 3.00 Credits - 5.00 Hours

This course is an introduction to technical and formal issues in acrylic and/or oil painting. This course is designed to assist the student in developing a visual language by emphasizing conceptual form, structure and content of the work produced. Students explore different methods of achieving visual dexterity with a focus on technique as it applies to meaning. A historical context to painting as a serious art form is introduced. This course is suitable for both the art major and the non-art major. Lab fee required. Prerequisite: ART 1201C or ART 1300C.

ART2501C Painting II

Fall, Spring 3.00 Credits - 5.00 Hours

The student uses skills gained in Painting I to explore a personal vision with regard to painting concept and image development. Discovery, individual voice and focus will be used to promote the student’s interests through specific projects. This course considers
contemporary issues in painting with an emphasis on movements and attitudes prevalent in the post-World War II art world. Lab fee required. Prerequisite: ART 2500C.

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Offered</th>
<th>Credits</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ART2570C</td>
<td>Fresco Painting</td>
<td>Fall, Spring</td>
<td>3.00 Credits</td>
<td>5.00 Hours</td>
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<tr>
<td>ART2750C</td>
<td>Ceramics I</td>
<td>Fall, Spring, Summer</td>
<td>3.00 Credits</td>
<td>5.00 Hours</td>
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<tr>
<td>ART2751C</td>
<td>Ceramics II</td>
<td>Fall, Spring, Summer</td>
<td>3.00 Credits</td>
<td>5.00 Hours</td>
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<tr>
<td>ART2906C</td>
<td>Directed Studies in Ceramics</td>
<td>Fall, Spring</td>
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<tr>
<td>ART2930C</td>
<td>Selected Studies in Art</td>
<td>Offered as Needed</td>
<td>3.00 Credits</td>
<td>3.00 Hours</td>
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<td>ART2941</td>
<td>Cooperative Education Internship in Art</td>
<td>Offered as Needed</td>
<td>1.00 Credit</td>
<td>1.00 Hour</td>
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<tr>
<td>ART2942</td>
<td>Cooperative Education Internship in Art</td>
<td>Offered as Needed</td>
<td>2.00 Credits</td>
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This course is scheduled for the individual student who wishes to explore special ceramics topics in greater depth than is possible in existing ceramics courses. The student must present a learning contract to the faculty member who is to direct the work. This course may be taken two times for credit. Lab fee required. Prerequisites: ART 2750C and ART 2751C and instructor permission.

This course is an introduction to the techniques, materials, history and theory of fresco painting. Lab fee required. Prerequisite: ART 1300C.

This course is an introduction to techniques and a variety of content and expression available to the ceramic hand-builder. The emphasis is to enable the student to realize dimensional imagery in clay from sculpture to pottery. The complete ceramic process is introduced. Students are encouraged to create individual expressions. This course is suitable for both the art major and the non-art major. Lab fee required.

This is an intermediate-level course where the student explores the ceramic process ranging from sculpture to pottery. This course further develops techniques and a variety of content and expression available in both wheel thrown pottery and hand-building. Assignments are used to explore the connection among potential functions, aesthetics and concepts. Students are encouraged to give expression to a personal statement within the ceramic process. Lab fee required. Prerequisite: ART 2750C.

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the
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**ART2949  Cooperative Education Internship in Art**  
Offered as Needed  
3.00 Credits - 3.00 Hours  
This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

**ASH2021  East Asian History (China, Japan and Korea)**  
Spring  
3.00 Credits - 3.00 Hours  
This course examines the history of China, Japan and Korea from 1600 to the present. It will examine the major political, cultural and religious influences during this period. It will also examine the influence of East Asia on the European and American economies and vice versa. Prerequisite: ENC 1101.

**ASL1140  American Sign Language I**  
Fall, Spring, Summer  
4.00 Credits - 4.00 Hours  
This course is designed as an introduction to the principles of American Sign Language (ASL) and the deaf culture. The student will be instructed in the study of ASL linguistic structure and develop a 300+ conceptually accurate sign vocabulary. Emphasis will be placed on conversational expressive/receptive skills and protocol. Lab fee required.

**ASL1150  American Sign Language II**  
Fall, Spring  
4.00 Credits - 4.00 Hours  
In this course the deaf culture and principles related to an intermediate level of conceptual sign language will be emphasized. Complex grammatical structure and construction will be introduced. Students will develop advanced receptive and expressive conversation skills. Lab fee required. Prerequisite: ASL 1140.

**ASL2160  American Sign Language III**  
Fall, Spring  
4.00 Credits - 4.00 Hours  
This course is designed to be a continuation of American Sign Language II and is intended to increase competence in American Sign Language (ASL). Receptive and expressive skills are further developed. The student will study cultural anthropology as related to the deaf, sign syntax analysis, neural basis of sign linguistics, the community of the deaf, educational effect, deaf history and accommodations. Lab fee required.
### AST1002 Introduction to Astronomy

**Fall, Spring, Summer**  
3.00 Credits - 3.00 Hours

This course is a survey of the elementary aspects of the astronomical universe. Topics include the history and growth of astronomy, instrumentation, solar system, stars, galaxies and cosmology. Star-gazing sessions and planetarium trips are included to identify the prominent constellations and stars.

### AST1002L Introduction to Astronomy Laboratory

**Fall, Spring**  
1.00 Credit - 3.00 Hours

This is a basic astronomy laboratory for those registered in Introduction to Astronomy. Laboratory work will include constellation identification, telescope work, use of the planetarium and an introduction to the basic experimental techniques used in astronomy. Lab fee required. Prerequisite or corequisite: AST 1002.

### AST2930 Selected Studies in Astronomy

**Offered as Needed**  
3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction. This course may be taken four times for credit.

### BCA0001 Introduction to the Construction Industry

**Fall**  
3.00 Credits - 90.00 Hours

This course encompasses the fundamentals of the construction field. Students will gain knowledge with a basic introduction to the construction industry including safety, math skills, blueprint reading, hand and power tools and basic rigging. Students will obtain CPR, First Aid and OSHA certifications and will acquire human relations skills, interpersonal relationship skills and workplace productivity skills. In addition, students will be introduced to the basic functions of a computer.

### BCA0002 Basic Construction Skills

**Fall, Spring**  
3.10 Credits - 93.00 Hours

This course will provide a basic introduction to construction and will include basic safety, basic math, introduction to tools, basic rigging, introduction to blueprints and the identification of electrical conductors, devices and conduits.

### BCA0301 Pre-Apprenticeship Basic Construction Skills B

**Spring**  
6.00 Credits - 180.00 Hours

This course will provide information on the National Electrical Code, blueprint reading and job site use, material identification, electrical safety on the job site, electrical theory mathematics, formulas, power tools and their use, OSHA, CPR and First Aid and the use and installation of electrical wiring, material and equipment.

### BCA0441L Plumbing OJT

**Fall, Spring, Summer**  
21.33 Credits - 640.00 Hours

This application-based course encompasses the actual on-the-job training performance and proficiency of all plumbing trade skills. This course may be repeated up to four times.

### BCA0442L Plumbing OJT

**Fall, Spring, Summer**  
22.67 Credits - 680.00 Hours

This application-based course encompasses the actual on-the-job training performance and proficiency of all plumbing trade skills. This course may be repeated up to eight times.
* BCA0451  Fundamentals of Plumbing II  

Fall  
3.00 Credits - 90.00 Hours  

This course encompasses the fundamentals of trade math, drawings and specifications, trenching, grading and joining pipe. The student will develop the skills used in connecting sewer mains and installing roof, floor and area drains and their supports.

* BCA0452  Fundamentals of Plumbing III  

Fall  
3.00 Credits - 90.00 Hours  

This course encompasses the fundamentals of drawings, local plumbing code, offsets and angles, venting and waste installation. Students will be introduced to the equipment necessary for installing lift stations and sump pumps.

* BCA0453  Fundamentals of Plumbing IV  

Fall  
3.00 Credits - 90.00 Hours  

This course encompasses the fundamentals of sizing water supply and drainage systems along with fixture demand and code requirements.

* BCA0454  Advanced Plumbing I  

Spring  
3.00 Credits - 90.00 Hours  

This advanced course encompasses a basic introduction to the construction industry along with trade-specific math skills and blueprint reading. Students will also gain knowledge in the techniques of pipe joining, pipe cutting, pipe threading and installation of various piping systems.

* BCA0455  Advanced Plumbing II  

Spring  
3.00 Credits - 90.00 Hours  

This advanced course encompasses layout and installation of piping systems and fixtures. The student will gain knowledge in basic fixtures, valves, pneumatic and hydrostatic testing and shall be able to demonstrate setting fixtures.

* BCA0456  Advanced Plumbing III  

Spring  
3.00 Credits - 90.00 Hours  

This course encompasses water pressure, shock arrestors, backflow preventers, filtering and softening water, sanitizing water supply, fixture location, piping for solar heating and natural gas fired heating units.

* BCA0457  Advanced Plumbing IV  

Spring  
3.00 Credits - 90.00 Hours  

This course covers compressed air piping systems, corrosive resistant waste piping, medial gas piping and private waste disposal and water supply systems. The student will also gain knowledge in the installation of swimming pools and hot tubs.

* BCA0470  Fundamentals of Fire Sprinklers I  

Fall, Spring  
2.00 Credits - 60.00 Hours  

This course encompasses the fundamentals of the construction field. Students will gain knowledge with a basic introduction to the construction industry including safety, math skills, blueprint reading, hand and power tools and basic rigging. Students will obtain CPR, First Aid and OSHA certifications.

* BCA0471  Fundamentals of Fire Sprinklers II  

Fall  
2.00 Credits - 60.00 Hours  

This course encompasses additional fundamentals of the construction field. Students will acquire human relations skills, interpersonal relationship skills, workplace productivity skills and will be introduced to the basic functions of a computer. In addition, this course encompasses the types of pipe hangers, supports and restraints found on the job and identifies various materials in threading piping systems. The
* BCA0472  Fundamentals of Fire Sprinklers III  
**Spring**  
2.00 Credits - 60.00 Hours  
This course encompasses general math trade skills and types of construction and plans used for the installation of sprinkler systems. The student will also gain knowledge in basic hydraulic concepts and selection of hydraulic design methods.

* BCA0473  Fundamentals of Fire Sprinklers IV  
**Spring**  
2.00 Credits - 60.00 Hours  
This course encompasses the fundamentals of fire pumps and the beginning basics of special extinguishing systems.

* BCA0474C  Intermediate Fire Sprinklers I  
**Spring**  
2.00 Credits - 60.00 Hours  
This course encompasses additional fundamentals of the construction field. Students will acquire human relations skills, interpersonal relationship skills, workplace productivity skills and will be introduced to the basic functions of a computer. In addition, this course encompasses the types of pipe hangers, supports and restraints found on the job site and identifies various materials in threading piping systems. The student will also gain knowledge in flanged, grooved and plain-end fittings.

* BCA0475  Intermediate Fire Sprinklers II  
**Spring**  
2.00 Credits - 60.00 Hours  
This course encompasses the installation of underground fire mains and trim outs, purification and flow tests, test forms and approving authority requirements and tests, standpipe systems and classifications and codes.

* BCA0476  Intermediate Fire Sprinklers III  
**Spring**  
2.00 Credits - 60.00 Hours  
This course encompasses the chemical and physical properties of water, the different water supplies available for automatic fire sprinkler systems and the fundamentals of fire pumps. The student will also gain knowledge in the different types of pre-action and deluge systems along with troubleshooting techniques.

* BCA0477  Intermediate Fire Sprinklers IV  
**Spring**  
2.00 Credits - 60.00 Hours  
This course encompasses a more advanced look at special extinguishing systems, system design and inspection and maintenance.

* BCA0478  Advanced Fire Sprinklers I  
**Summer**  
1.20 Credits - 36.00 Hours  
This advanced course encompasses types of fire sprinkler systems, control valves, fire sprinkler symbols and hazards and required code capacities and times.

* BCA0479  Advanced Fire Sprinklers II  
**Summer**  
1.20 Credits - 36.00 Hours  
This course encompasses the final testing and inspection of a fire protection system, spacing location, position of sprinkler heads, hydraulic calculated systems, types of fire protection systems and valves, supplemental fire detection tests and code requirements.

* BCA0494  Advanced Fire Sprinklers III  
**Summer**  
1.20 Credits - 36.00 Hours  
This course encompasses an advanced look at special extinguishing systems and the inspection and maintenance of fire sprinkler systems. The student will
also gain knowledge in the responsibilities and leadership skills needed to be a foreman.

* BCA0495  Advanced Fire Sprinklers IV  
**Summer**  
1.20 Credits - 36.00 Hours  
This is an advanced course encompassing foremanship responsibility.

* BCA0496L  Fire Sprinkler OJT  
**Fall, Spring, Summer**  
21.33 Credits - 640.00 Hours  
This application-based course encompasses the actual on-the-job training performance and proficiency of all fire sprinkler trade skills. This course may be repeated up to three times.

* BCA0497L  Fire Sprinkler OJT  
**Fall, Spring, Summer**  
22.67 Credits - 680.00 Hours  
This application-based course encompasses the actual on-the-job training performance and proficiency of all fire sprinkler trade skills. This course may be repeated up to six times.

BCN1001  Introduction to the Built Environment  
**Offered as Needed**  
2.00 Credits - 2.00 Hours  
This course will familiarize pre-construction students with the nature and functioning of the construction industry and the building construction curriculum, labs and technology. The specific roles, practices and techniques within the construction industry will be emphasized and will include knowledge of the organizational structure associated with the design and construction process (architect, engineer, general contractor, subcontractor and material suppliers) and current trends in industry.

BCN2230  Construction Materials and Methods I  
**Fall, Spring, Summer**  
3.00 Credits - 4.00 Hours  
An introduction to the art of building, this course deals with whole systems of building: heavy timber framing, wood platform framing, masonry load bearing walls, structural steel framing, concrete framing and enclosures. The evolutionary development of the system, the properties of its major materials, the possibilities and limitations of the building method and the basis for choosing among systems is covered.

BCN2231  Construction Materials and Methods II  
**Fall, Spring, Summer**  
3.00 Credits - 4.00 Hours  
An in-depth study of the techniques, structure, characteristics, analysis and application of modern construction and engineering materials with an emphasis on the processing, structure, properties and performance interrelationship. Students will gain an understanding of material science and use experimentation to discover applications and techniques of materials. An emphasis will be placed on high-performance materials within the built environment. Prerequisite: BCN 2230.

BCN2251C  Building Construction and Drafting  
**Fall, Spring, Summer**  
3.00 Credits - 6.00 Hours  
This course is a study of the techniques and symbology involved in the preparation of light construction plans, structural sections, framing, elevations and details used in working and
presentation drawings. Lab fee required. Prerequisite: ETD 1320C or IND 2460C.

BCN2253C  Advanced Building Construction
Fall, Spring, Summer  3.00 Credits - 6.00 Hours
This course is a continued study in building construction techniques including the preparation of working drawings for commercial buildings, materials and specifications. Lab fee required. Prerequisite: BCN 2251C.

BCN2272  Blueprint Reading
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
Blueprint Reading is a study of the principles involved in the use and interpretation of drawings and specifications commonly used in light construction. Topics include history of recorded drawings, architectural and structural details, materials, structural, mechanical and electrical systems and related building code requirements. Lab fee required.

BCN2405C  Building Structures
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
In this course, the fundamental concepts of mechanics, including resultants of force systems, free body diagrams, equilibrium of rigid bodies, analyses of structures, friction and moments of inertia will be discussed. The specific application of these concepts will be developed as they pertain to building design and construction. Lab fee required. Prerequisites: MAC 1105, MAC 1114 and PHY 1053C with grades of “C” or higher.

BCN2563  Building Services Systems
Fall, Spring, Summer  3.00 Credits - 4.00 Hours
Students will be introduced to the building systems associated with residential and commercial-type structures. Particular emphasis will be given to the H.V.A.C., mechanical, plumbing and electrical systems. Different types of systems in each discipline will be discussed. The student will be exposed to design processes and system selections for each building system used. Lab fee required, Prerequisites: BCN 2272 and BCT 2730 with grades of “C” or higher.

BCN2704  Contracts, Codes and Specifications
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
This course will provide a comprehensive overview of the different types of contracts used within the general contracting process. This course will also focus on local and state code requirements, handicap issues and specification development. Lab fee required. Prerequisites: BCN 2272 and BCT 2730 with grades of “C” or higher.

BCN2721  Construction Planning and Cost Control I
Fall, Spring, Summer  3.00 Credits - 4.00 Hours
This course is an overview of several project scheduling methods for construction, including Gantt charts, logic, diagrams, critical path method, calendar day scheduling and project expediting. Lab fee required. Prerequisite: BCN 1221.

BCN2726  Construction Planning and Cost Control II
Spring, Summer  3.00 Credits - 4.00 Hours
This course is an advanced course in project scheduling methods and cost control tracking including Gantt charts, logic diagrams, critical path method, calendar day scheduling and project expediting. Students will schedule a three-story commercial facility. All scheduling logic, manpower assessment and cost control information will be input into the CPM scheduling program (Primavera software). A wide variety of reports will be produced and presented in a formal client presentation. Lab fee required. Prerequisites: BCN 2721, BCN 2272, BCT 2770 and BCT 2730 with grades of "C" or higher.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Schedule</th>
<th>Credits</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BCN2905</td>
<td>Directed Studies in Building Construction</td>
<td>Fall, Spring, Summer</td>
<td>1.00</td>
<td>3.00</td>
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<td>This course is scheduled for individual students who wish to explore topics not covered in the curriculum. The student must present a design of study (learning contract) to the faculty member who is to direct the work. Approval from the associate dean or director is required prior to registration.</td>
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<tr>
<td>BCN2930</td>
<td>Selected Studies in Building Construction</td>
<td>Fall, Spring, Summer</td>
<td>3.00</td>
<td>3.00</td>
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<td>In this course topics of current interest are presented in group instruction. This course may be taken four times for credit. Lab fee required.</td>
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<tr>
<td>BCN2941</td>
<td>Cooperative Education Internship in Building Construction</td>
<td>Fall, Spring, Summer</td>
<td>1.00</td>
<td>1.00</td>
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<td>This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.</td>
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<tr>
<td>BCN2942</td>
<td>Cooperative Education Internship in Building Construction</td>
<td>Fall, Spring, Summer</td>
<td>2.00</td>
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<td>This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.</td>
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<tr>
<td>BCN2949</td>
<td>Cooperative Education Internship in Building Construction</td>
<td>Fall, Spring, Summer</td>
<td>3.00</td>
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<td>This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program.</td>
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<tr>
<td>BCN2950</td>
<td>Travel Study in International Construction Management</td>
<td>Summer</td>
<td>3.00</td>
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<td>The importance of construction activities in a global economy will be explored through travel and</td>
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exploration of historical and contemporary buildings having architectural and structural significance. Students will be exposed to international construction management techniques, ethical issues in international construction and current efforts in sustainable design and construction. Lectures and coursework are complemented by walking tours led by experienced faculty and guest industry professionals. Students must be 18 years of age on or before departure.

BCN3404  Applied Building Structures
Fall, Summer     3.00 Credits - 4.00 Hours

Concepts of structural mechanics will be discussed in this course. Topics will include resultants of force systems, free body diagrams, equilibrium of rigid bodies, analyses of structures, friction and moments of inertia. The specific application of these concepts will be developed as they pertain to building design and construction. Prerequisite: ETG 2502.

BCN3565C  Electrical Power, Controls and Lighting
Fall, Spring     3.00 Credits - 3.00 Hours

This course will examine the fundamental principles of electricity and its modern-day applications as pertinent to the building construction industry. While remaining consistent with curriculum objectives of preparing students with the ability to manage and perform the entire spectrum of facets in the construction industry, this course will prepare the student to be familiar with the electrical portion of the construction project. Prerequisite: BCN 3568.

BCN3703C  Project Management Simulation, Sustainable Process
Fall, Spring     3.00 Credits - 4.00 Hours

This course provides a comprehensive overview of the role of the project manager in the construction process and the legal responsibilities to the project. Students will use all of their knowledge of estimating, scheduling, materials and methods of construction, contract management and effective control systems to develop a simulated “green” project. This course will provide students with a review/summation of all prior coursework and the legal restrictions imposed on the profession. Students will be involved with the project (Simulated Green Project) from initial conception to a possible notice of construction defect to the final certificate of occupancy. This will enhance students’ marketability and industry knowledge by exposure to a complete turnkey project while also preparing the student for the future via exposure to the US Green Building Council, LEEDS Certification and eco-sensitive materials, techniques and systems. The course will stress the legal pitfalls that can occur if the project manager does not effectively manage the project. Prerequisite: BCN 3708.

BCN3708  Building Specifications, Contracts and Codes
Fall, Spring, Summer     3.00 Credits - 3.00 Hours

Encompassing a comprehensive overview of the CSI divisions, this course will focus on local and state building codes and ADA handicap requirements. With an in-depth review of the different types of contracts, students will learn contract development, execution and delivery methods.

BCN3724C  Advanced Construction Planning
Fall, Spring     3.00 Credits - 3.00 Hours

This course is an advanced course in project planning and scheduling methodologies involving computer simulation, scheduling software and lean construction. Students will learn lean construction concepts involved in construction planning, work structuring, supply chain management, “pull” scheduling on a multi-story commercial construction project with a goal to reduce waste in all aspects of construction. Students will lead construction planning workshops and perform formal client presentations. Prerequisite: BCN 2721 or department permission.
Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course identifies construction safety issues, concerns, requirements and procedures associated with Occupational Safety and Health Administration (OSHA) and construction projects. Issues relating to health and the environment will be addressed. Analysis of cost, planning, administration, inspection, prevention and safety processes on the job site will be emphasized. Loss prevention and control will be discussed and the pursuit of a drug-free workplace will be stressed.

BCN4258 Building Information Modeling (BIM)

Fall, Spring 3.00 Credits - 3.00 Hours

This course explores a number of related computer graphics programs and how they can be combined to enhance construction communication and presentations. Illustration and drafting software will be introduced. 3D modeling software (Revit) is included. Prerequisite: ETD 1320C.

BCN4503 Plumbing and Fire Protection Systems

Fall, Spring 3.00 Credits - 3.00 Hours

Students will be introduced to the advanced building plumbing and fire protection systems associated with residential and commercial structures. Particular emphasis will be given to the plumbing and fire protection systems. Different types of advanced systems in each discipline will be discussed and evaluated. The student will be exposed to design processes and system selections for each building system used. Prerequisite: BCN 3568.

BCN4612C Advanced Construction Estimating

Fall, Spring 3.00 Credits - 3.00 Hours

This course covers the analysis and determination of cost of construction operations including applicable indirect and overhead costs and the preparation of bid proposals for commercial construction projects. A cost-control system is introduced and implemented with sample field-generated problems. Students will be responsible for the development of a detailed estimate of a three-story building. Client presentation required. Prerequisites: BCT 2770 and MAC 1105 or higher level mathematics course or department permission.

BCN4731C OSHA Analysis and Design of Safety Systems

Fall, Spring 3.00 Credits - 3.00 Hours

This is an advanced course in the management of construction safety programs including an in-depth analysis of OSHA and the design of industrial safety management programs. Students will develop a safety program that provides sound implementation of OSHA and state provision. Course topics will include the design safety systems, inspection procedures, documentation, corrective measures, incentive programs, management and employee relations. Prerequisite: BCN 3730.

BCN4753 Construction Financing/Accounting

Spring 3.00 Credits - 3.00 Hours

This course will focus on the basic principles and applications of construction finance and emphasis on the acquisition and management of funds, mortgages and construction accounting. Prerequisite: Any FIN, APA, or ACG course.

BCN4787C Construction Capstone Project

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

In this course the student will use everything previously learned in the program to develop and manage a virtual construction project. The student will be responsible for controlling the basic design, site selection and construction processes. Estimating, scheduling and contracting the administration of a professional, commercial or residential project will be covered. The student will produce a formal oral presentation to a jury committee. This course must be completed with a grade of "C" or higher.
Prerequisites: CONST-BS program plan and BCN 1221, BCN 2230, BCN 4753, BCT 2770 and SUR 2101C.

**BCN4946 Construction Management Internship**

**Fall, Spring, Summer** 2.00 Credits - 2.00 Hours

Students may earn credits based on the extensiveness of the required learning contract, related concurrent work experience (part-time/full-time) and satisfactory completion of a training assignment. A weekly seminar may be required. Cooperative Education students must receive approval, prior to registration, from the supervising instructor, the associate dean and the Coordinator of Cooperative Education.

**BCT1001 Applied Mathematical Concepts for Design and Construction**

**Fall, Spring, Summer** 3.00 Credits - 3.00 Hours

This course provides the practical mathematical skills needed in the architectural, construction and associated subcontract professions. The course helps to convey basic mathematical concepts and their specific applications into the architecture and construction industry. The direct, practical approach emphasizes careful, complete explanations with actual on-the-job examples. This course will provide a summary/review of basic mathematical concepts: Arithmetic, Pre-Algebra, Algebra, Geometry and Trigonometry.

**BCT1040 Introduction to Blueprint Reading**

**Fall, Spring, Summer** 3.00 Credits - 3.00 Hours

This course introduces students to the different types of plans included within a construction set of drawings and how they convey the scope of work included in the construction contract (architectural, structural, plumbing, H.V.A.C., electrical), including the symbols and details utilized within the documents and how the specifications identify the materials and methods of construction. This is a Credit-by-Exam block course for apprenticeship students only.

**BCT1705 Construction Documentation**

**Fall, Spring, Summer** 3.00 Credits - 3.00 Hours

This course covers the basic documentation required to successfully coordinate the construction processes needed on a construction project. Included is a specific introduction of the various project documents and management reports such as daily logs and production reports. The course also includes exposure to various control logs and monitoring techniques both on- and off-site. Quality control issues are discussed. This course is also offered as Credit-by-Exam for apprenticeship students.

**BCT1763 Work Place Safety and Worker’s Compensation Insurance**

**Fall, Spring, Summer** 3.00 Credits - 3.00 Hours

This course covers need-to-know information for students working in the construction environment. It includes personnel clothing and protective equipment required for safe working conditions. The course also identifies long-term injuries, minimizing risk, common sense safety practices and current OSHA requirements for builders. This course is also offered as Credit-by-Exam for apprenticeship students.

**BCT2730 Project Management and Supervision**

**Fall, Spring** 3.00 Credits - 3.00 Hours

This course provides a comprehensive overview of the construction superintendent’s role in the construction process. Generally accepted practices among construction superintendents are explored in detail. Lab fee required.

**BCT2731 Project Management Simulation**

**Fall, Spring, Summer** 3.00 Credits - 3.00 Hours

This course provides a comprehensive overview of the project manager’s role in the construction process. Students will use their knowledge of estimating, scheduling, materials and methods of construction to
manage a simulated construction project. Lab fee required. Prerequisites: BCN 2230 and BCN 2721 and BCT 2770.

**BCT2760 Construction Codes**

**Fall, Spring, Summer** 3.00 Credits - 3.00 Hours

This course reviews the international and local building codes and associated trade codes that affect the construction process. The student will develop an understanding of building codes and their importance in the design and permitting processes. This course is offered as articulated credit for apprenticeship students.

**BCT2770 Estimating Fundamentals**

**Fall, Spring** 3.00 Credits - 4.00 Hours

An overview of estimating. Topics include the analysis and determination of costs, the classification of materials, labor and subcontracted work into the smallest manageable units and the development of a simple estimate. Lab fee required.

**BCT2771 Estimating II**

**Spring, Summer** 3.00 Credits - 4.00 Hours

An advanced overview of estimating. Topics in this course provide an in-depth analysis and determination of costs and the classification of materials, labor, equipment and subcontracted work. Students will be responsible for the development of a detailed estimate of a three-story building. Lab fee required.

**BCT2930 Selected Studies in Building Construction Trades**

**Fall, Spring, Summer** 3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction. Lab fee required.

* **BCV0501C Plumbing Concepts**

**Fall, Spring, Summer** 3.00 Credits - 90.00 Hours

This course encompasses classroom and lab study of the fundamentals of the plumbing trade. Areas of study include the history of plumbing, safe working practices, plumbing tools and the introduction to plumbing math and plumbing drawings. Students will gain knowledge in plastic pipe, copper pipe, cast-iron pipe and carbon steel pipe, their related fittings as well as an introduction to drain, waste and vent (DWV) and water distribution systems.

* **BCV0511C Plumbing Service Practices**

**Fall, Spring, Summer** 3.00 Credits - 90.00 Hours

This course encompasses classroom and lab study of basic skills used in service practices of the plumbing industry. Areas of study include plumbing math knowledge and skills, information on the plumbing trade industries’ job opportunities and trends as well as language arts knowledge and skills. Students will gain knowledge in the importance of health, safety and environmental management systems in the trade and their importance as well as knowledge in interpreting blueprints, fire-stopping and the installation and testing of drain, waste and vent (DWV) piping. Prerequisite: BCV 0501C.

* **BCV0521C Plumbing Advanced Service Practices**

**Fall, Spring, Summer** 3.00 Credits - 90.00 Hours

This course encompasses classroom and lab study of advanced skills used in service practices of the plumbing industry. Areas of study include plumbing-related science knowledge and skills, information technology tools used in the plumbing industry, roof, floor and area drains, installing and testing water supply piping and the installation of fixtures, valves and faucets. Students gain an introduction to electricity, the installation of water heaters, fuel gas systems and the servicing of fixtures, valves and faucets. Prerequisite: BCV 0511C.
* **BCV0574C Plumbing Systems**

**Fall, Spring, Summer** 3.00 Credits - 90.00 Hours

This course encompasses the competencies essential to the plumbing trade. Areas of study include personal money management skills, oral and written communication skills, employability skills, professional ethics, techniques for the sizing of water supply piping and potable water treatment systems. Students will gain knowledge in more extensive applied math in the plumbing trade, the installation of backflow preventers, the different types of venting used in drain, waste and vent (DWV) systems and basic building codes in the plumbing industry. Prerequisite: BCV 0521C.

* **BCV0604C Electrician Helper I**

**Fall, Spring, Summer** 5.00 Credits - 150.00 Hours

This course encompasses classroom/lab study of the fundamentals of the electrical trade. Areas of study include the career paths available, safety rules and regulations, as well as an introduction to tools used in the electrical trade. Students will gain knowledge in the basic knowledge of electricity and introduction to blueprints. Lab fee required.

* **BCV0608C Electrician Helper II**

**Fall, Spring, Summer** 5.00 Credits - 150.00 Hours

This course encompasses classroom/lab study of the fundamentals of the electrical trade. Areas of study include DC electrical theory, electrical construction drawings and the National Electrical Code. Lab fee required. Prerequisite: BCV 0604C.

* **BCV0641C Residential Electricity I**

**Fall, Spring, Summer** 5.00 Credits - 150.00 Hours

This course encompasses classroom/lab study of the fundamentals of the electrical trade. Areas of study include basic Alternating Current theory, National Electrical Code (NEC) requirements for branch circuits and various mathematical calculations for conduiting box fill. Lab fee required. Prerequisite: BCV 0608C.

* **BCV0642C Residential Electricity II**

**Fall, Spring, Summer** 5.00 Credits - 150.00 Hours

This course encompasses classroom/lab study of the fundamentals of the electrical trade. Areas of study include residential feeder circuits and residential services. Lab fee required. Prerequisite: BCV 0641C.

* **BCV063C Residential Wiring**

**Fall, Spring** 3.10 Credits - 93.00 Hours

This course covers residential wiring in accordance with the National Electrical Code including computation of circuit loads, wire sizes, types of switches, ground fault requirements and appliance circuits. Special circuits for heating, pools and spas, service equipment and calculations and low voltage circuits will also be covered. Prerequisite: BCA 0002.

* **BCV0644C Residential Electricity III**

**Fall, Spring, Summer** 5.00 Credits - 150.00 Hours

This course encompasses classroom/lab study of the fundamentals of the electrical trade. Areas of study include residential service calculations and system design. Lab fee required. Prerequisite: BCV 0642C.

* **BCV0650 Commercial Wiring**

**Fall, Spring** 3.10 Credits - 93.00 Hours

This course complies with the National Electrical Code requirements for commercial installations. It covers electrical services, circuits, conduit systems, heating and cooling systems, overcurrent protection, emergency systems and panel board selections. Prerequisites: BCA 0002 and EER 0002 and BCV 0643.

* **BCV0653C Commercial Electricity I**
**Fall, Spring, Summer**  
5.00 Credits - 150.00 Hours

This course encompasses classroom/lab study of the fundamentals of the electrical trade. Areas of study include commercial wiring branch circuit calculations, box fill calculations, conduit fill calculations and conduit bending. Lab fee required. Prerequisite: BCV 0644C.

* BCV0654C Commercial Electricity II

**Fall, Spring, Summer**  
5.00 Credits - 150.00 Hours

This course encompasses classroom/lab study of the fundamentals of the electrical trade. Areas of study include commercial feeder circuits. Lab fee required. Prerequisite: BCV 0653C.

* BCV0655C Commercial Electricity III

**Fall, Spring, Summer**  
5.00 Credits - 150.00 Hours

This course encompasses classroom/lab study of the fundamentals of the electrical trade. Areas of study include commercial service calculations and system design. Lab fee required. Prerequisite: BCV 0654C.

* BCV0664 Industrial Wiring

**Fall, Spring**  
3.10 Credits - 93.00 Hours

This course will apply electrical codes, computation for circuits and system protections pertaining to industrial buildings and installations. It will also review for the electrical journeyman’s license test. Prerequisites: BCA 0002 and EER 0002 and BCV 0643 and BCV 0650 and EER 0212.

* BCV0680L Electrical OJT

**Fall, Spring**  
22.67 Credits - 680.00 Hours

This application-based course encompasses actual on-the-job training performance and proficiency of all electrical trade skills. This course may be repeated up to eight times.

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**BOT2432 Applied Mycology**

**Spring**  
3.00 Credits - 3.00 Hours

This course is intended to familiarize students with the basic biology of yeast and fungi that are of medical importance. A survey of common mycotic infections and mycotoxicosis is presented. It includes basic hands-on laboratory exercises involving the microscopic examination of samples and isolates; collecting samples for culturing yeast and fungi; preparation, inoculation and incubation of media; identification of yeast and fungal morphotypes (both microscopic and on culture media) using dichotomous or pictographic schemes, field studies and laboratory experimentations. Prerequisite: ENC 1101 with a grade of "C" or higher.

**BSC1005 Concepts of Biology**

**Fall, Spring, Summer**  
3.00 Credits - 3.00 Hours

This course is a study of the characteristics of living organisms. Unifying concepts such as metabolism, genetics, evolution and cellular organization will be investigated. Designed for non-science majors, this course does not fulfill the credit requirements for biology majors (see BSC 1010C). Prerequisite: Test scores that indicate ENC 1101 eligibility or completion of appropriate college developmental courses for ENC 1101 eligibility with grades of "C" or higher or completion of EAP coursework for ENC 1101 eligibility with grades of "C" or higher or corequisite of ENC 1101.

**BSC1005C Concepts of Biology**

**Fall, Spring, Summer**  
4.00 Credits - 5.00 Hours

This course is a study of the characteristics of living organisms with emphasis on man. Unifying concepts such as metabolism, energy utilization and reproduction will be investigated. Laboratory exercises will emphasize basic principles of biology. Designed for non-science majors, this course does not fulfill the credit requirements for biology majors. Lab fee required. Prerequisite: Test scores that indicate ENC 1101 eligibility or completion of appropriate college developmental courses for ENC 1101 eligibility with grades of "C" or higher or completion of EAP coursework for ENC 1101 eligibility with grades of "C" or higher or corequisite of ENC 1101.
developmental courses for ENC 1101 eligibility with grades of “C” or higher or completion of EAP coursework for ENC 1101 eligibility with grades of “C” or higher or corequisite of ENC 1101.

BSC1010C  General Biology I
Fall, Spring, Summer  4.00 Credits - 6.00 Hours
This course is primarily for science majors or students with a strong biology background. It is a study of the molecular and cellular composition and function of living organisms. Emphasis will be given to structure, chemical metabolism and genetic mechanisms. Laboratory illustrates basic biological principles. Lab fee required. Prerequisites or corequisites: ENC 1101 and MAT 1033 or MAT 1100 or higher level mathematics course.

BSC1011C  General Biology II
Fall, Spring, Summer  4.00 Credits - 6.00 Hours
A continuation of General Biology I, this course is designed for science majors or students requiring a full year of biology. Emphasis will be given to evolutionary relationships of living organisms. Structure, form and function of both plants and animals will be studied and ecological principles summarized. Required laboratory will correlate with lecture topics. Lab fee required. Prerequisite: BSC 1010C.

BSC1020  Human Biology
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
This course provides an introduction to scientific inquiry in relationship to the human body, its systems and basic functions with emphasis on homeostatic mechanisms. The structure and function of cells, tissues and organ systems will be investigated. Designed for non-science majors. This course does not fulfill the credit requirements for Biology majors. Prerequisites: TAME reading and language with minimum scores of 582 and 572 or test scores that indicate ENC 1101 eligibility or appropriate college development courses for ENC 1101 eligibility with a grade of “C” or higher or EAP coursework for ENC 1101 eligibility with grades of “C” or higher or ENC 1101 with a grade of “C” or higher.

BSC1050  Biology and Environment
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
This course is a study of plant and animal interactions in their natural environment and the influence of man on these natural systems. Designed for non-science majors. Prerequisite: Test scores that indicate ENC 1101 eligibility or completion of appropriate college developmental courses for ENC 1101 eligibility with grades of “C” or higher or completion of EAP coursework for ENC 1101 eligibility with grades of “C” or higher or corequisite of ENC 1101.

BSC1050H  Honors Biology and Environment
Spring  3.00 Credits - 3.00 Hours
This course is a study of plant and animal interactions in their natural environment and the influence of man on these natural systems. Active learning components may include outdoor activities and/or field trips. Designed for non-majors. Honors level content. Permission of the Honors director is required. Prerequisites: Test scores that indicate ENC 1101 eligibility or completion of appropriate college developmental courses for ENC 1101 eligibility with grades of “C” or higher or completion of EAP coursework for ENC 1101 eligibility with grades of “C” or higher or corequisite of ENC 1101 and permission of Honors director or acceptance into Honors program.

BSC1076  Get Ready for Anatomy and Physiology
Fall, Spring  1.00 Credit - 1.00 Hour
This course is a primer to prepare students to succeed in a biology or anatomy and physiology courses. The course focuses on developing and improving study skills and emphasizes personal accountability. Course content includes a review of basic math, biology, chemistry and cells and introduces anatomical
Students will be introduced to the most common lifestyle on earth: parasitism! This course will be a broad survey of parasites of humans, domestic and wild animals. Major topics will include ecological and evolutionary aspects of parasite-host interactions with an emphasis on life cycles, anatomy and physiology of parasites and immunological, pathological and clinical responses of hosts to parasitic infection. The treatment and control of parasites will also be discussed. Prerequisite: ENC 1101 with a grade of "C" or higher.

Prerequisites: BSC 1010C and BSC 2093C with a grade of "C" or higher.

This course is designed for science or non-science majors interested in biotechnology. The course addresses both theory and biotechnology laboratory techniques/applications. The impact of biotechnology on society will also be explored. Lab fee required.

This course is scheduled for individual students who wish to explore topics not covered in the curriculum. The student must present a design of the study (learning contract) to the faculty member who is to direct the work. Approval from the associate dean or director is required prior to registration.

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<td>BSC3057</td>
<td>Introduction to Environmental Studies</td>
<td>Fall, Spring, Summer</td>
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This course covers a broad range of environmental issues that provide a foundation for the understanding of the interactions between human behavior, technology and the natural environment. Course content provides an introduction to issues of biodiversity, appreciation of human impact, principles of sustainability, biotechnology, resource conservation, legal and policy issues and ethics. Prerequisites: BSC 1005 or higher and CHM 1020 or higher and PHY 1053C or higher.

BUL2240 Legal Issues for Small Businesses

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course focuses on the application of business law for the small business owner. Upon successful completion of the course, the student should be able to identify the various forms of business ownership and the legal and tax implications of each. Students will have an understanding of the laws covering issues such as personnel, contracts and the protection of intellectual property. The student will be able to understand and explain how to comply with the reporting requirements for local, state and federal entities. Prerequisite: GEB 1011.

BUL2241 Business Law I

Fall, Spring 3.00 Credits - 3.00 Hours

This course is a study of law as it relates to the sources of law, courts and court procedures, torts, crimes and contracts.

BUL2241H Honors Business Law I

Fall, Spring 3.00 Credits - 3.00 Hours

This course is a study of law as it relates to the sources of law, courts and procedures, torts, crimes and contracts. Prerequisite: Acceptance into Honors program.

BUL2242 Business Law II

Spring 3.00 Credits - 3.00 Hours

This course is a study of law as it pertains to agency, partnerships, corporations, real and personal property, wills and estates, insurance and negotiable instruments. Prerequisite: BUL 2241.

BUL3130 Legal and Ethical Environments of Business

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course involves an analysis of the law as a dynamic, social and political institution in the business environment including contract law, torts and ethical consideration.

BUL3130H Honors Legal and Ethical Environment of Business

Fall, Spring 3.00 Credits - 3.00 Hours

This course involves an analysis of the law as a dynamic, social and political institution in the business environment including contract law, torts and ethical consideration. Prerequisites: Acceptance into the BIM-BS degree program, CONST-BS degree program and/or acceptance into Honors program.

CAP2023 Game Programming I

Fall, Spring 3.00 Credits - 3.00 Hours

This course will provide basic knowledge of the various aspects of the game industry. Topics covered include types of game development careers, game development and design processes, marketing themes, copyright laws, game company structures, various types of programming languages used by different types of games and the impact of video games on modern society. Students will learn general programming concepts and common game development environments. Lab fee required. Prerequisite: COP 1000 with a grade of "C" or higher.
CCJ1010  Introduction to Criminology

Fall, Summer  3.00 Credits - 3.00 Hours

This course consists of a survey of delinquent and criminal behavior patterns, including causation. Specific problems and selected case studies are examined.

CCJ1020  Introduction to Criminal Justice

Fall, Summer  3.00 Credits - 3.00 Hours

This course consists of the history, examination and evaluation of the courts, the police and the correctional organizations of the criminal justice system in the United States today. Contemporary problems and possible solutions are also considered.

CCJ1512  Gangs and Terrorism

Fall, Spring  3.00 Credits - 3.00 Hours

This course introduces the student to the interrelationships of gangs, drug traffickers, conspiracy and terrorism. This course is designed to provide the student with the knowledge of legal elements of a criminal conspiracy to include terrorism operations, drug interdiction and gang organizations.

CCJ1629  Introduction to Homicide

Spring  3.00 Credits - 3.00 Hours

This course is designed to provide a broad and rigorous academic investigation of homicide. The student will go beyond what they have learned about murder through popular media presentations. Students will be exposed to a scientific study of different types of homicide, theories of homicide and homicide law as well as details about how homicide cases are worked on by detectives and how murder cases are dealt with in the courts.

CCJ2053  Ethical Dilemmas and Decisions in Criminal Justice

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course provides the basic philosophical principles necessary to analyze ethical dilemmas within the criminal justice world. This course also offers an approach that deals with real life examples of misconduct, the effects of misconduct, research on criminal justice ethics and the various policy issues in criminal justice. This course will also identify themes that run though the entire criminal justice system, for example, issues such as discretion and due process concerning practitioners in law enforcement, the courts and corrections. This course will also look at how the definition of justice is defined by criminal justice professionals who deal with these dilemmas on a daily basis.

CCJ2452  Managing a Criminal Justice Organization

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course will develop students to be effective managers by exposing them to concepts such as budget management, crafting program enhancements and proposals, project management, developing and maintaining agency policies, complying with federal and state labor laws and meeting expectations of accreditation bodies.

CCJ2460  Introduction to Criminal Justice Supervision

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course focuses on the fundamentals of criminal justice supervision such as motivation techniques, applying discipline appropriately, conducting effective and meaningful employee performance evaluations, operational planning and implementing staff schedules. The student will also be introduced to the concepts of effective leadership.
CCJ2482  The Public Face of Criminal Justice  
**Fall, Spring, Summer**  3.00 Credits - 3.00 Hours  
This course introduces the student to the basic skills needed for effective public speaking and an appreciation for an effective public message program. The student will learn how to handle crisis management and the media as well as how to utilize social networking resources to meet the demands of the communities they serve.

CCJ2509  Introduction to Gangs and Crime  
**Fall, Spring**  3.00 Credits - 3.00 Hours  
This course provides the student with an overview of street gangs, the social factors and the general classifications necessary for 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.

CCJ2511  Intervention and Prosecution Techniques for Gangs  
**Fall, Spring**  3.00 Credits - 3.00 Hours  
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 gang organizations and 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.

CCJ2600  Deviant Criminal Behavior  
**Fall, Summer**  3.00 Credits - 3.00 Hours  
This course examines various types and topologies of deviant criminal acts and the underlying causes of behavior of the perpetrators who commit them. Specific offenders and their behaviors will be studied.

CCJ2618  Evil Minds - Violent Predators  
**Fall**  3.00 Credits - 3.00 Hours  
This course will provide a basic understanding of those individuals who engage in predator violence: serial killers, mass murderers, serial rapists and stalkers. This course will discuss the ways law enforcement is dealing with these types of persons to detect, arrest and prosecute them. The course will also discuss ways in which male and female predators are similar and different. The course will also discuss which victims are selected and why a particular person becomes a victim.

CCJ2647  Organized Crime  
**Spring, Summer**  3.00 Credits - 3.00 Hours  
This course is an examination of organized crime, including structures, persons involved and their role, history and activities and the issues surrounding efforts to define and control it.

CCJ2650  Drugs, Alcohol and Crime  
**Fall, Spring**  3.00 Credits - 3.00 Hours  
This course examines substance abuse in the United States with an emphasis on social, historical and criminal implications.

CCJ2732  Shaping the Future of Criminal Justice  
**Fall, Spring, Summer**  3.00 Credits - 3.00 Hours  
This course is the capstone course of the Criminal Justice Leadership certificate program. Topics addressed will include the impact of generational change on law enforcement in the United States, recruiting and retaining qualified employees in the
future and developing appropriate promotional processes. Prerequisite: Course must be taken in the last semester.

**CCJ2930**  Selected Studies in Criminal Justice

**Spring**  3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction. This course may be taken three times for credit and depending upon the subject may have a lab fee required.

**CCJ2939**  Criminal Justice Capstone

**Fall, Spring, Summer**  3.00 Credits - 3.00 Hours

This capstone course is the conclusion of the student’s criminal justice academic experience and is the final course completed by students in the Criminal Justice Associate in Science (A.S.) degree program. The major focus of this course is to integrate the material acquired in the previous courses and apply knowledge to solve problems or issues relating to the criminal justice system or criminal justice agencies. Prerequisites: CCJ 2650 and CJE 2600 and CJL 2100.

**CCJ2940**  Practicum

**Fall, Spring**  3.00 Credits - 3.00 Hours

This course is designed to provide the student with supervised work experience in public safety or social services institutions that deal with the prevention, intervention, suppression or prosecution of gang crime or activity. Participation in this course may be voluntary or paid at the discretion of the institution. The student must fulfill the requirements of a minimum of 60 hours on-the-job work experience. The student will be required to complete a writing assignment related to the work experience. Department consent required. Students must successfully complete an internship application process through the Sheriff’s Office. Students will be required to complete a criminal background check. Prerequisites: CCJ 1512 and CCJ 2509 and CCJ 2511 and CJC 2212 and CJE 1177 and CJE 1204 and CJE 2262.

**CCJ2941**  Cooperative Education Internship in Criminal Justice

**Summer**  1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

**CCJ2942**  Cooperative Education Internship in Criminal Justice

**Summer**  2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5,
appropriate job/internship placement and permission from the Career Development Center.

CCJ2949  Cooperative Education Internship in Criminal Justice

Spring  3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

CDA3100  Introduction to Computer Architecture

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course provides an introduction to computer taxonomy, description languages, conventional computer architecture, microprogramming, instruction sets, I/O techniques, memory, survey of non-conventional architecture and software interfaces. Prerequisite: COT 3103.

CET1178C  Network Computer Maintenance and Repair (A+)

Fall, Spring, Summer  4.00 Credits - 4.00 Hours

This course is an introduction to network maintenance and repair. Preventative maintenance and diagnosis of the microcomputer will be emphasized along with basic-to-advanced troubleshooting skills. Software and hardware tools will be used and evaluated in class. Preventative maintenance, upgrades, system diagnostics, configuration files, power, memory, drives, input/output (I/O), modems, communications, printing and how these topics interact in the network will be examined. Lab fee required. Prerequisite: CET 1179 or equivalent course.

CET1179  Network Concepts and Operating Systems

Fall, Spring, Summer  3.00 Credits - 4.00 Hours

This course is an introduction to computer networks and operating systems. Computer components are identified and their functions explained. Operating system functions include command execution, disk drive operations, file maintenance, directory maintenance, batch files and system configurations. Network topics include proper logging in, logging out, network security and network questions and solutions. Operating typical business software such as word processing, spreadsheets and database management of a network will be introduced. Lab fee required.

CET1526C  Introduction to UNIX (Linux+)

Fall  3.00 Credits - 3.00 Hours

This course introduces students to the UNIX Operating System. The course includes an overview of UNIX, simple commands, the VI Editor, file system, shell, communication, program development, shell programming and shell scripts. Lab fee required. Prerequisite: CET 1179.

CET1600C  Cisco Networking Fundamentals (Net+)

Fall, Spring, Summer  3.00 Credits - 4.00 Hours

This course is designed to prepare the student to apply and understand the basics of networking. The course introduces the architecture, structure, functions, components and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media and operations are introduced to provide a foundation for
the curriculum. Students will be able to build simple LANs, perform basic configurations for routers and switches and implement IP addressing schemes. This is the first part of a four-part series designed to prepare students for the Cisco Certified Networking Associate (CCNA) exam. Lab fee required.

CET1610C  Cisco Router Technology

Fall, Spring, Summer  4.00 Credits - 4.00 Hours

This course is designed to prepare the student to apply and understand the basics of routing and switching. The course describes the architecture, components and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area Open Shortest Path First (OSPF), virtual LANs and inter-V. This is the second of a four-part series designed to prepare students for the Cisco Certified Networking Associate (CCNA) exam. Lab fee required. Prerequisite: CET 1600C.

CET1630C  Network Cabling

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This hands-on network wiring and cabling course is designed to provide students with the knowledge and skills necessary to become entry-level technicians in the network cabling industry. Students will develop critical skills needed to terminate, test and troubleshoot data and video networking wiring. Lab fee required.

CET1675C  Introduction to IP Telephony

Spring  4.00 Credits - 4.00 Hours

This course explains how companies are using IP Telephony equipment and software to efficiently upgrade existing telephone systems. In addition, the course will give the student a fundamental understanding of the architecture of voice communication and how signaling, call quality and public switched telephone networks operate in a LAN/WAN networking environment. The use of IP Telephony products will be discussed and how software allows companies to cost-effectively upgrade and eventually replace existing (legacy) telephone systems with more cost-effective and easy-to-use telephone equipment. Lab fee required. Prerequisite: CET 1600C or permission of instructor.

CET1854C  Introduction to Wireless Technologies

Fall, Spring, Summer  4.00 Credits - 4.00 Hours

This course is designed to provide students with a complete foundation of knowledge for entering into or advancing in the wireless networking industry. It covers basic RF theory to link budget math, including topics from troubleshooting to performing a site survey. This course delivers hands-on training that will benefit the novice as well as the experienced network professional. Lab fee required. Prerequisite: CET 1600C or CCNA certification.

CET2528C  Advanced UNIX Operating System

Offered as Needed  3.00 Credits - 3.00 Hours

Advanced features of the UNIX operating system will be covered in this course. Topics will include, but not be limited to, networking protocols, shell scripting, awk programming and system administration. Lab fee required. Prerequisite: CET 1526C.

CET2615C  Cisco Scaling Networks

Fall, Spring, Summer  4.00 Credits - 4.00 Hours

This course is designed to prepare the student to apply and understand the advanced principles and applications of networking. The course describes the architecture, components and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. Students will be able to configure and troubleshoot routers and switches and resolve common issues with Open Shortest Path First
(OSPF), Enhanced Interior Gateway Routing Protocol (EIGRP), Spanning Tree Protocol (STP) and VLAN Trunking Protocol (VTP) in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. This is the third in a four-part series designed to prepare students for the Cisco Certified Networking Associate (CCNA) exam. Lab fee required. Prerequisites: CET 1600C and CET 1610C.

CET2620C  Cisco Connecting Networks

Fall, Spring, Summer  4.00 Credits - 4.00 Hours

This course is designed to prepare the student to apply and understand the advanced principles and applications of networking. The course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will develop the knowledge and skills needed to implement IPSEC and Virtual Private Network (VPN) operations in a complex network. This is the third in a four-part series designed to prepare students for the Cisco Certified Networking Associate (CCNA) exam. Lab fee required. Prerequisites: CET 1600C and CET 1610C.

CET2625C  Building Scalable Cisco Networks

Spring  5.00 Credits - 6.00 Hours

The Building Scalable Cisco Networks (BSCN) course focuses on using Cisco routers connected in LANs and WANs typically found at medium-to-large network sites. Upon completion of this training course, students will be able to select and implement the appropriate Cisco IOS(tm) services required to build a scalable, routed network. BSCN is part of the recommended training path for those students seeking the Cisco Certified Network Professional (CCNP), Cisco Certified Design Professional (CCDP) and Cisco Certified Internetwork certifications. Lab fee required. Prerequisite: CET 2625C.

CET2626C  Building Cisco Remote Access Networks

Summer  5.00 Credits - 6.00 Hours

In the Building Cisco Remote Access Networks (BCRAN) course, students learn how to build, configure and troubleshoot a remote access network to interconnect central sites to branch offices and home offices. Students also learn how to access the central site, as well as to maximize bandwidth utilization over the remote links. BCRAN is part of the recommended training path for those students seeking the Cisco Certified Network Professional (CCNP), Cisco Certified Design Professional (CCDP) and Cisco Certified Internetwork certifications. Lab fee required. Prerequisite: CET 2625C.

CET2627C  Building Cisco Multilayer Switched Networks

Fall  5.00 Credits - 6.00 Hours

In the Building Cisco Multilayer Switched Networks (BCMSN) course, network administrators learn how to build campus networks using multi-layer switching technologies over high speed Ethernet. This course includes both routing and switching concepts, covering both Layer 2 and Layer 3 technologies. Students taking this course should already know how to configure routers, switches, VLANs access lists, ISL and STP. BCMSN is part of the recommended training path for those students seeking the Cisco Certified Network Professional (CCNP) and Cisco Certified Internetwork Expert (CCIE) certifications. Lab fee required. Prerequisite: CET 2625C.

CET2660C  Fundamentals of Network Security

Fall  4.00 Credits - 4.00 Hours

This course focuses on the overall security processes based on a security policy with an emphasis on hands-on skills in the areas of secure perimeter, secure connectivity, security management, identity services
and intrusion detection. Upon completion of this course, students will be prepared for the following certification exams: Securing Cisco IOS Networks (SECUR), Cisco Secure PIX Firewall Advanced (CSPFA) and CompTIA Security+. Lab fee required. Prerequisite: CET 1610C or CCNA certification.

CET2682 Cisco Voice-Over IP

Offered as Needed 4.00 Credits - 4.00 Hours

This course lays the foundation for gaining hands-on skills and significant understanding of packet telephony by presenting the technologies that are common for both Enterprise and Service Provider students. The course is designed to capture the breadth of technical issues surrounding the design of Voice-Over-Data networks and explain a methodology that brings order to approaching problems. The purpose of this class is to discuss the technical issues of designing Voice-Over-Data networks. This course will teach the student a methodology for implementing Voice-Over-Data networks. Upon completion of this course, students will be prepared for the Cisco Voice-Over IP certification exam. Lab fee required. Prerequisite: CET 2620C or CET 1675C or CCNA certification.

CET2760C Web Server Management

Fall 3.00 Credits - 3.00 Hours

This course prepares students to setup, configure and manage a Web server. The course includes examining Internet and Intranet solutions and how to access/connect to the internet. It also includes the fundamentals of installing and configuring a Web server. Lab fee required. Prerequisite: CET 1179 or COP 2830.

CET2930C Selected Studies In Computer Engineering

Offered as Needed 5.00 Credits - 6.00 Hours

In this course topics of current interest are presented in group instruction. This course may be taken four times for credit. Lab fee required.

CET2941 Cooperative Education Internship in Network Administration

Offered as Needed 1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

CET2942 Cooperative Education Internship in Network Administration

Offered as Needed 2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole
State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

CET2949  Cooperative Education Internship in Network Administration

Offered as Needed  3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student's academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

CET3505  Computer Operating Systems

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is a study of the fundamental concepts, structures and organization of operating systems. It includes the study of processes, threads, multi-tasking, concurrency and deadlocks, memory management and file management. Prerequisites: CET 1179 or equivalent and COT 3103.

CET3679  Principles of Telephony

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This is an introductory-level course in telephony technology. The telephony environment, tele-management, telephony connectivity and services of telephony will be covered. Prerequisite: CET 1600C or equivalent.

CGS1060C  Computer and Internet Literacy

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course provides an introductory study of computer topics. Students completing this course will have a solid understanding of how to use a personal computer, access information using the Internet, send and receive email, manage computer files and utilize operating system tools. In addition, the student will receive hands-on experience with word processing software. This course utilizes classroom lectures and hands-on computer exercises. No prior experience with computers is assumed. Lab fee required.

CGS1073  AICE A.S. Level Computing Exam

Offered as Needed  3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the Cambridge AICE AS-Level Computing Exam.

CGS1074  AICE A-Level Computing Exam

Offered as Needed  3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the Cambridge AICE A-Level Computing Exam.

CGS1075  Introduction to Computer Science I

Offered as Needed  3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in Computer Science A or Computer Science AB.

CGS1076  Introduction to Computer Science II
Offered as Needed 3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in Computer Science AB.

CGS1077  Information Systems

Offered as Needed 3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the College Level Examination Program (CLEP) examination in Information Systems and Computer Applications.

CGS1078  Computer Science IB

Offered as Needed 3.00 Credits - 0.00 Hours

Three credits for this course are awarded to entering students with a score of 4 on the International Baccalaureate (IB) test in Computer Science. Six credits are awarded if student score is 5 or higher on the same examination.

CGS2100C  Office Applications

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course focuses on the concepts and operation of the main components of word processor, electronic spreadsheet, database management and presentation software programs. Students will gain fundamental knowledge of a major software suite and learn skills that have practical applications in real world situations. Lab fee required.

CGS2108C  Advanced Office Applications

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course covers advanced microcomputer applications including word processing, spreadsheet, database, presentation and Web development. Topics include form letters, merging, desktop publishing, financial functions, amortization schedules, data tables, creating and querying a worksheet database, templates, creating customized reports and forms in a switchboard manager, embedded visuals, importing clips into presentations and Web publishing. Lab fee required. Prerequisite: CGS 2100C or department permission.

CGS2545C  Database Management

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course is a study of database design and management. Topics include the relational model, Entity Relationship Diagrams (ERDs), database design and normalization, query languages, multi-user and distributed databases and data warehouses. Lab fee required. Prerequisite: COP 1000 or CGS 2100C.

CHD2330  Early Literacy for Young Children

Spring 3.00 Credits - 3.00 Hours

This course describes how children acquire language and literacy and how teachers can design classrooms to promote oral and written language development. The course will stress planning for individual children, including children with special needs and English language learners as well as understanding the importance of the child’s family in language and literacy development. Up to 10 hours of field observation is required.

CHI1930  Chinese AP

Offered as Needed 3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in Chinese.
Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in Chinese.

**CHM1020  Contemporary Chemistry**

*Fall, Spring, Summer*  3.00 Credits - 3.00 Hours

This is a one-semester course for the non-science major designed to meet the General Education requirement for the A.A. degree. Presumes no chemistry or mathematics background. Basic chemical principles are covered and related to larger topics that may include the chemistry of water and the atmosphere, energy sources, natural and man-made materials and environmental issues. Laboratory exercises during the lecture may be used to complement course material. Lab fee required.

**CHM1020H  Honors Contemporary Chemistry**

*Fall, Spring, Summer*  3.00 Credits - 3.00 Hours

This is a one-semester course for the non-science major designed to meet the General Education requirement for the A.A. degree. Presumes no chemistry or mathematics background. Basic chemical principles are covered and related to larger topics that may include the chemistry of water and the atmosphere, energy sources, natural and man-made materials and environmental issues. Laboratory exercises during the lecture may be used to complement course material. Lab fee required. Prerequisite: Acceptance into Honors program.

**CHM1032C  Foundations of College Chemistry**

*Fall, Spring, Summer*  4.00 Credits - 6.00 Hours

This is a one-semester course designed to serve as a preparation for CHM 2045C and to meet the chemistry requirement for applicable health professions. It assumes no prior chemistry background. Topics covered include problem-solving, atomic and molecular structure, chemical formulas and nomenclature, chemical reactions, bonding models, stoichiometry, gas laws, solutions, acids/bases, an introduction to organic chemistry and other selected topics. Lab fee required. Prerequisite: MAT 1033 or higher level mathematics course.

**CHM2045C  General Chemistry I**

*Fall, Spring*  4.00 Credits - 7.00 Hours

This course serves as the first semester of the two-semester general chemistry sequence. Topics covered include problem-solving, atomic and molecular structure, chemical formulas and nomenclature, chemical reactions, stoichiometry, thermochemistry, bonding models, gas laws, solutions and other selected topics. Laboratory experiments are chosen that support these topics. Lab fee required. Prerequisites: CHM 1032C or high school chemistry and MAT 1033 or higher level mathematics course.

**CHM2045CH  Honors General Chemistry**

*Fall, Spring*  4.00 Credits - 7.00 Hours

This course serves as the first semester of the two-semester general chemistry sequence. Topics covered include problem-solving, atomic and molecular structure, chemical formulas and nomenclature, chemical reactions, stoichiometry, thermochemistry, bonding models, gas laws, solutions and other selected topics. Laboratory experiments are chosen that support these topics. Lab fee required. Prerequisites: acceptance into Honors program and CHM 1032C or high school chemistry and MAT 1033 or higher level mathematics course.

**CHM2046C  General Chemistry II with Qualitative Analysis**

*Fall, Spring, Summer*  4.00 Credits - 7.00 Hours

This course serves as a continuation of CHM 2045C. Topics covered include chemical bonding models, properties of solutions, thermodynamics, reaction kinetics, chemical equilibrium, electrochemistry and nuclear chemistry. The course stresses integration of chemical knowledge. The laboratory is primarily
qualitative analysis. Lab fee required. Prerequisite: CHM 2045C with a minimum grade of "C" or higher.

CHM2046CH Honors General Chemistry II with Qualitative Analysis

Fall, Spring 4.00 Credits - 7.00 Hours

This course serves as a continuation of CHM 2045C. Topics covered include chemical bonding models, properties of solutions, thermodynamics, reaction kinetics, chemical equilibrium, electrochemistry and nuclear chemistry. The course stresses integration of chemical knowledge. The laboratory is primarily qualitative analysis. Lab fee required. Prerequisite: acceptance into Honors program and CHM 2045C with a minimum grade of "C" or higher.

CHM2093 Chemistry for Teachers

Summer 3.00 Credits - 3.00 Hours

This course covers the basic principles of chemistry with applications of these principles to everyday phenomena. Lectures will include hands-on activities and demonstrations. Topics will vary to fit the specific needs of the teachers enrolled.

CHM2210C Organic Chemistry I

Fall, Spring 4.00 Credits - 6.00 Hours

This course provides a basic introduction to all organic functional groups and nomenclature followed by detailed treatment of the relationship between structure and reactivity of organic molecules. Other topics include stereochemistry and synthesis. Lab fee required. Prerequisite: CHM 2045C with a minimum grade of "C" or higher.

CHM2211C Organic Chemistry II

Spring, Summer 4.00 Credits - 6.00 Hours

This course provides a continuation of CHM 2210C. Topics covered include the chemistry and reactions of alcohols, ethers, sulfur compounds, aromatic compounds, aldehydes, ketones, carboxylic acids and amines. Various types of spectroscopy will be covered. Emphasis will be on reactivity, mechanisms and synthesis. Lab fee required. Prerequisite: CHM 2210C with a minimum grade of "C" or higher.

CHM2930 Selected Studies in Chemistry

Offered as Needed 3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction.

CHM2941 Cooperative Education Internship in Chemistry

Offered as Needed 1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

CHM2942 Cooperative Education Internship in Chemistry

Offered as Needed 2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the
assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

CHM2949 Cooperative Education Internship in Chemistry

Offered as Needed 3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

CHM3080 Environmental Chemistry

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course covers the chemistry of the environment and includes processes in the atmosphere, hydrosphere and geosphere and their interactions. Topics include basic chemical principles, atmospheric reactions and pollutants, solution chemistry in natural environments, organic chemistry and “green” chemistry. Prerequisites: BSC 1005 or higher and CHM 1020 or higher and PHY 1053C or higher.

CIS2321 Systems Analysis and Design

Fall, Spring 3.00 Credits - 3.00 Hours

This course is a study of the fundamentals of systems analysis and how they are applied to the development of information systems for operations in the business environment. Major topics studied include methods of systems investigation, input/output design, system documentation, communication, implementation of new systems, control and security of systems, hardware selection and software development. Typical data processing applications are examined. Lab fee required. Prerequisite: COP 2224 or COP 1332 or COP 2800 or COP 2360 with a grade of “C” or higher or department permission.

CIS2901C Case Study in Business Programming

Fall, Spring 3.00 Credits - 3.00 Hours

This course is designed to provide an opportunity for the student to apply his/her knowledge and understanding of systems analysis and computer programming to an actual business-oriented computer application. The student designs and implements a complete system of programs using tools developed in previous courses. Lab fee required. Prerequisites: CIS 2321 with a grade of “C” or higher and CGS 2545C and COP 2833 or COP 2821 or COP 2805 or COP 2362.

CIS2941 Cooperative Education Internship in Data Processing

Offered as Needed 1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and
satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

CIS2942 Cooperative Education Internship in Data Processing

Offered as Needed 2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

CIS2949 Cooperative Education Internship in Data Processing

Offered as Needed 3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

CIS3360 Principles of Security

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course provides an introduction and overview of security issues for organizational and institutional computing. Physical, software and computing systems security will be discussed. Students will be required to perform introductory security analyses, write code to automate some security preparedness tasks and set up a protection scheme for a simple PC computer. Prerequisite: CET 1179 or equivalent.

CIS4361 Applied Security

Fall, Spring 3.00 Credits - 3.00 Hours

This course provides topics in issues of security vulnerabilities and protection. Instruction includes hands-on laboratories to apply techniques and tools. Also included are current issues that impact personal and corporate computing. Prerequisite: CIS 3360.

CIS4891 Capstone Project

Fall, Spring 3.00 Credits - 3.00 Hours

Students will develop an information systems project working in teams. The project will include analysis, design, development, testing and implementation. Teams will create and present a project proposal, design documentation, test plan and implementation plan to make the information system operational. Note: Students must complete this capstone course with a grade of “C” or higher as a graduation
requirement for the IST-BS degree. Prerequisites: Senior in good academic standing and IST-BS program plan and CIS 4361 and CNT 4504 and ISM 4314.

CIS4891H Honors Capstone Project
Fall, Spring 3.00 Credits - 3.00 Hours

Students will develop an information systems project working in teams. The project will include analysis, design, development, testing and implementation. Teams will create and present a project proposal, design documentation, test plan and implementation plan to make the information system operational. Note: Students must complete this capstone course with a grade of “C” or higher as a graduation requirement for the IST-BS degree. Prerequisites: Senior in good academic standing and IST-BS program plan and CIS 4361 and CNT 4504 and ISM 4314 and acceptance into the Honors program.

CJC1160 Community Based Corrections
Summer 3.00 Credits - 3.00 Hours

This course will explore the history, development and implementation of community-based corrections, specifically probation, parole and community control.

CJC1162 Introduction to Probation, Parole and Community Corrections
Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course provides an in-depth study of the world of probation and parole. Students will investigate the conviction, adjudication and punishment of adults and juveniles who have been convicted of a criminal offense. This course will examine parole boards, the courts and others who may authorize the early release of offenders, subject to certain conditions. This course will analyze why some adult and juvenile offenders are permitted by the courts to remain free in their communities and the requirements of community supervision. The role and selection of probation and parole officers will also be covered.

CJC2000 Introduction to Corrections
Fall, Spring 3.00 Credits - 3.00 Hours

This course is a study of corrections for students of criminal justice to enable them to understand the development and conduct of its complexity and scope historically, traditionally, operationally and legally.

CJC2212 The Incarceration Connection
Fall, Spring 3.00 Credits - 3.00 Hours

This course provides an overview of the correctional and detention structure and the management skills necessary to understand the threat of criminal street gangs. The student will gain an understanding of the influences of gang members during incarceration and the connection to the community.

*C JD0781 Crossover-Corrections to Law Enforcement
Fall, Spring, Summer 1.60 Credits - 48.00 Hours

This course is part of a 286-hour program which includes the following disciplines: Crossover to Law Enforcement, Legal 3, Traffic, Patrol, Investigations and Vehicle Operations. Law Enforcement Crossover meets the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission requirements (Chapter 943). Applicants must have successfully completed a Florida Corrections Basic Academy Program. Upon successful completion of the Corrections Basic Academy and Crossover training, the student becomes eligible to sit for the Florida State Examination for certification. Lab fee required.

*C JD0939A Criminal Justice Equivalency of Training - Law Enforcement
Fall, Spring, Summer 1.73 Credits - 52.00 Hours

This course is designed for out-of-state police officers who wish to become Florida certified or for those whose Florida certification has expired. Prior approval
from the Florida Department of Law Enforcement is required. Entrance into this course must be approved by the Training Center Director. This course will also prepare the student to sit for the State Law Enforcement Certification Exam. Lab fee required.

* CJD0939B  Criminal Justice Equivalency of Training - Corrections

Fall, Spring, Summer       1.40 Credits - 42.00 Hours

This course is designed for out-of-state corrections officers who wish to become Florida certified or for those whose Florida certification has expired. Prior approval from the Florida Department of Law Enforcement is required. Entrance into this course must be approved by the Training Center director. This course will also prepare the student to sit for the State Corrections Certification Exam. Lab fee required.

CJE1000  Introduction to Law Enforcement

Fall, Summer       3.00 Credits - 3.00 Hours

This course is designed to develop an understanding of the law enforcement profession. It examines the various approaches of modern law enforcement as well as a historical overview of law enforcement. It provides a description of policing and examines law enforcement as a balance of social, historical, political, legal, individual and organizational forces.

CJE1177  Central America Gang Assessment

Fall, Spring       3.00 Credits - 3.00 Hours

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 problems, causes and risk factors for gang activity. Students will examine the current strategic and programmatic recommendations to impact gang activity in these countries.

CJE1204  Contemporary Topics in Gang Investigation

Fall, Spring, Summer       3.00 Credits - 3.00 Hours

This course examines the unique and contemporary gang-related investigation topics, problems and issues that deserve greater exploration and analysis as the body of knowledge related to gang investigation evolves. The student will be introduced to the contemporary issues surrounding the course topics, historical perspectives, foundational philosophies and strategies and programs within the context of the course topics.

CJE1640  Introduction to CSI

Fall       3.00 Credits - 3.00 Hours

This course strives to depict the role of the forensic scientist in the criminal justice system. This course is designed for the non-scientific student. The course is a classroom introduction to the world of forensic science that includes Internet application, ability and limitations of the modern crime laboratory. Forensic science begins at the crime scene. If an investigator cannot recognize, collect and package evidence properly, no amount of equipment or expertise in the laboratory will salvage the situation.

CJE2262  Technology and Gang Intelligence Sharing

Fall, Spring       3.00 Credits - 3.00 Hours

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 technological frameworks to gather, analyze and share simulated intelligence.

**CJE2400  Community Policing**  
Spring  
3.00 Credits - 3.00 Hours

This course provides an examination of the growth of community policing by reviewing and researching traditional policy, community relations and community policing. It includes a view of social, behavioral and operational issues that are fundamental to effective policy and community relations.

**CJE2540  Police Organization and Administration**  
Summer  
3.00 Credits - 3.00 Hours

This course provides an overview of police administration and management. It examines various approaches to police organization and supervision. This course emphasizes the difference between management and leadership. Stress is placed on organization and individual values in order to accomplish common goals.

**CJE2566  Introduction to Domestic Violence, Stalking, Teen Dating Violence**  
Summer  
3.00 Credits - 3.00 Hours

In this course the student will develop a mature understanding of violence and abuse in intimate, dating and casual relationships. This understanding will be developed through an interdisciplinary perspective providing a contemporary view of the criminal justice experience with the diverse forms of violence and populations. This course will include dating violence, stalking, domestic violence and teen dating violence.

**CJE2600  Criminal Investigation**  
Spring, Summer  
3.00 Credits - 3.00 Hours

The fundamental principles, concepts and theory of investigation, interviews, interrogations, surveillance and sources of information, case preparations, problems in criminal investigation and investigative techniques of specific crimes are explored in this course.

**CJJ2002  Juvenile Delinquency**  
Summer  
3.00 Credits - 3.00 Hours

This course is designed to provide students with an understanding of the problem of juvenile delinquency. Topics include the history of juvenile delinquency and defining and measuring of juvenile delinquency in American society, theories of delinquency, the law enforcement role, juvenile court process, juvenile recidivism and the social and cultural influences involved in defining delinquency.

* **CJK0001  Introduction to Law Enforcement**  
Fall, Spring  
0.33 Credits - 10.00 Hours

This course provides an overview of the law enforcement training program and the requirements for students to become sworn officers, gives students instruction on basic criminal justice values and ethics, defines sexual harassment and ways to avoid compromising interactions with other officers and the public and emphasizes the command structure within a criminal justice agency. Students will also receive a basic understanding of the structure and components of the criminal justice system.

* **CJK0006  Introduction and Law**  
Fall, Spring, Summer  
2.23 Credits - 67.00 Hours

This course will introduce the student to the academy, graduation requirements and recruit expectations during their academy attendance. This course will enable students to understand the components of the criminal justice system and the proper use of the chain of command in an organization, to learn Constitutional Law and Florida Statutes and to understand the Police Code of Ethics.
**Course Descriptions Listing**

* CJK0007  *Introduction to Law Enforcement*

**Spring, Summer** 0.36 Credits - 11.00 Hours

This course will introduce the student to the academy, graduation requirements and recruit expectations during their academy attendance. It will also include topics related to ethics, sexual harassment and the structure of the criminal justice system.

* CJK0008  *Legal*

**Spring, Summer** 2.30 Credits - 69.00 Hours

This course will focus on constitutional law, elements of crimes, criminal involvement, liabilities and juvenile law.

* CJK0010  *Human Issues*

**Fall, Spring, Summer** 1.66 Credits - 50.00 Hours

This course will enhance awareness and understanding of human diversity issues and provide skills to enable new officers to interact effectively with people of diverse populations.

* CJK0011  *Human Issues*

**Spring, Summer** 1.33 Credits - 40.00 Hours

Crisis intervention is a major aspect of a law enforcement officer’s job. This course will enable the student to know the different types of crisis situations that they could encounter when responding to a call.

* CJK0012  *Legal*

**Fall, Spring** 2.06 Credits - 62.00 Hours

To act properly and effectively as law enforcement officers without infringing on individual rights, students must have an understanding of federal, state and local laws. Students will become familiar with case law and how it interprets and further explains enacted laws. This course will provide a solid legal foundation from which students may function as law enforcement officers.

* CJK0013  *Interactions in a Diverse Community*

**Fall, Spring** 1.33 Credits - 40.00 Hours

Miscommunication may create problems and potential safety issues. Miscommunication happens for different reasons: unclear expressions, communication barriers or failure to understand the needs of the listener. This course explains the common communication traits of individuals based upon their cultures, experiences, physical and psychological conditions and how specific situations can challenge an officer’s effort to perform his or her duties. Officers who possess strong interpersonal skills can respond appropriately while circumventing potential emotional triggers during a crisis situation.

* CJK0014  *Interviewing and Report Writing*

**Fall, Spring** 1.86 Credits - 56.00 Hours

This course will enable the student to effectively develop interviewing techniques, note-taking skills and report-writing principles and mechanics. These are critical tasks that law enforcement officers must perform every day. The terms “incident report” and “report” will be used interchangeably throughout this course.

* CJK0015  *Communications*

**Fall, Spring, Summer** 2.56 Credits - 77.00 Hours

This course will identify issues affecting the officer’s ability to protect and enforce the law when dealing with criminal street gangs and extremist groups. This course will identify issues affecting the officer’s ability to protect and enforce the law when dealing with the elderly population; introduce the correct and efficient way to take field notes so that the information is complete, organized and legible; introduce how to thoroughly document the facts regarding a situation or incident in a logical order with correct grammar, spelling and accuracy of facts in a final written report.
It will identify the interviewer’s responsibilities, the interview process, factors and techniques affecting the success of an interview, types of witnesses, signs of deception and the nature of admissions and confessions, introduce the basic concepts of statement-taking and provide skills to enable students to effectively obtain a statement, enable the student to make the most efficient and effective use of FCIC capabilities and to perform law enforcement communications in an effective and professional manner. The student will know how many law enforcement lives are taken each year in the line of duty, comprehend ways to increase chances of survival, know fatal errors that have killed law enforcement officers, recognize the stress associated with working in situations that could be life-threatening and describe ways to deal with or reduce the stress. It will introduce the student to basic rules of officer safety when responding to a crisis situation and the recognition and assistance of citizens in crisis and enable the student recruit to apply the problem-solving model SECURE in a law enforcement response.

* CJK0017 Communications

Spring, Summer 2.53 Credits - 76.00 Hours

Law enforcement officers communicate daily with other officers, supervisors, victims, witnesses, suspects and their friends and relatives. This course covers telecommunications, communications and interpersonal skills, human interaction issues, interviewing ideology and report writing principles and mechanics.

* CJK0020 Vehicle Operations

Fall, Spring, Summer 1.60 Credits - 48.00 Hours

This course will better prepare prospective officers to apply all applicable vehicle operations knowledge and techniques. Lab fee required.

* CJK0031 First Aid for Criminal Justice Officers

Fall, Spring, Summer 1.33 Credits - 40.00 Hours

This course will better prepare prospective officers to apply all applicable First Responder knowledge and techniques to emergency situations. Lab fee required.

* CJK0040 Firearms

Fall, Spring, Summer 2.66 Credits - 80.00 Hours

This course is designed to give the student basic skills and knowledge needed to operate a firearm safely. Lab fee required.

* CJK0050 Criminal Justice Defensive Tactics

Fall, Spring, Summer 2.66 Credits - 80.00 Hours

This course will better prepare prospective officers to control subjects and defend themselves using appropriate defensive tactics in accordance with the Recommended Response in Resistance Matrix. Lab fee required.

* CJK0051 Criminal Justice Defensive Tactics

Fall, Summer 2.66 Credits - 80.00 Hours

This course provides physical skills training to basic recruits covering the use of force in controlling subjects and for self-defense. Although there is some classroom instruction, most of this course is physical training. Lab fee required.

* CJK0060 Patrol

Fall, Spring, Summer 1.90 Credits - 57.00 Hours

This course will enable the student to perform basic tasks and procedures associated with responding to commonly encountered patrol situations including observing activity, interacting with citizens, handling traffic and escort assignments, responding to a call for service or alarm, searching grounds and/or buildings, approaching and interacting with a suspect, making an arrest, transporting and processing a prisoner as well as completing the appropriate documentation and/or reports of these activities. Lab fee required.
* CJK0061  Patrol I

Fall, Summer  1.93 Credits - 58.00 Hours

This course will enable the student to perform basic tasks and procedures associated with responding to commonly encountered patrol situations including observing activity, interacting with citizens, handling traffic and escort assignments, approaching and interacting with a suspect, making an arrest, transporting and processing a prisoner as well as completing the appropriate documentation and/or reports of these activities. Lab fee required.

* CJK0062  Patrol II

Fall, Summer  1.33 Credits - 40.00 Hours

This course introduces the student to crowd control, criminal gangs and extremist groups, hazard identification, building searches and identifying weapons of mass destruction. Lab fee required.

* CJK0064  Fundamentals of Patrol

Fall, Spring, Summer  1.16 Credits - 35.00 Hours

Law enforcement officers will spend the majority of their time patrolling an assigned area. This course provides an overview of the law enforcement techniques and tactics that officers use while on patrol. The course focuses on the use of communications equipment, Community Oriented Policing, officer safety and survival skills, basic instruction on responding to calls, making arrests as well as helpful resources.

* CJK0065  Calls for Service and Special Risk Groups

Fall, Spring, Summer  1.20 Credits - 36.00 Hours

Law enforcement officers will spend the majority of their time patrolling an assigned area. While patrolling, officers will respond to a variety of calls for service and will vary between non-criminal and criminal incidents. Non-criminal calls for service may range from a request for information to performing a security check of a structure. Criminal calls for service are any incidents involving an alleged violation of criminal law. This course provides an overview of the more common calls for service that an officer may encounter.

* CJK0070  Investigations

Fall, Spring, Summer  1.76 Credits - 53.00 Hours

This course will introduce the student to the process of performing an investigation. Lab fee required.

* CJK0071  Criminal Investigations

Fall, Spring  1.86 Credits - 56.00 Hours

This course introduces the student to the steps in investigating any crime against a person, how to provide assistance, complete necessary reports as required and interview witnesses.

* CJK0075  Investigating Offenses

Fall, Spring, Summer  1.46 Credits - 44.00 Hours

This course introduces the student to the process of investigating specific offenses. Lab fee required.

* CJK0076  Crime Scene Investigations

Fall, Spring  0.80 Credits - 24.00 Hours

This course will introduce the sequence of steps to initiate upon arriving at an incident or crime scene. Lab fee required.

* CJK0077  Criminal Investigations

Fall, Spring, Summer  1.66 Credits - 50.00 Hours

Of all the tasks assigned to law enforcement, none is more important than conducting an impartial investigation to bring a suspect to justice. This is the main reason officers have earned the public’s trust over years of service. The quality of an investigation
will undergo scrutiny beginning with the supervisor's review of the initial report and ending with the appeal process. Officers must conduct each investigation with attention to accuracy, detail and professionalism. Officers will establish a reputation in court and in public based upon the quality of their work. This course will identify the key elements of crimes most frequently encountered during a shift to help the officer avoid some common mistakes made in the field.

* CJK0078  Crime Scene to Courtroom

Fall, Spring, Summer  1.16 Credits - 35.00 Hours

Upon arriving at an incident or crime scene, an officer will take a sequences of steps to protect all parties, gather information, identify, separate and interview subjects and complete the initial investigation successfully. The single most significant part of the initial stage of a criminal investigation is the processing of the crime scene and identify types of evidence that might be present at a scene based on an evaluation of the incident or crime and know when and how to get help in searching the scene. The first priority is to secure, protect and preserve the scene to avoid contaminating the evidence. The second priority must be to search for, identify, document, collect and maintain the physical evidence or the prosecution of the suspect may be in jeopardy.

* CJK0082  Traffic Stops

Fall, Summer  0.80 Credits - 24.00 Hours

This course introduces the recruit to the basic rules for conducting safe, effective traffic stops. Lab fee required.

* CJK0083  DUI Traffic Stops

Fall, Summer  0.80 Credits - 24.00 Hours

This course is designed to prepare students to properly perform DUI traffic stops through recognition of the signs of alcohol or drug impairment.

* CJK0084  DUI Traffic Stops

Fall, Spring, Summer  0.80 Credits - 24.00 Hours

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

* CJK0086  Traffic Crash Investigations

Fall, Spring, Summer  1.06 Credits - 32.00 Hours

This course introduces the student to traffic crash investigation, laws pertaining to traffic crashes and procedures for responding to a traffic crash. Lab fee required.

* CJK0087  Traffic Stops

Fall, Spring, Summer  1.00 Credit - 30.00 Hours

Law enforcement officers make numerous traffic stops daily. This course prepares basic recruits for traffic stops.

* CJK0088  Traffic Crash Investigations

Fall, Spring, Summer  1.06 Credits - 32.00 Hours

Law enforcement officers conduct traffic crash investigations by following a step-by-step approach that encompasses the initial response to the scene, scene assessment and protection, the identification and analysis of information gathered from witnesses, the thorough investigation of the crash, the evaluation of physical evidence collected, returning the crash scene to normal, taking appropriate enforcement action and documenting the crash.

* CJK0092  Critical Incidents
Law enforcement officers must be prepared to address many situations in the course of patrolling their assigned areas. This course provides an overview of law enforcement techniques and tactics employed in confronting large scale or critical incidents.

* CJK0095  Criminal Justice Special Topics - Physical Training

This course introduces the student to the concept of fitness for living. Each student shall have the opportunity to evaluate one’s self and engage in a planned program for fitness.

* CJK0095C  Criminal Justice Special Topics - Physical Training for Corrections or CPO

This course introduces the student to the concept of fitness for living. Each student shall have the opportunity to evaluate one’s self and engage in a planned program for fitness. Lab fee required.

* CJK0096  Criminal Justice Physical Fitness

This course introduces the student to the concept of fitness for living. Each student shall have the opportunity to evaluate one’s self and engage in a planned program for fitness.

* CJK0100  Criminal Justice Interpersonal Skills

The student will learn community relations within a corrections environment, techniques and courtesy with emphasis given to assisting the inmate with rules and regulations. Intervention techniques for various situations including suicide, violence and other crises are studied. Human diversity, stress recognition and reduction are included. Lab fee required.

* CJK0101  Interpersonal Skills II

This course will provide the student with knowledge about human adjustment to imprisonment. The criminal types and careers are studied. Special population subgroup needs and programs are explored and inmate supervision techniques are examined. Lab fee required.

* CJK0102  Correctional Operations

In this course students learn the operation of a correctional facility. Safety and health care for inmates, inmate control procedures, property and classifications procedures are learned along with bonding and release regulations. Inmate disciplinary functions are taught according to state rules and regulations. Accountability and bookkeeping procedures, patrol techniques and hazards to the officer are also covered. Lab fee required.

* CJK0132  Private Security Officer

This course prepares students to meet the certification requirements for an unarmed Private Security Officer (Class “D” license).

* CJK0133  Basic Law Enforcement - Auxiliary Training

This course is designed to prepare students to assist law enforcement agencies as auxiliary police officers functioning under the direct supervision and direction of sworn law enforcement officers.
* CJK0134  Armed Private Security Officer

Fall 0.93 Credits - 28.00 Hours

This course prepares students for the Armed Private Security Officer advanced certified training for the Class "G" license and for specialized security such as those employed by nuclear generating plants and hospitals. Prerequisite: CJK 0132.

* CJK0204  Law Enforcement Cross-Over to Correctional Introduction

Fall, Spring 1.96 Credits - 59.00 Hours

This course introduces the CMS law enforcement officer to competencies needed to qualify as a traditional corrections officer. This course covers the criminal justice communications and interpersonal skills necessary for a CMS law enforcement officer. This includes interactions with youth offenders and the mentally or physically handicapped along with crisis intervention techniques and suicide prevention training. It also includes the history and philosophy of corrections, prisoner and correction officer rights and responsibilities, ethical and professional behavior, classification of offenses, legal terms and courtroom procedures and the use of force, search and seizure concepts.

* CJK0211  Cross-Over Corrections to Law Enforcement Introduction

Fall, Spring, Summer 3.13 Credits - 94.00 Hours

This course includes the basic knowledge and skills for the certified corrections officer(s) to cross over to become law enforcement officer(s) in law, interpersonal communications, radio communications, note-taking, report-writing, interviewing, ethics, professionalism, court structure, working with communities, diverse and special populations and information about the criminal justice system in Florida and the Criminal Justice Standards and Training Commission.

* CJK0212  Cross-Over Corrections to Law Enforcement CMS High Liability

Fall, Spring, Summer 0.26 Credits - 8.00 Hours

This course is designed for the certified corrections officer(s) to cross over to law enforcement. This course focuses on high liability areas containing the following law enforcement course material: CJK 0031 prepares prospective officers to apply basic first aid knowledge and techniques to emergencies. CJK 0040 includes firearms safety. Lab fee required.

* CJK0213  Cross-Over Corrections to Law Enforcement CMS Tactical Applications

Fall, Spring, Summer 1.33 Credits - 40.00 Hours

This course includes the basic knowledge and skills for certified corrections officers to cross over to become law enforcement officers in tactical applications: Module 11 includes information about the Florida court system structure and how courts relate to law enforcement, rules of the court and pre-trial, trial and post-trial.

* CJK0221  Correctional Cross-Over to Law Enforcement Introduction and Legal

Spring 1.56 Credits - 47.00 Hours

This course includes the basic knowledge and skills for certified corrections officer(s) in law, criminal justice values and ethics, sexual harassment, constitutional law, classification of offenses, search and seizure, standards of legal justification, laws of arrest, laws of interrogation, criminal intent, level of criminal involvement, drafting probable cause affidavits, use of force, legal considerations in juvenile law and information about the criminal justice system in Florida and the Criminal Justice Standards and Training Commission.

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Spring 1.86 Credits - 56.00 Hours

Law enforcement officers communicate daily with other law enforcement personnel, victims, witnesses, suspects, friends and relatives. This course will cover gathering information, correctly identifying their audience, conducting a basic interview, root causes of miscommunication, the organization of information chronologically, the organization of information categorically, information documentation, taking a statement, report classifying, using grammar correctly in writing reports and completing the arrest/probable cause affidavit.

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Offered as Needed 0.63 Credits - 19.00 Hours

This course addresses the skills and techniques that are needed by auxiliary officers to do patrol tactics and respond to various types of calls. This course also introduces methods of approach to various high-risk situations and techniques involving traffic-related incidents.

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Spring 1.06 Credits - 32.00 Hours

Law enforcement officers respond to many calls involving suicidal, disabled, elderly, juveniles and those who are abusing legal/illegal substances. This course will enable the student to respond to the crisis call of the suicidal person, assess the risk of suicide and provide the most appropriate intervention to calm the situation. The student will learn to recognize the signs and symptoms specific to the disability and provide the proper intervention. The student will also assess the juvenile behavioral characteristics and provide the most appropriate intervention. The student will recognize the call involving substance abuse and with officer safety in mind, identify the substance and paraphernalia on scene and provide the most appropriate intervention.

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Offered as Needed 0.56 Credits - 17.00 Hours

This course introduces the student to the methods and techniques of crime scene and criminal investigations.

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Spring, Summer 1.53 Credits - 46.00 Hours

This course is an introduction overview of the criminal justice system. The student learns the history of corrections, the foundation and basic components of the legal system as well as court and trial procedures. Professional behavior, ethics and the primary responsibilities of the corrections officer are studied along with an overview of inmates' legal rights and classification of offenses. Lab fee required.

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Offered as Needed 0.33 Credits - 10.00 Hours

This course introduces the student to the concept of fitness for living. Each student shall have the opportunity to evaluate one’s self and engage in a planned program for fitness.

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Fall, Summer 1.33 Credits - 40.00 Hours

This course introduces the student to the concept of fitness for living. Each student shall have the
opportunity to evaluate one's self and engage in a planned program for fitness. Lab fee required.

* CJK0285  Criminal Justice Legal II

Fall, Spring  0.73 Credits - 22.00 Hours

Constitutional law and its application to corrections officers’ needs, evidence procedures, search and seizure and an in-depth coverage of specific offenses are the focus of this course. Lab fee required.

* CJK0286  Criminal Justice Communications

Fall, Spring  1.40 Credits - 42.00 Hours

In this course the student is introduced to the report-writing process from the interview, taking statements and note-taking to the final correctional report produced. Inter-personal communication skills are covered along with radio and telephone equipment and procedures. Lab fee required.

* CJK0290  Correctional Cross-Over to Law Enforcement Introduction and Legal Overview

Fall, Spring, Summer  1.60 Credits - 48.00 Hours

This course is part of the Correctional Office Cross-Over Training to Florida CMS Law Enforcement Basic Recruit Training Program, Criminal Justice Standards and Training Commission (CJSTC) Program 1191 and provides a legal foundation for the law enforcement profession.

* CJK0291  Correctional Cross-Over to Law Enforcement Human Interaction and Communication

Fall, Spring, Summer  1.86 Credits - 56.00 Hours

This course is part of the Correctional Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit Training Program, Criminal Justice Standards and Training Commission (CJSTC) Program 1191 and provides basic information regarding human interaction, interviewing skills, telecommunications equipment and procedures, and report writing.

* CJK0292  Correctional Cross-Over to Law Enforcement Response to Human Issues

Fall, Spring, Summer  0.80 Credits - 24.00 Hours

This course is part of the Correctional Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit Training Program, Criminal Justice Standards and Training Commission (CJSTC) Program 1191 and provides a foundation for responding and interviewing in a variety of situations involving persons with disabilities, substance abuse and other crises.

* CJK0293  Overview of Law Enforcement

Fall, Spring, Summer  2.13 Credits - 64.00 Hours

This course provides an overview of the law enforcement training program and the requirements for students to become law enforcement officers, gives students instruction in criminal justice values and ethics, provides students with an understanding of the criminal justice system and instructs students in the relevant aspects of criminal and constitutional law.

* CJK0294  Correctional Cross-Over to Law Enforcement Patrol II

Fall, Spring, Summer  0.66 Credits - 20.00 Hours

This course is part of the Correctional Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit Training Program, Criminal Justice Standards and Training Commission (CJSTC) Program 1191 and provides basic patrol training for the law enforcement profession.

* CJK0295  Correctional Cross-Over to Law Enforcement Officer Wellness

Fall, Spring, Summer  1.16 Credits - 35.00 Hours

This course is part of the Correctional Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit Training Program, Criminal Justice Standards and Training Commission (CJSTC) Program 1191 and
This course is part of the Correctional Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit Training Program (CJSTC) Program 1191. The academy and instructor are charged with developing wellness and nutritional materials for this course. The wellness nutritional component can be in outline format and should be structured to improve the overall health of the recruits. The plan should cover the basic elements of nutrition, weight control, stress management and other applicable topics. Training centers may also choose to include a physical fitness component. However, instructors are not required to conduct the two physical fitness tests required by CJSTC rules in a full basic recruit training program or submit form CJSTC-67A.

* CJK0296  Reporting Procedures

Fall, Spring, Summer  
1.07 Credits - 32.00 Hours

This course covers note-taking, interviewing and report-writing principles and mechanics. These are critical tasks that law enforcement officers must perform every day. During any investigation, the most important thing an officer can find is the truth. Lawful and effective interviews can lead an officer directly to the truth. Therefore, it is crucial to justice that officers develop effective interviewing techniques and note-taking skills. In addition, officers must develop effective report-writing skills. A poorly written report that contains inadequate or inaccurate information can discredit the best of investigations and demean the writer’s competence and professionalism.

* CJK0297  Interactions in Crisis Situations

Fall, Spring, Summer  
0.33 Credits - 10.00 Hours

This course offers students instruction in how to respond to crisis situations in a law enforcement context. Topics include medical, psychological and emotional situations and the correct responses.

* CJK0300  Introduction to Corrections

Fall, Spring, Summer  
1.06 Credits - 32.00 Hours

This course provides students with an overview of the correctional officer training program and the requirements for becoming a certified officer. It also provides instruction on basic criminal justice values, ethics and a foundational knowledge of the law and the ability to apply that law to specific incidents.

* CJK0305  Communications

Fall, Spring, Summer  
1.33 Credits - 40.00 Hours

This course provides students with practical communication skills for managing and supervising inmates, giving directions, answering questions and interacting with others in a professional and safe manner. The course includes interpersonal communication, telecommunications, interviewing, note-taking and report-writing.

* CJK0310  Officer Safety

Fall, Spring, Summer  
0.53 Credits - 16.00 Hours

This course provides students with an overview of officer safety and security concerns, identification, manipulation and deception, contraband and searches.

* CJK0315  Facility and Equipment

Fall, Spring, Summer  
0.26 Credits - 8.00 Hours

This course provides students with an overview and basic knowledge of standard equipment and materials used to keep correctional facilities clean, safe and secure. Students will also learn to identify common problems found when managing equipment.

* CJK0320  Intake and Release

Fall, Spring, Summer  
0.60 Credits - 18.00 Hours

This course provides students with an overview of the various intake, classification and release processes used by county and state facilities.
* CJK0325  Supervising in a Correctional Facility

Fall, Spring, Summer  1.33 Credits - 40.00 Hours

This course provides students with an overview of the role of the correctional officer in the care, custody and control of inmates. Students will also learn the importance of developing supervisory and observational skills, practicing officer safety and following policies and procedures to ensure the safe operation of a correctional facility.

* CJK0330  Supervising Special Populations

Fall, Spring, Summer  0.66 Credits - 20.00 Hours

This course provides students with an awareness of special populations and the appropriate responses when interacting with and supervising a variety of individuals that have been grouped together.

* CJK0335  Responding to Incidents and Emergencies

Fall, Spring, Summer  0.53 Credits - 16.00 Hours

This course provides students with an awareness and ability to apply knowledge, training and reasonable judgment to ensure the safety and security of all persons at the facility during an emergency.

* CJK0340  Officer Wellness and Physical Abilities

Fall, Spring, Summer  1.00 Credit - 30.00 Hours

This course is designed to prepare students to perform the physical duties as a correctional officer through the implementation of a physical fitness training plan and a nutritional component.

* CJK0350  Law Enforcement Cross-Over to Correctional Introduction and Legal

Fall, Spring  0.73 Credits - 22.00 Hours

This course introduces the student to the basic concepts of the American correctional system. The course will familiarize the student with the applicable state and federal laws associated with correctional operations.

* CJK0351  Law Enforcement Cross-Over to Correctional Procedures

Fall, Spring  0.46 Credits - 14.00 Hours

This course introduces the student to the operational concepts and practices associated with classification, processing and securing inmates. This course also introduces operational concepts and practices associated with emergency procedures in a correctional setting.

* CJK0352  Law Enforcement Cross-Over to Correctional Officer Safety

Fall, Spring, Summer  0.46 Credits - 14.00 Hours

This course prepares the student to comply with safety requirements in a correctional setting.

* CJK0353  Law Enforcement Cross-Over to Correctional Supervising Special Populations

Fall, Spring, Summer  0.46 Credits - 14.00 Hours

This course prepares the student to effectively supervise diverse and special population inmates in a correctional setting.

* CJK0354  Law Enforcement Cross-Over to Correctional Officer Wellness

Fall, Spring, Summer  0.40 Credits - 12.00 Hours

This course prepares the student for participation in lifestyle activities which will promote health and wellness.
Cross-Over Handgun Transition Course

Fall, Spring, Summer 0.80 Credits - 24.00 Hours

This course provides training and transitions a student from the use of a semi-automatic handgun to a revolver or vice versa. Students must demonstrate proficiency for both handgun daytime and handgun nighttime using the course of fire specified in this course.

Cross-Over Program Updates

Fall, Spring, Summer 0.26 Credits - 8.00 Hours

This course is designed for instructors to deliver expanded or updated instruction on curriculum topics contained in the cross-over program. The eight hours do not have to be taught in one block but may be distributed as needed throughout the program with the approval of the training center director. For example, additional time may be used to integrate updated techniques or instruction from the high liability textbook, apply relevant case law or review topics from the curriculum textbook not specifically designated for classroom instruction. Because these hours may be distributed to other courses in the cross-over program, a written end-of-course exam is not required for the cross-over program updates course.

Dart-Firing Stun Gun Use

Fall, Spring, Summer 0.20 Credits - 6.00 Hours

This course will introduce the student to the basics of the stun gun and the dart-firing stun gun and will provide fundamental knowledge on this emerging tool in criminal justice. This is a competency-based course. Lab fee required.

Dart-Firing Stun Gun

Fall, Spring, Summer 0.26 Credits - 8.00 Hours

This course will introduce the student to the basics of the stun gun, particularly the dart-firing stun gun and provide knowledge of its practical use. Lab fee required.

Emergency Preparedness

Spring, Summer 0.86 Credits - 26.00 Hours

This course will cover facility tensions, such as riots, by teaching students prevention procedures and techniques. It will also explore the handling of unusual disturbances, firefighting principles and emergency procedures for natural or man-made disasters. Lab fee required.

Directed Studies in Criminal Justice

Offered as Needed 0.33 Credits - 10.00 Hours

This course is scheduled for individual students who wish to explore topics not covered in the curriculum. The student must present a design of the study (learning contract) to the faculty member who is to direct the work. Approval from the department chair or director is required prior to registration.

Criminal Procedure

Fall, Spring 3.00 Credits - 3.00 Hours

This course provides an understanding about balancing the power of government and the freedoms and privacy of citizens to allow the government enough power to serve and protect its citizens without unnecessarily invading individual rights.

Criminal Law

Spring, Summer 3.00 Credits - 3.00 Hours

This course identifies and defines principles and doctrines of law with emphasis on Florida criminal and civil statutes that provide sanctions for inappropriate behavior within our society.

Criminal Evidence
Fall, Summer 3.00 Credits - 3.00 Hours

The purpose of this course is to point out why the evidence of the law court follows its present direction. Course content includes considering rules of evidence and rules of exclusion. Tests of admissible evidence applied by the courts, including direct and circumstantial evidence, will be covered.

CJL2500 Explaining the American Court System

Fall 3.00 Credits - 3.00 Hours

This course will provide students with an understanding of the court system. Students will study the abilities courts have to regulate our lives, shape what is acceptable and what is forbidden. Students will also study how the court system works to avoid violating people’s rights and liberties. This course covers topics such as the role of courts in modern society, pressure on the courts and how that pressure is handled, various levels of courts, professionals who work in the system, the role of the victim, rights of the defendant and a step-by-step program to show how a case works its way through the court system. Students may be required to attend a session in an actual courtroom at the discretion of the instructor.

CLP2140 Abnormal Psychology

Spring 3.00 Credits - 3.00 Hours

This course will examine the clinical description and etiology of psychological disorders from an integrative perspective. Emphasis will be placed on theories of causation and current research on treatment modalities. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisites: PSY 2012 and either prerequisite or corequisite ENC 1101.

CNT3406 Enterprise Security

Fall, Spring 3.00 Credits - 3.00 Hours

This course covers the issues of providing computer security in an enterprise environment. Students will learn the threats to any enterprise and how to properly address these threats with an appropriate response. Prerequisite: CIS 3360.

CNT4422 Securing the Cloud

Fall, Spring 3.00 Credits - 3.00 Hours

This course covers the intricacies of providing security in cloud-based computing. Students will learn how to provide a sturdy and stable framework to secure their organizations piece of the cloud through consideration of alternate approaches such as private vs. public clouds, SAAS vs IAAS and loss of control and trust. Prerequisite: CIS 3360.

CNT4504 Computer Networks and Distributed Processing

Spring, Summer 3.00 Credits - 3.00 Hours

In this course students will study architectures, protocols and layers in distributed communication networks and develop client-server applications. Topics include the OSI and TCP/IP models, transmission fundamentals, flow and error control, switching and routing, local and wide-area networks, wireless networks and client-server models. Students will extend course topics via programming assignments, library assignments and other requirements. Prerequisites: CDA 3100 and CET 3679.

CNT4514 Wireless Networks and Portable Devices

Fall, Summer 3.00 Credits - 3.00 Hours

Students in this course will study wireless and emerging network technologies. They will examine the effects of mobility on network issues such as architecture, security, privacy, file systems, resource discovery, resource management (including energy usage), personal online identities and other areas. Students will acquire hands-on experience with mobile and sensor platforms. Prerequisite: CIS 3360.

CNT4524 Mobile Security
Fall, Spring 3.00 Credits - 3.00 Hours

This course covers the issues of providing information security for mobile devices in our ever-changing corporate environment. As each generation of portable electronic devices and storage media becomes smaller, higher in capacity, and easier to transport, it is becoming increasingly difficult to protect the data on these devices while still enabling their productive use in the workplace. Prerequisite: CIS 3360.

CNT4704 Network Design and Planning

Fall, Spring 3.00 Credits - 3.00 Hours

In this course students will examine computer network goals, models and designs for both local-area and wide-area networks with specific emphasis on internetworking principles. They will evaluate current network technologies and use these in the planning of a network. Through simulation techniques and graph and queuing theory, students will plan the capacity of a network and analyze its performance. Prerequisites: CIS 3360, CNT 4504 and CNT 4514.

CNT4704H Honors Network Design and Planning

Fall, Spring 3.00 Credits - 3.00 Hours

In this course students will examine computer network goals, models and designs for both local-area and wide-area networks with specific emphasis on internetworking principles. They will evaluate current network technologies and use these in the planning of a network. Through simulation techniques and graph and queuing theory, students will plan the capacity of a network and analyze its performance. Prerequisites: CIS 3360, CNT 4504, CNT 4514 and acceptance into the Honors program.

COP1000 Principles of Computer Programming

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course covers the basic concepts of computer programming. Students use a structured approach to program/algorithmdesign and learn logic techniques such as iteration, initialization, conditional processing, accumulation and sequencing. Also considered are programming style and program efficiency. Logic techniques and data formats are illustrated using high level programming languages. This class utilizes classroom lecture and hands-on programming exercises. A working knowledge of the Windows PC including starting programs, saving files and copying files is required. Lab fee required. Prerequisite: MAT 1033 eligibility or higher level mathematics course or sufficient score on placement test.
selection, iteration, strings, arrays, pointers and functions. Lab fee required. Prerequisite: COP 1000 with a grade of "C" or higher or department permission.

**COP2228  Advanced C++ Programming**

**Fall, Spring 3.00 Credits - 3.00 Hours**

The student applies the Visual C++ programming language to more advanced problems by designing, implementing and documenting computer applications. Key topics include class constructors and destructors, function overloading, operator overloading, dynamic memory allocation, encapsulation, inheritance and polymorphism. Selected classes from the C++ Standard Template Library (STL) are also covered. Lab fee required. Prerequisite: COP 2224 with a grade of "C" or higher or department permission.

**COP2360  C# Programming**

**Fall, Spring, Summer 3.00 Credits - 3.00 Hours**

This course provides an introduction to the C# programming language. Students will learn the basic features of the language including selection, iteration, data types and scope. In addition, the course will cover the object-oriented aspects of the language including encapsulation, inheritance and polymorphism. Lab fee required. Prerequisite: COP 1000 with a grade of "C" or higher or department permission.

**COP2362  Advanced C# Programming**

**Fall, Spring 3.00 Credits - 3.00 Hours**

In this course the student will use the more advanced features of the C# programming language to create complex applications that utilize graphical user interfaces, databases, multithreading, Internet communications and multimedia. Lab fee required. Prerequisite: COP 2360 or department permission.

**COP2654C  iPhone Programming**

**Fall, Spring 3.00 Credits - 3.00 Hours**

This course is an introduction to creating iPhone applications. The student is introduced to the Apple development environment and development tools. Significant time is spent learning the Objective-C programming language. Objective-C topics include data types, expressions, selection, iteration, methods, classes, objects and object-oriented concepts. Basic iPhone applications are developed incorporating features such as touch input and control of basic user interface widgets. An iPhone is not required. Lab fee required. Prerequisite: COP 1000.

**COP2658C  Advanced iPhone Programming**

**Fall, Spring 3.00 Credits - 3.00 Hours**

This course focuses on developing applications for the Apple iPhone. It assumes the student has a basic understanding of Objective-C. Topics include Apple development tools, building multi-view applications, saving data using a database, drawing with a graphics library, using images and sound, determining device locations and distances and tracking motion using the accelerometer. The business of the iPhone Developer Program, distributing, marketing and selling iPhone applications will be covered. An iPhone is not required. Lab fee required. Prerequisite: COP 2654C.

**COP2660  Android Programming**

**Fall, Spring 3.00 Credits - 3.00 Hours**

This course is an introduction to creating Android mobile applications. The student is introduced to the Android development environment and development tools. Significant time is spent learning the Java programming language. Java topics include data types, variables, expressions, selection, iteration, methods, classes, objects, and object-oriented concepts. Android applications are developed with basic user interface objects and layouts. A mobile device is not required. Prerequisite: COP 1000.
COP262  Advanced Android Programming

Fall, Spring  3.00 Credits - 3.00 Hours

This course focuses on developing applications for the Android mobile application platform. It assumes the student has a basic understanding of Java gained through the prerequisite course. User interface widgets (Views) and advanced layout options will be covered. Medium-to-advanced features such as using graphics, images, audio, and video in apps will be covered. In addition, apps saving data using a database, using location-based services and tracking motion using the accelerometer will be developed. The business of distributing, marketing and selling Android applications will be addressed. A mobile device is not required. Prerequisite: COP 2660.

COP2800  Programming in Java

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course provides an introduction to object-oriented programming and the Java programming language. Students will design, build, implement and debug computer applications and web applets using the Java language. Lab fee required. Prerequisite: COP 1000 with a grade of "C" or higher or department permission.

COP2805  Advanced Java Programming

Fall, Spring  3.00 Credits - 3.00 Hours

In this course the student will learn the more advanced features of the Java programming language to create complex applications and applets that utilize graphical user interfaces, databases, multithreading, Internet communications, JavaBeans and multimedia. Lab fee required. Prerequisite: COP 2800 with a grade of "C" or higher or department permission.

COP2821  Advanced Visual Basic Programming

Fall, Spring  3.00 Credits - 3.00 Hours

This course uses Visual Basic to solve advanced programming problems. Topics covered include advanced Windows controls, Internet controls, ActiveX controls, ActiveX documents, Multiple Documents Interface (MDI) applications, Dynamic Link Libraries (DLLs), the Component Object Model (COM) and class modules. This class utilizes classroom lectures and hands-on programming exercises. Lab fee required. Prerequisite: COP 1332 or department permission.

COP2822  Web Applications

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

Web Applications introduces students to the art of web development by using industry standard tools and scripts to construct commercial-grade web pages. The course will cover the software tools available to create and develop web pages as well as hands-on experience configuring a variety of software used on a website. Lab fee required.

COP2830  Web Programming I

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

Web Programming I will focus on the skills required for web application development using XHTML, client-side scripting and basic server-side scripts. This course will explore the syntax, semantics and limitations of page layout, Cascading Style Sheets and basic scripting. Implementation of server-side scripting will be covered as it pertains to form processing. Examples of tools, W3 standards and cross-browser compatibility will also be examined. Upon completion of the course, the student will be able to design, program and publish a commercial-grade website. Lab fee required. Prerequisite: MAT 1033 eligibility or higher level mathematics course or sufficient score on placement test.

COP2831  Web Scripting and AJAX

Spring  3.00 Credits - 3.00 Hours

This course will teach the student how to modify a document’s structure, styling and content in response
to user actions and make AJAX requests to get data from the server without reloading the page. Today’s web applications, such as Google Maps and Web 2.0 sites, such as Twitter, are powered by JavaScript and AJAX. Lab fee required. Prerequisite: COP 2830.

COP2833  Data Driven Websites

Fall  3.00 Credits - 3.00 Hours

Databases drive today’s e-commerce websites. This course demonstrates how to leverage the power of a relational database through the use of SQL and server-side scripting. The student will explore server-side scripts in a variety of languages to provide dynamic website content. The course will demonstrate how to connect to data from standard ODBC-compliant databases and create database-driven websites. Upon successful completion of this course, students will be able to design, develop and publish a dynamic database-driven application suitable for use in business or e-commerce. Lab fee required. Prerequisite: COP 2836 or department permission.

COP2836  Web Programming II

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

Programming on the Web server enables a website to interface with databases, access server files and create dynamic content for websites. This course introduces the student to a wide variety of server-side programming and scripting technologies. Examples of these tools and languages include Server Side Includes (SSI), Common Gateway Interface (CGI), PERL, ASP, Java Servlets, Java Server Pages (JSP) and JavaScript. The student will use this introduction to select future courses that cover these topics in detail. Lab fee required. Prerequisite: COP 2830 or department permission.

COP2930  Selected Topics In Computer Programming

Offered as Needed  3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction. Lab fee required.

COP2931  Selected Topics in Computer Programming

Offered as Needed  1.00 Credit - 1.00 Hour

In this course topics of current interest are presented via individual or group instruction. Generally, the student will work with a faculty member to explore a subject not covered in the standard curriculum.

COP2941  Cooperative Education Internship in Computer Programming

Offered as Needed  1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

COP2942  Cooperative Education Internship in Computer Programming

Offered as Needed  2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may
COP2949  Cooperative Education Internship in Computer Programming

Offered as Needed  3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

COP3330  Object-Oriented Programming

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course explores the concepts of object-oriented programming including abstraction, encapsulation, inheritance and polymorphism. The applications developed will focus on extracting objects from a problem domain and designing solutions based on passing messages between objects. Implementation will be done in a current object-oriented language. Prerequisite: COP 1000 or COP 2228. COP 2228 is recommended.

COP3703  Database Design/Architecture

Fall, Spring  3.00 Credits - 3.00 Hours

This course is an in-depth study of database management systems. The course focuses on the relational database which is the most common model used by businesses. Key topics include an overview of database systems, database design, the relational model, physical design, indexing, transaction management, concurrency management, recovery and tuning. In addition, some non-relational topics will be addressed such as data warehousing, decision support and data mining databases. Prerequisite: CGS 2545C.

COP4655  Application Development for Mobile Devices

Fall, Spring  3.00 Credits - 3.00 Hours

Students will study the most widely used mobile development environments used by businesses. A hands-on environment will be provided by implementing a common solution using multiple development environments and multiple devices. Prerequisite: COP 3330.

COP4813  Web Applications Programming

Spring, Summer  3.00 Credits - 3.00 Hours

This course covers the development of distributed multi-tier, web-based applications using the Java programming language. The use of the current Java Platform and Enterprise Edition (EE) platform will be integral to this process. Key topics include Enterprise Java Beans (EJB), web services, profiles, servlets and Java Server Pages (JSP). Prerequisite: COP 3330.

COT3103  Discrete Computational Analysis
Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course applies basic mathematical logic skills and foundations used in computer science and information systems technology. It is designed for students in a major of IT or IST and includes logic rules, tautologies, Boolean algebra, set theory, mathematical induction and other topics of discrete computational analysis. Prerequisite: MAC 1105 or higher level mathematics course.

CPO2002 Introduction to Comparative Politics

Spring 3.00 Credits - 3.00 Hours

This course is a comparative survey of political structures, processes and institutions around the world, including western and non-western cultures, developed and underdeveloped countries, democratic and non-democratic governments, unitary and federal systems. Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in Government and Politics: Comparative. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

CRW2001 Creative Writing I

Fall, Spring 3.00 Credits - 3.00 Hours

This course provides students the opportunity for creative expression in the verbal arts. Although drama, fiction and poetry are studied and critiqued, students are free to concentrate in the genre of their choice and are encouraged to enter contests and to submit work for publication.

CRW2002 Creative Writing II

Fall, Spring 3.00 Credits - 3.00 Hours

This course is an expansion of CRW 2001, focusing on formal writing exercises with more frequent deadlines and critiques in a workshop atmosphere emphasizing individual instruction. This course may be taken four times for credit. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisites: ENC 1101 or ENC 1101H and CRW 2001.

CTS1120 Introduction to Internetworking Security (Security+)

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course examines the principles, mechanisms and implementation of network security and data protection. The topics presented will help students gain the fundamentals of network security and explain what happens behind the scenes and from the point of view of a computer. Topics include definition and use of password crackers, operating system exploits, what is a Hacker, IP Spoofing, Session Hijacking, Denial of Service attacks (DOS), Buffer Overloads, general concepts of password security, how to create a company-wide security policy, how to perform security audits and how to recover from such attacks. Lab fee required. Prerequisite: CET 1179.
CTS1162  Configuring Windows Vista Client (70-620 exam/MCTS)

Offered as Needed  4.00 Credits - 4.00 Hours

This course is designed to provide students with the knowledge and skills necessary to perform installation, post-installation, configuration and day-to-day administration tasks in a single-domain or multiple-domain using Windows Vista. Lab fee required. Prerequisite or corequisite: CET 1179.

CTS1163C  Configuring Windows 7 Client (70-680 exam/MCITP)

Fall, Spring, Summer  4.00 Credits - 4.00 Hours

This course is designed to provide students with the knowledge and skills necessary to perform installation, post-installation, configuration and day-to-day administration tasks in a single domain or multiple domain environment using Windows 7. Prerequisite or corequisite: CET 1179.

CTS1300  Supporting Windows XP Professional (70-270 exam/MCSE)

Offered as Needed  4.00 Credits - 4.00 Hours

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows XP Professional on stand-alone computers and on client computers that are part of a workgroup or a network environment. Topics include pre/post installation, troubleshooting system startup, TCP/IP configuration, Internet Connection Firewall, Remote Desktop and Assistance options, along with the ability to monitor and manage files/folders/storage devices/display devices and local/network printer installations. Knowledge of Network Concepts, DOS and hardware knowledge is required. Lab fee required. Prerequisite or corequisite: CET 1179.

CTS1327C  Configuring Windows 8 (70-687 exam/MCSA)

Fall, Spring, Summer  4.00 Credits - 4.00 Hours

This course is designed to provide students with the knowledge and skills necessary to perform installation, post-installation, configuration and day-to-day administrative tasks in enterprise systems in single domain or multiple domain environments using Windows 8. Prerequisite: CET 1179.

CTS1334C  Supporting Users and Troubleshooting Applications on a MS Windows Desktop

Spring  4.00 Credits - 4.00 Hours

This course provides students with the knowledge and skills necessary to configure and troubleshoot applications and/or operating system settings regarding applications that are installed on the Microsoft Operating System stand-alone or networked client computers that may be a part of a workgroup or a network environment. Topics include application setup, e-mail and Outlook Express account configuration, Internet Explorer (IE) configuration and troubleshooting methodology, the ability to resolve issues related to usability of applications, customization of Windows settings and the ability to answer end-user questions related to application security settings. Knowledge of Network Concepts, Command Line and hardware knowledge is required. Lab fee required. Prerequisite: CTS 1162 or CTS 1163C or CTS 1327C or CTS 1300 or permission of instructor.

CTS2142  Information Technology Project Management

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course will provide a comprehensive overview of the skills, knowledge and tools needed to effectively manage projects with special emphasis on the unique challenges of the computing and information technology industries. The course will cover all nine areas of A Guide to the Project Management Body of Knowledge (PMBOK Guide) established by the Project Management Institute as the industry standard for project management instruction.
CTS2317  Advanced Internetworking Security

Spring  3.00 Credits - 3.00 Hours

This course examines in great depth the principles, mechanisms and implementation of network security and data protection. Students learn to understand the topics Cipher Block Mode, Key Distribution methodology, Public Key Infrastructure, Kerberos, X.509 Directory Security, IP/Web/Email Security, SLS (Secured Sockets Layer), PGP (Pretty Good Privacy) and Network Security Management from both an internal and external security reference. Basic networking concepts and security principles required. Lab fee required. Prerequisite: CTS 1120.

CTS2343C  Windows Server 2008 Applications Infrastructure (Exam 70-643)

Offered as Needed  4.00 Credits - 4.00 Hours

This course provides students with an understanding of migrating and deploying Windows Server 2008, including installation, configuration and upgrading. Special emphasis is given to upgrading common server configurations and using the Windows Server Deployment Solution Accelerator. Students will also learn to install, configure, maintain and troubleshoot an Internet Information Services (IIS) 7.0 Web server in Windows Server 2008. Finally, students will be provided with the knowledge and skills to configure, manage, monitor and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, gateway and Web access. Lab fee required. Prerequisite: CET 1179.

CTS2345C  Windows Server 2008 Active Directory (70-640 exam)

Spring  4.00 Credits - 4.00 Hours

This course provides the skills and knowledge necessary to configure, manage and maintain the Windows 2008 Active Directory structure. Both logical and physical components will be explained and demonstrated. Students will learn to create a forest/domain structure, organize and plan user/group strategies, deploy site configurations, understand Operation Masters and their role within the Active Directory structure and learn the basic backup and restore features of this directory service. Knowledge of Windows Vista/Windows XP and/or client interfaces is suggested. Lab fee required. Prerequisite: CET 1179.

CTS2346C  Windows Server 2008 Administrator (Exam-70-646)

Fall  4.00 Credits - 4.00 Hours

This course provides the skills and knowledge necessary to install and configure Windows Server 2008 and to manage and create end-user records, handle printing infrastructures, monitor remote servers, manage storage and system restore and maintenance. Knowledge of Windows Vista, XP and/or client interfaces is suggested. File/folder structure management and creation and hardware knowledge is required. Lab fee required. Prerequisites or corequisites: CTS 2345C or CTS 2390C and CTS 2347C or permission of instructor.

CTS2347C  Windows Server 2008 Network Infrastructure (Exam 70-642)

Fall  4.00 Credits - 4.00 Hours

This course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies. Students will gain an understanding of the network technologies most commonly used with Windows Server 2008 and IP-enabled networks. Students will also learn how to secure servers and maintain update compliance. Lab fee required. Prerequisite: CET 1179.

CTS2370C  Virtual Infrastructure: Installation and Configuration

Fall, Spring, Summer  4.00 Credits - 4.00 Hours

In this course students learn the concepts and capabilities of virtual architecture with a focus on the installation, configuration and management of a
VMware virtual infrastructure. This course covers fundamentals of virtual network design and implementation, fundamentals of storage area networks, virtual switching, virtual management and engineering for high availability. Prerequisite: CTS 2345C or CTS 2390C or equivalent.

**CTS2371C  Virtual Infrastructure: Deployment, Security and Analysis**

**Fall, Spring, Summer  4.00 Credits - 4.00 Hours**

This course focuses on the deployment, security and analysis of the VMware virtual infrastructure including scripted installations, advanced virtual switching for security, server monitoring for health and resource management, high availability management, system backups and fault analysis. Prerequisite: CTS 2370C or equivalent.

**CTS2372C  Virtualized Server Implementation I**

**Fall, Spring, Summer  4.00 Credits - 4.00 Hours**

In this course students learn the deployment, planning and analysis of the Citrix server including the designing of terminal services and application planning. Prerequisite: CTS 2345C or CTS 2390C or equivalent.

**CTS2390C  Installing and Configuring Windows Server 2012**

**Fall, Spring  4.00 Credits - 4.00 Hours**

This course is the first of three courses designed to build the knowledge and skills necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. The course covers implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Prerequisite: CET 1179.

**CTS2391C  Administering Windows Server 2012**

**Spring, Summer  4.00 Credits - 4.00 Hours**

This course is the second of three courses designed to build the knowledge and skills necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. The course covers implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Prerequisite or corequisite: CTS 2390C.

**CTS2392C  Configuring Advanced Windows Server 2012 Services**

**Fall, Summer  4.00 Credits - 4.00 Hours**

This course is the final of three courses designed to build the knowledge and skills necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. The course covers implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. Prerequisite: CTS 2391C.

**CTS2395C  Implementing Desktop Infrastructure**

**Spring, Summer  4.00 Credits - 4.00 Hours**

This course is the first of two courses designed to provide students with the knowledge and skills necessary to plan, design and implement a Windows 8 desktop infrastructure. The course provides guidance on planning and deploying desktops using technologies such as User State Migration Tool, Microsoft Deployment Toolkit and Virtual Desktop Infrastructure. The course will also describe how to monitor the performance and health of the desktop infrastructure. Prerequisite or corequisite: CTS 1163C or CTS 1327C.

**CTS2396C  Implementing Desktop Application Environments**

**Spring, Summer  4.00 Credits - 4.00 Hours**

This course is the second of two courses designed to enable students to design, deploy and manage a
physical and virtual Windows Server 2012 application management infrastructure. Students will learn to design, deploy and manage Windows 8 Enterprise applications in a physical and virtual environment and the cloud. Prerequisite: CTS 2390C. Prerequisite or corequisite: CTS 2395C.

CTS2411C  Information Storage Management

Fall, Spring, Summer  4.00 Credits - 4.00 Hours

In this course students learn how to manage advanced storage systems, protocols and architecture including Storage Area Networks (SAN), Network-Attached Storage (NAS), Fiber Channel Networks, Internet Protocol SANs (IPSAN), ISCI and Content-Addressable Storage (CAS). Prerequisite: CTS 2345C or CTS 2390C or equivalent.

CTS2434C  Microsoft SQL Implementation

Offered as Needed  4.00 Credits - 4.00 Hours

The goal of this course is to provide students with the knowledge and skills required to implement a database solution with a Microsoft SQL Server client/server database management system. Students will also gain a deeper understanding of the architecture of Microsoft SQL Server. Knowledge of the Windows 9X interface, Windows NT, DOS and hardware is required. Lab fee required. Prerequisite: CET 1179.

CTS2445  Oracle Structured Query Language (SQL)

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This class covers the industry standard Structured Query Language (SQL) and additional SQL features specific to Oracle relational databases. Students learn to create and maintain database objects and to store, retrieve and manipulate data. Classroom lecture and hands-on lab assignments reinforce the fundamental concepts. This course prepares students for the Oracle Application Developer and Database Administrator exams. Lab fee required. Prerequisite: CGS 2545C or department permission.

CTS2937C  Selected Studies in Information Technology

Offered as Needed  4.00 Credits - 4.00 Hours

In this course topics of current interest are presented in group instruction.

DAA1100C  Contemporary/Modern Dance I

Fall  2.00 Credits - 3.00 Hours

In this course students will learn basic exercises and combinations which promote understanding of dance theory and techniques. Improvisational exercises will also be incorporated to develop a sense of individual accomplishment and skill.

DAA1101C  Contemporary/Modern Dance II

Fall, Spring  2.00 Credits - 3.00 Hours

This course continues with exercises and combinations which promote understanding of dance theory and techniques that began in DAA 1100C, exploring them at the intermediate level. Improvisational exercises will continue to be incorporated to develop a sense of individual accomplishment and skill. Prerequisite: DAA 1100C.

DAA1200  Ballet I

Fall  2.00 Credits - 3.00 Hours

Ballet I introduces students to the basic skills and terminology of ballet. This course is designed to develop individual body awareness, strength, flexibility and an appreciation for the art of ballet.

DAA1201  Ballet II

Spring  2.00 Credits - 3.00 Hours

This course is designed to reinforce and build upon basic ballet techniques. There is an emphasis on body alignment and effective methods for gaining strength.
and flexibility necessary for proper ballet deportment. It includes the barre, the center floor and the basic elements of the classical ballet vocabulary. The history of ballet will also be included in this course.

Prerequisite: DAA 1200.

DAA2932  Selected Studies in Dance
Fall, Spring  2.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction. This course may be taken four times for credit.

DEP2004  Developmental Psychology
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course explores the effects of genetic, psychological, maturational and social factors at various stages during the lifespan. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Some sections of DEP 2004 have service-learning components. Please refer to class notes in schedule of classes for details. Prerequisite: PSY 2012.

DIG2000  Introduction to Digital Media
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course explores the avenues of contemporary digital design, highlighting the importance of process, innovation and communication. Students will become familiar with design projects ranging from traditional print, sophisticated websites, interactive digital media and motion graphics. The course will focus on developing and refining the design concept and the execution strategy. Lab fee required.

DIG2030C  Digital Video Fundamentals
Fall, Spring  3.00 Credits - 3.00 Hours

This course is an introduction to the concepts, principles, tools and techniques of producing, assembling and mixing digital video and audio.

Students will understand story, creativity, planning and organizational skills as a part of the production process. Lab fee required. Prerequisite: DIG 2000.

DIG2109C  Digital Imaging Fundamentals
Fall, Spring  3.00 Credits - 3.00 Hours

This course is an introduction to the concepts and principles of digital imaging and the tools and techniques of image capture, creation, manipulation and integration of still images. Students will understand composition, layout, color theory, image capture and output using industry-standard software. Lab fee required. Prerequisite or corequisite: DIG 2000.

DIG2251  Audio Production I
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course provides a broad introduction to sound design principles as applied to moving pictures and interactive systems. Creative use of sound is explored through an introduction to field recording and the use of digital audio workstations. Students use original sound recordings from other departments as well as those sampled from an extensive sound library in order to create sound pieces both with and without images. Lab fee required. Prerequisite: DIG 2000.

DIG2302C  3D Modeling and Animation I
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is designed to teach beginning level 3D animation for digital media. Emphasis will be placed on viewing the world in three dimensions as opposed to a single flat plane and training the eye to see shape instead of line. It will allow students to comprehend fully visual concepts such as light and shadow, foreshortening, color recognition and modeling techniques. Other topics include NURBS vs. polygons, texturing, lighting, rendering and keyframe animation. Lab fee required. Prerequisite: DIG 2000 or GRA 2151C or GRA 2201.
DIG2303  3D Modeling and Animation II

Spring  3.00 Credits - 3.00 Hours

This course gives the student an in-depth look at character design, development, rigging and animation. Character creation will include segmented and solid model mesh of bipeds and quadrupeds. Students will examine techniques used to create facial expressions and lip sync using phonemes. Lab fee required. Prerequisite: DIG 2302C.

DIG2304  3D Modeling and Animation III

Spring  3.00 Credits - 3.00 Hours

This course is designed to teach an intermediate level of three-dimensional animation for digital media. Emphasis is placed on building 3D world space that tells a story. It will allow students to build upon concepts such as environments, physical motion and modeling techniques, rendering and post-production. Lab fee required. Prerequisite: DIG 2302C.

DIG2341  Motion Graphics I

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course focuses on digital post-production used for film, animation, video, digital media and the Web. This course identifies production methods, compositing and sophisticated motion control for high-quality, two-dimensional animation. Focus is placed on digital media components, video tape and screen outputs for special and specialty projects while exploring foundations for computer-aided digital production. The topic of work flow issues and the variety of design and production vehicles will be addressed. Lab fee required. Prerequisites: DIG 2000 and GRA 2201.

DIG2342  Motion Graphics II

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course focuses on digital post-production used for film, animation, video, digital media and the Web. Students are challenged to integrate both technically and aesthetically, two-dimensional graphics, three-dimensional models and animations and background elements in a project-based environment. Students will become familiar with match-moving and compositing techniques. Lab fee required. Prerequisite: DIG 2341.

DIG2500C  Fundamentals of Interactive Design

Fall, Spring  3.00 Credits - 3.00 Hours

This course covers the foundations of interactive media including user-interface design concept, optimization/performance issues, resources and tools. Students combine audio, video, imaging, animation and other media formats to construct an interactive product using industry-standard software. Lab fee required. Prerequisite: DIG 2000.

DIG2520  Digital Media Production Techniques

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course explores the avenues of contemporary digital production. Students will learn each of the new media along with its history and connection to the worlds of art and design. This course also covers essential key concepts and techniques for image processing, digital archival, file conversion, media duplication and analyzes the computer and its peripherals to explain the different elements of a digital media studio. Lab fee required.

DIG2581  Portfolio Design

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course prepares students for professional situations through the creation of individual demo reels, resumes, websites and portfolios by emphasizing business structure. Topics such as studio hierarchy, production bidding, media distribution and professional growth will be included to highlight many of the important aspects of business in order for students to attain and sustain a professional career. Lab fee required. Prerequisite: Students must have
completed a combined total of 30 or more college credits in any DIG and GRA prefix courses.

DIG2930  Selected Studies in Digital Media
Offered as Needed  3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction.

DIG2941  Cooperative Education Internship in Digital Media
Offered as Needed  1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

DIG2942  Cooperative Education Internship in Digital Media
Offered as Needed  2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

DIG2949  Cooperative Education Internship in Digital Media
Offered as Needed  3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

DSC1002  Introduction to Terrorism
Spring  3.00 Credits - 3.00 Hours

This course is an in-depth historical look at terrorism and its origins, types and history that will provide the student with the knowledge necessary to understand the background of yesterday and the evolution of terrorism today. Religions and nations are covered in the investigation of terrorism, its many different factions and their relationships. Discussions will explore the kinds of efforts being expanded around the world to find ways to deter or discover terrorism.
and find other ways to deal with it. Students will examine what the future of terrorism might be in the 21st Century.

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<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
<th>Credits - Hours</th>
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<tbody>
<tr>
<td>DSC1004</td>
<td>Introduction to NRF and NIMS</td>
<td>Fall, Spring</td>
<td>3.00 - 3.00</td>
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<td></td>
<td>This course introduces the student to the National Response Framework (NRF) and specifies how the resources of the Federal Government will work in concert with state, local, tribal governments and the private sector to respond to incidents of national significance. The NRF is predicated on the National Incident Management System (NIMS). This course will show how NRF and NIMS provide a nationwide template for working together to prevent or respond to threats and incidents regardless of cause, size or complexity.</td>
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<td>DSC1033</td>
<td>Weapons of Mass Destruction</td>
<td>Fall, Spring</td>
<td>3.00 - 3.00</td>
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<td>This course introduces the student to various types of weapons of mass destruction. The student will be introduced to basic principles of weapons of mass destruction, recognition, identification, decontamination and treatment protocols. The student will understand the importance of personal protective equipment and its proper uses and understand toxicology, physical and chemical properties associated with weapons of mass destruction.</td>
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<td>This course deals with the problems of terrorism from a criminal justice perspective. This course will provide the student with an understanding of the major issues associated with the response to terrorism in a democratic society. This course focuses on the threat of terrorism to the United States. This course will review strategies used to deter terrorist threats to the United States. This course will also assess the relative effectiveness of anti-terrorist activities.</td>
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<tr>
<td>DSC1222</td>
<td>Psychology Management of Weapons of Mass Destruction Victims</td>
<td>Fall, Spring</td>
<td>3.00 - 3.00</td>
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<td>This course introduces the student to a general overview of terrorism and the potential psychological effects of terrorist events on victims. The course will also provide emergency responders with appropriate skills to use at the terrorist scene to mitigate the psychological impact to the victims. The course will address the effects of terrorist events on the emergency responders themselves and offer specific techniques that the responders can use in responding to victims and other responders.</td>
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<tr>
<td>DSC1552</td>
<td>Critical Infrastructure Protection</td>
<td>Fall, Spring</td>
<td>3.00 - 3.00</td>
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<td>This course deals with the problem of terrorism from a criminal justice perspective. It is designed to provide the student with an understanding of the major issues associated with responding to terrorism in a democratic society. This course focuses on the threat of terrorism in the United States. This course will review strategies used to deter terrorist threats to the United States. This course will also assess the relative effectiveness of anti-terrorist activities.</td>
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<tr>
<td>DSC1562</td>
<td>Homeland Security Threat Strategy</td>
<td>Fall, Spring</td>
<td>3.00 - 3.00</td>
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<td>This course deals with the problems of terrorism from a criminal justice perspective. This course will provide the student with an understanding of the major issues associated with the response to terrorism in a democratic society. This course focuses on the threat of terrorism to the United States. This course will review strategies used to deter terrorist threats to the United States. This course will also assess the relative effectiveness of anti-terrorist activities.</td>
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<tr>
<td>DSC1631</td>
<td>Terrorism Response Planning</td>
<td>Fall, Spring</td>
<td>3.00 - 3.00</td>
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<td>This course introduces the student to various aspects of planning for potential terrorist activity. The student will be introduced to the basic principles of emergency management, communications, security threats and the effects these operations may have on personnel. The student will learn techniques for evaluating various operations for vulnerability to terrorist attacks. The student will gain knowledge of the rules and responsibilities of local agencies, federal agencies, private seaports and maritime businesses during terrorism planning and response.</td>
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DSC1751  Homeland Security and Law

Fall, Spring  3.00 Credits - 3.00 Hours

This course introduces the student to the major debates about balancing democratic freedoms with security from the Patriot Act to the U.S. Supreme Court decisions on detention powers. The course provides insight into legal strategies necessary to confront ongoing national security threats. The course examines laws designed to preserve both our security and our democratic way of life.

DSC2021  Homeland Security for Policing

Fall  3.00 Credits - 3.00 Hours

This course provides a framework for understanding the police role in homeland security. This course provides a broader understanding of how the concept of homeland security developed, what it means for the police, where within the scope of a national homeland security framework the police fit and how the police must have a broad, strategic focus for the adoption of homeland security to ensure goals and objectives are compatible. This course will present a more holistic understanding of policing for homeland security, what role the police will play in this new era and the strategic, operational and tactical considerations necessary to implement this new philosophy of policing.

* EAP0300  EAP Low Intermediate Strategies for Academic Speaking and Listening

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is designed for low intermediate students (non-native speakers of English) to develop the speaking and listening skills necessary for participating in classroom discussions with an emphasis on clarification through re-wording and asking questions. Additionally, an introduction to oral presentation and critical listening skills is provided.

* EAP0320  EAP Low Intermediate Reading

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is an intermediate college reading class for non-native speakers of English. Emphasis is placed on recognizing a variety of textual clues (sentence connectors and transitions) to understand the
meaning and organization of a text and unfamiliar vocabulary and on developing critical reading skills. Prerequisite: Demonstrate required level of proficiency or EAP 0320 with a grade of "C" or higher. Corequisite: EAP 0400 unless previously taken.

**EAP0485**  EAP Intermediate Grammar/Writing

**Fall, Spring, Summer**  6.00 Credits - 6.00 Hours

This course is an intermediate grammar/writing class for non-native speakers of English. Emphasis is placed on the continued development of college-level vocabulary, application of linear logic used in English language writing and development of ideas in simple, compound and complex sentences and academic paragraphs. Prerequisite: EAP 0385 with a grade of "C" or higher or demonstrate required level of proficiency. Corequisite: EAP 0400 unless previously taken.

**EAP1500**  EAP High Intermediate/Advanced Strategies for Academic Listening

**Fall, Spring, Summer**  3.00 Credits - 3.00 Hours

This course is designed to provide further development of communication skills necessary for full participation in mainstream college classrooms including comprehension of extensive discourse with a focus on lecture note-taking in preparation for General Education course work to high intermediate/advanced students (non-native speakers of English). Prerequisite: EAP 0400 with grade of "C" or higher or equivalent proficiency level.

**EAP1520**  EAP High Intermediate Reading

**Fall, Spring, Summer**  3.00 Credits - 3.00 Hours

This course is a high intermediate college reading class for non-native speakers of English. Emphasis is placed on developing advanced reading skills to locate the main idea and supporting details, distinguish between fact and opinion, make inferences and identify an author’s purpose, tone and point of view. Prerequisite: EAP 0420 with a grade of "C" or higher or equivalent proficiency level. Corequisite: EAP 1500 unless previously taken.

**EAP1540**  EAP High Intermediate Writing

**Fall, Spring, Summer**  3.00 Credits - 3.00 Hours

This course is a high intermediate writing class for non-native speakers of English. Emphasis is placed on writing well-developed academic paragraphs and structured essays using accurate language, appropriate word choice and correct mechanics. Prerequisite: EAP 0485 with a grade of "C" or higher or demonstrated equivalent proficiency level. Corequisites: EAP 1500 and EAP 1560 unless previously taken.

**EAP1560**  EAP High Intermediate/Advanced Grammar

**Fall, Spring, Summer**  3.00 Credits - 3.00 Hours

This course is a high intermediate/advanced grammar class designed to prepare non-native speakers of English with the linguistic skills necessary to be successful in General Education classes. Emphasis is placed on developing self-editing skills and accurately using a variety of structures to express meaning. Prerequisite: EAP 0485 with a minimum grade of “C” or higher or demonstrate required level of proficiency.

**EAP1620**  EAP Advanced Reading

**Fall, Spring, Summer**  3.00 Credits - 3.00 Hours

This course is an advanced college reading class for non-native speakers of English. Emphasis is placed on developing and practicing critical thinking skills, evaluating argument (bias) of a passage and drawing inferences and conclusions. Prerequisite: EAP 1520 with a grade of "C" or higher or equivalent proficiency level.

**EAP1640**  EAP Advanced Writing
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is an advanced writing class for non-native speakers of English. Emphasis is placed on writing college-level essays using a variety of language to develop sophisticated ideas while employing accurate structure, appropriate word choice and correct mechanics. Prerequisite: EAP 1540 with a grade of "C" or higher or equivalent proficiency level. Corequisite: EAP 1560 unless taken previously or unless exempt.

ECO1000  Basic Economics

Fall, Spring  3.00 Credits - 3.00 Hours

The nature of economics, production, distribution and price determination will be explored. Emphasis will be placed on practical application and policy determination. Current problems will be surveyed. The course is designed for non-business majors. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

ECO2013  Principles of Economics (MACRO)

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This is an introductory course covering the nature, scope and methods of economics, economic concepts and economic institutions. Emphasis is placed upon production, consumption, determination of prices, distribution of income, fiscal policy, national income determinants, money and banking and comparative economic systems. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

ECO2013H  Honors Principles of Economics (MACRO)

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This is an introductory course covering the nature, scope and method of economics, economic concepts and institutions. Emphasis is placed upon production, consumption, determination of prices, distribution of income, fiscal policy, national income determinants, money and banking and comparative economic systems. Honors level content. Permission required from Honors director. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisites: Acceptance into Honors program and ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

ECO2023  Principles of Economics (MICRO)

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course deals primarily with economic problems. Emphasis is given to markets, production functions, economic role of government, agricultural problems, labor-management relations, imperfect competition, interest and capital, economic security, international trade and finance and economic development. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

ECO2023H  Honors Principles of Economics (MICRO)

Fall  3.00 Credits - 3.00 Hours

This course deals primarily with economic problems. Emphasis is given to markets, production functions, economic role of government, agricultural problems, labor-management relations, imperfect competition, interest and capital, economic security, international trade and finance and economic development. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisites: Acceptance into Honors program and ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

ECO2930  Selected Studies in Economics

Offered as Needed  3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction. This course may be taken four times for credit. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite:
ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

EDF2005  Introduction to the Teaching Profession
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This is a survey course that covers the historical, sociological and philosophical foundations of education, governance and finance of education, educational policies, legal, moral and ethical issues and the professionalism of teaching. Students will be provided information on the Florida Educator Accomplished Practices and Common Core State Standards. Students are required to complete a minimum of 15 hours of field-based experience with children and youth in schools or similar settings and not via virtual modes of film or Internet. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

EDF2085  Introduction to Diversity for Educators
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

Designed for the prospective educator, this course provides the opportunity to explore issues of diversity, including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, socioeconomic status, religion, language of origin, ethnicity and age upon the educational experience. Students will explore personal attitudes toward diversity and exceptionalities. Students will be provided information on the Florida Educator Accomplished Practices and Common Core State Standards. A minimum of 15 hours of field-based experience working with diverse populations of children and youth in schools or similar settings is required. The field experience will not be via virtual modes of film or Internet. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

EDF2130  Children and Adolescent Development for Educators
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course critically examines the developmental stages and characteristics of individuals from infancy through adolescence with application to learners in educational settings. Prerequisite: ENC 1101 or a non-degree plan of TEACH.

EDF2170  The Adult Learner
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course examines the unique nature of the adult learner in higher education. Emphasis will be placed upon theories of cognitive and social learning theories in adult learning. Models and processes for course design appropriate to the adult setting will be presented. Content includes selection and design of goals, objectives and outcomes, teaching and learning activities and assessment strategies to create courses that foster learning. An overview of established training principles and practices will be provided. Learning style theory will be applied in the adult setting as well as evaluation tools for determining the success of instruction to adults. To promote students’ participation and interest, educators will learn to use games and competitions to motivate and engage students.

EDF2230  Foundations of Cooperative Learning
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course provides an opportunity for pre-service and veteran educators to explore the use of cooperative learning strategies. Cooperative learning is an instructional method in which students interact to accomplish a specific task or project. Students will be required to work together using a variety of learning experiences to increase their understanding of implementing basic principles of cooperative learning during direct instruction, practice and assessment.

EDF2250  Introduction to Classroom Management
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course provides pre-service and veteran educators with practical and research-based strategies
to manage all students including the culturally diverse and those with special needs as well as the classroom environment. This course also discusses other topics that may impact the learning environment including classroom arrangement, procedures and the cooperation of parents, teachers and administration.

EDF2720  Children in Schools: Legal, Ethical and Safety Concerns

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course will explore the role of education in children’s lives through the analysis of legal, ethical and safety concerns. Prerequisite: ENC 1101 or a non-degree plan of TEACH.

EDP2002  Introduction to Educational Psychology

Summer  3.00 Credits - 3.00 Hours

This course is an introduction to the principles and theories of psychology as applied to the process of education. Topics of study include psychological perspectives of education, learning theory and critical evaluation of the psychology of education. Prerequisite: ENC 1101 with a grade of “C” or higher or corequisite ENC 1101.

EEC1000  Child Growth and Development

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course examines child development from conception to age eight by considering the complex interaction between heredity and environmental factors. Children’s physical, social, emotional and cognitive development are discussed as well as the implications for developmentally appropriate practice. It includes the theories of Erikson, Piaget and Vygotsky. Students will be required to observe children in a child care setting (10 hours).
Students will be introduced to the theory of the Montessori method including evolution, relationship to Piaget, Erikson, Kohlberg, Vygotsky and others, Montessori’s definition of sensitive periods of development, the role of teacher as directress, the importance of the prepared environment and the process of normalization will be discussed so that the student will gain an appreciation of the Montessori philosophy and method of teaching.

**EEC1011**  
**Professionalism in Early Childhood Education**

**Fall, Spring**  
**3.00 Credits - 3.00 Hours**

This course provides students the opportunity to collaborate with diverse community partners in the field of early childhood education. Students will gain more understanding of the code of ethical conduct and demonstrate the use of this code through their writing and reflections. Emphasis is placed on the importance of self-reflection and self-improvement. Students will become more aware of different cultures and abilities needed when communicating with families of different cultures. Portfolios will be developed in this course reflecting student work and reflections during the degree or certificate program. Prerequisites: EEC 1000 and EEC 2200 with minimum grades of “C” or higher. Corequisite: EEC 1601 with a grade of "C" or higher.

**EEC1523**  
**Child Care Management**

**Fall, Spring, Summer**  
**3.00 Credits - 3.00 Hours**

This course will explore administrative issues relating to leadership in early childhood education: management styles, staff development and supervision including teacher training, staff collegiality, retention and evaluation as well as collaboration with parents and community. This course meets the director credential requirements for the foundational level.

**EEC1601**  
**Observing and Guiding Children’s Behavior**

**Fall, Spring**  
**3.00 Credits - 3.00 Hours**

This course is designed for the early childhood professional to develop basic knowledge, skills and positive dispositions needed to work in partnership with families and other professionals in order to gather data that documents the developmental progression, individual needs and progress toward learning within the classroom. An understanding of goals, benefits of documentation and other effective assessment strategies will be discussed. Early Childhood students will have the opportunity to broaden their knowledge with regard to appropriate behavior in children as they learn to observe children and interpret play problems. Up to 10 hours of observation in a childcare or VPK center is required. Prerequisites: EEC 1000 and EEC 2200.

**EEC1941**  
**Early Childhood Practicum**

**Fall, Spring, Summer**  
**3.00 Credits - 3.00 Hours**

This course provides students with the opportunity to observe children, to gain experience in working with children and to discuss what they see and learn with someone qualified to interpret behavior to expose students to current knowledge about child development. This is a capstone course intended for the student to take the final semester. Prerequisites: EEC 1000 and EEC 1601 and EEC 2200 and EEC 2401 and EEC 2732. Corequisites: ARE 2000 and EEC 2702 and MUE 2010.

**EEC2200**  
**Educational Practices in Early Childhood Education**

**Fall, Spring, Summer**  
**3.00 Credits - 3.00 Hours**

This course will explore developmentally appropriate practices for inclusive preschool settings. Participants will develop a framework for planning, implementation, organization and evaluation of activities in content areas such as art, math, science, music, language arts and free play. The course will emphasize high-quality, developmentally appropriate practices aligned with state and national standards and guidelines. Up to 10 hours of observation in a childcare center is required.
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
<th>Credits</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EEC2202</td>
<td>Child Care and Education Programming</td>
<td>Summer</td>
<td>3.00</td>
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<tr>
<td>EEC2262</td>
<td>Curriculum Activities in Early Childhood</td>
<td>Fall, Summer</td>
<td>3.00</td>
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<tr>
<td>EEC2401</td>
<td>Families and Community</td>
<td>Fall, Spring, Summer</td>
<td>3.00</td>
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<tr>
<td>EEC2521</td>
<td>Child Care and Educational Organization Leadership and Management</td>
<td>Fall</td>
<td>3.00</td>
<td>3.00</td>
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<tr>
<td>EEC2527</td>
<td>Childcare Education Financial and Legal Issues</td>
<td>Spring</td>
<td>3.00</td>
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<tr>
<td>EEC2702</td>
<td>Infant Toddler Development</td>
<td>Fall, Spring</td>
<td>3.00</td>
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</table>

This course is a choice of two courses required at the Florida Childcare Director’s Credential advanced level. Topics include developmentally and culturally appropriate environment and curriculum professional standards, child observation, assessment, documentation and referral, health, safety and nutrition practices and alliances and families. This course may be taken for renewal of the Florida Director’s Credential.

Upon completion of this course, students will understand how to guide and encourage learning by ensuring that the environment is rich with materials and equipment that invite active exploration. Various curriculum approaches will be reviewed with a concentration in creating lesson plans and activities that are appropriate for children under the age of eight years of age. Students will develop a framework for planning, implementation, organization and evaluation for activities in content areas such as art, math, science, music, language arts and active play. The course will emphasize intentionality in teaching using high-quality, developmentally appropriate practices aligned with state school readiness standards. Up to 10 hours of observation in a group care setting is required.

In this course guided readings, culturally diverse group activities and visits to a variety of community resource agencies will broaden students’ horizons regarding the diverse characteristics that make up a family. Students will explore how a child’s development and learning is influenced by the family and the community where they live. The student will design and implement family involvement activities following research-based best practices. Community field experiences are integrated into the course (up to 10 hours).

This course is designed to provide current and future child care administrators the opportunity of satisfying one of the educational requirements for the Advanced Level Child Care and Education Administrator Credential as defined by the state of Florida. It is intended to present the needed skills and information in the following areas: organizational structure and dynamics, ethics and professionalism, leadership personnel policies and relationships and the evaluation and retention involved in staff development. Prerequisite: EEC 1600 or EEC 1523.

This three-credit course is designed to satisfy one of the educational requirements for the Advanced Level Child Care and the Educational Administrator Credential as defined by the state of Florida. The goal of this course is to develop and enhance skills in legal and financial planning and on-going monitoring, budgeting and accounting, compensation and benefits, facilities and equipment, financial resources and marketing, technology and record-keeping, legal obligations, tax law, insurance and licensure, regulatory requirements and personnel law. Prerequisite or corequisite: EEC 1600 or EEC 1523.

This course will serve as a vehicle to deepen student knowledge of infant/toddler development by becoming familiar with play-based curriculum designed to provide caregivers with explicit ideas for
creating loving, playful and stimulating experiences for young children from birth through age three.

**EEC2732 Health, Safety and Nutrition for Young Children**

*Fall, Summer*  
3.00 Credits - 3.00 Hours

This course provides a comprehensive overview of the nutrition, health and safety needs of young children. It is designed to give future and current teachers practical and easy-to-understand information that will prepare them to serve diverse young children and their families in the preschool or early elementary school setting.

**EEC2930 Selected Studies in Early Childhood Education**

*Offered as Needed*  
3.00 Credits - 3.00 Hours

This course will serve as a vehicle to either deepen student knowledge of subjects addressed in Early Childhood Education introductory courses or explore issues outside the traditional curriculum. May be repeated for credit.

**EEC2949 Cooperative Education Internship in Early Childhood Management**

*Fall, Spring, Summer*  
3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

**EEC2949 Cooperative Education Internship in Early Childhood Management**

**State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.**

**EER0002 DC Fundamentals**

*Fall, Spring*  
3.10 Credits - 93.00 Hours

This course examines the theories of electricity and magnetism. Students will learn and use Ohm’s Law in the calculation of various circuits. Series, parallel and series/parallel circuits will be examined. Conduction and resistance in various materials will be explained. How generators and motors operate will be examined. Prerequisite: BCA 0002.

**EER0052 Structured Cabling**

*Fall, Spring*  
3.10 Credits - 93.00 Hours

In this course students will learn what structured cabling and CCTV systems are and how to install and troubleshoot them. Students get hands-on experience working with copper and coaxial media. Students will learn about standards, codes and emerging trends in premises wiring. Prerequisites: BCA 0002 and EER 0002.

**EER0212 AC Theory**

*Fall, Spring*  
3.10 Credits - 93.00 Hours

This course is an introduction to AC theory, AC circuits and single and three-phase circuits and systems. Generation of AC power, transformers and various AC motors will also be examined. Prerequisites: BCA 0002 and BCV 0643 and EER 0002.

**EER0404 Pre-Apprenticeship Residential Wiring A**

*Fall*  
6.00 Credits - 180.00 Hours

This course covers residential wiring in accordance with the National Electrical Code. Topics include blueprints, box fill, circuit locations, conductors, switches and switch control, computation of circuit
loads and wire sizes for pools and spas and ground
fault requirements. Prerequisites: BCA 0300 and BCA
0301.

* EER0405 Pre-Apprenticeship Residential Wiring B

Spring 6.00 Credits - 180.00 Hours

This course covers residential wiring in accordance
with the National Electrical Code, computation of
circuit loads, range calculations, wire sizes, service
equipment, services and service entrance equipment.
The course also includes types of switches and
appliance circuits, special circuits for heating and air
conditioning. Prerequisite: EER 0404.

* EER0434A Residential Wiring A - HS Dual
  Enrollment Pre-Apprenticeship

Offered as Needed 6.00 Credits - 180.00 Hours

This course covers residential wiring in accordance
with the National Electrical Code - blueprints, box fill,
circuit locations, conductors, switches, switch control
and ground fault requirements. This pre-apprenticeship
course is for Dual Enrollment students only.

* EER0441 Motor Control

Fall, Spring 3.10 Credits - 93.00 Hours

This course is for advanced electrical personnel. It will
encompass motors, motor controls, transformers, I.O.
modules, electric braking frequency drives, relays,
logic devices and circuit boards. Prerequisites: BCA
0002 and BCV 0643 and BCV 0650 and EER 0002 and
EER 0212.

* EER0940L Electrical OJT

Summer 21.33 Credits - 640.00 Hours

This application-based course encompasses actual on-
the-job training performance and proficiency of all
electrical trade skills. This course may be repeated up
to four times.

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EET1035C Fundamentals of AC/DC Electricity

Fall, Spring 4.00 Credits - 4.00 Hours

This is an introductory course in basic electricity
intended for the engineering technology programs. It
consists of the concepts, laws and definitions
encountered in AC and DC electric circuits.

EET2930C Selected Studies in Engineering
  Technology

Offered as Needed 3.00 Credits - 3.00 Hours

In this course topics of current interest are presented
in group instruction. Lab fee required.

EET3085C Electricity and Electronics

Fall 3.00 Credits - 3.00 Hours

This course for electrical and non-electrical students
provides a background in electrical principles, circuits,
components and applications. Advanced topics
include the following: direct current and voltage,
resistance, ohms law, power energy and efficiency,
series parallel and associated networks, oscilloscopes,
capacitors, inductors, time constraints, sinusoidal AC,
effective average peak values, phasers, complex
numbers, series and parallel AC networks, AC
theorems and maximum power transfer.

EEX2010 Introduction to Exceptional Learners
  (K-12)

Fall 3.00 Credits - 3.00 Hours

This course provides an overview of the characteristics
and needs of exceptional learners in the K-12
classroom. Specific attention will be given to
accommodating their needs in the regular classroom
environment.

EEX2013 Inclusion and Special Needs in Early
  Childhood Education
Fall, Summer 3.00 Credits - 3.00 Hours

This course will focus on children with special needs in early childhood settings. Based on a developmental perspective, course content includes the various areas of exceptionality in terms of causes, characteristics and general intervention, strategies for adapting the learning environment, modifying instruction and making curriculum accessible to all children through inclusion of those with special needs. Attention will be given to state and federal legislation, the referral process, community resources and effective ways to work with families. Note: This course was formerly listed as EEX 2010 and is the required course for Early Childhood Education students. This course is not intended for students pursuing K-12.

EEX2758 Enhancing Family Involvement in Education

Fall, Spring, Summer 2.00 Credits - 2.00 Hours

This course is a study of the theory, research and best practices as they relate to the family-professional partnerships in both general and exceptional student education. Prerequisite: ENC 1101 or a non-degree plan of TEACH.

EGN1007 Engineering Concepts and Methods

Fall, Spring 1.00 Credit - 2.00 Hours

This course is an introduction to computer software applications involving engineering spreadsheets (Excel) and symbolic processing (Mathcad) in order to solve a variety of engineering-related problems. Prerequisite: MAC 1105 or department approval.

EGN1111C Engineering Graphics - Drawing

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course is an introduction to the techniques of drawing for three-dimensional spatial relationships, visualization, sketching and graphical presentation. Engineering drawing, descriptive geometry and graphical solution techniques using both manual and computer methods will be emphasized. Lab fee required.

EGN2072 Sustainability in the Built Environment

Spring 3.00 Credits - 3.00 Hours

This course will help students understand the relationship between sustainability and buildings by addressing the three E’s of sustainability in the built environment. Students will explore the environmental influence of buildings on natural resources and the interdependence of economics, return on investment and the reduction of operating expenses. Social equality benefits to occupant production, health and quality of life will be examined. Sustainable best practices and standards will be emphasized.

EGN2440 Probability Statistics for Engineers

Fall, Spring 3.00 Credits - 3.00 Hours

This course focuses on axioms of probability, combinational and geometrical probability, probability distributions, measures of location and dispersion, sampling and sampling distributions, estimations and tests of hypotheses and engineering applications. Prerequisite: MAC 2312 with a grade of “C” or higher.

EGS1006 Introduction to the Engineering Profession

Fall 1.00 Credit - 2.00 Hours

This course will introduce the student to the role of the engineer as a creative design professional. Emphasis will be on understanding the creative process and the factors that influence it. The student will participate in engineering orientation and make case studies of selected engineering fields.

EGS2321 Engineering Analysis - Dynamics

Fall, Spring 3.00 Credits - 3.00 Hours
In this course kinematics and kinetics of particles and rigid bodies, mass and acceleration, work and energy, impulse and momentum will be covered. Prerequisite: EGS 2310.

EGS2610 Engineering Economic Analysis

Fall, Spring 3.00 Credits - 3.00 Hours

This course focuses on the economic evaluation of engineering alternatives and design, time value of money and economic impact of taxes, risk and depreciation. Prerequisite: MAC 2311.

EGS2930 Selected Studies in Engineering

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction. Lab fee required.

EGS2931 Selected Studies in Engineering

Fall, Spring, Summer 1.00 Credit - 2.00 Hours

In this course topics of current interest are presented in group instruction. Lab fee required.

EGS2949 Cooperative Education Internship in Engineering

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

EMA4003 Introduction to Materials Science

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course is an introduction to the main families of materials and the principles behind their design, selection, development and behavior, including the relationship of their properties to structure and processing. Prerequisite: CHM 3080.

EME2040 Introduction to Technology for Educators

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course covers the application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies and hardware, software and peripheral for the personal computer as well as data-driven decision-making processes. Identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use and effective instructional strategies for teachers and students with regard to research, analysis and demonstration of technology will be covered. Students will be provided with an overview of the Florida Educator Accomplished Practices, Common Core State Standards and the National Educational Technology Standards.

EME2041 Introduction to Instructional Technologies

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course is designed to provide students with an introduction to the field of instructional technology with an emphasis on using and integrating technology
to improve the teaching and learning process. Emphasis is placed on the elements and applications of multimedia programs for use by students and teachers in K-12 and higher education as well as instructional designers in business and industry settings. Students will learn to analyze and evaluate enterprise systems for instruction such as authoring tools, learning management systems, content repositories and media. Students will investigate innovative and effective technological advances and practices for use in teaching and learning.

EME2450  Introduction to Distance Education

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course examines instruction and how it is effectively delivered online. Students will explore technologies, processes and products of distance education with emphasis on eLearning. Students will learn practical applications of instructional theories related to virtual and online participatory learning environments. Planning and project management for developing online learning materials and facilitating online classes will be covered. Designed for K-12 and higher education instructors and administrators as well as trainers and instructional designers from other professional settings. The course focuses on the interpretation and application of theory, research and standards-based effective practice to the design, development, facilitation and evaluation of distance education experiences.

EME2470  Teaching and Learning in the Connected Age

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course covers the application of instructional principles for the effective use of social media tools to enhance the quality of teaching and learning online and in the classroom. This course focuses on best practices for informal learning in relation to various social media forms and addresses how mass media has been used in learning settings to convey information and promote understanding and change. The course includes hands-on experience with social media tools, emerging trends and best practices for using social media in the educational environment. Identification of appropriate social media tools for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use and effective instructional strategies for teachers and students with regard to social media will be covered. Students will use a variety of social software and Web 2.0 applications.

EME2670  Introduction to Instructional Design

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course focuses on the application of instructional design principles to the development of instruction. Topics include contemporary issues and trends in instructional design, requirements for instruction, task and needs analysis, learning situations and instructional models, learner characteristics and assessing instructional outcomes. Students will plan and create online instructional materials using the instructional design process.

EME2905  Directed Studies in Educational Technology

Offered as Needed  1.00 Credit - 3.00 Hours

This course is scheduled for individual students who wish to explore topics not covered in the curriculum. The student and instructor will design a course of study (learning contract). Approval from the associate dean is required prior to registration. This course may be taken three times for credit.

EML1804  Introduction to Mechatronics

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

In this course students will learn about the discrete microprocessor control of mechatronics dynamic systems using state-space representation, digital controllers and design for mechatronic applications. Students design, build, program and test a robot.
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<tr>
<th>Course Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>EMS0065</td>
<td>CPR for EMS Students</td>
</tr>
<tr>
<td>Fall, Spring, Summer</td>
<td>0.27 Credits - 8.00 Hours</td>
</tr>
<tr>
<td>This eight-hour course is designed to provide the student with training in adult, child and infant Cardiopulmonary Resuscitation (CPR). Included in this course is training in the Automotive External Defibrillator (AED) and various barrier devices. A practical evaluation is required for ASHI certification. This course is required for all students applying for the EMT and Paramedic programs who are not currently certified in CPR.</td>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>EMS1059C</td>
<td>Emergency Medical Responder</td>
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<tr>
<td>Fall, Spring, Summer</td>
<td>3.00 Credits - 3.00 Hours</td>
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<tr>
<td>The Emergency Medical Responder is an integral part of the Emergency Medical Services System. Formerly known as a “first responder,” the EMR is the first individual who arrives at the scene regardless of the individual’s type of credential. It is the goal of the EMR National Standard Curriculum to provide students with the core knowledge, skills and attitudes to function in the capacity of an Emergency Medical Responder.</td>
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<tr>
<td>EMS1119</td>
<td>Emergency Medical Technician</td>
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<tr>
<td>Fall, Spring, Summer</td>
<td>7.00 Credits - 8.40 Hours</td>
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<tr>
<td>This lecture course is designed to prepare the student for a career in the Emergency Medical Services (EMS) field as an Emergency Medical Technician in accordance with the Department of Transportation National EMT curriculum. The student will understand the role of an EMT within the EMS system. The course includes information on the EMS system, legal aspects of EMS, applied anatomy and physiology, communicable diseases, medical emergencies, trauma emergencies, communications, blood-borne pathogens and employability skills. Lab fee required.</td>
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<tr>
<td>EMS1119L</td>
<td>EMT Laboratory</td>
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<tr>
<td>Fall, Spring, Summer</td>
<td>3.00 Credits - 5.60 Hours</td>
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<tr>
<td>This laboratory course is designed to prepare the student for a career in the Emergency Medical Services (EMS) field as an Emergency Medical Technician in accordance with the Department of Transportation National EMT curriculum. The student will be able to perform various EMT skills such as patient assessment, airway management, cardiac-arrest management, cervical immobilization, bandaging, extremity immobilization, stretcher handling, IV set-up and ECG monitor set-ups. Lab fee required.</td>
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<tr>
<td>EMS1335</td>
<td>Emergency Vehicle Operations</td>
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<tr>
<td>Fall, Spring, Summer</td>
<td>1.00 Credit - 1.00 Hour</td>
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<td>This course is designed to meet Florida state (Florida Statute 401.281, 316.003 (1) F.S.) and Florida Administrative Code 64J-1.013 requirements for safe emergency vehicle operations. This 16-hour class combines both didactic and practical (driver training) aspects of instruction in preparation for emergency vehicle operations.</td>
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<tr>
<td>EMS1431</td>
<td>EMT Clinical</td>
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<tr>
<td>Fall, Spring, Summer</td>
<td>1.00 Credit - 2.60 Hours</td>
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<tr>
<td>This clinical practice course is designed to prepare the student for a career in the Emergency Medical Services (EMS) field as an Emergency Medical Technician in accordance with the Department of Transportation’s National EMT curriculum and the State of Florida’s Bureau of Emergency Medical Services. The student will perform various EMT skills in hospital and field settings. The student will attend 24 hours in an emergency department and 24 hours with a local fire department. All EMS students must submit to a National Criminal Background check. Students must not have been convicted of a crime as listed in the EMS student handbook available in the EMS department. Successful completion of EMS 1431, EMS 1119 and EMS 1119L with an overall grade of 80 percent (C) in each course will allow the student eligibility to complete the National Registry certification examination and the Florida EMT certification. EMS 1431 must be completed during the same term as EMS 1119 and EMS 1119L. Lab fee required.</td>
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EMS2603  Paramedic I

Fall, Spring  4.00 Credits - 8.00 Hours

This course presents the objectives contained in Modules I, II and III of the 1998 U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include roles and responsibilities, medical legal issues, well-being of the paramedic, illness and injury prevention, ethics, medical terminology review, patient assessment, airway management, venous access and medication administration, therapeutic communications, life span development, pathophysiology, management of shock and general pharmacology. Course must be completed with a grade of "C" (80 percent grade average) or higher to continue in the Paramedic program. This course may be repeated one time. Permission of EMS program manager is required. This course is offered in the Fall and Spring terms. Prerequisite: Emergency Medical Technician State certification (EMT). Corequisite: EMS 2603L.

EMS2603L  Paramedic I Laboratory

Fall, Spring  3.00 Credits - 6.00 Hours

This course presents the objectives contained in Division I, II and III of the 1998 U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include illness and injury prevention, medical terminology review, patient assessment, airway management, venous access and medication administration, therapeutic communications, management of shock and general pharmacology. Course must be completed with a grade of "C" (80 percent grade average) or higher to continue in the Paramedic program. This course may be repeated one time. Permission of EMS program manager is required. This course is offered in the Fall and Spring terms. Lab fee required. Prerequisite: Emergency Medical Technician State Certification (EMT). Corequisites: EMS 2603 and EMS 2666.

EMS2604  Paramedic II

Spring, Summer  4.00 Credits - 8.00 Hours

This course presents the objectives contained in Modules IV and V of the 1998 U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following medical emergencies: cardiology, pulmonary, neurology, endocrinology, allergies, gastrointestinal, renal, toxicology, hematology, environmental conditions, communicable diseases, gynecology, obstetrics and psychiatric emergencies. The following trauma emergencies include burns, spinal, thoracic, abdominal, musculoskeletal, head, facial, soft tissue, hemorrhage and shock. Course must be completed with a grade of "C" (80 percent grade average) or higher to continue in the Paramedic program. This course may be repeated one time. Permission of EMS program manager is required. This course is offered in the Spring and Summer terms. Prerequisites: EMS 2603 and EMS 2603L and EMS 2666 with grades of "C" or higher. Corequisites: EMS 2604L and EMS 2647 and EMS 2667.

EMS2604L  Paramedic II Laboratory

Spring, Summer  4.00 Credits - 6.00 Hours

This course presents the objectives contained in Modules IV and V of the 1998 U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. The laboratory will focus on cardiovascular, respiratory and traumatic emergencies, enabling students to practice the associated treatment modalities. Topics studied include the following treatment of medical emergencies: cardiology, pulmonary, neurology, endocrinology, allergies,
of Transportation National Standard Curriculum for the EMT-Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following: emergency treatment techniques for neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, acute interventions for the chronic care patient, assessment-based management, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents and crime scene awareness. Course must be completed with a grade of "C" (80 percent grade average) or higher to continue in the Paramedic program. This course may be repeated one time. Permission of EMS program manager is required. This course is offered in the Summer and Fall terms. Lab fee required. Prerequisites: EMS 2604 and EMS 2604L and EMS 2647 and EMS 2667 or corequisites EMS 2605 and EMS 2659 and EMS 2668 with grades of "C" or higher.

EMS2647  Advanced Airway Management

Spring, Summer 1.00 Credit - 1.00 Hour

This course presents the objectives contained in the 1998 U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic for advanced airway techniques and the anesthesia rotation. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient, focusing on advanced airway techniques. This course is a combination of classroom work, laboratory exercises and an anesthesia rotation. Students will be allowed to practice advanced endotracheal intubation patient care and the course offers the students opportunities to demonstrate competency in the skills learned in the Paramedic II Laboratory. Students will be assigned to a specific operating room to perform endotracheal intubation under the direct supervision of an anesthesiologist. Course must be completed with a grade of "C" (80 percent grade average) or higher to continue in the Paramedic program. All Paramedic students must submit to a National Criminal Background check prior to beginning any clinical rotations. Students must not have been convicted of a crime as listed in the EMS student handbook available.
in the EMS department. This course may be repeated one time. Permission of the EMS Program Manager is required to repeat the course. This course is offered in the Spring and Summer terms. This is one component (course) of a limited-access program. Lab fee required. Prerequisites: EMS 2603 and EMS 2603L and EMS 2666. Corequisites: EMS 2604 and EMS 2604L and EMS 2667.

EMS2659 Paramedic Field Internship

Fall, Summer 5.00 Credits - 15.00 Hours

This course presents the objectives contained in Modules I through VIII of the 1998 U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic. This course allows students to correlate all of the didactic background in the paramedic course with advanced patient care and offers the students opportunities to demonstrate competency in the skills learned in all of the Paramedic Laboratories. Students will be assigned to specific fire departments to complete 192 hours of field ride time. Students will perform various emergency medical modalities and procedures under the direct supervision of a paramedic preceptor. This course will focus on all treatment modalities as final preparation for the state certification examination and a career as a paramedic. Course must be completed with a grade of “C” (80 percent grade average) or higher to continue in the Paramedic program. All Paramedic students must submit to a National Criminal Background check prior to beginning any clinical rotations. Students must not have been convicted of a crime as listed in the EMS student handbook available in the EMS department. This course may be repeated one time. Permission of the EMS Program Manager is required to repeat the course. This course is offered in the Fall and Spring terms. This is one component (course) of a limited-access program. Lab fee required. Prerequisite: Must be Emergency Medical Technician State Certified as verified by the department. Corequisites: EMS 2603 and EMS 2603L.

EMS2667 Paramedic II Clinical

Spring, Summer 5.00 Credits - 9.00 Hours

This course presents the objectives contained in Modules IV and V of the 1998 U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. This course allows students to correlate didactic background with basic patient care and offers the student opportunities to demonstrate competency in the skills learned in the Paramedic II Laboratory. Students are assigned to specific agencies to perform various emergency medical modalities and procedures under the direct supervision of a paramedic, nurse or physician. Course must be completed with a grade of “C” (80 percent grade average) or higher to continue in the Paramedic program. All Paramedic students must submit to a National Criminal Background check prior to beginning any clinical rotations. Students must not have been convicted of a crime as listed in the EMS student handbook available in the EMS department. This course may be repeated one time. Permission of the EMS Program Manager is required to repeat the course. This course is offered in the Spring and Summer terms. This is one component (course) of a limited-access program. Lab fee required. Prerequisites: EMS 2604 and EMS 2604L and EMS 2667 and EMS 2668. Corequisites: EMS 2605 and EMS 2605L and EMS 2668.
average) or higher to continue in the Paramedic program. All Paramedic students must submit to a National Criminal Background check prior to beginning any clinical rotations. Students must not have been convicted of a crime as listed in the EMS student handbook available in the EMS department. This course may be repeated one time. Permission of the EMS Program Manager is required to repeat the course. This course is offered in the Spring and Summer terms. This is one component (course) of a limited-access program. Lab fee required. Prerequisites: EMS 2603 and EMS 2603L and EMS 2666. Corequisites: EMS 2604 and EMS 2604L.

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**EMS2668  Paramedic III Clinical**

**Fall, Summer**  
**2.00 Credits - 5.00 Hours**

This course presents the objectives contained in Modules VI, VII and VIII of the 1998 U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. This course allows students to correlate didactic background with basic patient care and offers the student opportunities to demonstrate competency in the skills learned in the Paramedic II and III Laboratories. Students are assigned to specific agencies to perform various emergency medical modalities and procedures under the direct supervision of a paramedic, nurse or physician. Course must be completed with a grade of "C" (80 percent grade average) or higher to continue in the Paramedic program. All Paramedic students must submit to a National Criminal Background check prior to beginning any clinical rotations. Students must not have been convicted of a crime as listed in the EMS student handbook available in the EMS department. This course may be repeated one time. Permission of the EMS Program Manager is required to repeat the course. This course is offered in the Summer and Fall terms. This is one component (course) of a limited-access program. Lab fee required. Prerequisites: EMS 2604 and EMS 2604L and EMS 2647 and EMS 2667 with grades of "C" or higher. Corequisites: EMS 2605 and EMS 2605L and EMS 2659.

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**EMS2931  Selected Studies In Emergency Medical Services**

**Fall, Spring, Summer**  
**1.00 Credit - 1.00 Hour**

This course allows the student to obtain experience in a variety of settings in Emergency Medical Services with an emphasis on strong affective skills. Students may obtain experience by participating in one or more of the following experiences: mock disaster drill, simulations, volunteering at a hospital or nursing home, completing an internship with an EMS provider or any agreed upon project by the EMS Program Manager. This course may be completed twice with a grade of "C" or higher to meet the requirements of the Associate Degree in Emergency Medical Services.

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*** ENC0015C  Developmental Writing I**

**Fall, Spring, Summer**  
**4.00 Credits - 4.00 Hours**

This is a skills course in written standard American English usage. The focus of this course is to build writing skills and command of standard written English, including grammar, usage and mechanics. Credit is not applicable toward A.A. or A.S. degrees. Prerequisite: Placement test score mandates placement.

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*** ENC0017  Developmental Reading/Writing Combined**

**Fall, Spring, Summer**  
**4.00 Credits - 4.00 Hours**

This four-credit-hour course emphasizes basic rhetorical principles needed for college-level reading and writing, particularly the development of critical reading skills, analytical skills and essay development. The major focus is on preparing students to be successful in college-level English and all courses requiring reading and writing skills. Due to the accelerated pace of this course, students are expected to spend extra time studying, doing homework and/or completing exercises in the Academic Success Center.

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*** ENC0022  Developmental Writing**
### Course Descriptions Listing

**Fall, Spring, Summer 4.00 Credits - 4.00 Hours**

The focus of this course is to build writing skills, support written arguments and demonstrate command of standard written English including grammar, usage and mechanics. Credit is not applicable toward A.A. or A.S. degrees. This course may be repeated. Prerequisite: sufficient score on placement test or ENC 0015C with a grade of “C” or higher or equivalent.

* **ENC0025C Developmental Writing II**

**Fall, Spring, Summer 4.00 Credits - 4.00 Hours**

The focus of this course is to build writing skills, support written arguments and demonstrate command of standard written English. Credit is not applicable toward A.A. or A.S. degrees. Prerequisite: ENC 0015C with a grade of “C” or higher.

* **ENC0055 Developmental Writing Module**

**Fall, Spring, Summer 1.00 Credit - 1.00 Hour**

This course allows students to complete modularized assignments to work on specific writing deficiencies. Students selecting this option complete a writing skills assessment and, based on the assessment, complete modularized assignments to work on specific writing deficiencies. Prerequisite: Sufficient score on placement test or ENC 0015C with a grade of “C” or higher.

**ENC1101 English I**

**Fall, Spring, Summer 3.00 Credits - 3.00 Hours**

This is a course in the process of expository writing. Students will read essays and compose papers that are unified, organized, logically developed and supported, clearly stated and well-focused. Research techniques are introduced and incorporated into at least one composition. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Students must pass the core assignments with a grade of “C” or higher. Prerequisite: Test scores that indicate ENC 1101 eligibility or completion of appropriate college developmental courses for ENC 1101 eligibility with grades of “C” or higher or completion of EAP coursework for ENC 1101 eligibility with grades of “C” or higher.

**ENC1101H Honors English I**

**Fall 3.00 Credits - 3.00 Hours**

This is a course in the process of expository writing. Students will read essays and compose papers that are unified, organized, logically developed and supported, clearly stated and well-focused. Research techniques are introduced and incorporated into at least one composition. Some assignments may be coordinated with other Honors courses. Students must pass the core assignments with a grade of “C” or higher. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Honors level content. Permission required from Honors coordinator. Prerequisite: Acceptance into Honors program.

**ENC1101L English I Laboratory**

**Fall, Spring, Summer 1.00 Credit - 1.00 Hour**

This laboratory course is designed to support students’ English composition skills.

**ENC1102 English II**

**Fall, Spring, Summer 3.00 Credits - 3.00 Hours**

In this course students develop the ability to read literary texts critically, to think logically and creatively and to write and research effectively. Students must pass the core assignments with a grade of “C” or higher. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of “C” or higher.

**ENC1102H Honors English II**

**Spring 3.00 Credits - 3.00 Hours**

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This is a course designed to develop the student’s ability to read literary and interdisciplinary texts critically, to think logically and creatively and to write and research effectively. Some assignments may be coordinated with other Honors courses. Students must pass the department’s core assignments for ENC 1102H with a grade of “C” or higher. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Honors level content. Permission required from Honors coordinator. Prerequisites: ENC 1101 with a grade of “C” or higher and be an Honors program student.

ENC1210  Technical Writing

Fall, Spring 3.00 Credits - 3.00 Hours

This course is a study of and practice in various forms of technical writing such as complete formal reports, letters of application, resumes, articles or technical essays and oral presentations. Emphasis is on the grasp of scientific and technical ideas and effective verbal presentation of these ideas. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

ENC2160H  Honors Nature Writing

Spring 3.00 Credits - 3.00 Hours

In this course students will write essays that explore different approaches to writing about the natural world and discuss issues raised by such writing. Prerequisites: ENC 1101 or ENC 1101H with a grade of “C” or higher and acceptance into the Honors program.

ENC2444  Dramaturgical Studies

Fall, Spring 3.00 Credits - 3.00 Hours

In this course students will prepare essays for the programs of shows Seminole State College produces that discuss the historical nature of the show or explain the artistic choices made in the production; work on the development of outreach sources/teachable units for local schools to use in support of attending a show and eventually support the use of such resources; read new drama and analyze the how “produce-able” a show would be for Seminole State College’s resources and write an analysis report of their findings. Prerequisite: ENC 1101.

ENC2444H  Honors Dramaturgical Studies

Fall, Spring 3.00 Credits - 3.00 Hours

In this course students will prepare essays for the programs of shows Seminole State College produces that discuss the historical nature of the show or explain the artistic choices made in the production; work on the development of outreach sources/teachable units for local schools to use in support of attending a show and eventually support the use of such resources; read new drama and analyze the how “produce-able” a show would be for Seminole State College’s resources and write an analysis report of their findings. Prerequisites: Acceptance into Honors program and ENC 1101 or ENC 1101H.

ENC2931  Selected Studies in English

Spring 1.00 Credit - 1.00 Hour

This course is scheduled for individual students who wish to explore topics not covered in the curriculum. The student must present a design of the study (learning contract) to the faculty member who is to direct the work. Approval from the Associate Dean is required prior to registration. This course must be completed with a grade of “C” or higher. This course partially satisfies the writing requirement of S.B.E. 6A-10.030 and may be used to partially satisfy the General Education Communications requirement.

ENC3213  Technical and Business Writing

Offered as Needed 3.00 Credits - 3.00 Hours

This course prepares students to write professionally in support of management objectives. Students will analyze real-world scenarios to determine how and why a document serves its purpose in the workplace, discover the role of document design and learn how to
respond effectively to the needs of clients and colleagues. The assignments, geared to both general and specialist audiences, provide practice in such essential career skills as problem-solving, time management and oral presentations. Proofreading skills are stressed.

ENG2100    The Art of Film

Fall, Spring    3.00 Credits - 3.00 Hours

This course is designed to help students become more active, critical viewers of films and to be able to communicate that understanding in writing. Like written forms of literature, movies are texts that can be analyzed and interpreted. Students will view a number of films from different time periods, genres and artistic approaches. Lectures will concentrate on the narrative and stylistic elements used by film makers. This course partially satisfies the writing requirement of S.B.E. 6A-10.030 and the Humanities Area B General Education requirement. Prerequisite: ENC 1101 with a grade of "C" or higher.

ENG2103    World Cinema

Fall, Spring    3.00 Credits - 3.00 Hours

This is a survey course designed to introduce students to the cinematic arts of a particular national cinema and to encourage them to think globally. Emphasis will be given to internationally recognized filmmakers of foreign cinemas and their recent new directors. Students will watch and analyze numerous films. They will study the aesthetics of film language as well as the social and cultural conditions that produce the cinema. The course will encourage student understanding of the intellectual, spiritual and moral issues that unite people despite differences in time, place, language and culture. Specific film content may vary from term to term. This course partially satisfies the writing requirement of S.B.E. 6A-10.030 and the Humanities Area B General Education requirement. Prerequisite: ENC 1101 with a grade of "C" or higher.

ENG2930    Selected Studies in English

Offered as Needed    3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction.

ENL1000    Survey of British Literature

Offered as Needed    3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the College Level Examination Program (CLEP) examination in English Literature.

ENL2012    British Literature I

Fall    3.00 Credits - 3.00 Hours

This course is a survey of the development of British literature from Anglo-Saxon times through the eighteenth century with attention to the historical background, the continuity of essential traditions and the characteristic temper of successive periods. Major emphasis is on the Old English, Middle English and Renaissance periods. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1102 with a grade of "C" or higher or permission of instructor or associate dean.

ENL2022    British Literature II

Spring    3.00 Credits - 3.00 Hours

British Literature II emphasizes the relevance of Romanticism, Victorianism and the first half of the twentieth century to contemporary thought. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1102 with a grade of "C" or higher or permission of instructor or associate dean.

ENL2950    Travel Study in British Literature

Offered as Needed    3.00 Credits - 3.00 Hours
This is a travel/study course combining preparation on campus, foreign travel and study abroad in the discipline of British literature. Variable content depending on the program in which the student enrolls and the specific topics to be covered. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Students must be 18 years of age on or before departure. Permission of instructor or associate dean is required. Prerequisite or corequisite: ENC 1101.

ENT2172  Opportunity Analysis and Franchising

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course covers the analysis and evaluation of entrepreneurial opportunities and franchising. Upon successful completion of the course, the student will be able to assess the current economic, social and political climate for small businesses. In addition, the student will be able to explain how demographic, technological and social changes create opportunities for small business ventures. The student will be able to discuss the advantages and disadvantages of franchises and be able to evaluate franchise opportunities. Prerequisite: GEB 1011.

ENT2931  Selected Studies in Entrepreneurship

Fall, Spring, Summer  1.00 Credit - 1.00 Hour

In this course topics of current interest are presented in group instruction.

EPI0001  Classroom Management Module 1A

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This module prepares participants to set up a classroom, establish policies and procedures, create lesson plans integrated with Sunshine State Standards, develop and administer various forms of assessment, establish and maintain best practices in parental and professional relationships and hone the craft of effective instruction. It will also focus on the ethical and legal obligations of the teaching profession. Participants will also build a developmental assessment and professional portfolio demonstrating mastery of competencies. Prerequisite: Students must be admitted into EDPREP program plan.

EPI0002  Instructional Strategies Module 1B

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This module prepares participants to set up a classroom, establish policies and procedures, create lesson plans integrated with the Sunshine State Standards, develop and administer various forms of assessment, establish and maintain best practices in parental and professional relationships and develop assessment and professional portfolios demonstrating mastery of competencies. Prerequisite: Students must be admitted into EDPREP program plan.

EPI0003  Instructional Strategies: Technology Module 1C

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This module introduces teachers to the technologies available for classroom instruction and activities. Technologies covered include production, multimedia, communication and reference materials. The module will also address the legal and ethical issues associated with these technologies. This module is also a continuation of the course description in Modules 1A and 1B. Lab fee required. Prerequisite: Students must be admitted into EDPREP program plan.

EPI0004  Instructional Strategies: The Teaching and Learning Process Module 1D

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This module is designed to help teachers understand the teaching-learning process. This module is a continuation of the course description in Modules 1A, 1B and 1C. Prerequisite: Students must be admitted into EDPREP program plan.
EPI0005 Methods of Teaching English to Speakers of Other Languages (ESOL)

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course provides educators with the necessary skills to determine appropriate instructional methods and strategies for teaching English language learners. Educators will use their knowledge of current first and second languages acquisition to plan and deliver appropriate, effective instruction.

EPI0006 Testing and Evaluation of ESOL

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course prepares participants to appropriately evaluate instructional outcomes while recognizing the effects of the English language learner’s language proficiency and culture. Educators will be able to select and use formal/informal methods of assessment for the English language learner in order to make informed decisions about instruction.

EPI0008 Applied Linguistics

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course provides educators with the skills needed to acquire a deeper understanding of the structure of English from a modern day linguistic perspective. The course enables the educator to analyze the structure of English to contrast with the language(s) of the target population in a given class. Participants learn how to adapt classroom instructional practices to meet the linguistic needs of their English language learners. Analysis of the phonological, morphophonological, and syntactic features of English as a basis for linguistic application to problems of English language acquisition by non-native speakers.

EPI0009 Foundations of Language and Cognition

Fall 3.00 Credits - 3.00 Hours

This course teaches language structure, function and phonemic awareness, fluency, vocabulary and comprehension. The instruction is grounded in scientifically-based research. This course satisfies the requirements for Competency 1 of the State of Florida Reading Endorsement. Prerequisite: Students must be admitted into EDPREP or READENDORS program plan.

EPI0010 Foundations of Research-Based Practices in Reading

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This module provides substantive knowledge of language structure and function and cognition of phonemic awareness, phonics, fluency, vocabulary and comprehension. It provides knowledge of the integration of the reading components. Instruction in this module is grounded in scientifically-based reading research as a mechanism to inform instructional practice. Prerequisite: Students must be admitted into EDPREP or READENDORS program plan.

EPI0011 Foundations of Assessment

Fall 3.00 Credits - 3.00 Hours

This course teaches the role of assessments in guiding reading instruction and instructional decision-making for reading progress of struggling readers. Prerequisite: Students must be admitted into EDPREP or READENDORS program plan.

EPI0012 Foundations of Differentiation

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course provides a study of the varying strategies that are successful with students from differing instructional profiles, including students with disabilities and students from diverse populations. This professional development course meets the requirements for Competency 4, Foundations in Differentiation, of the Reading Endorsement Add-On Certification Program. This course must be taken simultaneously with Application of Differentiated Instruction (EPI 0013). Prerequisite: Students must be
admitted into EDPREP or READENDORS program plan.

EPI0013  Application of Differentiated Instruction

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course provides a study of the application of strategies for students from differing instructional profiles, including students with disabilities and students from diverse populations. This professional development course meets the requirements for Competency 5, Application of Differentiated Instruction, of the Reading Endorsement Add-on Certification Program. This course must be taken simultaneously with Foundations of Differentiation (EPI 0012). Prerequisite: Students must be admitted into EDPREP or READENDORS program plan. Corerequisite: EPI 0012.

EPI0014  Demonstration of Accomplishment

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course applies skills and information regarding reading development to reading instruction. The course discusses strategies and assessments that provide evidence for increased student reading proficiency in struggling students, including students with disabilities and students from diverse populations. This professional development course meets the requirements for Competency 6, Demonstration of Accomplishment, of the Reading Endorsement Add-on Certification Program. Prerequisite: Students must be admitted into EDPREP or READENDORS program plan.

EPI0020  The Teaching Profession: Professional Foundations

Fall, Spring, Summer  2.00 Credits - 2.00 Hours

This module provides the foundation for becoming a productive member of the teaching profession. The participant will gain an understanding of the organization and administration of the public school, the laws governing teachers, the code of ethics and the purpose of schools. This module develops a professional perspective and creates a sense of grounding in the profession of teaching. Prerequisite: Students must be admitted into EDPREP program plan.

EPI0021  ESOL Curriculum and Material Development

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course enables educators to select appropriate instructional materials to support the unique needs of English language learners. Educators will be able to determine which materials are effective for the English language learner based on his or her communicative skills.

EPI0030  Diversity in the Classroom: Module 4A

Fall, Spring, Summer  2.00 Credits - 2.00 Hours

This module provides the participant with an understanding of the variety of backgrounds and cultures that may be found in a typical classroom. Field experiences give a broader view of the social aspects of diversity and cause the participant to reevaluate personal beliefs and prejudices that may adversely affect the learning process. This module also introduces the participants to the issues, challenges and the opportunities of teaching students who reflect the diversity of the American population in terms of race, ethnicity, religion, culture, sexual orientation and gender. Topics emphasized include foundations of prejudice, elements of culture and the value of diversity. Prerequisite: Students must be admitted into EDPREP program plan.

EPI0031  Cross-Cultural Communication and Understanding

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is designed to increase awareness and sensitivity to diverse cultures by highlighting similarities and differences as they relate to language and communication. Participants will learn how to
adapt classroom instructional practices to meet the needs of students with varying cultural backgrounds.

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<td>EPI0940</td>
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<td>This module provides the foundation for becoming a productive member of the teaching profession. The participant will gain an understanding of the organization and administration of the public school, the laws governing teachers, the code of ethics and the purpose of schools. This module develops a professional perspective and creates a sense of grounding in the profession of teaching.</td>
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<td>EPI0945</td>
<td>EPI Module 4B: Diversity Field Experience</td>
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<td>Fall, Spring, Summer</td>
<td>This module provides field experience for becoming a productive member of the teaching profession. The participant will gain an understanding of the organization and administration of the public school, the laws governing teachers, the code of ethics and the purpose of schools. Module 4B field experience in diversity develops a professional perspective and creates an understanding of the varieties of background and cultures that may be found in a typical classroom. Prerequisite: Students must be admitted into EDPREP program plan.</td>
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<td>Fall, Spring, Summer</td>
<td>This course provides the participant with methods of instruction integrating theoretical knowledge with classroom experience, demonstrating effective teaching practices, reflective decision-making and competency in Educator Accomplished Practices. Corequisite: EPI 0940.</td>
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<td>Fall, Spring, Summer</td>
<td>This course will introduce students to the Earth as a complex and dynamic system. Focus will be on the solid Earth, the oceans, the atmosphere and interactions among these subsystems. Students will learn of Earth’s origin and place within the solar system and universe.</td>
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<td>ESC3704</td>
<td>Environmental Issues in Atmospheric and Marine Science</td>
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<td>Fall, Spring, Summer</td>
<td>This course investigates the complex interactions between humans and their environment with an emphasis on marine and atmospheric interactions. Topics in environmental problems encompassing selected aspects of the atmosphere, hydrosphere, biosphere and lithosphere including air and water quality and natural hazards will be discussed. Prerequisites: BSC 1005 or higher and CHM 1020 or higher and PHY 1053C or higher.</td>
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Students will learn advanced concepts for building systems associated with residential and commercial-type structures. Particular emphasis will be given to the H.V.A.C., mechanical, plumbing and electrical systems. Different types of systems in each discipline will be discussed. The student will be exposed to design processes and system selections for each building system used.

ETC4260C  Site Development and Feasibility

Fall, Spring  3.00 Credits - 3.00 Hours

Principles and practices of residential and commercial land development processes will be discussed in this course. Students will learn zoning and land use requirements and/or restrictions. The course will expose the student to project development processes and the utilization criteria used. Financial requirements and responsibility of the project, feasibility studies, market analysis, site analysis and utilization, project programming and design will also be addressed in this course. Project cost estimates for infrastructure, common buildings, individual specialty buildings and/or houses will be identified and evaluated. Prerequisites: ETD 1320C and SUR 2101C.

ETC4414C  Applied Structural Design I

Fall, Spring  3.00 Credits - 3.00 Hours

This course is an introduction to structural analysis. Designs of concrete, timber and steel members will be covered as well as current code and specification requirements. Prerequisite: ETG 3533C.

ETD1320C  Computer-Aided Design I

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

The purpose of this course is to help drafting students develop the knowledge, skills and attitudes required to work at an entry-level job in such positions as CAD technician trainee, CAD system operator or CAD technician. This course is designed for students who have already received in-depth training in one or more application areas. Lab fee required. Prerequisite or corequisite: EGS 1111C.

ETD1340C  Computer-Aided Design II

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

In this course students will learn advanced two- and three-dimensional drafting techniques. Menu and program modification will be emphasized along with improved speed and accuracy. Lab fee required. Prerequisite: ETD 1320C or IND 2460C.

ETD1600C  Electrical Design Drafting

Fall, Spring, Summer  4.00 Credits - 4.00 Hours

This course is the study of the drawing and design techniques related to the production of electrical buildings (CAD and Revit software to be implemented). Emphasis will be given to the development of correct drafting/design skills associated with the electrical system drawings required for a building project (schematic drawings, floor plans, elevations, building sections, details, sections, legends, notes and special purpose drawings required for a complete set of electrical contract documents). Students will be able to produce a variety of electrical drawings which detail the electrical components while working under the direction of an engineer, architect or specialty electrical contractor or supplier. This is a continuation of Engineering Graphics - Drawing. Lab fee required. Prerequisite: ETD 1340C.

ETD2382  SolidWorks Simulation Design Analysis

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

ETD 2382 is a course in SolidWorks which is a popular 3D mechanical computer-aided design program. This course covers the drafting and design of mechanical, architectural, civil, electrical and structural components. Prerequisite or Corequisite: ETD 1340C.

ETD2390  Computer-Aided Design III (Revit)
Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course is a three-dimensional CAD course which introduces the student to Autodesk Revit Software. The student learns to work with architectural computer models rather than the basic geometric drawing approach. The Revit platform for building information modeling is a complete design and documentation solution which supports all phases of design, drawing production and schedule development for a given project. This software allows the student to work in various views of the parametric building model at the same time. Prerequisite: ETD 1320C or IND 2460C.

ETD2391 Computer-Aided Design IV (Advanced Revit)

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course is a three-dimensional CAD course which introduces the student to advanced concepts in Autodesk Revit Software. The student continues to learn how to draw and design in a three-dimensional architectural computer model format. Advanced concepts in three-dimensional modeling are introduced and implemented in class projects. This software allows the student to work in various views of the parametric building model at the same time. Each view may be opened separately and any changes that are made in one drawing are immediately updated in all other views. The Revit platform for building information modeling also allows the student to identify and produce a material list (automatically) for every item required for a particular design as the design develops and changes. This becomes an invaluable tool for the estimating and scheduling functions required by the contractor. Prerequisite: ETD 2390 or IND 4472.

ETD2545C Site and Survey Drafting

Fall, Spring 3.00 Credits - 3.00 Hours

This course covers the study and practice in the preparation of the reverses, contour and profile plans from field notes with emphasis on land development drafting, road layout, drainage, sanitary and water facility planning. Lab fee required. Prerequisite: ETD 1320C.

ETD2546C Land Development Drafting

Offered as Needed 3.00 Credits - 3.00 Hours

This course is a continuation of Site and Survey Drafting with emphasis on the final preparation of land development drafting as applied to subdivision planning. Lab fee required. Prerequisite: ETD 2545C.

ETD2563C Fire Sprinkler Drafting and Design I

Spring 3.00 Credits - 3.00 Hours

This course is an introduction to the technique of preparing fire protection drawings. Emphasis is placed on reading and interpreting different types of drawings such as submittal drawings, shop drawings and as-built drawings. Opportunities are provided to use symbols and notes in the production of fire sprinkler design drawings. Lab fee required. Prerequisite: EGS 1111C.

ETD2731C Mechanical, Electrical, Plumbing Design and Drafting

Fall, Spring, Summer 4.00 Credits - 4.00 Hours

This course is a study of the drawing and design techniques related to the production of mechanical (HVAC), electrical and plumbing drawings. CAD and Revit software may be implemented in the production of these drawings. Lab fee required. Prerequisite: ETD 1340C.

ETD2734C Plumbing Design Drafting

Fall, Spring, Summer 3.00 Credits - 4.00 Hours

This course is a study of the drawing and design techniques related to the production of plumbing and fire sprinkler drawings for commercial buildings (CAD and Revit software to be implemented). Emphasis will be given to the development of correct drafting/
design skills associated with the plumbing and fire sprinkler system drawings required for building a project (schematic drawings, floor plans, elevations, building sections, details, sections, layout, assembly, legends, notes and special purpose drawings required for a complete set of plumbing or fire sprinkler contract documents). Students will be able to produce a variety of plumbing and fire sprinkler drawings which detail the piping components while working under the direction of an engineer, architect, or specialty contractor or supplier. This is a continuation of Engineering Graphics - Drawing. Lab fee required. Prerequisite: ETD 1340C.

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<td>Selected Studies in Engineering</td>
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<td>In this course topics of current interest are presented in group instruction. This is a project-based class. Project is selected by the student and approved by the instructor. Lab fee required. Prerequisites: EGS 1111C and ETD 1600C.</td>
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<td>This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student's academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student's chosen major as identified in the student's program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.</td>
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completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

ETD3555 Applied Site and Survey Mapping

Fall, Spring 3.00 Credits - 3.00 Hours

This course presents site plan development including contour revisions, grading, drainage, utilities and street and road layout. Pipe drawings, both flat and pictorial, utility and working drawings and extensive civil, three-dimensional applications will be included. Students will learn to plan, prepare and interpret engineering drawings. The student will learn the use of drafting equipment and computers to design and draft mechanical, architectural, civil, electrical, structural building systems and related areas. Prerequisites: ETD 1320C and SUR 2101C.

ETD3930 Selected Studies in Engineering Technology

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in individual or group instructional format. This is a project-based class. The project is selected by the student and approved by the instructor. The instructor works one-on-one with the student to complete the work as required.

ETG2502 Statics

Fall, Spring 3.00 Credits - 3.00 Hours

This course will prepare the student for the field of Engineering Technology and/or related sciences. The course will focus on specialized practical knowledge related to the mathematical, scientific or technical aspects of mathematics, science and engineering. Fundamental principles of statics, co-planar and non-co-planar force systems including concurrent and non-concurrent forces will be covered. Additional focus will be placed on both friction and non-friction systems. Stress and strain evaluations on columns, beams, trusses and foundation systems will also be addressed. Prerequisites: MAC 1105 or higher level mathematics course and PHY 1020 or higher level physics course.

ETG3533C Applied Engineering Strengths of Materials

Fall, Spring 3.00 Credits - 3.00 Hours

This course will continue to prepare the student for the field of engineering technology and/or a related science. The course will focus on specialized, practical knowledge related to more advanced mathematical, scientific or technical aspects of mathematics, science and engineering. Relationships between external forces and action of members of a structure will be covered. Topics include stress, shear, moment, deflections, column and beam connections and Mohr’s Circle. Prerequisite: ETG 2502.

ETG4950 Senior Design Capstone

Spring 3.00 Credits - 3.00 Hours

In this course the student will use everything previously learned in the program to plan a related engineering problem or project. The student will be responsible for planning the basic design, material selection, structural analysis and related calculations, etc. Project must be approved by faculty advisor. The student will produce a formal oral presentation. This course must be completed with a grade of “C” or higher. Prerequisites: ETC 4414C and ETM 3312.

ETI1410 Interdisciplinary Engineering I

Offered as Needed 3.00 Credits - 0.00 Hours
Three credits are awarded to entering students with an appropriate score on the International Baccalaureate (IB) examination in Design Engineering.

**ETI1411  Interdisciplinary Engineering II**

**Offered as Needed  3.00 Credits - 0.00 Hours**

Three credits for this course are awarded to entering students with a score of 5 or higher on the International Baccalaureate (IB) test in Design Engineering.

**ETI2930  Selected Studies in Fire Sprinkler Systems**

**Fall, Spring, Summer  3.00 Credits - 3.00 Hours**

In this course topics of current interest are presented in group instruction. Lab fee required.

**ETI2949  Cooperative Education Internship in Fire Sprinkler**

**Fall, Spring, Summer  3.00 Credits - 3.00 Hours**

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

**ETI3440  Project Management National Standards**

**Fall, Spring, Summer  3.00 Credits - 3.00 Hours**

This course provides a review of the ANSI standards of federal project management including the Project Management Body of Knowledge (PMBOK) standards (and its nine project management knowledge areas and five project processes) and other applicable standards. The course will also introduce the concept of Earned Value Management as defined in the ANSI A748 document. All federal projects in excess of $50M must be managed using certified EVM management systems.

**ETI3442  Project Scope, Schedule and Budget Management**

**Fall, Spring, Summer  3.00 Credits - 3.00 Hours**

This course provides an overview of the theory and practice of managing projects within various organizational structures. The fundamental building blocks of project management are addressed with special emphasis on the triple constraint. Students gain a solid understanding and foundation to successfully manage each phase of the project life cycle, work within organizational and cost constraints, set goals linked directly to stakeholder needs and utilize proven project management tools to complete the project on time and within budget. The key management aspects and proven techniques that differentiate project management from other types of management are fully addressed. Prerequisite: ETI 3440 or department permission.

**ETI3630  Project Communication and HR Management**

**Fall, Spring, Summer  3.00 Credits - 3.00 Hours**

Managing the human elements of project management is as challenging as mastering the technical aspects. Innovative approaches are employed to successfully motivate, communicate, negotiate and resolve conflicts among the team members and stakeholders. In this course students develop an understanding of the individual, the group and the project team. Proven
techniques to make conflict a constructive rather than a destructive experience are discovered. Students develop effective communication, negotiation and conflict resolution skills to successfully lead both domestic and global projects.

ETI3671  Technical Economic Analysis

Spring  3.00 Credits - 3.00 Hours

This course provides the student with the skills to formulate, develop and apply analytical techniques to reach cost-effective solutions to business, government and/or engineering-related problems. The course will focus on time-based analysis of selection, replacement, lease-to-buy options, multiple alternatives, uncertainty and sensitivity analysis. A problem-solving approach will be implemented to develop the concepts identified. Topics include engineering, decision-making, cash flow equivalence, present worth analysis, annual cash flow analysis, rate of return analysis, incremental analysis, depreciation, income tax assessment, replacement analysis, inflation and deflation, estimating in future event, selecting a minimum attractive rate of return and the successful evaluation and rationing of capital among competing projects. Prerequisite: STA 2023 or higher or department approval.

ETI4115  Project Quality, Risk and Procurement Management

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

Quality management ensures that project deliverables meet pre-determined criteria. Methods for quality management are studied including quality planning, assurance and control. Risk management is the systematic process of identifying, analyzing, evaluating and controlling project risks. Both qualitative and quantitative risk analyses are conducted and strategies for proactive risk aversion and reactive risk response are developed. Procurement management is the acquisition of direct project scope and auxiliary services from outside the business unit or organization. Methods for procurement management are studied including planning, solicitation, selection and contract administration. Prerequisites: ETI 3440 and ETI 3630.

ETI4448  Applied Project Management

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

In this comprehensive course, students will build statements of work and work breakdown structures, make activity and resourcing decisions, set timelines and utilize scheduling and resource allocation methods. Risk management methods will also be used in working as groups to create and manage project plans. Techniques will be appropriate for large and small projects within commercial, academic or non-profit organizations. Prerequisites: ETI 3442 and ETI 4115.

ETI4675  Advanced Project Financial Analysis

Fall, Spring  3.00 Credits - 3.00 Hours

Advanced project management requires an in-depth knowledge of finance and engineering economics. This course is divided into three parts. Part I is the study of financial concepts and introduces record-keeping, financial statements and the accounting equation. Part II, financial analysis and time value of money, focuses on the traditional applications of time value of money and project analysis and justification. Part III is the study of Earned Value Analysis (EVA) of projects and development of financial project reports. Prerequisite: ETI 3442 or department approval.

ETM3312  Applied Fluid Mechanics

Spring  3.00 Credits - 3.00 Hours

This course deals with fluid properties, fluid statics, buoyancy and stability, flow of fluids in pipes and open channels, flow measurement and forces due to fluids in motion. Prerequisite: ETG 2502.
Fall, Spring 3.00 Credits - 3.00 Hours

This course covers the analysis of body comfort, psychometrics, heating and cooling load, specification of air conditioning systems, air distribution systems and system piping requirements. Prerequisite: BCN 3568.

ETP2301 Alternative Energy Policy

Fall 3.00 Credits - 3.00 Hours

As the demand for energy grows worldwide, there has been an increased emphasis on utilization of non-conventional power sources. This course addresses and explores technological advances in alternative forms of energy. Characteristics of both conventional and emerging technologies such as nuclear, hydro-electric, solar, wind, geo-thermal, ocean energy, hydrogen and battery-electric will be explored. Students will be exposed to the obstacles of alternative energy development and technological challenges of their implementation such as cost, infrastructure and availability bases on geography. Identification of major outdoor air pollutants, the scope of outdoor air pollution and the assessment of potential solutions will be emphasized.

EUH1000 Western Civilization to 1600

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course traces the rise of Western civilization from 1000 B.C.E. to the Renaissance, c. 1600. It emphasizes Greek civilization including drama, mythology, philosophy and the origins of Greek democracy and then examines the late Roman Republic and early Roman Empire followed by the rise of Christianity, Islam, the Byzantine Empire, the “Flowering of Medieval Culture” and the Christian Synthesis of the late Middle Ages. The European Renaissance and the Reformation including social, political and philosophical issues will be discussed. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101.

EUH1001 Western Civilization 1600 to Present

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course covers the period from c. 1600 to the present. Topics include the scientific revolution, the rise of absolute monarchy in Europe, the 18th-century Enlightenment and the French Revolution. The impact of Napoleon is addressed as is the Industrial Revolution and the advent of socialism, including Marxism. Cultural ideas from Romanticism to social Darwinism are analyzed. European imperialism, World War I and the rise of fascism lead to a discussion of
World War II. The impact of western civilization on Asia, Africa and the Middle East are also considered. The Cold War and the modern period conclude the course. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101.

EUH1002 European History - Cambridge
Offered as Needed 3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the Cambridge examination in History - Modern European History, 1789-1939.

EUH1009 Survey of European History
Offered as Needed 3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in European History.

EUH2905 Directed Studies in History
Offered as Needed 3.00 Credits - 3.00 Hours
This course is scheduled for individual students who wish to explore topics not covered in the curriculum. The student must present a design of study (learning contract) to the faculty member who is to direct the work. Approval from the associate dean or director is required prior to registration.

EUH2950 Travel/Study in European History
Offered as Needed 3.00 Credits - 3.00 Hours
This is a travel/study course combining preparation on campus, foreign travel and study abroad in the discipline of European History. Variable content depending on the program in which the student enrolls and the specific topics to be covered. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Students must be 18 years of age on or before departure and permission of instructor or associate dean is required.

EVR1017 Ecosystems and Societies IB
Offered as Needed 3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in Ecosystems and Societies.

EVR1018 Ecosystems and Societies IB
Offered as Needed 3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in Ecosystems and Societies.

* FFP0021 Minimum Fire Standards (Firefighter I and II)
Fall, Spring, Summer 15.00 Credits - 450.00 Hours
This course consists of lecture and practical applications that exceed the course hour requirement by the state of Florida for the Professional Firefighter. This course contains in-depth instruction into the broad spectrum of functions required of a firefighter. Topics of instruction include ladder and fire hose simulations, extrication, rescue, initial response to hazardous materials, live fire training, fire department communications, forcible entry, basic building construction, ventilation operations, fire detection and suppression. Upon successful completion of this course, the student will receive a certificate of completion in Firefighter I and II. The student will also be eligible for the state of Florida Minimum Fire Standards Examination for the Professional Firefighter upon successful completion of the course, meeting or exceeding the scholastic examination requirement (TABE requirement) and meeting all other college requirements. The volunteer firefighter certificate (Firefighter I) will not be issued for partial completion of this course. Lab fee required.
* FFP0027  Fire Standards Part 1

Fall, Spring, Summer  5.00 Credits - 150.00 Hours

This program prepares the student for a career as a state certified professional firefighter. This program consists of three parts (Fire Standards Part 1, Part 2 and Part 3) and includes both Firefighter I and Firefighter II (Professional Firefighter) curriculum. The entire sequence of three courses must be completed successfully in order to be eligible to take the state exam for certification as a career firefighter.

* FFP0028  Fire Standards Part 2

Fall, Spring, Summer  5.00 Credits - 150.00 Hours

This program prepares the student for a career as a state certified professional firefighter. This program consists of three parts (Fire Standards Part 1, Part 2 and Part 3) and includes both Firefighter I and Firefighter II (Professional Firefighter) curriculum. The entire sequence of three courses must be completed successfully in order to be eligible to take the state exam for certification as a career firefighter. Prerequisite or corequisite: FFP 0027.

* FFP0029  Fire Standards Part 3

Fall, Spring, Summer  5.00 Credits - 150.00 Hours

This program prepares the student for a career as a state certified professional firefighter. This program consists of three parts (Fire Standards Part 1, Part 2 and Part 3) and includes both Firefighter I and Firefighter II (Professional Firefighter) curriculum. The entire sequence of three courses must be completed successfully in order to be eligible to take the state exam for certification as a career firefighter. Prerequisite or corequisite: FFP 0028.

FFP0360  Fire Apparatus Operations (Apparatus Operator)

Fall, Spring, Summer  1.33 Credits - 40.00 Hours

This course covers the laws, rules and driving techniques for emergency vehicles. There will be a practical portion of the course that includes fire ground evolutions using pre-connected lines, tandem pumping, drafting, relays and master streams. Students must bring gloves and proper attire for water pumping exercises. After successful completion of FFP 0360 and FFP 0361, the student will be eligible to take the state pump operator certification exam through the Florida State Fire College. This course must be completed with a grade of 70% “C” or higher.

FFP0361  Fire Protection Hydraulics and Water Distribution Systems

Fall, Spring, Summer  1.33 Credits - 40.00 Hours

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and solve water supply problems. In addition, the curriculum covers pump theory, pump rating and pressure and vacuum gauges. Students will have to successfully complete FFP 0360 and FFP 0361 to be eligible to complete the state pump operator certification exam through the Florida State Fire College. This course must be completed with a grade of 70% “C” or higher.

FFP1000  Introduction to Firefighting

Offered as Needed  9.00 Credits - 9.00 Hours

Students who have completed Firefighter I and II may receive credit for this class (by permission only).

FFP1301  Fire Protection Hydraulics and Water Supply

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. In addition, the curriculum covers pump theory, pump rating and pressure and vacuum gauges.
Students will have to successfully complete FFP 1302 Apparatus Operations to be eligible to complete the State Pump Operator certification exam through the Florida State Fire College. This course must be completed with a grade of 70 percent “C” or higher to receive credit.

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<td>Apparatus Operations</td>
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<td>must be completed with a grade of 70 percent “C”</td>
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<td>to receive credit. Lab fee required. Prerequisite:</td>
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<td>FFP 1301 with a grade of “C” or higher.</td>
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<th>Course Code</th>
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<tbody>
<tr>
<td>FFP1390</td>
<td>Water Distribution Systems Fundamentals</td>
<td>Fall</td>
<td>3.00</td>
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<td></td>
<td>This course provides a foundation of</td>
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<td></td>
<td>theoretical knowledge in order to</td>
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<td>understand the principles of the use of</td>
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<td></td>
<td>water in fire protection and to apply</td>
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<td></td>
<td>hydraulic principles to analyze and solve</td>
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<td></td>
<td>water supply problems.</td>
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<th>Course Code</th>
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<tbody>
<tr>
<td>FFP1505</td>
<td>Fire Prevention Practices</td>
<td>Fall</td>
<td>3.00</td>
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<tr>
<td></td>
<td>This course examines the structure and</td>
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<td>function of fire prevention organizations,</td>
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<td>conducting inspections, procedures and</td>
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<td>techniques of fire prevention, recognition</td>
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<td>and elimination of fire hazards, fire risk</td>
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<td>analysis as applied to municipal and</td>
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<td>industrial occupancies, public relations</td>
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<td>programs, including coordination with other</td>
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<td>agencies, public education and inspections</td>
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<td>practices. This course is required for</td>
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<td></td>
<td>the U.S. Fire Administration Higher Education (FESHE) degree. This course is required for the Florida Fire Safety Inspector and Fire Officer II certifications.</td>
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<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>FFP1510</td>
<td>Fire Protection Code and Standards</td>
<td>Spring</td>
<td>3.00</td>
<td>3.00</td>
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<tr>
<td></td>
<td>This course covers a thorough study of codes</td>
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<td></td>
<td>applicable to fire protection and prevention,</td>
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<td></td>
<td>their application in various types of</td>
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<td>building construction and design with</td>
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<td>emphasis on fire protection features. This</td>
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<td></td>
<td>course is required for the Fire Safety</td>
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<td>Inspector certification.</td>
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<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>FFP1540</td>
<td>Private Fire Protection Systems I</td>
<td>Offered as Needed</td>
<td>3.00</td>
<td>3.00</td>
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<tr>
<td></td>
<td>This course provides a study of fire</td>
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<td></td>
<td>protection alarm and extinguishing systems</td>
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<td></td>
<td>including design characteristics,</td>
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<td>operational theory and functional</td>
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<td>limitations and capabilities. There will be</td>
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<td>comparative analysis of the various systems</td>
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<td>including the standard governing systems.</td>
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<td></td>
<td>This course is required for the U.S. Fire</td>
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<td>Administration Higher Education (FESHE)</td>
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<td>degree. This course is required for the Fire</td>
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<td>Safety Inspector I, Fire Investigator I and</td>
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<td>Fire Officer II certifications.</td>
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<th>Course Code</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>FFP1612</td>
<td>Fire Behavior and Combustion</td>
<td>Summer</td>
<td>3.00</td>
<td>3.00</td>
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<tr>
<td></td>
<td>This course explores the theories and</td>
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<td></td>
<td>fundamentals of how and why fires start,</td>
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<td>spread and how they are controlled. This</td>
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<td>course is required for the U.S. Fire</td>
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<tr>
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<td>Administration Higher Education (FESHE)</td>
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<td>degree.</td>
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<tbody>
<tr>
<td>FFP1702</td>
<td>Principles of Emergency Services</td>
<td>Spring</td>
<td>3.00</td>
<td>3.00</td>
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<tr>
<td></td>
<td>This course provides an overview of fire</td>
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<td>protection, career opportunities in fire</td>
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<td>protection and related fields, philosophy</td>
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<td>and history of fire protection/service,</td>
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<td></td>
<td>fire loss analysis, organization and function</td>
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public and private fire protection services, fire departments as part of local government, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, basic fire chemistry and physics, introduction to fire protection systems, introduction to fire strategy and tactics. This course is required for the U.S. Fire Administration Higher Education (FESHE) degree.

### FFP1740  Fire Service Course Delivery

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<th>Fall</th>
<th>3.00 Credits - 3.00 Hours</th>
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This course studies the planning, development, implementation and evaluation of fire service training programs. Training objectives, facilities, equipment, multimedia, schedules and record systems are discussed within the program. Emphasis is on the development of adult learning principles, teaching effectiveness and the skills and abilities required of instructors in the fire service. This course is required for the Florida Fire Officer I and Fire Service Instructor I certifications.

### FFP1793  Fire and Life Safety Educator

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<tr>
<th>Fall, Spring</th>
<th>3.00 Credits - 3.00 Hours</th>
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This course is designed to provide the public educator with the knowledge and skills needed to perform as a fire and life safety educator as addressed in the National Fire Protection Act (NFPA) 1035. Topics include fire behavior, community assessment, injury prevention and juvenile fire setting. The student will also develop presentation skills and learn how to design public education programs. This course meets the national certification criteria for Fire and Life Safety Education, Level I. This course is an elective for the Fire Safety Inspector II and Fire Officer II certifications through the Florida State Fire College. This course must be completed with a grade of 70 percent “C” or higher to receive credit.

### FFP1801  Introduction to Command

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<th>Spring</th>
<th>3.00 Credits - 3.00 Hours</th>
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This course introduces the concepts of the Incident Command System (ICS), the National Incident Management System (NIMS) and the National Responses Framework (NRF). This course will examine how the resources of the federal government work in concert with state, local and the private sector to respond to incidents of national significance. This course will show how ICS, NIMS and the NRF provides a template for responsible agencies to work together to prevent or respond to threats and incidents regardless of cause, size or complexity.

### FFP1810  Fire Service Strategy and Tactics I

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This course presents the basic concepts of fire attack. It seeks to develop the thinking skills needed by a fire officer in evaluating fire ground situations and planning the necessary steps to insure efficient control of fire under an emergency situation. This course is recommended for the U.S. Fire Administration Higher Education (FESHE) degree. This course is required for the Florida Fire Officer I certification.

### FFP2109  Occupational Safety and Health for the Fire Service

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<tr>
<th>Summer</th>
<th>3.00 Credits - 3.00 Hours</th>
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This course introduces the basic concepts of occupational health and safety as they relate to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles and emergency situations involving fire, EMS, hazardous materials and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization. This course is required for the U.S. Fire Administration Higher Education (FESHE) degree.

### FFP2111  Hazardous Materials Chemistry I

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<th>Summer</th>
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This course is designed to show the arson investigator the different forms of matter and energy, common substances and how they relate to fires. The curriculum will discuss chemical formulas of flammable and combustible substances and their bonding and separations. Other course material includes the different chemical reactions related to fire and oxidation. Particular emphasis will be placed on the specific substances used by arsonists to ignite and accelerate burnings. This course is recommended for the U.S. Fire Administration Higher Education (FESHE) degree. This course is required for the Fire Investigator I and Fire Safety Inspector II certifications.

FFP2120  Building Construction for the Fire Service

Spring  3.00 Credits - 3.00 Hours

This course presents the fundamental concepts of building construction as they relate to how buildings burn. Students will learn how the ravages of fire affect wood, steel, concrete and composite construction. Emphasis is on avoiding human injury in each type of construction. This course is required for the U.S. Fire Administration Higher Education (FESHE) degree. This course is required for the Fire Safety Inspector I, Fire Officer I and Fire Investigator I certifications.

FFP2521  Construction Documents and Plans Review

Spring  3.00 Credits - 3.00 Hours

This course covers the interpretation and application of Fire Protection Code requirements to construction plans, blueprints and the basic surveying mapping techniques of fire protection engineering. This course is required for the Fire Safety Inspector certification. Prerequisite: FFP 1505 or FFP 2120.

FFP2541  Fire Protection Systems II

Summer  3.00 Credits - 3.00 Hours

This course provides a study of fire protection alarm and extinguishing systems including design characteristics, operational theory and functional limitations and capabilities. There will be a comparative analysis of the various systems including the standards governing systems. This course is required for the Fire Safety Inspector II certification. Prerequisite: FFP 1540.

FFP2610  Fire Investigation I

Fall  3.00 Credits - 3.00 Hours

This course is designed to enhance the fire investigator’s ability to detect and determine the origin and cause of a fire. Specific topics include fire behavior review, investigator ethics, building construction, ignition sources, reading fire patterns and scene re-construction. Special topics include electrical fire investigation, woodland fires, vehicle fires, mobile home fires, RV, boat and ship fires. This course is recommended for the U.S. Fire Administration Higher Education (FESHE) degree. This course is required for the Fire Investigator I and Fire Safety Inspector II certifications.

FFP2611  Fire Investigation II

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is intended to provide the student with advanced knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and testifying. This course must be completed with a grade of 70 percent “C” or higher to receive credit. Lab fee required.

FFP2706  Public Information Officer

Offered as Needed  3.00 Credits - 3.00 Hours

This course prepares the student to serve effectively as an organizational spokesperson according to the current practices in the profession of public relations and includes numerous examples from the fire service. Particular emphasis will focus on case studies in crisis communications and the role of the Public Information
Officer in Incident Command. This course is an elective for the Fire Safety Inspector II certification.

FFP2720 Company Officer

Fall 3.00 Credits - 3.00 Hours

This course prepares the student for the responsibilities of an officer at the fire company level. This course will assist fire officers in solving the varied problems and situations required to manage effectively in today’s fire service. Students will learn about the day-to-day routine of operations of a fire company, management theory, communication, motivation, station and vehicle maintenance, shift staffing and grievance procedures. This course is required for the Florida Fire Officer I certification.

FFP2741 Fire Service Course Design

Spring 3.00 Credits - 3.00 Hours

This course studies the planning, development, implementation and evaluation of fire service training programs. Emphasis is on course and program design. The focus will be on the development of training objectives, multimedia presentations and evaluation of learning which will be discussed within the program. This course is required for the Florida Instructor II and Fire Officer II certifications. Prerequisite: FFP 1740.

FFP2770 Legal and Ethical Issues for the Fire Service

Summer 3.00 Credits - 3.00 Hours

This course deals with the entire spectrum of issues facing fire service leaders. The course will address labor relations, human rights and diversity, conflict of interest and frameworks for ethical decision-making. This course is recommended for the U.S. Fire Administration Higher Education (FESHE) degree. This course is required for the Florida Fire Officer III certification.

FFP2780 Fire Department Administration I

Spring 3.00 Credits - 3.00 Hours

This course is designed to be a progressive primer for students who want more knowledge about fire and emergency services administration. The course demonstrates the importance of the following skills necessary to manage and lead a fire and emergency services department through the following challenges and changes of the 21st century: persuasion and influence, accountable budgeting, anticipation of challenges, the need for change and using specific management tools for analyzing and solving problems. A central part of the course focuses on how the leadership of a fire and emergency services department develops internal and external cooperation to create a coordinated approach to achieving the department’s mission. This course is recommended for the U.S. Fire Administration Higher Education (FESHE) degree.

FFP2811 Fire Service Strategy Tactics II

Spring 3.00 Credits - 3.00 Hours

This course covers multiple company operations, logistics, the use of mutual aide forces and conflagration control. The course focuses on information that fire company officers may use when dealing with a variety of fire command practices. Typical tactical situations and scenarios are discussed and practiced. The course will focus on the development of critical thinking skills. This course is required for the Florida Fire Officer II certification. Prerequisite: FFP 1810.

FFP2950 Fire Science Capstone

Fall, Spring 3.00 Credits - 3.00 Hours

This capstone course is the conclusion of the student’s fire science technology academic experience. It is the final course completed by students in the Fire Science Technology Associate in Science degree program. The major focus of this course is to integrate the material acquired in the previous courses and apply knowledge to solve problems or issues relating to the fire service.
or public safety agencies. Departmental consent is required for this final course in the program.

Prerequisite: FIRE-AS program plan.

FIL1000 Film Studies IB

Offered as Needed 3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in Film Studies.

FIL1002 Film Studies IB

Offered as Needed 3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in Film Studies.

FIN2001 Business Finance

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course focuses on the application of financial practices for the entrepreneurial venture. The student will be able to analyze and evaluate the various sources of funding available for small businesses, become conversant in financial terminology, understand, prepare and analyze financial statements and prepare a loan proposal. The student will be able to describe and explain the importance of working capital and cash management. The student will be able to identify financing needs, establish credit policies and prepare forecasts of estimated cash flows, start-up costs, revenues and expenditures for the first two years of the entrepreneurial venture. Prerequisites: GEB 1011 and ACG 2021 or APA 1111C.

FIN2100 Personal Finance

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course identifies individual strategies for personal, long-term financial health. Students learn how to plan to achieve financial goals, budget effectively, manage credit and save, invest and build wealth and protect assets. Home ownership, retirement planning (401K’s, mutual funds, stock and bond investments), tax and estate planning and insurance alternatives are fundamental features of this course.

FIN3403 Principles of Business Finance

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

With the balance sheet as a reference point, this course provides an introduction and overview of the acquisition, financing and management of business assets. Prerequisites: ACG 2021, ACG 2071, ECO 2013, ECO 2023 and OST 2852C.

FIR0319 Driver/Engineer

2.67 Credits - 80.00 Hours

Driver/Engineer

FOL2930 Selected Studies in Foreign Language

Offered as Needed 3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction.

FRE1120 Elementary French I

Fall 4.00 Credits - 5.00 Hours

This is a beginning course consisting of the fundamentals of French functional grammar and speech taught by developing the skills of listening, speaking, reading and writing. A multimedia approach is used to acquire proficiency in the language. In addition, the course emphasizes multicultural understanding of the French culture. Credit for this course is also awarded to entering students with the appropriate score on the College-Level Examination Program (CLEP) or the International Baccalaureate (IB) examination in this language. Lab fee required.
FRE1121  Elementary French II

Fall, Spring  4.00 Credits - 5.00 Hours

This course is a continuation of Elementary French I. It consists of a more advanced level of French functional grammar and speech taught by developing the skills of listening, speaking, reading and writing. A multimedia approach is used to acquire proficiency in the language. In addition, the course emphasizes multicultural understanding of French culture. Credit for this course is also awarded to entering students with the appropriate score on the College-Level Examination Program (CLEP) or the International Baccalaureate (IB) examination in this language. Lab fee required. Prerequisite: FRE 1120.

FRE2200  Intermediate French I

Offered as Needed  3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with the appropriate score on the Advanced Placement (AP), College-Level Examination Program (CLEP) or the International Baccalaureate (IB) examination in this language.

FRE2201  Intermediate French II

Offered as Needed  3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with the appropriate score on the Advanced Placement (AP), College-Level Examination Program (CLEP) or the International Baccalaureate (IB) examination in this language.

GEA1000  World Regional Geography

Fall, Spring  3.00 Credits - 3.00 Hours

This course is an introductory study of the human and natural resources of the major regions of the world. From each region, one or more countries are selected for study in depth. Political, cultural, economic and strategic comparisons are made. The current role of the United States in the areas studied receives particular attention. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

GEB1011  Introduction to Business

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is designed to provide an overview of the business environment. The business disciplines discussed include management, international business, marketing, finance, economics, accounting and business law. This course provides useful information for business majors and any others involved in owning or operating businesses. This course is also recommended for students expecting to take ACG 2021 Principles of Financial Accounting.

GEB1011H  Honors Introduction to Business

Fall, Spring  3.00 Credits - 3.00 Hours

This course is designed to provide an overview of the business environment. The business disciplines discussed include management, international business, marketing, finance, economics, accounting and business law. This course provides useful information for business majors and any others involved in owning or operating businesses. This course is also recommended for students expecting to take ACG 2021 Principles of Financial Accounting. Prerequisite: Acceptance into Honors program.

GEB1441  Business Ethics and Society - DSST

Offered as Needed  3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the DSST (formerly DANTES) examination in Business Ethics and Society.

GEB2112  Entrepreneurship

Fall, Spring, Summer  3.00 Credits - 3.00 Hours
This course provides business and non-business majors with the skills necessary to succeed as an entrepreneur. The fundamentals of starting and operating a business, developing a business plan, obtaining financing, marketing a product or service and developing an effective accounting system will be covered.

**GEB2350  International Business**

**Fall**  
3.00 Credits - 3.00 Hours

This course explores the dynamic environment of international business, a multi-disciplinary subject that draws from international economics (balance of trade, balance of payments), politics, institutions, culture and technology as well as insight into the mechanics of international trade and investment, the international financial system and business management in the global marketplace. Prerequisite: GEB 1011.

**GEB2930  Selected Studies in Business**

**Fall, Spring**  
3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction.

**GEB2931  Selected Studies in Business**

**Fall, Spring**  
1.00 Credit - 1.00 Hour

In this course topics of current interest are presented in group instruction.

**GEB2955  Travel Study in Business**

**Spring**  
3.00 Credits - 3.00 Hours

This is a travel/study course combining preparation on campus, travel and study in the discipline of business. Content is variable depending on the program in which the student enrolls and the specific topics to be covered. Students must be 18 years of age on or before departure. Permission of the instructor is required.

**GEB3213  Writing for Business**

**Fall, Spring, Summer**  
3.00 Credits - 3.00 Hours

This course analyzes the principles of communication in the workplace. The course introduces students to common formats such as the memo, letter and report. In addition, it helps students improve writing skills to gain greater mastery of grammar, mechanics and style. Students learn techniques for writing informational, persuasive, sales, employment, positive and negative communications. Other topics include using the appropriate strategies for internal and external communication situations, audience analysis and communication through technology. This includes e-mail, online meetings, social media and presentations.

**GEB3376  The Entrepreneurial and Intrapreneurial Manager**

**Fall, Spring, Summer**  
3.00 Credits - 3.00 Hours

This course provides students with the skills necessary to succeed as an entrepreneur or to implement change within an organization as an intrapreneur. The fundamentals of starting and operating a business, developing a business plan, obtaining financing, marketing a product or service and developing an effective accounting system will be covered. Students will study cases of business and develop an in-depth business plan. Prerequisite or corequisite: ENC 3213 or GEB 3213.

**GEB3930  Selected Studies in Business and Information Management**

**Fall**  
3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction.

**GEB3933  Select Studies in Business and Information Management**

**Spring**  
3.00 Credits - 3.00 Hours
In this course topics of current interest are presented in group instruction.

GEB3949  Cooperative Education Internship in Business

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

GEB3955  Travel Study in Business

Spring  3.00 Credits - 3.00 Hours

This is a travel/study course combining preparation on campus, travel and study in the discipline of business. Content is variable depending on the program in which the student enrolls and the specific topics to be covered. Students must be 18 years of age on or before departure. Permission of the instructor is required.

GEO1200  Introduction to Physical Geography

Fall, Spring  3.00 Credits - 3.00 Hours

This course is a systematic study of the physical elements of the Earth including their interrelationships and importance to man and his activities. Basic explanations of physical features of the Earth, their form and origin, principles of weather, world climatic patterns, world vegetation patterns and the study of soil properties and classification into the great soil groups of the world are covered. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of “C” or higher or corequisite ENC 1101.

GEO1400  Introduction to Human Geography

Offered as Needed  3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with an appropriate score on the Advanced Placement (AP) examination in Human Geography or the Cambridge AICE A-Level geography examination.

GEO2930  Selected Studies In Geography

Offered as Needed  3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction. This course may be taken four times for credit. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of “C” or higher or corequisite ENC 1101.

GEO2949  Cooperative Education Internship in Geography

Offered as Needed  3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as
identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement, permission from the Career Development Center and ENC 1101 with a grade of “C” or higher. Corequisite: ENC 1101.

**GIS1040**  
**Fundamentals of Geographic Information Systems**  
**Fall**  
3.00 Credits - 3.00 Hours  
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 course is a fundamental-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.

**GIS3015C**  
**Introduction to GIS with Lab**  
**Fall, Spring**  
3.00 Credits - 3.00 Hours  
This course covers the analysis of map properties and use of maps as sources of information including the essentials of location, scale, projections, direction, elevation and general map elements. An introduction to map-making in geographic information systems is presented.

**GLY1000**  
**Introduction to Geology**  
**Fall, Spring, Summer**  
3.00 Credits - 3.00 Hours  
This beginning course is designed to give the student a basic understanding of Earth. Emphasis is on Earth materials, geologic hazards, the water cycle and plate tectonics. This course satisfies a natural science requirement and provides background knowledge for further courses in Earth sciences.

**GLY1030**  
**Geology and the Environment**  
**Fall, Spring, Summer**  
3.00 Credits - 3.00 Hours  
This course will introduce the student to the Earth as an environmental system. Focus will be on energy resources, soils, geologic hazards, the water cycle, principles of climate and climate change and environmental contamination.
GLY1101  Fossils and the History of Life

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course provides an introduction to the fossil record of life on Earth. Focus will be on modes of preservation, identification of fossil material, evolution and the fossil record of invertebrate and vertebrate animals. A field trip may be required.

GLY2010C  Physical Geology with Laboratory

Offered as Needed  4.00 Credits - 5.00 Hours

This course provides a survey of introductory ideas in physical geology including Earth materials, geologic hazards, plate tectonics, the water cycle and surficial landforms. Laboratory work will consist of identification of minerals and rock specimens, interpretation of stratigraphic units and work with topographic, physiographic and geologic maps and imagery. Field trips may be required. Lab fee required.

GLY2100C  Historical Geology with Laboratory

Spring  4.00 Credits - 5.00 Hours

This course will introduce the student to the geological and biological history of Earth. Focus of study will be on sedimentary rock formation and stratigraphy, interpreting ancient sedimentary environments, the historical progress of plate tectonics and orogenic events, paleoclimatic interpretations and the fossil record of life on Earth. A field trip may be included. Lab fee required.

GLY3884  Environmental Geology

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course will introduce the student to the Earth as a system and the complex interactions between humans and their non-living environment. Important topics will include Earth materials (rocks, minerals, sediments and soils), plate tectonics, geologic hazards, the water cycle, energy resources, principles of climate and climate change and environmental contamination.

Prerequisites: BSC 1005 or higher and CHM 1020 or higher and PHY 1053C or higher.

GRA1331C  Production Theory, Media and Practices

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course focuses on the production, process and flow for media available to Web, computer-generated computer graphics and animation in the multi-faceted multimedia environment. This course identifies production methods, file and format needs and recommends appropriate techniques based on desired output. Focus is placed on multimedia components, projections and screen outputs for special and specialty projects while exploring foundations for computer-aided digital production. The topics of workflow issues and the variety of design and production vehicles will be addressed. Lab fee required.

GRA2101  Introduction to Computer Graphics

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

The Introduction to Computer Graphics course is designed to familiarize publishing, graphic, art and multi-media students with the basics of hardware and software of the computer system for electronic publishing. Students will be familiarized with commercial graphic design and printing issues as applied to publishing systems. Lab fee required.

GRA2121  Digital Publishing I

Spring  3.00 Credits - 3.00 Hours

This course is designed to teach the concepts, terminology and principles of desktop publishing using industry computer software to communicate visual concepts used for the printing of publications such as brochures, advertisements, books and magazines. The student will develop the skills necessary to create publications designed for print publishing and production. Lab fee required. Prerequisite: DIG 2000.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Offered</th>
<th>Credits</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>GRA2122</td>
<td>Digital Publishing II</td>
<td>Fall, Spring</td>
<td>3.00</td>
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<td></td>
<td>This is an advanced course in page layout software. Designed to teach advanced techniques and principles of digital publishing to assist students in gaining stronger creative control and improved production capabilities. Students create publications displaying multi-faceted integration of sophisticated text and graphic techniques. Emphasis will focus on the development of long-page publications and Internet connectivity. Lab fee required. Prerequisite: GRA 2121 or permission of instructor.</td>
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<tr>
<td>GRA2124</td>
<td>Layout and Design</td>
<td>Fall, Spring, Summer</td>
<td>3.00</td>
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<td></td>
<td>This course is a foundation to computer-aided digital publishing. It will explore various means of viewing visual elements in design. Focus is upon the foundations of professional design skills for computer graphics, multimedia, film and video and animation. Various media are used to explore traditional media, photography, illustration, animation, film and video and other image media development. The student is introduced to typography, typeface and type as a design element as well as composition, layout, pagination, style, balance, format and project planning. Lab fee required. Prerequisite: DIG 2109C.</td>
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<tr>
<td>GRA2142C</td>
<td>Web Effects I</td>
<td>Fall, Spring, Summer</td>
<td>3.00</td>
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<td></td>
<td>This course provides an introduction to the creation of multiple forms in two-dimensional animation. The course is designed to familiarize the individual with a variety of 2D animation programs and their application to the Web. Students will learn the basics of thumbnail storyboarding, object creation and object manipulation for animated sequence. Lab fee required. Prerequisite: DIG 2500C.</td>
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<tr>
<td>GRA2143C</td>
<td>Web Publishing II</td>
<td>Fall, Spring</td>
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<td>This course includes advanced topics in the design and preparation of websites including the Web home page. Focus is from a graphics point of view and emphasis is on the importance of web page design and layout. The course is taught using various software programs. Prerequisite: GRA 2144C or permission of instructor.</td>
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<tr>
<td>GRA2144C</td>
<td>Web Publishing</td>
<td>Fall, Spring, Summer</td>
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<td>This course includes the design and preparation of websites including the Web home page. Focus is from a graphics point of view and emphasis is on the importance of Web page design and layout. The course is taught using various software programs. Basics of HTML for the Web will be introduced. Lab fee required. Prerequisite: DIG 2500C.</td>
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<tr>
<td>GRA2151C</td>
<td>Vector Graphics I Using Adobe Illustrator</td>
<td>Fall, Spring, Summer</td>
<td>3.00</td>
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<td>This course is designed for beginning Adobe Illustrator users. Fundamental concepts and features are introduced and applied to a variety of graphics applications. The world of vector graphics and professional illustrations is entered, explored and applied to a variety of graphic endeavors. Lab fee required.</td>
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<tr>
<td>GRA2152C</td>
<td>Vector Graphics II Using Adobe Illustrator</td>
<td>Fall, Spring</td>
<td>3.00</td>
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<td></td>
<td>This course is designed for experienced Adobe Illustrator users. Advanced concepts, features and techniques are further enhanced and applied to graphic applications. The world of vector graphics, the Web Internet and professional illustrations are further explored. Lab fee required. Prerequisite: GRA 2151C.</td>
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GRA2157C  Illustration for the Digital Artist

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This is an advanced course in computer graphics in the design profession. Students will use the computer to create original artwork and illustrations that will be used in professional publications. Advanced concepts, features and professional illustration are further explored. Lab fee required. Prerequisite: DIG 2000.

GRA2191C  Layout and Design II

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is an advanced design course focused on visual, conceptual and technical design skills used in the digital publishing of computer graphics, motion graphics, film and video and animation. Focus will be on finding collaborative design solutions to design problems along with the advanced study of the conceptualization of a message and the process it must go through to accurately and effectively reach its audience. The student will explore various applications of design through extensive study of design principles and elements, digital color issues, typography, style, composition and various problem-solving skills. Prerequisite: GRA 2124.

GRA2201  Bitmap Graphics I

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is an introduction to Photoshop software which provides an extensive variety of electronic tools for manipulating photographs and creating illustrations. The course is designed for the graphics individual who wishes to integrate photography with page layouts. Students will learn the basics of scanning, retouching, color correcting, proofing and output to printer devices. Lab fee required.

GRA2207C  Bitmap Graphics II

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

GRA2757C  Mobile Web Development

Fall  3.00 Credits - 3.00 Hours

This course introduces students to web design for mobile devices. Topics include planning an effective mobile website, industry standard Mobile Markup Language, CSS, mobile commerce, social media, testing and publishing. Upon successful completion of this course, students will be able to plan, develop, test and publish web content designed for mobile devices. Lab fee required. Prerequisite: GRA 2144C.

GRA2804C  Web Effects II

Fall, Spring  3.00 Credits - 3.00 Hours

This course is an advanced study in the creation of multiple forms in two-dimensional animation as well as an introduction to web-related, three-dimensional animation. The course is designed to familiarize the individual with a variety of 2-D and 3-D animation programs and their application to the Web. Students will learn the advanced techniques in thumbnail storyboarding, object creation and object manipulation for 2-D animation as well as incorporating basic 3-D animation concepts. Lab fee required. Prerequisite or corequisite: GRA 2142C.

GRA2905C  Directed Studies in 3D Printing Technology/Rapid Prototyping

Summer  3.00 Credits - 3.00 Hours

This course is an introduction to 3D printing. 3D printing is an additive manufacturing process whereby objects are built up from plastic filament, liquid resin, powder, bio-compatible and edible materials. Literacy
in basic 3D modeling and manufacturing is an essential skill for future STEM success. Students will learn about desktop 3D printing/rapid prototyping, customizing products and creating new alternatives. Lab fee required.

GRA2930 Selected Studies in Computer Graphics
Offered as Needed 3.00 Credits - 3.00 Hours
In this course topics of current interest are presented in group instruction.

GRA2931 Selected Studies in Computer Graphics
Offered as Needed 1.00 Credit - 1.00 Hour
In this course topics of current interest are presented in group instruction.

GRA2941 Cooperative Education Internship in Computer Graphics
Offered as Needed 1.00 Credit - 1.00 Hour
This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

GRA2942 Cooperative Education Internship in Computer Graphics
Offered as Needed 2.00 Credits - 2.00 Hours
This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

GRA2949 Cooperative Education Internship in Computer Graphics
Offered as Needed 3.00 Credits - 3.00 Hours
This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.
Florida Certified Nursing Assistants and students who successfully complete the Nursing Assistant program are eligible to enroll in HCP 0332C. The course will prepare students to deliver care to clients wishing to maintain their independence by remaining in their homes. The role of the Home Health Aide and legal and ethical considerations are discussed. Personal care, maintaining activities of daily living, food preparation and household management are included in the course. Lab fee required. Students must complete HSC 0003 and HCP 0121C with a grade of “C” or higher or current Florida Certified Nursing Assistant certification.

* HCP0121C Nursing Assistant

Fall, Spring  
2.50 Credits - 75.00 Hours

This course is designed to provide classroom, nursing laboratory and clinical experiences for selected tasks related to personal hygiene, comfort and safety measures for residents in long-term care facilities. Resident care is performed under direct supervision of a registered instructor. Lab fee required. Prerequisite: TABE scores or TABE exemption-no minimum scores required.

* HCP0330 Home Health Aide

Spring, Summer  
2.50 Credits - 75.00 Hours

The course content includes instruction in those supportive services that are required to provide and maintain bodily and emotional comfort and to assist the patient toward independent living in a safe environment as stated in the Rules of the Department of Health - Minimum Standards for Home Health Agencies. Prerequisite or corequisite: HSC 0003.

* HCP0332C Advanced Home Health Aide

Fall, Spring  
1.66 Credits - 50.00 Hours

This course prepares Certified Nursing Assistants for employment in the home healthcare field. Current Florida Certified Nursing Assistants and students who successfully complete the Nursing Assistant program are eligible to enroll in HCP 0332C. The course will prepare students to deliver care to clients wishing to maintain their independence by remaining in their homes. The role of the Home Health Aide and legal and ethical considerations are discussed. Personal care, maintaining activities of daily living, food preparation and household management are included in the course. Lab fee required. Students must complete HSC 0003 and HCP 0121C with a grade of “C” or higher or current Florida Certified Nursing Assistant certification.

* HEV0800 Early Childhood Professional Certificate (ECPC)

Fall, Spring, Summer  
5.00 Credits - 150.00 Hours

In this course students will cover developmentally appropriate practices when working with children ages birth through age eight, acquire competence in the areas of creating a successful developmentally appropriate curriculum and lesson plans, developing the ability to motivate children, recognizing cultural differences when planning activities including children with special needs. Professionalism and advocacy will be imbedded within the program to better inform students of the role the early childhood provider plays within the childcare community. Department permission required.

HFT1000 Travel and Tourism- Cambridge (AS-Level)

Offered as Needed  
3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the Cambridge examination in Travel and Tourism (AS-Level).

HFT1930 Travel and Tourism Cambridge

Offered as Needed  
6.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the Cambridge examination in Travel and Tourism.

HIM1000  Introduction to Health Information Management

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

Students will learn the history, purpose and content as well as professional ethics and legal principles of the medical record and health information. Health Information Management department functions, workflow and quality considerations will be discussed. Students will compare the paper medical record to the electronic health record. Furthermore, course content includes an introduction to DHHS, CMS, HIPAA and Joint Commission, The Office of the National Coordinator for Health Information and professional organizations affiliated with health information, medical coding and medical documentation integrity. Prerequisites: ENC 1101 and CGS 2100C and HSC 1531 with grades of “C” or higher.

HIM1433  Human Pathophysiology

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course provides an overview of all body system diseases and conditions including etiology, signs and symptoms, diagnostic treatment modalities, prognosis and prevention. Prerequisites: HSC 1531 and HIM 1453 or BSC 1020 or BSC 1084 or BSC 2093C and BSC 2094C with grades of “C” or higher.

HIM1442  Pharmacology and Lab Medicine

Fall, Spring  3.00 Credits - 3.00 Hours

This course is a study of the principles and language of pharmacology and laboratory medicine, including drugs and drug classes, diagnostic tests, indications, techniques, expression of values and significance of findings. Prerequisite: HSC 1531.

HIM2211C  Computer Applications and Technologies in Healthcare

Fall, Spring  3.00 Credits - 3.00 Hours

This course will introduce students to the structure of the American legal system and the principles of health law including healthcare case studies. The course surveys the federal and state court structure and legal proceedings pertaining to healthcare. Students will gain a thorough understanding of the role that medical record information has in legal proceedings, healthcare legislation and regulations. Emphasis will be placed on medical record confidentiality, access, release and disclosure and laws pertaining to retention and patient rights. Knowledge of the legal issues surrounding computerized medical records will be explored. Medical professional ethics and HIPAA privacy and security issues will be reinforced. Prerequisites: Humanities or History General Education course and HIM 1000.
This course provides an overview of healthcare information systems with a concentration on computerized health information management (HIM) functions. Students will be introduced to common software applications utilized to perform HIM processes. Emerging technology issues in healthcare will be explored. Lab fee required. Prerequisite: CGS 2100C with a grade of “C” or higher.

HIM2214  Health Data Analysis Research and Management

Summer  3.00 Credits - 3.00 Hours

This course will provide students with knowledge and understanding of the collection, computation, compilation and presentation of internal and external reporting of statistical healthcare information in the following four categories: administrative, quality, utilization and financial. Topics include the use and application of statistics in healthcare, commonly used healthcare utilization statistical computations, vital statistics, uniform reporting requirements, health information indices, databases and disease registries, Institutional Review Board processes and knowledge-based research methods. Prerequisite: Mathematics General Education course. Corequisite: HIM 2943.

HIM2272  Advanced Reimbursement Principles of Healthcare Services

Spring  3.00 Credits - 3.00 Hours

This course provides an understanding of the healthcare reimbursement methodologies and issues including PPS, DRGs, APCs, ASC Groups and applicable state and federal regulations related to HIPAA mandated electronic claims transaction and UB-04 claims processing. Requirements for payers and Quality Improvement Organizations (QIO) are discussed. Included is an introduction to regulatory compliance, revenue cycle and Charge Description Master (CDM) maintenance. This course will help prepare the student to pursue a multifunctional career path in areas dealing with health information management, healthcare claim and reimbursement in physician offices and/or acute care facilities. Prerequisites: CGS 2545C and HIM 2211C and HIM 2722C and HIM 2724 with grades of “C” or higher.

HIM2510  Health Care Performance Improvement Practices

Spring  3.00 Credits - 3.00 Hours

This course develops an understanding of the quality management initiatives in healthcare including utilization review, case management, risk management, medical staff credentialing and peer review. The study of quality management in healthcare will be based upon the roles and influences of accrediting bodies, regulatory agencies, legislation, society and payers. Prerequisites: HIM 2722C and HIM 2724 and HIM 2012 with grades of “C” or higher.

HIM2512  Management of Health Information Operations

Summer  3.00 Credits - 3.00 Hours

This course is an introduction to the management of health information operations. Subjects of focus will be principles of human resources, planning and budgeting, orientation, training and staffing of personnel, organizing work processes including ergonomics considerations and evaluating and improving work performance. Prerequisites: HIM 2272 and HIM 2940 with grades of “C” or higher.

HIM2720C Advanced Medical Coding

Summer  3.00 Credits - 3.00 Hours

This course covers advanced medical coding in the integrated use of ICD-10-PCS, CPT and HCPCS. The student will apply the medical coding skills acquired through academic instruction to select diagnoses and procedures based on the UHDDS guidelines. This course is designed to increase the quality and accuracy of coding selection by applying official coding guidelines and policies. Regulatory changes and updates affecting coding and reimbursement will be discussed including concepts related to hospital MS-DRGs, case mix and ASCs. Students will gain
hands-on experience in the use of encoders and groupers to code medical charts. Computer-assisted coding (CAC) will be introduced. Prerequisites: HIM 2272 and HIM 2721C and HIM 2510 and HIM 2940 with grades of "C" or higher.

HIM2721C  Outpatient Coding and Electronic Physician Office

Spring, Summer  3.00 Credits - 3.00 Hours

This course is designed to provide a detailed approach to accurately using the physician’s current procedural terminology (CPT) for proper coding in an outpatient setting. Students will continue to apply the skills acquired in HIM 2722 ICD-10-CM. Emphasis is placed on practical simulation of computer-assisted activities which are common to the daily routine of the electronic medical office. The practice management system and electronic health record is used as a typical example of computer programs that are available for efficient practice operations. Strong emphasis will be placed on regulatory compliance and auditing. Students who have completed HIM 2253C and HIM 2273 do not need to take this course. Lab fee required. Prerequisites: HIM 2211C and HIM 2722C and HIM 2724 with a grade of "C" or higher. Corequisite: HIM 2940.

HIM2722C  ICD-10-CM Coding

Fall, Spring  3.00 Credits - 3.00 Hours

This course provides a thorough demonstration of the international classification of diseases ICD-10-CM. Students will understand general equivalency mapping for ICD-10 and the use of other vocabulary and classification systems such as SNOMED, DSM IV, ICD-O, RXNORM, and LOINC. Students will gain an in-depth understanding of the organization, structure, conventions and guidelines of ICD-10-CM in order to accurately code and sequence diagnoses. Students will learn the purpose and uses of diagnosis coding. The importance of the standards of ethical coding, coding compliance and maintaining patient privacy will be stressed. Prerequisites: HIM 1000 and HIM 1433 and HSC 1149 or HIM 1442 with grades of "C" or higher

and HINFO-AS or HINFO-CC program plan. Corequisite: HIM 2724.

HIM2724  Basic Procedure Coding

Fall  3.00 Credits - 3.00 Hours

This course provides an introduction to the International Classification of ICD-10-PCS. Students will learn the key attributes of ICD-10-PCS, including the organization, structure, conventions, tables and will interpret healthcare data and apply coding guidelines for ICD-10-PCS code assignment. Students will differentiate between ICD-9-CM procedure codes and ICD-10-PCS codes and understand the use of code mapping between different classification systems for retrieval of historical data. The benefits of ICD-10 for health information exchange standards and interoperability will also be explored. Prerequisites: HIM 1000 and HIM 1433 and HSC 1149 with grades of "C" or higher and HINFO-AS or HINFO-CC program plan. Corequisite: HIM 2722C.

HIM2933  Selected Studies in Health Information

Offered as Needed  3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction.

HIM2940  Practicum Experience I

Spring, Summer  3.00 Credits - 3.00 Hours

This course allows the student to use software and other tools and resources to support clinical classification, coding and grouping following regulations and guidelines, validate coding accuracy based on documentation in the health record, apply guidelines applicable to reimbursement methodologies, compile data and review accuracy. The student will be able to demonstrate their employability skills and identify professional standards appropriate to healthcare workers. Prerequisites: HIM 2211C and HIM 2722C and HIM 2724 with grades of "C" or higher. Corequisites: HIM 2721C or prerequisite of HIM 2253C and HIM 2273.
HIM2943   Practicum Experience II

Summer   3.00 Credits - 3.00 Hours

This is a capstone course for the Health Information Management A.S. program where students will complete a supervised professional practice experience in a health information management (HIM) department of a hospital and alternative healthcare setting. The student will review HIM workflow and perform advanced HIM functions in order to bridge the academics of HIM to current HIM workforce needs and responsibilities. Emphasis will be placed on records retrieval and retention, assembly, qualitative and quantitative record analysis, inpatient and outpatient coding, abstracting, statistical compiling and reporting of healthcare data, release of information and use of specific HIM software applications. Prerequisites: HIM 2940 and INP 2002. Corequisite: HIM 2720C.

HIS2930   Selected Studies in History

Offered as Needed   3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction.

HLP1081   Wellness Appraisal and Improvement

Fall, Spring   3.00 Credits - 3.00 Hours

This course will introduce students to the need for and benefits of regular physical activity by exploring healthful lifestyle alternatives, attitudes and different types of exercise. Students will develop and participate in a personal program of fitness and weight management including exercise for cardiorespiratory endurance, muscular strength, flexibility and relaxation.

HLP2905   Directed Studies in Wellness

Offered as Needed   3.00 Credits - 3.00 Hours

This course is scheduled for individual students who wish to explore topics not covered in the curriculum. The student and instructor will design a course of study (learning contract). Approval from the associate dean is required prior to registration. This course may be taken three times for credit.

HLP2949   Cooperative Education Internship in Physical Education and Recreation

Offered as Needed   1.00 Credit - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

* HSC0003   Basic Healthcare Worker

Fall, Spring, Summer   3.00 Credits - 90.00 Hours

This introductory course provides an overview of the health professions and the healthcare delivery system. Topics include disease prevention and wellness promotion, guidelines for legal, ethical and moral practice and communication skills. Students will be introduced to the use of computers in healthcare including diagnostic and monitoring capabilities. Lab fee required.

HSC1000   Introduction to Health Care

Fall, Spring, Summer   3.00 Credits - 3.00 Hours

This introductory course provides an overview of the health professions and the healthcare delivery system.
Other topics include disease prevention and wellness promotion, guidelines for legal, ethical and moral practice and communication skills. Students will be introduced to the use of computers in healthcare, including diagnostic and monitoring capabilities. The emphasis of this course is to establish a firm foundation of professional characteristics, behaviors, values, skills and knowledge for students to build upon in their healthcare careers. Prerequisites: TABE reading and language with minimum scores of 582 and 572 or test scores that indicate ENC 1101 eligibility or appropriate college developmental courses for ENC 1101 eligibility with a grade of “C” or higher or EAP coursework for ENC 1101 eligibility with grades of “C” or higher.

HSC1100  Personal and Community Health

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is designed to help college students understand the vital concepts about health and effective living. Topics include studying some of the scientific principles, identifying related health problems and issues in our changing society and environment and providing a background for intelligent decisions throughout one’s lifetime concerning health.

HSC1149  Basic Pharmacotherapy

Fall, Spring, Summer  1.00 Credit - 1.00 Hour

This course will provide the student the opportunity to explore basic concepts regarding the most common therapeutic medications prescribed to treat the most common human disease conditions. The five rights of drug administration and causes of medication errors will also be identified in order to enhance medical record review. Prerequisites: HSC 1531 and HIM 1453 or BSC 2093C and BSC 2094C with grades of “C” or higher.

HSC1531  Medical Terminology

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This is an introductory course to the language of medicine utilized by healthcare professionals. Basic word structure and formation, medical terms, abbreviations, definitions and spelling are included. Major disease processes and pathological conditions of specific body systems will be discussed. Prerequisites: TABE reading and language with minimum scores of 582 and 572 or test scores that indicate ENC 1101 eligibility or appropriate college developmental courses for ENC 1101 eligibility with a grade of “C” or higher or EAP coursework for ENC 1101 eligibility with grades of “C” or higher or ENC 1101 with a grade of “C” or higher.

HSC2400  First Aid and CPR

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is designed to provide the knowledge and skills needed to meet emergency first aid situations. There will be comprehensive training in recognition, evaluation and handling victims of illness or accidents. Students, after successful completion, will receive certification in the American Heart Association’s Healthcare Provider (CPR) course or a Heart Saver/First Aid card. Lab fee required.

HSC2950  Travel Study in Healthcare

Fall, Spring, Summer  1.00 Credit - 1.00 Hour

This is a travel/study course combining preparation on campus, travel and study in the discipline of health sciences. Content is variable depending on the program in which the student enrolls and the specific topics to be covered. Students must be 18 years of age on or before departure. Permission of the instructor is required.

HUM1235  Introduction to Humanities

Offered as Needed  3.00 Credits - 3.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the College Level Examination Program (CLEP) examination in Humanities.
HUM2022  Liberal Arts Humanities
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

The design of this course creates a diverse learning community for students in the Liberal Studies program. The course is a multi-cultural and interdisciplinary study of fine arts, performing arts, literature, history and philosophy with special focus on race, gender and class. The course satisfies three credits of General Education requirements in Humanities and partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

HUM2220  Ancient/Classical Humanities
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

A course designed to promote the understanding and appreciation of man’s cultural heritage in the prehistoric, Egyptian, Mesopotamian, Judaic, Greek and Roman periods. Representative works in art, music, literature and philosophy will be studied. Global culturalism will be incorporated into the course content. The student will be introduced to Internet resources as they pertain to appropriate thematic materials. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

HUM2223  Medieval Humanities
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is designed to promote the understanding and appreciation of man’s cultural heritage in the Early Christian and Medieval periods. Representative works in art, music, literature and philosophy will be studied. Global culturalism will be incorporated into the course content. The student will be introduced to Internet resources as they pertain to appropriate thematic materials. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

HUM2232  Renaissance/Baroque Humanities
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is designed to promote the understanding and appreciation of the creative process and world culture. Representative works in art, literature, music and philosophy will be studied from the Renaissance and Baroque periods. Global culturalism will be incorporated into the course content. The student will be introduced to Internet resources as they pertain to appropriate thematic materials. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

HUM2234  18th and 19th Century Humanities
Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is designed to promote the understanding and appreciation of the creative process and world culture. Representative works in art, literature, music and philosophy will be studied from the Enlightenment and Romantic periods. Global culturalism will be incorporated into the course content. The student will be introduced to Internet resources as they pertain to appropriate thematic materials. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

HUM2263  The World of Dickens
Fall  3.00 Credits - 3.00 Hours

This course covers the humanities of the nineteenth century with particular attention to the work of Charles Dickens and associated works of the era. This course partially satisfies the writing requirement of S.B.E. 6A10.030. Prerequisite: ENC 1101 or department permission.

HUM2322  Women, Gender and Culture
Fall, Spring  3.00 Credits - 3.00 Hours

This course is designed to introduce the student to the contributions of women in the humanities. It will
examine their contributions to literature, art and music from the Classical period to the present day. Students will learn how gender has influenced production of the arts throughout these periods. Examining notions of masculinity and femininity will be a key component of the course and their various representations in art, literature and music will be a major subject of study. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

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**HUM2322H  Honors Women, Gender and Culture**

Fall, Spring  
3.00 Credits - 3.00 Hours

This course is designed to introduce the student to the contributions of women in the humanities. It will examine their contributions to literature, art and music from the Classical period to the present day. Students will learn how gender has influenced production of the arts throughout these periods. Examining notions of masculinity and femininity will be a key component of the course and their various representations in art, literature and music will be a major subject of study. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

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**HUM2410  Asian Humanities**

Fall  
3.00 Credits - 3.00 Hours

This course is designed to introduce the student to the Indian and Southeast Asian cultures. Emphasis will be placed on the basic myths underlying culture, their manifestation in the arts and their diffusion throughout South and Southeast Asia. Representative works in literature, mythology, philosophy and the visual arts will be studied. The student will be introduced to Internet resources as they pertain to appropriate thematic materials. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

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**HUM2454H  Honors African American Humanities**

Fall, Spring, Summer  
3.00 Credits - 3.00 Hours

This course is designed to explore African American cultures and artistic manifestations and to promote increased awareness, understanding, degrees of tolerance and aesthetic appreciation of African American heritage. Pre-European African influences to modern cultural values of African American societies will be examined. Contemplative objects representing both visual and performing arts will be studied in their historical context. The student will be introduced to Internet resources as they pertain to appropriate thematic materials. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.
required from Honors director. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisites: Acceptance into Honors program and ENC 1101 with a minimum grade of "C" or higher.

**HUM2461 Latin American Humanities**

**Fall, Spring** 3.00 Credits - 3.00 Hours

This course is designed to introduce the student to Latin American cultures and to promote the understanding and appreciation of our cultural heritage. Ancient to modern cultures will be surveyed. Emphasis will be placed on cultural roots and myth as well as artists' commitment to social and political struggle. Representative works in the visual arts, literature and music will be studied. No knowledge of Spanish or Portuguese is required. The student will be introduced to Internet resources as they pertain to appropriate thematic materials. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

**HUM2461H Honors Latin American Humanities**

**Fall** 3.00 Credits - 3.00 Hours

This course is designed to introduce the student to Latin American cultures and to promote the understanding and appreciation of Latin American heritage. Ancient to modern cultures will be surveyed. Emphasis will be placed on cultural roots and myth as well as artists' commitment to social and political struggle. Representative works in the visual arts, literature and music will be studied. No knowledge of Spanish or Portuguese is required. Honors level content. Permission required from Honors director. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisites: Acceptance into Honors program and ENC 1101 with a minimum grade of "C" or higher.

**HUM2481 Native American Humanities**

**Fall, Spring** 3.00 Credits - 3.00 Hours

This course is designed to introduce the student to Native American cultures. It promotes an understanding and appreciation of the diverse traditions of nations that are indigenous to North America. Pre-colonial to modern cultural expressions will be reviewed. Emphasis will be placed on visual and performing arts, literature and oral traditions as they have varied by region and throughout history. Native American usage of new media and influences on non-native cultures will also be surveyed. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

**HUM2525 Introduction to Blues and Jazz**

**Fall, Spring, Summer** 3.00 Credits - 3.00 Hours

This course is designed to introduce the student to primary forms and genres of blues and jazz music in both their historical and cultural context. Blues and jazz will be explored methodically as a distinctly American contribution to world music. The course will feature lecture and performance presentations by some of Florida's better known musicians and commentators. Literary and visual images of blues and jazz idioms will be incorporated into the course content. Assigned readings with active listening are an intricate part of the course. The student will be introduced to Internet resources on the subject of blues and jazz themes. Students will be required to compose a journal with reactionary criticisms of blues and jazz guests and must complete a project that presents biographical and musical materials about a selected blues or jazz musician. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Note: This course fulfills the Area B Humanities requirement. Prerequisite: ENC 1101.

**HUM2590 20th and 21st Century Humanities and Technology**

**Fall, Spring, Summer** 3.00 Credits - 3.00 Hours

This course is designed to study representative works of the 20th and 21st centuries in the performing arts, visual arts, music, literature, film and philosophy so that the student will appreciate the foundations of the 20th century and allow projections into the future.
Global culturalism will be incorporated into the course content. The student will be introduced to Internet resources as they pertain to appropriate thematic materials. This course will also show how technology interacts with culture in the contemporary world. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

HUM2740 Travel/Study in Humanities

Offered as Needed 3.00 Credits - 3.00 Hours

This is a travel/study course combining preparation on campus, foreign travel and study abroad in the discipline of Humanities. Students must be 18 years of age before departure. Permission of instructor or associate dean is required. Variable content depending on the program in which the student enrolls and the specific topics to be covered. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

HUM2930 Selected Studies in Humanities

Offered as Needed 3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction. This course may be taken four times for credit.

HUM2931 Selected Studies in Humanities

Offered as Needed 1.00 Credit - 1.00 Hour

In this course topics of current interest are presented in group instruction. This course may be taken four times for credit.

HUM2941 Cooperative Education Internship in Humanities

Offered as Needed 1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

HUM2942 Cooperative Education Internship in Humanities

Offered as Needed 2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

HUM2949 Cooperative Education Internship in Humanities

Offered as Needed 3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a
component of this course and regular contact with the
assigned faculty advisor is required. Students may
earn cooperative education credits based on the
completion of the required work experience and
satisfactory completion of assignments including, but
not limited to, seminars and a project. This course may
be repeated based upon the student’s academic
program. Prerequisites: A minimum of 12 college
credits (excluding prep courses) completed at
Seminole State College which includes course(s)
specifically aligned with the student’s chosen major as
identified in the student’s program plan, a Seminole
State College cumulative GPA of at least 2.5,
appropriate job/internship placement and permission
from the Career Development Center.

HUN1001  Basic Nutrition

Fall, Spring  3.00 Credits - 3.00 Hours

This course is designed as an introductory course
focusing on the basic principles of nutrition for non-
majors. Students will gain the knowledge and skills
necessary to make healthful decisions to support good
nutritional status.

HUN1201  The Principles of Nutrition

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course provides instruction in the scientific
principles of nutrition, including the role of specific
nutrients, digestion of each, absorption, metabolism
and sources of the nutrients and requirements of the
various age groups. Emphasis is on the factors
influencing the ability of individuals to maintain good
nutritional status. Prerequisite: Eligibility for ENC 1101
or higher.

HUN2015  Diet Therapy for Health Care
Professionals

Fall, Spring, Summer  1.00 Credit - 1.00 Hour

A study and application of science-based nutrition
concepts within healthcare focusing on medical
nutrition therapy in disease management. Prerequisite:
HUN 1201 with a grade of “C” or higher.

HUN2202  Human Nutrition and Diet Therapy

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course focuses on the scientific principles of
normal nutrition, including specific nutrients,
digestion, absorption, metabolism and nutritional
requirements of different age groups. This course has
a special focus on the application of nutrition
principles to physical health. Emphasis is placed on the
interdisciplinary team approach to disease prevention
and health restoration. Prerequisite: BSC 1010C with a
grade of “C” or higher or BSC 2093C or BSC 2094C with a grade of
"C" or higher.

IDH1104  Honors Arts and Culture

Spring  3.00 Credits - 3.00 Hours

This course is a diverse study of fine arts, performing
arts, literature, history and philosophy from the
prehistoric era to the Renaissance. Focus will be on
multi-culturalism, examination of primary texts and
inter-disciplinary influences on the formation of human
culture. This course partially satisfies the writing
requirement of S.B.E. 6A-10.030. The course is only
open to students in the Honors program. Honors level
content. Permission required from Honors director.
Prerequisites: Acceptance into Honors program and
ENC 1101 or ENC 1101H.

IDH1613  Honors Ancient History

Fall  3.00 Credits - 3.00 Hours

This Honors course will examine selectively the events,
individuals and issues that have determined the course
of various civilizations from ancient times to the
Middle Ages. The contributions of Near Eastern and
African civilizations as well as those of the Greek and
Roman worlds will be studied. The influence of religion
upon various civilizations, especially those of the
Hebrews, Christians and Muslims will be addressed. An
inter-disciplinary approach will highlight cultural achievements including an examination of drama, architecture and poetry. Participants will be required to write a research paper and read passages from primary sources of classical literature. Honors level content. Permission required from Honors director. Satisfies the General Education requirement in history and partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisites: Acceptance into Honors program and ENC 1101 or ENC 1101H.

IDH1920 Introduction to Honors

Fall, Spring
1.00 Credit - 1.00 Hour

This course orients Honors students to the College and the Honors program. The course focuses on leadership development, critical thinking skills and problem-solving. Study skills, presentation skills and research methods are also emphasized. Prerequisite: Acceptance into Honors program.

IDH2001 Honors Seminar

Fall
1.00 Credit - 1.00 Hour

The Honors Seminar course is designed to address contemporary issues, faculty areas of expertise, current intellectual trends and topics of interest to Honor students. Seminar discussions focus on topics or themes and lectures by guest speakers often augment the course. Prerequisite: Acceptance into Honors program.

IDH2002 Honors Seminar II

Spring
1.00 Credit - 1.00 Hour

Honors Seminar II is a continuation of Honors Seminar. It is designed to address contemporary issues, faculty areas of expertise, current intellectual trends and topics of interest to Honors students. Seminar discussions focus on topics or themes and lectures by guest speakers often augment the course. Prerequisite: Acceptance into Honors program.

IDH2003 Honors Seminar III

Offered as Needed
3.00 Credits - 3.00 Hours

Honors Seminar III is an in-depth study of contemporary issues, faculty areas of expertise, current intellectual trends or topics of interest to Honors students. Seminar discussions focus on topics or themes and lectures by guest speakers often augment the course. Prerequisite: Acceptance into Honors Program.

IDH2004 Honors Seminar IV

Fall, Spring
1.00 Credit - 1.00 Hour

The Honors Seminar course is designed to address contemporary issues, faculty areas of expertise, current intellectual trends and topics of interest to Honor students. Seminar discussions focus on topics or themes and lectures by guest speakers often augment the course. Prerequisite: Acceptance into Honors program.

IDH2005 Honors Seminar V

Fall, Spring
1.00 Credit - 1.00 Hour

The Honors Seminar course is designed to address contemporary issues, faculty areas of expertise, current intellectual trends and topics of interest to Honor students. Seminar discussions focus on topics or themes and lectures by guest speakers often augment the course. Prerequisite: Acceptance into Honors program.

IDH2006 Honors Seminar VI

Fall, Spring
3.00 Credits - 3.00 Hours

The Honors Seminar course is designed to address contemporary issues, faculty areas of expertise, current intellectual trends and topics of interest to Honor students. Seminar discussions focus on topics or themes and lectures by guest speakers often augment the course. Prerequisite: Acceptance into Honors program.
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<th>Course Code</th>
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<td>Honors Seminar- Mathematics for the Physical</td>
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<td>the present. The focus will be on multi-culturalism, examination of primary texts and interdisciplinary influences on the formation of human culture. Satisfies three credits of General Education requirements in Humanities and partially satisfies the writing requirement of S.B.E. 6A-10.030. The course is only open to students in the Honors program. Honors level content. Permission required from Honors director. Prerequisites: Acceptance into Honors program and ENC 1101 or ENC 1101H.</td>
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IDH2106 Honors Oratory: Speech, Argumentation and Debate

Fall 3.00 Credits - 3.00 Hours

The purpose of this course is to elevate the basic skills of speaking and listening to a level appropriate for Honors students. While the course will satisfy the state requirements for preparing and delivering public speeches with clarity and variety and listening with literal and critical comprehension, the Honors level will focus on those skills in an advanced setting of the controversial arts, including critical thinking, dialectic, rhetoric and argumentation. In preparation, Honors students will study original materials from Aristotle to current research in argumentation and debate. Honors level content. Permission required from Honors director. Satisfies General Education requirement in oral communications. Prerequisite: Acceptance into Honors program.

IDH2905 Directed Studies in Honors

Offered as Needed 3.00 Credits - 3.00 Hours

This course is scheduled for individual students who wish to explore topics not covered in the curriculum. The student must present a design of the study (learning contract) to the faculty member who is to direct the work. Approval from the associate dean or director is required prior to registration.

IDH2930 Selected Studies in Interdisciplinary Honors
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<th>Course Code</th>
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In this course topics of current interest are presented in group instruction. This course may be taken four times for credit. Prerequisite: Acceptance into Honors program.

This is a travel/study course combining preparation on campus, travel and study in interdisciplinary studies. Content is varied depending on the program in which the student enrolls and the specific topics covered. Students must be 18 years of age on or before departure. Permission of the Honors director required. Prerequisite: Acceptance into Honors program.

Credit for this course is awarded for students with an appropriate score on the Cambridge General Paper Examination.

In this course students have the opportunity to develop critical and analytical skills that will enable them to evaluate, consciously and deliberately, the diverse ideas, information and perspectives that characterize the contemporary world. A focus on new information technologies will stimulate the development of intellectual skills by challenging students to be creative, critical and constructive users of information. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

This Honors travel/study course combines preparation on campus, travel and study. Content is variable depending on the program in which the student enrolls and the specific topics to be covered. Students must be 18 years of age on or before departure. Permission of the Honors director required. Prerequisite: Acceptance into Honors program.

This course traces the application of art into the development of architecture, interiors and furniture design from ancient civilizations to the end of the 19th century. The student will develop the ability to recognize and use different period styles of architecture, interior and furniture in today's setting. Terminology of both architectural styles and furniture will be stressed. This course will introduce the historic preservation registration process and respective preservation application.
This course explores a variety of methodologies of concept development and graphic techniques to convey ideas to clients. Emphasis is placed on visual communication tools employing a variety of media forms. Free-hand sketching, scaled drawings such as one- and two-point perspectives, model building, rendering and computer-generated applications are introduced. Course projects reinforce design fundamentals such as elements and principles, human perception, spatial analysis and color principles. Lab fee required. Prerequisite: IND 1010 or IND 1233 or department permission.

**IND1233**  
**Studio I: Interior Design Fundamentals**

This introductory course is designed to acquaint the student with the fundamental theories and processes of the profession. Emphasis is placed on all aspects of the design process and creative problem-solving that supports human behavior, functionality and aesthetics for today’s interior environments. Students apply theories such as the elements and principles, human factors, spatial analysis and space planning and the science of color and color scheme development in a variety of residential settings. Emphasis is placed on visual communication to include the explanation and demonstration of various media, both hand- and computer-generated graphic techniques. Oral communication skills are developed through hypothetical client presentations. Students must complete this course with a grade of “C” or higher. Lab fee required.

**IND1404C**  
**Technical Design I**

This course is designed specifically for interior design students. It will aid the student in developing an understanding of basic principles with applications in the preparation of drawings, use and care of instruments and equipment, lettering, orthographic projections, sectional views, auxiliary views, detailing, lighting, plumbing and the use of schedules. Lab fee required.

**IND1429**  
**Textiles for the Interior Environment**

In this introductory course students learn to identify, analyze and select fibers, construction methods and finish treatments for both residential and commercial interior environments. Environmental and performance factors such as durability, flammability, care and pricing will be addressed. Cost estimation, fabrication techniques and installation methods for window treatments will be introduced. As a result, students will foster professional terminology. Lab fee required.

**IND1488**  
**Interior Finishes and Building Components**

This course is designed to familiarize the interior design student with the materials and interior finishes used in both residential and commercial applications. Emphasis is placed on product knowledge and characteristics, building systems and indoor environmental quality. Cost estimation, fabrication techniques and installation methods will be introduced. As a result, students will foster professional terminology. A variety of field trips and/or guest speakers will be scheduled to enhance class lectures. Lab fee required.

**IND1935C**  
**Building Barrier-Free Design**

This course gives the design student an in-depth understanding of the building codes, life safety codes and the Americans with Disabilities (ADA) act. Knowledge of these codes are vital to all aspects of the design process. Lectures will be combined with practical applications. Lab fee required. Prerequisite or corequisite: EGN 1111C or IND 1404C.
IND2012  Studio II: Residential Interior Environments

Fall, Spring, Summer  3.00 Credits - 4.00 Hours

This course presents intermediate projects in residential design. Emphasis is placed on all aspects of the design process and creative problem-solving. Floor plans will be analyzed for function and aesthetics. Color theories and schemes, the selection of appropriate interior finishes and the selection of furnishings and accessories will be applied to projects. A variety of graphic skills and presentation techniques are further developed to include, but not limited to, sketching, rendering with a variety of media, wall elevations, scale variations, model building and Power Point presentations. Students must complete this course with a grade of “C” or higher. Lab fee required. Prerequisite: IND 1233 or IND 1010. Prerequisites or corequisites: IND 1404C, IND 1488 or IND 1423 and IND 1429.

IND2014  Interior Design Capstone Studio

Fall, Summer  3.00 Credits - 4.00 Hours

In this course students will demonstrate the mastery of design principles and technical skill sets acquired throughout the program on a comprehensive, non-residential project. The capstone project shall exhibit the highest levels of design development and advanced problem-solving. Emphasis will be placed on creative space planning, conceptual development, adherence to life safety codes and the selection and specification of commercial grade interior finishes, furnishings and equipment within budget constraints. As part of the course requirements, students will present their final design solutions to a jury committee. Students must complete this course with a grade of “C” or higher. Lab fee required. Prerequisite: IND 1233 or IND 1010. Prerequisites or corequisites: IND 1404C, IND 1488 or IND 1423 and IND 1429.

IND2016  Commercial Interior Design I

Fall, Summer  3.00 Credits - 4.00 Hours

This course is designed to acquaint the student with the complexities of non-residential interiors. Emphasis is placed on all aspects of the design process and creative problem-solving for today’s commercial spaces. The course projects encompass life safety codes and ADA codes research, space planning, human factors, non-structural building systems such as wall, flooring and ceilings systems, lighting technologies and the selection of appropriate commercial-grade interior finishes and furnishings. Tours of commercial installations and presentations from trade sources will be used to gain an understanding of systems furniture, emerging technologies and products. Students must complete this course with a grade of “C” or higher. Lab fee required. Prerequisites: IND 1935C and IND 2012 and IND 2424C. Prerequisites or corequisites: IND 2305 and IND 2460C.

IND2130  History of Architectural Design II

Fall, Spring  3.00 Credits - 3.00 Hours

This course is a survey of historic architectural interiors from the early American periods through contemporary architecture, interiors and furniture design. The influence of international schools of thought related to architecture, interiors and furniture design will be introduced. Current trends in interior furnishings and architecture will be examined. Prerequisite: IND 1100 or department permission.

IND2201  Design Principles for Kitchen and Bath

Fall  3.00 Credits - 4.00 Hours

This specialized design course for kitchens and baths utilizes the understanding of basic elements and principles to create spaces the consumer wants. One must learn to blend architectural styles, colors and themes with function and purpose. Lab fee required. Prerequisite or corequisite: EGN 1111C or IND 1404C or equivalent.

IND2221  Commercial Interior Design II
This course is a continuation of Commercial Interior Design I and provides an advanced individual and collaborative team approach to non-residential problem-solving. Development of interior commercial spaces from conceptual phases to final design resolution based on interior considerations and external influences will be applied using computer-generated software such as CAD. Emphasis will be placed on creative space planning and spatial analysis, life safety codes research and application of codes, the selection and specification of interior finishes and furnishings. Projects will integrate non-structural building systems, lighting technologies and consider indoor environmental quality factors such as acoustics and speech privacy. Professional level graphic techniques and client presentations will be used to convey design solutions. Students must complete this course with a grade of “C” or higher. Lab fee required.

Prerequisites: IND 2016 and IND 2305 and IND 2460C or department permission.

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**IND2305**  
**Interior Design Graphics**

*Fall, Summer*  
3.00 Credits - 3.00 Hours

This intermediate graphic design course develops presentation techniques and rendering skills with a focus on the reinforcement of perspective and freehand drawing proficiencies. The latest computer-generated rendering software is introduced. Emphasis is placed on visual communication tools employing a variety of media forms. Lab fee required. Prerequisites: IND 1233 or IND 1010 and IND 1229 and IND 1404C.

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**IND2309**  
**Drawing and Presentation Standards for Kitchen and Bath**

*Spring*  
3.00 Credits - 3.00 Hours

Completed project documents assist the designer with presenting a professional presentation to the client through drafting a set of plans that will help the client and trades understand the project. Drafting techniques will be utilized. Lab fee required. Prerequisite: EGN 1111C or IND 1404C or equivalent.

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**IND2402**  
**Kitchen and Bathroom Planning Standards and Safety Criteria**

*Fall, Spring*  
3.00 Credits - 3.00 Hours

Certain standards must be adhered to in order to ensure kitchen and bathroom space is functional and safe. Use of kitchen and bath guidelines from the National Kitchen and Bath Association (NKBA) provides universal design criteria that retains area comfort and attractiveness. Lab fee required. Prerequisite: EGN 1111C or IND 1404C or equivalent.

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**IND2411**  
**Building Materials/Construction and Estimating for Kitchen and Bath**

*Spring, Summer*  
3.00 Credits - 4.00 Hours

Knowledge of construction and systems is essential in kitchen and bath design. An understanding of foundation-to-roof construction, wiring, plumbing, heating, ventilation and air conditioning must be integrated. This first course discusses building codes, healthy houses, foundations and floor systems, wall systems, building materials and project estimating. Lab fee required. Prerequisites: IND 1404C and IND1488 or IND 1423. Prerequisite or corequisite: IND 2420 or department permission.

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**IND2420**  
**Mechanical Systems for Kitchen and Bath**

*Spring*  
3.00 Credits - 4.00 Hours

An important element of kitchen and bathroom design is function. The proper planning of mechanical systems (electrical, heating/ventilation/cooling, lighting and plumbing) will make the spaces safe and efficient. Lab fee required. Prerequisite: EGN 1111C or IND 1404C or equivalent. Prerequisite or corequisite: IND 2411.

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**IND2421**  
**Equipment and Materials for Kitchen and Bath**

*Spring*  
3.00 Credits - 4.00 Hours
In this course students will demonstrate the mastery of design principles and technical skill sets acquired throughout the Kitchen and Bath certificate program on a comprehensive project. The capstone project shall exhibit the highest levels of problem-solving, design development according to the National Kitchen and Bath Association (NKBA) standards and the knowledge of specialized kitchen and bath products, appliances, equipment and materials. An emphasis will be placed on safety and function. Prerequisites: EGN 1111C or IND 1404C and IND 2201, IND 2309, IND 2402. Prerequisites or corequisites: IND 2411 and IND 2420.

IND2424C  Technical Design II

Fall, Spring, Summer  3.00 Credits - 6.00 Hours

This course teaches intermediate technical aspects of structures and mechanical systems. Emphasis will be on construction finish materials with execution of a complete set of working drawings. Lab fee required. Prerequisite: IND 1404C or department permission. Prerequisite or corequisite: IND 1935C or department permission.

IND2463  Introduction to 2020 Software

Spring  3.00 Credits - 3.00 Hours

This course will introduce the kitchen and bath design student to the latest industry standard software. The student will learn basic commands and functions for use with two-dimensional drawings such as floor plans and elevations. Lab fee required. Prerequisite: IND 2460C or department permission.

IND2484  Construction Documents

Fall, Spring  3.00 Credits - 6.00 Hours

This studio course focuses on the preparation of comprehensive, computer-generated sets of construction drawings. Emphasis will be placed on the technical aspects of residential and commercial structures, building systems and specifications. Students will further develop basic two-dimensional drafting using AutoCAD software within the course. Prerequisites: EGN 1111C or IND 1404C and ETD 1320C or IND 2460C.

IND2500  Professional Principles and Practices of Interior Design

Fall, Spring  3.00 Credits - 3.00 Hours

Specialized information will be presented on establishing and maintaining a successful interior design business with emphasis on resume writing, cover letters, development of an individual business and preparation of a bank loan. Students must complete this course with a grade of "C" or higher. Lab fee required. Prerequisite: Students must have completed nine or more college credits in the Interior Design program or department permission.

IND2523  Portfolio Review/Interiors

Summer  1.00 Credit - 2.00 Hours

This course prepares the advanced student for entering the workforce and interviewing with prospective employers. Students will create an electronic portfolio of previously completed residential and commercial projects. Career development and job search seminars are included in the course. Emphasis is placed on professional level graphic techniques and oral communication skills. This course must be completed with a grade of "C" or higher. Lab fee required. Prerequisites: IND 2221 and IND 2305 and IND 2460C or department permission. Corequisite: IND 2014.

IND2930  Selected Studies in Interior Design

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is scheduled for students who wish to explore topics, emerging trends and/or technologies currently impacting the interior design profession. Coursework is presented in group instruction. Variable content depending upon the specialized topic in which student is enrolled.
IND2931  Selected Studies in Interior Design

Offered as Needed  1.00 Credit - 1.00 Hour

This course is scheduled for individual students who wish to explore topics not covered in the curriculum. The student must present a design of study (learning contract) to the faculty member who is to direct the work. Approval from the associate dean or director is required prior to registration.

IND2932  Selected Studies in Interior Design

Fall, Spring, Summer  2.00 Credits - 2.00 Hours

In this course topics of current interest are presented in group instruction.

IND2935  Selected Studies in Interior Design - Interior Furnishings Estimating

Fall, Spring, Summer  2.00 Credits - 2.00 Hours

In this course topics of current interest are presented in group instruction.

IND2941  Cooperative Education Internship in Interiors

Fall, Spring, Summer  1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

IND2942  Cooperative Education Internship in Interiors

Fall, Spring, Summer  2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

IND2946  Cooperative Education Internship in National Kitchen and Bath Design

Fall, Spring, Summer  2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5,
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<td>IND2945</td>
<td>Travel Study in Architecture and Interior Design</td>
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<td>IND3323</td>
<td>Advanced Color Theory</td>
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<td>3.00 - 3.00</td>
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<td>IND3413</td>
<td>Advanced Space Planning Practicum</td>
<td>Fall, Spring</td>
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This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center and Center for Architecture and Interior Design.
IND3469 Advanced Computer-Aided Design for Interior Applications

Fall, Spring 3.00 Credits - 4.00 Hours

In this course students will learn advanced two-dimensional drafting techniques for interior applications to improve speed, accuracy and software proficiency. Basic three-dimensional drafting will also be explored. Students must have mastered basic two-dimensional drafting utilizing AutoCAD in previous coursework. Prerequisite: IND 2460C or equivalent.

IND3470 Survey of Materials II: Building Components

Fall 3.00 Credits - 3.00 Hours

This course dissects critical building systems and their effect on the built environment. Structural design, mechanical, electrical and plumbing systems as well as indoor air quality and acoustics will be discussed. Lectures, field trips and guest speakers are included to stress the importance of collaboration between the related fields of interior design, construction and engineering.

IND3495 Lighting Design Applications

Spring, Summer 3.00 Credits - 3.00 Hours

This advanced study of lighting applications explores both the technical aspects and behavioral factors of lighting design. Special emphasis will be placed on lighting profiles, calculations, evaluation and specification of various lighting sources and fixtures. Emphasis will be placed on emerging technologies and sustainable design solutions. Course content is a combination of lectures and projects. Guest speakers and field trips will be scheduled to enhance class lectures.

IND3643C Advanced Building Barrier-Free Design

Spring 3.00 Credits - 3.00 Hours

This advanced building codes course will further investigate the local and national building codes as well as the Accessibility code. Students will learn how to navigate the online building codes and apply them to design projects and scenarios. Prerequisite: IND 1935C or BCN 3708 or BCT 2760.

IND3930 Advanced Selected Studies in Interior Design

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This advanced course is scheduled for students who wish to explore topics, emerging trends and/or technologies currently impacting the interior design profession. Coursework is presented in group instruction. Variable content depending upon the specialized topic in which student is enrolled.

IND3950 Advanced Travel Study in Architecture and Interior Design

Summer 3.00 Credits - 3.00 Hours

A global, multi-cultural experience has become increasingly vital part of the student’s education. This advanced study abroad course provides students with opportunities to explore significant international historical and contemporary sites. Students are exposed to the cultural influences of architecture, construction methodologies and interior design. Lectures and coursework are complemented by walking tours lead by experienced faculty and guest professionals. Students must be 18 years of age on or before departure.

IND4156 Historic Preservation Theory and Technology

Fall 3.00 Credits - 3.00 Hours

This course introduces historic preservation with an emphasis on restoration, rehabilitation and adaptive use of historic building interiors including the theory and history of the preservation movement. The process and standards of historic preservation will be studied and applied to case studies. Students must
possess an understanding of architectural history concepts.

**IND4242  Commercial Interior Design III**

**Spring, Summer**  
3.00 Credits - 4.00 Hours

This course is an advanced capstone studio that takes the student through the steps of the design process in both an individual and team approach. Emphasis will be placed on programming, schematic design and design development through an evidence-based design approach. Lectures will coincide with field trips and design professionals will participate in the critique process. This course must be completed with a grade of “C” or higher. Prerequisite: IND 3413. Prerequisites or corequisites: IND 3495 and IND 4520.

**IND4274  Designing for an Aging Population**

**Fall**  
3.00 Credits - 4.00 Hours

This senior course addresses the special needs for the rapidly growing elderly population. Students will study issues concerning mobility, loss of hearing, loss of visual acuity, impaired memory and cognitive functions related to design solutions for the built environment. Universal design and barrier-free design will be incorporated into class lectures and exercises. Field trips and guest speakers will be scheduled to enhance lectures.

**IND4472  Revit for Interior Applications**

**Fall, Spring**  
3.00 Credits - 4.00 Hours

In this introductory course students will learn the basic methodology of parametric systems using Revit software technology for interior applications. Three-dimensional projects will be created and rendered with a variety of materials, light sources, color and other graphic variations. Prerequisite: IND 3469 or equivalent.

**IND4506  Advanced Professional Principles and Practices of Interior Design**

**Fall, Spring**  
3.00 Credits - 4.00 Hours

This advanced course is a continuation of IND 2500 with an emphasis on contemporary professional business practices, current licensing and certification implications and other evolving issues in the interior design industry. Students will explore legal responsibilities and how an interior design business meets its legal obligations in a business environment; strategic planning and measuring business performance in a design practice; selling strategies and techniques and product pricing. A seminar on business etiquette will provide experience related to operating a successful interior design business. Individual, group and peer assessments are incorporated into the course to provide an invaluable, multi-perspective view of the course topics. This course must be completed with a grade of “C” or higher. Prerequisite: IND 2500.

**IND4520  Digital Portfolio Design for the Interior Designer**

**Spring, Summer**  
1.00 Credit - 2.00 Hours

Using the latest digital technologies and software, students will learn essential employability skills in creating a digital portfolio for prospective employers and clients. Topics such as digital photography, importing images and creating a website will be explored. This senior course must be completed with a grade of C or higher. Corequisite: IND 4242.

**IND4611  Applied Sustainable Design Principles**

**Spring**  
3.00 Credits - 3.00 Hours

A studio-based format and integrated design approach will apply the sustainable design principles for adaptive use in commercial built environments. Students will also develop an understanding of the various sustainable building certifications and the required documentation process to achieve certification. Lectures, field trips and guest lecturers will reiterate the importance of sustainable design and
development. Design professionals will participate in the critique process.

**IND4948  Senior Interior Design Internship**

**Spring**  2.00 Credits - 2.00 Hours

Prior to graduation, students must successfully complete an internship with an approved interior design-related firm. Students must complete a minimum of 300 hours of an on-the-job internship experience.

**INP2002  Introduction to Industrial Psychology**

**Spring**  3.00 Credits - 3.00 Hours

This course applies psychological principles to individual and group functioning in organizational settings. Major topics include employee selection, motivation, job satisfaction, leadership and performance evaluation. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

**INR2002  International Relations**

**Fall**  3.00 Credits - 3.00 Hours

This course is an introduction to major issues and theories of world politics. Topics include state and non-state actors, the nature of power, causes of war and peace, terrorism, international organizations, finance and trade, economic development, globalization, human rights and environmental concerns. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

**INR2950  Travel/Study in International Relations**

**Offered as Needed**  3.00 Credits - 3.00 Hours

A travel/study course combining preparation on campus, foreign travel and study abroad in the discipline of international relations. Variable content depending on the program in which the student enrolls and the specific topics to be covered. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Students must be 18 years of age on or before departure. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

**ISC1050  Interdisciplinary Environmental Studies I**

**Offered as Needed**  3.00 Credits - 0.00 Hours

Three credits for this course are awarded to entering students with a score of 4 on the International Baccalaureate (IB) test in Environmental Systems. Six credits are awarded if student score is 5 or higher on the same examination.

**ISC1051  Interdisciplinary Environmental Studies AP**

**Offered as Needed**  3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in Environmental Science.
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<tr>
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<th>Course Name</th>
<th>Offered</th>
<th>Credits</th>
<th>Hours</th>
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<td>ISC2910H</td>
<td>Honors Introduction to STEM Research</td>
<td>Fall, Spring, Summer</td>
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<td>ISC2911H</td>
<td>Honors STEM Research</td>
<td>Fall, Spring, Summer</td>
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<td>ISC2930</td>
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Three credits are awarded to entering students with an appropriate score on the International Baccalaureate (IB) examination in Environmental Systems.

The purpose of this course is to expose students to some of the different types of research being done in the Central Florida area and the way by which research is presented in a scientific context. Each student will write and present a research paper on an approved science topic. Prerequisite: Acceptance into the Science Diploma program.

This course will focus on careers in science. Various scientific professionals from the community will present information about their work followed by a question and answer period. Research into a variety of scientific careers will be required. Prerequisite: Acceptance into the Science Diploma Program.

The purpose of this course is to expose students to the relationship between science and the environment. Students will be required to participate in field trips and/or service projects. Prerequisite: Acceptance into the Science Diploma Program.

This course is team-taught with various science-based faculty. How concepts from Calculus are applied to various technical (science and engineering) fields will be examined. Corequisite: MAC 2311.

This course is team-taught with various science-based faculty. How concepts from Calculus II are applied to various technical (science and engineering) fields will be examined. Corerequisite: MAC 2312.

The course is designed to provide students with a basic understanding of what scientific research is and the principles on which it is based. The student will discover their interests in science, technology, engineering or math and learn how to identify problems to study, develop hypotheses, research questions and specify independent and dependent variables or the importance of research ethics. The student will also be exposed to the broad range of research institutes in Central Florida.

This course provides opportunities for students to carry out research in any area of science, technology, engineering or mathematics on problems under investigation by institutions in the Central Florida area, provided that adequate facilities can be obtained. The student must review pertinent literature, carry out an approved plan and submit a formal final communication. Prerequisite: ISC 2910H
In this course topics of current interest in interdisciplinary earth sciences are presented in group instruction. This course may be taken four times for credit.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISM3011C</td>
<td>Essentials of Management Information Systems</td>
<td>Fall, Spring, Summer</td>
<td>3.00</td>
<td>3.00</td>
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<td></td>
<td>This course covers the management and use of information technology (IT) in organizations with an emphasis on how management information systems impact business operations and decision-making. The impact of management information systems on business strategy and initiatives will be explored within an entrepreneurial, global context. Topics will include ethical and social issues, hardware and software, applications, networking, databases and telecommunications. Prerequisite: CGS 1060C or CGS 2100C.</td>
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<tr>
<td>ISM3013</td>
<td>Using and Managing Business Information Systems</td>
<td>Fall, Spring, Summer</td>
<td>3.00</td>
<td>3.00</td>
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<td></td>
<td>This course involves the study of developing and using information to support business processes, managerial decision-making and organizational strategy. Topics covered include systems technologies, enterprise integration, business applications and critical analysis of organizational change through information systems. Prerequisite: ISM 3011C.</td>
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<tr>
<td>ISM3113</td>
<td>Information Systems Analysis and Design</td>
<td>Fall, Spring, Summer</td>
<td>3.00</td>
<td>3.00</td>
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<td></td>
<td>Course topics include the structured design and development of information systems. Quality control, security and testing will be emphasized in the information systems lifecycle. Prerequisites: COP 1000 (or higher level computer programming course) and CET 1179 and COT 3103.</td>
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<tr>
<td>ISM3424</td>
<td>Business Modeling Using Simulation</td>
<td>Fall, Spring, Summer</td>
<td>3.00</td>
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<td></td>
<td>This course involves the development of simple high-level models and then progresses to advanced modeling and analysis. Statistical design and analysis of simulations is integrated into the course. Prerequisites: ISM 3011C and OST 2852C.</td>
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<tr>
<td>ISM4153</td>
<td>Introduction to Enterprise Processing Environments</td>
<td>Fall, Spring, Summer</td>
<td>3.00</td>
<td>3.00</td>
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<td></td>
<td>This course is an introduction to Enterprise Resource Planning (ERP) systems emphasizing integrated strategy for management and integration of information among organizations, suppliers and customers. Prerequisite: ISM 3011C.</td>
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<tr>
<td>ISM4212C</td>
<td>Database Management Systems</td>
<td>Fall, Spring, Summer</td>
<td>3.00</td>
<td>3.00</td>
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<td></td>
<td>This course will introduce students to the basic concepts for designing, using and implementing database systems including relational models, security design concurrency, integrity design and design recovery issues (i.e., how to recover data, how to recover systems in the proper sequence from a business viewpoint and how to architect a system) and query interfaces. Prerequisite: ISM 3011C.</td>
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<tr>
<td>ISM4221</td>
<td>Business Data Communications</td>
<td>Fall, Spring, Summer</td>
<td>3.00</td>
<td>3.00</td>
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<td>The following topics will be covered in this course: fundamentals of data communications, communications media, servers, data center concepts, cloud computing, communications equipment, data transmission, communication protocols, network concepts, wide area and local area networks, communications services, Internet concepts and capabilities and data communications management. Prerequisite: ISM 3011C.</td>
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</table>
ISM4300  Information Systems Operations Management

Fall, Summer  3.00 Credits - 3.00 Hours

This course covers management processes and procedures for planning, implementation and operation of information systems with an emphasis on operational management. The course stresses the relationship between the strategic and operational planning of information systems. Prerequisites: CNT 4504 and ISM 3113.

ISM4300H  Honors Information Systems Operations Management

Fall, Spring  3.00 Credits - 3.00 Hours

This course covers management processes and procedures for planning, implementation and operation of information systems with an emphasis on operational management. The course stresses the relationship between the strategic and operational planning of information systems. Prerequisites: CNT 4504 and ISM 3113 and acceptance into the Honors program.

ISM4314  Project Management

Fall, Spring  3.00 Credits - 3.00 Hours

This course is a study of the project management of information systems from conception to implementation and the eventual transition to operational support. Includes resource and time management techniques, project proposal preparation and evaluation, quality control, testing and operational support planning. Prerequisites: ISM 3113 or ISM 3011C.

ISM4420  Knowledge Management: Techniques and Practices

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

Knowledge Management (KM) is a discipline that promotes an integrated approach to identifying, capturing, sharing and evaluating an enterprise’s information and knowledge assets. This course reviews and discusses existing enabling technologies in KM and new, emerging KM technologies and practices. Such technologies are presented in the context of emerging Internet, data mining, e-commerce and enterprise computing applications. Prerequisite: ISM 3011C.

ISM4431  Business Process Management Systems

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course introduces the latest advances in business process technologies and management such as business process planning, business process requirements analysis, business process modeling, workflow system design and implementation. The course will emphasize both theoretical issues and hands-on experiences in business process management. Prerequisite: ISM 3011C.

ISM4881  Capstone Project

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is a culminating experience for majors involving a substantive project that demonstrates a synthesis of learning accumulated in the major, including broadly comprehensive knowledge of the discipline and its methodologies. Senior standing required. This capstone course must be completed with a grade of C or higher. Prerequisites: BIM-BS program plan and ISM 3011C and ISM 4153 and ISM 4314. Prerequisite or corequisite: ENC 3213 or GEB 3213.

ISM4881H  Honors Capstone Project

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is a culminating experience for majors involving a substantive project that demonstrates a synthesis of learning accumulated in the major, including broadly comprehensive knowledge of the discipline and its methodologies. Senior standing required. This capstone course must be completed with a grade of “C” or higher. Prerequisites: BIM-BS
program plan and ISM 3011C and ISM 4153 and ISM 4314. Prerequisite or corequisite: ENC 3213 or GEB 3213.

ISS2941  Cooperative Education Internship in Social Science

Offered as Needed  1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

ISS2942  Cooperative Education Internship in Social Science

Offered as Needed  2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

ITA1930  Italian Language and Culture AP

Offered as Needed  3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in Italian Language and Culture.

ITA1931  Italian Language and Culture AP

Offered as Needed  3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in Italian Language and Culture.

JOU1100  Journalism I

Fall, Spring  3.00 Credits - 3.00 Hours

This course provides basic instruction in reporting techniques, news and feature writing, editorial writing, page makeup and layout and other mechanics of newspaper production. Ethics, responsibilities and laws of the press are stressed. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101. Corequisite: JOU 1420L.

JOU1200  Newspaper Editing

Fall, Spring  3.00 Credits - 3.00 Hours

This course focuses on the principles of format and layout design, copy editing, headline writing and print media style. Students will write articles, edit and design a news publication with Journalism I students. Prerequisite: JOU 1100.

JOU1420L  College Newspaper I Lab
This course covers the practical application of newsgathering, writing, editing, layout, graphic and photographic skills and journalistic knowledge and judgment in the production of multiple issues of the student newspaper, which also serves as a forum of opinion and a medium of information for the College community. Corequisite: JOU 1100.

**JOU1421L College Newspaper II Lab**

This course covers the practical application of newsgathering, writing, editing, layout, graphic and photographic skills and journalistic knowledge and judgment in the production of multiple issues of the student newspaper, which also serves as a forum of opinion and a medium of information for the College community. Prerequisite: JOU 1100.

**JOU1440L College Magazine Lab**

Applying the principles of good editing, typography, dynamic layout and design and thematic coherence, the magazine staff presents the prose, poetry, art and photography selected by the editorial board (Creative Writing II class) in an attractive publication for distribution throughout the College.

**JOU1441L College Magazine II Lab**

Applying the principles of good editing, typography, dynamic layout and design and thematic coherence, the magazine staff presents the prose, poetry, art and photography selected by the editorial board (Creative Writing II class) in an attractive publication for distribution throughout the College. Lab fee required. Prerequisite: JOU 1440L.

**JOU1602L Introduction to Photojournalism Laboratory**

This course is the laboratory component of JOU 1602 Introduction to Photojournalism. Lab fee required. Corequisites: ENC 1101 and JOU 1602.

**JOU2422L College Newspaper III Lab**

This course covers the practical application of newsgathering, writing, editing, layout, graphic and photographic skill and journalistic knowledge and judgment in the production of multiple issues of the student newspaper which also serves as a forum of opinion and medium of information for the College community. Prerequisite: JOU 1421L.

**JOU2423L College Newspaper IV Lab**

This course covers the practical application of newsgathering, writing, editing, layout, graphic and photographic skill and journalistic knowledge and judgment in the production of multiple issues of the student newspaper which also serves as a forum of opinion and medium of information for the College community. Prerequisite: JOU 2422L.
JOU2442L  College Magazine III Lab

Fall, Spring  1.00 Credit - 3.00 Hours

Applying the principles of good editing, typography, dynamic layout and design and thematic coherence, the magazine staff presents the prose, poetry, art and photography selected by the editorial board (Creative Writing II class) in an attractive publication for distribution throughout the College. Lab fee required. Prerequisite: JOU 1441L.

JOU2443L  College Magazine IV Lab

Fall, Spring  1.00 Credit - 3.00 Hours

Applying the principles of good editing, typography, dynamic layout and design and thematic coherence, the magazine staff presents the prose, poetry, art and photography selected by the editorial board (Creative Writing II class) in an attractive publication for distribution throughout the College. Lab fee required. Prerequisite: JOU 2442L.

JOU2930  Selected Studies in Journalism

Offered as Needed  3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction.

JOU2941  Cooperative Education Internship in Journalism

Offered as Needed  1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

JOU2942  Cooperative Education Internship in Journalism

Offered as Needed  2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

JOU2949  Cooperative Education Internship in Journalism

Offered as Needed  3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.
credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

JPN1930  Japanese Language and Culture AP
Offered as Needed  3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in Japanese Language and Culture.

JPN1931  Japanese Language and Culture AP
Offered as Needed  3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in Japanese Language and Culture.

LAH2020  Latin American History
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
This course will cover the history of Latin America from 1492 to the present, emphasizing the multi-racial origins of Latin American countries, the development of political institutions, the relationship between Latin America and the U.S.A. and the response of modern Latin America to the challenges of democracy and economic development. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101 or ENC 1101H.

LAT1230  Latin IB
Offered as Needed  3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in Latin.

LAT1231  Latin IB
Offered as Needed  3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in Latin.

LDR3332  Management and Leadership Development
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
This course introduces the business student to the prominent theories and philosophies affecting management and leadership. Through an interdisciplinary lens, students learn the differences between management and leadership and acquire the skills necessary to develop leadership and management styles. The curriculum provides a strong foundation for adding value to an organization by applying management and leadership theory within a practical setting. Prerequisite or corequisite: ENC 3213 or GEB 3213.

LAT1231  Latin IB
Offered as Needed  3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in Latin.

LIS2004  Introduction to Internet Research
Fall, Spring, Summer  1.00 Credit - 1.00 Hour

* LEO0480  Advanced Law Enforcement Vehicle Operations Course
Offered as Needed  0.53 Credits - 16.00 Hours
The is an advanced/specialized training course for law enforcement or corrections officers. Courses in the Advanced Training Program are designed to enhance an officer’s knowledge, skills, and abilities for the job he or she performs. In this 16-hour course, the student will understand the advantages of the Precision Immobilization Technique, preferred and non-preferred locations to conduct a P.I.T., steps to executing a proper P.I.T. and circumstances under which a P.I.T. may and may not be utilized. The student will understand the Seminole County Sheriff’s Office policy governing the use of the P.I.T.
This course will present the skills necessary for searching the Internet successfully. The course will review the parts of the Internet that are important for accessing information necessary for Gordon Rule papers, essays or research reports. The course will demonstrate how information retrieved on the Internet should be evaluated for its content and credibility and will stress the development of critical thinking skills.

LIT1100  English A1 IB

Offered as Needed  3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in English A1.

LIT1110  English A1 IB

Offered as Needed  3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in English A1.

LIT2090  Contemporary Literature

Summer  3.00 Credits - 3.00 Hours

This course will explore trends and influences in literature from World War II to the present. Contemporary literature will be examined as a reflection of the philosophy of modern life and as a reflection of the student’s world. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of “C” or higher or permission of instructor.

LIT2090H  Honors Contemporary Literature

Fall  3.00 Credits - 3.00 Hours

This course will explore trends and influences in literature from World War II to the present. Contemporary literature will be examined as a reflection of the philosophy of modern life and as a reflection of the student’s world. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisites: ENC 1101 with a grade of “C” or higher and permission of Honors Director.
This travel/study course combines preparation on campus, foreign travel and study abroad in the discipline of literature. Variable content depending on the program in which the student enrolls and the specific topics to be covered. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Students must be 18 years of age on or before departure. Prerequisite or corequisite: ENC 1101.

LNW1321 Latin: Vergil
Offered as Needed  3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with an appropriate score on the Advanced Placement (AP) examination in Latin: Vergil.

LNW1700 Latin Literature Advanced Placement (AP)
Offered as Needed  3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with an appropriate score on the Advanced Placement (AP) examination in Latin Literature.

MAC1105 College Algebra
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
This course is a study of the fundamental topics in advanced algebra with emphasis on applications, the understanding of the function concept and manipulative skills. Major topics include operations on algebraic expressions and complex numbers; solving polynomial equations and inequalities, absolute value equations and inequalities and rational equations and inequalities, applications; functions; exponents and logarithms; graphs of polynomial, exponential and logarithmic functions and systems of equations and inequalities. The use of graphing calculators will be incorporated throughout the course. Prerequisite: MAT 1033 with a grade of "C" or higher or sufficient score on placement test.

MAC1108 Applications of College Algebra
Fall, Spring  1.00 Credit - 1.00 Hour
This course is team-taught with biology, chemistry and physics faculty. How concepts from college algebra are applied to the fields of biology, chemistry and physics will be examined. Corequisite: MAC 1105.

MAC1114 Trigonometry
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
This course is a calculus preparatory course in trigonometry with emphasis upon functions. The topics include angular measure, right triangle and unit circle trigonometry, trigonometric (circular) and inverse trigonometric functions and their graphs, trigonometric identities, conditional trigonometric equations, solution of right and oblique triangles, vectors, complex numbers in trigonometric form, applications, polar coordinates and graphs and parametric equations and graphs. The use of graphing calculators will be incorporated throughout the course.
Prerequisite: MAC 1105 or MAC 1140 with a grade of "C" or higher or sufficient score on placement test.

MAC1118  Applications of Trigonometry

Fall, Spring  1.00 Credit - 1.00 Hour

This course is team-taught with biology, chemistry and physics faculty. How concepts from trigonometry are applied to the fields of biology, chemistry and physics will be examined. Prerequisite or corequisite: MAC 1114 or higher level mathematics course.

MAC1140  Precalculus Algebra

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This is a course in precalculus algebra intended for the student who is planning to take trigonometry and the calculus sequence. Major topics include rational and other algebraic functions and their graphs, piecewise-defined functions, a review of exponential and logarithmic functions, conic sections, matrices and determinants, sequences and series, Mathematical Induction, the Binomial Theorem and applications. The use of graphing calculators will be incorporated throughout the course. This course may be taken concurrently with MAC 1114, Trigonometry. Prerequisite: MAC 1105 or MAC 1114 with a grade of "C" or higher or sufficient score on placement test.

MAC1147  Precalculus Algebra/Trigonometry

Fall, Spring, Summer  5.00 Credits - 5.00 Hours

This is a course in precalculus algebra and trigonometry intended for the student who is planning to take the calculus sequence. This course condenses into a five-credit hour format all topics of Precalculus Algebra (MAC 1140) and Trigonometry (MAC 1114). Algebra topics include the following: polynomial, rational and other algebraic functions and their graphs, piecewise-defined functions, a review of exponential and logarithmic functions, conic sections, matrices and determinants, sequences and series, Mathematical Induction, the Binomial Theorem, and applications. Trigonometry topics include angular measure, right triangle and unit circle trigonometry, trigonometric (circular) and inverse trigonometric functions and their graphs, trigonometric identities, conditional trigonometric equations, solution of right and oblique triangles, vectors, complex numbers in trigonometric form, applications, polar coordinates and graphs, and parametric equations and graphs. The use of graphing calculators will be incorporated throughout the course. Successful completion of a high school course containing trigonometric topics and/or concepts is recommended. Prerequisite: MAC 1105 with a grade of "B" or higher or sufficient score on placement test.

MAC1148  Applications of Precalculus

Fall, Spring  1.00 Credit - 1.00 Hour

This course is team-taught with biology, chemistry and physics faculty. How concepts from precalculus are applied to the fields of biology, chemistry and physics will be examined. Prerequisite or corequisite: MAC 1140 or higher level mathematics course.

MAC1931  Selected Studies in Mathematics

Offered as Needed  1.00 Credit - 1.00 Hour

This course is scheduled for individual students who wish to explore topics not covered in the curriculum. The student must present a design of the study (learning contract) to the faculty member who is to direct the work. Approval from the Associate Dean is required prior to registration. This course must be completed with a grade of "C" or higher.

MAC2233  Concepts of Calculus

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is a study of Differential and Integral Calculus of algebraic, exponential and logarithmic functions with applications to business analysis. It is designed to provide the student of business and social sciences a course in applied calculus. This course is not intended for the student who is required to complete the calculus series. Prerequisite: MAC 1105 or MAC
1114 or MAC 1140 or MAC 1147 or MAC 2311 with a grade of "C" or higher or sufficient score on placement test.

MAC2311  Analytic Geometry and Calculus I

Fall, Spring, Summer  5.00 Credits - 5.00 Hours

This is a first course in analytic geometry and the theory and application of calculus. Selected topics include a review of functions, limits and continuity, the derivative, differentiation of algebraic and transcendental functions and their inverses, the Mean Value and Intermediate Value Theorems, extrema and graph sketching, area and the definite integral, anti-differentiation and the Fundamental Theorem of Calculus and integration of transcendental functions and their inverses. A graphing calculator will be used throughout the course. Students should ask the instructor which calculator will be used. Prerequisite: MAC 2311 with a grade of "C" or higher.

MAC2311H  Honors Analytical Geometry and Calculus I

Fall, Spring, Summer  5.00 Credits - 5.00 Hours

This course is a continuation of MAC 2311. Selected topics include conics, translation and rotation of axes, techniques of integration, arc length and other applications of the definite integral, polar coordinates, indeterminate forms and improper integrals, infinite sequences and series and Taylor's Formula. A graphing calculator will be used throughout the course. Students should ask the instructor which calculator will be used. Prerequisite: MAC 2311 with a grade of "C" or higher.

MAC2312  Analytic Geometry and Calculus II

Fall, Spring, Summer  5.00 Credits - 5.00 Hours

This course is a continuation of MAC 2311. Selected topics include conics, translation and rotation of axes, techniques of integration, arc length and other applications of the definite integral, polar coordinates, indeterminate forms and improper integrals, infinite sequences and series and Taylor’s Formula. A graphing calculator will be used throughout the course. Students should ask the instructor which calculator will be used. Prerequisite: MAC 2311 with a grade of "C" or higher.

MAC2313  Analytic Geometry and Calculus III

Fall, Spring, Summer  4.00 Credits - 4.00 Hours

This course is a continuation of MAC 2312. Selected topics include parametric equations, vectors in the plane and 3-space, directional derivatives and curvature, quadric surfaces, cylindrical and spherical coordinates, differential calculus of functions of two and three variables and multiple integration. A graphing calculator and a computer algebra system will be used throughout the course. Students should ask the instructor which calculator will be used. Prerequisite: MAC 2312 with a grade of "C" or higher.

MAC2905  Directed Studies in Mathematics

Fall, Spring  3.00 Credits - 3.00 Hours

This course is scheduled for individual students who wish to explore topics not covered in the curriculum. The student must present a design of study (learning contract) to the faculty member who is to direct the work. Approval from the associate dean is required prior to registration. This course may be taken four times for credit. Prerequisite: MAC 1105 with a grade of "C" or higher or sufficient score on placement test.

MAE2801  Elementary School Mathematics

Fall, Spring  4.00 Credits - 4.00 Hours

This course is a thorough treatment of mathematics appropriate for the elementary school teacher. It includes the study of the six basic sets of numbers, mathematical concepts such as operations and sets,
learning sequences, algorithms, problem-solving techniques, error patterns, number systems and geometry. The topics will be taught from the viewpoint of a child through modeling. Prerequisite: MAC 1105 or MGF 1106 or MGF 1107 with a grade of "C" or higher.

MAN2021 Introduction to Management

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course emphasizes the study of the four fundamental functions of management: planning, leading, organizing and controlling and their application to business decision-making. Connections will be made between the planning process and the controlling function to evaluate organizational performance. The course also studies theoretical principles of management, communication concepts, human resource management, organizational structures as well as motivational theory. Principles will be applied to entrepreneurial, corporate and international organizations.

MAN2300 Human Resources Management

Fall, Spring 3.00 Credits - 3.00 Hours

The purpose of this course is to explore the theories and practices relating to the management of human resources (HR). The role of the human resources department will be discussed regarding its role in the corporate organization as well as meeting personnel corporate goals and objectives. The course will also explore HR’s relationship with functional departments, departmental supervisors, as well as middle and executive management. The principles of job analysis, job description, job skills, recruitment and selection techniques, motivation and performance evaluation will be explored in depth.

MAN2604 Business and Management IB

Offered as Needed 3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in Business and Management.

MAN2930 Selected Studies in Business Management

Fall, Spring 3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction.

MAN2941 Cooperative Education Internship in Business

Fall, Spring, Summer 1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

MAN2942 Cooperative Education Internship in Business

Fall, Spring, Summer 2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and
satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

**MAN2949  Cooperative Education Internship in Business**

*Fall, Spring, Summer 3.00 Credits - 3.00 Hours*

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

**MAN3320  Management of Strategic Human Resources**

*Fall, Spring, Summer 3.00 Credits - 3.00 Hours*

This course covers a complete and comprehensive review of human resource management concepts.

**MAN3504  Operations Management and Logistics**

*Fall, Spring 3.00 Credits - 3.00 Hours*

This course covers the introduction of the theory and practice of operations research and logistics. Prerequisite or corequisite: ENC 3213 or GEB 3213.

**MAP2302  Elementary Differential Equations**

*Fall, Spring, Summer 3.00 Credits - 3.00 Hours*

This is a first course in ordinary differential equations with applications including boundary value problems, methods of solution of first order differential equations and the solution of higher order linear equations by methods which may include undetermined coefficients, operators, variation of parameters, Laplace transforms and series solutions. A graphing calculator and a computer algebra system will be used throughout the course. Students should ask the instructor which calculator will be used. Prerequisite: MAC 2312.

**MAN3025  Management of Organizations**

*Fall, Spring, Summer 3.00 Credits - 3.00 Hours*

This course covers the introduction to the theory and practice of managing formal organizations, including planning, organization theory, human behavior and control.

**MAN3504  Management of Strategic Human Resources**

*Fall, Spring, Summer 3.00 Credits - 3.00 Hours*

This course covers a complete and comprehensive review of human resource management concepts.

**MAN4600  International Business and Management**

*Fall, Spring 3.00 Credits - 3.00 Hours*

This course covers issues involved in the multinational management of business firms with an emphasis on comparative management.

**MAR2011  Marketing**

*Fall, Spring, Summer 3.00 Credits - 3.00 Hours*

This is an introductory course in marketing, emphasizing the four elements of the Marketing Mix:
Product, Price, Place and Promotion. The course focuses on the marketing concept, role of strategic planning and development of marketing strategies. In addition, the concepts of market segmentation, demographics and selection of a target market will be studied. Importance of market research, consumer and industrial buying habits and the differences between consumer and industrial goods are also explored. Concepts behind product development and product acceptance are reviewed in the context of pricing and promotional techniques throughout the product life cycle. Importance of branding is evaluated. The concept of an integrated marketing campaign is explored within the context of the promotional mix - advertising, direct selling, sales promotion and public relations. Online marketing is explored utilizing the Internet.

**MAR2141  Introduction to International Marketing**

**Spring  3.00 Credits - 3.00 Hours**

This is an advanced course emphasizing the application of fundamental marketing principles to a global marketplace. The global marketplace consists of over two hundred countries and an even greater number of languages and cultures worldwide. The course focuses on the role of strategic planning and the development of marketing strategies for this international marketplace. Strategies for opening up new markets will be explored - pure exporting, use of local distributors, global manufacturing and wholly owned subsidiaries. Basic concepts of demographics, market segmentation and selection of target markets will be applied to this complex worldwide stage. The course will explore the differences in international consumer and industrial buying habits as well as the impact of language, culture and religion on local promotional campaigns. The complexity of product development, product naming and pricing will be explored on a country-by-country basis. This course will also explore the complexities of developing worldwide distribution systems as they are affected by differing local laws, taxation and regulations.

**MAR2760  Entrepreneurial Marketing and Professional Selling**

**Fall, Spring, Summer  3.00 Credits - 3.00 Hours**

This course will provide essential insight for successfully marketing an entrepreneurial venture using innovative marketing strategies. This course is designed to provide entrepreneurs with practical applications in interactive technologies and web-based services. Students will gain experience in the use of marketing via the Internet and social media. The student will be introduced to the role that direct selling and direct marketing play in the entrepreneurial environment. Students will develop a marketing project to assist in launching and implementing the new marketing venture. Prerequisite: GEB 1011.

**MAR3023  Principles of Marketing**

**Fall, Spring, Summer  3.00 Credits - 3.00 Hours**

This is an advanced course covering the essential knowledge required to ensure the success of a business as it launches and maintains product presence in the market place. We will also discuss the impact of marketing on businesses revenue, the relationship of marketing to other organizational functions and the development of marketing strategies for both the domestic and international marketplace. The course also focuses on the role that the Internet and direct marketing have on corporate marketing strategies. Prerequisite or corequisite: ENC 3213 or GEB 3213.

**MAR3415  Professional Selling and Negotiation**

**Fall, Spring  3.00 Credits - 3.00 Hours**

This advanced course covers the methodologies employed in a successful selling process. Course will include applications of selling techniques, understanding buying behavior and the employment of negotiating skills in the selling cycle. The essential sales theories and principles are developed and practiced through student involvement in sales presentations.

* **MAT0018C  Developmental Mathematics I**
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<thead>
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<th>Credits</th>
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<td>MAT0028C</td>
<td>Developmental Mathematics II</td>
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<tr>
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<td>Mathematical Understanding and Applications</td>
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strong emphasis will be placed on the application of linear equations and inequalities, systems of linear equations and quadratic equations. Topics also include real numbers and their properties, products and factoring, graphs and functions, counting methods, descriptive statistics as well as an introduction to probability and financial mathematics. Students who already have credit for MAT 1033 Intermediate Algebra do not need to take this course. Prerequisite: MAT 0022C or MAT 0028C or MAT 0057 or equivalent with a grade of "C" or higher or MAT 0055 with a passing grade or sufficient score on placement test.

**MCB2010C  Microbiology**

*Fall, Spring, Summer*  
4.00 Credits - 7.00 Hours

This fundamental course in Microbiology is designed to fulfill the needs of nursing students as well as other allied health majors. The course stresses the structure, nutrition, growth, control, metabolism and introductory genetics of bacteria. An introduction to fungi, parasites and viruses is included. Laboratory experience in techniques and primary isolation will be provided. Lab fee required. Prerequisite: BSC 1010C with a grade of "C" or higher or permission of associate dean.

**MCB2903  Directed Studies in Microbiology**

*Offered as Needed*  
3.00 Credits - 3.00 Hours

This course is scheduled for individual students who wish to explore topics not covered in the curriculum. The student must present a design of study (learning contract) to the faculty member who is to direct the work. Approval from the associate dean is required prior to registration.

**MCB2905  Directed Studies in Microbiology**

*Offered as Needed*  
4.00 Credits - 4.00 Hours

This course is scheduled for individual students who wish to explore topics not covered in the curriculum. The student must present a design of study (learning contract) to the faculty member who is to direct the work. Approval from the associate dean is required prior to registration.

**MCB2931  Selected Studies in Microbiology**

*Offered as Needed*  
1.00 Credit - 1.00 Hour

In this course topics of current interest are presented in group instruction.

**MCB2934C  Selected Studies in Microbiology**

*Offered as Needed*  
4.00 Credits - 7.00 Hours

In this course topics of current interest are presented in group instruction. This course may be taken two times for credit. Prerequisite: MCB 2010C with a grade of "C" or higher.

* MEA0520  Phlebotomist*

*Fall, Spring*  
2.50 Credits - 75.00 Hours

This course provides knowledge and skills necessary to perform phlebotomy. Laboratory activities are an integral part of the program. After completion of the 165-hour Phlebotomy program, students may wish to receive national certification through the National Career Association. Certification is not required to secure employment as a Phlebotomist and is voluntary. Students must show proof of Hepatitis B series or declination form to the instructor the first week of class. Prerequisite or corequisite: HSC 0003.

**MET1010  Introduction to Meteorology**

*Fall, Spring, Summer*  
3.00 Credits - 3.00 Hours

This beginning course is designed to acquaint students with the elementary characteristics of the atmosphere. Students with an interest in aviation would especially benefit from many units taught in the course. Units include a study of atmospheric structure, heat budget, winds, air pollution, local and regional weather forecasting and more. Weather products are
downloaded from the Internet and used throughout the course. Optional field trips included.

**MET1010C  Introduction to Meteorology with Lab**

**Fall, Spring**  
4.00 Credits - 5.00 Hours

This beginning course is designed to acquaint students with the elementary characteristics of the atmosphere. Students with an interest in aviation would especially benefit from many units taught in the course. Units include a study of atmospheric structure, heat budget, winds, air pollution, local and regional weather forecasting and more. Weather products are downloaded from the Internet and used throughout the course. Laboratory work will focus on the extracting of information from online weather resources and the use of other weather-related tools. Optional field trips included. Lab fee required.

**MET1104  Introduction to Climate Studies**

**Fall, Spring, Summer**  
3.00 Credits - 3.00 Hours

This course explores the scientific principles that govern the Earth’s climate, climate change and variability and its implications for society. It will also examine the relationship between climate and human activities. Topics include global warming, sea-level changes, past climates, types of climate, climate policy and more.

**MGF1106  College Mathematics**

**Fall, Spring, Summer**  
3.00 Credits - 3.00 Hours

The following topics will be covered in this course: sets and Venn diagrams, logic, inductive and deductive reasoning, counting principles, permutations and combinations, probability, descriptive statistics and geometry. Prerequisite: MAC 1105 or MAT 1033 or MAT 1100 or equivalent with a grade of “C” or higher or sufficient score on placement test.

**MGF1107  Liberal Arts Mathematics**

**Fall, Spring, Summer**  
3.00 Credits - 3.00 Hours

This course provides an opportunity for students to see mathematics used in ways not seen in traditional mathematics courses. Topics are selected from the following: financial mathematics, numbers and number systems, elementary number theory and graph theory. Additional topics may be included at the discretion of the instructor. History of mathematics, critical thinking skills, problem-solving techniques and the appropriate use of technology will be used throughout the course. Prerequisite: MAC 1105 or MAT 1033 or MAT 1100 or equivalent with a grade of “C” or higher or sufficient score on placement test.

**MHF1202  Foundations of Mathematics I**

**Offered as Needed**  
3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in Further Mathematics (Advanced Mathematics).

**MHF1209  Foundations of Mathematics II**

**Offered as Needed**  
3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in Further Mathematics (Advanced Mathematics).

**MKA2021  Principles of Salesmanship**

**Fall, Spring**  
3.00 Credits - 3.00 Hours

This course is a study and analysis of the role of sales in today’s economy. Emphasis is on sales techniques and applications of sales principles. Sales management and operation are also studied in the course.

**MNA1032  PM100 Principles of Project Management**
This course provides an overview of the theory and practice of managing any project in any organization. The fundamental building blocks of project management are addressed, including project planning, organizing, team building and effective control mechanisms. Students gain a solid understanding and foundation to successfully manage each phase of the project life cycle, work within organizational and cost constraints, set goals lined directly to stakeholder needs and utilize proven project management tools to complete the project on time and within budget. Students apply the essential concepts, processes and techniques that are used in the management of large scale governmental or commercial programs. The key management aspects and proven techniques that differentiate project management from other types of management are fully addressed. Lab fee required. 

Offered as Needed 3.00 Credits - 3.00 Hours

Managing the human elements of project management is as challenging as mastering the technical aspects. Innovative approaches are employed to successfully motivate, communicate, negotiate and resolve conflicts among the team members and stakeholders. In this course, students develop an understanding of the individual, the group and the project team. Proven techniques to make conflict a constructive rather than a destructive experience are discovered. Students develop effective communication, negotiation and conflict resolution skills to successfully lead both domestic and global projects. Lab fee required. Prerequisite: MNA 1034.

Offered as Needed 3.00 Credits - 3.00 Hours

Advanced project management requires an in-depth knowledge of finance and engineering economics. This comprehensive course is divided into three parts. Part I is the study of financial concepts and introduces record keeping, financial statements and the accounting equation. Part II is the financial analysis and time value of money and focuses on the traditional approaches of interest calculations, applications of time value of money and project analysis and justification. Part III is financial decision-making and looks at the decision-making tools that complement time value of money analysis like breakeven, ROI, IRR and NVP of cash flows. Lab fee required. Prerequisite: MNA 1033.

Offered as Needed 3.00 Credits - 3.00 Hours

The focus of this course is to use the tools and techniques of project planning, scheduling and allocating resources. Students design work breakdown structures, identify work packages, allocate resources and develop project schedules using standard networking techniques. Students master techniques for estimating, forecasting, budget monitoring, controlling and reporting project costs. Students learn advanced methods to estimate budgets, schedule and allocate resources. Students apply modern project management concepts and tools to real world projects through the use of carefully selected case studies and project simulations. Project management software is used for scheduling and allocating time-critical resources to achieve optimized performance in the project management environment. Lab fee required. Prerequisite: MNA 1034.

Offered as Needed 3.00 Credits - 3.00 Hours

Risk management is the systematic process of identifying, analyzing, evaluating and controlling project risks. An in-depth analysis of risk management methodologies from both the strategic and tactical aspects is performed. State-of-the-art tools and techniques for identifying, measuring and monitoring risks in the project management environment are examined. Both qualitative and quantitative risk
analyses are conducted and strategies for proactive risk aversion and reactive risk response are developed. Students learn how a comprehensive risk management approach can enable a project team to proactively manage issues that adversely impact the successful control and completion of a project. Students study dozens of case studies of actual projects, individually and collectively, take part in numerous project simulations and prepare a class project management portfolio. Lab fee required. Prerequisite: MNA 1035.

MNA1345  Principles of Supervision - DSST
Offered as Needed  3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the DSST (formerly DANTES) examination in Principles of Supervision.

MNA2320  Human Resources Recruitment and Staffing
Fall, Spring  3.00 Credits - 3.00 Hours
This course examines how the functions of recruitment, selection, staffing and training fit into a human resources department. Students will practice analyzing positions, recruiting qualified applicants, interviewing candidates for employment and, once hired, orienting and training them.

MNA2325  Human Resources Compensation and Benefits Administration
Fall, Spring  3.00 Credits - 3.00 Hours
This course discusses various compensation and benefit plans, legal issues and the administration of compensation and benefit plans. Emphasis is on providing a basic understanding of the business concepts utilized in the compensation and benefits area.

MNA2403  Introduction to Human Resources Management Law and Regulations

Fall, Spring  3.00 Credits - 3.00 Hours
This course is a study of human resources management law and regulations. Topics include state and federal employment regulation, Civil Rights Acts, EEOC legislation, OSHA, Rights of Women and Elderly and Handicapped as they apply to human resources functions.

MSL1001C  Foundations of Officership
Fall, Spring  2.00 Credits - 3.00 Hours
This course examines the unique duties and responsibilities of officers, the organization and role of the Army, reviews skills pertaining to fitness and communication and analyzes Army values and expected ethical behavior. Two-hour lab per week required.

MSL1002C  Basic Leadership
Fall, Spring  2.00 Credits - 4.00 Hours
This course presents fundamental leadership concepts and doctrine, practices basic skills that underlie effective problem-solving and examines the officer experience. Two-hour lab per week required.

MSL2101C  Individual Leadership Studies
Fall, Spring  2.00 Credits - 3.00 Hours
This course develops knowledge of self, self-confidence and individual leadership skills, develops problem-solving and critical thinking skills and applies communication, feedback and conflict resolution skills. Two-hour lab per week required.

MSL2102C  Leadership and Teamwork
Fall, Spring  2.00 Credits - 4.00 Hours
This course focuses on self-development guided by knowledge of self and group processes and challenges
current beliefs, knowledge and skills. Two-hour lab per week required.

MTB1329  Applied Mathematical Concepts for Engineering Technology

Fall, Spring  3.00 Credits - 3.00 Hours

This course involves the practical uses of applied mathematics in the areas of engineering technology, design and construction. Trigonometric functions are covered as well as law of sines, law of cosines and basic vector mechanics. Prerequisite: MAT 1033 or higher level mathematics course.

MUE2010  Music and Movement

Spring, Summer  3.00 Credits - 3.00 Hours

This course presents developmentally appropriate music and movement experiences for young children. Students will be involved in singing, creating, listening to and learning about making music and encouraging children to move to music. Students will develop an understanding of the importance music plays in the early childhood curriculum and how to incorporate it into the daily routine to accomplish a variety of curriculum goals.

MUH2022  History of Rock Music

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course traces the historical origins, characteristics and stylistic developments of rock music from a musical and sociological perspective. This course is not recommended for music majors. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

MUH2026  Introduction to Blues and Jazz

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is designed to introduce to the student primary forms and genres of blues and jazz music in both their historical and cultural context. Blues and jazz will be explored methodically as a distinctly American contribution to world music. The course will feature lecture and performance presentations by some of Florida's better known musicians and commentators. Literary and visual images of blues and jazz idioms will be incorporated into the course content. Assigned readings with active listening are an integral part of the course. The student will be introduced to Internet resources on the subject of blues and jazz themes. Students will be required to compose a journal with reactionary criticisms of blues and jazz guests and must complete a project that presents biographical and musical materials about a selected blues or jazz musician. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. This course fulfills the Area B Humanities requirement. Prerequisite: ENC 1101.

MUL1012  Music IB

Offered as Needed  3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in Music.

MUL2010  Music Appreciation

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

Open to all students, this course is designed for the musical layman and is a survey course devoted to music in world civilization. Included is a study of the music relating to the background of the life and other arts of the times. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101.

MUL2014  Introduction to Music History and Literature

Fall  3.00 Credits - 3.00 Hours

This course is an introduction to music literature, history and culture for music majors. Topics to be addressed include an overview of musical repertories...
and cultures from the western art music tradition, American jazz and a selected case study of non-western music from a variety of musical traditions and historical periods, including from the western middle ages and north India. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

**MUN1180 Community Symphonic Band**

*Fall, Spring*  
1.00 Credit - 3.00 Hours

This course is open to anyone in the community interested in performing all styles of concert band literature. No audition is necessary. Any band instrument will be acceptable. This course may be repeated for credit multiple times. Prerequisite plan: A non-degree plan (NOND) of CMUSIC or POSTASSOC or POSTBACC or POSTHS or TEACH.

**MUN1180M Symphonic Band**

*Fall, Spring, Summer*  
1.00 Credit - 3.00 Hours

This course is open to anyone in the community interested in performing all styles of concert band literature. No audition is necessary. Any band instrument will be acceptable. This course may be repeated for credit multiple times.

**MUN1310M Seminole Singers**

*Fall, Spring*  
1.00 Credit - 3.00 Hours

This course is created for a chorus of mixed voices which is open to all students of the College who enjoy singing a wide variety of choral literature. No audition is necessary. This course may be repeated for credit multiple times.

**MUN1310N Seminole Concert Chorale**

*Fall, Spring*  
1.00 Credit - 3.00 Hours

Seminole Concert Chorale is the College’s premier classical choral ensemble for music majors or others with choral experience. This course may be repeated for credit multiple times.

**MUN1370 SeminoleSound**

*Fall, Spring*  
1.00 Credit - 3.00 Hours

SeminoleSound is the contemporary vocal jazz ensemble for the College. Audition is required. Associate dean’s permission is required. This course may be repeated for credit multiple times.

**MUN1380 Seminole Community Chorus**

*Fall, Spring*  
1.00 Credit - 3.00 Hours

Open to all students, the Seminole Community Chorus is a course offering a wide variety of types and periods of choral literature, specializing in the great masterworks. This course is primarily a form of recreation and cultural enrichment for College students and members of the community. This course may be repeated for credit multiple times.

**MUN1710 Jazz Ensemble**

*Fall, Spring, Summer*  
1.00 Credit - 3.00 Hours

This course is open to all students. Jazz Ensemble has a repertoire that includes both traditional and contemporary jazz and rock literature. No audition is required. This course may be repeated for credit multiple times.

**MUN1711 Jazz Combo**

*Fall, Spring, Summer*  
1.00 Credit - 3.00 Hours

This course is open to all students. Upon successful completion of this course, the student will be able to become more fluent in the various jazz vocabularies through theoretical practice, ear training and lab experience. Students will learn the standard jazz literature with its appropriate vocabulary. This course may be repeated for credit multiple times.
MUN1780  Community Jazz Ensemble

Fall, Spring  1.00 Credit - 3.00 Hours

This course is open to non-degree seeking students. The repertoire includes both traditional and contemporary jazz and rock literature. No audition is required. This course is open to all instrumentalists. This course may be repeated for credit multiple times. Prerequisite: A non-degree plan (NOND) of CMUSIC, POSTASSOC or POSTBACC or POSTHS or TEACH.

MUN2140  Wind Ensemble

Fall, Spring  1.00 Credit - 3.00 Hours

This course is open to all students and includes the study and performance of music for wind ensemble and band. This course may be repeated for credit multiple times.

MUN2420  Woodwind Ensemble

Fall  1.00 Credit - 3.00 Hours

This course is open to all students and includes the study and performance of music for small woodwind ensembles. This course may be repeated for credit multiple times.

MUN2430  Brass Ensemble

Fall  1.00 Credit - 3.00 Hours

This course is open to all students and includes the study and performance of music for small brass ensembles. No audition is required. This course may be repeated for credit multiple times.

MUN2440  Percussion Ensemble

Fall, Spring  1.00 Credit - 3.00 Hours

This course is open to all students and covers the study and performance of music for small ensembles. This course may be repeated for credit multiple times.

MUN2480  Guitar Ensemble

Fall, Spring  1.00 Credit - 3.00 Hours

This course is open to all students and includes the study and performance of music for guitar ensembles. This course may be repeated for credit multiple times.

MUN2950  Travel/Study in Music

Offered as Needed  3.00 Credits - 3.00 Hours

This music travel study course combines preparation on campus, travel and study. Content is variable depending on the program in which the student enrolls and the specific topics to be covered. Students must be 18 years of age on or before departure.

MUS2941  Cooperative Education Internship in Music

Offered as Needed  1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

MUS2949  Cooperative Education Internship in Music

Offered as Needed  3.00 Credits - 3.00 Hours
This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student's academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

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<tr>
<td>MUT1121</td>
<td>Music Theory and Musicianship</td>
<td>Offered as Needed</td>
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<td>Music Theory and Musicianship</td>
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This course is open to all students and includes the introduction to reading and performance of music including principles of notation, scales, triads, rhythms and interpretive markings. The course will also provide an introduction to the basics of the keyboard. For students with little or no previous musical training or for music majors as deemed necessary through the Music Theory Diagnostic Assessment.

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<td>MUT2127</td>
<td>Music Theory and Musicianship</td>
<td>Offered as Needed</td>
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<tr>
<td></td>
<td>IV</td>
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This course is a continuation of MUT 1122 (Music Theory and Musicianship II). Studies in music theory, both written and aural skills, including musical analysis, model composition, sight singing, ear training and improvisation. Prerequisites: MUT 1122 or MUT 1112 and MUT 1242.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Offered</th>
<th>Credits</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MVK1111M</td>
<td>Class Piano I</td>
<td>Fall</td>
<td>1.00</td>
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<td>MVK1111N</td>
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</table>

This course is a study of piano for music majors. This course is taught in a classroom/piano laboratory environment. Open to all students, this course is a study of piano for non-music majors. This course is taught in a classroom/piano laboratory environment.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Term</th>
<th>Credits</th>
<th>Hours</th>
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<td>MVK1111M</td>
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<td>MVK1111M</td>
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<td>Class Piano III</td>
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<td>MVS1116M</td>
<td>Guitar Class I</td>
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<td>Guitar Class II</td>
<td>Spring</td>
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This course is a continuation of Class Piano I for music majors. Prerequisite: MVK 1111M with a minimum grade of "C" or higher or permission of instructor.

Open to all students, this course is a continuation of Class Piano I for non-music majors. Preparation for Piano Proficiency Examination. Prerequisite: MVK 1111N with a minimum grade of "C" or higher or permission of instructor.

This course is a continuation of Class Piano II for music majors. Preparation for Piano Proficiency Examination. Prerequisite: MVK 1112M or MVK 1112N with a grade of "C" or higher.

This course is a continuation of Class Piano III for music majors. Preparation for Piano Proficiency Examination. Prerequisite: MVK 2121M with a minimum grade of "C" or higher or permission of instructor.

This course is open to all students and is a continuation of MVS 1116M. Prerequisite: MVS 1116M.

This course is a continuation of MVK 1111M. Prerequisite: MVK 1111N.

This course is open to all students and is the study of vocal techniques and vocal literature for music majors and non-music majors.

This course is open to all students and is a continuation of MVV 1110. Prerequisite: MVV 1110.

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.
NSP2942  Cooperative Education Internship in Nursing

Fall, Spring, Summer  2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

NUR1006C  Career Transition into Professional Nursing

Summer  9.00 Credits - 11.00 Hours

This course is designed to validate prior learning achieved as an LPN, RRT or paramedic and update/enhance the student’s knowledge. Course content builds on a core of common knowledge identified from previous education as an LPN, RRT or paramedic and introduces these individuals to the philosophy and organizing structure of the Seminole State College Associate Degree Nursing Program. The five core educational competencies of the curriculum upon which all subsequent nursing courses are built are: (a) caring interventions, (b) clinical competence and decision-making, (c) communication, (d) commitment to professionalism and (e) collaboration and management of care. Emphasis is placed on biopsychosocial needs and the utilization of the nursing process as the framework for critical thinking and problem-solving. Students initiate the use of the nursing process and include the concepts of holistic care, effective interpersonal communication and professional accountability. Using the nursing process, the student will prioritize the biopsychosocial needs of patients with select medical surgical problems to promote optimal health and wellness. This course provides opportunities for developing competence in selected fundamental and intermediate skills and their application in patient care using theory and lab simulation. Lab fee required. Prerequisites: Admission to the ADN program including required General Education and support courses all with grades of “C” or higher.

NUR1020C  Fundamentals of Nursing

Fall, Spring  7.00 Credits - 15.00 Hours

This course introduces the five core educational competencies of the curriculum upon which all subsequent nursing courses are built: (a) caring interventions, (b) clinical competence and decision-making, (c) communication, (d) commitment to professionalism and (e) collaboration and management of care. The student will be introduced to the legal, ethical and professional standards of the nursing profession and the role of the associate degree nurse in health promotion, maintenance and restoration. Basic biopsychosocial needs of clients are identified and the student will begin to utilize the nursing process to identify client needs and intervene when these needs are unmet. Clinical competence in selected fundamental nursing skills will be developed in the simulated nursing laboratory. There will be clinical experiences in local long-term care and acute care facilities for students to begin to apply concepts and competencies learned in the classroom and nursing laboratory. Lab fee required. Prerequisites: Admission to the ADN program including required General Education and support courses all with grades of “C” or higher. Prerequisite or corerequisite: NUR 1141C with a grade of “C” or higher.

NUR1141C  Fundamentals of Pharmacology for Nursing Care

Fall, Spring  2.00 Credits - 3.00 Hours

This course is designed to complement the basic nursing care curriculum presented in NUR 1020C.
Fundamentals of Nursing and includes the five core educational competencies of the curriculum: (a) caring interventions, (b) clinical competence and decision-making, (c) communication, (d) commitment to professionalism and (e) collaboration and management of care. This course will provide the beginning nursing student the opportunity to explore basic concepts regarding the therapeutic use of medications and the patient response to drug therapy. The student will be introduced to the nurse’s role in medication administration as part of the healthcare team. Selected patient simulation scenarios designed specifically for the novice nursing student will challenge the participants to utilize critical thinking skills as they apply the nursing process to clinical case studies involving common medication and simple skills. Individual and group practice activities focusing on computation skills will assist the students achieve mastery of Level One Medication Administration Safety Competencies. Lab fee required. Prerequisite: Admission to the ADN program. Prerequisite or corequisite: NUR 1020C with a grade of “C” or higher.

NUR1210C  Basic Concepts in Medical Surgical Nursing  
Spring, Summer  6.00 Credits - 12.00 Hours

This course builds upon the core educational competencies introduced during the Fundamentals course. Using the framework of the nursing process, the student is able to assist the adult client and family achieve an optimum state of health and wellness. This course prepares the student/learner to apply theoretical knowledge and basic nursing skills when providing care in meeting the biopsychosocial needs of adult clients with simple/common medical and surgical problems. This course will continue to emphasize the Student Learning Outcomes of the curriculum: (a) caring interventions, (b) clinical competence and decision-making, (c) communication, (d) commitment to professionalism and (e) collaboration and management of care. A strong laboratory focus is provided to enable to the student/learner to demonstrate competence in selected basic nursing skills. Clinical experiences in the acute care setting will be provided along with simulated lab experiences. Lab fee required. Prerequisites: NUR 1020C and NUR 1141C with grades of "C" or higher.

NUR2241  Advanced Concepts in Medical Surgical Nursing  
Fall, Spring  6.00 Credits - 12.00 Hours

This course prepares the student/learner to apply safe and effective care for clients with advanced medical and surgical problems. This course is designed to build on material from the previous medical surgical courses. Through the use of the nursing process, this course will build on the five core educational competencies of the curriculum: (a) caring interventions, (b) clinical competence and decision-making, (c) communication, (d) commitment to professionalism and (e) collaboration and management of care. The student will prioritize the biopsychosocial needs of clients to promote optimal health and wellness. Lab simulation of selected clinical nursing skills will be used to facilitate meeting the needs of clients with advanced medical and surgical problems. During clinical experiences, students will interact with culturally diverse clients. Clinical experiences in acute care settings and observational experiences in specialty settings may be scheduled to enhance the learning experience. Lab fee required. Prerequisite: NUR 1210C or NUR 1006C with a grade of "C" or higher.

NUR2241C  Advanced Concepts in Medical Surgical Nursing  
Fall, Spring  6.00 Credits - 12.00 Hours

This course prepares the student/learner to apply safe and effective care for clients with advanced medical and surgical problems. This course is designed to build on material from the previous medical surgical courses. Through the use of the nursing process, this course will build on the five Student Learning Outcomes of the curriculum: (a) caring interventions, (b) clinical competence and decision-making, (c) communication, (d) commitment to professionalism and (e) collaboration and management of care. The student will prioritize the biopsychosocial needs of clients to promote optimal health and wellness. Lab
simulation of selected clinical nursing skills will be used to facilitate meeting the needs of clients with advanced medical and surgical problems. During clinical experiences, students will interact with culturally diverse clients. Clinical experiences in acute care settings and observational experiences in specialty settings may be scheduled to enhance the learning experience. Lab fee required. Prerequisite: NUR 1006C or NUR 1210C with a grade of “C” or higher.

**NUR2251  Complex Concepts in Medical Surgical Nursing**

**Spring, Summer  6.00 Credits - 12.00 Hours**

This course is designed to build on the five core educational competencies of the curriculum: (a) caring interventions, (b) clinical competence and decision-making, (c) communication, (d) commitment to professionalism and (e) collaboration and management of care. The nursing process will be a guide for the student to utilize decision-making skills to meet the biopsychosocial needs of clients with complex medical and surgical problems and multi-system dysfunction. Lab simulation of selected clinical nursing skills will be used to facilitate meeting the needs of clients with complex medical and surgical problems and multi-system dysfunction. During clinical experiences, students will interact with culturally diverse clients. Clinical experiences in acute care settings and observational experiences in specialty settings may be scheduled to enhance the learning experiences. Content will include concepts of critical care, emergency care, disaster response and application of leadership and patient care management. Lab fee required. Prerequisite: NUR 2241C with a grade of “C” or higher.

**NUR2310C  Concepts in Pediatric Nursing**

**Fall, Summer  4.00 Credits - 7.00 Hours**

This course addresses the unique developmental, biological and psychosocial health and illness needs of the pediatric population. Emphasis is placed on exploring strategies that assist children and their caretakers to prevent and/or minimize the effects of illness and disability and promote, maintain and restore health. Concepts that will be emphasized throughout the curriculum reflect the core educational competencies of the curriculum: (a) caring interventions, (b) clinical competence and decision-making, (c) communication, (d) commitment to professionalism and (e) collaboration and management of care. The clinical component provides guided clinical experiences that allow students to demonstrate caring and clinical competence in the application of the nursing process in selected pediatric healthcare environments. Students interact with culturally diverse clients and families with an emphasis on the integration of critical thinking, effective interpersonal communication, professionalism and legal and ethical standards. The clinical simulation laboratory experience reinforces the concepts acquired during the theoretical portion of the class and allows for student collaboration and decision-making in a supported environment. Lab fee required. Prerequisite: NUR 1210C with a grade of “C” or higher.
higher. Prerequisite or corequisite: NUR 2520C with a grade of "C" or higher if completed.

NUR2423C  Concepts in Maternal and Newborn Nursing
Spring, Summer  4.00 Credits - 7.00 Hours

Concepts in Maternal and Newborn Nursing prepares the student to meet the biopsychosocial needs of the normal childbearing family utilizing the knowledge and skills obtained through the theory and clinical components of the course and through selected simulation exercises. Common alterations in the childbearing process will be discussed which will enable the student to recognize complications and implement appropriate interventions of a beginning level practitioner. The educational and anticipatory guidance needs of the childbearing family will be integrated throughout the theory and clinical components in the course to enable the family to maintain or restore a state of health and well-being. Core educational competencies emphasized throughout the course will be those of: (a) caring interventions, (b) clinical competence and decision-making, (c) communication, (d) commitment to professionalism and (e) collaboration and management of care. Lab fee required. This is a hybrid course (distance learning) for Career Transition students only. Prerequisites: NUR 1006C and NUR 2241C and NUR 2520C with grades of "C" or higher. Prerequisite or corequisite: NUR 2251C.

NUR2520C  Concepts in Mental Health Nursing
Fall, Spring  4.00 Credits - 8.00 Hours

This course focuses on the theory base necessary for understanding mental health and illness. Students utilize the nursing process in the care of patients experiencing interference in meeting basic needs due to neurobiological and psychosocial problems. This course continues to build on the five core educational competencies of the curriculum: (a) caring interventions, (b) clinical competence and decision-making, (c) communication, (d) commitment to professionalism and (e) collaboration and management of care. Emphasis is placed on developing therapeutic communication skills, self-awareness and effective nurse-patient relationships. Students collaborate with the healthcare team in a mental health clinical setting and begin to develop the core competencies necessary to achieve desired client outcomes. Psychopharmacology across the lifespan and concepts of medication management are integrated in each unit. Community experiences, selected video, role play and simulation activities are incorporated in this course. For distance learning students: This is a hybrid course for Career Transition students only. The theory component is presented in an online format with selected lab activities scheduled on campus once a month throughout the semester. There are clinical experiences in acute care inpatient mental health facilities and selected community settings. Lab fee required. Prerequisites: NUR 1020C and NUR 1141C or NUR 1006C with grades of "C" or higher.

NUR2463C  Maternal and Child Nursing
Spring  4.00 Credits - 7.00 Hours

This course prepares the student to meet the biopsychosocial needs of the normal childbearing and childrearing family utilizing the knowledge and skills obtained through the theory and clinical components of the course and through selected simulation exercises. Common alterations in the childbearing and childrearing process will be discussed which will enable the student to recognize complications and implement appropriate interventions of a beginning level practitioner. The educational and anticipatory guidance needs of the childbearing and childrearing family will be integrated throughout the theory and clinical components in the course to enable the family to maintain or restore a state of health and well-being. Core educational competencies emphasized throughout the course will be those of: (a) caring interventions, (b) clinical competence and decision-making, (c) communication, (d) commitment to professionalism and (e) collaboration and management of care. Lab fee required. This is a hybrid course (distance learning) for Career Transition students only. Prerequisites: NUR 1006C and NUR 2241C and NUR 2520C with grades of "C" or higher. Prerequisite or corequisite: NUR 2251C.
NUR2930  Selected Studies in Nursing

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction.

NUR2932  Selected Studies in Nursing

Fall  2.00 Credits - 2.00 Hours

This course prepares the RN Transition Track student to learn safe and effective care for clients with select medical and surgical problems. This course is designed to build on material from NUR 1006C Career Transition into Professional Nursing. Using the nursing process, caring behaviors, critical thinking and communication skills, the student will prioritize the biopsychosocial needs of clients to promote optimal health and wellness. Prerequisite: NUR 1006C. Corequisite: NUR 2241C.

NUR2934  Selected Studies in Nursing

Fall, Spring, Summer  4.00 Credits - 4.00 Hours

In this course topics of current interest are presented in group instruction.

NUR2935  Selected Studies in Nursing

Fall, Spring, Summer  1.00 Credit - 1.00 Hour

In this course topics of current interest are presented in group instruction. The course may be taken three times for credit.

NUR2943C  Practicum and Client Care Management

Fall, Summer  3.00 Credits - 8.00 Hours

This culminating course in the Associate Degree Nursing Program provides students the opportunity to (a) synthesize previous knowledge and skills and (b) develop new knowledge and skills for the management of client care in a dynamically changing healthcare system. Students participate in live and online seminars to develop and enhance the five Student Learning Outcomes of the nursing program: (a) caring interventions, (b) clinical competence and decision-making, (c) communication, (d) commitment to professionalism and (e) collaboration and management of care as they learn to make the transition from student to graduate nurse. In addition, selected leadership and management principles including (a) prioritizing competently, (b) delegating successfully and (c) managing conflict will be explored. These competencies are applied in the clinical environment through a guided preceptorship that is directed by the nursing faculty. Lab fee required. Prerequisites: NUR 2251C and NUR 2520C and NUR 2463C or NUR 2423C and NUR 2310C with grades of “C” or higher.

NUR2949  Cooperative Education Internship in Nursing

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

OCB1000  Marine Science - Cambridge

Offered as Needed  3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the Cambridge AICE examination in Marine Science (A-Level).

**OCE1001  Introduction to Oceanography**

**Fall, Spring, Summer** 3.00 Credits - 3.00 Hours

This beginning course is designed to acquaint the student with the elementary physical, chemical, biological and geological characteristics of the world ocean system. Emphasis is on Florida and its unique relationship with the ocean environment. Optional field trips included.

**OCE1001C  Introduction to Oceanography with Lab**

**Fall, Spring** 4.00 Credits - 5.00 Hours

This beginning course is designed to acquaint the student with the oceans, Earth’s most dominant feature, and their importance to all planetary systems. Focus will be on their physical, chemical, biological and geological characteristics. Emphasis is on Florida and its unique relationship with the ocean environment. Field trips may be included.

**OCE1001CH  Honors Introduction to Oceanography with Lab**

**Spring** 4.00 Credits - 5.00 Hours

This honors level introductory course is designed to acquaint students with the oceans, Earth’s most dominant feature and their importance to all planetary systems. Focus will be on their physical, chemical, biological and geological characteristics. Emphasis is on Florida and its unique relationship with the ocean environment. Field trips may be included. Honors level content. Permission required from Honors director. Prerequisite: Acceptance into Honors program.

**OST1100C  Building Typing Speed**

**Fall, Spring, Summer** 3.00 Credits - 3.00 Hours

This course is a continuation of OST 1100C. This course is an individualized approach to increasing speed and accuracy using keyboarding skills for personal and professional use. Emphasis is placed upon developing correct keyboarding techniques. Exercises are interfaced with Microsoft Word to prepare the student for work in an office as well as for personal use. Business and personal letters, tables, resumes and reports are covered. Prerequisite: OST 1100C.

**OST1141  Keyboarding**

**Fall, Spring, Summer** 1.00 Credit - 1.00 Hour

This course is designed for students who need keyboarding/typing skills for personal use. Students will learn to operate the computer keyboard by touch.

**OST1355C  Records Management and Legal Implications**

**Spring, Summer** 3.00 Credits - 3.00 Hours

This course is a study of the principles of effective management for paper-based, electronic and image records systems. Emphasis is placed on the systematic control of the life cycle of all records. Students will learn the basic legal background requirements for the release, retention and storing of records and laws regulating the management of such records. Principles of cost, efficiency and performance are covered as related to the management of all records. Students will also learn how to manage files on their electronic storage device. Career opportunities in records management are included.
OST2335C  Business Communication
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
This course develops effective oral and written business communication skills to create successful human relations. Communication skills are taught in the four language areas: listening, reading, writing and speaking. Studies include grammar, proofreading, editing and business communication composition.

OST2402C  Administrative Office Procedures
Fall, Spring  3.00 Credits - 3.00 Hours
This course provides the student with the experience of performing tasks assigned to an administrative assistant in a business setting. As an administrative assistant, the student will assist with correspondence, meetings, client presentations, travel arrangements and office organization. The student will demonstrate skills in problem-solving, decision-making and critical thinking.

OST2501  Administrative Office Management
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
This course is a study of the current management principles, concepts, organizational trends, technology and human relations as related to the responsibilities of the administrative office manager. Simulations, case studies and projects are used to develop decision-making and supervisory skills necessary for office organization and administration.

OST2713C  Microsoft Word I
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
Basic keyboarding skills are required in this course. Students will learn to process, edit and format text and paragraphs, use headers, footers, sections, styles, templates and writing tools and print and manage files. In addition, students will learn to use advanced formatting features, graphics, mail merge and tables.

OST2717C  Microsoft Word II
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
This course is a continuation of OST 2713C Microsoft Word I. Students will learn to create, edit and format text and paragraphs, use footers, headers, sections, styles, templates, writing tools and print and manage files. In addition, students will learn to use advanced formatting to merge documents, create and format tables, work with graphics, format macros and work with shared documents. Prerequisite: OST 2713C.

OST2794  Internet Research for Business
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
This business-oriented Internet research class provides research strategies and specific search tools to find relevant and reliable information in the most effective and efficient manner from among the enormous amount of data that resides on the World Wide Web. The course addresses basic searches, selecting the right keywords, phrase searching, Boolean operators, filters, advanced search operators, evaluative criteria to determine the reliability of sites, meta-search engines, subject guides, specialty information and social media platforms. Hands-on activities allow students to utilize research strategies and search tools.

OST2821C  Microsoft Publisher
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
This course is designed to teach the concepts, terminology and principles of digital publishing using Microsoft Publisher. Students will develop the skills necessary to create flyers, newsletters, brochures, information sets, business cards, business forms and tables and a website.

OST2826C  Microsoft PowerPoint
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
Students will learn to plan, create, modify and deliver a presentation using Microsoft PowerPoint. Students
will enhance presentations using animation, sound and graphics. They will prepare notes and handouts and save presentations in multiple formats.

OST2836C  Microsoft Access

Fall, Spring 3.00 Credits - 3.00 Hours

Students will learn a relational database management system to create and modify tables, queries, forms and reports. Additional topics will include subforms, crosstab queries, PivotTables, PivotCharts and dynamic Web pages. Students will also learn how to import and export data with other software programs. Emphasis is placed on the management of electronic files. Lab fee required.

OST2852C  Microsoft Excel

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

The purpose of this course is to provide students hands-on training using Excel for business, professional and personal use. The student will gain an in-depth understanding of a spreadsheet program. The student will create, edit and format spreadsheets and graphs, work with formulas and functions, sort, filter and subtotal data lists and create and edit macros.

OST2930  Selected Studies in Office Administration

Offered as Needed 3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction.

OST2941  Cooperative Education Internship in Office Systems

Fall, Spring, Summer 1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

OST2942  Cooperative Education Internship in Office Systems

Fall, Spring, Summer 2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

OST2949  Cooperative Education Internship in Office Systems

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the
assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

PAX2000  Introduction to Peace Studies

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course will explore the dynamics from a variety of frames. The course will provide a cursory overview of various issues such as conflict, violence, war, non-violence and peace. The course is intended to engage students in the theory and application addressing conflict, violence, war and terrorism. Students will examine approaches to peace, alternatives to war and to peace-building through peace studies and non-violence movements. The course will adopt the frame that we must review actions of the past in order to prevent recurrences. The student will draw upon the ideology of individuals identified as great peacemakers. While exploring great peacemakers, a focus on personal non-violence, ethical approaches to war, conflict transformation or peace and movements for social change will be conducted. Students will investigate local and international conflict, social movements and non-violent approaches to peace. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of “C” or higher.

PCB1050  Exploring your Genome

Fall 3.00 Credits - 3.00 Hours

This is a non-major, introductory course in studying the human genome. Since the sequencing of the human genome, the study of genomics has exploded and has uncovered exciting new discoveries and spawned new technological developments. Personal genomics is an emerging field and it will soon be affordable to obtain the sequence of an individual’s own genome. This course will discuss the field of genomics, how genome sequence data is obtained and analyzed and what can be learned from an individual’s genome. How does the analysis of one’s own genes affect health care, diet, exercise and other health decisions? The course will include related topics such as disease gene mapping, epigenetics and the microbiome. This course will reinforce basic concepts in molecular biology and genetics and promote genetic literacy. The course will be entirely web-based and all lectures will be delivered online. The reading assignments, course lecture materials and online activities will be posted each week.

PEL1121  Introduction to Golf

Fall, Spring 1.00 Credit - 2.00 Hours

This course is designed to develop skills and give practice in the basic fundamentals of golf, including application of basic skills, rules and etiquette.

PEL1211  Softball I

Fall 1.00 Credit - 2.00 Hours

This course provides specialized instruction with emphasis on fundamental skills, techniques, offensive and defensive strategy and understanding softball as a competitive sport.

PEL1216  Baseball I

Fall 1.00 Credit - 2.00 Hours

This course provides specialized instruction with emphasis on fundamental skills, techniques, methods and understanding of baseball as a competitive sport.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Offered</th>
<th>Credits</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>PEL2212</td>
<td>Softball II</td>
<td>Fall</td>
<td>1.00</td>
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<td></td>
<td>Spring</td>
<td>1.00</td>
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<tr>
<td>PEL2217</td>
<td>Baseball II</td>
<td>Fall</td>
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<td>PEL2624</td>
<td>Basketball II</td>
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<td>PEM1114</td>
<td>Spin Bike Fitness</td>
<td>Fall, Spring</td>
<td>1.00</td>
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<td>PEM1121</td>
<td>Yoga</td>
<td>Fall, Spring</td>
<td>1.00</td>
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<td>PEM1131</td>
<td>Weight Training</td>
<td>Fall, Spring</td>
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<td>PEM1141</td>
<td>Aerobics</td>
<td>Fall, Spring</td>
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<td>PEM1144</td>
<td>Cardiovascular Training</td>
<td>Fall, Spring</td>
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<tr>
<td>PEM1177</td>
<td>Pilates</td>
<td>Fall, Spring</td>
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</table>

This course provides specialized instruction with emphasis given to fundamental skills, techniques, methods and understanding of basketball as a competitive sport.

This course provides specialized instruction in advanced skills, techniques and strategies used in competitive softball.

This course is a continuation of PEL 1216 with added emphasis on techniques, methods and understanding of play.

This course provides specialized instruction in advanced skills, techniques and strategies used in competitive baseball.

This course provides a study of the use of aerobic dance movements and calisthenics to improve fitness.

This course is designed to introduce students to the basic fundamental and scientific principles of weight training and improve overall fitness levels and skills. Students will learn to lift weights independently while improving at their own pace in order to reach their fitness goals.

This course is scheduled for individual students who wish to explore topics not covered in the curriculum. The student must present a design of study (learning contract) to the faculty member who is to direct the work. Approval from the associate dean is required prior to registration. This course may be taken up to four times for credit.
This course provides a study of the use of pilates to improve fitness.

**PEM1181  Walk-Jog-Run**

Fall, Spring  
1.00 Credit - 2.00 Hours

This course provides instruction in physical fitness that offers conditioning of the muscles of the cardiovascular system through walking, jogging and running.

**PEM1405  Self Defense**

Fall, Spring  
1.00 Credit - 2.00 Hours

This course teaches the basic principles and application of self-defense. Topics include avoidance of conflict, disabling opponents, defending against multiple attackers and post-conflict procedures. Techniques explored include a variety of blocks, kicks, punches and grab releases.

**PEM2101  Conditioning**

Fall, Spring  
1.00 Credit - 2.00 Hours

This course includes conditioning activities such as weight training, calisthenics and circuit training. May be taken four times for credit.

**PEO1003  Sports Officiating**

Fall, Spring  
1.00 Credit - 2.00 Hours

This course provides an overview of sports officiating. Principles, practices, responsibilities, techniques, methods and employment in sports officiating will be presented. Students will be required to observe sports officiating.

**PET2081  Wellness, Children and Schools**

Fall, Spring, Summer  
1.00 Credit - 1.00 Hour

This course offers an exploration and promotion by educators of wellness for children and schools including methods for integrating wellness knowledge in educational settings. Prerequisite: ENC 1101 or a non-degree plan of TEACH.

**PGY2127L  Photography Lab I**

Fall  
1.00 Credit - 2.00 Hours

This course is an open lab designed for experienced students who have basic photography and darkroom skills. A final portfolio is required for completion of the course. Lab fee required. Prerequisites: PGY 2404C with a minimum grade of "C" or higher and permission of associate dean.

**PGY2401C  Photography I**

Fall, Spring, Summer  
3.00 Credits - 5.00 Hours

Open to all students, this course is an introduction to the fundamentals of photography and includes camera operation, pictorial composition, exposure, developing and printing as a means of personal photographic expression. A manual 35 mm, single-lens reflex camera is required, as is the purchase of expendable materials. This course is for art majors and non-art majors. Lab fee required.

**PGY2404C  Photography II**

Spring  
3.00 Credits - 5.00 Hours

Open to all students, this course focuses on the application and refinement of skills acquired in Photography I with special emphasis on the mastery of particular problems. A manual 35 mm, single-lens reflex camera is required, as is the purchase of expendable materials. This course is for art majors and non-art majors. Additional lab hours and a lab fee are required. Prerequisite: PGY 2401C.

**PGY2405C  Advanced Photography**
Fall, Spring 3.00 Credits - 5.00 Hours

This is an advanced course of photographic study utilizing individualized projects and critiques that stress both technical and aesthetic aspects of the photographic image as a medium of creative expression. A manual 35 mm, single-lens reflex camera is required, as is the purchase of expendable materials. Digital photography is included. Additional lab hours and a lab fee is required. Prerequisites: PGY 2404C with a minimum grade of "C" or higher and permission of associate dean.

PGY2801C Digital Photography

Fall, Spring 3.00 Credits - 5.00 Hours

This course is an introduction to the exciting world of digital imaging. Students will be provided with a start-to-finish understanding of successful image-making by offering hands-on projects, demonstrations and discussions aimed at boosting creative expression and productivity in a challenging, yet fun, environment. Students will learn how to use their digital camera as an effective tool for visual communication as well as how to work efficiently in Photoshop, how to combine images and add text and finally, how to optimize their creations for final output. Students will produce at least three portfolio pieces. Lab fee required.

PGY2802C Digital Photography II

Fall, Spring 3.00 Credits - 5.00 Hours

This course allows students to continue the exploration of digital photography as a fine art medium through the use of the computer as darkroom. Includes advanced digital imaging techniques in scanning, color correction, retouching, composition and content. Students will learn to integrate traditional and alternative methods of photography with techniques in digital imagery. Students must have a digital camera with aperture and shutter speed controls. Lab fee required. Prerequisite: PGY 2801C.

PHI1011 Philosophy IB

PHI1630 Contemporary Ethical Problems

Fall, Spring 3.00 Credits - 3.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in Philosophy.

PHI2010 Introduction to Philosophy I

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course covers the study of fundamental philosophical problems and concepts. Speculation about limits of human understanding, value judgments, foundations of morality and speculation about the existence of God in order to present students with the tools for constructing their own philosophy. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101.

PHI2011 Introduction to Philosophy II

Offered as Needed 3.00 Credits - 3.00 Hours

This course provides a greater depth of study of the fundamental philosophical problems and concepts, speculation about the existence of God, the relevancy of morals today and the limits of human understanding. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: PHI 2010.

PHT1000 Introduction to Physical Therapy
Fall 2.00 Credits - 3.00 Hours

This course introduces the new Physical Therapy Assistant student to the Physical Therapy profession and the ever-changing healthcare field. The emphasis is on 1) becoming a health professional and 2) understanding the role of the PTA in the healthcare system with regard to the role of team members, legal/ethical issues, medical terminology/documentation, infection control, stress/wellness management, client safety and security issues, self-evaluation and communication skills. Lab fee required. Corequisites: BSC 2093C, PHT 1120, PHT 1120L, PHT 1200, PHT 1200L.

PHT1120  Functional Kinesiology

Fall 3.00 Credits - 3.00 Hours

This course addresses the structure and function of the musculoskeletal system. Emphasis is placed on the mechanical aspects of human motion and the analysis of motion. Goniometry and manual muscle testing are included. Corequisites: PHT 1000 and PHT 1120L and PHT 1200 and PHT 1200L.

PHT1120L  Functional Kinesiology Lab

Fall 2.00 Credits - 6.00 Hours

This course is the laboratory companion to PHT 1120 and provides the laboratory practice for those skills needing supervised, hands-on experience. This course includes several competency-based skill checks and practicals. Lab fee required. Corequisites: PHT 1000 and PHT 1120 and PHT 1200 and PHT 1200L.

PHT1200  Basic Patient Care

Fall 2.00 Credits - 2.00 Hours

This is an introductory course to the basic patient care skills that are required to safely, effectively and efficiently initiate, complete and document a treatment program. The course is comprised of two sections. Section one includes specific treatment skills and their corresponding physiological concepts (e.g. heat and cold modalities, their effects on the inflammatory process, healing, etc.). Section two includes the skills that are required to actually treat patients (e.g. patient positioning, use of assistive devices, gait training, verbal and written communication skills). Corequisites: PHT 1000 and PHT 1200L and PHT 1120.

PHT1200L  Basic Patient Care Laboratory

Fall 2.00 Credits - 6.00 Hours

This is a laboratory course in which the student actively practices skills presented in PHT 1200. Emphasis is placed on the development of manual dexterity for patient safety and comfort. Competency-based skill checks and clinical scenarios are used in this practical setting. Lab fee required. Corequisites: PHT 1000 and PHT 1120 and PHT 1120L and PHT 1200.

PHT1213  Physical Therapy Principles and Procedures

Spring 3.00 Credits - 3.00 Hours

This course builds on all concepts presented in Term I and integrates those with new concepts and treatment skills such as electrical stimulation, ultrasound, hydrotherapy and pelvic and cervical traction. Prerequisites: BSC 2094C, PHT 1000, PHT 1120, PHT 1120L, PHT 1200, PHT 1200L. Corequisites: PHT 1213L, PHT 2224, PHT 2224L.

PHT1213L  Physical Therapy Principles and Procedures Laboratory

Spring 2.00 Credits - 6.00 Hours

This course provides the laboratory practice for those concepts presented in PHT 1200. Includes competency-based skill checks and practical exams. Lab fee required. Prerequisites: PHT 1000 and PHT 1120 and PHT 1120L and PHT 1200 and PHT 1200L. Corequisites: PHT 1213 and PHT 2224 and PHT 2224L.
PHT1800L  Physical Therapy Clinical Practice I

Summer  5.00 Credits - 16.00 Hours

This is the first full-time clinical course in a series of three clinical courses. It consists of a six-week, supervised experience in one of three types of physical therapy facilities (acute care, ortho/outpatient or long-term care) and occurs after two semesters of didactic course work. Primary emphasis is upon: 1) gaining hands-on clinical practice in the skills covered during the first two semesters by providing exposure to clients with a variety of diagnoses, 2) facilitating communication skills (written and non-written) and 3) challenging the student’s problem-solving and critical thinking skills. Lab fee required. Prerequisites: PHT 1213, PHT 1213L, PHT 2224 and PHT 2224L. Corequisite: PHT 1801C.

PHT1801C  Pre-Clinical Practice I Integration

Summer  4.00 Credits - 10.00 Hours

This course, offered prior to the student’s first clinical internship, builds upon and integrates prior course content with an introduction to a broad selection of commonly seen medical and surgical conditions and their rehabilitation methods. Common treatment procedures, including precautions and possible complications encountered, are emphasized and addressed in both lecture and lab practice format. Prerequisites: PHT 1213, PHT 1213L, PHT 2224, PHT 2224L with a grade of “C” or higher. Corequisite: PHT 1801C.

PHT2162  Neurological Disabilities and Treatments

Spring  2.00 Credits - 6.00 Hours

This course provides laboratory time for the practice of neurorehabilitative techniques and care presented in PHT 2162. It includes competency-based skill checks and lab practicals which focus on demonstration of appropriate manual and physical dexterity in conjunction with good problem-solving skills. Students handle conditions discussed in PHT 2162 in a manner which is safe, effective and efficient for the patient and their caregiver. Prerequisites: PHT 2310 and PHT 2810L and PHT 2228 and PHT 2228L. Corequisites: PHT 2162 and PHT 2931 and PHT 2820L.

PHT2162L  Neurological Disabilities and Treatments Lab

Spring  2.00 Credits - 6.00 Hours

This course provides information on common adult neurologic disorders and pediatric disorders. Emphasis is placed on etiology, pathology and a clinical picture of conditions such as Parkinsons, multiple sclerosis, cerebral palsy, CVA, spinal cord and traumatic brain injuries. Common testing, medical procedures, rehabilitation and prognosis of the conditions are integrated into the discussions. Scientific concepts introduced in the prior year as well as during prerequisites are also discussed: neurophysiology, psychology, musculoskeletal and nervous systems. Prerequisites: PHT 2310 and PHT 2810L and PHT 2228 and PHT 2228L with a grade of “C” or higher. Corequisites: PHT 2162L and PHT 2820L and PHT 2931.

PHT2224  Therapeutic Exercise I

Spring  1.00 Credit - 1.00 Hour

This course will emphasize the basics of therapeutic exercise including affective, cognitive and psychomotor performance of passive, active-assistive, active, resistive and stretching exercises. It will explore the variety of ways these exercises may be performed (manual vs. mechanical) and considerations leading to modification (stage of tissue state and recovery, subjective and objective findings). Prior and concurrent knowledge and skills will be incorporated and utilized throughout. Prerequisites: PHT 1000 and PHT 1120 and PHT 1120L and PHT 1200 and PHT 1200L. Corequisites: PHT 1213 and PHT 1213L and PHT 2224L.

PHT2224L  Therapeutic Exercise I Lab

Spring  2.00 Credits - 6.00 Hours
This course provides laboratory time for the practice of exercise techniques and development of problem-solving skills required in modification of treatments within the physical therapy assistant’s scope of practice as presented in PHT 2224. It includes competency-based skill checks and lab tests which focus on demonstration of the appropriate manual and physical dexterity and accurate determination of the appropriate exercise and intensity required by the patient. Students learn procedures that are safe, efficient and effective for the patient and caregiver. Prerequisites: PHT 1000 and PHT 1120 and PHT 1200 and PHT 1200L. Corequisites: PHT 1213 and PHT 1213L and PHT 2224.

**PHT2228**  Therapeutic Exercise II

**Summer**  2.00 Credits - 2.00 Hours

This course builds on all concepts presented in PHT 2224 and PHT 2224L and integrates those concepts with new concepts. Problem-solving and treatment of a variety of orthopedic conditions introduced in PHT 2310 (both surgical and non-surgical) are emphasized. Rehabilitation for a variety of specific patient disorders such as cancer, diabetes, PVD, pulmonary, cardiac, burns and geriatrics are also discussed. Prerequisites: PHT 1800L and PHT 1801C with a grade of "C" or higher. Corequisites: PHT 2228L, PHT 2810L, PHT 2310 and any Humanities General Education course.

**PHT2228L**  Therapeutic Exercise II Laboratory

**Fall**  2.00 Credits - 6.00 Hours

This course provides laboratory time for the practice of exercise techniques presented in PHT 2228. Lab fee required. Prerequisite: PHT 1800L with a grade of "C" or higher. Corequisites: PHT 2228 and PHT 2310 and PHT 2810L.

**PHT2310**  Orthopedic Disabilities and Treatment

**Fall**  3.00 Credits - 3.00 Hours

This course provides basic information on common orthopedic disabilities encountered in physical therapy practice. Emphasis is placed on the etiology, pathology and clinical picture of conditions such as arthritis, scoliosis, amputations, fractures, low back pain and burns. Physical therapy modalities, procedures (including surgical) commonly used for each disability and prognosis are integrated into the discussions. Scientific concepts introduced in the prior year (as well as in prerequisites) including inflammation, psychology, musculoskeletal and nervous systems are reviewed and built upon. Prerequisite: PHT 1800L with a grade of "C" or higher. Corequisites: PHT 2228 and PHT 2228L and PHT 2810L.

**PHT2810L**  Physical Therapy Clinical Practice II

**Fall**  5.00 Credits - 12.00 Hours

This course focuses on intermediate clinical experiences in selected patient care activities under the supervision of a licensed physical therapist or a physical therapist assistant. Students are assigned to one of three possible facility types (acute care, ortho/outpatient or long-term care) not assigned in PHT1800L. Problem-solving techniques are employed in the evaluation and execution of patient care plans. Lab fee required. Prerequisite: PHT 1800L with a grade of "C" or higher. Corequisites: PHT 2228, PHT 2228L and PHT 2310.

**PHT2820L**  Physical Therapy Clinical Practice III

**Spring**  5.00 Credits - 16.00 Hours

This is the third full-time clinical course in a series of three clinical courses. Students are assigned to one of three possible facility types (acute care, ortho/outpatient or long-term care) not assigned in PHT 1800L or PHT 2810L. This course is scheduled for the last five weeks of the curriculum prior to graduation. This third internship is designed to refine, complement and supplement those skills the student has developed in his/her two prior internships. This clinical follows coursework which has emphasized skills on all client populations as well as specialized populations - clients with central nervous system problems, the geriatric population and/or the pediatric population. Prerequisites: PHT 2228, PHT 2228L, PHT 2310 and...
PHT 2810L with grades of "C" or higher. Corequisites: PHT 2162 and PHT 2162L.

PHT2901 Directed Studies in Physical Therapy
Fall, Spring, Summer 1.00 Credit - 1.00 Hour
This course is scheduled for the individual student who wishes to explore additional topics within the discipline.

PHT2902 Directed Studies in Physical Therapy
Fall, Spring, Summer 2.00 Credits - 2.00 Hours
This course is scheduled for the individual student who wishes to explore additional topics within the discipline.

PHT2903 Directed Studies in Physical Therapy
Fall, Spring, Summer 3.00 Credits - 3.00 Hours
This course is scheduled for the individual student who wishes to explore additional topics within the discipline.

PHT2904 Directed Studies in Physical Therapy
Fall, Spring, Summer 4.00 Credits - 4.00 Hours
This course is scheduled for the individual student who wishes to explore additional topics within the discipline.

PHT2931 Trends in Physical Therapy
Spring 2.00 Credits - 2.00 Hours
This is a seminar course exploring the trends affecting the profession of physical therapy. The role of the professional team, legal and ethical issues and familiarization with test-taking strategies for licensure are also discussed. Prerequisites: PHT 2228, PHT 2228L, PHT 2310, PHT 2810L with a grade of “C” or higher. Corequisites: PHT 2162L, PHT 2820L and any Psychology or Sociology General Education course.

PHY1001 Physics
Spring 3.00 Credits - 3.00 Hours
This course emphasizes the basic concepts and principles of physics and their practical applications. Designed specifically for students in non-engineering technical studies and for others wishing to strengthen their physics background before taking General Physics.

PHY1001L Physics Laboratory
Spring 1.00 Credit - 3.00 Hours
This course is a laboratory sequence to PHY 1001. Experiments will be selected to illustrate and reinforce the physics concepts introduced in the physics class. Lab fee required.

PHY1009 Introduction to Physics
Offered as Needed 3.00 Credits - 0.00 Hours
Three credits are awarded to entering students with an appropriate score on the International Baccalaureate (IB) examination in physics.

PHY1020 Conceptual Physics
Fall, Spring, Summer 3.00 Credits - 3.00 Hours
This course is for non-science majors. Fundamental concepts of physics with application of everyday experiences are covered. Topics include kinematics, mechanics, electricity and magnetism and special topics. This course is designed to give the student a working knowledge of the physical factors in our environment.

PHY1020L Conceptual Physics Laboratory
Spring 1.00 Credit - 3.00 Hours

This course is a laboratory complement of PHY 1020. Experiments will be selected to illustrate and reinforce the physics concepts introduced in the Conceptual Physics class. Lab fee required. Corequisite: PHY 1020.

PHY1053C General Physics I

Fall, Spring, Summer 4.00 Credits - 6.00 Hours

This course contains a descriptive and quantitative study of kinematics, mechanics, energy and applications of mechanics. This course meets the requirements for professional and technical students needing an algebra-based physics course. Lab fee required. Prerequisite of BCT 1001 with a grade of "C" or higher or pre/corequisite of MAC 1114 or higher level mathematics course with a grade of "C" or higher.

PHY1053L General Physics Laboratory

Fall 1.00 Credit - 3.00 Hours

This course is the same laboratory as contained in PHY 1053C. Topics covered include mechanics, harmonic motion and sound. This course is intended for students who are currently taking an advanced placement physics lecture course and will take this course as dual enrollment. Prerequisite: MAT 1033 or higher level mathematics course.

PHY1054C General Physics II

Spring, Summer 4.00 Credits - 6.00 Hours

This course contains the descriptive and quantitative study of electricity, magnetism and applications of electromagnetism. This course meets the requirements for professional and technical students needing an algebra-based physics course. Lab fee required. Prerequisites: PHY 1053C with a grade of "C" or higher and MAT 1033 or higher level mathematics course.

PHY1054L General Physics Laboratory

Spring 1.00 Credit - 3.00 Hours

This course is the same laboratory as contained in PHY 1054C. Topics covered include electricity, magnetism, optics and heat. This course is intended for students who are currently taking an advanced placement physics lecture course and will take this course as dual enrollment. Prerequisite: MAT 1033 or higher level mathematics course.

PHY2014 Physics for Teachers

Summer 3.00 Credits - 3.00 Hours

This course is for teachers of grades 6-12 science. It is a hands-on, lecture-laboratory course introducing a variety of physics concepts. Those concepts will vary to fit the needs of the teachers enrolled.

PHY2048C Physics with Calculus I

Fall, Spring 4.00 Credits - 7.00 Hours

This physics course is designed for science, engineering and mathematics majors. Topics studied are kinematics, mechanics and applications of mechanics. Lab fee required. Prerequisite: MAC 2311 or higher level mathematics course with a grade of "C" or higher or sufficient score on placement test.

PHY2048CH Honors Physics with Calculus I

Fall, Spring 4.00 Credits - 7.00 Hours

This honors physics course is designed for science, engineering and mathematics majors. Topics studied are kinematics, mechanics and applications of mechanics. Lab is included. Lab fee required. Prerequisite: Acceptance into Honors program. Corequisites: IDH 2008 and MAC 2311.

PHY2048L Physics with Calculus Laboratory
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<td>PHY2049C</td>
<td>Physics with Calculus II</td>
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<td>PHY2049CH</td>
<td>Honors Physics with Calculus II</td>
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<td>PHY2049L</td>
<td>Physics with Calculus Laboratory</td>
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<td>PHY2941</td>
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<td>Offered as Needed</td>
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<td>PLA1003</td>
<td>Fundamental Law</td>
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</table>
Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course will provide an understanding of the rationale of the laws that affect the student every day. This is a survey course in which the student will study a variety of substantive areas of the law and legal principles, utilizing critical thinking and examining challenging issues.

PLA1104 Legal Research and Writing I

Spring 4.00 Credits - 4.00 Hours

The student who successfully completes this course should have a knowledge of law sources and experience with their use. The student will learn the basics of legal research and perform research in the principle sources of law: cases, statutes, constitutions, court rules and administrative regulations. The student will also accomplish research in secondary authorities, will execute proper legal citations and will participate in the high technology of legal research. Lab fee required. Prerequisites: ENC 1101 and PLA 1003 and BUL 2241 or PLA 2273 with a grade of "C" or higher.

PLA2114 Legal Research and Writing II

Fall 3.00 Credits - 3.00 Hours

This course provides students with the methods, techniques and procedures for the research and preparation of legal memoranda, trial and appellate briefs and other forms of legal documents. The student who successfully completes this course should have the ability to render argument in forceful, lucid prose and to understand the values of adversarial and objective writing. The student will understand the basics of the American legal system, appreciate that judicial decision-making is not always to be emulated and distinguish between legal traditions which are both valued links and hindrances to writing. Lab fee required. Prerequisite: PLA 1104.

PLA2222 Civil Discovery

Spring 3.00 Credits - 3.00 Hours

This course explores the rules and methods of discovery ranging from depositions to the evolving area of electronic discovery. The student who successfully completes this course will have the ability to obtain discovery that is relevant to the subject matter of a pending case. The course will provide the student with the ability to use the rules and methods of discovery to conduct the investigative stage of a case prior to trial. Techniques will be developed for obtaining discovery through written interrogatories, requests for production of documents or things, requests for admission, physical and mental examinations and depositions. Prerequisite: PLA 2303.

PLA2203 Civil Litigation Procedures I

Fall 3.00 Credits - 3.00 Hours

This course is a study of the principles of litigation and the rules of procedure for federal and Florida courts, including pleadings and practice. The student who successfully completes this course will understand the organization and structure of the civil litigation system and appreciate the different judicial forums. The student will develop an understanding of the litigation process, its goals, the rules of procedure and the constitutional provisions which influence the litigation process. Lab fee required. Prerequisites: PLA 1104 and BUL 2241 or PLA 2273 and ENC 1101 and PLA 1003 with grades of "C" or higher.

PLA2223 Civil Litigation Procedures II

Spring 3.00 Credits - 3.00 Hours

This course is a continuation of the study of the principles of litigation and the rules of procedure for federal and Florida courts, including pleadings, practice and discovery. The student who successfully completes this course will have hands-on experience in the gathering and preparation of evidentiary materials, drafting of legal documents and courtroom presentation and procedures. Students are divided into litigation teams and prepare for and participate in mock trial events. Lab fee required. Prerequisite: PLA 2203.
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<th>Course Code</th>
<th>Course Title</th>
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<td>This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause and defenses. The student who successfully completes this course will develop an understanding of the elements of tort causes of action and the legal defenses to such causes of action. The student will examine the practical aspects and issues involved in personal injury law, understand the asserting of legal claims, recognize appropriate remedies and draft related documents.</td>
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<tr>
<td>PLA2303</td>
<td>Criminal Litigation</td>
<td>Spring</td>
<td>3.00 Credits - 3.00 Hours</td>
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<td>This course includes a study of the definition and classification of criminal offenses, the principles of criminal responsibility and the legal procedures in a criminal prosecution. The student who successfully completes this course will have an understanding of the elements of crimes, have performed hands-on research, have drafted documents and have participated in oral trial presentations regarding a hypothetical criminal case.</td>
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<td>PLA2483</td>
<td>Administrative Law</td>
<td>Spring</td>
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<td>This course defines administrative law, explains the creation and structure of federal and state administrative agencies, explores agency discretion, scrutinizes rules and regulations and studies investigations. The student who successfully completes this course will understand the representation of citizens at agency hearings and proceedings, be able to research agency statutory and case law, be able to communicate agency procedures to clients and be able to articulate the concept of judicial review as applicable to agency decisions. Prerequisite or corequisite: BUL 2241 or PLA 1003.</td>
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<tr>
<td>PLA2600</td>
<td>Wills, Trusts and Estate Administration</td>
<td>Summer</td>
<td>3.00 Credits - 3.00 Hours</td>
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<td></td>
<td>This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, fundamentals of execution and probate administration. The student who successfully completes this course will understand and apply the legal requirements for the proper preparation, execution and probate of wills and trust instruments. Students will understand the types of estates under Florida Law/the Uniform Probate Code and how to complete the necessary forms to accomplish the probate goal of marshalling assets, identifying legal creditors and paying legal claims and distributing probate assets.</td>
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<tr>
<td>PLA2610</td>
<td>Real Property</td>
<td>Fall</td>
<td>3.00 Credits - 3.00 Hours</td>
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<td></td>
<td>This course includes an overview of property law in general and Florida law in particular. Students who complete this course will understand the mechanics of various commercial and private property transactions and mortgage foreclosures. Students will appreciate the theories/concepts of legal descriptions, ownership, title searches, acquiring and transferring, appraising, financing, closing, leasing, condominiums and cooperatives, environmental law, taxation, ethics and drafting of appropriate legal documents.</td>
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<tr>
<td>PLA2612</td>
<td>Real Estate Law and Property Transactions II</td>
<td>Spring</td>
<td>3.00 Credits - 3.00 Hours</td>
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<td>This course is an advanced, comprehensive course in real estate law, property law and property transactions. “Traditional” learning is integrated with computerized data research and document preparation. Students will be prepared for working with law firms, real estate agencies, land title insurance companies, banks and other mortgage lending institutions. Students will be prepared to complete commercial and residential real estate transactions from contract of sale through document</td>
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preparation, closing, recordings, disbursement of funds and follow-up. Prerequisite: PLA 2610.

PLA2700  Professional Responsibility

Spring  3.00 Credits - 3.00 Hours

This course will provide the student with an opportunity to examine and evaluate the ethical obligations and professional responsibilities of a legal assistant. The student who successfully completes this course will have a basic understanding of ethical legal conduct, a thorough comprehension of the importance of ethics to the law, a solid understanding of the major issues in ethics and the rules governing those issues and the ability to apply that developing ethical sensitivity and knowledge to a variety of hypothetical and real-life situations.

PLA2730  Advanced Computer-Assisted Legal Research

Summer  3.00 Credits - 3.00 Hours

This course will prepare students to conduct online research using a variety of modalities and databases including, but not limited to, Lexis, Westlaw, LoisLaw, Fastcase, Google and Bing. Successful students will develop competencies with respect to Boolean searches as well as those conducted in natural language. Those successfully completing this course will be able to effectively search using key numbers and headnotes, Shepherds and Keycite, as well as the various equivalents. Students will learn to narrow and focus searches using subject matter and procedural terms, specific dates and time frames, courts, attorneys and parties. Prerequisite: PLA 1104.

PLA2763  Law Office Management

Summer  3.00 Credits - 3.00 Hours

This course will prepare the student for responsibilities associated with the management of a law office. The student will examine the structure of a law office, time and records management, billing methods, technology and computers, administrative procedures, client relations, office operating procedures and professionalism in the workplace. The student who successfully completes this course will understand the practical and ethical issues of law office organization and functions through the visitation to a law firm/agency, interviewing of employees and preparation of oral and written reports.

PLA2800  Family Law

Fall, Spring  3.00 Credits - 3.00 Hours

This course includes an examination of general and Florida laws of marriage, divorce, annulment, separation, adoption, custody, legitimacy, support, guardianship and the juvenile. The student who successfully completes this course will have a basic knowledge of what family law is and the skills to use that knowledge to apply legal standards and draft documents used in the practice of family law.

PLA2930  Selected Studies in Law

Spring, Summer  3.00 Credits - 3.00 Hours

In this course topics of current interest and other areas of law are presented in group instruction. This course may be taken four times for credit.

PLA2935  Selected Studies in Law

Fall, Spring, Summer  1.00 Credit - 1.00 Hour

In this course topics of current interest and other areas of law are presented in group instruction. This course may be taken three times for credit.

PLA2939  Selected Studies in Law

Offered as Needed  3.00 Credits - 3.00 Hours

In this course topics of current interest and other areas of law are presented in group instruction. This course may be taken four times for credit.
PLA2941  Cooperative Education Internship in Legal Assisting

Fall, Spring, Summer 1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: Student must have a degree plan of LEGAL-AS, must have successfully completed PLA 1104, PLA 2114 (PLA 2114 may be taken as a corequisite), PLA 2203 with grades of “C” or higher, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

PLA2942  Cooperative Education Internship in Legal Assisting

Fall, Spring, Summer 2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: Student must have a degree plan of LEGAL-AS, must have successfully completed PLA 1104, PLA 2114 (PLA 2114 may be taken as a corequisite), PLA 2203 with grades of “C” or higher, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

PLA2944  Cooperative Education Internship in Legal Assisting

Fall, Spring, Summer 4.00 Credits - 4.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: Student must have a degree plan of LEGAL-AS, must have successfully completed PLA 1104, PLA 2114 (PLA 2114 may be taken as a corequisite), PLA 2203 with grades of “C” or higher, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

PLA2949  Cooperative Education Internship in Legal Assisting

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: Student must have a degree plan of LEGAL-AS, must have successfully completed PLA 1104, PLA 2114 (PLA 2114 may be taken as a corequisite), PLA 2203 with grades of “C” or higher, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

* PMT0102C Applied Welding I
Fall, Spring, Summer     6.66 Credits - 200.00 Hours

This course encompasses classroom/lab study of the basic concepts of welding. Areas of study include basic shop skills, safety, basic oxyfuel gas cutting skills, plasma-arc cutting and air carbon arc cutting skills. Students will gain knowledge in cleaning and preparing base metals, the details of weld quality and many different types of welding techniques and equipment used in each.

* PMT0122C Applied Welding II

Fall, Spring, Summer     6.66 Credits - 200.00 Hours

This course encompasses classroom/lab study of intermediate Shielded Metal Arc Welding (SMAW) skills. Areas of study include visual examination skills and drawing/welding symbol interpretation skills. Students will gain knowledge in language arts knowledge skills, critical thinking skills and health, safety and environmental management systems. Lab fee required. Prerequisite: PMT 0102C.

* PMT0131C Applied Welding V

Fall, Spring, Summer     6.66 Credits - 200.00 Hours

This course encompasses classroom/lab study of basic and intermediate Gas Tungsten Arc Welding (GTAW) skills. Areas of study include external inspections of GTAW equipment and plain carbon steel, aluminum and stainless steel GTAW operations. Students will also gain knowledge in plain carbon steel groove welds. Lab fee required. Prerequisite: PMT 0141C.

* PMT0134C Applied Welding III

Fall, Spring, Summer     6.66 Credits - 200.00 Hours

This course encompasses classroom/lab study of basic and intermediate Gas Metal Arc Welding (GMAW) skills. Areas of study include setting up and operating GMAW equipment for both aluminum and stainless steel. Students will gain knowledge in information technology, money management, professional ethics and legal responsibilities. Lab fee required. Prerequisite: PMT 0122C.

* PMT0141C Applied Welding IV

Fall, Spring, Summer     6.66 Credits - 200.00 Hours

This course encompasses classroom/lab study of Flux Cored Arc Welding (FCAW) skills. Areas of study include setting up for plain carbon steel FCAW operations and operating FCAW equipment. Students will also gain knowledge in leadership and teamwork skills, employability and entrepreneurship skills. Lab fee required. Prerequisite: PMT 0134C.

* PMT0161C Applied Welding VI

Fall, Spring, Summer     5.66 Credits - 170.00 Hours

This course encompasses classroom/lab study of the fabrication and welding of pipe joints. Areas of study include cutting and preparing Schedule 40 or 80 pipe using current AWS Specifications. Students will also gain knowledge in fabricating and repairing both ferrous and non-ferrous metals. Lab fee required. Prerequisite: PMT 0131C.

POS2041 United States Federal Government

Fall, Spring, Summer     3.00 Credits - 3.00 Hours

In this course basic aspects of the federal government are studied. Emphasis is placed upon content and interpretation of the Constitution, Federalism, the Congress, the Presidency, the federal court system and the citizen’s connection to the federal government by means of elections, political parties, interest groups and public opinion. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of “C” or higher or corequisite ENC 1101.

POS2112 State and Local Government

Fall, Spring, Summer     3.00 Credits - 3.00 Hours
In this course functions of state, county and city governments are studied. Emphasis is placed upon constitutions, political parties, politics, legislatures, courts, chief executives and interrelationships between federal and state governments and metropolitan problems. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

POS2949  Cooperative Education Internship in Government
Offered as Needed  3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement, permission from the Career Development Center and ENC 1101. Corequisite: ENC 1101.

POT2002H  Honors - Political Theory
Spring  3.00 Credits - 3.00 Hours

The basic principles of political thought are studied in this course. Students will examine the state and the relationship between the individual and the state. Topics such as authority, consent, freedom and obligation are examined. Honors level content. Permission required from Honors director. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisites: Acceptance into Honors program and ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

POT2301  Political Ideology - Introduction

Fall  3.00 Credits - 3.00 Hours

This course includes a comparative survey of the social, political, economic and historical tenets and developments of contemporary political ideologies. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC1101 with a grade of "C" or higher or corequisite ENC 1101.

POT2950  Travel/Study in Political History and Thought
Offered as Needed  3.00 Credits - 3.00 Hours

This travel/study course combines preparation on campus, foreign travel and study abroad in the discipline of political history and/or thought. Variable content depending on the program in which the student enrolls and the specific topics to be covered. Permission of instructor or associate dean is required. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

PPE2001  Introduction to Personality
Fall, Spring  3.00 Credits - 3.00 Hours

This course explores the major theoretical perspectives to personality theory including psychodynamic, trait, biological, humanistic, behavioral and cognitive systems. The course will also evaluate practical applications for the areas of counseling, business, education, vocational skills and personal growth. This course partially satisfies the writing requirements of S.B.E. 6A-10.030. Prerequisite: PSY 2012.

* PRN0004  Fundamentals of Nursing
Spring 13.50 Credits - 405.00 Hours

This course provides the beginning nursing basic core upon which all subsequent nursing courses are built. The history of nursing serves as an introduction to the role and scope of the practical nurse in the healthcare system and ends with introduction to medical/surgical nursing. This course concerns man as a holistic being with basic human needs. Discussion focuses on nursing principles which identifies the needs of individuals within a family and community environment. The relationship of man, nursing, environment and healthcare are discussed using Maslow’s hierarchy of needs and nursing principles as a framework. Included are scientific principles of nursing care common to all clients. The curriculum threads of ethical and legal aspects of nursing, cultural diversity, growth and development, interpersonal/communication skills, nutrition and diet therapy, critical thinking and professional adjustments will be discussed as they relate to nursing care of the adult client’s basic needs. Additionally, this course provides the essential information and basic concepts related to the administration of medications including the systems of measurement used in healthcare settings and to provide practice in the type of dosage calculations performed by nurses. Nursing skills designed to simulate the nurse/client interaction are demonstrated in the campus laboratory with practice and testing by students in the lab setting. Lab fee required. Prerequisites: HSC 1531 and HSC 1000 and BSC 1084 or HIM 1453 or BSC 2093C and BSC 2094C with grades of “C” or higher.

* PRN0120C Maternal - Child Nursing

Fall 3.56 Credits - 107.00 Hours

This course is designed to build on previous learning by integrating basic human needs and nursing principles into the care of the family. Utilizing nursing principles as a framework, the student will be able to focus on the needs of the childbearing family and children, newborns to adolescents. Concepts of alterations related to maternal child and child health nursing will be presented. An emphasis on growth and development of the newborn through the adolescent will be an integral part of the child health portion of the course. In addition, information regarding medication administration/pharmacology, health assessments, cultural diversity, interpersonal skills/communication skills, nutrition and diet therapy, legal/ethical issues and health teaching will be utilized as a framework to integrate holistic care for the family. Lab fee required. Prerequisite or corequisite: PRN 0386C with a minimum grade of “C” or higher.

* PRN0385C Medical/Surgical Nursing I

Summer 13.50 Credits - 405.00 Hours

This course is a continuation of Fundamentals of Nursing and continues to build on concepts introduced in all previous required courses. The role of the practical nurse in the healthcare environment is explored. Using nursing principles and basic human needs as a framework, particular emphasis is placed on application of adult developmental theory, cultural diversity, therapeutic communication and legal/ethical approaches to helping man return to health after experiencing common, acute and chronic alterations in thought processes, circulation, oxygenation, nutrition, elimination, sexuality, endocrine function, mobility and sensory perception. Concepts of nutrition and diet therapy, medication administration/pharmacology and assisting the registered nurse with health teaching are integrated throughout the course. The clinical component, done in acute care, subacute and a variety of community settings (observation only) offers the student an opportunity to provide holistic nursing care to clients experiencing selected alterations in health. Clinical experience is correlated with theory under the guidance of faculty and enables students to implement skills and apply theory learned in the classroom. Lab fee required. Prerequisite: PRN 0004 with a grade of “C” or higher.

* PRN0386C Medical/Surgical Nursing II

Fall 6.43 Credits - 193.00 Hours

This course continues to build on concepts introduced in all previous required courses. The role of the Practical Nurse in the care environment is explored. Using nursing principles and basic human needs as a framework, particular emphasis is placed on application of adult developmental theory, cultural
diversity, therapeutic communication and legal/ethical approaches to helping man return to health after experiencing common alterations in health relating to sexuality, sensory perception and sensation health problems. Concepts of nutrition and diet therapy, medication administration/pharmacology and assisting the RN with health teaching are integrated throughout the course. The clinical component, done in acute care, subacute and a variety of community (observation only) settings offers the student an opportunity to provide holistic nursing care to clients experiencing selected alterations in health. Clinical experience is correlated with theory under the guidance of faculty and enables students to implement skills and apply theory learned in the classroom. Students may be referred to the lab for remediation and/or retesting on any skills. Lab fee required. Prerequisites: PRN 0385C with a minimum grade of “C” or higher and minimum TABE scores of Math - 595; Reading - 598; Language - 586. Corequisite: PRN 0120C.

* PRN0500C Gerontology Nursing

Fall 3.50 Credits - 105.00 Hours

This course builds on concepts introduced in the Medical Surgical nursing course incorporating gerontology nursing and the practical nurse leadership role with the scope of practice. Using nursing principles and basic human needs as a framework, emphasis is placed on cultural diversity, legal/ethical issues, adult development theory, therapeutic communication and interpersonal skills. Integrated in this discussion will be principles of nutrition therapy, pharmacology/medication administration and diagnostic testing. Emphasis will be placed on the principles of nursing care for the aging client, the aging process and holistic care for the older adult. Leadership skills such as delegating to the healthcare team members, effective communication with healthcare professionals and time management will be explored. Assisting the practical nursing student to prepare for employment and transition from student to practitioner will be incorporated as the final step in the student’s practical nursing education. Lab fee required. Prerequisites or corequisites: PRN 0120C and PRN 0386C with a grade of “C” or higher.

* PRN0931 Selected Studies in Nursing

Fall, Spring, Summer 0.50 Credits - 15.00 Hours

In this course topics of current interest are presented in group instruction.

PSC1341 Principles of Physical Science I - DSST

Offered as Needed 3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the DSST (formerly DANTES) examination in Principles of Physical Science I.

PSY2012 General Psychology

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This is an introductory course which surveys the field of psychology and basic principles and concepts utilized to understand human behavior. The major areas of study include development, learning, perception, motivation, emotions, personality, abnormal behavior, psychotherapy and testing measurements. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Some sections of PSY 2012 have service-learning components. Please refer to class notes in schedule of classes for details. Prerequisite or corequisite: ENC 1101.

PSY2012H General Psychology Honors

Summer 3.00 Credits - 3.00 Hours

This is an introductory psychology course with an Honors designation. It intends to survey the field of psychology and the basic principles and concepts utilized to understand major behavior. The major areas of study include methodology, statistics and a research literature survey as well as the major areas of the field of psychology. Honors level content. Permission required from Honors director. This course partially satisfies the writing requirement of S.B.E.
6A-10.030. Prerequisites: Acceptance into Honors program and prerequisite or corequisite of ENC 1101.

PSY2602  The Evolution of Modern Psychology
Fall  3.00 Credits - 3.00 Hours

This course will examine influential experiments conducted in psychology over the last 100 years. These landmark studies have influenced and, at times, changed psychological principles and ethical standards. Major studies are in the areas of biopsychology, learning, memory, development, emotion, motivation, personality, psychopathology, therapies and social psychology. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: PSY 2012.

PSY2905  Directed Studies in Psychology
Offered as Needed  3.00 Credits - 3.00 Hours

This course is scheduled for individual students who wish to explore topics not covered in the curriculum. The student must present a design of study (learning contract) to the faculty member who is to direct the work. Approval from the associate dean or director is required prior to registration.

PSY2933  Psychology IB
Offered as Needed  3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in Psychology.

PSY2949  Cooperative Education Internship in Psychology
Offered as Needed  3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement, permission from the Career Development Center and ENC 1101 with a grade of “C” or higher. Corequisite: ENC 1101.

PTN1001  Introduction into Pharmacy Technology
Fall, Spring  3.00 Credits - 3.00 Hours

This course is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in the course is an overview and historical development of pharmacy and the healthcare delivery system. It will introduce the student to the organizational structure and function of the pharmacy in various areas such as retail, hospital, nursing home and home health care. Included in this course is the use of pharmaceutical medical terminology and abbreviations used on prescriptions, computer applications in processing pharmacy prescription data, discussion of medical legal concepts as they relate to the practice of the pharmacy technician and demonstration of telephone communication skills and routine inquiries. Students will examine the preparation and utilization of patient profiles and prepare and deliver medications. Corequisites: ENC 1101 and MAT 1033.

PTN1121  Pharmacology I
Fall, Summer  3.00 Credits - 3.00 Hours

This course will include a study of the introduction to pharmacology, biological factors affecting the action of drugs and the various medications prescribed for treatment of selected illnesses and diseases. Emphasis will be on sources, classifications, strengths,
indications, dosages, side effects and precautions of medications. The course is designed to include a study of vitamins, minerals, anti-infective drugs, alternative medicines, nervous system and pain and inflammatory agents. Emphasis will be placed on medication effects on the nervous system, skeletal muscle relaxants, local anesthetics, antiepileptics, antiparkinson, narcotics analgesics and anti-inflammatory drugs. This course will discuss special considerations for therapeutic agents administered throughout the lifespan.
Prerequisites: PTN 1001 and PTN 1734C with a grade of “C” or higher.
Corequisite: PTN 1705C.

PTN 1122 Pharmacology II

Fall, Summer 3.00 Credits - 3.00 Hours

This course will be a comprehensive overview of current medications dispensed by classes, their effects on different body systems, indications, side effects, dosages, and contraindications. The course will include a study of cardiovascular, gastrointestinal, urinary, endocrine, and respiratory systems. Emphasis will be placed on antianginal, hypolipidemic, anticoagulants, antihypertensive, antacids, diuretics, hypoglycemics, antihistaminics, bronchodilators, antipsychotics drugs and blood modifiers.
Prerequisite: PTN 1121 with grade of “C” or higher.
Corequisites: PTN 1131 and PTN 1131L.

PTN 1131 Concepts in Pharmacy Technology

Fall, Summer 3.00 Credits - 3.00 Hours

This course is equipped to introduce the student with an overall understanding of the administrative aspects and applications involved in working in a pharmacy. Subjects covered in this course include interpretation and evaluation of prescription orders, pharmaceutical dosage forms and materials management of pharmaceuticals. This course will introduce the student to the pharmacy formulary system, computer applications in drug use control, receiving and processing medication orders and medication errors. It will allow the student to prepare and utilize patient profiles, handle medications and store and deliver drug products. It will also provide a strong focus on records management, inventory control and compensation and methods of payment for pharmacy services.
Prerequisites: PTN 1121 and PTN 1705C and PTN 1734C and BSC 1020 or BSC 1084 or BSC 2093 and BSC 2094 or HIM 1453 with grades of “C” or higher.
Corequisites: PTN 1122 and PTN 1131L.

PTN 1131L Concepts in Pharmacy Technology Lab

Fall, Summer 2.00 Credits - 4.00 Hours

In this course various aspects and hands-on applications are demonstrated and practiced, including the practice of proper compounding and dispensing techniques, counting oral medication, the prescription filling process in a mail order pharmacy, labeling with required information and use of individual unit doses in appropriate containers and repackaging in predetermined quantities. This course will also allow students to identify selected home medical equipment and prepare electronic purchase orders and maintain stock inventory. This course will introduce a pharmacy software program used in the data entry labs. Lab fee required.
Corequisite: PTN 1131.

PTN 1705C Pharmaceutics and Calculation

Spring, Summer 3.00 Credits - 3.00 Hours

In this course students will be introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, demonstrate ability to use common pharmaceutical volume measurement equipment, measurement of time, temperature, capacity and mass/weight and calculation of ratios, proportion and percentage.
Lab fee required.
Prerequisites: PTN 1001 and PTN 1734C with a grade of “C” or higher.
Corequisite: PTN 1121.

PTN 1734C Pharmacy Operations

Offered as Needed 3.00 Credits - 4.00 Hours

This course is designed to introduce the student to the professional aspects of working in pharmacy.
Subjects covered include pharmaceutical medical terminology and medical abbreviations as related to community pharmacy practice. It will provide the student with the necessary skills needed to perform operational duties to demonstrate the applications in processing pharmacy prescription data and maintain pharmacy records. It will also provide the student with the necessary skills to recognize and practice infection control, safety and security procedures and to identify methods in medical error reduction and prevention in the pharmacy practice. Lab fee required. Corequisites: ENC 1101 and MAT 1033 and HIM 1453 or BSC 1020 or BSC 1084 or BSC 2093C and BSC 2094C.

**PTN1931  Selected Studies in Pharmacy Technician**

Offered as Needed 1.00 Credit - 1.00 Hour

In this course topics of current interest are presented in group instruction.

**PTN1945C  Pharmacy Technician Practicum I**

Fall, Spring 4.00 Credits - 11.00 Hours

This course provides the pharmacy technician student the opportunity to apply pharmaceutical knowledge and techniques learned in the classroom setting in a safe and competent manner under the direction of a pharmacist (160 hours). Students will be expected to gain experiences in assisting the pharmacist in serving patients, maintaining medication, inventory control and participating in the administration and management of pharmacy practice at a community (retail) pharmacy setting. Students will gain exposure to on-the-job experience and training in the pharmacy setting and practical application of pharmacy skills and gaining experience in all aspects of drug preparation and distribution utilized by participating sites. Lab fee required. Corequisite: PTN 1947L.

**PTN1947L  Pharmacy Technician Applications**

Fall, Spring 3.00 Credits - 6.00 Hours

This course is designed to provide students with practical, hands-on experience in the pharmacy lab. Designed for students to practice and acquire various skills learned in the pharmacy technician program under the direct supervision of the pharmacy instructor. Student skills will be checked off as they are mastered including, but not limited to, receiving, interpreting and filing of prescriptions/medication orders for the inpatient and outpatient practice setting, pharmaceutical calculations review and IV Admixture of large volume, IV Piggyback and syringe doses using the laminar flow hood, inventory control systems and patient information/profile systems. Skill competencies assigned by the instructor must be completed to pass the course. Lab fee required. Prerequisites: PTN 1122, PTN 1131, and PTN 1131L with grades of "C" or higher. Corequisite: PTN 1945C.

**PTN1948C  Basic Home Infusion Pharmacy**

Fall, Summer 3.00 Credits - 5.00 Hours

This course will include a study of intravenous delivery of therapy in the home setting as well as other therapies to include arterial, epidural and intrathecal. It will focus on patients and their clinical needs, physician treatment plans and collaboration with other healthcare providers. The foundation of infusion therapy will be discussed including anatomy, physiology, systems for administering parenteral production, reconstituting parenteral medications and infection control. Treatment modalities will include parenteral fluids and pharmacologic agents. Legal and ethical aspects of infusion practice will also be reviewed. Lab fee required. Prerequisites: PTN 1121 and PTN 1705C with a grade of “C” or higher. Corequisites: PTN 1122 and PTN 1131 and PTN 1131L.

**PTN2946C  Pharmacy Technician Practicum II**

Spring, Summer 5.00 Credits - 13.00 Hours

This 160-hour course provides the pharmacy technician student the opportunity to apply pharmaceutical knowledge and techniques learned in the classroom setting in a safe competent manner under the direction of the pharmacist. Students will be expected to gain experiences in either a hospital
pharmacy or specialty pharmacy setting. Students will gain exposure to on-the-job experience and training in the pharmacy setting and practical application of pharmacy skills and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. Lab fee required. Prerequisite: PTN 1947L with a grade of “C” or higher. Corequisites: PTN 1124 and PTN 2949C.

PTN2949C  Advanced Home Infusion Pharmacy

Spring, Summer 2.00 Credits - 3.00 Hours

This course discusses intravenous therapy including types of intravenous (IV) devices and various types of IV therapy, venipuncture techniques, complications of intravenous therapy and mechanism of actions, clinical indications, pharmacokinetics, contraindications and side effects of selected intravenous medications. Treatment modalities will include advanced nutritional preparations and preparation of chemotherapeutic agents using proper safety techniques. This course will also look at the pharmacologic principles and concepts of intravenous (IV) therapy. Lab fee required. Prerequisite: PTN 1948C with a grade of “C” or higher.

QMB1001  Business Mathematics

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course is designed to enable students to use mathematics to solve real-world business problems. Areas covered include checking accounts, using equations to solve business problems, calculating trade discounts, markup and markdown, payroll and computing interest for notes.

* REA0017C Developmental Reading II

Fall, Spring, Summer 4.00 Credits - 4.00 Hours

The main objective of this course is to increase the student’s ability to comprehend written material. Topics include main idea, supporting details, the purpose and tone of the author, fact and opinion, organizational patterns, relationships, bias, vocabulary in context, inference and conclusions, reasoning and argument. Credit is not applicable toward A.A. or A.S. degrees. Prerequisite: REA 0007C with a grade of “C” or higher or sufficient score on placement test.

* REA0019  Developmental Reading

Fall, Spring, Summer 4.00 Credits - 4.00 Hours

This course is designed to develop basic reading skills necessary for success in collegiate studies. Topics include main idea, supporting details, the purpose and tone of the author, fact and opinion, organizational patterns, relationships, vocabulary in context, inference and conclusions, reasoning and argument. Credit is not applicable toward A.A. or A.S. degrees. This course may be repeated up to three times. Prerequisite: Sufficient score on placement test or REA 0007C with a grade of “C” or higher or equivalent.

* REA0055  Developmental Reading Module

Fall, Spring, Summer 1.00 Credit - 1.00 Hour

This one credit-hour course allows students to complete modularized assignments to work on specific reading deficiencies. Students selecting this option complete a reading skills assessment and, based on the assessment, complete modularized assignments to work on specific reading deficiencies.

REL2300  Religions of the World
Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course is an ideological study of the major religions of the world emphasizing the relationships of their major tenets to our modern society. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101.

RET1025C Principles of Respiratory Care
Fall 4.00 Credits - 6.00 Hours

This is a course and laboratory experience designed for the beginning respiratory care student. An introduction and working knowledge of the state-of-the-art, basic principles of patient safety, recordkeeping (including medical terms and abbreviations), ethical and legal implications of health care, patient education, physical principles of respiratory care, principles of infection control, pulmonary rehabilitation, patient assessment, arterial blood gas puncture and analysis and HIV/blood-borne pathogens. Lab fee required. Prerequisite: Admission to the Respiratory Care program. Corequisite: RET 1275C.

RET1264C Principles of Mechanical Ventilation
Spring 4.00 Credits - 6.00 Hours

This course is a lecture and laboratory experience introducing mechanical function of equipment used in the continuous and intermittent ventilation of patients. Course content includes indications, contraindications and hazards of continuous ventilation with significance given to ventilator management and monitoring techniques. Hands-on laboratory experiences are designed to prepare students for actual clinical situations. Lab fee required. Prerequisites: RET 1025C and RET 1275C with a grade of "C" or higher.

RET1275C Clinical Care Techniques
Fall 6.00 Credits - 6.00 Hours

A course and laboratory experience designed for the beginning respiratory care student. The course presents basic principles and essential skills necessary to perform basic respiratory care in preparation for the first clinical rotation. Topics include storage and delivery of medical gases, indications and hazards of medical gas therapy, humidity and bland aerosol therapy, airway management, bronchial hygiene therapy, airway pharmacology, aerosol drug therapy, arterial blood gas analysis, non-invasive ventilation and lung expansion therapy. Lab fee required. Prerequisite: Admission to the Respiratory Care Program.

RET1295C Chest Medicine
Summer 4.00 Credits - 4.00 Hours

This course allows respiratory therapy students to investigate the nature and cause of cardiopulmonary diseases which involve changes in structure and function. The etiology, clinical manifestation, pathogenesis, laboratory data and treatment for major chronic and acute cardiopulmonary disease entities will be presented. Lab fee required. Prerequisite: RET 1485C with a grade of "C" or higher.

RET1450C Basic Physiological Monitoring
Summer 3.00 Credits - 4.00 Hours

This is a lecture-laboratory course designed to present invasive and non-invasive monitoring and diagnostic evaluation of patients. Cardiopulmonary assessment is presented utilizing pulmonary function, chest roentgenography, hemodynamic monitoring and general laboratory tests. Lab fee required. Prerequisite: RET 1485C with a grade of "C" or higher.

RET1485C Cardiopulmonary Physiology
Fall 4.00 Credits - 6.00 Hours

This course covers physiological functions including acid base relationships, gas perfusion, functions of ventilatory control, ventilation perfusion analysis, cardiopulmonary and renal hemodynamics and blood gas analysis. Laboratory exercises consistent with
didactic material are incorporated into the course. Lab fee required. Prerequisite or corequisite: BSC 2093C.

RET1874L  Clinical Practice I

Spring 4.00 Credits - 16.00 Hours

This course provides supervised clinical experiences which emphasize fundamental respiratory therapy procedures. Lab fee required. Prerequisites: RET 1025C, RET 1275C and RET 1485C with grades of “C” or higher.

RET1875L  Clinical Practice II

Summer 4.00 Credits - 24.00 Hours

This course covers the integration of clinical practice and knowledge for the advanced student. Students receive clinical experience in adult intensive care units with an emphasis on mechanic ventilator management. Lab fee required. Prerequisites: RET 1874L and RET 1264C with grades of “C” or higher. Corequisites: RET 1295C and RET 1450C.

RET2244C  Life Support

Spring 3.00 Credits - 3.00 Hours

This is a lecture/laboratory course designed to present advanced cardiopulmonary assessment. Diagnostic and monitoring techniques will be emphasized. Cardiopulmonary hemodynamics, advanced pulmonary function studies, modes of ventilation and new innovations will be stressed. Lab fee required. Prerequisites: RET 1450C and RET 1485C and RET 1875L with grades of “C” or higher.

RET2350  Pharmacology

Spring 3.00 Credits - 3.00 Hours

This course deals with the history of pharmacology, regulatory agencies and laws concerning the use of medications. Drug actions, absorption, distribution and use in the human body are discussed. The course places emphasis on respiratory drugs, cardiac drugs and related drugs that the therapist is exposed to in the hospital. Prerequisites: RET 1025C, RET 1275C, RET 1485C with grades of “C” or higher.

RET2714C  Pediatric Respiratory Care

Fall 4.00 Credits - 4.00 Hours

Respiratory care of the neonate and pediatric patient is presented with special emphasis on physiology, pulmonary complications and related general and intensive care procedures. Also included is neonatal transportation and assessment of the sick newborn and child. Lab fee required. Prerequisite: RET 1875L with a grade of “C” or higher or department permission. Corequisite: RET 2876L.

RET2876L  Clinical Practice III

Fall 4.00 Credits - 24.00 Hours

The student will receive supervised clinical experience emphasizing advanced modes of mechanical ventilation, patient transport and advanced hemodynamic monitoring. During this clinical rotation, students will also rotate through the neonatal and pediatric critical care units. Lab fee required. Prerequisites: RET 1295C and RET 1450C and RET 1875L with grades of “C” or higher. Corequisite: RET 2714C.

RET2877L  Clinical Practice IV

Spring 4.00 Credits - 16.00 Hours

The clinical rotation will be in specialty areas of adult, pediatric and neonatal medicine. Clinical skills will focus on adult and pediatric ventilator management, weaning, extubation and hemodynamic assessment. Conferences will be used to assess learning objectives and present cases. During the semester, students will be given the opportunity to become certified in ACLS and NRP. Lab fee required. Prerequisite: RET 2876L Clinical Practice III with a grade of “C” or higher. Corequisite: RET 2244C.
Selected Studies in Respiratory Therapy

1.00 Credit - 1.00 Hour

In this course topics of current interest related to respiratory therapy are presented in group instruction.

RTV1201C  Introduction to Television Production I

Fall, Spring, Summer  4.00 Credits - 4.00 Hours

This is a course in the preparation and production of television programs for airing at the College and on local public access TV. Programs scheduled include activities at Seminole State College and in the community. Lab fee required.

RTV1201L  Introduction to Television Production I Laboratory

Fall, Spring, Summer  1.00 Credit - 1.00 Hour

This is the lab component for RTV 1201. This is a course in the preparation and production of television programs for airing at the College and on local public access TV. Programs scheduled include activities at Seminole State College and in the community. Lab fee required. Prerequisite: RTV 1201.

RTV1240  Introduction to Audio Production

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

The course includes beginning theory and practices as a platform to springboard into live sound reinforcement as well as recording and broadcasting technology, incorporating the signal processing and hands-on techniques found in a myriad of real world applications. The eventual goal is to learn to incorporate audio gear for optimum performance in a variety of professional operations.

RTV1241  Introduction to Television Production II

Fall, Spring, Summer  4.00 Credits - 4.00 Hours

The purpose of this course is to develop skills in using more advanced equipment for television production and to apply these skills in producing television programs. The course will stress writing, producing, directing and editing television programs. Lab fee required. Prerequisite: RTV 1201.

RTV2206  Television Directing

Spring  3.00 Credits - 3.00 Hours

This course teaches students procedures and practices of directing a variety of television productions. Emphasis will be placed on working with writers and producers in directing programs from concept to product. Lab fee required.

RTV2245C  Electronic Field Production

Fall, Spring  4.00 Credits - 4.00 Hours

In this course students learn single and multiple camera field production techniques in producing documentary and news style programs. Emphasizes working in teams utilizing portable field equipment such as lighting, audio and camera. Lab fee required.

RTV2250  Video Post Production

Fall, Spring  3.00 Credits - 3.00 Hours

In this course students will learn editing techniques and other post-production processes including A/B roll editing, digital video effects, electronic graphics and audio mixing. Students will be introduced to non-linear editing systems. Lab fee required.

RTV2251  Advanced Editing

Fall, Spring  3.00 Credits - 3.00 Hours

This course will instruct students to operate non-linear editing systems focusing on AVID technologies. Students will become familiar with software applications related to special effects, audio enhancements and image manipulation. Lab fee
required. Prerequisites or corequisites: RTV 1201 and RTV 1241.

RTV2925  TV Workshop

Fall, Spring  3.00 Credits - 3.00 Hours

This is the capstone course for the TV and Film program. Students will produce a demonstration reel exhibiting their best work in all areas of pre-production, production and post-production. The course should be a benefit to students seeking employment or wishing to transfer to a senior institution. Lab fee required. Prerequisite: RTV 1201. Prerequisite or corequisite: RTV 1241.

RTV2930  Selected Studies in Television Production

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

In this course, topics of current interest are presented in group instruction. This course may be taken four times for credit. Lab fee required.

RTV2941  Cooperative Education Internship in Radio/TV

Offered as Needed  1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

RTV2942  Cooperative Education Internship in Radio/TV

Offered as Needed  2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

RTV2949  Cooperative Education Internship in Radio/TV

Offered as Needed  3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.
RUS1930  Russian Language and Culture AP
Offered as Needed  3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in Russian Language and Culture.

RUS1931  Russian Language and Culture AP
Offered as Needed  3.00 Credits - 0.00 Hours
Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in Russian Language and Culture.

SBM2000  Small Business Management
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
The course is designed to enable students to manage and operate a small business. The areas covered include developing a business plan, securing financing, accounting for business transactions, advertising and promotion, site location and managing the small business. This course is beneficial for those planning to start a small business as well as those already operating a business.

SLS1101  College Success
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
This course is designed to help students become more effective in college. The course teaches students how to set goals, manage time, improve retention of information, take notes, strengthen test-taking skills, deal with test anxiety, master stress reduction techniques, think critically, approach problems creatively, communicate more effectively, use the library and other college services, adapt to various instructional styles, understand their own learning style and identify and deal with problems (learning, personal or social) that interfere with their ability to learn, develop an appreciation for diversity and develop appropriate classroom behaviors. Lab fee required.

SLS1103  Introduction to College Life
Fall, Spring, Summer  1.00 Credit - 1.00 Hour
This course is designed to assist first-year students in making a smooth transition into Seminole State College of Florida. The course will provide students the opportunity to understand the culture of higher education. Topics covered in the course include the vocabulary of higher education, college policies, student code of conduct, educational planning (class scheduling techniques, class formats, transfer process and techniques to select a major), information literacy and financial information (financial aid and personal money management).

SLS1301C  Life/Career Planning
Fall, Spring, Summer  3.00 Credits - 3.00 Hours
Life/Career Planning is a course designed to assist students with the lifelong process of career development. Students will participate in a variety of experiences as a group and individually. The coursework is designed to help students identify and examine their interests, personality, values, self-esteem, critical thinking skills and to use this increased self-awareness to make decisions about majors and careers. This course will emphasize that making an occupational career choice is a never-ending process subject to and affected by one’s personal maturity and environmental changes. Life/Career Planning is a three-credit course that applies as an elective towards the Associate in Arts degree. Lab fee required.

SLS1533  Achievement in Mathematics
Fall, Spring  1.00 Credit - 1.00 Hour
This course is designed to instruct students in the specific study habits, attitudes, thinking skills and problem-solving skills necessary for success in mathematics courses. Through the use of various attitude scales, students will determine personal strengths and weaknesses as well as behavior and attitude changes needed in order to maximize proficiency in mathematics. This course may be taken only one time for credit.
### SPC1608  Introduction to Oral Communication

**Fall, Spring, Summer**  
3.00 Credits - 3.00 Hours

The purpose of this course is to improve the basic skills of speaking and listening. Class exercises emphasize preparing and delivering public speeches, speaking with clarity and variety and listening with literal and critical comprehension.

### SPC1608H  Honors Introduction to Oral Communication

**Fall, Spring, Summer**  
3.00 Credits - 3.00 Hours

The purpose of this course is to improve the basic skills of speaking and listening. Class exercises emphasize preparing and delivering public speeches, speaking with clarity and variety and listening with literal and critical comprehension. Corequisite: Acceptance into the Honors program.

### SPC2511  Argumentation and Debate

**Fall**  
3.00 Credits - 3.00 Hours

This course is designed to elevate the basic skills of speaking and reasoning to a level appropriate for intercollegiate debate. Exercises will focus on critical thinking, argumentation and refutation. Students will study the classical theories of Aristotle and Cicero and apply the basic precepts of argumentation in formalized debate.

### SPC2601  Oral Communication II

**Fall**  
3.00 Credits - 3.00 Hours

This course is designed to improve the basic skills developed in the Introduction to Oral Communication class (SPC 1608). While the class will emphasize the presentation and delivery of speeches, this course will also place significant emphasis on rhetorical analysis exercises specifically designed to foster critical thinking. Students will analyze and critique the fundamental elements of logic, reasoning and argumentation. Presentations will emphasize high-tech visual aids.

### SPC2949  Cooperative Education Internship in Speech

**Offered as Needed**  
3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

### SPN1000  Beginning Conversational Spanish I

**Fall**  
2.00 Credits - 2.00 Hours

This course is designed as an introductory course for the student who has little or no experience with the Spanish language. It is an introduction to the foundation of the language, stressing a communicative approach. The course starts with pronunciation and increases the knowledge and ability of the student to function in the language using basic vocabulary, phrases, question and answer sequences and short dialogues. Verbal participation is emphasized in class. This course does not satisfy university foreign language requirements.

### SPN1001  Beginning Conversational Spanish II

**Offered as Needed**  
2.00 Credits - 2.00 Hours

This course is designed as an introductory course for the student who has little or no experience with the Spanish language. It is an introduction to the foundation of the language, stressing a communicative approach. The course starts with pronunciation and increases the knowledge and ability of the student to function in the language using basic vocabulary, phrases, question and answer sequences and short dialogues. Verbal participation is emphasized in class. This course does not satisfy university foreign language requirements.
This course is a continuation of Beginning Conversational Spanish I (SPN 1000). Speaking and listening skills will be emphasized. The topics and vocabulary previously learned will be reviewed and used as the foundation on which the new topics and situations will be introduced. Situations such as asking for directions, shopping, seeking help, etc. will be presented. New vocabulary phrases, question and answer sequences and dialogues will be memorized and practiced in class. Verbal class participation is expected. This course does not satisfy university foreign language requirements.

SPN1120  Elementary Spanish I

Fall, Spring, Summer  4.00 Credits - 5.00 Hours

This is a beginning course consisting of the fundamentals of Spanish functional grammar and speech taught by developing skills in hearing and understanding, speaking, reading and writing. Through a multimedia approach, students will develop proficiency and confidence in the language. In addition, the course provides a basis for understanding the culture of Spanish-speaking areas. Lab fee required.

SPN1121  Elementary Spanish II

Fall, Spring, Summer  4.00 Credits - 5.00 Hours

This course covers the understanding and speaking of the language of everyday life and the fundamentals of Spanish grammar. Further drill is provided on pronunciation, diction, conversation and the reading of modern short stories. A continuation of SPN 1120. One hour of listening laboratory required. Lab fee required. Prerequisite: SPN 1120.

SPN2200  Intermediate Spanish I

Offered as Needed  3.00 Credits - 3.00 Hours

This course is a review of SPN 1120 and SPN 1121 with emphasis on enlarged vocabulary and increased understanding of Spanish grammar. Contemporary readings on vital topics which stimulate free discussions on world events and universal concerns. Provides further practice in speaking Spanish. Class held largely in target language. Prerequisite: SPN 1121.

SPN2201  Intermediate Spanish II

Offered as Needed  3.00 Credits - 0.00 Hours

This course includes selected readings of modern plays, short stories, novels and poems by eminent Spanish and Latin American authors. Conducted largely in target language. Credit for this course is also awarded to entering students with the appropriate score on the Advanced Placement (AP), College-Level Examination Program (CLEP) or the International Baccalaureate (IB) examination in this language. Prerequisite: SPN 2200 or four years of high school Spanish or permission of instructor.

SPW2010  Selected Readings in Spanish Literature

Offered as Needed  3.00 Credits - 0.00 Hours

Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in Spanish.

STA2023  Statistical Methods I

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course introduces descriptive statistics, probability and probability distributions, estimation, confidence intervals, hypothesis testing, two-sample inferences, correlation and regression and nonparametric tests. This course is a first course in statistical methods for those students entering a science or business-related field. Prerequisite: MAC 1105 or MAT 1033 or MAT 1100 or equivalent with a grade of “C” or higher or sufficient score on placement test.

STA2023H  Honors Statistical Methods I
Spring 3.00 Credits - 3.00 Hours

This Honors course introduces descriptive statistics, probability and probability distributions, estimation, confidence intervals, hypothesis testing, two-sample inferences, correlation and regression and nonparametric tests. This course is a first course in statistical methods and involves Honors students in projects and development of portfolios. Honors level content. Permission required from Honors director. Prerequisites: Acceptance into Honors program and MAC 1105 or MAT 1033 or MAT 1100 or equivalent with a grade of "C" or higher or sufficient score on placement test.

SUR2101C  Surveying

Fall, Spring, Summer 4.00 Credits - 4.00 Hours

This course covers the theory and practice of surveying, use and care of instruments, instrument error, balancing and closing traverses, introduction to land and construction surveying. Lab fee required. Prerequisite: MAC 1114 (or higher level math) or MTB 1329 or BCT 1001.

SUR3205  Engineering and Construction Surveying

Fall, Spring 3.00 Credits - 3.00 Hours

This course is an instructional program that prepares individuals to apply mathematical and scientific principles to the delineation, determination, planning and positioning of land tracts, land and water boundaries, land contours and features and the preparation of related maps, charts and reports. Includes instruction in applied geodesy, computer graphics, photo interpretation, plane and geodetic surveying, mensuration, traversing, survey equipment operation and maintenance, instrument calibration and basic cartography. Prerequisite: ETD 3555.

SUR3446C  Land Subdivision and Platting

Fall, Spring 3.00 Credits - 3.00 Hours

This course covers the legal framework of the land development process. Topics include zoning, restrictions, easements, setbacks, land planning, relative statutes - state and federal, agency jurisdiction, condominium concepts and practices, planned unit development concepts and practices. The course also covers subdivision concepts and practices and platting. Prerequisite: SUR 2101C.

SUR4403  Legal Principles of Boundaries

Spring 3.00 Credits - 3.00 Hours

This course covers legal principles of property boundary retracement, land descriptions, rights-of-way, writing legal descriptions of real property, ethical issues and legal limits of practice, surveyor as expert witness, the surveyor-client relationship and responsibilities to the profession. Lab fee required. Prerequisites: ETD 3555 and SUR 3446C.

SYG2000  Introduction to Sociology

Fall, Spring, Summer 3.00 Credits - 3.00 Hours

This course is an introductory survey of sociology covering its scope, methods and general principles. Topics emphasized include group behavior, race relations, population, social institutions, social change and social stratification. The purpose of the course is to assist the student in acquiring an understanding of society. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

SYG2010  Social Problems

Fall, Spring 3.00 Credits - 3.00 Hours

This course is an in-depth analysis into the scope and causes of major problem areas from the perspective of both the individual and the community. Consideration will be given to various possible remedial approaches to each problem area. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite:
ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

SYG2110H  Honors Introduction to Social Research

Fall  3.00 Credits - 3.00 Hours

This course is applied sociology that will pursue a unique, original research project each semester. It provides students with an in-depth understanding of social scientific research through experimental investigation. Utilizing the research project as a point of focus, this course includes training in all aspects of empirical research including literature review, methodology, data collection, data coding, data analysis and presentation of results. Previous coursework in sociology or psychology is recommended. Honors level content. Permission required from Honors director. Prerequisites: Acceptance into Honors program and ENC 1101 with a grade of "C" or higher.

SYG2230  Cultural Pluralism

Spring  3.00 Credits - 3.00 Hours

This course is designed to study the changing culture of our nation. Issues of race, ethnicity, gender, class, nationality and globalism will be explored. This course is also designed to provide information and strategies for living and working in a pluralistic, multi-cultural society. Values and ethics of diversity and commonality will be emphasized. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101 with a grade of "C" or higher.

SYG2311  Introduction to Conflict Studies

Fall, Spring  3.00 Credits - 3.00 Hours

This course will explore the dynamics of conflict from a variety of frames. Students will be provided with valuable insight about conflict that will help lead to an understanding regarding the conflicts they are likely to face in life, at school or work, in society as well as those they observe in national headlines. An introduction to the dispute resolution practices of mediation, facilitation and negotiation will be conducted. The examination of how one's gender and cultural perspective may influence the approach and outcome of the conflict will be discussed. Current trends and issues within the field of conflict management and resolution will be reviewed. The course will engage students in the theory and application of addressing conflict management and resolution on an individual, interpersonal and international perspective. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101 with a grade of "C" or higher.

SYG2340  Human Sexuality

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is designed to present students with an interdisciplinary study of the sexual functioning of humans. Course information is drawn liberally from the disciplines of sociology, psychology and biology, providing students with an integrated introduction to the study of human sexual behavior. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.

SYG2430  Marriage and the Family

Fall, Spring, Summer  3.00 Credits - 3.00 Hours

This course is a historical and comparative study of courtship, mate selection, engagement, marriage, husband-wife relationships and child-rearing in the United States. Emphasis is placed upon the changing contemporary family with respect to social and economic status, sex, sources of marital conflict and social values. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101 with a grade of "C" or higher or corequisite ENC 1101.
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**Offered as Needed**

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement, permission from the Career Development Center and ENC 1101 with a grade of “C” or higher. Corequisite: ENC 1101.

**Sociology of Deviance**

Fall, Spring 3.00 Credits - 3.00 Hours

This course will examine normative deviance through the sociological lens. It will focus on the social context, behaviors and societal reactions associated with deviance. Criminal and noncriminal forms of deviance will be investigated using a variety of theoretical perspectives. In approaching deviance sociologically, this course will highlight the social constructions of deviance and the influence of social control and stigmatization as reactions to deviant behavior. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101 with a grade of “C” or higher.

**Survey Dramatic Literature**

Spring 3.00 Credits - 3.00 Hours

This course is a survey of playscripts from Classical Greece to postmodernism and contemporary drama. A succinct history of western drama will be examined. This course partially fulfills the writing requirement of S.B.E. 6A-10.030. Prerequisite: ENC 1101.

**Script Analysis**

Fall 3.00 Credits - 3.00 Hours

This course will explore the dramatic form and structure of a play. Students will read and analyze the script in order to study the playwright’s intentions, methods and meanings. The script will be examined as a blueprint for production and performance.
Fall, Spring  1.00 Credit - 3.00 Hours

Theatre Production and Performance is open to all students of the College and is required of all theatre majors and minors. Theatre Production and Performance presents major productions throughout the year. Students gain credit through performing roles and technical work. May be repeated for credit five times.

THE2930  Selected Studies in Theatre
Offered as Needed  3.00 Credits - 3.00 Hours

In this course topics of current interest are presented in group instruction. This course may be taken four times for credit.

THE2941  Cooperative Education Internship in Theatre
Offered as Needed  1.00 Credit - 1.00 Hour

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

THE2942  Cooperative Education Internship in Theatre
Offered as Needed  2.00 Credits - 2.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

THE2949  Cooperative Education Internship in Theatre
Offered as Needed  3.00 Credits - 3.00 Hours

This course is designed to provide students the opportunity to apply classroom theory to practical, work-related applications. Seminars may be a component of this course and regular contact with the assigned faculty advisor is required. Students may earn cooperative education credits based on the completion of the required work experience and satisfactory completion of assignments including, but not limited to, seminars and a project. This course may be repeated based upon the student’s academic program. Prerequisites: A minimum of 12 college credits (excluding prep courses) completed at Seminole State College which includes course(s) specifically aligned with the student’s chosen major as identified in the student’s program plan, a Seminole State College cumulative GPA of at least 2.5, appropriate job/internship placement and permission from the Career Development Center.

THE2950  Travel Study in Theatre
Offered as Needed  3.00 Credits - 3.00 Hours
This theatre travel study course combines preparation on campus, travel and study. Content is variable depending on the program in which the student enrolls and the specific topics to be covered. Students must be 18 years of age on or before departure.

TPA1200  Stagecraft I

Fall  3.00 Credits - 3.00 Hours

This course is an introduction to the methods, tools and materials of scenery construction and stage lighting. Students will receive extensive experience in the theatre scene shop. Additional lab hours will be required.

TPA1248  Theatrical Make-up

Offered as Needed  2.00 Credits - 3.00 Hours

This course covers study in the techniques of achieving a visual character through the application of stage make-up. The following make-up techniques are covered: straight, corrective, old-age, imaginative (clown and fantasy), three-dimensional (noses, warts, scars, wrinkling) and hair (beards, mustaches, eyebrows, sideburns). Lab fee required.

TPA2000  Introduction to Stage Design

Spring  3.00 Credits - 3.00 Hours

This course is an introduction to the design process as it relates to the theatre. It includes study in design principles, script analysis and stylistic considerations. Students will learn basic skills culminating in conceptualizing and developing a design project.

TPA2201  Technical Theatre Production

Fall  2.00 Credits - 3.00 Hours

This course is a study in the development, theory and practice of all areas of technical theatre production. Corequisite: TPA 2201L.

TPA2201L  Technical Theatre Production Lab

Fall  1.00 Credit - 3.00 Hours

This course covers practical projects in scenic construction. Students will receive extensive experience in the theatre scene shop. Corequisite: TPA 2201.

TPA2204  Stagecraft II

Spring  3.00 Credits - 3.00 Hours

This course is a continuation of the methods of fundamental stagecraft. Special emphasis on technical drawing and drafting for the stage as well as experience in the scene shop. Prerequisite: TPA 1200 or permission of associate dean.

TPP1100  Acting I

Fall, Spring  3.00 Credits - 3.00 Hours

This course is an introduction to the principles of acting including basic stage movement and theatre terminology. Work in the following areas will be studied: concentration, imagination, communication, improvisation, development of character, study of relationships and preparation for scene study.

TPP2111  Acting II

Spring  3.00 Credits - 3.00 Hours

This course is a continuation of skills taught in Acting I. Areas to be covered include exercises to develop the actor’s ability to interact with others, examination of the structure of the given circumstances of the text and its relationship to performance, continued work in character development, monologues and scene presentations and basic audition processes. Prerequisite: TPP 1100 or permission of associate dean.

TPP2300  Directing
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Offered</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOH1040</td>
<td>World History - Cambridge</td>
<td>Offered as Needed</td>
<td>3.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Credit for this course is awarded to entering students with appropriate scores on the Cambridge examination in History - International History, 1945-1991.</td>
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<tr>
<td>WOH2232</td>
<td>Survey of Early Christianity</td>
<td>Fall, Spring, Summer</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td>This survey course traces the historical background and development of Christianity from the first century to the Medieval period. There is an emphasis on the Hebraic roots of Christianity, the political and social setting of Palestine during the time of Jesus of Nazareth and the problems involved in the so-called, &quot;Quest for the Historical Jesus.&quot; The missionary work of St. Paul is closely examined, as is emerging Christian doctrine between 100 and 500 C.E. Philosophical and spiritual alternatives to Christianity are also analyzed, as is Christianity's relationship to the Roman and Byzantine Empires. Everyday life and forms of worship among Christians are studied, as is Christianity as a political institution. While matters of faith and doctrine are discussed, the course perspective is historical rather than religious. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisite or corequisite: ENC 1101.</td>
<td></td>
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<tr>
<td>WOH1022</td>
<td>World History Since 1500</td>
<td>Offered as Needed</td>
<td>3.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Credit for this course is awarded to entering students with appropriate scores on the Advanced Placement (AP) examination in World History.</td>
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<tr>
<td>WOH1030</td>
<td>Modern World History Since 1815</td>
<td>Offered as Needed</td>
<td>3.00</td>
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<tr>
<td></td>
<td>Credit for this course is awarded to entering students with appropriate scores on the International Baccalaureate (IB) examination in History.</td>
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</table>
the Roman and Byzantine Empires. Everyday life and forms of worship among Christians are studied, as is Christianity as a political institution. While matters of faith and doctrine are discussed, the course perspective is historical rather than religious. Honors level content. Permission required from the Honors director. This course partially satisfies the writing requirement of S.B.E. 6A-10.030. Prerequisites or corequisites: ENC 1101 and must be an Honors program student.
Glossary of Terms

**Ability-to-Benefit (ATB) Test** - Basis on which a student without a high school diploma, a recognized equivalent or a General Education Development (GED) Certificate may qualify for federal student financial assistance. The Assessment and Testing Office maintains a list of approved tests for measuring a student’s ability-to-benefit from the educational program the student seeks.

**Accreditation** - Certification that the College has met established standards and is nationally recognized by appropriate accrediting agencies.

**Add/Drop** - A designated time period during which students can add or drop classes and make adjustments in their schedule without penalty or cost.

**Adult Basic Education** - Adult Basic Education classes are for individuals who need to improve basic reading, writing and language skills.

**Adult Secondary** - Adult secondary programs are for students who are older than 16 years of age and are seeking a high school diploma or a GED.

**Advanced Placement** - Earning of college credits prior to enrollment (usually during high school) by passing certain examinations, such as those administered by the College Entrance Examination Board.

**Alternate Remediation** - Effective Fall 1997, statewide policy allows students to pursue college prep instruction through other alternatives to the traditional college prep courses offered by the College, including private providers of instruction. Students who pursue Alternate Remediation will be required to pass a competency test (CPT) administered by Seminole State College to document the attainment of required skills.

**ACT** - Formerly known as the American College Testing Program and nationally recognized achievement test, The ACT Assessment is designed to assess high school students’ general educational development and their ability to complete college-level work. The test covers four skill areas: English, mathematics, reading and science.

**Articulation Agreement** - Agreement between Florida’s public state colleges and universities assuring junior-level status to students who complete the state college general education and graduation requirements in university parallel (A.A. degree) programs.

**Assessment** - Initial testing and subsequent evaluation of students to aid in placement and progress in reading comprehension, writing, English, arithmetic and algebra.

**Associate in Applied Science (A.A.S.)** - Career or technical-focused degree designed for students who want to enter a specific employment field. A.A.S. degrees are not designed to transfer to a four-year institution.

**Associate in Science (A.S.) Degree** - Career education programs designed to allow students to immediately pursue careers which require a college degree at the technical or para-professional level. Some A.S. degrees transfer to a university.

**Associate of Arts (A.A.) Degree** - This degree is designed for transfer to a four-year institution. The equivalent of 2 years of full-time academic coursework at a state college plus two academic years at a university result in a student receiving a bachelor’s degree.

**Audit** - Credit classes taken for no credit. Usually used as a refresher course.

**Bachelor of Applied Science (B.A.S.) Degree** - A 4-year, college credit degree program designed to prepare students for advancement within specific workforce sectors.

**Bachelor of Science (B.S.) Degree** - A 4-year degree (typically 120 credit hours, with some exceptions) with a scientific emphasis.
**Basic Abilities Test (BAT)** - Per state mandate, effective 2000, the Florida Department of Law Enforcement (FDLE) requires the Basic Abilities entrance exam for criminal justice and law enforcement programs. Sixteen ability components, identified by FDLE as important for success in law enforcement training and job performance, are assessed with BAT. The Criminal Justice Basic Abilities Test (CJ-BAT) is approved for Law Enforcement programs and the Florida credentialing process. The Florida Basic Abilities Test (F-BAT) is approved for Correctional Officer training programs.

**Career and Technical Programs** - A.S. Degree, Applied Technology Diploma, Technical Certificate and Vocational Credit Certificate programs with courses designed to prepare students for specialized occupations.

**Catalog in Force** - The catalog of the year when a student first enrolls provided the student has maintained continuous enrollment. Its graduation requirements can be followed for up to five years.

**Certificate of Professional Preparation (C.P.P.)** - A college credit certificate designed to prepare baccalaureate degree holders for licensure, certification, credentialing, examinations or other demonstrations of competency necessary for entry into professional occupations.

**Cooperative Education (Co-op)** - Method of earning credit for employment under special arrangements.

**College Credit Certificate** - College credit program of study designed to provide the basic professional courses of an occupation.

**College Level Academic Skills (CLAS)** - The state of Florida Legislature repealed the requirement to pass the “College Level Academic Skills Test” (CLAST) to be awarded an Associate in Arts degree effective July 1, 2009. However, the College Level Academic Skills (CLAS) requirements remain in effect. The CLAST is now called the CLAS requirements. What were termed “exemptions” are now the “requirement.”

**College Level Examination Program (CLEP)** - An acceleration method of earning college credit by exam, The College-Level Exam Program or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses.

**College Night** - An evening for students, prospective students, families and friends to meet and visit with representatives of more than 100 colleges and universities. Usually held in early October.

**College-Preparatory/Developmental Courses** - A combination of placement testing and mandatory special courses designed to ensure that students have college-level reading, writing or math skills prior to attempting college-level courses.

**Common Prerequisites** - The State of Florida has identified Common Prerequisite courses for all university majors. These prerequisites must be completed by all students going into that field of study.

**Computerized Placement Test (CPT)** - The College uses ACCUPLACER, a Computerized Placement Test (CPT), to provide information on the student’s level of skill and accomplishment in reading, English and mathematics. The test is used to determine the appropriate placement in English, mathematics and reading courses.

**Continuing Education Unit (CEU)** - One CEU is awarded for every 10 contact hours of instruction in an organized continuing education, non-credit course.

**Continuing Workforce Education** - Courses and programs designed to provide skills and knowledge to students pursuing short-term career enhancement goals.

**Continuous Enrollment** - Unbroken enrollment in Fall and Spring terms.

**Corequisite** - A course required to be taken at the same time as another course.

**Course Load** - The number of credit hours being attempted. A full-time course load is 12 credit hours or more of course work in a 16-week term; six credit hours in a 12-week term such as the Summer Term.

**Credit-by-Examination** - The award of credit based on the demonstration of knowledge as assessed on an examination. Examples of this include Advanced
Glossary of Terms

Placement, International Baccalaureate, CLEP and DANTES programs.

**Credit Hour** - One credit represents one hour spent each week in class during a 16-week term. For example, a student enrolled in ENC 1101 (3 credits) spends approximately three hours weekly in 16 weeks of class.

**Cut-off Score** - State mandated minimum score level that must be met or exceeded for placement in college credit coursework.

**Defense Activity for Nontraditional Education Support (DANTES)** - DANTES Subject Standardized Test (DSST) is an accredited method of credit by exam. Prometric(R), makes the DSST Program available. College credit is awarded to those who demonstrate knowledge comparable to someone who completed the course in a classroom.

**Degree Audit** - Formal list of courses completed and required to be completed to qualify for graduation. A degree audit is performed by the Registrar’s Office at the student’s request. A student should make such a request after successfully completing 40 semester hours and before their last term.

**Degree Seeking Students** - Students who have been admitted to a degree awarding program (A.A., A.S., or B.A.S.) or a college credit technical certificate program.

**Dual Enrollment** - Enrollment by a high school student in one or more courses that count for credit in both high school and college.

**Early Admissions** - An accelerated program for 12th grade high school students to earn both high school and college credits. Student must enroll in a minimum of 12 credit hours per term. Qualified students may enroll in courses based on placement testing and appropriate admissions requirements.

**eLearning (formerly known as distance learning)** - Video, online and mixed modality courses that are delivered via video and/or online and serve as an alternative to traditional, campus-based instruction.

**Elective** - Courses in excess of the general education requirement. In most cases, the course should relate to the student’s major. Consult with an academic advisor for more information.

**English for Academic Purposes (EAP)** - College credit English as a second language courses for non-native speakers of English.

**English for Speakers of Other Languages (ESOL)** - Courses for students who are speakers of languages other than English and who need to improve their basic English skills in reading, writing, grammar, listening and speaking.

**English Language Proficiency Assessment (ELPA)** - Generic term for any English language proficiency test for non-native speakers of English. See LOEP.

**Entry Assessment** - An evaluation of basic skills to determine course placement. Course placement may include college-preparatory and/or college-level courses. See CPT, ELPA and LOEP.

**Exemption** - Test requirement is met with another acceptable requirement. The requirements are NOT waived but met with another ‘allowable’ requirement.

**Family Educational Rights and Privacy Act (FERPA)** - The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. S 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

**Fee** - A financial charge for courses or services.

**Financial Aid Transcript** - Official record of financial aid funds received by a student. This is required of all students who transfer from another institution and apply for financial assistance.

**Florida Teacher Certification Examinations (FTCE)** - Florida Teacher Certification Examinations (FTCE) is the collective name for the Florida teacher certification tests which include the Professional Education Test (PED), the General Knowledge Test (GK), and the Subject Area Examinations (SAE). Certification testing
requirements for teacher candidates are described in Florida Statutes (FS), Chapter 1012 and Florida Administrative Code (FAC) 6A-4.0021.

Florida Statutes - A permanent collection of state laws organized by subject area into a code made up of titles, chapters, parts and sections. The Florida Statutes are updated annually by laws that create, amend or repeal statutory material. This includes the School Code Rewrite (selection of material in chapters 228-246 and creation of new code and chapters 1000-1013).

First Time In College (FTIC) - Term used to define first term of college enrollment following the attainment of a GED or High School Diploma. This population of students is intricately tied to performance funding.

Foreign Language Requirement - A requirement of Florida’s state universities. Universities generally require two years of the same foreign language at the high school level or 8-10 credit hours at the state college level.

Full Cost of Instruction Fee - The amount, exclusive of state funding, established by the College to pay all costs associated with teaching a course.

Full-Time Student - Enrollment for 12 or more credit hours in Term I or II, six or more semester hours in Term IIIA or IIB and other A or B terms.

General Education - Thirty-six credit hours of liberal arts courses required in university parallel, A.A. Degree programs. Fewer General Education credit hours are required in A.S. Degree programs.

General Educational Diploma (GED) - The State of Florida awards the equivalent of a high school diploma for students who pass all categories of a GED test. The GED program consists of courses that prepare students to take the GED test.

General Knowledge Test (GK) - State mandate effective July 1, 2002, the Florida Teacher Certification Exams (FTCE) requires passing the General Knowledge Test for Florida teacher certification. The GK is a basic skills achievement test.

Gordon Rule - State Board of Education (SBE) Rule 6A-10.030, also known as the Gordon Rule, requires students graduating with an A.A. Degree to meet specific requirements in the areas of writing and mathematics. Satisfactory completion of this rule requires that a student earn a grade of “C” or better in each applicable course.

Grade - Alphabetical measures of academic success ranging from excellent (A) to failure (F).

Grade Forgiveness Policy - The Grade Forgiveness Policy permits students to repeat a course in an attempt to improve a grade. Repeating a course is permissible only for courses in which a student earned a “D” or an “F.” A student will be limited to two repeats per course. Upon a third attempt, the grade issued will be the final grade for that course.

Grade Point Average (GPA) - A measure of the student’s scholastic standing obtained by dividing the total number of grade points earned by the total number of credit hours attempted.

Grade Points - A numerical value assigned to each grade for the purpose of computing grade point average (GPA).

Graduation Application - The application a student must file in the Records and Registration Office to be awarded a degree. This application must be submitted by the deadline date listed on the College Calendar.

Grant - Funds which do not require repayment awarded for college expenses to qualified students in financial need.

Independent Study - Capable students may acquire course credits at their own pace through non-classroom, student-faculty interaction. An additional fee is charged. Special permission is required.

International Student - A student who has entered the United States on a non-immigrant visa, most often an individual on a student visa. Immigrants, refugees and U.S. citizens who do not speak English as a native language are not classified as international students.

Institutional Credit (E.P.I.) - A competency-based program that provides baccalaureate degree holders in a field other than education the opportunity to become certified K-12 teachers.

Institutional Testing Administrator (ITA) - One ITA is appointed in each participating institution. This person
coordinates and directs the administration of a specified examination.

**Learning Community** - Courses that are thematically linked and integrated across different subjects or disciplines with the purpose of enhancing student learning and success. Typically students are concurrently enrolled in 2 or more courses, and they participate in group study sessions, career exploration, community service and personal/professional development activities.

**Levels of English Proficiency (LOEP)** - A test designed to determine the English ability of students whose native language is not English.

**Limited-Access Programs** - Some specialized programs are regularly identified as limited-access. They have additional admission criteria and the number of students who may enter the program is limited. Limited-access programs may have specific enrollment eligibility requirements imposed because of the following: (a) physical facility limitations; or (b) state licensure rules and regulations established and implemented pursuant to laws, rules and regulations over which the College has no discretionary authority. Limited-access program students are selected for admission to these programs based upon Equal Access/Equal Opportunity standards, past student performance, current academic performance and continuing academic potential.

**National College Testing Association (NCTA)** - The National College Testing Association (NCTA) is an organization of testing professionals in post-secondary institutions and testing companies focusing on issues relating to professional standards, test administration, test development, test scoring and assessment.

**Non-credit** - A course for which college credit is not granted.

**Non-Degree Seeking Students** - Students wishing to earn college credit for self-enrichment, teacher certification or transfer to another college.

**Online Courses** - College credit courses offered through technologies that include Internet discussion groups, e-mail, online conferences and other Web-based instructional strategies.

**Orientation** - Prior to registering for courses, new students must participate in an online student orientation session and advising appointment.

**Part-Time Student** - Students enrolled for fewer than 12 semester hours in Term I and II or fewer than 6 semester hours in Term IIIA or IIIB or other A and B terms.

**Postsecondary Adult Vocational (PSAV)** - Career training programs for students planning to enter vocational and technical career fields which do not require a degree.

**Postsecondary Education Readiness Test (PERT)** - The College uses the Postsecondary Education Readiness Test to provide information on the student’s level of skill and accomplishment in reading, English and mathematics. The test is used to determine the appropriate placement in English, mathematics and reading courses.

**Prep Exit Exam** - Also known as the Florida College Basic Skills Exit Test, this state-mandated test is administered to students completing college preparatory coursework. Students must pass this exam prior to enrollment in college credit general education, English or mathematics courses that apply to degree requirements.

**Prerequisite** - A course or placement score requirement that must be satisfactorily completed before taking the next higher level in a related course.

**Probation** - A status given to students who fail to maintain satisfactory academic progress.

**Provisional Student** - A student who has not met all necessary requirements for admission and, thus, has restrictions on the courses that may be taken.

**Quality Points** - The value, ranging from 4 to 0, for grades from A to F for all courses completed, used in determining a grade point average. (Also see GPA.)

**Registration** - The process of enrolling for courses. May be accomplished in person or online. Non-credit registrations can also be completed by fax or mail.

**Regionally Accredited Institution** - Colleges and universities accredited by any of the following 6 regional associations: Middle States Commission on

Reserve Officers Training Corps (ROTC) - ROTC programs are offered at the University of Central Florida. Students may, through cross- or dual-enrollment, earn college ROTC credit and degree credit.

Residency - To qualify for in-state fees, students must sign a notarized statement confirming that they have resided in Florida 12 consecutive calendar months prior to the start of classes for the term in which they wish to enroll.

Restricted Access Programs - Some specialized programs are designated restricted access. They have additional admission criteria established and implemented related to past student performance, current academic performance and/or continuing academic potential. Equal Access/Equal Opportunity standards also apply to admission to restricted access programs.

Scholastic Aptitude Test (SAT) - A nationally recognized college aptitude test, it was renamed the SAT I: Reasoning Test in 1993. The assessment is designed to predict student readiness for college work.

Student Transition and Academic Resources (STAR) Center - Located on the Altamonte Springs and Sanford/Lake Mary campuses, STAR offers student assistance in Vocational Preparatory Instruction (VPI) for certificate seeking students needing remediation, professional tutoring and test preparation material.

State Board of Education (SBE) - Florida’s state education governing body.

Student Course Load - Number of credit hours carried by a student each term.

Student Government Association (SGA) - Official representatives of the student body to the administration in matters concerning student life.

Student Life - The office responsible for coordinating social; cultural; intellectual; recreational; leadership; group development; campus and community service projects; lectures and concert programs; and advising for student organizations.

Student Support Services - Support, advising, assessment, tutoring and other services provided to students who are qualified due to educational, economic, cultural, verbal or physical disadvantage. A federally funded program.

Suspension - Student status under which they are not permitted to attend college for a specific period of time.

Term - Time period during which classes meet. Fall and Spring terms are approximately 16 weeks. Summer term is 12 weeks. A three-credit course meets approximately 45 hours during a term.

Test of Adult Basic Education (TABE) - Complete Battery Level 9 or 10 (and Complete Battery Level 7 or 8 until no longer supported by the publisher) is an academic assessment used in postsecondary vocational certificate programs and additionally used for admission purposes in some Health Sciences Programs. The State Board of Education mandates program exit requirements for vocational certificate programs in excess of 450 clock hours.

Test of Essential Academic Skills (TEAS) - TEAS replaces the NET and HOBET test used for Admission Points to some limited-access Health Sciences Programs. The Test of Essential Academic Skills (TEAS) is a multiple choice test designed to determine the academic readiness of applicants to post-secondary education programs. It is used to evaluate the academic preparedness of students entering some Health Sciences Programs. The TEAS contains four subtests: Math, Science, English and Reading.

Transcript - A student’s official academic record of college courses, grades, biographical and test data.

Transfer Student - Student who attended a college or university before coming to present institution.
Transient Student - One who attends a few classes at one educational institution to complete degree requirements at another institution. A transient student letter from the host institution must accompany the student at the time of registration.

Tuition - Financial charge for each credit hour of instruction.

University Parallel Program - Courses of study leading to the A.A. degree which parallel the lower-division requirements of a bachelor’s degree.

Vocational Credit - Vocational Credit is different from college credit. It does not transfer to other colleges and universities and is not applicable to college credit certificates or degrees. Accumulation of vocational credits in a specific area may result in a Postsecondary Adult Vocational (PSAV) Certificate. Thirty clock-hours of instruction equal one vocational credit. Fees for vocational credit courses are charged on the basis of vocational credit.

Waiver - Requirement waived typically due to a learning disability. The requirement is not exempt but is waived.

Weekend College - Classes offered Friday evening, Saturday or Sunday.

Withdrawal - A student can withdraw (by completion of proper forms) from any course in a term by the established date. Withdrawals after that date will be granted only through established institutional procedures. A student will be limited to two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.
Abel, Marguerite  
Professor, Nursing  
- RN - St. of Calif. /Cons. Affairs  
- B.S.N. - University of Pittsburgh  
- M.S. - California State University-Los Angeles

Acampora, Destiny  
Student Success Specialist  
- B.S. - University of Central Florida

Ackerman, Victoria  
Professor, Digital Media  
- A.A. - Seminole State College  
- A.S. - Seminole State College  
- B.F.A. - American InterContinental University  
- M.S. - University of Denver

Acosta-Blanco, Pilar  
Associate Vice President, Information Technology and Resources  
- B.S. - University of Central Florida

Adame-Smith, Angela  
Assistant Director, Admissions and Recruiting  
- B.S. - Southern Connecticut State University  
- M.Ed. - Capella University

Agocs, Angela  
Professor, Mathematics  
- B.S. - WES Credential Evaluation Report  
- M.B.A. - University of Central Florida  
- M.S. - WES Credential Evaluation Report

Agustin, Sofronio  
Professor, Biological Science  
- B.S. - Divine Word Univ. of Tacloban  
- M.A. - University of Lowell

Aiken-McDonald, Angela  
Professor, ABE/GED  
- B.A. - Cuny Bernard Baruch College  
- M.S.Ed. - Saint Johns University

Akram-Scales, Saba  
Assistant Director, Disability Support Services  
- A.A. - University of Central Florida  
- B.S. - University of Central Florida  
- M.A. - University of Central Florida

Albritton, Frankie  
Professor, Social Sciences  
- B.S. - University of Florida  
- M.A. - University of Central Florida  
- Ed.D. - University of Central Florida

Allen, Kimberly  
Communications Coordinator  
- B.A. - University of Central Florida

Allison, Wendy  
Professor, English as a Second Language  
- B.A. - University Of Michigan  
- M.A. - University Of Michigan

Allmon, Vicki  
Educational Advisor  
- B.A. - University of Central Florida

Alvarez, Rosa  
Educational Advisor  
- B.A. - Northeastern Illinois University  
- M.A. - Northeastern Illinois University

Amato, Roseann  
Director, Student Financial Resources  
- B.S. - University of Central Florida  
- M.P.A. - University of Central Florida

Andreu, Denise  
Coordinator, Environmental Health and Safety  
- B.S. - University of Puerto Rico-Mayaguez Campus  
- M.S. - University of Puerto Rico-Mayaguez Campus

Artiaga, Michael  
Professor, Communication  
- B.A. - University of New Mexico  
- M.A. - University of New Mexico  
- J.D. - University of Kansas

Ashby, Mae  
Associate Vice-President, Human Resources  
- B.A. - Penn State York  
- M.A. - Rollins College

Aten, Susan  
Professor, Adult High School  
- B.A. - California State University-Sacramento  
- M.A. - University of Phoenix

Bachand, Paul  
Senior Systems Analyst  
- B.A. - Bridgewater State College

Baker, Bonnie  
Student Success Specialist  
- B.A. - Southern Connecticut State University

Baker, Carissa  
Director, Read to Succeed QEP  
- B.A. - Chapman University  
- M.A. - University of Central Florida

Balanoff, Janet  
Associate Vice President, Equity and Diversity/Title IX Coordinator  
- M.S. - Florida State University

Barr, Deborah  
Professor, Biological Science  
- B.S. - University of Central Florida  
- Ph.D. - Duke University

Bartling, Catherine  
Student Success Specialist  
- B.S. - Barry University

Baynard, Arin  
Career Development Coordinator  
- B.A. - University of Central Florida  
- M.A. - University of Central Florida

Beckstrom, Gustavus  
Professor/Program Manager, Criminal Justice  
- B.S. - Rollins College  
- M.S. - Rollins College
Beehner, Christopher
Professor, BS Business Information Management
- B.S. - University of Central Florida
- M.P.A. - City University of Seattle
- D.B.A. - Northcentral University

Behrens, Christina
Director, Foundation Finance and Operations
- B.S. - Montclair State University
- M.B.A. - City University of Seattle

Bell, Robert
Professor, Humanities & Languages
- B.F.A. - Kent State University
- M.A. - Kent State University

Bell, Susan
Professor, Social Sciences
- B.S. - American University
- M.A. - Duke University
- Ph.D. - Florida International University

Benedict, Tod
Professor, Earth Science
- B.A. - The Citadel Military College of South Carolina
- M.S. - Naval Postgraduate School
- M.A. - Central Michigan University

Berlin, Linda
Professor, Adult High School
- B.S. - University of Central Florida
- M.S. - University of Central Florida

Bermejo, Mercedes
Dean of Students, Altamonte Springs Campus
- A.A. - Seminole State College
- B.A. - University of Central Florida
- M.S. - Troy State University at Montgomery

Bernard, George
Professor/Program Manager, Business Administration
- CPA - State of Florida
- A.A. - Seminole State College
- B.B.A. - University of Central Florida
- M.B.A. - University of Central Florida

Bernstein, Brian
Student Success Specialist
- B.B.A. - University of Central Florida

Berrios, Carla
Constituent Events Coordinator
- B.S. - University of Central Florida

Bielen, Jennifer
Coordinator, Student Life
- B.S. - University of Central Florida
- M.S. - Troy University

Bigelow, Lawrence
Professor, Physical Sciences
- B.A. - University of Minnesota Twin Cities
- M.S. - University of Illinois Urbana

Birkeland, Michelle
Student Success Specialist
- B.A. - Rollins College

Bisirri, Christina
Professor, English
- B.A. - Marist College
- M.A. - Rutgers The State University of New Jersey-Camden

Blythe, Patrick
Professor, History
- A.A. - Laramie County Community College
- B.A. - Chadron State College
- M.A. - Ball State University
- Ph.D. - University of Connecticut

Boles, Sonja
Director, Records and Registration/Registrar
- M.P.A. - Troy University

Bonjione, Frank
Associate Dean, Center for Secondary Studies for Adults
- B.A. - University of Central Florida
- M.A. - University of Central Florida

Bottomley, Leroy
Senior HRMS Business Analyst
- B.S. - Southern Adventist University

Bowman, Pamela
Telecommunications Services Manager
- B.A. - Marshall University

Boyce, Jacqueline
Professor, Biological Science
- B.S. - Troy State University Central
- M.S. - University of Central Florida

Boyette, Diana
Professor, Mathematics
- B.S. - State University of New York at Buffalo
- M.S. - University of Central Florida

Braaten, Rachel
Professor, Humanities
- B.A. - Saint Olaf College
- M.A. - University Of St Thomas

Brierley, Judith
Professor/Office Systems
- A.S. - Lasell College
- B.S. - State University of New York at Buffalo
- M.S. - Niagara University

Brignon, Yajaira
Manager, Student Accounts Receivable
- B.S. - Universidad Adventista de las Antillas

Broeker, Christine
Director, Curriculum, Articulation and Academic Scheduling
- B.A. - State University of New York at Albany
- M.A. - State University of New York at Albany
- Ed.D. - University of Central Florida

Broeker, Craig
Professor, Respiratory Therapy
- A.S. - Seminole State College
- B.S. - University of Central Florida
- M.B.A. - Western Governors University

Bryant, Kaoru
Educational Advisor
- A.A. - Seminole State College
- B.A. - Baika Women's College

Buddemeyer, Kristine
Professor, Mathematics
- M.S. - University of Vermont

Bulger, Sandra
Dean of Students, Heathrow Campus
- M.A. - University of Central Florida

Butler, Monica
Professor, History
- Ph.D. - Arizona State University

Byfield, Maya
Professor, Biological Science
- B.S. - Oakwood University
- M.S. - Albert Einstein Medical Center
- Ph.D. - Albert Einstein Medical Center

Caggiano, Elaine
Coordinator, STAR Center
- B.S. - Rollins College

Callaghan, Michael
Coordinator, Reports
- A.A. - Seminole State College
- B.A. - Barry University
- M.P.A. - Barry University
Calloway, Richard
Professor/Program Manager, Business Information Management
- A.A. - University of Central Florida
- B.S.E.E. - University of Central Florida
- M.B.A. - University of Central Florida
- Ph.D. - University of Central Florida

Caminker, Jordan
Professor/Program Manager, Legal Studies
- A.A. - University of Florida
- B.A. - University of Florida
- J.D. - University of Florida

Campbell, Dianna
Professor, Music
- A.A. - University of Florida
- B.M.Ed. - University of Florida
- M.M. - University of South Florida

Cantwell, Cheryl
Professor, Mathematics
- B.S. - James Madison University
- M.S. - James Madison University

Carandang, Joven
Professor, Adult High School
- B.A. - New College of Florida
- M.A. - University of Central Florida

Cardenas, John
Professor, Psychology
- B.A. - University of Central Florida
- M.A. - University of Central Florida

Carey, Mark
Associate Dean, Health Professions
- A.S. - Valencia Community College
- B.H.S. - University of Missouri-Systems
- B.S. - Saint Leo University
- M.A. - Webster University
- M.S. - Troy State University Central

Carlin, Laura
Student Success Specialist
- B.A. - Ohio State University
- M.Ed. - Cleveland State University

Carney, Jonathan
Applications Programmer

Castellanos, Brian
Digital Media Editor
- B.S. - Southern Adventist University

Chamberlain, Lyne
Professor, Nursing
- B.S. - Syracuse University
- M.Ed. - University of Georgia
- M.H.A. - Georgia State University
- M.B.A. - Georgia State University
- M.S.N. - University of Central Florida
- Ph.D. - University of Central Florida
- Ph.D. - University of Central Florida

Chin, Edward
Counselor
- B.A. - University of Central Florida
- M.A. - University of Central Florida

Cicotti, Cheryl
Associate Dean, Nursing
- A.S. - Valencia Community College
- B.S.N. - Florida Southern College
- M.Ed. - University of Central Florida
- M.S.N. - University of Florida

Clark, Natalie
Career Completion Coordinator
- B.A. - University of Central Florida

Colangelo, George
Professor, Communication
- B.F.A. - State University of New York-Purchase College
- M.A. - University of Colorado at Boulder

Collins, Doreen
Professor, Psychology
- B.A. - Manhattanville College
- M.A. - Anna Maria College

Colon, David
Manager, Campus Computer Support Services

Cook, Leslie
Coordinator, Student Life
- B.A. - Texas A&M University
- M.Ed. - Angelo State University

Cooper, Frank
Manager, Campus Computer Support Services
- A.S. - Seminole State College

Copeland, Jennifer
Career Program Advisor
- B.A. - Florida Atlantic University
- M.S.W. - University of Central Florida

Cottrell, Isabel
Professor, Foreign Language
- B.A. - University of Texas at Austin
- M.A. - University of Texas at Arlington
- Ph.D. - Florida State University

Cox, Amber
Coordinator, Scholarship and Stewardship
- B.B.A. - Stetson University

Craddock, Adrienne
Student Success Specialist

Craft, Eric
Professor, Theatre
- B.F.A. - Florida State University
- M.F.A. - University of Utah

Cruz, Corina
Student Success Specialist
- B.S. - City University of New York York College

Cutts, Celena
Assistant Director of Campus Safety & Security
- FL SOL -
- M.P.A. - University of Phoenix

Daley, Cheryl
Office Manager, President’s Office
- B.S. - Northeastern University
- M.Ed. - Lesley College

Daniels, Terri
Dean, School of Academic Foundations
- B.S. - Florida Agricultural and Mechanical University
- M.Ed. - Florida Agricultural and Mechanical University
- M.B.A. - Rollins College
- Ed.D. - University of Florida

Davis, Jay
Director, Communications and Media Relations
- B.A. - University of North Carolina at Chapel Hill

Davis, Mark
Professor/Program Manager
- A.A. - Seminole State College
- B.S. - University of Central Florida
- M.A. - University of Central Florida
Administration, Full-Time Faculty and Staff

Catalog Year 2014-15  Page 534  Generated on 01/27/2016
Elliott, Riley
Applications Programmer

Ellis, Kim
Professor, Adult High School
  ▪ B.A. - University of Central Florida
  ▪ M.Ed. - University of Central Florida

Elshoff, William
Associate Dean, English Language Studies
  ▪ B.A. - University of Central Florida
  ▪ M.S. - Nova Southeastern University

Engel, Douglas
Professor, Chemistry
  ▪ B.S. - Georgia Southern University
  ▪ Ph.D. - Florida State University

Engelking, Heather
Director, Career Development Services
  ▪ B.S. - University of Central Florida
  ▪ M.P.A. - University of Central Florida

Eschbach, Mayra
Professor, Physical Therapist Assistant
  ▪ B.S. - Florida International University
  ▪ D.P.T. - University of St. Augustine for Health Sciences

Estrada, Carolina
Student Success Specialist
  ▪ A.A. - Seminole State College
  ▪ B.S. - University of Central Florida

Fayard, Kimberly
Coordinator, Verification and Financial Aid Outsourcing
  ▪ A.A. - Seminole State College
  ▪ B.A. - Barry University

Feldman, Karen
Professor, English
  ▪ B.A. - Case Western Reserve University
  ▪ M.A. - Case Western Reserve University

Fennessy, Elizabeth
Student Success Specialist
  ▪ B.A. - University of Central Florida
  ▪ M.S. - Nova Southeastern University

Ferguson, Nathaniel
Employer Relations Specialist
  ▪ B.S. - University of Maryland University College
  ▪ M.S. - University of Central Florida
  ▪ M.P.A. - University of Central Florida

Ferguson, Patricia
Counselor
  ▪ A.A. - Broward College
  ▪ B.A. - University of Central Florida
  ▪ M.A. - University of Central Florida
  ▪ Ed.D. - University of Central Florida

Figueroa, Arlene
Accountant
  ▪ B.S. - La Salle University

Firestone, Jamzie
Professor, Nursing
  ▪ M.S.N. - Walden University

Fitzgibbons, Gregory
Professor, Physical Sciences
  ▪ B.A. - Indiana University Bloomington
  ▪ M.S. - University of Florida
  ▪ Ph.D. - University of Florida

Flanagan, Colleen
Professor, English
  ▪ B.A. - University of Utah
  ▪ M.A. - University of Connecticut

Fontana, Regina
Professor, Life Management
  ▪ B.A. - Rollins College
  ▪ M.S. - Nova Southeastern University
  ▪ Ed.D. - Nova Southeastern University

Ford, William
Professor, Biological Science
  ▪ B.S. - Morgan State University
  ▪ M.S. - Morgan State University

Fortunato, Geoffrey
Associate Vice President, Student Services
  ▪ B.A. - Alma College
  ▪ M.Ed. - University of Central Florida

Freeman, Scott
Professor, Psychology
  ▪ M.A. - Rollins College
  ▪ Ph.D. - Barry University

Fritz, Tanya
Coordinator, First Year Experience Program
  ▪ B.A. - University of Central Florida
  ▪ M.A. - University of Central Florida

Gabilondo, Daniel
Professor, Mathematics
  ▪ A.A. - Daytona State College
  ▪ B.S. - University of Central Florida
  ▪ M.A. - Indiana University Bloomington

Galarneau, CarrieAnne
Associate Director/Student Accounting Services
  ▪ B.S. - Rivier College

Garcia, Ana
Accountant
  ▪ A.S. - Northeastern University
  ▪ B.B.A. - Northeastern University

Garcia, Mauricio
Assistant Director, Student Life
  ▪ B.A. - University of Central Florida

Garlich, Michael
Associate Vice President, College Relations and Marketing
  ▪ B.J. - University of Missouri-Columbia

Garrett, Lynn
Campus Provost
  ▪ B.S. - Florida State University
  ▪ M.S. - Barry University

Gaschel, Jason
Director of Academic Innovation and Emerging Technology
  ▪ A.O.S. - Hudson Valley Community College
  ▪ B.S. - State University of New York College at Oswego
  ▪ M.A. - University of Central Florida

Gati, Walter
Professor, Mathematics
  ▪ B.S. - Lander University
  ▪ M.A. - University of Central Florida

Gaud, Lydia
Professor/Program Manager, Nursing
  ▪ B.S.N. - Catholic University of Puerto Rico
  ▪ M.S.N. - University of Puerto Rico Medical Sciences

Gaustad, Samuel
Professor, Humanities
  ▪ B.S. - Hartwick College
  ▪ M.A. - State University of New York at Albany
Gebhardt, Kathrynne
Student Success Specialist
- A.A. - Seminole State College
- B.B.A. - University of Central Florida

Geile, Gerald
Professor, Social Sciences
- Master - Missouri State University
- B.A. - Southeast Missouri State University
- M.A. - Saint Louis University

Giammo, David
Educational Advisor
- B.A. - University of Central Florida
- B.S. - University of Central Florida

Giddens, Kristen
Coordinator, Baccalaureate Admissions
- B.B.A. - Evangel University
- M.A. - University of Central Florida

Gilmartin, Daniel
Professor, History
- B.A. - University of West Florida
- M.A. - University of Central Florida

Godby, Cynthia
Professor, ABE/GED
- B.A. - Central Michigan University
- M.A. - University of Phoenix

Goddard, Debra
Professor, Mathematics
- B.S. - University of South Florida
- M.A. - University of Central Florida

Goldring, Lee
Small Business Analyst
- B.A. - Bucknell University
- M.B.A. - University of Miami

Gombash, Elizabeth
Associate Vice President, Strategic Grants Planning and Development
- M.Ed. - University of Central Florida

Gonzalez, Olga
Career Program Advisor
- M.B.A. - Webster University

Gonzalez Diaz, Richard
Professor, Biological Science
- M.D. - University of Puerto Rico Medical Sciences

Goshaw, Martha
Professor, Mathematics
- B.S. - West Virginia Wesleyan College
- M.S. - West Virginia University
- Ed.S. - University of Virginia

Goussakova, Ekaterina
Professor, English EAP
- B.A. - WES Eval/Moscow State Pedago.
- M.A. - University of Central Florida
- M.A. - University of Texas at Arlington

Graham, Ronald
Student Administration Functional Support Specialist
- B.S. - Florida Agricultural and Mechanical University

Grant, Richard
Professor, Computer Programming & Analysis
- B.S. - Cornell College
- M.B.A. - DePaul University

Graves, Christy
Professor/Program Manager, Construction
- B.S. - Kansas State University
- M.GIS - Penn State York

Green, Verdell
Educational Advisor
- B.S. - Florida State University
- M.S. - Florida Agricultural and Mechanical University

Greenberg, Rebecca
Payroll Time & Labor Analyst
- B.A. - Armstrong State College
- M.Ed. - Armstrong State College

Greenwell, Barbara
Director, Honors Institute
- B.S. - University of Texas at Arlington
- M.Ed. - University of Georgia

Gregory, Linda
Assistant Director of Advising
- B.A. - University of South Florida
- M.B.A. - Florida Institute of Technology
- M.A. - University of South Florida

Grudzien, Rafal
Professor, Chemistry
- Ph.D. - Kent State University

Guilien-Dolby, Lisette
Assistant Director, Career Development Services
- B.A. - Rollins College
- M.A. - Webster University

Guzman, Luis
Ford Corporate Trainer
- A.S. - Seminole State College

Gyllin, John
Executive Director, Foundation
- B.B.A. - Henderson State University
- M.B.A. - Henderson State University
- Ed.D. - University of Arkansas

Hale, Jolene
Manager, SABC/Quick Response Training Grants
- B.S. - SUNY Institute of Technology

Hall, Phyllis
Student Success Specialist
- A.A. - Seminole State College
- B.A. - Barry University

Hamann, Dick
VP, Information Technology & Institutional Resources/CIO
- B.S. - Long Island University Brooklyn Campus
- M.B.A. - University of Central Florida
- Ph.D. - Nova Southeastern University

Harbin, Tracy
Director of the Faculty Center for Teaching and Learning
- B.S. - Millikin University
- M.A. - Syracuse University

Hardy, Wayne
Director, Center for Economic Development
- B.S. - University of Central Florida

Harmon, Richard
Professor, Theatre
- B.F.A. - New York University
- M.F.A. - New York University

Harris, Chalah
Director Student Success Services
- B.A. - University of North Florida
- M.S. - Nova Southeastern University

Harris, Webb
Professor, English
- B.A. - University of Central Florida
- M.A. - University of Central Florida

Harrison, Nancy
Associate Director, Payroll Services
- CertPRProf - American Payroll Association
- B.S. - Nova Southeastern University
Hawkinson, Anne
Coordinator, Faculty Credentials
- B.A. - Saint Cloud State University
- M.A. - Saint Cloud State University

Heath, Holly
Accountant
- A.A. - Seminole State College
- A.S. - Seminole State College
- B.S. - University of Central Florida

Hendrix, Terrell
Professor/Program Manager, Criminal Justice
- B.S. - University of Central Florida
- M.A. - Webster University

Hilbert, Mary
Professor/Program Manager, Health Information Management
- B.B.A. - University of Central Florida
- M.B.A. - University of Central Florida

Hobbs, David
Director, Facilities
- B.A. - University of Colorado at Boulder
- M.A. - Southern Illinois University-Carbondale

Hoening, Michael
Professor/Program Manager, Fire Science
- A.S. - Seminole State College

Holmes, Heather
Coordinator, ABE/GED
- B.S. - Champlain College

Hoover, Michael
Professor, Social Sciences
- B.A. - University of Florida
- M.A. - University of Central Florida
- Ph.D. - Union Institute and University

Hopkins, Jessica
Student Success Specialist

Hoppe, Rori
Associate Director, Enterprise Systems
- B.S. - University of Central Florida
- M.B.A. - University of Central Florida

Hudspeth, Constance
Professor, Communication
- B.A. - University of Pittsburgh at Johnstown
- M.A. - West Virginia University
- Ph.D. - Ohio University

Huff, Frankie
Professor, Adult High School
- B.A. - Florida State University
- M.Ed. - University of Central Florida

Human, Stanley
Professor/Program Manager, Emergency Medical Services
- A.S. - Seminole State College
- B.S. - University of Central Florida
- M.B.A. - Rollins College

Humayun, Syed
Professor, Biological Science
- M.D. - Transcripts Evaluated from JS & A

Hummel, Sara
Student Administration Functional Specialist
- A.A. - Seminole State College
- B.A. - Barry University

Hunter, Charles
Communications Specialist
- B.S. - University of Florida

Hunter, Cindi
Assistant Director, Recruitment and Enrollment
- B.S. - Barry University
- M.A. - Barry University

Husted, Michael
Coordinator, Intramural and Recreational Sports
- B.A. - Rowan College of New Jersey
- M.S. - University of Kentucky

Huston, Joseph
Academic Success Center Instructional Leader
- B.B.A. - Florida International University
- M.A. - University of Central Florida

Hutto, Michelle
Apprenticeship Coordinator

Irizarry, Marisabel
Professor, Humanities
- B.A. - University of South Florida
- M.A. - Georgetown University

Jackson, Randall
Professor, Nursing
- B.S.N. - University of Central Florida
- M.S.N. - University of Central Florida

Janus, Christopher
Professor, English
- B.A. - University of Tampa
- M.A. - Western Washington University

Jenkins, Linda
Career Program Advisor
- B.S. - Alabama State University
- M.S. - Alabama State University

Jenkins, Margaret
Professor, Psychology
- M.S. - Florida Institute of Technology
- M.N. - University of Evansville

Jolley, James
Professor/Program Manager
- A.S. - Daytona State College
- B.S. - Daytona State College
- M.S. - Capella University

Jones, Gerald
Director of Student Life
- B.A. - University of Central Florida
- M.P.A. - University of Central Florida

Jones, Natasha
Student Success Specialist
- B.A. - Barry University

Jones, Wiley
Associate Dean, Center for Engineering and Design
- B.S. - Louisiana Tech University
- M.S. - University of Texas at Arlington

Jordan, John
Professor, English
- B.A. - University of Florida
- M.A. - University of Florida

Kalmbach, Gregory
Professor, Mathematics
- B.A. - Kenyon College
- M.S. - University of Cincinnati
- M.S. - University of Cincinnati

Kanani, Shahin
Professor, Pharmacy Tech
- M.D. - Shahid Beheshti University
<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Department</th>
<th>Education</th>
</tr>
</thead>
</table>
| Kappers, Michael    | Professor/Program Manager, Digital Media              | B.A. - George Mason University  
|                     |                                                       | M.F.A. - University of Central Florida                                  |
| Katsafanas, Vasilis | Attorney, Labor Relations                            | B.A. - University of Pittsburgh  
|                     |                                                       | J.D. - Duquesne University                                               |
| Kaufmann, Karen     | Librarian, Research and instruction                   | B.S. - West Virginia Wesleyan College  
|                     |                                                       | M.A. - University of South Florida                                      |
| Keeter, Sandra      | Professor, Computer Programming & Analysis            | B.S. - United States Air Force Academy  
|                     |                                                       | M.S. - University of Southern California                                |
| Kellen, Katherine   | Professor, English                                    | B.A. - Trenton State College  
|                     |                                                       | M.A. - American University  
|                     |                                                       | Ed.D. - University of Florida                                           |
| Kellicut, Susan     | Professor, Mathematics                               | B.S. - University of Wisconsin-Platteville  
|                     |                                                       | M.A. - University of Wisconsin-Platteville                              |
| Kersenbrock, Angela | Associate Vice President, School of Career and Professional Programs | B.S. - University of Bridgeport  
|                     |                                                       | M.S.N. - University of Nebraska Medical Center  
|                     |                                                       | Ed.D. - University of Central Florida                                   |
| Key, Melanie        | PeopleSoft Security Administrator                     | B.S. - University of Central Florida  
|                     |                                                       | M.A. - University of Central Florida                                    |
| Kirkland, Amy       | Manager, Small Business Development Center            | B.S. - University of Tampa                                                |
| Kirkland, Deborah   | Professor, Interior Design TFT                        | A.A. - Seminole State College  
|                     |                                                       | A.S. - Seminole State College  
|                     |                                                       | A.S. - Seminole State College  
|                     |                                                       | B.S. - Seminole State College                                            |
|                     |                                                       | M.S. - Chatham University                                                |
| Knodel, Cheryl      | Associate Dean, Construction, Design, Apprenticeship | B.S. - Florida State University  
|                     |                                                       | M.S. - University of Nebraska-Lincoln                                   |
| Kokoska, Kendra     | Associate Director of Auxiliary Services              | B.S. - University of Central Florida  
|                     |                                                       | M.S. - University of Central Florida                                    |
| Konecny, Kevin      | Director, Center for Global Engagement                | B.A. - University of Maine At Farmington  
|                     |                                                       | M.A. - Saint Bonaventure University                                     |
| Kowalke, Arthur     | HRIS Analyst                                          | B.S. - National-Louis University                                          |
| Lai, Natvar         | Accountant                                            | B.A. - WES Evaluation Report                                             |
| Lamar, Lider-Manuel | Professor, Mathematics                               | B.A. - Cuny Bernard Baruch College  
|                     |                                                       | M.S.Ed. - Long Island University Brooklyn Campus                       |
|                     |                                                       | M.A. - Brooklyn College                                                  |
| Larsen, Jeanne      | Librarian, Research and Instruction                   | B.A. - University of Missouri-Columbia                                   |
|                     |                                                       | M.S. - Florida State University                                         |
| Lavner, Amy         | Social Media Coordinator                             | B.A. - University of Georgia                                             |
| Lee, Andrea         | Student Success Specialist                            | B.B.A. - Florida International University                               |
|                     |                                                       | M.Ed. - University of North Carolina General Administration              |
| Lee, Desmond        | Student Financial Systems Coordinator II              | A.A. - Seminole State College                                             |
|                     |                                                       | A.S. - Seminole State College                                            |
|                     |                                                       | B.S. - University of Central Florida                                    |
| Lee, James          | Associate Dean, Center for Public Safety             | M.S. - University of Central Florida                                    |
| Lemm, Chris         | Building Manager, Oviedo and Geneva                   |                                                          |
| Lenahan, Donna      | Coordinator, Workforce Grants and Contracts           | B.A. - Saint Johns University                                            |
| Light, Jody         | Compensation Analyst                                  | B.A. - Cabrini College                                                   |
|                     |                                                       | M.H.R. - Rollins College                                                 |
| Liguori, Daniel     | Professor, Communication                             | M.A. - University of Texas at Austin                                    |
| Littlejohn, Aimee    | Professor, Nursing                                   | B.S.N. - University of Phoenix                                           |
|                     |                                                       | M.H.A. - University of Phoenix                                          |
|                     |                                                       | M.S.N. - University of Phoenix                                          |
| Lloyd-Lesley, Jan   | Associate Vice President, Student Development         | B.A. - University of Central Florida                                     |
|                     |                                                       | M.A. - University of Central Florida                                    |
|                     |                                                       | Ph.D. - University of Georgia                                           |
| Lochner, Sandra     | Accounting Manager                                    | B.S. - University of Central Florida                                    |
| Lochnich, Amabelia   | Professor, Mathematics                               | B.A. - WES Evaluation Report                                             |
|                     |                                                       | M.A. - WES Evaluation Report                                             |
| Lo-Giudice, Charity | Coordinator, College and Community Relations          | A.A. - Valencia Community College                                         |
|                     |                                                       | B.A. - Rollins College                                                   |
| Long, Gregory       | Director, Purchasing and Auxiliary Services           | B.S. - Virginia Commonwealth University                                 |
|                     |                                                       | M.A. - Webster University                                               |
| Lorenzana, Rebecca  | Student Success Specialist                            | B.A. - University of Central Florida                                     |
| Lorsch, Christopher | Professor, Physical Sciences                          | B.S. - University of Central Florida                                     |
|                     |                                                       | M.S. - University of Central Florida                                    |
|                     |                                                       | Ph.D. - University of Central Florida                                   |
Lott, Barbara
Professor, Mathematics
■ B.A. - Kentucky State University
■ M.S. - University of Kentucky

Luby, Paul
Associate Dean, Arts and Communication
■ B.A. - Florida State University
■ M.S. - Florida State University

Lucca, Nelson
Counselor
■ M.Ed. - Cambridge College

Luccisano, Santa
Account Manager, Corporate Training
■ B.A. - Florida State University
■ M.S. - Florida State University

Lusk, Les
Associate Director, Web Development
■ A.A. - Seminole State College
■ A.S. - Seminole State College
■ B.S. - Western Governors University

Lynch, Charles
Senior Systems Analyst
■ A.A. - University of Central Florida
■ B.A. - University of Central Florida
■ M.S. - University of Central Florida

Lynch, Deborah
Director of Counseling and Advising
■ B.A. - University of Central Florida
■ M.A. - University of Central Florida

Lynch, Kathleen
Coordinator, Academic Success Center
■ B.A. - Jacksonville University

Maddox, Ashley
Educational Advisor
■ A.A. - Seminole State College
■ B.A. - University of Central Florida
■ M.A. - University of Central Florida

Maddox, Robert
Student Success Specialist
■ B.A. - University of Central Florida
■ M.A. - University of Central Florida

Magarine, Virginia
Professor, English
■ B.A. - Rollins College
■ M.A. - Boston University

Magnetico, Jaime
Professor/Program Manager, Respiratory Therapy
■ B.S. - University of Central Florida
■ M.A. - University of Central Florida

Malaret, Hiram
Professor, Mathematics
■ B.A. - University of Puerto Rico-Mayaguez Campus
■ M.A. - University of Miami
■ M.S. - Massachusetts Institute of Technology

Maldonado, Maria
Project Specialist
■ A.S. - Seminole State College
■ B.S. - University of Phoenix
■ M.B.A. - University of Phoenix

Manzuela, Camesha
Professor, Communication
■ B.A. - Bethune Cookman University
■ Ph.D. - Regent University

Martin, Ross
Outreach Librarian
■ A.A. - Seminole State College
■ B.S. - University of Central Florida
■ M.A. - University of South Florida

Matthew, Anne
Professor, Office Systems
■ B.S. - Robert Morris University
■ M.S. - Robert Morris University
■ M.S. - Duquesne University
■ Ed.D. - University Of Sarasota

Maznicki, Kimberly
Associate Dean, Biological Science
■ B.A. - Brevard Community College
■ B.S. - University of Central Florida
■ M.S. - University of Central Florida

McCoy, William
Senior Network Analyst
■ A.S. - Seminole State College
■ B.S. - Barry University

McDonald, Ray
Manager, Campus Computer Support Services

McFarland, Judith
Professor, Mathematics
■ B.A. - California Polytechnic State University-San Luis Obispo
■ B.S. - Wright State University
■ M.A. - Miami University Oxford Campus

McGee, Elizabeth
President
■ A.A. - Saint Petersburg College
■ B.A. - Florida State University
■ M.A. - Florida State University
■ Ed.D. - Nova Southeastern University

McGrath, Robert
Professor, Emergency Medical Services
■ A.S. - Seminole State College
■ B.S. - University of Phoenix
■ M.A. - University of Phoenix
■ DocHlthSci - Nova Southeastern University

McLane, Helen
Professor, College Prep Reading
■ B.A. - Florida State University
■ M.A. - Florida Atlantic University

McNeil, Carlene
Student Administration Functional Specialist
■ B.S. - Southern Adventist University
■ M.S. - Webster University

Meade, Deborah
Professor, Physical Sciences
■ B.S. - California State University-Stanislaus
■ M.S. - University of California-Irvine

Mehta, Amee
Professor, Biological Science
■ B.S. - WES Credential Evaluation Report
■ M.S. - WES Credential Evaluation Report

Mejia, Luisa
Career Program Advisor
■ B.S. - University of Central Florida

Mendoza, Michael
Professor, English
■ B.A. - University of Florida
■ M.A. - University of Connecticut

Menendez, Pamela
Associate Vice President, Student Recruitment and Enrollment
■ B.S. - Eckerd College
■ M.S. - Hawaii Pacific University
Merritt, Marlene  
Professor, College Prep Reading  
- B.A. - University of Central Florida  
- M.Ed. - University of Central Florida

Middleton, Jennifer  
Professor, Social Sciences  
- B.A. - San Diego State University  
- M.A. - University of Central Florida

Miedema, Herman  
Associate Director, Finance & Accounting  
- M.B.A. - Northwestern University

Miller, Courtney  
Coach/Professor, Education/Athletics  
- B.S. - Missouri State University  
- M.S. - Saint Cloud State University

Miller, James  
Student Success Specialist  
- B.A. - Kenyon College  
- M.A. - New York University

Miller, Jeffrey  
Professor/Program Manager, Physical Therapist Assistant  
- B.S. - Wake Forest University  
- MOT - University of St. Augustine for Health Sciences  
- D.P.T. - University of St. Augustine for Health Sciences

Miller, Joni  
Associate Director, eLearning Services  
- B.S. - University of Central Florida  
- M.A. - University of Central Florida

Miller, Randy  
Professor, Nursing  
- B.S. - Penn State York  
- M.S.N. - University of Phoenix

Minton, Richard  
Associate Dean, Mathematics  
- B.S. - Clemson University  
- M.S. - Florida State University

Mitchell, Alvin  
Educational Advisor  
- B.S. - New York Institute of Technology-Old Westbury  
- M.S. - Fordham University

Mitchell, Barbara  
Counselor  
- B.A. - Wittenberg University  
- M.S.W. - State University of New York at Stony Brook  
- M.Ed. - State University of New York at Buffalo

Mitchell-Danzy, Dorothy  
Campus Librarian  
- B.A. - University of Central Florida  
- M.A. - University of South Florida

Moon, Robert  
Professor, Mathematics  
- B.A. - Middle Tennessee State University  
- M.S. - Middle Tennessee State University

Moore, Hugh  
Associate Dean, Center for Business, Management & Entrepreneurship  
- B.S. - Southampton University UK  
- M.S. - Aston University Birmingham UK

Moore, Michael  
Professor, Automotive-Raytheon/GM

Moore, Sharon  
Professor, Emergency Medical Services  
- A.A. - Seminole State College  
- A.S. - Seminole State College  
- B.S. - University of Central Florida  
- M.S. - Jacksonville State University

Moradian, David  
Professor/Program Manager, Entrepreneurship  
- B.A. - Purdue University  
- M.S. - University Of Detroit  
- M.B.A. - American University

Morales, Carlos  
Senior Systems Administrator  
- A.A. - Seminole State College  
- A.S. - Seminole State College  
- A.A.S. - Suffolk County Community College Grant Campus  
- B.S. - Seminole State College

Morgan, Mark  
Associate Vice President, Institutional Effectiveness & Research  
- B.A. - University of Central Florida  
- M.Ed. - University of Central Florida  
- Ed.D. - University of Florida

Morris, Christina  
Professor, Psychology  
- B.A. - University of Central Florida  
- Ph.D. - University of Central Florida

Muszynski, Jane  
Professor, Nursing  
- A.S. - University of Maine at Augusta  
- B.S. - Southern Adventist University  
- M.S.N. - Florida State University

Nater, Angel  
Professor/Program Manager, Emergency Medical Services  
- A.A. - Valencia Community College  
- B.S. - University of Central Florida  
- M.S. - Jacksonville State University

Navarro, Ashley  
Professor, Education  
- B.S. - University of Central Florida  
- M.Ed. - University of Central Florida

Nettles, Natacha  
Student Success Specialist  
- B.S. - Kaplan University

Nicholson, Michael  
Coach  
- B.S. - Wingate College  
- M.S. - Virginia Polytechnic Institute and State University

Nimri, Laila  
Professor, Biological Science  
- M.S. - Iowa State University  
- Ph.D. - Iowa State University

Nusinov, Terina  
Professor, Biological Science  
- B.S. - University of Central Florida  
- M.S. - University of Central Florida

O’Brien, Christopher  
Professor, Education  
- M.F.A. - Columbia College-Illinois

Ocasek, Pamela  
Coordinator of Special Projects, Career & Technical Education  
- B.S. - University of Central Florida  
- M.A. - University of Central Florida

Oliver, Alva  
Director, Campus Safety and Security  
- FL SOL - FI Dept of Agr. & Consumer  
- A.A. - University of Central Florida  
- B.A. - University of Central Florida  
- M.S. - University of Central Florida

Oliveras, Germi  
Student Success Specialist  
- B.A. - University of Central Florida  
- M.A. - University of Central Florida

Oberst, Abigail  
Director, Career and Technical Education

Oberst, John  
Director, Career and Technical Education

Oberst, Joanne  
Director, Career and Technical Education

Oberst, Terri  
Director, Career and Technical Education

Oberst, William  
Director, Career and Technical Education
Olson, Eric  
Student Success Specialist  
- B.S. - University of Central Florida

Orr, Ellen  
Professor/Program Manager, Office Systems  
- B.B.A. - University of Central Florida  
- M.A. - University of Central Florida

Ossmer, Michael  
Professor, Automotive  
- A.A. - Seminole State College  
- A.S. - Seminole State College

Ovalle Cortes, Carlos  
Instructional Technology Support Specialist  
- B.A. - Rollins College

Padilla, Rebecca  
Professor, Social Sciences  
- A.A. - Vincennes University  
- B.A. - University of Arizona  
- M.A. - DePaul University

Pagan, Nelson  
Educational Advisor  
- B.A. - City University of New York Herbert H. Lehman College

Pagnotta, Maria  
Professor, ABE/GED  
- B.A. - University of Massachusetts Amherst  
- M.Ed. - Fitchburg State College

Paino, Irene  
Professor, ABE/GED  
- B.S. - University of Central Florida  
- M.S. - Florida State University

Parker, Patricia  
Senior Systems Analyst  
- B.S. - University of Central Florida

Patterson, Pamela  
Professor, English as a Second Language  
- B.S. - Indiana State University  
- M.S. - Nova Southeastern University

Pawlowski, Kennenth  
Educational Advisor  
- B.S. - Rutgers The State University of New Jersey-Camden  
- M.Ed. - Wright State University

Pawlowski, Randall  
Acting Campus Dean  
- B.S. - Ithaca College  
- M.A. - Michigan State University

Payton, Donald  
Director of Governmental Relations  
- B.S. - Illinois State University  
- M.A. - University of Illinois Springfield

Peacock, Richard  
Professor, English  
- B.A. - Morehouse School Of Medicine  
- M.F.A. - Morehouse College

Perez, Geraldine  
Director, Disability Support Services  
- Ph.D. - University of Central Florida

Perezluha, Carol  
Professor, College Prep Math  
- B.S. - University of Pittsburgh  
- M.S. - University of Central Florida

Petrik, Joy  
Coordinator, Financial Aid Compliance  
- B.A. - Clarion University-Venango Campus  
- M.A. - Geneva College

Pham, Ngamy  
Budget Coordinator/Analyst  
- B.S. - State University of New York College at Plattsburgh

Pick, Dorothy  
Manager, Project Management Office  
- A.A. - Saint Petersburg College  
- B.A. - University of South Florida  
- M.P.A. - University of South Florida  
- M.S. - University of Oregon  
- Ed.D. - University of Central Florida

Pooley, Jeffrey  
Associate Director, Network & Telecommunications  
- B.S. - University of Central Florida  
- M.S. - University of Central Florida

Portelli, Leon  
Associate Dean, Information Technology, Digital Media, Networking  
- B.S. - Western Michigan University  
- M.S. - Florida Institute of Technology

Portman, Roger  
Interim Associate Dean, Physical Sciences  
- B.A. - Marquette University  
- M.B.A. - University of California-Berkeley  
- Ph.D. - Penn State York

Powers, Lynn  
Associate Vice President, Business Services  
- CPA - State of Florida  
- B.S. - College of Charleston  
- M.A. - University of Florida  
- Ed.D. - University of Central Florida

Qu, Tan  
Professor, Architectural Engineering Technology  
- Ph.D. - University of Florida

Quach, Van  
Professor, Chemistry  
- B.S. - University of Florida  
- Ph.D. - Florida State University

Quick, Lauralee  
Educational Advisor  
- A.A.S. - Fashion Institute of Technology  
- B.A. - Montclair State University  
- M.A. - University of Central Florida

Rabazinski, Maureen  
Professor, Nursing  
- M.S.N. - University of Central Florida

Rabin, Sharla  
Account Manager  
- B.A. - University of Denver

Radziszewski, Emilie  
Professor, Emergency Medical Services  
- CPR - American Heart Association  
- RRT - Nation. Board of Respirat. Car  
- A.S. - Seminole State College

Ramos, Frank  
Apprenticeship Coordinator

Redmond, Vernita  
ERP Support Specialist II  
- B.S. - Florida State University

Reed, Kristopher  
Professor, Adult High School  
- B.A. - Stetson University  
- M.A. - University of Central Florida

Reigelsperger, Diana  
Professor, History  
- M.A. - University of Florida  
- Ph.D. - University of Florida
Reis-Palatiere, Ruth  
Professor, English  
- B.A. - Clark University  
- M.A. - University of Central Florida

Resmann, Brittany  
Senior Analyst/Decision Support Systems  
- B.A. - University of Central Florida  
- B.A. - University of Central Florida  
- B.A. - University of Central Florida  
- M.A. - University of Central Florida

Reynolds, Susan  
Professor, English EAP  
- B.S. - Kansas State University  
- M.A. - University of Evansville

Richard, Deborah  
Director, College and Community Relations  
- B.A. - Barry University

Richardson, Frances  
Coordinator, Enrollment Services  
- B.S. - Barry University  
- B.A. - University of Central Florida  
- B.A. - University of Central Florida  
- M.A. - University of Central Florida

Riecken, Anne  
Professor, English  
- B.A. - Indiana University Bloomington  
- M.A. - University of Evansville

Rinne, Debra  
Professor, Biological Science  
- A.A. - Daytona State College  
- B.S. - University of Central Florida  
- M.S. - University of Central Florida

Rivera, Kathryn  
Professor, Interior Design  
- B.Des. - University of Florida  
- M.I.D. - University of Florida

Rivera, Naomi  
Professor, Practical Nursing  
- RN - State of FL Dept. of Health  
- A.A.S. - City University of New York Bronx Community College  
- B.S. - The City College of New York  
- M.S. - Mercy College-Bronx Branch Campus  
- M.Ed. - Long Island University Brooklyn Campus

Roberts, David  
Professor, Construction

Robertson, Nana  
Professor/Program Manager, Child Development  
- B.S. - University of Central Florida  
- M.S. - Nova Southeastern University  
- Ed.D. - Nova Southeastern University

Robinson, Anna  
Coordinator of Annual Programs

Roeke, Adam  
Professor, Computer Programming & Analysis  
- B.S. - University of Central Florida  
- M.S. - University of Central Florida  
- Ph.D. - University of Central Florida

Rodwick, Holly  
Professor/Program Manager, Interior Design  
- B.Des. - University of Florida  
- M.I.D. - University of Florida

Rogers, Jeri  
Professor, Mathematics  
- B.S. - University of Florida  
- M.A.T. - University of Florida

Rolley, Cynthia  
Educational Advisor  
- B.S. - Michigan State University  
- M.S. - Troy University

Roman, Christopher  
Student Success Specialist  
- A.A. - Seminole State College  
- B.S. - Barry University

Roman, Yolanda  
Senior Systems Analyst  
- B.B.A. - Curry Bernard Baruch College

Ross, Laura  
Vice President, Academic Affairs and Chief Academic Officer  
- B.A. - Heidelberg College  
- M.A. - Ohio State University  
- Ed.D. - University of Central Florida

Rowan, Jamie  
Career Program Advisor  
- B.B.A. - Florida Atlantic University

Rowe, Sheron  
Professor, Nursing  
- A.A. - Seminole State College  
- A.S. - Seminole State College  
- B.S. - University of Central Florida  
- M.S.N. - University of Central Florida

Ryan, Kristie  
Student Success Specialist  
- B.A. - University of Central Florida

Salvano, Claudia  
Director, Policy and Labor Relations  
- A.S. - Bergen Community College  
- B.S. - Metropolitan State College of Denver  
- M.S. - University of Colorado At Denver  
- Ed.S. - University of Florida  
- Ed.D. - University of Florida

Sammarco, Leslie  
Professor, English as a Second Language  
- B.S. - University of Kansas  
- M.A. - University of Kansas  
- M.Ed. - University of Kansas

San Andres, Matilde  
Professor, English  
- B.S. - University of Florida  
- M.A. - University of Central Florida  
- M.Ed. - University of Central Florida

Sarnovsky, Joseph  
Executive Vice President and Chief Financial Officer  
- A.A.B. - Lorain County Community College  
- B.B.A. - Cleveland State University  
- M.B.A. - Baldwin-Wallace College  
- Ed.D. - University of Phoenix

Savrida, Sherry  
Professor, Physical Sciences  
- B.S. - University of Central Florida  
- M.S. - University of Central Florida  
- Ed.D. - University of Central Florida

Scarpino, John  
Director, Intercollegiate Athletics & Wellness  
- B.S. - Florida Institute of Technology  
- M.S. - Florida Institute of Technology

Schau, Michael  
Librarian, Research and Instruction  
- B.S. - Penn State York  
- M.A. - University of South Florida

Schmidt, William  
Associate Dean, English  
- B.S. - University of Florida  
- M.A. - University of Central Florida
Schoneck, Erik  
Senior Systems Analyst  
- B.S. - Florida State University  
- M.B.A. - Western Governors University

Schoneck, Lauri  
Professor, ABE/GED  
- B.A. - Florida State University  
- M.S. - Florida State University

Scott, Daniel  
Educational Planner  
- B.A. - University of Central Florida  
- M.B.A. - University of Central Florida  
- M.Ed. - Southwestern Baptist Theological Seminary  
- Ed.D. - University of Memphis

Sessoms, Patrick  
Student Success Specialist  
- B.A. - University of Central Florida

Sexton, Jennifer  
Professor, Adult High School  
- A.A. - University of Central Florida  
- B.A. - University of Central Florida

Shafer, Adam  
Professor, Mathematics  
- B.S. - Michigan State University  
- M.S. - Michigan State University

Shah, Jatin  
Senior Systems Analyst  
- M.S. - University of Central Florida

Shams, Cristina  
Professor, Architectural Engineering Technology  
- B.S. - University of Central Florida  
- M.B.A. - University of Central Florida

Shearer, Jessica  
Professor, Practical Nursing  
- B.S.N. - Jacksonville University  
- M.S.N. - Nova Southeastern University

Sheplan, Ilona  
Professor, Nursing  
- M.S.N. - University of Florida

Sheppard, Jennifer  
Professor, English  
- B.A. - University of South Florida  
- M.A. - Syracuse University

Sherlock, Cheryl  
Professor, Adult High School  
- B.S. - Arizona State University  
- M.S. - Walden University

Simpson, Anita  
Associate Director, Employee Engagement  
- Prof HR - HR Certification Institute  
- B.A. - University of Florida  
- M.A. - University of South Florida  
- Ed.S. - Florida State University

Simpson, Craig  
Senior Analyst/Decision Support Systems  
- B.S. - Devry Institute of Technology-Chicago  
- B.S. - University of Central Florida  
- M.S. - Nova Southeastern University

Skeeter, Gabrielle  
Student Financial Systems Coordinator I  
- A.A. - Daytona State College  
- B.A. - Daytona State College  
- M.B.A. - Strayer University

Smart, James  
Assistant Director, Assessment, Testing and Student Advocacy  
- B.S.B.A. - University of Central Florida

Smerdon, Anita  
Facilities Manager, Heathrow Center  
- B.A. - Wichita State University

Smisek, James  
Professor/Director, Instrumental Music  
- B.M.Ed. - University of Florida  
- D.M.A. - University of North Carolina General Administration

Smith, Angela  
Student Success Specialist  
- B.S. - Florida Agricultural and Mechanical University  
- M.A. - New Mexico State University Main Campus

Smith, Beverly  
Manager, Employment  
- A.A. - Seminole State College  
- B.B.A. - University of Central Florida

Smith, Bianca  
Coordinator Eservices  
- B.A. - Florida Gulf Coast University  
- M.A. - University of Central Florida

Smith, Jeffrey  
Professor, College Prep Reading  
- B.A. - University of Central Florida  
- M.A. - University of Central Florida  
- Ed.D. - University of Central Florida

Smith, Kerri  
Professor, Social Sciences  
- A.A. - Fullerton College  
- B.A. - California State Polytechnic University-Pomona  
- M.A. - University of Georgia

Smith, Lawrence  
Professor, Mathematics  
- B.A. - University of Delaware  
- M.S. - Clemson University

Snyder, Gary  
Facilities Trades Manager

Socci, Debra  
Professor, Biological Science  
- B.A. - Rutgers The State University of New Jersey-Camden  
- M.S. - Rutgers The State University of New Jersey-Camden  
- Ph.D. - University of South Florida

Soremi, Modupe  
Professor, Social Sciences  
- B.A. - WES - Evaluation Report  
- M.S. - WES - Evaluation Report

Spalding, Jay  
Professor, Studio Art  
- B.F.A. - Ringling School of Art and Design  
- M.A. - University of Central Florida

Sparrow, Robert  
Instructional Technology Specialist  
- B.S. - Purdue University  
- M.S. - Kansas State University

Spears, Carlos  
Professor, Physical Sciences  
- B.S. - Xavier University of Louisiana  
- M.B.A. - Fairleigh Dickinson University  
- M.S. - Tuskegee University

Speed, Evonddy  
Coordinator, Academic Success Center  
- B.A. - Clemson University  
- M.A. - Clemson University

Speller, Chrishawn  
Professor, English  
- B.A. - Chicago State University  
- M.A. - Florida State University  
- Ph.D. - Florida State University
Staley, Michael
Dean, School of Engineering, Design & Construction/Campus Provost
- A.A. - Valencia Community College
- B.A. - Thomas A Edison State College
- M.B.A. - University of Phoenix
- M.C.E. - Norwich University

Steves, Alice
Professor, Interior Design and Architecture
- B.F.A. - University of Georgia
- M.F.A. - University of Georgia
- Ph.D. - Virginia Polytechnic Institute and State University

Steinhaus, Kathryn
Professor, Humanities/History
- M.A. - WES Evaluation
- Ph.D. - WES Evaluation

Stempek, Joseph
Coordinator, State Programs
- B.S.B.A. - University of Phoenix
- B.S. - University of Phoenix

Stickney, Christine
Accountant
- A.A. - Howard Community College

Stokes, Lisa
Professor, Humanities
- B.A. - Emory University
- M.A. - University of North Carolina at Chapel Hill
- Ph.D. - University of Florida

Streeter, Angelita
Manager, Student Communications Center
- B.S. - Florida Agricultural and Mechanical University
- M.A. - Florida State University

Stuart, Amy
Instructional Technology Specialist
- B.S. - Arizona State University

Suits, William
Professor, Psychology
- B.S. - Georgia Southern University
- M.S. - Georgia Southern University
- Ph.D. - Auburn University

Suleski, Daniel
Manager, Academic Scheduling
- B.S. - University of Central Florida
- B.A. - University of Central Florida

Summers, Stephen
Associate Vice President, School of Arts and Sciences
- B.A. - Depauw University
- Ph.D. - University of Florida

Sunvold, John
Professor, Communication
- B.A. - Saint Cloud State University
- M.S. - Troy University
- M.S. - Minnesota State University System

Swiatkowski, Jean-Paul
Academic Success Center Instructional Leader
- B.A. - University of Central Florida

Swiren, Rochelle
Professor, English
- M.A. - University of North Florida

Taylor, Amanda
Career Program Advisor
- B.S. - Millikin University
- M.A. - Ball State University

Taylor, Benjamin
Professor/Program Manager, Networking
- B.S. - University of Puget Sound
- M.B.A. - Pacific Lutheran University
- M.S. - University of Washington

Taylor, David
Professor, Biological Science
- B.S. - University of Southern Mississippi
- Ph.D. - University of Florida

Teno, Christa
Coach
- B.A. - University of North Texas

Thacker, Brenda
Manager, HR Records and Reporting
- Prof HR - SHRM
- B.A. - Rollins College

Theodore, Lori
Professor, Nursing
- A.S. - Valencia Community College
- B.S.N. - Kaplan University
- M.S.N. - Drexel University
- Ed.D. - Walden University

Thompson, Carolyn
Director of Assessment and Testing
- B.S. - Bethune Cookman University
- M.S. - Troy University

Thompson, Christina
Professor, Mathematics
- B.S. - University of Central Florida
- M.S. - University of Central Florida

Thompson Deglas, Charmaine
Associate Director, Employee Benefits and Compensation
- B.S. - York College

Tidwell, Craig
Professor / Program Manager
- B.S. - California State University East Bay
- M.S. - University of North Carolina General Administration
- M.S. - University of Central Florida
- Ph.D. - University of Central Florida

Tomengo, Trent
Professor, Humanities
- M.F.A. - University of South Florida

Traylor, Tiffany
Professor, Humanities
- B.A. - University Of Michigan-Dearborn
- M.A. - Northeastern Illinois University
- Ph.D. - Union Institute and University

Tremel, Maureen
Professor, Nursing
- B.S. - Seton Hall University
- M.S.N. - University of Florida

Tufts-Maher, Christine
Professor, Medical Coding & Transcription
- B.S. - University of Central Florida
- M.S. - Nova Southeastern University

Turner, James
Professor, Biological Science
- A.A. - Seminole State College
- B.S. - University of Central Florida
- M.S. - University of Central Florida

Turner, Jesse
Manager, Campus Computer Support Services
- B.S. - University of Central Florida

Valentin, Julio
Director, Network and User Support Services
- B.A. - Rollins College
- M.S. - Johns Hopkins University
- M.B.A. - Nova Southeastern University

Valentin, Yudeska
Coordinator, Payroll Services
- B.B.A. - Pontifical Catholic University of Puerto Rico
- M.B.A. - Keller Graduate School of Management - Illinois
Valentine, Dean
Associate Director, Academic Computing & User Support Services
- B.S. - New York Institute of Technology Manhattan Campus
- M.B.A. - University of Phoenix

Valentino, M. Lisa
Associate Vice-President for Academic Services
- B.S. - University of Kentucky
- M.A. - Clark University
- Ed.D. - University of Florida

Van Daele, Michael
Utility and Energy Manager

Vasileva, Liuboslava
Accountant, Fixed Assets
- A.A. - Seminole State College
- B.S. - University of Central Florida
- M.B.A. - Webster University

Vasquez, Carlos
Professor, Automotive
- A.A.S. - Seminole State College

Vazquez, Magdalena
Coordinator, Institutional Effectiveness
- B.S. - Northeastern Illinois University

Vienneau, Laurence
Professor, Studio Art
- B.F.A. - University of Massachusetts Dartmouth
- M.F.A. - Southern Illinois University-Carbondale

Vivian, Adrienne
Professor, English
- B.A. - Loyola University New Orleans
- M.A. - University of Central Florida

Voltaggio, Ferol
Program Developer, Career and Technical Education
- B.S. - Florida Southern College
- M.ED. - University of Central Florida

Vosbury, Lane
Professor, Mathematics
- B.A. - Rollins College
- M.S. - University of Central Florida

Wade, William
Professor, Mathematics
- A.A. - Daytona State College
- B.S. - Daytona State College
- M.S. - University of Central Florida

Wagner, Erika
Coordinator, Economic Development and Special Projects
- A.A. - Seminole State College
- A.S. - Seminole State College
- PublicAdm - Barry University

Walker, Christal
Professor, Legal Studies
- B.A. - University of Central Florida
- J.D. - Georgetown University

Walker, Thomas
Professor, Business Administration
- B.S. - United States Military Academy
- M.A. - Webster University
- M.S. - Butler University

Wallace, Michele
Academic Foundations Success Coach
- B.A. - University of Central Florida
- M.S. - University of Central Florida

Waller, Robert
Professor, English
- B.A. - Kutztown University of Pennsylvania
- M.A. - Villanova University

Waller, Virginia
Professor, Child Development
- A.A. - University of Maryland College
- B.S. - University of Maryland College
- M.A. - University of Central Florida

Walsh, Teresa
Professor/Program Manager, Business Administration
- A.A. - University of Central Florida
- B.S. - University of Central Florida
- M.B.A. - University of Central Florida

Wanis, Fady
Security Analyst

Ward, Timothy
Coordinator, Web Development
- B.S. - University of Florida
- M.B.A. - Western Governors University

Warfield, Deborah
Professor, Social Sciences
- A.A. - Essex Community College
- B.A. - Towson State University
- M.S. - Loyola College

Watkins, Anne
Manager, Employee Relations
- B.A. - University of Central Florida
- M.S.W. - Florida State University

Way, Graciela
Professor, Nursing
- B.S. - University of Central Florida
- M.S. - University of Central Florida

Weaver, Margo
Career Program Advisor
- A.A. - Palm Beach State College
- B.A. - Florida Atlantic University
- M.A. - Webster University

Weir, Tessie
Professor, Mathematics
- B.S. - Mississippi State University
- M.S. - Mississippi State University

Wells, Marilyn
Professor, Nursing
- B.S.N. - Seattle Pacific University
- M.S. - Georgetown University

Wenzel, Diana
Professor, Physical Sciences
- B.A. - San Jose State University
- M.S. - University of Hawaii At Manoa

Werhner, Timothy
Professor, Physics
- B.S. - University of Central Florida
- M.S. - University of Central Florida

Werner, John
Professor, Physical Sciences
- B.S. - California Institute of Technology
- M.S. - University of Illinois Urbana
- Ph.D. - University of Illinois Urbana

Wert, Robert
Web/Mobile User Experience/User Interface (UX/UI) Designer
- A.S. - Santa Fe Community College

Whidden, Nickolas
Student Administration Functional Specialist
- B.B.A. - University of Central Florida
- M.A. - University of Central Florida

White, Melinda
Professor/Program Manager, Computer Programming & Analysis
- B.A. - University of Florida
- M.Ed. - University of Florida
Williams, Holly
Professor, Biological Science
- B.S. - University of Maryland College
- M.S. - University of Maryland College

Williams, Lina
Professor, Mathematics
- M.S. - Texas Tech University

Williams, Marcus
Student Success Specialist
- B.S. - University of Central Florida

Williams, Vicki
Coordinator, Assessment, Testing and GED
- A.S. - Seminole State College
- B.S. - Barry University

Woodson, Michael
Manager, Adult Education
- B.A. - Florida State University
- M.S. - Nova Southeastern University

Wright, Christine
Professor, Business Administration
- A.A. - Florida State University
- B.S. - Florida State University
- M.S. - University of Central Florida

Wynn, Vanessa
Professor, Adult High School
- B.A. - University of Central Florida
- M.S. - Walden University

Yanni, Molly
Coordinator of Healthcare Programs
- B.S. - University of Florida
- M.S. - University of Florida

Yorty, Patricia
Professor, Nursing
- B.S. - University of Southern Mississippi
- M.S. - University of Southern Mississippi

Youssef, Nagi
Professor/Program Manager Pharm Tech
- M.D. - JS&A Evaluation

Zaprir, Orli
Professor, Sociology
- B.A. - University of Florida
- M.A. - University of Florida

Zimmerman, Steven
Professor, Mathematics
- A.A. - Seminole State College
- B.S. - University of Central Florida
- M.S. - University of Central Florida
Adjunct Faculty

Abdelrazek, Maged
Adjunct Professor, Computer Programming & Analysis
- B.A. - University of Central Florida
- M.A. - University of Central Florida

Acajabon, Lily
Adjunct Professor, Humanities
- B.A. - University of Central Florida

Adamson, Christopher
Adjunct Professor, Physical Sciences
- B.S. - Virginia Polytechnic Institute and State University
- M.S. - Virginia Polytechnic Institute and State University

Adney, Isa
Adjunct Professor, Social Sciences
- B.A. - Stetson University
- M.Ed. - University of Illinois Urbana

Akil, Hatem
Adjunct Professor, English
- Ph.D. - University of Central Florida

Alaqrar, Ibrahim
Adjunct Professor, Surveying & GIS
- M.S. - Penn State York

Alcala, Adan
Adjunct Professor, Mathematics
- B.A. - Universidad Adventista de las Antillas
- M.A. - Andrews University

Allbritton, Jacqueline
Adjunct Professor, Education
- M.Ed. - Florida Southern College

Allman, Randy
Adjunct Professor, Education Preparation Institute
- B.A. - University of Central Florida
- M.S. - Nova Southeastern University

Altamura, Matthew
Adjunct Professor, Digital Media
- B.A. - Arizona State University
- M.A. - Arizona State University

Ambrose, Craig
Adjunct Professor, English
- B.A. - Marshall University
- M.A. - Marshall University

Atkinson, Dustin
Adjunct Professor, Mathematics
- B.S. - Belhaven University
- M.S. - Jackson State University

Baker, Sarah
Adjunct Professor, Biological Science
- B.A. - University of Central Florida
- M.A. - University of Central Florida

Baker, Wayne
Adjunct Professor, Physical Sciences
- B.S. - Purdue University North Central
- M.A. - Texas A&M University
- Ph.D. - Iowa State University

Barnes, Brendon
Adjunct Professor, English
- M.F.A. - University of Central Florida

Barrett, Ralph
Adjunct Professor, Education Preparation Institute
- B.A. - University of Central Florida
- M.S. - Nova Southeastern University

Bartha, Dezso
Adjunct Professor, Humanities
- B.A. - University of Central Florida
- M.A. - University of Central Florida

Bascombe, Nadine
Adjunct Professor, Biological Science
- D.P.T. - New York University

Basiolo, Eric
Adjunct Professor, Mathematics
- B.S. - Bowling Green State University
- M.Ed. - Bowling Green State University
- Ph.D. - Bowling Green State University

Bauer, Rodney
Adjunct Professor, Mathematics
- B.S. - University of Central Florida
- M.Ed. - University of Central Florida
- Ed.D. - University of Central Florida

Baus, Adrian
Adjunct Professor, Apprenticeship-FEAT
- B.S. - University of Central Florida

Beach, Robert
Adjunct Professor, Business Administration
- M.B.A. - Florida Institute of Technology
- M.S. - Florida Institute of Technology

Beavers, Michael
Adjunct Professor, Criminal Justice Non-Academy
- B.A. - Saint Leo University

Beckles, Lloyd
Adjunct Professor, Social Sciences
- B.B.A. - University of Missouri-Kansas City
- M.A. - University of Missouri-Kansas City

Beiswanger, John
Adjunct Professor, Mathematics
- B.S. - Ball State University
- M.Ed. - Ball State University

Benjamin, Clayton
Adjunct Professor, English
- B.A. - University of Minnesota Twin Cities
- M.S. - University of Minnesota Twin Cities

Bennett, Donald
Adjunct Professor, Mathematics
- B.S. - Emporia State University
- M.Ed. - Rollins College

Bernath, Madison
Adjunct Professor, English
- B.A. - University of Central Florida
- M.F.A. - University of Central Florida

Bethea, Michael
Adjunct Professor, Apprenticeship-ABC

Bianco, Raffaele
Adjunct Professor, Mathematics
- B.E. - JS&A Evaluation Report
- M.A. - University of Central Florida
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Degree holder</th>
</tr>
</thead>
</table>
| Birk, Michael        | Adjunct Professor, Social Sciences         | B.A. - Auburn University at Montgomery  
                                  | M.A. - Auburn University at Montgomery                                      |
| Blake, Shawlene      | Adjunct Professor, Social Sciences         | A.A. - Edison State College  
                                  | B.A. - University of Florida  
                                  | M.A. - University of Central Florida  
                                  | M.B.A. - Everest University                                                  |
| Blanchette, Eric     | Adjunct Professor, Business Administration | B.B.A. - University of Central Florida  
                                  | M.S. - Barry University                                                     |
| Bluge, Dennis        | Adjunct Professor, Biological Science      | B.S. - University of Florida  
                                  | M.A.T. - Rollins College                                                    |
| Bogdany, Bert        | Adjunct Professor, Studio Art              | B.F.A. - University of Central Florida  
                                  | M.F.A. - University of Central Florida                                      |
| Bolton, Christopher  | Adjunct Professor, Studio Art              | B.A. - University of South Florida                                             |
| Boston, Kevin        | Adjunct Professor, Humanities              | MstrHuman - Tiffin University                                                |
| Bowden, Donna        | Adjunct Professor, Biological Science      | B.S. - University of Florida  
                                  | D.D.S. - University of Florida                                               |
| Bracknell, Steve     | Adjunct Professor, Criminal Justice Non-Academy | A.S. - Seminole State College  
                                  | B.A. - Columbia College of Missouri                                           |
| Bradley, Donna       | Adjunct Professor, Mathematics             | B.A. - University of Central Florida  
                                  | M.S. - University of Central Florida                                         |
| Brandon, Maria       | Adjunct Professor, English                 | B.A. - Florida International University  
                                  | M.A. - University of Miami                                                  |
| Brennan, Terence     | Adjunct Professor, Business Administration | J.D. - Georgetown University                                                |
| Brogan, Jamia        | Adjunct Professor, Mathematics             | B.S. - Rockhurst University  
                                  | M.B.A. - Regis University                                                   |
| Brooks, Marcia       | Adjunct Professor, English as a Second Language | B.A. - University of Central Florida  
                                  | M.S.W. - University of Central Florida                                      |
| Brown, Edward        | Adjunct Professor, Fire Science            | B.A. - State University of New York Empire State College                    |
| Brown, Prince        | Adjunct Professor, Biological Science      | M.S. - University of South Florida                                           |
| Browne, Stephen      | Adjunct Professor, Business Administration | B.S. - University of Florida  
                                  | M.S. - Capella University                                                   |
| Bryant, Monique      | Adjunct Professor, Nursing                 | B.S. - University of Central Florida                                         |
| Bunn, Barry          | Adjunct Professor, Business Administration | B.B.A. - University of Florida  
                                  | M.S. - Troy University                                                      |
| Camilli, Daniel      | Adjunct Professor, Humanities              | B.A. - University Of Massachusetts Boston  
                                  | M.A. - University Of Maryland Eastern Shore  
                                  | M.Ed. - Harvard University                                                  |
| Cardona, Charles     | Adjunct Professor, Criminal Justice Non-Academy | B.S. - University of Central Florida  
                                  | M.A. - University of Central Florida                                         |
| Cassetta, Joseph     | Adjunct Professor, Fire Science            | B.S. - Eastern Kentucky University                                            |
| Castillo Cruz, Betzaida | Adjunct Professor, Physical Sciences     | B.S. - University of Puerto Rico at Humacao  
                                  | Ph.D. - University of Puerto Rico-Rio Piedras Campus                        |
| Caudill, Sandra      | Adjunct Professor, English as a Second Language | B.S. - University of Central Florida  
                                  | M.A. - University of Central Florida                                         |
| Chaaban, Bassem      | Adjunct Professor, Humanities              | B.B.A. - University of Central Florida  
                                  | M.P.A. - University of Central Florida                                       |
| Chase, Eric          | Adjunct Professor, Criminal Justice Non-Academy | B.S. - University of Central Florida  
                                  | M.S. - University of Central Florida                                         |
| Chesler, Jamie       | Adjunct Professor, Life Management         | B.S. - Barry University                                                      |
| Clayton, Brian       | Adjunct Professor, Nursing                 | B.S.N. - Saint Petersburg College                                           |
| Click, David         | Adjunct Professor, Surveying & GIS         | B.S. - University of Virginia  
                                  | M.S. - University of Virginia                                               |
| Cogsdale, Carrie     | Adjunct Professor, Interior Design         | M.Arch. - University of South Florida                                        |
| Cohill, Paul         | Adjunct Professor, Biological Science      | B.S. - College of William and Mary                                          |
| Coleman, Le Roy      | Adjunct Professor, Automotive              | A.S. - Seminole State College                                                 |
| Colyer, Timothy      | Adjunct Professor, Social Sciences         | B.S. - Embry-Riddle Aeronautical University  
                                  | M.S. - University of Arkansas System Office  
                                  | Ph.D. - University of Central Florida                                       |
Adjunct Faculty

Copp, Jennifer
Adjunct Professor, Studio Art
- B.F.A. - Savannah College of Art and Design
- M.F.A. - School of Visual Arts

Copp, Karen
Adjunct Professor, Communication
- B.S. - Wake Forest University
- M.A. - University of Nebraska-Lincoln
- Ph.D. - Ohio State University

Corazzina, Giuseppe
Adjunct Professor, Studio Art
- B.A. - WES Evaluation Report

Corless, Hugh
Adjunct Professor, English as a Second Language
- B.A. - La Grange College
- M.A.T. - University of North Carolina at Chapel Hill

Cotto, Gisela
Adjunct Professor, English as a Second Language
- B.A. - University of Puerto Rico-Rio Piedras Campus
- M.Ed. - University of Central Florida

Crutcher, Mark
Adjunct Professor, Mathematics
- B.A. - University of Central Florida
- M.A. - University of Central Florida

Daly, Keith
Adjunct Professor, Social Sciences
- A.A. - Valencia Community College
- B.S. - University of Central Florida
- M.A. - Webster University

Dance, Dana
Adjunct Professor, Psychology
- M.S. - Sacred Heart University

Daniels, Rodney
Adjunct Professor, Respiratory Therapy
- B.S. - University of Central Florida
- M.A. - University of Central Florida

David, Jennifer
Adjunct Professor, Medical Coding & Transcription
- M.S. - University of Saint Francis

Davis, Samuel
Adjunct Professor, Mathematics
- B.S. - Florida State University
- B.A. - Florida State University
- M.A. - University of Phoenix

De Jesus, Nikki
Adjunct Professor, Computer Programming & Analysis
- B.S. - University of Central Florida
- M.S. - University of Central Florida

Dean, Angela
Adjunct Professor, Biological Science
- B.S. - Florida State University
- M.S. - Howard University

Deeying Khunduang, R-Tee
Adjunct Professor, Interior Design
- B.A. - University of South Florida
- M.A. - Savannah College of Art and Design

Delgado, Tina
Adjunct Professor, Physical Therapist Assistant
- A.S. - Seminole State College
- B.S. - University of Central Florida
- D.P.T. - University of Central Florida

Delong, Nancy
Adjunct Professor, College Prep English
- B.A. - Ohio State University

Dhalla, Sarah-e-Fatema
Adjunct Professor, Physical Sciences
- M.S. - Florida International University

Diaz Rivera, Maria
Adjunct Professor, Mathematics
- B.A. - University of Puerto Rico-Rio Piedras Campus
- M.A. - Inter American University of Puerto Rico Metropolitan Campus

Dickison, Alexander
Adjunct Professor, Physical Sciences
- B.S. - Western Illinois University
- M.S. - Montana State University
- Ed.D. - Montana State University

Diehl, Joseph
Adjunct Professor, Plumbing-PIPE

Diehl-Shaffer, Jeanne
Adjunct Professor, Interior Design
- B.S. - Oklahoma State University
- M.S. - Oklahoma State University
- Ph.D. - Oklahoma State University

Dollard, Robert
Adjunct Professor, Apprenticeship-FEAT

Duffy, Diane
Adjunct Professor, Criminal Justice Non-Academy

Duncan, Erin
Adjunct Professor, Legal Studies
- B.S. - University of Central Florida
- J.D. - Florida Agricultural and Mechanical University

Dunkle, Colleen
Adjunct Professor, English
- A.A. - University of Central Florida
- B.A. - University of Central Florida
- M.A. - University of Central Florida

Durso, Joseph
Adjunct Professor, Social Sciences
- B.S. - Florida State University
- B.S. - Florida State University
- ProfStdys - George Washington University

Ebanks, Erin
Adjunct Professor, Communication
- M.A. - University of Central Florida

Ehrig, Jordan
Adjunct Professor, Construction
- Bachelor - University of Central Florida

Eldson, Alicia
Adjunct Professor, Social Sciences
- B.S. - Hope International University
- M.A. - Hope International University

Elfers, Susan
Adjunct Professor, Biological Science
- B.S. - University of Central Florida
- M.S. - University of Central Florida

Elliott, Dwight
Adjunct Professor, Business Administration
- B.S. - Syracuse University
- M.S. - Syracuse University
- J.D. - University Of Maryland Baltimore County

Estes, Eugene
Adjunct Professor, Education
- B.S. - University of Central Florida
- M.A. - University of Central Florida

Ettinger, Karl
Adjunct Professor, Music
- B.S. - Stetson University
- M.A. - University of Missouri-Kansas City
- M.M. - University of New Mexico
- Ph.D. - University of Florida

Evans, Kaylin
Adjunct Professor, Humanities
- M.S. - Florida State University
Adjunct Faculty

Farah, Essa
Adjunct Professor, Biological Science
- M.D. - WES Evaluation Report

Field, Katie
Adjunct Professor, Education
- A.A. - Seminole State College

Findling, Holger
Adjunct Professor, Computer Programming & Analysis
- B.S. - University of Central Florida
- M.S. - Florida Institute of Technology
- M.S. - Florida Institute of Technology

Finn, Daniel
Adjunct Professor, History
- B.A. - New Jersey City University
- M.A. - Boston University

Fletcher, Nancy
Adjunct Professor, English
- B.A. - University of South Florida
- M.A. - University of South Florida

Flynn, Shannon
Adjunct Professor, Mathematics
- B.S. - University of Florida
- M.Ed. - University of Central Florida

Francis, Richard
Adjunct Professor, Criminal Justice
- A.S. - Columbia College of Missouri
- B.S. - Columbia College of Missouri
- M.S. - Andrew Jackson University

Frazier, Stephen
Adjunct Professor, Physical Sciences
- B.S. - Florida Southern College
- M.S. - University of Florida
- Ph.D. - University of Florida

Fullerton, Jeanay
Adjunct Professor, Digital Media
- M.F.A. - University of Central Florida

Fulmer, Patricia
Adjunct Professor, Biological Science
- A.A. - Monroe Community College
- B.S. - State University of New York-The College at Brockport
- M.Ed. - University of Central Florida
- M.S. - State University of New York-The College at Brockport

Gabel, Rebekah
Adjunct Professor, Computer Programming & Analysis
- B.A. - Illinois State University
- MIS/M - University of Phoenix

Gaffert, Robert
Adjunct Professor, Fire Science
- A.S. - Seminole State College

Gallagher, Keri
Adjunct Professor, Office Systems
- A.A. - Indian River State College
- B.S. - University of South Florida
- M.A. - Keller Graduate School of Management - Illinois

Gay, Letitia
Adjunct Professor, Adult High School
- B.S. - Florida Agricultural and Mechanical University
- MSS - Florida Agricultural and Mechanical University

Giordano, Kevin
Adjunct Professor, English
- B.A. - William Paterson University Of New Jersey
- M.F.A. - University of Florida

Glass, Carley
Adjunct Professor, Biological Science
- B.S. - University of Central Florida
- M.S. - University of Central Florida
- Ph.D. - University of Central Florida

Gonzalez, Margaret
Adjunct Professor, Communication
- A.A. - University of Central Florida
- B.S. - University of Central Florida
- M.A. - University of Central Florida

Gosch, William
Adjunct Professor, Criminal Justice Non-Academy

Gossai, Mahendra
Adjunct Professor, Networking
- B.S. - University of Central Florida
- MIS - University of Phoenix

Graham, Scott
Adjunct Professor, English
- B.A. - Emory University
- M.A. - Florida State University

Grant, Antoinette
Adjunct Professor, ABE/GED
- B.S. - University of Central Florida
- M.Ed. - University of Central Florida

Grasso, Joseph
Adjunct Professor, Adult High School
- B.A. - City University of New York Queens College
- M.S. - City University of New York Hunter College

Green, Charles
Adjunct Professor, Business Administration
- B.A. - George Mason University
- M.S. - Georgetown University

Green, Mickel
Adjunct Professor, Criminal Justice Non-Academy
- A.S. - Seminole State College
- B.A. - Columbia College of Missouri

Gregg, Richard
Adjunct Professor, Apprenticeship-FEAT
- A.A. - Seminole State College

Gregory, Deborah
Adjunct Professor, ABE/GED
- BSED - Troy University

Greifer, Donna
Adjunct Professor, Psychology
- B.A. - New York University
- M.A. - University of North Dakota Main Campus
- Ph.D. - University of North Dakota Main Campus

Grimes, Ilana
Adjunct Professor, Humanities
- B.A. - University of Central Florida
- M.S. - Rollins College

Grundel, Erica
Adjunct Professor, College Prep English
- A.A. - Valencia Community College
- B.A. - University of Central Florida

Gutierrez, Barbara
Adjunct Professor, Biological Science
- M.S. - University of Central Florida

Hammond, Kali
Adjunct Professor, Criminal Justice
- B.S. - Florida State University
- M.S. - University of Central Florida

Han, Minh
Adjunct Professor, Legal Studies
- B.S. - University of Florida
- J.D. - University of Florida

Hayes, Frederick
Adjunct Professor, Physical Sciences
- B.A. - University of North Carolina at Chapel Hill
- M.S. - University of Florida
- Ph.D. - University of Nebraska Central Administration
Heaney, Kristin  
Adjunct Professor, Communication  
▪ B.A. - University of Central Florida  
▪ M.A. - Rollins College

Heatwole, Robert  
Adjunct Professor, Criminal Justice Non-Academy

Heller, Philip  
Adjunct Professor, Communication  
▪ B.A. - University of Central Florida  
▪ M.A. - University of Central Florida

Henry, Racquel  
Adjunct Professor, English  
▪ B.A. - University of Central Florida  
▪ M.F.A. - Fairleigh Dickinson University

Hernandez, Sarah  
Adjunct Professor, Social Sciences  
▪ M.S. - Pace University Central Office

Hewitt, Jacalyn  
Adjunct Professor, English as a Second Language  
▪ B.A. - Illinois Wesleyan University

Hogan-Fawibe, Kendra  
Adjunct Professor, Life Management  
▪ B.S. - Albany State University  
▪ M.S. - Troy State University Central

Hollitz, Michelle  
Adjunct Professor, Social Sciences  
▪ M.Ed. - University of Florida  
▪ Ed.D. - Nova Southeastern University

Holt, Shamus  
Adjunct Professor, Accounting  
▪ B.S. - University of Central Florida  
▪ M.B.A. - University of Central Florida

Honold, Nancy  
Adjunct Professor, ABE/GED  
▪ B.S. - Virginia Polytechnic Institute and State University

Hubbs, Jonathan  
Adjunct Professor, Humanities  
▪ B.A. - George Washington University  
▪ M.A. - Tulane University of Louisiana

Ibrahim, Hyatt  
Adjunct Professor, Physical Sciences  
▪ M.A. - University Of New Orleans  
▪ Ph.D. - University of Central Florida

Inguanta, Ashley  
Adjunct Professor, English  
▪ B.A. - University of Central Florida  
▪ M.F.A. - University of Central Florida

Iommetti, Charna  
Adjunct Professor, Social Sciences  
▪ B.S. - Penn State York  
▪ M.A. - Temple University

Irwin, John  
Adjunct Professor, Mathematics  
▪ B.A. - Walsh College  
▪ M.A. - Ohio State University

Itacy, Shiller  
Adjunct Professor, Mathematics  
▪ B.A. - Webster University  
▪ M.A. - Webster University

Jackson, Jesussa  
Adjunct Professor, Communication  
▪ B.A. - University of Central Florida  
▪ M.B.A. - Florida International University  
▪ M.A. - University of Central Florida

Jackson, Judy  
Adjunct Professor, Communication  
▪ M.A. - University of Central Florida

James, Richard  
Adjunct Professor, Music  
▪ B.M.Ed. - University of Florida  
▪ M.Ed. - University of Florida

James, Willis  
Adjunct Professor, Apprenticeship-FEAT  
▪ A.A.S. - ITT Technical Institute-Maitland

Johnson, Daniel  
Adjunct Professor, Applied Music  
▪ B.A. - Rollins College  
▪ M.M. - University of South Florida

Jones, Melissa  
Adjunct Professor, ABE/GED  
▪ B.S. - University of Central Florida  
▪ M.S. - Nova Southeastern University

Jones, Robert  
Adjunct Professor, Respiratory Therapy  
▪ B.S. - State University of New York at Stony Brook  
▪ M.S. - State University of New York College at Potsdam

Kaesberg, Jeffrey  
Adjunct Professor, Biological Science  
▪ B.S. - University of Central Florida  
▪ M.A. - University of Florida  
▪ M.S. - University of Florida  
▪ Ph.D. - University of Florida

Kamm, Jesse  
Adjunct Professor, Construction  
▪ B.S. - University of Central Florida  
▪ M.S. - University of South Florida

Katz, Ilyse  
Adjunct Professor, Nursing  
▪ B.S.N. - Ohio State University  
▪ M.S. - University Of Virginia Central Office

Kelly, Austin  
Adjunct Professor, English  
▪ M.A. - Northern Arizona University

Kelly, Travis  
Adjunct Professor, Plumbing-PIPE

King, Jessica  
Adjunct Professor, Chemistry  
▪ B.A. - University of Central Florida  
▪ B.S. - University of Central Florida  
▪ M.A.T. - University of Central Florida  
▪ M.S. - University of Central Florida

Kipfinger, Jason  
Adjunct Professor, Apprenticeship-FEAT

Kirchner, Amanda  
Adjunct Professor, College Prep Reading  
▪ A.A. - Seminole State College  
▪ B.A. - University of Central Florida  
▪ M.A. - University of Central Florida

Knorr, Joshua  
Adjunct Professor, Physical Sciences  
▪ B.S. - University of Central Florida  
▪ M.S. - University of Central Florida

Kolman, Rachel  
Adjunct Professor, English  
▪ M.F.A. - University of Central Florida

Koop, Sandra  
Adjunct Professor, Studio Art  
▪ B.F.A. - Ringling School of Art and Design  
▪ M.F.A. - Graduate School Of Figurative Art
Korkes, Jennifer
Adjunct Professor, Mathematics
▪ B.A. - University of Central Florida
▪ M.S. - University of Central Florida

Kornmeyer, James
Adjunct Professor, Mathematics
▪ B.A. - Kean University
▪ M.S. - Montclair State University

Kubasta, Brent
Adjunct Professor, Humanities
▪ B.A. - Kent State University
▪ M.L.S. - Kent State University
▪ MLS - Rollins College

Kwon, Kate
Adjunct Professor, Psychology
▪ M.S. - University of Central Florida

Langford, Corina
Adjunct Professor, Medical Coding & Transcription
▪ M.D. - JS&A Evaluation Report

Larsson, Stina
Adjunct Professor, Surveying & GIS
▪ M.S. - WES Evaluation Report
▪ Ph.D. - WES Evaluation Report

Lecky-Springer, Karen
Adjunct Professor, Applied Music
▪ B.A. - Rollins College
▪ M.M. - Greensboro College

Lee, James
Adjunct Professor, Biological Science
▪ B.S. - University of Central Florida
▪ M.Ed. - University of Phoenix

Legg, Meredith
Adjunct Professor, Social Sciences
▪ B.A. - University of Central Florida
▪ M.A. - University of Central Florida

LeMieux, Jennifer
Adjunct Professor, Computer Programming & Analysis
▪ B.S. - University of Florida
▪ M.S. - University of Florida

Lesperance, Leonard
Adjunct Professor, Accounting
▪ B.B.A. - University of Texas at El Paso
▪ M.B.A. - University of Phoenix

Lewis, Daniel
Adjunct Professor, History
▪ M.A. - University of Central Florida
▪ J.D. - Florida Agricultural and Mechanical University

Lewis, Kimberly
Adjunct Professor, Biological Science
▪ A.A. - Seminole State College
▪ B.S. - University of Central Florida
▪ M.S. - University of Central Florida

Lober, Bryan
Adjunct Professor, Legal Studies
▪ B.A. - Brandeis University
▪ J.D. - Stetson University

Loch, Emil
Adjunct Professor, BIM-Entrepreneurship, Leadership, Human Resources
▪ A.B. - Rollins College
▪ M.B.A. - Rollins College

Loch, Jennifer
Adjunct Professor, Biological Science
▪ B.S. - Florida State University
▪ M.S. - Northeastern University

Longhany, Joseph
Adjunct Professor, College Prep English
▪ M.A. - University of Central Florida

Lott, Richard
Adjunct Professor, Physical Sciences
▪ B.A. - University of South Florida
▪ M.S. - University of Central Florida

Luciano, Stephen
Adjunct Professor, Music

Ludwig, Manley
Adjunct Professor, E-Business
▪ M.B.A. - Case Western Reserve University

Luse, William
Adjunct Professor, English
▪ B.A. - University of Florida
▪ M.A. - University of Florida

Lynch, Carl
Adjunct Professor, Apprenticeship-FEAT

Lyon, John
Adjunct Professor, Criminal Justice Non-Academy
▪ A.A. - Florida State College at Jacksonville
▪ B.S. - Florida State University

Macunias, Billie
Adjunct Professor, English
▪ B.A. - Brown University
▪ M.A. - University of North Carolina at Chapel Hill
▪ Ph.D. - University of North Carolina at Chapel Hill

Maddox, Ronnie
Adjunct Professor, Construction
▪ B.B.A. - Texas A&M University
▪ M.S. - Texas A&M University

Magrath, Douglas
Adjunct Professor, English as a Second Language
▪ B.A. - University of California-Los Angeles
▪ M.A. - American Univ. of Beirut

Mancas, Kim
Adjunct Professor, Biological Science
▪ B.S. - University of Central Florida
▪ M.S. - University of Central Florida

Manning, Patrick
Adjunct Professor, Plumbing-PIPE

Margolis, David
Adjunct Professor, Legal Studies
▪ B.S. - University of Central Florida
▪ J.D. - University of Miami

Marshall, Harvey
Adjunct Professor, Mathematics
▪ A.A. - Valencia Community College
▪ B.A. - New College of Florida
▪ M.A. - University of Central Florida

Martin, Peggy
Adjunct Professor, Office Systems
▪ B.S. - National-Louis University
▪ M.B.A. - Regis University

Martin, Tamra
Adjunct Professor, English
▪ B.A. - University of Central Florida
▪ M.F.A. - University of Central Florida

Martinez, Maurice
Adjunct Professor, History
▪ B.A. - City University of New York Herbert H. Lehman College
▪ M.A. - City University of New York Herbert H. Lehman College
▪ M.A. - City University of New York Herbert H. Lehman College
Adjunct Faculty

Massa, Susan
Adjunct Professor, Practical Nursing
B.S. - University of Central Florida

Mathews, Naomi
Adjunct Professor, Communication
B.S. - Eastern Michigan University
M.A. - American University

Matlock, Debra
Adjunct Professor, Mathematics
B.S. - University of Oklahoma Central Office

Matos, Pablo
Adjunct Professor, Mathematics
B.A. - University of the Sacred Heart

Matthews, Donna
Adjunct Professor, Mathematics
B.S. - University of Central Florida
M.Ed. - Campbell University
Ed.D. - University of Florida

McAdam, Lawrence
Adjunct Professor, Physical Sciences
B.S. - State University of New York College at Oswego
M.Ed. - University of Florida

Mcauley, Keith
Adjunct Professor, Education
B.A. - University of Central Florida
M.Ed. - University of Central Florida

McAuliffe, James
Adjunct Professor, Criminal Justice
B.A. - University of Central Florida
M.A. - Webster University
M.S. - University of Central Florida

McBride, Dianna
Adjunct Professor, Humanities
B.A. - University of South Florida
M.A. - University of Central Florida

McBride, John
Adjunct Professor, Accounting
M.S. - University of Central Florida

McDaniel, Chad
Adjunct Professor, Criminal Justice Non-Academy

McGlynn, Christine
Adjunct Professor, Education
B.A. - University of Florida
M.Ed. - University of Florida

McGrath, Viktoriya
Adjunct Professor, Studio Art
M.F.A. - University of Cincinnati

McKechnie, Norval
Adjunct Professor, English
A.B. - University Of Detroit
M.B.A. - Northwestern University
M.A. - University Of Detroit

McLain, Silvia
Adjunct Professor, Legal Studies
A.A. - Miami Dade College
B.B.A. - Florida International University
J.D. - Nova Southeastern University

McNutt, John
Adjunct Professor, Social Sciences
B.S. - University of Central Florida
M.B.A. - University of Central Florida
M.S. - University of Central Florida

Mehta, Vandana
Adjunct Professor, Mathematics
M.S. - University of Missouri-Columbia

Meshcheryakov, Amanda
Adjunct Professor, English
B.A. - Flagler College
M.A. - University of Central Florida

Midgette, Sonja
Adjunct Professor, Biological Science
B.S. - Old Dominion University
M.S. - Old Dominion University

Miller, Carol
Adjunct Professor, Social Sciences
M.P.A. - University of Central Florida

Miller, Robert
Adjunct Professor, Apprenticeship-FEAT

Miranda, Albert
Adjunct Professor, BIM-Information Management, Project Management
B.S. - Virginia Polytechnic Institute and State University
M.S. - San Jose State University

Mizell, Christopher
Adjunct Professor, Plumbing-PIPE

Mooderson, Todd
Adjunct Professor, Criminal Justice Non-Academy
B.A. - Saint Leo University

Mommens, Kristina
Adjunct Professor, Humanities
B.A. - University of Central Florida
M.A. - University of Central Florida

Moore, Kelly
Adjunct Professor, Biological Science
B.F.A. - University of Akron
B.F.A. - University of Akron
M.A. - University of Illinois at Chicago
M.B.A. - University of Miami

Morales, Guillermo
Adjunct Professor, Construction
M.E. - University of Florida

Morehead, Ronald
Adjunct Professor, Computer Programming & Analysis
M.S. - American University

Morgan, Colin
Adjunct Professor, Criminal Justice Non-Academy
A.A.S. - Northern Virginia Community College
B.S. - American University
M.S. - University of Central Florida

Munoz, Berna
Adjunct Professor, Adult High School
B.S. - Educational Cred Eval, Inc.
M.A. - Western Governors University

Murphy, Justin
Adjunct Professor, Social Sciences
M.A. - University of Southern Mississippi

Muschette, Deon
Adjunct Professor, Mathematics
B.S. - University of Central Florida
B.B.A. - University of Central Florida
M.A. - University of Central Florida

Mutugi, Sharon
Adjunct Professor, Business Administration
B.S. - Hillsdale College
M.B.A. - Rollins College

Nasnas, Grace
Adjunct Professor, Mathematics
B.S. - JS & A Evaluation Report
M.B.A. - Strayer University
Adjunct Faculty

Negedy, Steven
Adjunct Professor, Fire Science
- EMT - State of Florida
- A.A. - Toccoa Falls College

Nelson, Brett
Adjunct Professor, Accounting
- B.A. - Grove City College
- M.A. - Florida International University

Nelson, Susan
Adjunct Professor, Humanities
- B.A. - State University of New York at New Paltz
- M.Ed. - Rutgers The State University of New Jersey-New Brunswick

Neubauer, Florence
Adjunct Professor, Humanities
- B.F.A. - University of Utah
- M.A. - Brigham Young University
- Ph.D. - Texas Woman’S University

Nguyen, Son
Adjunct Professor, Biological Science
- B.S. - Sam Houston State University
- M.A. - Sam Houston State University
- D.C. - Palmer College of Chiropractic

Nix, Mikaela
Adjunct Professor, Social Sciences
- B.A. - University of Central Florida
- J.D. - Florida Agricultural and Mechanical University

Noone-Kirkpatrick, Kenna
Adjunct Professor, Psychology
- B.A. - Georgia State University
- M.S. - University of Central Florida

Ocana, Rose
Adjunct Professor, Psychology
- B.A. - University of Puerto Rico-Rio Piedras Campus
- Ph.D. - Carlos Albizu University

Odom, Jennifer
Adjunct Professor, Biological Science
- B.S. - University of Central Florida
- M.S. - University of Central Florida

O'hara, Gordon
Adjunct Professor, Applied Music
- M.Ed. - University of Central Florida

Ohwovoriele, Benjamin
Adjunct Professor, English
- B.S. - WES Evaluation Report
- M.A. - JS & A Evaluation Report

Oldakowski, Joseph
Adjunct Professor, Construction
- B.S. - Central Connecticut State University
- M.S. - Central Connecticut State University

O'lenick, Dennis
Adjunct Professor, Surveying & GIS
- B.S. - New Jersey Institute of Technology
- M.S. - New Jersey Institute of Technology

Olinger, Monte
Adjunct Professor, Interior Design
- B.A. - Florida State University
- M.S. - Florida State University

O'neil, Catherine
Adjunct Professor, English as a Second Language
- B.S. - University of Central Florida

Ostrowsky-Leonard, Leigh
Adjunct Professor, Psychology
- B.S. - University of Central Florida
- B.A. - University of Central Florida
- M.S. - Nova Southeastern University

Ottoson, Joel
Adjunct Professor, Nursing
- M.S. - Walden University

Owen, Bonnie
Adjunct Professor, Emergency Medical Services
- A.S. - Hillsborough Community College

Ozger, Ayberk
Adjunct Professor, Digital Media
- M.A. - Savannah College of Art and Design

Ozoglu, Elizabeth
Adjunct Professor, English as a Second Language
- B.A. - Ohio State University
- M.A. - Ohio State University

Oztek, Muzaffer
Adjunct Professor, Chemistry
- M.S. - University of Central Florida
- Ph.D. - University of Central Florida

Padilla, Felix
Adjunct Professor, Social Sciences
- B.A. - Northeastern Illinois University
- M.S. - Northeastern Illinois University
- Ph.D. - Northwestern University

Pando, Edward
Adjunct Professor, Emergency Medical Services
- A.S. - Seminole State College

Paredes-Manfredi, Lynn
Adjunct Professor, Social Sciences
- B.A. - Rollins College
- M.A. - University of Central Florida

Parenti, Lisa
Adjunct Professor, Biological Science
- B.S. - University of Florida
- D.C. - Life College

Parsons, Olga
Adjunct Professor, Mathematics
- B.A. - Educ. Perspectives Evaluation
- M.A. - Educ. Perspectives Evaluation

Partridge, Emel
Adjunct Professor, Mathematics
- B.S. - University of Central Florida
- M.Ed. - University of Central Florida

Pastis, Kara
Adjunct Professor, Education
- M.Ed. - University of Florida

Patterson, Shelley
Adjunct Professor, Biological Science
- B.S. - University of Washington
- M.A. - University of Central Florida

Pennella, Donna
Adjunct Professor, Interior Design
- A.A. - Florida State University
- B.A. - Florida State University
- M.S. - Florida State University

Pentz, Michael
Adjunct Professor, Mathematics
- A.A. - Seminole State College
- B.A. - University of Central Florida
- M.Ed. - University of Central Florida

Perez, Lindsey
Adjunct Professor, Construction
- B.A.R. - University of Kansas
- M.Arch. - University of Kansas

Perez, Melissa
Adjunct Professor, History
- B.A. - University of Central Florida
- B.A. - University of Central Florida
- M.A. - University of Central Florida
Adjunct Faculty

Permaul, Vanessa
Adjunct Professor, Chemistry
- B.S. - University of Central Florida
- M.S. - University of Central Florida

Perwin, Virginia
Adjunct Professor, English as a Second Language
- B.S. - Temple University
- M.S. - Florida International University

Petrovich, Michael
Adjunct Professor, Biological Science
- B.A. - University of Central Florida
- M.S. - University of Central Florida

Picarelo, Julia
Adjunct Professor, Nursing
- B.S. - University of South Alabama
- M.B.A. - University of Phoenix
- M.S.N. - University of Central Florida

Pinkelton, Arlissa
Adjunct Professor, Mathematics
- B.S. - Tuskegee University
- M.S. - Capella University

Pizzurro, Santo
Adjunct Professor, Construction
- B.E. - Villanova University
- M.E. - Penn State York

Plasco, Marvin
Adjunct Professor, Legal Studies
- B.S. - University of Miami
- J.D. - Cleveland State University

Pratt, Paul
Adjunct Professor, Criminal Justice Academy

Pritchett, Sonya
Adjunct Professor, Life Management
- M.A. - University of Phoenix

Prom, Michelle
Adjunct Professor, Mathematics
- M.Ed. - University of Central Florida

Pynn, Irene
Adjunct Professor, English
- B.A. - Florida State University
- M.A. - Seton Hill College
- M.F.A. - Seton Hill College

Pynn, Kathleen
Adjunct Professor, Adult High School
- B.A. - University of South Florida
- M.F.A. - Seton Hill College

Qi, Limin
Adjunct Professor, Mathematics
- M.S. - University of Central Florida

Reid, James
Adjunct Professor, Apprenticeship-ABC

Rendina, Tracey
Adjunct Professor, Mathematics
- B.S. - Florida Southern College
- M.S. - University of West Florida

Reschny, Trevor
Adjunct Professor, Construction
- M.S. - Columbia Southern University

Richmond, Donel
Adjunct Professor, Business Administration
- M.B.A. - Nova Southeastern University

Riggins, Paul
Adjunct Professor, Criminal Justice Non-Academy

Rincon, Luis
Adjunct Professor, Biological Science
- B.S. - Southeastern Louisiana University
- M.S. - Louisiana State University and Agricultural and Mechanical College

Robbins, Christopher
Adjunct Professor, Humanities
- B.A. - Manhattanville College
- M.A. - University of Wisconsin-Milwaukee
- Ph.D. - University of Maryland College

Roberts, Gerrianne
Adjunct Professor, Networking
- B.S. - Westwood College-Los Angeles
- M.S. - Keller Graduate School of Management - Illinois
- M.S. - Keller Graduate School of Management - Illinois

Roberts, Kelly
Adjunct Professor, Education
- B.S. - Eastern Illinois University
- M.A. - Concordia University Wisconsin

Rodgers, Charles
Adjunct Professor, Communication
- B.S. - Ohio State University
- M.A. - Ohio State University
- Ph.D. - Ohio State University

Rodrigues, Betty
Adjunct Professor, Education Preparation Institute
- M.S. - Nova Southeastern University

Rosario, Nilda
Adjunct Professor, Psychology
- B.S. - Barry University
- M.S. - Capella University

Rose, Mark
Adjunct Professor, Construction

Rose, Patricia
Adjunct Professor, College Prep English
- B.A. - Dallas Baptist University
- M.S. - Marymount University

Russell, Valerie
Adjunct Professor, English
- B.A. - Florida Southern College
- M.A. - University of Central Florida

Russo, Jeremy
Adjunct Professor, Business Administration
- B.S. - University of South Florida
- M.A. - University of Central Florida

Russo, Roxana
Adjunct Professor, English
- B.A. - University of Central Florida
- M.A. - University of Central Florida

Ruth, James
Adjunct Professor, Apprenticeship-FEAT

Ryan, Kelly
Adjunct Professor, Education
- B.A. - University of Florida
- M.Ed. - University of Florida

Saintil, Anna
Adjunct Professor, Social Sciences
- B.A. - Bethune Cookman University
- M.A. - University of Central Florida

Salamon, Nicole
Adjunct Professor, Communication
- M.F.A. - University of Central Florida

Salwen, Lynda
Adjunct Professor, English as a Second Language
- B.A. - University of Puerto Rico-Rio Piedras Campus
- M.A. - Teachers College-Columbia University
Sanchez, Alfred  
Adjunct Professor, Criminal Justice Non-Academy  
- A.S. - Seminole State College

Sanders, Alice  
Adjunct Professor, Communication  
- M.A. - University of Central Florida

Sanders, James  
Adjunct Professor, Computer Programming & Analysis  
- B.A. - Eastern Illinois University  
- M.A. - Webster University

Santiago, Luis  
Adjunct Professor, Surveying & GIS  
- B.S. - University of Central Florida  
- M.S. - University of Central Florida

Satto, Peter  
Adjunct Professor, Biological Science  
- B.S. - Logan College Of Chiropractic  
- D.C. - Logan College Of Chiropractic

Scott, Darren  
Adjunct Professor, Criminal Justice-CWE  
- A.S. - Seminole State College  
- B.A. - Saint Leo University  
- M.P.A. - Troy University

Scott, Rick  
Adjunct Professor, Communication  
- B.S. - Amridge University  
- M.S. - Amridge University

Seiple, Shannon  
Adjunct Professor, Criminal Justice Non-Academy  
- B.S. - Florida International University  
- M.S. - Florida International University

Selitto, Janet  
Adjunct Professor, English  
- B.A. - State University of New York College at Potsdam  
- M.S. - Nova Southeastern University  
- Ed.D. - Nova Southeastern University

Setliff, Clayton  
Adjunct Professor, Apprenticeship-ABC

Sharma, Vasudha  
Adjunct Professor, Physical Sciences  
- Ph.D. - Michigan State University

Shearer, Ronald  
Adjunct Professor, Communication  
- B.A. - American University  
- M.A. - University of Wisconsin-Madison  
- M.A. - University of Central Florida  
- Ed.D. - Nova Southeastern University

Silvia, Jared  
Adjunct Professor, English  
- M.F.A. - University of Tampa

Sims, Lynn  
Adjunct Professor, Biological Science  
- B.S. - University of Central Florida  
- B.S. - University of Central Florida  
- M.S. - University of Central Florida  
- Ph.D. - University of Central Florida

Smith, Gregory  
Adjunct Professor, Accounting  
- B.S. - Seton Hill College  
- M.S. - University of Central Florida

Smith, Patricia  
Adjunct Professor, Health Professions  
- B.S. - University Of Wisconsin-Stout  
- M.S. - University Of Wisconsin-Stout  
- Ed.D. - Nova Southeastern University

Smith, Timothy  
Adjunct Professor, Mathematics  
- B.S. - University of Central Florida  
- M.S. - University of Central Florida  
- Ph.D. - Florida Institute of Technology

Soistman, Jeffrey  
Adjunct Professor, Computer Programming & Analysis  
- B.B.A. - University of Central Florida  
- M.A. - Webster University

Sorensen, Joseph  
Adjunct Professor, Construction  
- B.S. - Stevens Institute Of Technology  
- M.S. - New Jersey Institute of Technology  
- M.S. - Stevens Institute Of Technology

Spence, Marilyn  
Adjunct Professor, English EAP  
- B.A. - Illinois State University  
- M.Ed. - University of Central Florida

Stahl, Amanda  
Adjunct Professor, Mathematics  
- B.S. - University of Central Florida

Stanley, Christopher  
Adjunct Professor, Mathematics  
- B.S. - Florida International University  
- M.S. - University of West Florida

Stanley, Doris  
Adjunct Professor, Social Sciences  
- B.A. - University of Central Florida  
- M.A. - University of Central Florida

Staton, Margaret  
Adjunct Professor, Social Sciences  
- B.S. - Springfield College  
- M.A. - Antioch University-Main Campus

Staudt, Elizabeth  
Adjunct Professor, Social Sciences  
- B.A. - University of South Florida  
- M.A. - University of South Florida

Steele, Kim  
Adjunct Professor, Applied Music  
- B.F.A. - Florida Atlantic University  
- M.M. - Southwestern Baptist Theological Seminary

Stevenson, Dennis  
Adjunct Professor, History  
- B.A. - University of Florida  
- M.A. - University of Florida

Steward, Timothy  
Adjunct Professor, Biological Science  
- B.A. - Hendrix College  
- M.S. - Arkansas State University

Stone, Carson  
Adjunct Professor, Adult High School  
- M.Ed. - Stetson University

Stone, David  
Adjunct Professor, Interior Design  
- B.A.R. - Auburn University  
- MSCmtyPlng - Auburn University

Strobridge, Joshua  
Adjunct Professor, Criminal Justice Non-Academy

Swanson, Thomas  
Adjunct Professor, Networking  
- B.S. - University of Central Florida  
- M.S. - University of Central Florida

Tanksale, Deepa  
Adjunct Professor, Psychology  
- B.A. - WES Evaluation Report  
- M.A. - WES Evaluation Report  
- Ph.D. - WES Evaluation Report
<table>
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<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Taylor, David</td>
<td>Adjunct Professor, Computer Programming &amp; Analysis</td>
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<td>▪ B.S. - University of Central Florida</td>
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<td>Taylor, Linda</td>
<td>Adjunct Professor, ABE/GED</td>
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<td>▪ B.S. - Lindenwood College</td>
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<td>Tellier, Sarah</td>
<td>Adjunct Professor, Applied Music</td>
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<td></td>
<td>▪ BMus - University of Central Florida</td>
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<td>Tenery, Daeri</td>
<td>Adjunct Professor, Physical Sciences</td>
<td>▪ B.A. - State University of New York College at Oswego</td>
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<tr>
<td>Thomas, Abigail</td>
<td>Adjunct Professor, Computer Programming &amp; Analysis</td>
<td>▪ MIS/M - Keller Graduate School of Management - Illinois</td>
</tr>
<tr>
<td>Thomas, Leanna</td>
<td>Adjunct Professor, History</td>
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<td>Thompson, Mark</td>
<td>Adjunct Professor, Social Sciences</td>
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<tr>
<td>Thorpe, John</td>
<td>Adjunct Professor, Criminal Justice Non-Academy</td>
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<td>Torsrud, Amy</td>
<td>Adjunct Professor, Mathematics</td>
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