A College for the Community and History

The college name was changed in 1968 to Florida Keys Junior College. That fall, the college moved to the new campus on Stock Island under the direction of Dr. John Sylvester Smith, who served as president from 1967-1979.

Florida Keys Community College became the official name of the college by action of the Board of Trustees in 1970, making it one of Florida’s “Great 28” community colleges, now known as state colleges.

Dr. William A. Seeker was appointed as the third president of the college on July 1, 1979. He supervised the completion of the FKCC’s Tennessee Williams Fine Arts Center and presided over the gala opening of the center’s new theater on January 24, 1980.

The 1980s ushered in new programs such as Diving Business Management, Small Business Management, and Emergency Medical Services, thus continuing the development and expansion of the programs, facilities, and services which began at the inception of the college. Support services for transfer and vocational students also emerged more strongly. The Upper Keys Center in Coral Shores and the Middle Keys Center in Marathon both saw expansion in enrollment and scope of offerings.

The 1990s saw many structural changes on campus. The Charlie Toppino Welding Technology Lab was completed, as well as the Ron Saunders Student Center and the Public Safety Building. A new Scuba Dive Complex was developed to provide the much-needed space for the Diving program. In 1997, the college unveiled the new $40 million campus named after the president who helped to garner legislative support and funding, Dr. William A. Seeker. The new facilities feature spacious classrooms and modern laboratories, an ideal setting for learning the careers and technologies of the 21st century.
FKCC continued to expand its role in the community in the 2000s, and with it, its campus facilities. In 2003, the college unveiled its new Public Safety Annex, which features two hyperbaric chambers, as well as a renovated photography lab that is now located in Building 8. In 2009, the FKCC Foundation received $1 million from the estate of scuba diving pioneer James E. Lockwood, Jr. to improve and grow the program, now named for its benefactor, the James E. Lockwood, Jr. School of Diving and Underwater Technology.

In July 2007, Dr. William A. Seeker retired after 28 years of service to the college and community, and was bestowed the honor of President Emeritus by the District Board of Trustees. Dr. Jill Landesberg-Boyle then took the helm as the college's first female president and served through October of 2009.

FKCC welcomed its fifth president, Dr. Larry Tyree, in November of 2009. Initially on interim contract, Dr. Tyree agreed in March 2010, to serve as "permanent" president through June of 2012. This is the ninth presidency and eleventh community college for the veteran leader and educator.

Accreditation

Florida Keys Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida Keys Community College.

Equity Statement

Florida Keys Community College is committed to providing equal access/equal opportunity. The College does not discriminate on the basis of color, race, sexual orientation, religion, gender, age, national origin, marital status or disability in admission to, or employment in its education programs or activities. FKCC complies with the Florida Educational Equity Act and with Title IX of the Education Amendments of 1972. Inquiries concerning application and implementing regulations may be referred to the College’s Equity Coordinator, Joanne Tinker, Office 1512, Human Resources, 5901 College Road, Key West Florida 33040, (305) 809-3248 or to the Office for Civil Rights of the U.S. Department of Education.

The College President and Board of Trustees

Larry W. Tyree, Ed.D.

President

A native of Pensacola, Florida, and a graduate of Pensacola Junior College, Larry W. Tyree is now serving in his ninth presidency and eleventh community college at FKCC. He previously held the rank of full professor at the University of Florida, where he was also the director of the Institute of Higher Education and the executive director of the National Alliance of Community and Technical Colleges.

Tyree served as a community college CEO for 26 years at Gulf Coast Community College in Panama City, Florida, the Dallas County Community College District in Texas, and Santa Fe College in Gainesville, Florida. He also served as interim president of five other institutions, including Johnson County Community College in Overland Park, Kansas, and Monroe Community College in Rochester, New York.

Dr. Tyree has many publications to his credit, including a book entitled The Leadership Dialogues: Community College Case Studies to Explore. He served as board chair of the American Association of Community Colleges and the League for Innovation in the Community College and was a member of the board of directors of the American Council on Education. Dr. Tyree was named a distinguished alumnus by each of his three alma maters — Pensacola Junior College, Indiana University, and the University of Florida. He is also a League for Innovation in the Community Colleges Senior Fellow and received the American Association of Community Colleges’ National Leadership Award. He was named president emeritus by both Santa Fe College and Independence Community College in Independence, Kansas.

District Board of Trustees

As set forth by State of Florida mandate, the community college shall be governed by a District Board of Trustees. Board members are appointed by the Governor of Florida.

Spencer Slate

Chair

Spencer Slate is the owner of Captain Slate’s Atlantis Dive Center in Key Largo since 1978. Mr. Slate currently serves on the Board of Directors of the National Association of Underwater Instructors. He is also one of the founding members of the Keys Association of Dive Operations as well as a founding member of the Florida Association of Dive Operators and serves as their current president. He has also served on the Key Largo Chamber of Commerce Board of Directors for 24 years, serving as president for three of those terms. Mr. Slate is a graduate of East Carolina University.

Kim Bassett

Vice-Chair

Kim Bassett is currently the CEO of Fishermen’s Hospital in Marathon, Florida. She holds a master's in Business with a Specialization in Health Administration from the University of Miami and a bachelor's in Nursing from Drury University in Springfield, Missouri. She is also a Florida licensed Healthcare Risk Manager.

Prior to her appointment as CEO on October 1, 2005, she worked with the Lower Keys Medical Center (LKMC) for 16 years, with 11 as Chief Nursing Officer. Mrs. Bassett is very active in the community, serving on many other boards, including Area Health Education Center, Marathon Chamber of Commerce, and the United Way. She has served as a mentor for high school students and worked with the College Explorers Program. She is a member of the American College of Healthcare Executives, American Nurses Association and the Florida Nurses Association.
Dr. Antoinette Martin  
Trustee

Dr. Antoinette Martin is a licensed psychologist, operating a private practice in Key West, where she provides outpatient therapy for adults, children, couples, and families. Prior to that, she treated local middle and high school students and their families through the Monroe County School District. Raised in Key West, Martin has a Doctorate of Philosophy and a Master of Arts in Psychology from Notre Dame and a Bachelor of Arts in Psychology from the University of Florida.

A former board member for the Domestic Abuse Shelter and current member of the Key West Chamber of Commerce, Dr. Martin actively volunteers her time serving the community through programs for disadvantaged youth, AYSO soccer, and church related activities. She also helped establish the “Why Try” program at Horace O’Bryant Middle School and Key West High School, which is designed to keep at-risk students in school. Martin resides in Key West with her two daughters, ages 10 and 14.

Anne O’Bannon  
Trustee

Anne O’Bannon is the producer and host of “The Morning Mix” radio show on WGMX FM, where she interviews guests of local, state, and national importance relative to issues affecting our community. Originally from Pennsylvania, O’Bannon enjoyed a successful career in technical sales support and corporate IT training, before moving to Key Colony Beach in 1990. O’Bannon also spent several years teaching computer applications classes to employees of numerous organizations and private businesses in Monroe County.

O’Bannon has passionately focused her energy on philanthropy and serving the community, since the sudden loss of her husband in 2005, for whom she founded “The Captain Bill O’Bannon Memorial Scholarship” to benefit marine business students at FKCC. Currently, she is the Chairman of the Monroe County Republican Executive Committee, an Ambassador of the Greater Marathon Chamber of Commerce, and a Marathon Yacht Club Rear Commodore, in addition to serving on several boards, including the FKCC Foundation, Florida Keys Campus Housing Foundation, the Rotary Club of Marathon, and the City of Key Colony Beach Code Enforcement Board.

Edwin Scales  
Trustee

Ed Scales serves as General Counsel with Florida’s Gray Robinson Firm, Florida Citrus Commission, as well as Historic Tours of America. He is a former City of Key West Commissioner and former City of Key West Planning Board Member. He was appointed to the FKCC Board of Trustees in 2004 and served as Chair from 2007 to 2009.

Mr. Scales has a Bachelor of Science in Telecommunications with Honors from the University of Florida. He also holds a Juris Doctor from the University of Florida’s Levin College of Law. Mr. Scales currently represents the 16th Judicial Circuit (i.e. Monroe County) with the Florida Bar, Board of Governors.

Mission and Vision

**MISSION STATEMENT**

Florida Keys Community College is an open-access, educational institution dedicated to serving the intellectual, diverse, cultural, and occupational needs of the Florida Keys as well as the global community. The college is committed to student-centric academic programs and services, workforce development, continuing education, diverse partnerships, electronically delivered instruction, and sustainable practices that prepare students for personal success and responsible citizenship.

**VISION**

FKCC will be a leader in quality education, innovative learning and a unifying force within the community.

College Facilities

**William A. Seeker Campus**  
Key West, FL  
(305) 296-9081

Florida Keys Community College’s main campus is located in Stock Island and houses the following facilities:

**Marine Engineering, Management and Seamanship Center**

This center houses one of the largest departments on campus, offering instruction in the repair of gas and diesel engines, welding and fiberglass boat building and repair.

**Charlie Toppino Welding Lab**

This is a welding and metal workings facility for advanced instruction on marine industry welding, as well as creative welding design.

**Ron Saunders Student Center**

This center houses the college cafeteria, a student lounge, meeting rooms, and the bookstore.

**Campus Cafe**

Campus Cafe is located in the central part of our campus and benefits the students, staff and public. The cafe is owned and run by the Evans Family and their menu offers a large variety of choices with daily specials. The Cafe also offers catering service both on and off the campus.

**Public Safety Building**

This building is home to FKCC’s Institute of Criminal Justice and the Diving Safety programs.

**Sheriff Richard D. Roth Marine Public Safety Annex for Hyperbaric Training**

Built in 2003, the Hyperbaric Chamber Building, houses two hyperbaric chambers used to teach diving rescue and hyperbaric medical technology.
Mario F. Mitchell Aquatic & Safety Center
This spacious facility is frequented by students and nearby high school swim team members who enjoy FKCC’s Jr. Olympic-size pool and SCUBA diving complex.

Clark Maxwell Jr. Marine Environmental Habitat and Observatory
This area features a scenic boardwalk over a mangrove fringed lagoon that leads to a pavilion. This beautiful facility supports instruction in Marine Environmental Technology.

Spottswood and Saunders Memorial Garden
This memorial honors the two founding fathers of the college and their families: Senator John M. Spottswood and Representative Jack A. Saunders. Together, they introduced legislation in the Florida House and Senate to establish Florida Keys Community College.

Tennessee Williams Fine Arts Center
This Center houses the community's largest theater, the Tennessee Williams Theater, as well as the College’s classrooms for the instruction of fine arts, ceramics, sculpture and mixed community chorus.

Debbie Horan Plaza & Amphitheater
This wonderful ocean-side, outdoor venue is enjoyed by students and staff during lectures, concerts and other cultural educational activities.

Campus Store
The Campus Store, located in the Ron Saunders Student Center, is operated by the college to serve the needs of the whole college community. The campus store stocks school logo apparel, office supplies, nursing supplies, art supplies, candy, and cards. It also houses a mini "dive shop." Textbooks can be ordered through www.universitybooksonline/fkcc. All of our course codes with the current books are integrated into the website. Students are able to order new books, used books, and rent books. There is also a buyback program. Terminals are located inside the store to assist in the ordering process.

Learning Resources Center/Library
The mission of the Library/Learning Resources Center is to provide library materials, services, and instruction to all customers (students, faculty, staff, and the community) in an academically engaging environment that supports the curriculum and mission of the college.

The library is located at the Key West Campus on the second floor of building A. Library collections and resources are also available at our centers in Marathon, Coral Shores, and via our website: http://library.fkcc.edu, accessible 24 hours a day, 7 days a week.

The library hours on Monday are 8:30am - 9pm, Tuesday through Thursday, 8:30am - 8:30pm, Friday through Saturday 8:30am - 4pm. Summer and holiday hours will vary; so please call 305 809-3194 for updates.

The library is committed to providing an atmosphere that promotes learning, research, and intellectual freedom. It encourages access to knowledge, challenges censorship, and allows sharing of information. Our professional trained staff is committed to fulfilling the needs of our customers in a relaxed, comfortable and friendly atmosphere. Library cards are available to all customers free of charge. We support the educational and cultural needs of the college community via a rich collection of resources, workshops, and programs. The library contains over 35,000 books, eResources, periodicals, and audiovisual materials. Our art gallery exhibits the talent of our students and local artists. Our readily accessible resources and innovative services and instruction help meet the scholarly and work force preparation and personal growth needs of all our customers.

Middle Keys Center
Marathon, FL
(305) 743-2133
In addition to the main campus, FKCC has established a presence throughout the Keys with centers in Marathon and Coral Shores. These two centers are in shared facilities with the Monroe County School District and are located in newly constructed high schools within convenient access to populations in both locations. Excellent relations with the Monroe County School District enable us to utilize additional school district facility offerings as possible.

At the Marathon campus, located strategically in the middle of the Keys, halfway between Key West and Key Largo, FKCC occupies over 7,000 square feet of dedicated space consisting of classrooms, video conference, labs, offices, reception and miscellaneous space relating to (and serving the needs of) over 30 FTE students. Day and evening classes are offered.

Upper Keys Center
Coral Shores, FL
(305) 852-8007
In Coral Shores, the closest location to Miami, FKCC occupies over 15,000 square feet of dedicated and shared space, consisting of classrooms, labs, video conferencing, offices, gymnasium and general space. As a larger facility, over 60 FTE students are served at that facility with day and night classes provided to accommodate the needs of the working population.
Rules and Regulations

Student Records
In accordance with Public Law 93-380, Family Educational Rights and Privacy Act, student records at Florida Keys Community College, with the exception of directory information, are confidential and cannot be released except with the written permission of the student. All student records are open for inspection and review by the student unless she/he waives this right.

Directory information, which may be made public, includes the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students not wishing the dissemination of “directory information” without prior consent must sign a statement in the Office of Enrollment Services within one week after the close of registration each term.

The Director of Enrollment Services is the official custodian of records and is responsible for registration, transcript evaluation, student records, graduation certification, and the submission of necessary State and Federal reports on enrollment. Pertinent portions of the Family Educational Rights and Privacy Act are included in the Student Handbook.

Notice of Change
Notifications regarding change of address and change of name should be filed promptly in the Office of Enrollment Services.

Computer Lab Usage
I. Acceptance of “Terms of Use”
Florida Keys Community College (FKCC) is providing computer usage free of charge to FKCC faculty and staff, and currently enrolled FKCC students (referred to as “user”) under these “Terms of Use.” By utilizing FKCC computing facilities and services, the user is indicating agreement to be bound by these “Terms of Use.”

II. Modification of these “Terms of Use”
FKCC may modify these “Terms of Use” at any time at its sole discretion. FKCC will provide users with reasonable notice of any such changes and continued use of the FKCC computer facilities will be conditioned upon each user’s affirmative acceptance of any such changes.

III. Modification of FKCC Computing Services
FKCC may modify or discontinue computing services with or without notice to any user, without liability to any user or any third party.

IV. General Guidelines
(1) Only students enrolled in classes at FKCC for the current term are permitted to use the computer facilities.
(2) A current student identification card or class schedule is required for use of computer facility.
(3) Students are required to provide a data diskette while using the computer services. Permission will be denied to use the facility without the use of a diskette.
(4) No student work is to be saved or stored on the computer hard disk, even temporarily. Any work left on the hard disk can and will be deleted.
(5) No food, candy or drinks will be allowed in any computer facility or classroom. Absolutely NO exceptions will be permitted.
(6) The computer should not be turned on or off. Ask for assistance if needed.

V. Privacy
Although it is FKCC’s policy to respect the privacy of users, use of FKCC computing facilities is not private, and may be reviewed by system administrators as part of normal operations. FKCC implies no privacy or secrecy for those using FKCC computing services.

VI. Illegal Use
The FKCC computer facility and network may be used only for lawful purposes. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitations, material protected by copyright, trademark, trade secret, or other intellectual property right used without proper authorization, and material that are obscene, defamatory, or constitutes an illegal threat or violates export control law.

VII. Time
Time limits for computer use can and will be set to accommodate the greatest number of students. Time limits will be posted and will be enforced when demand exceeds the available number of computers.

VIII. Printing
(1) Use Print View to view your output and make changes prior to printing your work.
(2) Multiple copies cannot be printed. If needed, please use a copier.
(3) Do not print materials from the Internet. If a copy is needed, download material to diskette.

IX. Hardware and Software
(1) Downloading of any software program from these systems will be in violation of copyright laws.
(2) Installing any software onto these systems is not permitted.
(3) Please do not bang, hit, move, connect or disconnect any hardware items. For assistance, ask the person on duty.
(4) Computers are to be used for schoolwork only.
(5) Please use only the software needed for your class and on which you have had training. Do not explore other software on these systems or on the Local Area Network.

X. DO NOT:
(1) Delete any software programs, files or directories/folders on these systems.
(2) Reconfigure any software programs installed on these systems.
(3) Create your own directories or folders.
(4) Change any Windows desktop settings.
(5) Attempt to fix problems on your own. Ask for help from the lab assistant on duty.

XI. Virus Detection and Removal
All FKCC computing facility computers have virus checking software. Please scan your disks before and after using any FKCC computer. This will help detect and remove viruses before they can spread.

Internet Use
I. E-mail
(1) Use of College e-mail
E-mail is the primary means for official communication within Florida Keys Community College. The College has the right to expect that such communications will be received and read in a timely fashion. Official e-mail communications are intended to meet only the academic and administrative needs of the campus community, and will be used for College business (academic and administrative) only.
(2) Expectations for Use of College E-mail:

FKCC encourages and supports open access to electronic communication for the purposes of academic endeavors and college business, provided certain guidelines are observed:

Electronic communication

- will not be used for personal financial or commercial purposes,
- will not be used to impersonate another person or misrepresent authorization to act on behalf of the College or another person,
- will not be used to state or imply, without authorization, that a user speaks or acts on behalf of FKCC,
- will not be used as a conveyance of college trademarks or logos without authorization from the Director of Public Relations,
- will not be used to harass another person,
- will not be used to invade the privacy of others or make unauthorized use of their work,
- will not be used to send or create junk mail, SPAM, chain letters, computer viruses or hoaxes, or any other disruptive forms of data,
- will not be used in violation of copyright laws,
- will not be used in violation of any state or federal laws,

Electronic forums, such as mail distribution lists, have expectations regarding subject area and appropriate etiquette for postings. Members of the FKCC community should be considerate of the expectations and sensitivities of others on the Inter/intra net when posting material for electronic communication.

Public Records

Any information, including e-mail messages or other data, produced, transmitted, or received by FKCC employees “pursuant to law or ordinance or in connection with the transaction of official business” is defined as a public record by Florida Law, and is subject to the provisions of Chapter 119, Florida Statutes. Public records must be retained according to specific retention schedules, are subject to inspection and copying upon request by any member of the public (except as specifically exempted by law), and may not be deleted or destroyed except as authorized by law. Responsibility for adhering to public records requirements is the responsibility of each employee. Subject to public records law(s), FKCC supports each individual’s right to private communication, and will take reasonable steps to ensure security of the network; however, FKCC cannot guarantee absolute privacy of electronic communication.

Mass E-mailing

E-mail directed to large groups – 10 or more (student populations, employee populations, etc.), must be approved by the sender’s supervisor. The supervisor must approve content and the distribution list. Precautions are met. Users should use extreme caution when sending e-mail and should never transmit sensitive information such as social security numbers.

(3) Student E-mail Policy:

E-mail is considered an official method for communicating with FKCC students. The College expects that e-mail communications will be received and read by students in a timely fashion. This policy establishes the College’s expectations that faculty and other staff may routinely communicate important information to students using the established FKCC mail system.

All students enrolled at FKCC are provided an official FKCC student e-mail account. Students are expected to check their FKCC e-mail account frequently in order to remain informed of course-related communications. It is recommended that students check e-mail accounts daily. Students are responsible for the consequences of not reading course-related e-mail communications in a timely fashion.

All use of e-mail will be consistent with other FKCC policies, as previously stated, and as stated in the FKCC Student Handbook.

III. Chat Rooms

Chat room use is not permitted unless specifically indicated by an instructor for classroom assignments.

IV. Game Playing

Game playing from any Internet site, including MOOs, MUDs, etc., is not permitted.

V. Downloading

Users are never permitted to download to the hard disk of any FKCC computer.

VI. Internet Browser Configurations

Users are not permitted to change or alter any Internet browser configuration settings.

Computer Policy

I. Indemnification

User agrees to indemnify and hold each of FKCC, their parents, subsidiaries, affiliates, officers, and employees, harmless from any claim or demand, including reasonable attorney’s fees, made by any third party due to or arising out of the user’s use of FKCC computing facility the violation of these Terms of Use by User, or the infringement by user or any other user of user’s account, of any intellectual property or other right of any persons or entity.

II. Violation of Policies

Violation of these Terms of Use may result in temporary or permanent loss of access to any or all FKCC computing facilities and other disciplinary actions as appropriate.

III. Disclaimer of Warranties

(1) The user expressly agrees that use of FKCC computing facilities is at the user’s sole risk. FKCC computing facilities are provided on an “as is” and “as available” basis. FKCC makes no guarantee that FKCC computing facilities will meet user’s requirements or that FKCC computing facilities services will be uninterrupted, timely, secure, or error free.

(2) The user understands and agrees that any material and/or data downloaded or otherwise obtained through the use of FKCC computing facilities, is at the user’s own discretion, and risk and that the user will be solely responsible for any damage to the user’s computer system or loss of data that results from the
download of such material and/or data.
(3) FKCC makes no warranty regarding any goods or services purchased or obtained through FKCC computing facilities or any transaction entered into through the Internet.
(4) No advice or information, whether oral or written, obtained by the user from FKCC or through FKCC computing facility shall create any guarantee not expressly made herein.

IV. Limitations of Liabilities
FKCC shall not be liable for any direct, indirect, incidental, special or consequential damages, resulting from the use or the inability to use FKCC computing facilities.

V. Applicable Law
These terms of use shall be governed by and construed in accordance with the laws of the State of Florida, without giving effect to its conflict of laws provisions.

FKCC LIBRARY ACCEPTABLE INTERNET USE POLICY

I. Internet Use / Assistance
The Learning Resources Center / Library's Internet access is intended primarily as an information resource to support the educational and research needs of our community college students, faculty and staff. Access is granted to support the educational, cultural, social, and community service programs of the College. We extend the privilege of access to our community borrowers when they become a library user according to our community borrower policy. FKCC students, faculty and staff retain first priority. FKCC Library Internet use in NOT allowed for commercial or illegal purposes.

Library staff is available to provide assistance with the use of the Library's computers. Staff may limit the amount of time spent in assisting a user in order to provide adequate support for all other Library services. Individuals requiring more training than staff can give are encouraged to schedule an appointment for further assistance.

II. Internet Content Responsibilities
The Internet is a global network of multimedia information with no central authority or governing body. The library can and does recommend interesting and useful internet sites and resources for our customers to explore. The primary gateway to recommended sites is through the FKCC library website. However, providing a link does not in any way mean that we are responsible for the content of those sites.

Because the internet has no governing body, there may be material that is offensive to some customers. It is the customer's responsibility to monitor use. Sites containing nudity, obscenity, or graphic violence are not considered appropriate due to public terminal display. Accessing such sites may result in the revocation of computer privileges.

III. Time Limits
Time limits can and will be set to assure the greatest access for the greatest number of customers. Time limits will be enforced when demand exceeds the supply of work stations available. We have the right to change these time limits to allow the greatest access to the greatest number of customers.

IV. Printing
Printing from library computers is available via our pay-per-print system. Customers will need to purchase a pre-paid print card. The card costs $1.00 and each printed page costs 10 cents.

V. Downloading / Changing Configuration
Customers are NOT permitted to download any files to the hard drive on any library computer. Customers are NOT allowed to make permanent changes to browser configuration, or to add instant messaging, or other software. Downloading files to USB flash drives or disks is permitted. Users must supply flash drives and disks. If a customer does any of the above without permission from a library staff member, we have the right to deny further use of the computers.

VI. Wireless access
Wireless access is available in the library to those customers with lap tops. The College is not responsible for any lost files or damage done to non-college computer equipment.

COMMUNITY BORROWER COMPUTER USER AGREEMENT
The library computer lab is the only lab on campus with access to the public. The library lab is part of the college and students do have priority. The lab may be closed to the public while classes are taught and if all computers are taken, community member will be asked to allow students to use the computers. We do not take reservations for computers, but feel free to call the library at 809-3194 to check on computer availability.

- Saving—Computer users are encouraged to save files to their USB flash drives. Files saved to the desktops will not be available for retrieval.
- Printing – Customers will need to purchase a pre-paid print card. The card costs $1.00 and each printed page costs 10 cents.
- Assistance—Library staff is available to provide limited assistance in the use of the Library's computers. Staff may limit the amount of time spent in assisting a user in order to provide adequate support for all other Library services.
- Individuals requiring more training than staff can give are encouraged to schedule an appointment for further assistance.
- Do not download software, audio files, or video files. We need to preserve our bandwidth for college purposes.
- Do not display images or web pages that may be deemed offensive. These are public computers and all web pages that are accessed should be suitable for viewing by all members of the public.
- Children under the age of 18 are not allowed to use the computers without the supervision of a parent or guardian and the permission of the library staff.
- Do not conduct business on the computers. These computers are state property and according to statute may not be used to advertise, sell or conduct any type of business. This includes eBay and online trading.
- Do not disrupt the study or research of other customers: examples of disruptive behavior include, but are not limited to:
  - Excessive noise
  - Harassment of others
  - Behavior that disturbs other users or staff
  - Viewing inappropriate content on the Internet
  - Use of cell phones or other electric equipment

Not adhering to the above rules violates FKCC procedure 92.10 and will result in the loss of computer privileges and non-refundable fees.
Directory of Departments

President’s Office
Phone: (305) 809-3203

Provost
Faculty Issues, Instructional Issues, Programs of Study, Workforce Development, Curriculum Development
Phone: (305) 809-3189

Campus Store
School logo apparel and office supplies, nursing supplies, art supplies candy, cards. We will also have our own “dive shop.” Textbooks can be ordered through www.universitybooksonline/fkcc.
Phone: (305) 809-3530

Campus Cafe
Phone: (305) 809-3546

Business Office
Pay tuition and fees. Collect loan checks.
Phone: (305) 809-3186

Facilities and Maintenance Services
Phone: (305) 809-3240

Financial and Business Services
Facilities and Auxiliary Services, Information Technology, Tennessee Williams Fine Arts Center, and Business Office
Phone: (305) 809-3141

Student Advisement and Engagement
Academic Advising, Career Guidance, Disabled Student Services, Transfer Information, New Student Information, Orientation, VOICES (Student Newsletter), Student Activities, Student Government, Brain Bowl, Campus Clubs.
Phone: (305) 809-3194

Testing:
CLAS Information, Placement Tests, CLEP Information and Administration, Credit-by-Institution Exam Information, Registration Bulletins for National Tests: ACT, GRE, LSAT, GMAT, AHPAT, PCAT, VCAT, and DANTES.
Phone: (305) 809-3196

Workforce Development and Continuing Education
Continuing Education, supplemental workforce training, English as a Second Language (non-credit); Workforce Testing: TEAS, TOEFL, CJBAT, LOEP, PEARSON Vue, Promissor, PAN, Florida Ready to Work, FELE, FTCE, and other test proctoring.
Phone: (305) 809-3185

Distance Learning
Online Courses, Web-Based Learning, Video Conferencing
Phone: (305) 809-3177

Disabled Student Services
Phone: (305) 809-3292

Enrollment Services
Transcript Requests, Grade Information, Register for Courses, Graduation Applications, Drop/Add/Withdraw Courses, Veterans Education Information, Name and Address Changes, Enrollment Verification, Student Records, Applications for Admissions, Residency Requirements, International Student Administration
Phone: (305) 809-3188

Financial Aid
Applications for Federal, State and Institutional Aid, Financial Aid Counseling, Student and Parent Federal Educational Loans, Outside Scholarship Listings, College Work Study, RAVE Program
Phone: (305) 809-3260

FKCC Foundation
Resource Development, Scholarships, Program Enhancement
Phone: (305) 809-3146

Human Resources
Employment—College Work Study and Student Assistants, Facility Issue, ADA Accommodations, Religious Observances, College Employee Related Issues, Discrimination/Harassment, Equity Compliance, Employee Grievances
Phone: (305) 809-3118

Institutional Effectiveness
Strategic Planning, Annual Unit Plans and Assessment, Divisional Summaries, Institutional Research and Surveys, General Education Assessment, Program Reviews.
Phone: (305) 809-3277

Library
Check out books, Inter-Library Loans, audio visual equipment, computer use, online resources.
Phone: (305) 809-3194

Media & Publications
College Media Placement, College Advertising, College Publications
(305) 809-3230

Middle Keys Center
Academic Advising, Admissions, Course and Registration Information, Financial Aid Information, Placement and Other Testing, General College Information
Phone: (305) 743-2133
Fax: (305) 743-8235
Located at Marathon High School
900 Sombrero Beach Road
Marathon, FL 33050

College & Public Relations
College communications, media relations, and community relations
Phone: (305) 809-531

Recruitment
Recruitment, Campus Tours, and Student Housing
Phone: (305) 809-3281
Admission Requirements

The “Open Door Policy” at Florida Keys Community College

Florida Keys Community College adheres to an “Open Door” admissions policy, which means that adult students may enter the college regardless of race, color, religion, gender, age, national origin, marital status or disability.

The “Open Door” concept indicates that we are truly interested in students and their educational experiences. Academic Advisors and Program Advisors are available during daytime and evening hours to assist students in planning their programs and to help lead them to success in college.

General Admission Requirements

All correspondence concerning admission should be addressed to the Office of Enrollment Services, Florida Keys Community College, 5901 College Rd., Key West, FL 33040. Students may enter in the fall, spring or summer sessions. Prior to registering, a student must submit a completed application for admission and the non-refundable $30 application fee to the Office of Enrollment Services. Applications may be completed online, in person, or by mail.

Inactive Students

Students returning to FKCC after a two-year period of inactivity will be required to submit an updated application for admission. Updates require residency information and related documentation.

Requirements for Degree-Seeking Students

All associate degree and certificate-seeking students are required to satisfy college placement testing requirements. See “entry assessment at FKCC” for further information.

First Time in College Students:

1. Standard High School Diploma
   An official high school transcript with graduation date must be received in the Office of Enrollment Services by the end of the first term of enrollment; otherwise the student will not be allowed to register for subsequent terms.

   If the student participated in Advanced Placement courses through a high school, the official testing reports must be requested directly from the testing center by the student for submission to Enrollment Services for evaluation.

2. High School Equivalency Diploma (GED)
   Official transcript of the GED results must be received in the Office of Enrollment Services prior to the end of the first term of enrollment; otherwise the student will not be allowed to register for subsequent terms.
3. Home Education Graduate
Students must provide affidavits signed by a parent or legal guardian attesting that they have completed a home education program pursuant to the requirements in 1002.41 F.S. Signed affidavits must be received in the Office of Enrollment Services prior to the end of the first term of enrollment; otherwise the student will not be allowed to register for subsequent terms.

Transfer Students
Transfer students planning to earn a degree or certificate at Florida Keys Community College must submit official transcripts from all colleges or universities attended. Official transcripts from all colleges or universities attended must be received in the Office of Enrollment Services prior to the end of the first term of enrollment; otherwise the student will not be allowed to register for subsequent terms. The Office of Enrollment Services will evaluate transcripts. Generally, a course will be accepted if it parallels a course listed in this catalog. Credit will be allowed in courses with a grade of "D" or higher. However, a grade of "C" or higher must be earned in courses used to fulfill Gordon Rule requirements in Letters, Humanities, and Mathematics areas of the Associate in Arts degree. For degree-seeking students, all lower division transfer credits will be recorded on the student's permanent record and will be included in the computation of the grade point average. Failure to report previous college level work attempted, constitutes a falsification of application and subjects students to possible suspension, cancellation of registration, and/or cancellation of credits earned.

Transient Students
Transient students are degree-seeking at another institution but plan to study at FKCC for one or more courses. These students must complete an FKCC Application for Admission and pay the application fee. They enroll at FKCC as non-degree seeking. If the student's home school is a Florida state college or university, the student must go to www.FACTS.org and enter all transient data requested. This web site was developed for Florida state institutions to streamline the transient data and approval process. If the student is enrolled at a private or out-of-state institution, the student must work with the home school to obtain written permission to attend FKCC as a transient student, and then ensure that the paperwork is delivered to Enrollment Services at FKCC for final processing. If the student has financial aid or VA benefits, the student must work with the Financial Aid Office or with the Veteran's Specialist in Enrollment Services to ensure a continuation of coverage.

Non-High School Graduates
These students must successfully complete 12 hours of college credit courses with a "C" average (2.0 GPA). Prior to completion of the 12 credit hours, the student will be considered a non-degree seeking student. If the student fails to obtain the required 2.0 GPA in his/her first 12 hours, the student may continue as a non-degree seeking student subject to the Academic Probation and Suspension Policy of the College.

International Student Admissions
Florida Keys Community College is authorized under United States Federal Law, Immigration and Naturalization Act, Section 101(a)(15)(f) (i) to enroll non-immigrant alien students.

Florida Keys Community College encourages the application for admission of students from other countries, who desire an opportunity for educational training and experiences available in the United States. The enrollment of international students enhances the college by providing cultural enrichment to Florida Keys Community College students, faculty, staff, and the community.

International students are required to meet all of the admissions requirements as presented in the International Student Packet. This packet is available through the International Student Advisor in the Enrollment Office. Application materials must be submitted to the Office of Enrollment Services at least two months prior to the start of the term in which the student wishes to enroll.

Audit Students
Audit students are those students registered for a college course who are not seeking college credit. Fees are the same for both credit and audit students. Audit students should be regular and punctual in attendance and should make regular class preparation. No tests or examinations are required for these students. A grade of "X", which carries no credit, will be entered on the college record. Audit students may not change to credit status once the last day to change courses for the term has passed (see the academic calendar for important dates). Students may not change to audit status beyond the last day to withdraw from class.

Students Still in High School
Qualified high school students may attend Florida Keys Community College prior to their high school graduation. There are three types of enrollment available for high school students: dual enrollment, dual enrollment/dual credit, and early admissions.

In most cases, acceptance into these programs is based on the student having completed the ninth grade. The applicant must have an approved Dual Enrollment Authorization Form from his/her high school. Normally high school students may register for three to six credit hours during a semester. However, students who have fulfilled the majority of the requirements for their senior year may be permitted to register for up to twelve credit hours per semester, provided they have maintained a 3.0 GPA.

All dual enrollment students must take college placement exams.

Dual enrollment students are those high school students enrolled in both high school and in FKCC college campus-based courses. Credits earned at FKCC are applicable to a college degree but not towards high school graduation.

Dual enrollment/dual credit students are those high school students enrolled in both high school and FKCC. Credits earned at FKCC (normally in courses offered at the high school) are applicable to both a college degree and high school graduation.

Early admissions
Qualified high school students may attend FKCC in lieu of their junior and/or senior year in high school. Credits earned at FKCC are applicable to both a college degree and high school graduation. As in the case of Dual Enrollment/Dual Credit, students must have advance approval from the high school principal to participate in the program and to have their college credits apply toward high school graduation.

Nursing Program - Selective Admission Requirements
The Nursing Program admits a limited number of students. Class size is determined annually based on available faculty, funding and clinical practice resources. Consequently, admission to the nursing program is a selective process.

Acceptance to the program is based on meeting Nursing Program Admission requirements.

The Nursing Program does not keep a waiting list from year to year. For further information contact the FKCC Nursing Program (305) 809-3128. Nursing Program admission requirements are subject to change.
The Institute of Criminal Justice has a separate application process for admission. Basic admission requirements for the Basic Law Enforcement Academy, Basic Corrections Academy and Cross-Over Academies are:

- be at least 19 years of age.
- be a citizen of the United States.
- have earned a high school diploma or equivalent (GED) for law enforcement and corrections applicants.
- not have been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
- never have received a dishonorable discharge from any of the Armed Forces of the United States.
- have documentation of processed fingerprints on file with the employing agency.
- pass a physical examination by a licensed physician, physician assistant, or certified advanced registered nurse practitioner.
- have good moral character as determined by a background investigation under procedures established by the Criminal Justice Standards and Training Commission.

Students interested in attending any of the Basic Recruit Academies must contact the Institute of Criminal Justice. Applications to attend the Basic Recruit Training are available at the Institute of Criminal Justice, Public Safety Building and on our website. Students will have to undergo a psychological exam and a voice stress analysis exam.

Requirements for Non-Degree Seeking Students

A student who does not desire to enroll as a degree-seeking student but would like to earn college credit may enroll as a non-degree seeking student. Non-degree seeking students are not eligible for financial aid or VA benefits unless they are approved transient students. Courses completed by non-degree seeking students will be entered on their transcripts as credit courses, unless the student registers as auditing the courses.

A student enrolled in Continuing Education courses is also considered to be a non-degree seeking student. The student does not need to complete an FKCC application or pay an application fee. The Continuing Education courses are non-credit courses.

Entry Assessment at FKCC

All new degree-seeking students, and returning students who change to degree-seeking status, must take an approved placement exam before registering for classes. Non-degree students are subject to placement test requirements if they wish to enroll in Communication, Humanities or Mathematics courses or any courses that require satisfactory placement test scores as a course prerequisite.

Students meeting the minimum scores required for each section of the test may enroll in college-level courses in those areas. Students must enroll in college preparatory courses in the areas in which the minimum scores are not met.

Results of this assessment are used in the academic advising process to help place students into proper levels of English, reading, and mathematics courses. Contact The Office of Student Advisement and Engagement for the testing schedule at (305) 809-3196.

Students who can provide official ACT, SAT, or CPT scores taken within the past two years, or students who have already completed English (college prep or composition) and math (college prep or higher) at another college or university and have had their transcript(s) sent to FKCC, are not required to take the placement test. Further information concerning the placement test is available from the Testing Office located in Student Advisement and Engagement.

Entry Assessment for Non-Native Speakers of English

Instruction at FKCC is in the English language. Non-native speakers of English wishing to pursue a course of study for credit must demonstrate that they possess an adequate level of English proficiency.

Please contact the office of Continuing Education and Workforce Development, (305) 809-3238, for more information.
### Advanced Placement Options

#### Acceleration of Degree Completion

Acceleration of degree completion can be achieved through national programs of credit by examinations, which include CLEP (College Level Examination Program), EXCELSIOR (formerly PEP and Regents) and DANTES (Defense Activity of Non-Traditional Education Support).

Credit is earned after the Director of Enrollment Services has evaluated the official score report and specifies the course for which credit is being offered. Students receive credit for courses, but not letter grades, and the earned credits are not computed in grade-point averages. Students may use CLEP, DANTES, and EXCELSIOR credit under the repeat course policy for "D" or "F" grades only; credit will not be awarded for courses in which you have earned a "C" or better. If you earn an acceptable score in a course in which you previously earned a "D" or "F", the credit will be recorded and the "D" or "F" no longer will be computed in your GPA; no letter grade or quality points will be assigned for the credit. Credits earned through CLEP, EXCELSIOR and DANTES do not satisfy FKCC's residency requirements for degree completion. For information regarding CLEP, please contact the Testing Coordinator at (305) 809-3196.

### CLEP Examinations

The College-Level Examination Program, unlike Advanced Placement, is not built around a curriculum, but rather is designed to test students' knowledge on a variety of college-level subjects, regardless of where they may have learned the material. CLEP exams are developed by committees of college faculty who design questions based on what is typically covered in lower-level college courses and who set passing standards for the exams (scores are no longer based on studies of student performance in college courses). With the new computer-based tests, new questions are constantly being added, especially in rapidly changing fields such as Computer Science. The typical passing score on computer-based CLEP exams for general education purposes is 50, although paper and pencil versions will be different. More information about CLEP, including recent test information guides, can be found at www.collegeboard.com/student/testing/clep/prep.html.

<table>
<thead>
<tr>
<th>CLEP Examination</th>
<th>Score Required</th>
<th>Equivalent FKCC Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>50</td>
<td>POS 1041</td>
<td>3</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>AML 1000 *</td>
<td>3</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>No direct equivalent</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>MAC 2233</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>MAC 1105</td>
<td>3</td>
</tr>
<tr>
<td>English Composition with Essay</td>
<td>50</td>
<td>ENC 1101</td>
<td>3</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>MGF 1106</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>ENL 1000 *</td>
<td>3</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>50</td>
<td>ACG 1001 *</td>
<td>3</td>
</tr>
<tr>
<td>French Language</td>
<td>50</td>
<td>FRE 1120C*</td>
<td>4</td>
</tr>
<tr>
<td>General Biology</td>
<td>50</td>
<td>BSC 1005</td>
<td>3</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>50</td>
<td>CHM 1020 *</td>
<td>3</td>
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<tr>
<td>German Language</td>
<td>50</td>
<td>GER 1120C *</td>
<td>4</td>
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<tr>
<td>History of the United States I: Early Colonizations to 1877</td>
<td>50</td>
<td>AMH 2010</td>
<td>3</td>
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<tr>
<td>History of the United States II: 1865 to Present</td>
<td>50</td>
<td>AMH 2020</td>
<td>3</td>
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<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>DEP 2004</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>HUM 2250</td>
<td>3</td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td>50</td>
<td>CGS 1077 *</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business Law</td>
<td>50</td>
<td>BUL 2241</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Educational Psychology</td>
<td>50</td>
<td>EDP 2002</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>PSY 2012</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>SYG 1000</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>No direct equivalent</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Precalculus</td>
<td>50</td>
<td>MAC 1140*</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>ECO 2013</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50</td>
<td>MAN 2021</td>
<td>3</td>
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<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td>MAR 2011</td>
<td>3</td>
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</table>
Principles of Microeconomics 50 ECO 2023 3
Social Science and History No direct equivalent NA NA
Spanish Language 50 SPN 1120C 4
63 SPN 1120C and SPN 1121C 8
Western Civilization I: Ancient Near East to 1648 50 EUH 1000* 3
Western Civilization II: 1648 to Present 50 EUH 1001* 3

* Not an FKCC course – see advisor for more information.

Advanced Placement Program

Advanced Placement exams are taken after students complete the corresponding Advanced Placement course in high school. Advanced Placement courses are challenging, college-level courses that are designed to parallel typical lower-level undergraduate courses. Exams are developed by committees of college and secondary faculty, and are given to test groups of students in actual college courses to determine appropriate passing scores. More information about Advanced Placement, including descriptions of courses and sample examination questions, is available at www.apcentral.collegeboard.com.

AP Examination | Score Required | Equivalent FKCC Course | Credit Hours
--- | --- | --- | ---
Art History | 3 | ARH 1000* | 3
4 or higher | ARH 1050 and ARH 1051 | 6
Biology | 3 | BSC 1005 | 4
4 | BSC 1010 and BSC 1010L | 4
5 | BSC 1010 and BSC 1010L BSC 1011 and BSC 1011L | 8
Calculus AB | 3 or higher | MAC 2311 | 4
Calculus BC | 3 | MAC 2311 | 4
4 or higher | MAC 2311 and MAC 2312 | 8
Chemistry | 3 | CHM 1020C* | 4
4 | CHM 1045 and CHM 1045L | 4
Chinese Language and Culture | 3 | Interm Level Language* | 3
4 or higher | Interm Level Language* | 6
Computer Science A | 3 or higher | CGS 1075* | 3
Computer Science AB | 3 or higher | CGS 1076* | 3
Economics: Macro | 3 or higher | ECO 2013 | 3
Economics: Micro | 3 or higher | ECO 2023 | 3
English Language and Composition | 3 | ENC 1101 | 3
4 or higher | ENC 1101 and ENC 1102 | 6
Environmental Science | 3 or higher | ISC 1051* | 3
European History | 3 | EUH 1009* | 3
4 or higher | EUH 1000* and EUH 1001* | 6
French Language | 3 | FRE 1120C* | 4
4 or higher | FRE1120C* and FRE1121C* | 8
French Literature | 3 | Introductory French Literature* | 3
4 or higher | Introductory French Literature* | 6
German Language | 3 | GER 1120C* | 4
4 or higher | GER 1120C* and GER 1121C* | 8
Government and Politics: Comparative | 3 or higher | CPO 1001* | 3
### International Baccalaureate (IB) Program

The International Baccalaureate program is a challenging curriculum offered in high schools around the world that is designed to prepare students for advanced work in many countries' postsecondary systems. Because it is international, the curriculum is not always as closely aligned with courses in American colleges and universities as Advanced Placement courses, and students and teachers often choose topics within a fairly wide range. Students frequently conduct independent projects as part of the curriculum. Many subjects have both Standard Level and Higher Level versions, which typically require additional specialized research or independent work. International Baccalaureate assessments are conducted worldwide, so that an American student's work may be evaluated by a teacher in Singapore or vice-versa, and they often include substantial long-answer components or assessment of student research projects or portfolios. It may be helpful for institutions to talk with the student or to see the student's projects in order to assign appropriate credit.

Holders of IB Diplomas have been assessed in several subjects and have fulfilled certain other requirements, such as an extended essay. Students may also be assessed in individual subjects without trying for the diploma. The credit-granting recommendations below give some additional weight to the performance of diploma holders because of the interdisciplinary rigor of the entire program. More information about the IB program is available at [www.ibo.org](http://www.ibo.org).

<table>
<thead>
<tr>
<th>IB Examination</th>
<th>IB Score of 4</th>
<th>IB Score of 5 - 7</th>
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<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Credit</strong></td>
<td><strong>Course</strong></td>
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<tr>
<td>Biology</td>
<td>BSC 1005</td>
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<tr>
<td>Business and Management</td>
<td>GEB 1011</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHM 1020C*</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>PHY 1053C</td>
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<tr>
<td>Physics C: Electricity/Magnetism</td>
<td>PHY 1054C</td>
<td>4</td>
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<td>Physics C: Mechanics</td>
<td>PHY 1053C</td>
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<tr>
<td>Psychology</td>
<td>PSY 2012</td>
<td>3</td>
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<tr>
<td>Russian Language</td>
<td>Interm Level Language</td>
<td>3</td>
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<tr>
<td>Spanish Language</td>
<td>SPN 2200C*</td>
<td>4</td>
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<tr>
<td>Spanish Literature</td>
<td>Introductory Spanish Literature *</td>
<td>3</td>
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<tr>
<td>Statistics</td>
<td>STA 2023</td>
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<td>Studio Art: Drawing Portfolio</td>
<td>ART 1300C</td>
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<td>Studio Art: 2-D Design Portfolio</td>
<td>ART 1201C*</td>
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<td>Studio Art: 3-D Design Portfolio</td>
<td>ART 1203C*</td>
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<td>United States History</td>
<td>AMH 1000*</td>
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<tr>
<td>World History</td>
<td>WOH 1022</td>
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* Not an FKCC course — see advisor for more information.
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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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<tr>
<td>Computer Science CGS 1078*</td>
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<td>CGS 1078* &amp; Computer Science Elective</td>
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<tr>
<td>Design Technology ETI 1410*</td>
<td>3</td>
<td>ETI 1410* &amp; Engineer Technology Elective</td>
</tr>
<tr>
<td>Economics ECO 1000*</td>
<td>3</td>
<td>ECO 2013 &amp; ECO 2023</td>
</tr>
<tr>
<td>Ecosystems and Societies EVR 1017 *</td>
<td>3</td>
<td>EVR 1017 * &amp; Environmental Studies Elective</td>
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<tr>
<td>English A1 ENC 1101</td>
<td>3</td>
<td>ENC 1101 &amp; ENC 1102</td>
</tr>
<tr>
<td>Environmental Systems ISC 1050*</td>
<td>3</td>
<td>ISC 1050* &amp; Environmental Science Elective</td>
</tr>
<tr>
<td>Film Studies FIL 1000</td>
<td>3</td>
<td>FIL 1000 &amp; FIL 1002*</td>
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<tr>
<td>French FRE 1120C*</td>
<td>4</td>
<td>FRE 1120C* &amp; FRE 1121C*</td>
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<tr>
<td>Further Mathematics MHF 1202*</td>
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<td>MHF 1202* &amp; MHF 1209*</td>
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<tr>
<td>Geography GEA 1000*</td>
<td>3</td>
<td>GEA 1200* &amp; GEO 1400*</td>
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<tr>
<td>German GER 1120C*</td>
<td>4</td>
<td>GER 1120C* &amp; GER 1121C*</td>
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<tr>
<td>History WOH 1030*</td>
<td>3</td>
<td>WOH 1030* &amp; History Elective</td>
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<tr>
<td>Information and Technology for a Global Society Elective*</td>
<td>3</td>
<td>Elective*</td>
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<td>Islamic History Elective*</td>
<td>3</td>
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<td>Latin LAT 1230*</td>
<td>3</td>
<td>LAT 1230* &amp; Latin Elective</td>
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<tr>
<td>Mathematics MAC 1147*</td>
<td>3</td>
<td>MAC 1147* &amp; MAC 2233</td>
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<tr>
<td>Math Methods MAC 1105</td>
<td>3</td>
<td>MAC 1105 &amp; MAC 1140*</td>
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<tr>
<td>Math Studies MAT 1033</td>
<td>3</td>
<td>MAT 1033 &amp; MGF 1106</td>
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<tr>
<td>Music MUL 1010*</td>
<td>3</td>
<td>MUL 1010* &amp; Elective</td>
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<tr>
<td>Philosophy PHI 2010</td>
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<td>PHI 2010 &amp; Philosophy Elective</td>
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<td>Physics PHY 1020C*</td>
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<td>Psychology PSY 2012</td>
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<td>PSY 2012 &amp; Elective</td>
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<td>Social Anthropology ANT 1410</td>
<td>3</td>
<td>ANT 1410 &amp; Elective</td>
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<td>Spanish SPN 1120C</td>
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<tr>
<td>Theatre Arts THE 1020*</td>
<td>3</td>
<td>THE 1020* &amp; Elective</td>
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<tr>
<td>Visual Arts ART 1012*</td>
<td>3</td>
<td>ART 1012* &amp; Elective</td>
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</tbody>
</table>

* Not an FKCC course-see advisor for more information.

**DANTES Subject Standardized Tests (DSST) Program**

The DANTES Subject Standardized Tests (DSSTs) are designed to test students' knowledge on a variety of college-level subjects, regardless of where they may have learned the material. Exams are developed by committees of college faculty. Norming forms of DSSTs are administered to college-level students who are completing courses for credit in various subjects. More information about DSSTs, including descriptions of test content and sample examination questions, is available at www.getcollegecredit.com/materials.htm.

Florida Keys Community College will award college credits for qualifying DANTES Subject Standardized Tests (DSST) examination scores per the Articulation Coordinating Committee Credit-By-Exam Equivalents, adopted September 19, 2001 as follows:

<table>
<thead>
<tr>
<th>DSST Examination</th>
<th>Passing Grade Required</th>
<th>Equivalent FKCC Course Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A History of the Vietnam War</td>
<td>44</td>
<td>AMH 1059</td>
</tr>
<tr>
<td>Art of the Western World</td>
<td>48</td>
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<tr>
<td>Astronomy</td>
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<td>AST 1002</td>
</tr>
<tr>
<td>Business Law 2</td>
<td>44</td>
<td>BUL 2242</td>
</tr>
</tbody>
</table>

Florida Keys Community College will award college credits for qualifying DANTES Subject Standardized Tests (DSST) examination scores per the Articulation Coordinating Committee Credit-By-Exam Equivalents, adopted September 19, 2001 as follows:

<table>
<thead>
<tr>
<th>DSST Examination</th>
<th>Passing Grade Required</th>
<th>Equivalent FKCC Course Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A History of the Vietnam War</td>
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</tr>
<tr>
<td>Course Title</td>
<td>Code</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>Business Math</td>
<td>QMB 1001*</td>
<td></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>CCJ 1020</td>
<td></td>
</tr>
<tr>
<td>Environment and Humanity</td>
<td>EVR 1017 *</td>
<td></td>
</tr>
<tr>
<td>Ethics in America</td>
<td>PHI 1630 *</td>
<td></td>
</tr>
<tr>
<td>Foundations of Education</td>
<td>EDF 2002</td>
<td></td>
</tr>
<tr>
<td>Fundamental of College Algebra</td>
<td>MAC 1105</td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Counseling</td>
<td>PCO 1202 *</td>
<td></td>
</tr>
<tr>
<td>General Anthropology</td>
<td>ANT 1000 *</td>
<td></td>
</tr>
<tr>
<td>Here’s to Your Health</td>
<td>HSC 1100*</td>
<td></td>
</tr>
<tr>
<td>Human/Cultural Geography</td>
<td>GEO 1400 *</td>
<td></td>
</tr>
<tr>
<td>Human Resources Management</td>
<td>MAN 1300</td>
<td></td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>GEB 1011</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computing</td>
<td>CGS 1000C</td>
<td></td>
</tr>
<tr>
<td>Introduction to Law Enforcement</td>
<td>CCJ 1000 *</td>
<td></td>
</tr>
<tr>
<td>Introduction to the Modern Middle East</td>
<td>ASH 1044 *</td>
<td></td>
</tr>
<tr>
<td>Introduction to World Religions</td>
<td>REL 2300</td>
<td></td>
</tr>
<tr>
<td>Lifespan Developmental Psychology</td>
<td>DEP 2004</td>
<td></td>
</tr>
<tr>
<td>Management Information Systems</td>
<td>ISM 1000*</td>
<td></td>
</tr>
<tr>
<td>Money and Banking</td>
<td>BAN 1501 *</td>
<td></td>
</tr>
<tr>
<td>Organizational Behavior</td>
<td>INP 1002*</td>
<td></td>
</tr>
<tr>
<td>Personal Finance</td>
<td>FIN 1100*</td>
<td></td>
</tr>
<tr>
<td>Physical Geology</td>
<td>GLY 1000*</td>
<td></td>
</tr>
<tr>
<td>Principles of Finance</td>
<td>FIN 1001</td>
<td></td>
</tr>
<tr>
<td>Principles of Financial Accounting</td>
<td>ACG 1001 *</td>
<td></td>
</tr>
<tr>
<td>Principles of Physical Science I</td>
<td>PSC 1341</td>
<td></td>
</tr>
<tr>
<td>Principles of Public Speaking</td>
<td>SPC 1600*</td>
<td></td>
</tr>
<tr>
<td>Principles of Statistics</td>
<td>STA 1014 *</td>
<td></td>
</tr>
<tr>
<td>Principles of Supervision</td>
<td>MNA 1345 *</td>
<td></td>
</tr>
<tr>
<td>Rise and Fall of the Soviet Union</td>
<td>EUH 1066 *</td>
<td></td>
</tr>
<tr>
<td>Technical Writing</td>
<td>ENC 1210 *</td>
<td></td>
</tr>
<tr>
<td>The Civil War and Reconstruction</td>
<td>AMH 1056 *</td>
<td></td>
</tr>
</tbody>
</table>

* Not an FKCC course — see advisor for more information.

**Excelsior College Examinations**

Excelsior College Examinations (formerly known as Regents College Exams or the Proficiency Examination Program) 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 itself is accredited by the Middle States Association of Colleges and Schools (MSACS). More detailed information about Excelsior College Examinations, including detailed test descriptions, is available on-line at www.excelsior.edu.

**Credit-By-Institutional Examination**

A student may challenge the content of certain college and vocational (workforce development) credit courses and earn credit upon successful completion of an institutional exam. A student may not apply for course credit through an FKCC institutional exam if a CLEP, EXCELSIOR or DANTES examination is available. Students should be aware that FKCC institutional exams may not be offered for certain courses due to the nature of a particular course's content.

To be eligible to take an institutional exam, the student must: (a) be currently enrolled in a credit course other than that being challenged, or have completed prior credit course work at FKCC; (b) not have taken an institutional exam for the course at any previous time; (c) not previously taken the course at FKCC or through transfer credit; (d) obtain permission from the appropriate instructor and pay a pre-determined institutional exam fee at the Business Office.

A student who successfully completes an institutional exam with a score of 80% or higher (70% or higher for the NLN exam) will be awarded credit for the course. Students may not attempt Credit by Institutional Exam more than once in the same course. For additional information contact the Testing Office in Student Advisement and Engagement (305) 809-3196.

**Military Credit**

Degree-seeking students who wish to translate military service school credits into college credits may do so by submitting a SMART (Sailor/Marine), AARTS (Army), or Coast Guard transcript to the Office of Enrollment Services. More information on obtaining a SMART transcript can be found at smart.navy.mil. For information on obtaining an AARTS transcript go to www.aarts.army.mil. For information on obtaining a Coast Guard transcript go to www.uscg.mil/hq/cgi/ve/official_transcript.asp
Fee Information

Application Fee
Each new applicant is charged a $30 application fee which covers the costs of handling the application. This is a one-time fee and covers all subsequent enrollments. This fee applies to credit and audit students, whether full-time or part-time, day or evening. The application fee is not refundable or transferable.

The international application fee is $50.00 in addition to the $30.00 FKCC application fee.

Matriculation and Tuition Fees
Required tuition fees are established by the Florida Keys Community College District Board of Trustees under State Board of Education regulations. In accordance with Florida statutes 1009.22 (S), 6% of tuition and matriculation fees is placed in a scholarship fund.

Florida Residents (matriculation fee): $94.90
Non-Florida Residents (matriculation fee and tuition): $338.42

No registration will be completed until all fees and prior financial obligations to the College have been paid in full. Students may not attend classes until this is accomplished. Personal checks, Visa, Master Card and American Express may be acceptable for payment.

Additionally, FKCC offers a Tuition Payment Plan for all students. For more details please visit our website at www.fkcc.edu and log into your student account, or contact the Business Office at (305) 809-3186.

Resident Information and Requirements
All applicants for admission to Florida Keys Community College are required to complete a residency affidavit which is included as part of the application. If the applicant is a dependent, the affidavit must be signed by a parent or legal guardian. State regulations require that a tuition fee be paid in addition to the matriculation fee by all non-residents of the state of Florida.

The Florida law regarding residency for tuition purposes, allows U.S. citizens and lawful permanent residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant’s parent/legal guardian has been a legal resident of the State for at least 12 months preceding the first day of classes for that term. A copy of the student’s most recent tax return or other documentation may be requested to establish dependence/independence.

To qualify as a resident for tuition purposes an applicant, or the dependent applicant’s parent/legal guardian, must have established and maintained legal residence in Florida for at least 12 months prior to the first day of classes for that term. A copy of the student’s most recent tax return or other documentation may be requested to establish dependence/independence.

In addition, every such applicant is required to make a statement as to his/her length of residence in the state and further establish that his/her presence or dependent’s parents/legal guardian’s presence in the state currently is, and during the requisite 12 month qualifying period was, for the purposes of maintaining a bona fide domicile, rather than a mere temporary residence or abode incidental to enrollment in Florida Keys Community College.
Residency is determined in accordance with Florida Statutes, Section 1009.21, which is subject to change each legislative session. Further explanation about residency guidelines can be obtained from www.facts.org. Specific statute language can be obtained from www.leg.state.fl.us/statutes.

Students must present two forms of approved documentation in order to prove Florida residency for tuition purposes, at the time of admission.

Exceptions

Florida Statutes, Section 1009.21 permits certain applicants who do not meet the 12-month legal residence requirements to be classified as Florida residents or “temporary residents” for tuition purposes. Documentation in support of the following exceptions is required at the time of admission. These exceptions and qualifications categories are as follows:

- Dependent children residing continuously with a legal resident adult relative other than the parent for at least 5 years immediately prior to the first day of classes for that term.
- Persons married to legal Florida residents who intend to make Florida their permanent home, and who relinquish their legal ties to any other state.
- Persons who were enrolled as Florida residents for tuition purposes at a public institution of higher education, but who abandoned Florida residency and then re-enroll in Florida within 12 months of the abandonment, provided that he/she continuously maintains the re-established domicile during the period of enrollment. (This benefit only applies one time.)
- Active duty members of the armed services of the United States residing or stationed in this state and active drilling members of the Florida National Guard.
- Active duty members of the Armed Services of the United States and their spouses/dependent children attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.
- United States citizens, their spouses/dependent children living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
- Full time instructional and administrative personnel (and spouse/dependent children) employed by state public schools and institutions of higher education.
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida institution of higher education.
- Southern Regional Education Board's Academic Common Market graduate students attending Florida’s state universities.
- Full time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job related law enforcement or corrections training.
- McKnight Doctoral Fellows and Finalists who are United States citizens.
- United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate.
- Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed.
- Active duty members of a foreign nation’s military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.
- Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program per s. 1009.988(2). (Pre-paid ID card required).

Non-Citizen Exceptions

A non-United States citizen may be eligible to establish residency for tuition purposes if evidence is presented verifying that he or she is legally present in the United States and the student is one of the following:

- A foreign national, in a nonimmigrant Visa classification eligible for study with a date of departure that is not during the term the student will be enrolled. The student, and parent, if the student is a dependent, must present evidence of legal presence in the United States. A Student Visa will not be accepted as evidence of eligibility to establish residency.
- A foreign national, such as permanent resident aliens, parolees, asylees, Cuban-Haitian Entrants, and other legal aliens granted indefinite stay, in a status that is eligible for study in the United States.

Change in Residency Status

A student who applies to FKCC as a non-Florida resident and later becomes a Florida resident for tuition purposes must request a change in resident status prior to registering. Students must present three forms of approved documentation in order to change their residency status prior to the beginning of the term they are requesting the change. A Request for Change of Resident Status for Tuition Purposes form is available in the Office of Enrollment Services. Change in resident status is not retroactive.

Deferment of Fees for Qualified Veterans

Under the provisions of Florida Law, any eligible veteran or other person who wishes to pursue an approved program of education or training within the meaning of Chapter 34 or 35 Title 38 United States Code at any institution within the State University System or Community College System shall be allowed one (1) deferment for the payment of registration fees within any 12-month period. This is considered to be the 12-month period commencing on the first day of regular registration of the term for which the eligible veteran is requesting deferment.

No deferment can be longer than sixty (60) days or up to ten (10) days prior to the end of the term (last day of final examination) whichever is shorter. Failure to pay deferred fees when due will result in withdrawal from courses with the full fees still owed. Full repayment is due whether or not the Veteran receives his/her VA benefits.
No deferment shall be granted to an eligible person who has received advanced or prepaid educational benefits from the Veterans Administration.

Student Activity Fee
A fee equal to 10% of the matriculation fee is charged for student activity expenses.

Financial Aid Fee
A fee equal to 7% of the matriculation fee is charged for financial aid scholarships.

Other Student Fees

Non-Refundable Fees
The following non-refundable fees are applicable:

- Application Fee: $30.00  
- International Admission Fee: $50.00  
- Credit or exemption by examination, per semester hour: $20.00  
- Credit by Institutional Exam (Nursing) per semester hour: $7.00  
- Graduation Fee*: $25.00  
- Transcript Fee: $10.00  
- Reinstatement Fee: $25.00

*This fee must be paid when submitting application for graduation.

Non-Credit Fees
For fees concerning Continuing Workforce Education, Lifelong Learning, and Recreation and Leisure, please contact the office of Workforce Development and Community Outreach at (305) 809-3238.

For fees concerning the Basic Law Enforcement Academy and Basic Corrections Academy, please contact the Institute of Criminal Justice at (305) 809-3200.

Refunds
An official Add/Drop/Withdrawal form must be completed by students requesting a refund.

A. Refunds of 100% will be made until the close of business on the last day of late registration as listed in the catalog (the date coincides with the last day to drop courses).

B. Students whose registration is canceled by official college action will be entitled to full refund of tuition and laboratory fees.

C. To receive a refund for college credit courses that do not follow the academic calendar, students must withdraw prior to the second class meeting. In the case of college credit courses that have four (4) or fewer meetings, the student must withdraw prior to the first class meeting in order to be eligible for a full refund.

D. Students withdrawing from non-credit courses consisting of 3 or fewer class meetings must withdraw before the first class meeting to receive a 100% refund. If a non-credit course consists of more than 3 class meetings, the student must withdraw before the second class meeting to receive a full refund.

E. Students who register beyond the last day to change courses will not be eligible for a refund.

Exceptions to Established Refund Policy
Exceptions to the Refund or Withdrawal Policy may be authorized with sufficient documentation as follows:

- Illness or accident of the student of such severity or duration that it would preclude a student from being able to complete current semester classes.

- Death of the student, or death of an immediate family member of a student (parent, spouse, child, or sibling) that prohibits the student’s ability to complete current semester classes.

- Involuntary call to active military duty that would preclude the student from being able to complete the current semester classes.

- Documented administrative error by the College.

- Other emergency circumstances or extraordinary situations that may be approved by the Director of Student Advisement and Engagement.

Other Refunds

Lab Fees
100% of the lab fee will be refunded through the date shown in the college catalog as the last day to change courses. Thereafter, no refund of lab fees is authorized unless specifically authorized by the Director of Student Advisement and Engagement.

Financial Aid Recipients
Financial Aid Repayment Policy applies to students who have received Federal, State or institutional financial aid and who withdraw from all their courses during the term prior to completing 60% of the term. Students may have to restore all or a portion of their funds to the appropriate financial aid account. The student will be billed accordingly.

UniversityBooksOnline.com Refund Policy
Books can be returned within 30 days of the initial purchase date for a full refund. Books have to be in the original condition in which they were received. Your credit or debit card will be credited if that was how the original purchase was paid. A check will be sent to you if that was the method of payment.

UniversityBooksOnline.com/fkcc will refund the cost of your original shipping only if the reason for the return is due to their error.

Shipping procedure for Universitybooksonline.com/fkcc
Please try to keep your original shipping peanuts from Universitybooks.com/fkcc.com as this will speed up the return process. If you have thrown away the packaging please use a strong box and do not use newspaper as a filler because it stains the cover of the books. Please enclose a copy of the original invoice and circle or highlight which books you are returning. If you no longer have the invoice, you can log on to universitybooksOnline.com/fkcc and log on to your personal account, go to “Order History” and print out your invoice. Please send your return through a shipping method that enables it to be tracked in case it is lost. The best methods are USPS certified mail, USPS priority mail or UPS. Please label the outside of the box with a shipping address and your return address. The shipping address is: UniversityBooks Online.Com, Attn: Returns Department, 920 Savitt Place, Union, New Jersey 07083.
Student Financial Aid

Philosophy
Florida Keys Community College prides itself on its personal approach to helping students and their families plan to meet the costs of attending college. The Financial Aid Office operates with the utmost concern for the student. Students who qualify for financial aid can attend Florida Keys Community College with a variety of resources from institutional, state, federal, and other public and private agencies. All students interested in Financial Aid are encouraged to apply as early as possible and to contact the Financial Aid Office for assistance.

How to Apply
Students applying for any type of financial assistance (including scholarships) are required to file the Free Application for Federal Student Aid (FAFSA). This application can be found on www.fafsa.gov. The application may also be completed and submitted via the Internet at www.fafsa.gov. All students who are filing for FAFSA should also complete the Florida Financial Aid Application at the following website: www.floridastudentfinancialaid.org

When completing the FAFSA, be sure to include Florida Keys Community College in the Information Release section of the form. Our Federal School Code is 001485.

Completed FAFSAs are submitted directly to the Federal central processing agency, which processes the application and then forwards the information to Florida Keys Community College and to you in the form of a Student Aid Report. Determination of eligibility for all forms of Title IV financial aid offered at Florida Keys Community College is determined by the Department of Education.

For Financial Aid deadlines please visit www.FKCC.edu under the Financial Aid link.

It is important to note that students must reapply each academic year for financial aid.

How Eligibility is Determined
After your application is processed and the information is received by Florida Keys Community College, the college determines your aid eligibility based on your expected family contribution (EFC). If you apply for aid simultaneously at several colleges, your EFC should remain the same at each institution.

Students holding an earned bachelor’s degree from a U.S. college or university are not eligible for federal grant money, but may be eligible for other federal and private aid.

Student’s who transfer to FKCC from another institution must submit their official transfer work to Enrollment Services and the Financial Aid Office for processing. Transfer work must be evaluated to determine if the student is meeting basic federal requirements of Satisfactory Academic Progress and maximum time frame.

Reimbursement of Charges
Students that are deemed eligible after the normal registration period and have paid for their classes using some other means will be reimbursed for their educational expenses up to the amount of the award, three weeks after the beginning of the term.
Grant Programs

Federal Supplemental Educational Opportunity Grant (FSEOG)
FSEOG is a need-based federal grant awarded to undergraduates seeking a first undergraduate degree in an eligible program who have demonstrated exceptional financial need as determined by the results of the FAFSA. The award amount at Florida Keys Community College is up to $500 per term. Priority is given to students with an Estimated Family Contribution (EFC) of zero who apply for financial aid early. Students must enroll for a minimum of six credit hours in order to qualify. FSEOG is awarded later in the term. Limited funding is available each year for this program, and funds are available on a first come first served basis. The award is in addition to the student’s Pell Grant award.

Federal Pell Grant
The Federal Pell Grant is a need-based federal grant for students seeking their first undergraduate degree. Financial need is determined by the estimated family contribution (EFC) from the student’s processed FAFSA (Free Application for Federal Student Aid). The annual award amount is determined by the EFC and enrollment status and award amounts range based on enrollment hours. Students may receive funding only for courses that are required for the program(s) of study and a maximum of 30 credit hours of required college-preparatory coursework. Students must be enrolled in a degree or certificate program. The final Pell award will be determined by the number of hours enrolled 3 weeks into the term. The student will then owe Florida Keys Community College for the dropped course(s) and any lab fees or book charges not covered by the adjusted Pell award. All Pell students are advised to speak with a financial aid staff person prior to dropping and/or withdrawing from a course. All Pell recipients must submit an Attendance Verification Form prior to disbursement of any federal funds.

Academic Competitiveness Grant (ACG)
The Academic Competitiveness Grant is a federal grant program. The grant will provide up to $750 for the first year of undergraduate study and up to $1,300 for the second year of undergraduate study to full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and who successfully completed a rigorous high school program as determined by the state or local education agency and recognized by the Secretary of Education. The State of Florida Bright Futures Program is considered a rigorous high school program. Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0 during their first year of college. The Academic Competitiveness Grant award is in addition to the student’s Pell Grant award.

If you can answer YES to all of the following questions, you may potentially be eligible to receive an Academic Competitiveness Grant. See the Director of Financial Aid to determine final eligibility and disbursement.

1. Are you a U.S. Citizen?
2. Did you graduate from high school after January 1, 2005?
3. Are you eligible to receive a Pell Grant?
4. Will you be enrolled as a full-time first or second year student in a two-year or four-year degree program?
5. Did you complete a rigorous high program as determined by your state?

If you could not answer YES to all of the above questions, you do not qualify to receive an Academic Competitiveness Grant. However, you may still qualify to receive other types of federal student financial aid by applying with the Free Application for Federal Student Aid (FAFSA).

Florida Student Assistance Grant (FSAG)
FSAG is a need-based State of Florida program for students who meet Florida residency requirement. To qualify, you must be seeking your first undergraduate degree, be enrolled in an AA or AS degree program, qualify for a Pell grant, and be enrolled for a minimum of six credits per term. The amount awarded for part-time, three quarter time, and full-time enrollment is determined by the State of Florida on an annual basis. FSAG is awarded by Florida Keys Community College within two weeks after the close of the regular drop/add period each term. Initial eligibility is determined by the results of the Free Application for Federal Student Aid (FAFSA). The FSAG is in addition to the student’s Pell Grant award.

Work Programs

Federal Work Study Program (FWS)
The Federal Work Study Program is a federal work study program for students with financial need. You may be employed on one of our campuses, or as a reading tutor in a public school. As a work study employee, you may work a maximum of 20 hours per week, and earn at least minimum wage. Actual job placement is dependent upon your educational objectives, prior work skills, and the availability of work-study positions. Eligibility is determined by the results of the Free Application for Federal Student Aid (FAFSA), and you must be enrolled for a minimum of six credits per term. Students must request participation in the Federal Work Study Program through the Financial Aid Office, or the application can be found on our website.

Student Loans
All Florida Keys Community College Students are eligible to participate in the Direct Lending Program. There are three categories of loans: Subsidized Stafford loans, Unsubsidized Stafford loans and the Parent Plus Loan for Undergraduate Dependent Students. All applicants must apply by completing the Free Application for Federal Student Aid (FAFSA). Students selected for FAFSA Verification are not eligible to apply for a loan until that process is completed. If you are interested in a loan, please go to www.FKCC.edu, select ‘Current Students’, then select ‘Financial Aid’, select the “Stafford Loan” link on the left hand side of the screen. All loan recipients must submit an Attendance Verification Form prior to disbursement of any loan funds. Please see the Financial Aid website for further detail.

Loan Programs

Subsidized Stafford Loan
The interest on all Federal Subsidized Stafford Loans is subsidized by the federal government as long as the student is enrolled in a minimum of six credits and not on financial aid suspension. All loan recipients must be enrolled for a minimum of six credits each term of disbursement and must be participating in a minimum of six credits at the time of disbursement. Repayment begins six months (grace period) after graduation, leaving school, or dropping below six credits during the term of disbursement. The subsidized Stafford loan requires financial need as determined by the FAFSA.

Unsubsidized Stafford Loan
All students must first complete the FAFSA in order to determine if there is financial need. If there is not financial need, the student may apply for an unsubsidized Stafford loan. The government does NOT pay the interest during enrollment or during the grace period; interest will accrue on this loan while in school and during the grace period. All loan recipients must be enrolled for a minimum of six credits each term of disbursement and must be participating in a minimum of six credits at the time of disbursement. The student must repay the loan and all accrued interest and current interest beginning six months after graduation, leaving school, or dropping below six credits.
Parent Loan for Undergraduate Dependent Students

Parents of dependent students may borrow on behalf of the student. Income is not considered, but a credit check is completed and the parent(s) may not have adverse credit. The student must first apply for other types of aid by completing the FAFSA. All loan recipients must be enrolled for a minimum of six credits each term of disbursement and must be participating in a minimum of six credits at the time of disbursement. Loan amounts must not exceed the cost of attendance less other financial aid. Parent loans must be repaid over a 10-year period with interest beginning 60 days after disbursement.

Student Loan Receivables

Students eligible to receive a Direct Lending Loan (with completed files and loan applications) will receive a deferment of the cost of tuition, fees and bookstore charges. Upon receipt of the loan proceeds, the deferred fees will be paid and any remaining balance will be refunded to the student. The deferred fees will continue to be the responsibility of the student even if the loan proceeds do not arrive for any reason during the term. The student will not be allowed to register in future terms until the charges have been paid in full.

Scholarship Programs

Academic Excellence and Board of Trustees Scholarships

These two scholarships are offered to the senior classes of Monroe County high schools each year. These scholarships are awarded for one calendar year commencing August of the recipient’s high school graduation year and ending August of the next year. The scholarship will be renewed the next calendar year if all guidelines have been met and funding allows. Academic Excellence scholarships are offered to the top 5% of the graduating class and Board of Trustee scholarships are application based. Monroe County seniors should consult their high school guidance counselors for application procedures. Applicants must be a Florida resident.

The First Generation in College Scholarship Program

The First Generation Scholarship Program is available to under graduate students who meet Florida residency requirement and whose parents have not earned baccalaureate degree, or any student who regularly resided with and received support from only one parent who did not complete a baccalaureate degree. Scholarships are awarded for fall and spring semesters, and students may apply with the Office of Financial Aid each semester. The application deadlines are: Fall Semester: June 8th, Spring Semester: October 20th. Awards are given according to credit enrollment status as follows:

- Full time students: $1,000 per semester
- 3/4 time students: $750 per semester
- 1/2 time students: $500 per semester
- 1/4 time students: $250 per semester

Students are selected by the First Generation in College Scholarship Committee based on certain award criteria. The award criteria and application may be accessed through the Florida Keys Community College website. All applicants are required to submit the Free Application for Federal Student Aid (FAFSA).

Florida Bright Futures Scholarship Program

The Florida Bright Futures Scholarship program is awarded to Florida high school graduates who complete a rigorous program of study. Awards are issued by the state of Florida directly to the eligible student. The program has three levels:

1. Florida Academic Scholars Award: This award pays $78 per credit hour and requires a 3.0 cumulative GPA to renew. The scholarship is restricted to Fall & Spring term.

2. Florida Medallion Scholarship Award: This award pays $78 per credit hour and requires a 2.75 cumulative GPA to renew. The scholarship is restricted to Fall & Spring term.

3. Florida Gold Seal Vocational Scholars Award: This award pays $59 per credit hour and requires and fulfills a 2.75 cumulative GPA to renew. The scholarship is restricted to Fall & Spring term.

Renewal each year also requires completion of at least six credit hours of college-level coursework each term. Applications and eligibility criteria for each program are available from the high school guidance office or from the Florida Department of Education website: www.floridaeducation.org.

Students that fail to meet renewal GPA have the ability to take summer classes to restore their eligibility. Please go to www.floridaeducation.org for further information.

Other Scholarships

There are various private and foundation scholarships that may be used to attend Florida Keys Community College. If you are a recipient of a private scholarship(s), please contact the Financial Aid Office. If you are interested in Institutional scholarships please go to www.fkcc.edu, select CURRENT STUDENTS and then select the SCHOLARSHIPS link for further information.

Financial Aid Standards of Academic Progress

As part of the continued eligibility criteria for financial aid recipients, students must maintain satisfactory academic progress towards a specified degree established by Federal, State, and Institutional policies and regulations. Below are the three criteria used each term to determine financial aid status:

- Incremental Measures of Satisfactory Academic Progress

  Incremental progress measures the number of courses completed versus the number of courses enrolled per term. All withdrawals, repetitions, and remedial courses will be considered in the number of courses enrolled. An incomplete grade will not be counted as a completed course (it is the responsibility of the student to inform the financial aid office of any change to an incomplete grade). Non-credit courses will not be counted for federal financial aid. All financial aid recipients must complete 67% or 2/3rd of the courses they attempt. This measure is cumulative. For example, if a student is registered for three courses and successfully completes two, that student has satisfied the incremental progress measure by completing 67% of the courses. However, if a student is registered for two classes and only successfully completes one, that student has not satisfied the incremental progress measure since only 50% of the courses were successfully completed.

- Qualitative Progress

  Qualitative progress is the measure of the term grade point average. All financial aid recipients must earn a minimum CUMULATIVE term grade point average of 2.0. All remedial and college-level coursework completed in a term will be counted toward the term grade point average. Incomplete and failing grades will be included in the calculation as zero point. All periods and courses in which the student did not receive financial aid funds will also be counted. Non-credit or continuing education course (including English as a Second Language) will not be counted toward the term grade point average for any federal student aid.
**Quantitative Progress**

Federal Regulations require that “an undergraduate student must complete his or her program in a period no longer than 150% of the School’s published program length.” Therefore, per Federal Regulations, the quantitative progress is an evaluation of the total number of academic hours attempted. Students are allowed a maximum of 90 credit hours to earn a degree; this represents 150% of normal completion of 60 credit hours. Once 150% of the required credit hours have been attempted, the student will no longer be eligible for Federal, State, or Institutional financial aid. All remedial and college-level course work attempted at Florida Keys community college and earned credits from a previous institution will be included in the evaluation. Also included are periods and courses in which the student did not receive financial aid. If a student changes their major, Florida Keys Community College will not include in the calculation of a student’s quantitative progress the credits attempted and grades earned that do not count toward the student’s new major.

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Cumulative Percentage to Complete</th>
<th>Cumulative GPA</th>
<th>Maximum Load Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time 12 load hours or more</td>
<td>67%</td>
<td>2.0</td>
<td>90</td>
</tr>
<tr>
<td>3/4 time 9-11 load hours</td>
<td>67%</td>
<td>2.0</td>
<td>90</td>
</tr>
<tr>
<td>1/2 time 6-8 load hours</td>
<td>67%</td>
<td>2.0</td>
<td>90</td>
</tr>
<tr>
<td>Less than 1/2 time</td>
<td>67%</td>
<td>2.0</td>
<td>90</td>
</tr>
</tbody>
</table>

**Financial Aid Probation**

Realizing that a student’s academic career may experience occasional hardships, a one-term probation is provided to those financial aid students who do not meet the satisfactory academic progress criteria. In order to be removed from Financial Aid Probation, the student must register for a minimum of six credits and receive a 2.0 or better term GPA. Should the student register for less than six credits, he/she will remain on probation until such time that they do so. In addition, should the student register for six credits and fail to achieve the required 2.0 term GPA, he/she will be placed on Financial Aid Suspension.

**Financial Aid Suspension**

Should the student fail to meet the requirements for reinstatement under Financial Aid Probation or make a 0.0 GPA for the term, they will immediately enter into Financial Aid Suspension. At this point, all Federal, State and institutional funding will cease for the succeeding term of enrollment, including all student loan programs. In order to be removed from Financial Aid Suspension, the student must register for a minimum of six credits at their own expense and receive a 2.0 or better term GPA. Should the student register for less than six credits, he/she will remain on suspension until such time that they complete a total of six (6) credits with at least a 2.0 GPA. Reinstatement will not be retroactive.

**Appeal Process**

Should the student feel that there are unusual circumstances related to his/her failure to meet the above satisfactory progress standards, his/her may appeal to the Financial Aid Appeal Committee for possible reinstatement. The Financial Aid Suspension Appeal form includes instructions on proper documentation and is available in the Financial Aid office at the Key West Main Campus or on our website.

A student may be granted one appeal during his/her educational career at FKCC. Any student wishing to appeal the decision of the Appeal Committee may do so in writing to the Dean of Student Affairs.

All audited course work (a grade of “X”) will not be used in the determination of financial aid awards. In addition, enrolled students may not change their registration status to an audit once the financial aid has been determined.

**Reasons for Scholarships or Grant Repayment**

The following actions will require repayment of any grants or scholarships you have received including money that has been used for tuition/fees, books and supplies and living expenses.

- You register for classes and you do not attend one or all of your class(es), and/or you do not drop your class(es) during add/drop. You will be required to repay any grants and/or scholarships you received due to reduced eligibility.
- You register for a class and change from credit to audit. You will be required to repay any grants and/or scholarships you received due to reduced eligibility.
- You register for classes and drop all of your classes during add/drop, but you purchased books and/or supplies using a scholarship or grant and you did not return them to the bookstore. You will be required to repay any grants and/or scholarships you received due to reduced eligibility.
- You receive a grant or scholarship that required full-time attendance and you have a class cancelled, you never attend a class, or you change from credit to audit and your credit hours are less than 12. You will be required to repay any grants and/or scholarships you received due to reduced eligibility.
- You completely withdraw prior to completing 60 percent of a term and you received federal aid.

Students approved for financial aid must register for all classes that they intend to take for the term prior to the date that aid is disbursed to students. Students that fail to register by the disbursement date will not receive financial aid for the class(es) that are registered late.

**Return of the Title IV Funds**

The following rule applies only to those students who withdraw from classes.

If you are a recipient of Title IV Federal Financial Aid funds (excluding Federal College Work Study) and are considering withdrawing from classes prior to completing more than 60% of the term, your eligibility for aid will be recalculated based on the percent of the term completed. This may result in your having to return a portion or all of the aid that you have received. In addition, if you STOP attending all of your classes prior to completing more than 60% of the term, and/or if your transcript reflects unsuccessful completion of all courses, this will be considered an unofficial withdrawal. Your financial aid eligibility will be calculated based on 50% of the term completed, unless documentation of an academic related activity (defined by the instructor) is provided to the financial aid office, in which case your financial aid eligibility will be calculated using this later date.
Contact the Financial Aid Office immediately to learn how your withdrawal or lack of attendance could impact your financial aid. Students will not be eligible to register for future terms until all financial obligations are paid in full.

Title IV aid includes the following programs at FKCC:
- Federal Unsubsidized Stafford Loans
- Federal Subsidized Stafford Loans
- Federal PLUS Loans
- Federal Pell Grants
- Federal SEOG Grants
- Federal Academic Competitiveness Grant (ACG)

Military Assistance

Veterans Education
Florida Keys Community College is approved for the training of entitled veterans who can qualify for such training under current federal laws. Persons with military service are urged to investigate their educational rights. Contact the Senior Registration Specialist in the Office of Enrollment Services at (305) 809-3246.

Military Tuition Assistance
Active duty military personnel may be eligible to receive tuition assistance subsidized by the military. For full details, students should contact their Military Education Office.

Student Advisement and Engagement

Orientation
Each term the Student Advisement and Engagement staff conducts an orientation program to help new students adjust quickly to the challenges and rewards of college life. Through the orientation program students learn about the campus, its many facilities and services. Orientation provides students with information about important college policies, procedures, and academic programs, as well as information about registering for classes. Students get a chance to meet other new students and to ask questions.

All new first-time-in-college students that are degree seeking must participate in a New Student Orientation within their first semester of enrollment. New students are strongly encouraged to avail themselves of the information and resources given at orientation. Students unable to attend on-campus orientation may access the orientation program online at www.fkcc.edu. Students may contact Student Advisement and Engagement at 305-809-3196 for more information. Middle Keys students should contact 305-743-2133 and Upper Keys students should contact 305-852-8007.

Registration
New students should apply for admission in advance of registration, if possible. The registration process works on a first-come first-served basis. For the best selection of class sections and times, you should plan to register as early as possible. All degree-seeking students should be sure to consult with their counselor or program advisor prior to registering in order to secure a signature on their course request forms. Middle and Upper Keys residents can contact their local center for information and assistance in these procedures. Registration is available online for returning students or for students that have an application for admission on file. Call the Office of Enrollment Services at (305) 809-3188 for information.

Academic Advising
Advisors are available in Student Advisement and Engagement during day and evening hours to assist students with educational and career concerns. The advising staff can assist students with a variety of concerns including academic advisement, choice of major, career choice, professional preparation, general education requirements, catalog interpretation, withdrawal from college, and test score interpretation.

Associate in Arts degree-seeking students and those who are undecided about a program of study are encouraged to meet with an academic advisor. Students seeking an Associate in Science degree, Associate in Applied Science degree or a Certificate, are assigned a Program Director/Advisor based upon their declared major field of study.

Each term, it is the student’s responsibility to meet with an advisor or Program Director/Advisor, review his/her academic records, and choose courses designed to fulfill his/her stated objectives. This contact enables the Program Director/Advisor to know each student personally and to develop class schedules compatible with individual interests and abilities. Students should also consult their Program Director/Advisor when encountering academic problems or when considering a change in their degree program. Associate in Science and Associate in Applied Science students should be sure to get their advisor’s signature on their course request form prior to registering each term.

Students planning to transfer to four-year colleges or universities should meet with an advisor early to explore major options and pre-professional requirements. Early planning will result in a smooth, efficient transition to a university. The common prerequisites manual, prepared specifically for community college students transferring to Florida’s public universities, is available online at www.facts.org.
Career Planning Services

The choice of a career field is an important and difficult decision an individual must make. Career decisions should be based on a thorough knowledge of one’s interests, skills, labor market information, and training programs. We are available to help students achieve self-direction in career decision-making and planning. For assistance in identifying and achieving career and educational goals, contact Advising Services at 305/809-3196 or email advising@fkcc.edu.

National Testing Program

FKCC serves as a center for the administration of specialized tests such as the Graduate Record Exam (GRE), the College-Level Examination Program (CLEP), the American College Testing Program (ACT), the Law School Admission Test (LSAT), DANTES Subject Standardized Tests (DSST’s), and the Allied Health Profession Admission Test (AHPAT). Information and registration bulletins are available through the Testing Office located in Student Advisement and Engagement.

Placement Testing

All new degree-seeking students, and returning students who change to degree-seeking status, must take an approved placement exam before registering for classes. The test includes mathematics, reading and English language skills.

Non-degree seeking students are subject to placement test requirements if they wish to enroll in communication/humanities or mathematics courses, or any other course that requires the placement test as a prerequisite.

Students meeting the minimum scores required for each section of the test, may enroll in college-level courses in those areas. Students must enroll in college preparatory courses in the areas in which the minimum scores are not met. However, students shall be permitted to take courses concurrently in other curriculum areas for which they are qualified while enrolled in college preparatory instruction.

Results of the assessment are used as a guideline to assist advisors in placing students in appropriate courses ensuring their academic success. College preparatory courses do not carry college credit and, though included in SPA calculations, they are not included in GPA calculations.

Students who can provide official ACT, SAT or Florida Placement Test scores, two years current, are not required to take the placement test. Students who present a college ready diploma or have already completed English (college prep or composition) and math (college prep or higher) courses at another college or university and have had their transcript(s) sent to FKCC are not required to take the placement test.

Effective February 1st, 2009, a $10.00 charge will be assessed to retake one or more parts of the CPT.

College Placement Test – Retest policy

Placement test scores are valid for two years. If you have not used those scores for course placement during that time, you will be required to take the test again.

A student must wait for at least 45 days to elapse before retaking the College Placement Test.

Students who have already begun any level of college preparatory instruction in a subject area may only be referred for retesting on an individual basis by the teaching faculty member.

After a two-year period, because scores are no longer valid for placement, students may retake the test.

An Advisor may grant permission for a retest due to extenuating circumstances.

Further information concerning the placement test is available from the Testing Office located in Student Advisement and Engagement.

Auxiliary Learning Aids Program

Florida Keys Community College is committed to providing full access to all programs, services and facilities for qualified individuals with documented disabilities as mandated by the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973. Disabilities, as outlined in the ADA and by the College, may include specific learning disabilities, visual, hearing, speech, physical, and other disabilities determined by individual situations. The Office for Students with Disabilities assists the disabled student in all aspects of college life to ensure his/her educational experience is a successful one. Financial aid is available for students with disabilities who are enrolling part-time based upon a necessary disability accommodation.

To promote academic success, the Office for Students with Disabilities offers a wide variety of accommodations and support services. Services include, but are not limited to:

- Assistance in admission and course registration
- Information about and referrals to campus and community services
- Auxiliary Learning Aids
- Course substitutions

Auxiliary Learning Aids

The Auxiliary Learning Aids Program is designed to provide eligible disabled students enrolled in credit courses with the necessary equipment and/or staff so they can have full access to all programs, services and activities. Auxiliary Learning Aids may consist of adaptive devices and equipment such as:

- Enlargers
- Tape recorders
- Computers
- Assistive listening systems
- Modified or extended test taking
- Assistance by persons such as tutors, interpreters, readers and note takers
Course Substitutions
Florida Keys Community College has developed and implemented policies and procedures for providing reasonable course substitutions for qualified students with disabilities. Students who may be eligible for course substitutions include but are not limited to those with visual impairments, hearing impairments and specific learning disabilities. Students must provide documentation to substantiate that their inability to meet academic requirements is related to an eligible disability. Students should submit a written request to the office for Students with Disabilities, along with future education/career plans. The Coordinator will determine whether substitutions, as approved, will be accepted by the receiving institution and will contact the receiving institution to facilitate acceptance.

How to Obtain Services
The Office for Students with Disabilities facilitates accommodations with faculty and staff, and serves as an information resource to promote awareness and knowledge of disabilities. The student is responsible for self-identifying with the Office for Students with Disabilities. This voluntary declaration is independent from the admissions process itself. Once contact has been made with the Office for Students with Disabilities, the student is required to provide current (preferably, within the last three years) documentation from professionals who make such diagnoses.

Students are required to secure appropriate disability testing and documentation on their own. All disability records are treated as confidential and secured in the Office for Students with Disabilities. Once disability testing information is received, appropriate services can begin. Students requiring assistance are encouraged to meet with the Coordinators for Students with Disabilities as soon as possible, ideally before registration.

For additional information, contact the Office for Students with Disabilities located on the Key West Campus. Students can make appointments with the Coordinators for Students with Disabilities by calling 305-809-3269.

RAVE Program - Renewing and Advancing through Vocational Education
The RAVE Program offers special support services to individuals enrolled in A.S. Degree, A.A.S. Degree, and Certificate Programs. Financial assistance for eligible students includes tuition, books, childcare and transportation assistance. Non-financial assistance includes personal and career counseling, information and referral service, and employment assistance.

Eligible Students Include:

- Single Parents
- Displaced Homemakers
- Economically Disadvantaged
- Academically Disadvantaged
- Students with a Disability
- Limited English Speaking Students
- Non-Traditional Students

Stop by the Financial Aid Office for more information on the RAVE Program or call (305) 809-3523.

Safety Protocol
In the event that a student feels threatened, he/she should maintain a calm demeanor and should contact the nearest FKCC employee. If it is after college business hours (Key West campus only), contact the 305-394-5862 (4:00pm-9:00pm) or the Security Office at 305-809-3543 or 305-294-3044. In the case of an emergency, contact 911.

Please see the Vice President of Finance and Business Services for additional information, policies, and procedures concerning security at FKCC.

Medical Care
William A. Seeker/Key West Campus
The college does not operate any medical care facilities. Emergency medical services are available at the Lower Keys Medical Center, located across the street on College Road.

The procedure in the event of a medical emergency is as follows:
1) Call 911. If possible use office phone.
2) Inform the instructor or administrator on duty (main line 296-9081)

Middle Keys Center/Marathon Campus
The procedure in the event of a medical emergency is as follows:
1) Call 911. If possible use office phone.
2) Inform the supervisor at the Center (305-843-2133)

Upper Keys Center/Coral Shores Campus
The procedure in the event of a medical emergency is as follows:
1) Call 911. If possible use office phone.
2) Inform the supervisor at the Center (305-852-8007)

Transcript Information
The Office of Enrollment Services provides and maintains the necessary information and records essential to enable students to know their educational progress, and to supply this information to other institutions upon written request. Transcripts of permanent records at Florida Keys Community College will be furnished to other institutions or individuals upon the written request of the student. There is a $10.00 charge for official transcripts. Students may obtain their unofficial transcript by logging on to the FKCC website at www.fkcc.edu. Student records will not be released if the student has an outstanding debt to the College.

Student Housing
The FKCC Student Outreach Office has compiled a list of available housing options. The office staff can assist students in finding roommates of similar study and lifestyle interests. There are even some employment opportunities that include housing. Contact our Student Outreach Office for assistance at (305) 809-3281.

Student Activities
A varied program of social and cultural activities is presented throughout the year. Campus activities include, but are not limited to, concerts, workshops, Term Kick-off events, and festivals. FKCC is currently a member of the Florida Community College Activities Association (FCCAA). FCCAA activities include participation in the Florida Community College “Brain Bowl” competition.
Through active memberships in a club or campus organization, students will have the opportunity to meet other students and work toward common goals and interests. In recent years, clubs have been organized around sporting interests, such as SCUBA diving; around academic programs, such as computers, nursing, science and marine technology; and around special interests, such as leadership, photography, ceramics and chorus to name a few.

Several campus organizations, including the Phi Theta Kappa Honor Society, the Florida Student Nurses Association, and Student Government are affiliates of their respective national and state organizations.

New clubs may be formed at any time with sufficient student interest. Please consult the Student Handbook, the Student Activities Handbook, or inquire in Student Advisement and Engagement for more information concerning student organizations and activities.

College Reach-Out Program

The Florida Department of Education currently funds the College Reach-Out Program of Florida Keys Community College through a state-wide grant. The primary objective of the program is to strengthen the educational motivation and preparation of low-income, educationally at-risk students in grades 6 through 12. This is a proactive preventative program to reach students who have been identified by their teachers and school counselors as having the potential to succeed, but in need of outside direction. The program is committed to keeping these at-risk students out of trouble, away from drugs, maintaining good attendance, and developing good behavior and work habit skills at home and in the school setting. This population would be unlikely to seek admission to a college or university, during the academic year, students from Key West High School, Horace O'Bryant Middle School and Sugarloaf Middle School are provided with academic support in the school setting and enrichment activities on the FKCC campus. Programs also include motivational speakers, financial aid information, college tours, career information, tutoring, and homework assistance.

CROP offers select students the opportunity to spend two weeks in the summer on a college or university campus.

For more information on the College Reach-Out Program, call (305) 809-3261.

Student Responsibilities

Student Responsibility

When a student registers at Florida Keys Community College, he/she agrees to accept the rules and regulations of the college. Rules may be changed as circumstances make change desirable or necessary. Prior notice of changes will not be given. All students are expected to observe the rules for the good of the college community.

Academic Freedom and Responsibility

Students are free to make reasoned exception to data and views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for learning about the content of any course for which they’re enrolled, without personal prejudice. Students are entitled to protection against improper disclosure of information concerning grades, beliefs, or character which an instructor acquires in professional association with the student. Judgments of ability and character may be provided under appropriate circumstances, normally with the consent of the student.

The student is responsible for classroom behavior which is conducive to the educational process and for achieving standards of performance established by the instructor.

The instructor has final authority in all matters relating to course content, grading practices, and classroom procedures; consistent with the philosophy, purposes, and established policies of the college. A course grade is the final responsibility of the instructor. As a member of the college community, a student is expected to act responsibly in all areas of personal and social conduct. The College reserves the right to require the withdrawal of any student whose scholarship or deportment does not meet the standards of Florida Keys Community College.

Violations of the standards of conduct contained herein will, in most cases, be treated as college disciplinary matters. However, in certain situations, the application of civil and criminal law and/or the injunction process will be employed in order to preserve the system of order and freedom necessary for the maintenance of an educational environment. Any individual or group action which results in or threatens denial of any of the following may result in the application of civil or criminal law or in an injunction: freedom of access or movement, disruption of classes or activities, destruction or illegal occupation of college property, trespass; personal jeopardy to any member or guest of the College community. Any individual or group action which results in or threatens denial of any of the following may result in the application of civil or criminal law or in an injunction: freedom of access or movement, disruption of classes or activities, destruction or illegal occupation of college property, trespass; personal jeopardy to any member or guest of the College community.

Offenses involving the use or possession of firearms, lethal weapons, drugs and alcoholic beverages, although essentially civil matters which address themselves to the discretion of Local, State and Federal authorities, may subject the possessor or user to college discipline when such offenses and their effects adversely interfere with the well-being of, or reflect on, the College or members of the College community.

Academic Integrity

Florida Keys Community College is committed to academic integrity. As an institution of higher education, we affirm the core values of diligence, civility, and honesty in the pursuit of truth. To this end, academic integrity is reinforced by standards of conduct that uphold honesty and personal responsibility. All academic work submitted by students is assumed to be the result of the student’s own thoughts, research and self expression. Any suspicion of dishonesty in academic activities is taken very seriously because it undermines the atmosphere of respect essential to learning. Faculty will not tolerate academic dishonesty in any form,
including but not limited to plagiarism, cheating, violation of copyright laws and misuse of college and personal computers. Some examples of cheating and/or plagiarism include, but are not limited to, the following:

- Asking or giving another student information during a test
- Copying answers from another student’s paper or intentionally allowing someone to copy from one’s own paper during a test
- Using materials prohibited by the instructor during a test
- Impersonating another student or having another person assume one’s identity
- Copying material exactly, paraphrasing or using an idea without proper citations
- Stealing an exam or possessing a stolen copy of an exam
- Submitting the same assignment to another class without permission of the instructor
- Inappropriately or unethically acquiring material via the internet to be turned in for an assignment

A range of actions may be taken by a faculty member if a student is caught cheating. The specific action occurs at the faculty member’s discretion and each faculty member should state his/her policy on cheating in the syllabus for the class.

Class Attendance

Students are expected to attend all of their scheduled classes. The College reserves the right to address individual cases of non-attendance. Each instructor determines the effect of absences upon grades. Instructors will formulate an attendance policy and distribute this policy in writing during the first week of classes, consistent with college policy. Arranging to make up work missed because of legitimate class absence is the responsibility of the student.

In general, reasons that may be acceptable for absence from class include: illness, serious family emergency, special curricular requirements (e.g., field trips, professional conferences), military obligations, severe weather conditions, religious holidays and participation in official college sponsored activities. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. The student may offer other sound reasons for consideration. The instructor may, at his or her discretion, require documentation from the student to determine the acceptability of an absence.

College Preparatory Program

Students who provide ACT, SAT, FCAT or CPT scores (two years current) below the scores required to enter college level courses must enroll in college preparatory courses. These courses include reading comprehension, communication skills, basic math and introduction to algebra. Enrollment in the preparatory program is based on placement scores. Grades earned in college preparatory courses will not count toward graduation nor will they be calculated into the grade point average; however, they are calculated in the SPA for financial aid purposes. Students are permitted to enroll in college preparatory instruction concurrently with credit instruction in courses for which they are qualified. College preparatory students may not enroll in the following categories of college credit courses while completing their college preparatory course work:

- College preparatory students who are deficient in mathematics may not enroll in any college-level mathematics courses or courses that require mathematics skills beyond the skill level of the student.
- College preparatory students who are deficient in English and/or reading skills may not enroll in English or humanities courses that meet the Gordon Rule requirements, or any course that requires communication skills beyond the skill level of the student.
- College preparatory students who are deficient in all three areas may enroll in college-level courses such as college success courses or courses that are not dependent on college-level computation and communication skills.

College preparatory reading comprehension focuses on vocabulary development, literal reading skills, and basic critical reading. College preparatory communication skills emphasize grammar, punctuation, usage and basic elements of sentence style, the paragraph, and the essay. Basic math is designed to teach students arithmetic skills necessary for introduction to algebra. The topics include whole numbers, fractions, decimals, percents, measurements, area, perimeter, volume, operations with integers, simple equations, and formulas. Introduction to algebra follows basic math and is also a preparatory course. This course focuses on signed numbers, formulas, polynomials, rationales, radicals, factoring, and graphing. It provides the necessary foundation for intermediate algebra.

Students are allowed up to three attempts at each college preparatory course. Withdrawal from a college preparatory course after the last day to drop and receive a refund counts as an attempt. Since the state will fund only two college preparatory attempts, students will pay the full tuition cost, equal to out-of-state tuition, on the third attempt.

For more information regarding the college preparatory program, placement testing, test scores and/or placement, please contact your Advisor.

College Preparatory Rule

Rule 6A-10.0315(14) states that students enrolled in college preparatory courses may be permitted to take courses concurrently in other curriculum areas for which they are qualified. Students who test into college prep instruction must successfully complete the required college preparatory studies by the time they have accumulated 12 hours of college credit course work OR students must maintain continuous enrollment in college preparatory course work each semester until the requirements are completed while at this present time performing satisfactorily in the degree earning course work. College preparatory students who are deficient in all three areas (reading, English and math) may enroll in college-level courses such as college success courses or courses that are not dependent on college-level computation and communication skills. Upon successful completion of remediation, students then qualify to enroll in college-level courses. For further information please contact your Advisor.
Withdrawal and Forgiveness Rule

The following procedures relate to student withdrawal from courses and to conditions under which forgiveness of grades earned will be granted to the student.

1. Withdrawal

   a. The student may withdraw without academic penalty from any course by the 70 percent point in the semester. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester. Withdrawals after that date will be granted only through approved college procedures.

   b. The student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

   c. Students who drop a class before the last day to receive a refund will receive a 100% refund. (Refer to the academic calendar for appropriate date.)

   d. Students who do not officially withdraw will be assigned a letter grade by the instructor. The last day to officially withdraw is listed on the academic calendar.

   Students are reminded that instructors are not permitted to change the academic status of a student, i.e., award a grade of "W" or "X" on the final roster. IT IS THE STUDENT’S RESPONSIBILITY TO WITHDRAW OR CHANGE HIS OR HER REGISTRATION STATUS BY THE PUBLISHED DEADLINES.

2. Grade Forgiveness

   a. A student is allowed to repeat a course only two times in order to improve a failing grade ("D" or "F").

   b. Only the last grade earned in a repeated course will be computed into the grade point average, provided the last assigned grade is not a "W" (withdrawal) or an "X" (audit). However, all courses attempted will appear on the transcript.

   c. Students should be aware that some private or out-of-state colleges and universities may not accept a repeated course and may compute the initial grade in the grade point average. Some Florida State Universities may include both attempts (grades) in their final computation of the grade point average.

   d. Students may repeat a course to improve grade point average after the awarding of the Associate in Arts and/or the Associate in Science degrees and/or the Associate in Applied Science (per Articulation Agreement).

   e. Courses may be repeated if they are designated as repeatable, such as choir, music or other individualized courses of study; or if they are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

   f. Students receiving Federal Financial Aid cannot repeat a course where a grade of "C" or better has been earned, unless the catalog permits repeating a specific course for credit. A course in which a grade of “D” or “F” is received may be repeated one time.

   g. Students receiving VA benefits should be aware that the Veterans Administration will not pay for a repeated course in which a grade of “D” or better has been earned, except where state rules require a minimum grade of “C”.

3. Total Attempts

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

   A student can only repeat a course in which he/she have earned a grade of “D” or “F”. A student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester. On the third attempt, and thereafter, a student will be assessed 100% of the full cost of instruction (non-Florida resident rates) of the course. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances.

   Audit enrollments shall not count as attempts, unless such enrollment is declared after the end of the drop/add period. College preparatory students, who are required to be certified as completing competency-based college preparatory instruction, shall not be enrolled as audits.

Exceptions to Withdrawal and Forgiveness Rule

Exceptions to the withdrawal and forgiveness rule may be appealed through the Director of Student Advisement and Engagement.
Grading

Letter grades, transcript symbols, and quality points to indicate the quality of work of each student are used as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 grade points</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3 grade points</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 grade points</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1 grade point</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0 grade points</td>
</tr>
<tr>
<td>FN</td>
<td>Failure for non attendance</td>
<td>0 grade points</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W*</td>
<td>Withdrew from course</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>N**</td>
<td>No grade</td>
<td></td>
</tr>
<tr>
<td>NR</td>
<td>Not reported by instructor</td>
<td></td>
</tr>
</tbody>
</table>

*To receive a grade of “W”, students must withdraw officially through the Office of Enrollment Services by completing and submitting the appropriate form prior to the announced deadline (see academic calendar). Students who do not officially withdraw will be assigned a grade by the instructor.

** Applicable to college preparatory courses.

An "I" becomes an "F" if the required work has not been completed within the time specified by the instructor. This deadline shall not exceed (4) four months from the completion of the term for which the incomplete was awarded. Grades of "D" may or may not be accepted by other institutions.

Grade Changes

Students who wish to dispute a grade should meet with the instructor of the course. If the instructor deems a grade change should be made, the instructor will complete the Report of Change of Grade form, giving a full explanation of the reasons for the change of grade. The time period in which any grade can be changed is one year from the posting of the grade. Exceptions must be approved by the Director of Student Advisement and Engagement.

Grade Point Average

To rank individual students, scholastic attainment is computed in terms of the grade point average. This average is obtained by dividing the total number of quality points earned by the total number of GPA hours attempted. The final grade point average required for graduation is computed based on the summation of all the courses shown on transcripts from all institutions attended. When a student repeats a course, the most recent grade will be used to determine the grade point average. It is the responsibility of the student to keep informed of the accumulation of credit hours and grade point average. This information may be requested from the Office of Enrollment Services.

Final Grades

Students may view their final grades by logging on to their student accounts through the FKCC website at www.fkcc.edu. Final grade reports will not be mailed out to students.

Scholastic Honors

An honors list will be prepared at the end of each term, excluding summers. Students who earn a 3.8 or higher grade point average will be placed on the President’s Honors List; students who earns a 3.5 or higher grade point average will be placed on the Dean’s Honors List. Only full-time students are considered for these lists.
Academic Probation, Suspension and Dismissal

To maintain satisfactory academic progress at Florida Keys Community College, students must achieve a minimum grade point average (GPA) of 2.0. Students who have attempted seven (7) or more college credits with less than a 2.0 cumulative GPA (not including college preparatory courses), will be placed on academic probation. Students who remain on academic probation for more than two consecutive terms will be placed on suspension. Students on suspension for more than one term will be dismissed.

The purpose of probation, suspension, or dismissal is to identify students who have had academic difficulties in order to provide them with additional assistance toward achieving success in their college work. Students on probation, suspension, or dismissal will be required to obtain an academic advisor's approval before registering for courses for the following semester. Individual problems will be identified and solutions will be sought in an attempt to help students improve their academic status.

Students will be removed from academic probation, suspension, or dismissal when their cumulative grade point average becomes 2.0 or greater.

Academic Amnesty

Academic Amnesty allows students with poor academic records to request that transfer or FKCC coursework that is ten or more calendar years old be excluded from GPA calculations and in determining graduation eligibility. Academic Amnesty is a one-time non-reversible opportunity. Students who wish to apply for Academic Amnesty should first discuss the program with an Academic Advisor/Program Advisor.

Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades attempted when computing a GPA for admissions eligibility, or for other purposes. Academic Amnesty has no effect on the student’s financial aid award history. Academic Amnesty has no effect on the calculation of course attempts related to the multiple course attempts surcharge.

VA Satisfactory Progress Policy

The Satisfactory Progress Average (SPA) is computed the same way the grade point average is computed—(A=4), (B=3), (C=2), (D=1), (F=0) and (FN=0). I’s, W’s, N’s, NR’s and X’s are not computed in the SPA. Using the quality point system, the SPA is computed by adding the total quality value of all courses and dividing by the number of credit hours attempted during a given term. The SPA is cumulative. It is computed at the end of each term. An SPA of 2.0 is satisfactory progress; less than 2.0 is unsatisfactory progress. Any veteran with a SPA of less than 2.0 will be placed on academic probation. A veteran will not be permitted more than two consecutive terms on probation. If during the second term on probation, the student does not earn a 2.0 or higher cumulative GPA, his/her benefits will be suspended.

Once a veteran has been terminated from receiving VA benefits due to unsatisfactory progress, the college will not recertify the veteran. He/she will be permitted to attend classes, but will not receive benefits. A student may re-establish eligibility for VA benefits in accordance with regulations promulgated by the Veteran's Administration.

Course Substitutions and Prerequisites

Course Substitutions

Course substitutions in degree programs may be approved. Application for a course substitution must be submitted no later than two days prior to the first day of classes in the appropriate term. The student may request a course substitution through an academic advisor or program advisor for one of the following reasons:

1. A different course better meets the student’s educational objectives.
2. A required course is not scheduled during the student’s last term before graduation.

Course substitutions require the written request of the student’s academic advisor or program advisor. The advisor will forward the request to the appropriate College personnel and will be finalized by the Director of Enrollment Services/Registrar. Students will receive a copy of the course substitution for their personal records.

Note: For disabled students, see the section on Course Substitutions under the heading Office for Students with Disabilities.

Prerequisites and Course Sequence

Students should make note of the prerequisites stated in the individual course descriptions in the catalog when scheduling courses. Program advisors are available to assist students to ensure that they meet degree or certificate program requirements. Students must obtain instructor permission to register for a course in which they have not met the prerequisites. This is done at the instructor’s discretion and requires the completion of an Instructor Permission Form located in the Office of Enrollment Services. However, students who have been placed in college preparatory level courses must enroll in the required remedial course work. Students are urged to meet with an advisor on a regular basis to ensure that they do not take unnecessary courses.

Course Substitutions

Course Substitutions

Course Substitutions

Course Substitutions

Course Substitutions

Course Substitutions

Course Substitutions

Course Substitutions

Course Substitutions

Course Substitutions
Graduation Requirements

Degrees

Florida Keys Community College offers programs of study leading to the Associate in Arts degree (A.A.), the Associate in Science degree (A.S.), the Associate in Applied Science (A.A.S.) degree, the Advanced Technical Diploma (ATD), or Certificate.

The **Associate in Arts (A.A.)** degree is awarded to the student who has successfully completed a planned program which includes not fewer than 36 semester hours of specified general education credits within a 60 semester hour program. It is recommended for students who plan to transfer to a university to pursue a baccalaureate degree.

The **Associate in Applied Science (A.A.S.)** degree is awarded to students who have successfully completed a planned program of courses designed to prepare them to enter a specific employment field. It is not designed to transfer to four-year institutions.

The **Associate in Science (A.S.)** degree is awarded to students who successfully complete a planned program of courses designed to prepare them to enter a specific employment field. It is designed to transfer to four-year institutions.

General requirements for graduation from Florida Keys Community College must be met by all students seeking a degree or certificate. Students must complete at least 25% of semester credit hours through instruction at FKCC.

Continuous Enrollment

Responsibility for meeting the requirements of the Associate in Arts degree, the Associate in Science degree, the Associate in Applied Science degree or the Certificate, rests with the student. To maintain continuous enrollment for graduation purposes, a student must be enrolled in at least one class for both Terms I and II. If this enrollment is not maintained, the student has to meet the graduation requirements in effect at the time of completing his/her final course.

**Associate in Arts Requirements**

To qualify for the Associate in Arts degree, a student must:

1. Satisfy the College Level Academic Skills Requirement (after earning 18 college-level credit hours) or document satisfaction of the CLAS requirement by a State-approved alternative method:

   **CLAS (College Level Academic Skills) Requirement**

   **Important Notice to Students Regarding the College Level Academic Skills (CLAS) Requirement**

   Effective July 1, 2009, the College Level Academic Skills Test (CLAST) exam was no longer administered. However, the CLAS requirement does remain in effect. All scores earned prior to July 1, 2009 will still be valid. Read about important changes with the CLAS requirement.

   The College Level Academic Skills (CLAS) requirement is part of Florida’s system of educational accountability. It measures a student’s attainment of the college-level communication and mathematics skills commensurate with successful completion of lower division course work identified by the faculties of community colleges and state universities through the College Level Academic Skills Project (CLASP).

   Since August 1, 1984, students in public postsecondary institutions in Florida have been required to meet CLAS requirements for the award of an Associate of Arts (A.A.) degree, for admission to upper-division status, and the award of a baccalaureate degree in a state university in Florida. Prior to July 1, 2009, students could meet the CLAS requirement by taking the CLAST (College Level Academic Skills Test) exam, or the alternative methods of ACT, SAT, or coursework. Effective July 1, 2009, the CLAST exam was no longer administered. Recent Florida legislation, Senate Bill 1676, repealed the use of the CLAST exam to measure the CLAS requirement. However, the CLAS requirement does remain in effect. All scores earned prior to July 1, 2009 will still be valid. Current options for students who still need to satisfy the CLAS requirement, must do so by achieving a score that meets or exceeds a minimum score on a nationally standardized exam or coursework (subject to Florida legislative changes).

   More information is available at www.fkcc.edu

   2. Complete 60 semester hours of academic work exclusive of: courses numbered 3000 or above, nontransferable occupational courses, and basic physical education courses that are in a planned program outlined in this catalog.

   3. Complete an approved general education program of no fewer than 36 semester hours.

   4. Achieve a grade point average of not less than 2.0 in all courses taken at Florida Keys Community College as well as on the summation of all courses attempted at all institutions attended.

The grade of “D” will be accepted for transfer to Florida four-year colleges and universities (provided the overall grade point average does not drop below the prescribed 2.0 level), and will count towards the baccalaureate in the same way as “D” grades obtained by students enrolled in the first two years of Florida’s universities, i.e. credit required for the baccalaureate. However, it is at the discretion of the department or college of the university offering the major, whether or not courses with “D” grades in the major, will satisfy requirements in the major field.

**Vocational Program Requirements (A.S., A.A.S., Certificate)**

To qualify to complete a vocational program, a student must successfully complete a minimum of 60 semester hours in an Associate in Science degree program, or a minimum of 30 semester hours in a Certificate Program, as specified in a prescribed program of study outlined in this catalog.

**Military Contract for a Degree**

Students currently on active military duty may "contract for a degree" through the Service Members Opportunity Colleges at Florida Keys Community College. The Director of Enrollment Services/Registrar will assist the service person in contracting for the degree. The contract will specify the course of study to be pursued and the appropriate learning options. The College will continue to guide the service person’s educational planning should it become necessary for the student to enroll in another institution. The service person will be permitted to transfer in reverse appropriate credits earned at other institutions. The service person must complete a minimum of 25% of the required work at FKCC. The appropriate degree or certificate will be awarded upon successful fulfillment of the contract.
Additional Graduation Requirements Include:

A cumulative grade point average of not less than 2.0 must be attained on all work attempted at all institutions attended and on all work attempted at Florida Keys Community College. When a student repeats a course, the most recent grade will be used to determine his/her grade point average.

An application for graduation must be submitted to the Enrollment Services Office before the published deadline (see the academic calendar). Commencement will be held once each year at the end of spring term. All students planning to participate in the commencement ceremony must submit an application by the spring term deadline. Those students, who plan to complete graduation requirements during the summer term III, may participate in the commencement ceremony if they apply for graduation by the spring term deadline.

All financial or other obligations (including Admissions requirements) to the college must be satisfied prior to graduation.

Degree Termination

When the college feels that it is necessary to terminate a degree program due to low enrollment or other circumstances, the program advisor will notify the students enrolled in that program in writing of that decision. The following procedures must be adhered to in order for the student to be able to graduate from the terminated program:

- The student must maintain continuous enrollment with the college
- Courses no longer offered by the college may be transferred in from other regionally accredited institutions.
- All graduation check downs will be processed by the Director of Enrollment Services/Registrar.

Overview of Programs of Study

Prepare for University Transfer

A.A. Degree - 2 YRS

The Associate in Arts (A.A.) degree is also known as the University Transfer degree. Students pursuing Bachelor’s degrees can be off to a great start with the A.A. degree, which is equivalent to the first two years of study at a university. Associate in Arts graduates are guaranteed admission to Florida’s State University System in accordance with the “Student Bill of Rights” (State Board of Education Rule 6A-10.024).

Prepare For a Career

Post-Secondary Adult Vocational Training (P.S.A.V.) 1/2 – 1 YR

These are clock-hour based, non-credit programs that provide the student with broad entry-level skills in the chosen field of study. Many of these programs can apply toward an associate in applied science degree.

Educator Preparation Institute (E.P.I.)

This unique 21-credit program will give you the knowledge and tools to obtain the Florida Professional Teaching Certificate. The EPI Teacher Preparation program is a competency-based program designed for career changers who would like to become certified teachers in Florida. This program helps qualified individuals who hold non-teacher education bachelor degrees obtain certification to teach grades k-12. This program is based on a community need for certified teachers.

College Credit Certificate - 1 YR

Technical Certificates and Advanced Technical Diplomas (ATDs) are one-year (or less) programs which prepare you to enter the workforce in the following areas:

- Addictions Studies
- Business Data Processing
- Emergency Medical Technician
- Marine Propulsion Technology
- Professional Dive Instructor
- Commercial/Work Diving
- Professional Research Diving
- Diving Medical Technician

Associate in Applied Science (A.A.S.) - 2 YRS

These degrees are two-year programs composed of vocational and general education courses which prepare you for careers in the areas listed below:

- Business Administration
- Criminal Justice Technology
**Associate in Science (A.S.) - 2 YRS**

These degrees are two-year programs composed of vocational and general education courses which prepare you for careers in the areas listed below. If your primary goal after graduation is to enter the workforce, but you think that in the future you may wish to continue your studies, this may be the degree for you.

- Computer Information Technology
- Computer Programming & Applications
- Diving Business and Technology
- Marine Engineering
- Marine Environmental Technology
- Nursing (RN)

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**Associate in Arts Degree (A.A.) University Transfer**

**Overview**

Florida Keys Community College's associate in arts (A.A.) transfer degree is designed for the student who plans to transfer to a Florida public university as a junior to complete a bachelor's degree. Students spend the first two years at FKCC, where they prepare for hundreds of possible transfer majors, then their last two years at a university.

During their two years at FKCC, students take the same courses that they would take as a freshman or sophomore at a university. That means a student plans his/her program of study around a planned major or career and the state university he/she wants to attend. A student graduates with an A.A. degree from FKCC, transfers to a university, and earns a bachelor's degree in one of hundreds of different major areas available at the state universities.

The A.A. degree requirements include:

- 36 credit hours of general education courses and
- 24 credit hours of university transfer program courses

It is important that a student select appropriate courses in both the General Education and university transfer program areas. A FKCC advisor can assist with course selection, or students can use the FACTS.org on-line system, as detailed in this catalog section.

**Associate In Arts Degree Transfer Programs**

State Universities in Florida offer more than 200 different majors that FKCC students can pursue. Before planning a major, students are advised to:

- speak with a FKCC advisor
- consult the catalog or the specific department at the university to which they plan to transfer to
- confirm which courses they should take at FKCC

**Guaranteed Transfer to the State University System**

All Florida community college associate in arts graduates are guaranteed certain rights under the statewide Articulation Agreement listed in Florida Administrative Code 6A-10.024. The Articulation Agreement governs the transfer of students from Florida public community colleges to the state university system. Guarantee of university admission does not guarantee admission to a limited access program. In a limited access program, the admissions requirements are more selective and may include a higher grade point average (GPA), higher test scores, auditions and/or portfolios. Selection for admissions to university limited access programs is competitive. However, community college A.A. graduates have the same opportunity to enroll in these programs as students who began at the university.
Student Bill of Rights

Florida Community College Associate in Arts graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024). This “Student Bill of Rights” guarantees that an AA degree student will transfer intact from any Florida Community College to any State University.

- Admission to one of the eleven state universities, except to limited access programs*
- Acceptance of at least 60 credit hours by the state universities toward the baccalaureate degree.
- Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment.
- Transfer of equivalent courses under the Statewide Course Numbering System.
- Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, EXCELSIOR, Dual Enrollment, Early Admission and International Baccalaureate).
- No additional General Education core requirements.
- Advance knowledge of selection criteria for limited access programs.
- Equal opportunity with native university students to enter limited access programs.
- Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available the established appeal procedures through their respective articulation officers.

*Limited Access is the designation given to programs that require additional admission requirements which are more selective than general admission requirements. These may include the following: increased total GPA and test scores; additional courses and prerequisites; and auditions and portfolios.

Foreign Language Requirement

For undergraduate admission to a state university, students must have earned two credits of sequential foreign language at the high school level. If a student did not complete this requirement while in high school, the requirement can be met through successful completion of eight credit hours in one foreign language, or demonstration of proficiency by passing a CLEP (College Level Examination Program) foreign language test. Satisfaction of this university admission requirement may not satisfy a specific university graduation requirement of foreign language for certain majors. Students are encouraged determine the graduation requirements for the university they plan to attend.

The eleven public universities in Florida have a transfer manual that lists common prerequisites for each university major. The manual is available on-line and recommends pre-professional courses that should be taken at the community college level in order to meet the requirements of these selective admissions programs. Also, some university programs require the second year of a modern foreign language for the baccalaureate degree. Students are advised to meet with an advisor to review these pre-professional requirements. Students should be aware that most university majors, i.e., business administration, engineering, computer science, pre-med programs, education, etc., require specific courses to be taken at the community college as part of the A.A. degree, prior to applying to the university. Failure to meet a university’s pre-professional requirements for a limited access program could delay a student’s admission to the program of his/her choice.

The institution from which a student wishes to graduate makes the final decision on graduation requirements and the acceptance of transfer credits.

Students are urged to allow themselves plenty of time and thought in which to plan the educational program that will guide the remainder of their lives and influence the quality of their living. Appointments to see an academic advisor at Florida Keys Community College for needed personal assessment and educational guidance should be made early and regularly.

ATTENTION A.A. STUDENTS: For additional information on transferring to a university, please make an appointment to see one of our academic advisors before the beginning of your second year at FKCC.

Letters/Humanities and Mathematics Course Requirements for the Associate in Arts Degree (The Gordon Rule)

In addition to tests that measure student achievement in college-level communication and computation skills, S.B.E. Rule 6A-10.30 (Gordon Rule) requires that other assessment procedures shall be measured by completion of coursework in letters and humanities and mathematics.

For purposes of this rule, a grade of “C” or higher shall be considered successful completion. Prior to receipt of an Associate in Arts degree from a public community college or university or prior to entry into the upper division of a public university, a student shall complete successfully the following:

1. Twelve (12) semester hours of letters and humanities coursework in which the student is required to demonstrate writing skills. For the purpose of this rule, a letters and humanities course is defined as any semester-length course within the general study area of letters and humanities in which the student must demonstrate college-level writing skills through multiple assignments.

2. Six (6) semester hours of mathematics course work at the level of college algebra or higher. Logic or statistics courses may be used to fulfill three (3) hours of the six (6) hour computation requirement when specified.
General Education Requirements for the Associate in Arts Degree (36 credits)

To earn an Associate in Arts degree, students must complete 36 credit hours of general education courses (Area I-VI) and 24 credit hours of elective course work (Area VII).

Diversity courses can be found in Area I and Area IV.

Area I and Area II courses are governed by the Gordon Rule.

Area I: Letters and Humanities (12 credits required)
A grade of “C” or higher is required in order to satisfy Gordon Rule requirements.

A. Letters (6 credits required)
The following courses each require 6000 words of composition and apply to the Gordon Rule Writing Requirement.

- ENC 1101 English Composition I (3)
- ENC 1102 English Composition II (3)

B. Humanities/Fine Arts (6 credits required)
The following courses each require demonstration of college-level writing skills through multiple assignments and apply to the Gordon Rule Writing Requirement. Choose courses from two different clusters:

- Cluster A - Literature
  - AML 2020 American Literature (3)
  - LIT 1352 Introduction to Minority Literature (3)
  - LIT 2020 Introduction to Short Fiction (3)
  - LIT 2380 Women in Literature (3)
  - SPW 1790 Introduction to Queer Latina(o) Literature (3)

- Cluster B - Humanities/Fine Arts
  - ARH 1050 History of Art, Ancient-1400 (3)
  - ARH 1051 History of Art, 1400-Present (3)
  - FIL 1000 Introduction to Understanding Film (3)
  - HUM 1020 Introduction to Humanities (3)
  - MGF 1106 Math for Liberal Arts I (3)
  - STA 2023 Introduction to Probability and Statistics (3)

Area II: Mathematics (6 credits required)
A grade of “C” or higher is required in order to satisfy Gordon Rule requirements.

- MAC 1105 College Algebra (3)
- MAC 1114 Trigonometry (3)
- MAC 2233 Calculus for Business Majors (3)
- MAC 2311 Calculus and Analytic Geometry I (4)
- MAC 2312 Calculus and Analytic Geometry II (4)
- MGF 1106 Math for Liberal Arts I (3)
- STA 2023 Introduction to Probability and Statistics (3)

Area III: Natural Science (6 credits required)
Choose one course from each cluster.

- Cluster A - Biological Sciences
  - BSC 1005 Survey of Biological Science (3)
  - BSC 1010 Principles of Biology I (3)
  - BSC 1010L Principles of Biology I Lab (1)
  - BSC 1011 Principles of Biology II (3)
  - BSC 1011L Principles of Biology II Lab (1)
  - BSC 1020 Human Body (3)
  - BSC 1085 Anatomy & Physiology I (3)
  - BSC 1085L Anatomy & Physiology I Lab (1)
  - BSC 1086 Anatomy and Physiology II (3)
  - BSC 1086L Anatomy and Physiology II Lab (1)
  - MCB 2010 Microbiology (3)
  - MCB 2010L Microbiology Lab (1)
  - OCB 1000 Introduction to Marine Biology (3)
  - OCB 1130C Restoration of Marine Habitats (4)
  - OCB 2107C Field Application of Marine Science: Monitoring of Caribbean Reef Fish (3)
  - OCB 2132C Field Application of Marine Science: Restoration of Coral Reefs (3)
  - OCB 2133C Field Application of Marine Science: Restoration of Seagrass (3)
  - OCB2260C Monitoring and Assessment of Coral Reef Habitats (4)
  - OCB 2262C Field Application of Marine Science: Assessment of Coral Reef Habitats (3)
  - PCB 2030 Environmental Biology (3)
  - PSB 2000 Brain and Mind (3)

- Cluster B - Physical Sciences
  - AST 1002 Astronomy (3)
  - CHM 1045 General Chemistry I (3)
  - CHM 1045L General Chemistry I Lab (1)
  - CHM 1046 General Chemistry II (3)
  - CHM 1046L General Chemistry II Lab (1)
  - CHM 2210 Organic Chemistry I (3)
  - CHM 2210L Organic Chemistry I Lab (1)
  - CHM 2211 Organic Chemistry II (3)
  - CHM 2211L Organic Chemistry II Lab (1)
  - MET 1010 Introduction to Meteorology (3)
  - OCE 1001 Introduction to Oceanography (3)
  - PHY 1053C General Physics I (4)
PHY 1054C General Physics II (4)
PSC 1341 Physical Science (3)
PSC 1515 Environmental Physical Science (3)

**Area IV: Social/Behavioral Sciences (6 credits required)**
Choose courses from two different clusters.

**Cluster A - History**
AMH 2010 History of United States to 1876 (3)
AMH 2020 History of United States 1876-1945 (3)
AMH 2030 Contemporary US History (3)
AMH 2091 Survey of African American History (3)
EUH 2032 European History: The Holocaust (3)
HIS 2071 Oral and Community History (3)
WOH 1012 World History I (3)
WOH 1022 World History II (3)

**Cluster B - Anthropology/Sociology**
ANT 1140 Introduction to Archaeology (3)
ANT 1159 Survey of Florida Pre-History (3)
ANT 1410 Introduction to Cultural Anthropology (3)
ANT 1511 Introduction to Physical Anthropology (3)
ANT 2310 Native American Cultures (3)
EDF 2085 Introduction to Diversity for Educators (3)
SYG 1000 Introduction to Sociology (3)
SYG 2324 Drugs and Society (3)

**Cluster C - Economics**
ECO 2013 Macroeconomics (3)
ECO 2023 Microeconomics (3)

**Cluster D - Political Science**
POS 1001 Introduction to Political Science (3)
POS 1041 National Government (3)
POS 1112 State and Local Government (3)
POS 2621 Civil Rights and Liberties (3)

**Cluster E - Psychology**
DEP 2004 Human Growth and Development (3)
PSY 2012 General Psychology (3)

**Area V: Computer Literacy (3 credits required)**
CGS 1000C Introduction to Computer Science (3)
CGS 1010 Computer Applications in Education (3)
CGS 1100 Introduction to Computer Applications (3)
COP 1220C C Programming (3)
COP 1332 Visual Basic (4)
COP 2221 Intermediate Programming in C (3)
COP 2334C Object Oriented Programming in C++ (3)
COT 2003 Foundations of Computer Science (4)

EME 2040C Technology in Education (3)
LIS 2004 Introduction to Internet Research (1)

**Area VI: Oral Communication (3 credits required)**
SPC 1608 Introduction to Speech Communication (3)

**Area VII: Electives (24 credits required)**
This requirement may be met by selecting courses listed in the course description section of catalog. Do not choose courses that are not ordinarily counted in the AA degree. It is recommended that students select electives appropriate to their intended major.
Associate in Science Degrees (A.S.)

Computer Programming and Analysis

According to labor statistics, the top five fastest growing occupations are computer related. This program is designed to develop competent information processing technicians seeking careers as computer programmers, systems analysts and related careers. Both technical and non-technical subjects are offered to broaden the individual’s perspective and horizons in the field of computer science.

General Education Requirements (18 credits required)

ENC 1101 English Composition I (3)
MAC 1105 College Algebra (3)
SPC 1608 Introduction to Speech Communication (3)
STA 2023 Introduction to Probability and Statistics 1 (3)
Any course from Humanities/Fine Arts (Area I, Section B) (3)
Any course from Social/Behavioral Science (Area IV) (3)

Related Courses/Required (9 credits)

ACG 2021 Financial Accounting (3)
BUL 2241 Business Law 1 (3)
ECO 2013 Macroeconomics (3)
ECO 2023 Microeconomics (3)
Any SBM or MAN (3)

Core Requirements (24 credits)

CNT 1001 Data Communications (1)
CGS 1000C Introduction to Computer Science (3)
CIS 2321C System Analysis and design (3)
COP 1220C C Programming (3)
COP 2221 Intermediate Programming in C (4)
COP 2800 Introduction to Java Programming (3)
OR
COP 2805 Advanced Java Programming (3)
CNT 1000 Foundations Of Computer Science (4)
CTS ---- Microcomputer Software (3)

Electives/ Required (12 credits)

ACG 2071 Managerial Accounting (3)
CDA 1522 Local Area Networking (3)
CGS 1550 Introduction to the World Wide Web (3)
CGS 1555 Introduction to the Internet (3)
CGS 2820 Web Authoring – HTML (3)
CIS 1940 Special Topics in Computer & Information Science (3)
COP 1170C BASIC Programming (3)
COP 1210C Pascal Programming (3)
COP 1332 Visual BASIC (4)
COP 2120C COBOL I (3)
COP 2121C COBOL II (3)
COP 2334C Object Oriented in C++ (3)
COP 2800 Intro. to Java Programming (3)
COP 2805 Advanced Java Programming (3)
GRA 1100C or GRA 1140C (3)
Free elective (3)

Total Credits Required: 63
Computer Information Technology

This program is designed to prepare students for a job as an information technologist. The exponential growth in informational technology has impacted the business world profoundly. The classification of information as a major asset in the business world has become a universal practice. Organizations are constantly seeking qualified students with an information systems major. The completion of the degree will lead to an entry-level position as a networking specialist, database developer, website designer, or junior system analyst. To earn the degree, the student must finish 63 credits. There are 15 credits of general educational requirements and 48 of credits core requirements.

General Education Requirements (15 credits)

ENC 1101 English Composition (3)
MAC 1105 College Algebra (3)
OR
MGF 1106 Math for Liberal Arts I (3)
OR
STA 2023 Introduction to Probabilities & Statistics I (3)
SPC 1608 Introduction to Speech Communication (3)

Any course from Humanities/Fine Arts (Area I, Section B) (ARH 1050 or ARH 1051 Recommended) (3)
Any course from Social/Behavioral Science (Area IV) (3)

Core Requirements (48 Credits)

CNT 1000 Local Area Networking (3)
CGS 1000C Introduction to Computer Science (3)
CGS 1100 Introduction to Computer Applications (3)
CGS 1550 Introduction to the World Wide Web (3)
CGS 2540 Introduction to Database Management (3)
CGS 2820 Web Authoring-HTML (3)
CIS 1940 Special Topics in Computer Information Systems (3)
CIS 2321C Systems Analysis and Design (3)
Any COP course (3)
CTS 1261C MicroSoft Excel (3)
CTS 2104 MicroSoft Windows (3)
Free Elective (3)

Select 8 credits from the following:
ACG BUL CGS CIS COP COT ECO GRA LIS MAC MAN MAT

Total Credits Required: 63
Diving Business and Technology

Completion of this degree will prepare students to develop, operate, and manage diving businesses such as diving operations, retail sales and rentals, equipment repair, and SCUBA instruction. Graduates also will be qualified to work as dive technicians for research programs, underwater inspection and maintenance, and the operation and maintenance of diving facilities and hyperbaric chambers. A variety of diving certifications are available through agencies such as Divers Alert Network (DAN) and the Professional Association of Diving Instructors (PADI).

General Education Requirements (15 credits)

ENC 1101 English Composition (3)  
MAC 1105 College Algebra (3)  
OR  
MGF 1106 Math for Liberal Arts I (3)  
OR  
STA 2023 Introduction to Probabilities & Statistics I (3)  
SPC 1608 Introduction to Speech Communication (3)  
Any course from Humanities/Fine Arts (Area I, Section B) (3)  
Any course from Social/Behavioral Science (Area IV) (SYG 1000 Recommended) (3)

Core Requirements (47 total credits required)

Required (15 Credits)

CGS 1100 Introduction to Computer Applications (3)  
GEB **** Entrepreneurship (3)  
MTE 1053C 2 & 4-Cycle Outboard Engine Repair and Maintenance (3)  
MTE 1811 Basic Seamanship (3)  
OCB 1000 Introduction to Marine Biology (3)  
OR  
OCE 1001 Introduction to Oceanography (3)

Fundamentals of Professional Diving Core Requirements (17 credits required)

PEN 2137C Advanced Diving Theory and Practice (3)  
EMS 2081C SCUBA Rescue and Emergency Medicine (3)  
PEN 1245C Underwater Photography (3)  
PEN 2137C Recompression Chamber Operations (2)  
PEN 2713C Breathing Gasses and Decompression Theory (3)  
EMS 1344 Aquatic 1st Aid/CPR/O2 (1)  
PEN 2141 SCUBA Equipment, Maintenance & Repair (2)

Elective Cluster (15 Credits required)

PEN 1136C Scuba Diving  
PEQ 1137C Divemaster (3)  
PEQ 1136C Scuba Instructor Training (4)  
MKA 2621 The Business of Diving (3)  
PEN 2715D Diving Safety (1)  
EOC 2711D Diving Technology (4)  
EOC 2712D Introduction to Surface Air Supplied Diving (3)  
PEN 2719 Surface Air Supplied (SAS) Work Diving Techniques (2)

EMS 2345 Diving Medical Technician (3)  
EOC 1720 Nitrox in the Working Divers Environment (1)  
EOC 2710 Public Safety Diving (5)  
ISC 1142 Science of Underwater Performance (3)  
ISC 2132 Basic Research Diving (4)  
PEN 1142C Advanced Diving Equipment Maintenance and Repair (4)  
PEN 1245C Underwater Photography (3)  
PEN 2247C Advanced Underwater Photography (4)

Total Credits Required: 62
Marine Engineering
This program is designed to prepare individuals for work in the Maritime Industry. Students will develop a wide range of skills, including maintaining and repairing mechanical, electrical, hydraulic and pneumatic systems used in pleasure and commercial craft creating a well rounded Marine Technician or Professional Mariner ready to assume the role of Charter Boat Captain, Marine Technician, Marine Fabricator, Marine Electrician, Boat Builder, or Project Planner.

Florida Keys Community College is Coast Guard Approved Center, A Member of Marine Educator Standards Council, The American Boating and Yachting Council (ABYC), and an Institution Member of the American Welding Society (AWS).

General Education Requirements (15 credits)
ENC 1101 English Composition (3)
MAC 1105 College Algebra (3)
OR
MGF 1106 Math for Liberal Arts I (3)
OR
STA 2023 Introduction to Probabilities & Statistics I (3)
SPC 1608 Introduction to Speech Communication (3)
Any course from Humanities/Fine Arts (Area I, Section B) (3)
Any course from Social/Behavioral Science (Area IV) (3)

Core Requirements (42 credits)
CGS 1100 Introduction to Computer Applications (3)
GEB 1011 Introduction to Business (3)
GEB **** Entrepreneurship (3)
MTE 1001C Marine Diesel Engine Overhaul (3)
MTE 1053C 2 & 4-Cycle Outboard Repair & Maintenance (3)
MTE 1183C Marine Engine Installation & Repowering Procedures (3)
MTE 1301 Fiberglass Theory (3)
MTE 1400C Applied Marine Electricity (3)
MTE 1371C Fiberglass Boat Repair and Maintenance (3)
MTE 1811 Basic Seamanship (3)
MTE 2062 Marine Corrosion and Corrosion Prevention (2)
MTE 2234C Marine Gearcase, Outdrives & Transmission Systems (4)
MTE 2541C Marine Auxiliary Equipment Servicing (3)
OCB 1000 Introduction to Marine Biology (3)

Elective Cluster (Choose one: 9-10 credits hours)
Gasoline Engines (9 credits)
MTE 1166C Marine Ignition & Fuel Systems (3)
MTE 2054C Marine 4-Cycle Stern Drive Inboard Engines (3)
MTE 2072C Marine Propulsion Gasoline Engine Troubleshooting (3)

Diesel Engines (9 Credits)
MTE 1056C Marine Diesel Systems (3)
MTE 2058C Diesel Engine Testing Troubleshooting Procedures (3)

Fiberglass (9 Credits)
MTE 1300C Introduction to Fiberglass Boat Manufacturing. (5)
MTE 1302 Advance Fiberglass Boat & Accessory Construction (4)

Seamanship (10 Credits)
MTE 1200 Coastal Navigation (3)
MTE 1882 Ocean Operator License Prep (4)
MTE 2883 One Hundred Ton Gross Master (3)

Welding (9 Credits)
MTE 1651C Gas & Electric Welding (3)
MTE 2652C Advanced Welding Techniques (3)
MTE 2654C Marine Technology Pipe Welding with MIG and TIG

Total Credits Required: 66
Marine Environmental Technology

This degree is designed to prepare students for a diverse set of employment opportunities in the field of marine environmental technology and other marine-oriented careers. During the program students will acquire the skills and knowledge necessary to enter the workforce in a variety of marine oriented careers including technicians at environmental or research laboratories, environmental consulting industries, aquaculture/mariculture facilities, ecotourism, or conservation and restoration projects. A strong foundation in theoretical knowledge will be applied through field study in a wide range of marine habitats and ecosystems throughout the Florida Keys, the Florida Reef Tract and the Florida Keys National Marine Sanctuary. A steering committee comprised of employers in the marine sciences and environmental industries, as well as state/federal governmental and management agencies meet regularly to ensure the MET students learn the requisite skills to meet the demands of the growing 21st century marine industries.

General Education Requirements (15 credits)

ENC 1101 English Composition (3)
MAC 1105 College Algebra (3)
OR
MGF 1106 Math for Liberal Arts I (3)
OR
STA 2023 Introduction to Probabilities & Statistics I (3)
SPC 1608 Introduction to Speech Communication (3)
Any course from Humanities/Fine Arts (Area I, Section B) (3)
Any course from Social/Behavioral Science (Area IV) (3)

Core Requirements (36 credits)

BSC 1010 Principles of Biology I (3)
BSC 1010L Principles of Biology I Lab (1)
GEB **** Entrepreneurship (3)
ISC 2132 Basic Research Diving (4)
MTE 1053C 2 & 4 Cycle Outboard Engine Repair and Maintenance (3)
MTE 1811 Basic Seamanship (2)
OCB 1000 Introduction to Marine Biology (3)
OCB 2102C Marine Data Collection (4)
OCB 2721C Survey of Mariculture (4)
OCB 2264C Coral Reef Biology and Management (3)
OCE 1001 Intro to Oceanography (3)
PCB 2030 Environmental Biology (3)

Elective Cluster (9 credits)

OCB 2107C Field Application of Marine Science: Monitoring of Caribbean Reef Fish (3)
OCB 2132C Field Application of Marine Science: Restoration of Coral Reefs (3)
OCB 2133C Field Application of Marine Science: Restoration of Seagrass (3)
OCB 2262C Field Application of Marine Science: Assessment of Coral Reef Habitats (3)
OCB 1301C Dolphin Laboratory (3)
OCB 1311 Dolphin Studies and Field Experience: Marine Mammal Care and Basic Training I (3)
OCB 2310 Dolphin Studies and Field Experience: Cognitive and Behavioral Research with Marine Mammals (3)
OCB 2313 Dolphin Studies and Field Experience: Marine Mammal Training and Enrichment II (3)
OCB 1315 Marine Mammal Rescue (3)
OCB 2316 Cetacean Anatomy, Physiology and Pathology (3)

Total Credits Required: 60
Nursing (RN)

Approved by the Florida State Board of Nursing, this program is designed to prepare men and women to function with intellectual and technical competence as registered nurses. The instructional staff is dedicated to helping students to achieve individual academic success and enter the field of nursing as competent clinicians.

The Associate in Science Degree in Nursing is awarded upon completion of the twenty-two month generic RN program. The graduate then becomes eligible to take the NCLEX-RN for licensure to practice as a Registered Nurse.

Admission

The A.S. in Nursing is a limited access program and has Selective Admission Requirements. The exact deadlines are determined each year. LPN’s may challenge the first semester of nursing course work and enter the RN program in Fall or January if space is available.

Course Failure and Readmission

Nursing students must have a grade of “C” or higher in all required courses. If a student fails the Nursing Program, the student may be readmitted to the program one time upon meeting the terms of re-admission policy (See Nursing Student Handbook) and the recommendation of the Dean of Nursing and Allied Health, pending vacancies in the program. The terms of readmission will be determined by the re-admission policy.

The Dean of Nursing and Allied Health reserves the right to recommend that a student withdraw from the Nursing Program.

General Education Requirements (30 credits)

- BSC 1085 Anatomy & Physiology I (3)
- BSC 1085L Anatomy & Physiology I Lab (1)
- BSC 1086 Anatomy & Physiology II (3)
- BSC 1086L Anatomy & Physiology II Lab (1)
- CHM 1033 Chemistry for Health Sciences (3)
- DEP 2004 Human Growth and Development (3)
- ENC 1101 English Composition I (3)
- MAT 1033 Intermediate Algebra (3)
- MCB 2010 Microbiology (3)
- MCB 2010L Microbiology Lab (1)
- PHI 2600 Introduction to Ethics (3) Recommended. Courses from Humanities/Fine Arts (Area I, Section B) may apply for substitution as approved by the Dean of Nursing and Allied Health.

Core Requirements (42 credits)

- NUR 1020C Nursing Fundamentals (7)
- NUR 1142 Pharmacology in Nursing (2)
- NUR 1211C Clinical Nursing I (8)
- NUR 1520C Nursing in Mental Health (6)
- NUR 2213C Clinical Nursing II (8)
- NUR 2462C Maternal Child Health (8)
- NUR 2818C Clinical Nursing III (3)

Total Credits Required: 72
Associate in Applied Science Degrees (A.A.S.)

Business Administration

This is the largest career opportunity sector in the nation. New jobs continue to open in management, marketing, personal selling, accounting, and financial management services. Salaries are expected to remain above average in all positions. This is a golden age for new venture formation: more small businesses are being created now than any other time in history. Students who can master management judgment, initiative, critical reasoning skills, and communications ability will be in demand throughout their working lives. This program teaches the student to work in management in virtually ANY organization, whether in the private, public, or service sectors. Students electing a financial management focus prepare for a career in banking, loan services, and investment services. Students electing an accounting focus learn to manage the books of any organization, and begin studies that can eventually lead to a career as a Certified Public Accountant. The Small Business Management focus gives students the unique skills critical to entrepreneurial success.

General Education Requirements (15 credits)

ENC 1101 English Composition I (3)
MGF 1106 Mathematics for Liberal Arts I (3)
OR
MAC 1105 College Algebra (3)
SPC 1608 Introduction to Speech Communication (3)

Any course from Humanities/Fine Arts (Area I, Section B) (3)
Any course from Social/Behavioral Science (Area IV) (3)

Core Requirements (43 credits)

ACG 2021 Financial Accounting (3)
ACG 2071 Managerial Accounting (3)
BUL 2241 Business Law I (3)
BUL 2242 Business Law II (3)
CTS 2104 Microsoft Windows (3)
CTS 1261C Microsoft Excel (3)
ECO 2013 Macroeconomics (3)
ECO 2023 Microeconomics (3)
FIN 1001 Principles of Finance (3)
GEB 1011 Introduction to Business (3)
GEB **** Entrepreneurship (3)
LIS 2004 Introduction to Internet Research (1)
MAN 2021 Management Concepts (3)
MAR 2011 Principles of Marketing (3)
PHI 1103 Critical Thinking (3)
OR
STA 2023 Introduction to Probability & Statistics I (3)

Electives (6 credits)

Total Credits Required: 64
Criminal Justice Technology (Law Enforcement Track)
For more than 20 years, FKCC has provided police and correctional officers with training and certification needed for employment. The Basic Law Enforcement Academy is offered through FKCC’s Institute of Criminal Justice, which is housed at the Public Safety Building. Completion of the Basic Law Enforcement Academy earns students 34 credits which they can apply towards the A.A.S. degree. Students must apply through the Institute of Criminal Justice and meet all program requirements. Permission from the Director of FKCC’s Institute of Criminal Justice is required for program admission. Students must successfully complete the Basic Law Enforcement Academy, meet requirements to receive a certificate, and successfully pass the State Law Enforcement Certification Examination before credit hours can be earned. Credit will only be given to applicants who have taken and passed the State Certification Exam in 1993 or later.

General Education Requirements (15 credits)
ENC 1101 English Composition I (3)  
MAC 1105 College Algebra (3)  
OR  
MGF 1106 Mathematics for Liberal Arts I (3)  
OR  
STA 2023 Introduction to Probability and Statistics I (3)  
PSY 2012 General Psychology (3)  
SPC 1608 Introduction to Speech Communications (3)  
Any course from Humanities/Fine Arts (Area I, Section B) (3)

Part A - Core Requirements (15 credits)
CCJ 1020 Introduction to the Criminal Justice System (3)  
CGS 1000C Introduction to Computer Science (3)  
ENC 1102 English Composition II (3)  
SYG 1000 Introduction to Sociology (3)  
Any course from Natural Science (Area III, Part B) (3)  

Total Credits Required: 64

Criminal Justice Technology Corrections Track
For more than 20 years, FKCC has provided police and correctional officers with training and certification needed for employment. The Corrections Basic Academy is offered through FKCC’s Institute of Criminal Justice, which is housed at the Public Safety Building. Completion of the Corrections Basic Academy earns students 28 credits which they can apply towards the A.A.S. degree. Students must apply through the Institute of Criminal Justice and meet all program requirements. Permission from the Director of FKCC’s Institute of Criminal Justice is required for program admission. Students must successfully complete the Corrections Basic Academy, meet requirements to receive a certificate, and successfully pass the State Corrections Certification Examination before credit hours can be earned. Credit will only be given to applicants who have taken and passed the State Certification Exam in 1993 or later.

General Education Requirements (15 credits)
ENC 1101 English Composition I (3)  
MAC 1105 College Algebra (3)  
OR  
MGF 1106 Mathematics for Liberal Arts I (3)  
OR  
STA 2023 Introduction to Probability and Statistics I (3)  
PSY 2012 General Psychology (3)  
SPC 1608 Introduction to Speech Communications (3)  
Any course from Humanities/Fine Arts (Area I, Section B) (3)

Part A - Core Requirements (21 credits)
CCJ 1020 Introduction to the Criminal Justice System (3)  
CGS 1000C Introduction to Computer Science (3)  
CJE 2600 Criminal Investigations (3)  
ENC 1102 English Composition II (3)  
SYG 1000 Introduction to Sociology (3)  
Any course from Social/Behavioral Science (Area IV) (3)  
Any course from Natural Science (Area III) (3)  

Part B Corrections Basic Academy Program Requirements  
(equivalent to 28 credits)  
Total credits required: 64
Vocational Certificates

Addictions Studies
These courses are designed for those who are interested in attaining certification from the Florida Certification Board to be Addictions Counselors or for those who have an interest in the addictions or mental health fields. There are no prerequisites for the courses. They are open to anyone, whether or not they wish to seek certification. These courses provide the necessary education hours to apply for the FCB exam to become a Certified Addictions Professional (CAP), Certified Addictions Counselor (CAC), or Certified Addiction Specialist (CAS). Hours are divided into counseling and addictions hours.

Florida Keys Community College will award certificates of completion to students who complete 39-credit hours in the program. For those seeking certification, the HIV and Ethics courses are required. The FCB written certification exam may be taken after completion of education hours and one year experience in the mental health or addictions field.

Volunteer work may be counted. Students may select specific courses of interest to meet the required education hours for the FCB. Please note that the college does administer the state exam but not the international. Both are given by the Florida Certification Board.

Prerequisite Courses for Those Seeking FCB Certification (6 credits required)
HUS 1400 Introduction to Chemical Dependency (2)
HUS 1480 HIV and the Substance Abuser (1)
HUS 1500 Ethics for Addictions Counselors (3)

Career Pathway Courses (33 credits required)
HUS 1007 Introduction to Certified Addictions Professional Process (1)
HUS 1337 Overview of Client Screening, Intake, Diagnostic Assessment and Orientation (1)
HUS 1348 Overview of the Criminal Justice Approach to Chemical Dependency (1)
HUS 1400 Introduction to Chemical Dependency (2)
HUS 1413 Case Management in Human Services (3)
HUS 1421 Assessment and Treatment Planning in Addictions (2)
HUS 1422 Communication Skills Using Therapeutic Communication in Chemical Dependency (1)
HUS 1423 Group Counseling in Substance Abuse (2)
HUS 1424 Counseling the Chemically Dependent I (2)
HUS 1426 Counseling the Chemically Dependent II (2)
HUS 1443 Family Counseling in Addictions (1)
HUS 1444 Co-dependency (1)
HUS 1450 Dual Diagnosis - Substance Abuse and Other Mental Disorders (1)
HUS 1470 Addictions Counseling and the Law (1)
HUS 1480 HIV and the Substance Abuser (1)
HUS 1481 Multicultural Counseling in Addictions Counseling (1)
HUS 1681 Pharmacology of Drugs of Abuse (2)
HUS 2019 Stress Management (2)
HUS 2303 Counseling Theory (3)
HUS 2320 Introduction to Crisis Intervention (3)
HUS 2460 Relapse Prevention (1)
HUS 2482 Issues of Intimacy/Sexuality in Addictions Counseling (1)
HUS 2930 Course Review and Exam Preparation (1)

Total Credits Required: 39

Business Data Processing
This certificate program is designed to provide students with proficiency in the application of microcomputers to a wide variety of tasks and to enhance the students’ employability in computer-related jobs or increase effectiveness at current jobs. Certificate courses can be applied to the AS Computer Programming and Analysis degree.

Core Requirements (21 credits required)
CGS 1000C Introduction to Computer Science (3)
CGS 1550 Introduction to the World Wide Web (3)
COP 1170C BASIC Programming (3)
OR
COP 1220C Introduction to C Programming (3)
CTS 1261C Microsoft Excel (3)
CTS 2104 Microsoft Windows (3)
CTS 2750C Microsoft Works (3)

Electives (9 credits required)
Any CDA CGS CIS COP COT CTS ECO GRA MAN (9)

Total Credits Required: 30

Diving Technology

Diving Technology
This program is designed for those students who want training in diving technology without immediately pursuing the Associate in Science degree. These courses may also apply to the A.S. degree in Diving Business & Technology if a student later decides on that option. Students are encouraged to take the Fundamentals of Professional Diving and then choose a specialization area. However, if a student wishes to take a specialization area certificate independently, there may be some prerequisites course work required.

Fundamentals of Professional Diving (17 credits required)
PEN 2137C Advanced Scuba (3)
EMS 1344 Aquatic 1st Aid/CPR/Oxygen (1)
MTE 1730 Scuba Equipment & Repair (2)
EOC 2713C Nitrox and Computer Diving (3)
EOC 2714C Recompression Chamber Ops (2)
PGY 1245 Underwater Photography (3)
EMS 2081C Scuba Rescue and Emergency Medicine (3)

Commercial/Work Diving (10 credits required)

Total Credits Required: 39
EOC 2715 Diving Safety (1)
EOC 2711 Diving Technology (4)
EOC 2712 Introduction to Surface Air Supplied Diving (3)
EOC 2719 Surface Air Supplied (SAS) Work Diving Techniques (2)

**Professional Dive Instructor (11 credits required)**
PEQ 1137C Divemaster (4)
PEQ 1136C Scuba Instructor Training (4)
MKA 2621 Business of Diving (3)

**Professional Research Diving (11 credits required)**
ISC 2132 Basic Research Diving (4)
OCB 1000 Introduction to Marine Biology (3)
OCB 2102C Marine Data Collection (4)

**Diving Medical Technician (15 Credits required)**
EMS 1159C Emergency Medical Technician (11)
EMS 2345 Diving Medical Technician (4)

Total Credits Required: 10/17

**Optional Factory Certifications:**
Kirby Morgan: KM Helmet Operator Maintenance

**Optional Diving Agency Certifications:**

**Professional Association of Dive Instructors:**
Open Water Scuba Diver
Advanced Scuba Diver
Rescue Diver
Divemaster
Assistant Instructor
Instructor
EFR Instructor
Nitrox Diver
DSAT Gas Blender
Deep Diver
Wreck Diver
Night Diver
Underwater Naturalist
Multi-level Diver
Research Diver
Equipment Specialist

**Divers Alert Network:**
Oxygen Provider
Advanced Oxygen Provider
AED Responder
Hazardous Marine Life
Neurological Assessment
Diving Emergency Management Provider
Diving Emergency Specialist
Dive Medicine 1 & 2 for Divers
Basic Life Support & First Aid
DAN Instructor
Emergency Response Diving International:
ERDI Diver 1
ERDI Diver 2

**Multi-National Divers Education Association:**
Commercial Scuba Diver
Diver Tender 1
Diver Tender 2

**Educator Preparation Institute (EPI)**
Program Offered Based on Need
This alternative certification for teacher preparation is an intensive 21 credit competency-based program. It is designed for individuals with a bachelor’s degree (non-education major). The program will give students the knowledge and tools to become a certified Florida Teacher.

Students are required to demonstrate mastery of the Florida Educator Accomplished Practices (FEAPs), create an online E-Portfolio through Live Text, inc. and exhibit the disposition to be an effective teacher. The program adheres to rigorous standards that include a field experience in which EPI students teach their subject in a K-12 classroom.

**Module 1 - The Instructional Process**
EPI 001 Classroom Management (3)
EPI 002 Instructional Strategies (3)
EPI 003 Technology (3)
EPI 004 Teaching and Learning Process (3)

**Module 2 - Reading Fundamentals**
EPI 0010 Foundations of Research-Based Practices in Reading (3)

**Module 3 - The Teaching Profession**
EPI 0020 Professional Foundations (2)
EPI 0940 Field Experience (1)

**Module 4 - Diversity in the Classroom**
EPI 0030 Diversity (2)
EPI 0945 Field Experience (1)
Total Credits Required: 21

**Marine Engineering (Marine Propulsion)**

This program is designed for those students who want training in marine gasoline and diesel engines without immediately pursuing the Associate in Science degree. The certificate is issued by the Marine Engineering Department and attests to the completion of the courses outlined below. These courses may also apply to the A.S. degree in Marine Engineering if a student later decides on that option. Program duration is one (1) calendar year.

**Gasoline Engines (9 credits required)**
- MTE 1053C 2 & 4-Cycle Outboard Engine Repair & Maintenance (3)
- MTE 1166C Marine Ignition and Fuel Systems (3)
- MTE 2072C Marine Propulsion Gasoline Engine Troubleshooting (3)

**Diesel Engines (12 credits required)**
- MTE 1001C Marine Diesel Engine Overhaul (3)
- MTE 1056C Marine Diesel Systems (3)
- MTE 2058C Diesel Engine Testing Troubleshooting Procedures (3)
- MTE 2160C Diesel Fuel Injection Systems (3)

**Program Core (Choose 4 courses)**
- MTE 1183C Marine Engine Installation and Repowering Procedures (3)
- MTE 1400C Applied Marine Electricity (3)
- MTE 1651C Gas & Electric Welding (3)
- MTE 2054C Marine 4-Cycle Stern Drive Inboard Engines (3)
- MTE 2062 Marine Corrosion and Corrosion Prevention (2)
- MTE 2234C Marine Gearcase, Outdrives and Transmission System (4)

**Optional Factory Certifications:**
- Bombardier/Evinrude Marine:
  - Evinrude E-Tec Outboards
  - Evinrude E-Tech V Models
- Mercury Marine:
  - Propeller 1
  - Corrosion 1
  - Hydraulics
  - Smart Craft 1
  - Fuels and Lubes
  - Fuel II
  - Electrical II
  - Navigating DDT
  - Outboard Rigging
  - Mercruiser EFI System

**State of Florida:**
- Safe Boating
- Livery Certification

**Other Optional Certifications:**
- USCG Captains License
- American Welding Society, Welding Certifications
- FKCC Welding Certification

**Total Credits Required: 32-34**

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**Applied Technical Diplomas**

**Emergency Medical Technician (EMT)**

This program is designed for persons involved in emergency care of the sick and injured. EMT program participants have included firefighters, law enforcement officers, volunteer rescue personnel, lifeguards and those wishing to enter the EMS profession at hospitals and other health care agencies.

Graduates may find employment in agencies such as city/county EMS systems, private ambulance services, hospitals, clinics, physician/doctor offices, laboratories, dialysis centers, paid and/or volunteer fire departments, air ambulance services, home health care agencies and hyperbaric chambers.

**FIRST SEMESTER – TERM I (Aug. – Dec.)**

EMS 1059C First Responder for Medical Professional (4)
EMS 1059C may be substituted with another 4-credit college course if the EMS program coordinator waives this requirement.

**SECOND SEMESTER – TERM II (Jan. – May)**

EMS 1159C Emergency Medical Technician (11)

**Total Credits Required: 11**
Post Secondary Adult Vocational Training

Certified Nursing Assistant
Program Offered Based on Need

This program is designed to prepare students for employment as nursing assistants, nursing aides, orderlies, and attendants. Nursing assistants must be certified to work in Florida and successful completion of this program prepares the student to take the Florida Certified Nursing Assistant examination and upon successfully passing the exam, can work as a CNA.

HCP 0001 Health Careers Core (90 hrs.)
HCP 0102 Articulated Nursing Assistant Theory and Clinical (75 hrs.)

Total Hours Required: 165

Criminal Justice Technology Basic Law Enforcement (BLE) Academy

Law Enforcement Officer Basic Recruit Training (Basic Law Enforcement Academy/Minimum Standards)

This program is the 770 hour Florida Law Enforcement Basic Recruit Training Course and meets the training requirements of the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission. Successful completion of these courses is required to take the State Law Enforcement Officer Certification Examination.

Entrance Requirements:

- Compliance with the statutory requirements for law enforcement officers as set forth in Florida Statutes, Chapter 943 (943.13).
- Sponsorship by a Florida Law Enforcement Agency
- OR
- Successful completion of the application process and acceptance by the Director, Institute of Criminal Justice, Florida Keys Community College.
- Pass criminal history background check (Psychological, CVSA, and fingerprints).
- Pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test.

Courses Offered:

CJK 0007 Introduction to Law Enforcement (11 hr.)
CJK 0008 Legal (69 hr.)
CJK 0011 Human Issues (40 hr.)
CJK 0017 Communications (76 hr.)
CJK 0020C CMS Law Enforcement Vehicle Operations (48 hr.)
CJK 0031C CMS 1st aid for Criminal Justice Officers (40 hr.)
CJK 0040C CMS Criminal Justice Firearms (80 hr.)
CJK 0051 CMS Criminal Justice Defense Tactics (80 hr.)
CJK 0061 Patrol I (58 hr.)
CJK 0062 Patrol II (40 hr.)
CJK 0071 Criminal Investigations (56 hr.)
CJK 0076 Crime Scene Investigations (24 hr.)
CJK0082 Traffic Stops (24 hr.)
CJK0083 DUI Traffic Stops (24 hr.)
CJK 0086 Traffic Crash Investigations (32 hr.)
CJK 0096 Criminal Justice Officer Physical Fitness Training (60 hr.)
CJK 0422 Dart Firing Stun Gun (8 hr.)

TOTAL: 770 Hours

Criminal Justice Technology Correctional Basic Recruit Training Academy

Correctional Officer Basic Recruit Training (Minimum Standards)

This is the 552-hour Corrections Academy and meets the basic training requirements of the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission. Successful completion of this course is required to take the State Corrections Officer Certification Examination.

Entrance Requirements:

- Compliance with the statutory requirements for correctional officers as set forth in Florida Statutes, Chapter 943 (943.13).
- Sponsorship by a Florida correctional facility
- OR
- Successful completion of the application process and acceptance by the Director, Institute of Criminal Justice, Florida Keys Community College.
- Pass criminal history background check (Psychological, CVSA, and fingerprints).
- Pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test

Courses Offered:

CJK0480 Emergency Preparedness (26 hr.)
CJK0101 Interpersonal Skills 2 (50 hr.)
CJK0102 Correctional Operations (64 hr.)
CJK0270 Criminal Justice Legal 1 (46 hr.)
CJK0271 Criminal Justice Legal 2 (22 hr.)
CJK0272 Criminal Justice Communications (42 hr.)
CJK0273 Interpersonal Skills I (62 hr.)
CJK 0031C CMS 1st Aid for Criminal Justice Officers (40 hr.)
CJK 0040C CMS Criminal Justice Firearms (80 hr.)
CJK 0051 CMS Criminal Justice Defensive Tactics (80 hr.)
CJK 0280 Criminal Justice Officer Physical Fitness Training (40 hr.)

TOTAL: 552 Hours
Criminal Justice Technology Crossover Correctional to Law Enforcement Academy

This program is the 457-hour Crossover Corrections to Law Enforcement Academy and meets the basic minimum requirements of the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission. Successful completion of this course is required for Certified Corrections Officers to take the State Law Enforcement Officer Certification Examination.

Entrance Requirements:

- Florida Department of Law Enforcement Certified Corrections Officer
- Successful completion of a Basic Corrections Academy and passed the State Officer Certification Examination within four years for the discipline the officer is moving from.
- Sponsorship by a Florida Law Enforcement Agency or correctional facility
- Successfully complete the application process and acceptance by the Director, Institute of Criminal Justice, Florida Keys Community College.
- If not currently employed by a Criminal Justice Agency, be able to pass a criminal history background investigation (Psychological, CVSA, and fingerprints).
- Pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test

Courses Offered:

- CJK 0020C CMS Law Enforcement Vehicle Operations (48 hrs.)
- CJK 0061 Patrol I (58 hrs.)
- CJK 0062 Patrol II (40 hrs.)
- CJK 0071 Criminal Investigations (56 hrs.)
- CJK 0076 Crime Scene Investigations (24 hrs.)
- CJK0082 Traffic Stops (24 hr.)
- CJK0083 DUI Traffic Stops (24 hr.)
- CJK 0086 Traffic Crash Investigations (32 hrs.)
- CJK 0212 Crossover Correctional to Law Enforcement CMS High Liability (8 hrs.)
- CJK 0221 Correctional Crossover to Law Enforcement Introduction and Legal (47 hrs.)
- CJK 0222 Correctional Crossover to Law Enforcement Communications (56 hrs.)
- CJK 0223 Correctional Crossover to Law Enforcement Human Issues (32 hrs.)
- CJK 0422 Dart Firing Stun Gun (8 hrs.)

TOTAL: 457 Hours

Crossover CMS Law Enforcement to Correctional Academy

This is the 199-hour Crossover Law Enforcement to Corrections Academy and meets the basic minimum requirements of the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission. Successful completion of this course is required for Certified Law Enforcement Officers to be eligible take the State Corrections Officer Certification Examination.

Entrance requirements:

- Certified Florida Law Enforcement Officer
- Successful completion of a Basic Law Enforcement Academy
- Sponsorship by a Florida Law Enforcement Agency or correctional facility
- Successfully complete the application process and acceptance by the Director, Institute of Criminal Justice, Florida Keys Community College.
- If not currently employed by a Criminal Justice Agency, be able to pass a criminal history background investigation (Psychological, CVSA, and fingerprints).
- Pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test

Courses offered:

- CJK0480 Emergency Preparedness (26 hrs.)
- CJK 0101 Interpersonal Skills 2 (50 hrs.)
- CJK0102 Correctional Operations (64 hrs.)
- CJK 0204 Law Enforcement Crossover to Correctional Introduction (59 hrs.)

TOTAL: 199 Hours

Law Enforcement Auxiliary Officer Academy

This program is the 319 hour Auxiliary Officer training program and meets the training requirements of the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement. This Auxiliary Basic Recruit Training Program trains applicants for employment or appointment by criminal justice agencies to assist or aid full-time or part-time officers.

Entrance requirements:

- Compliance with the statutory requirements for Auxiliary Law Enforcement Officer as set forth in Florida Statute Chapter 943 (943.13)
- Sponsorship by a Florida Law Enforcement Agency
- Successful completion of the application process and acceptance by Director, Institute of Criminal Justice, Florida Keys Community College
- Pass a criminal history background check (Psychological, CVSA, and fingerprints).
- Pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test

Courses offered:

- CJK 0020C CMS Criminal Justice Vehicle Operations (48 hrs.)
- CJK 0031C CMS First Aid for Criminal Justice Officers (40 hrs.)
Distance Learning at Florida Keys Community College

Distance Learning at FKCC refers to the method of instruction delivered through the use of technologies such as computers, video, and the internet. Distance Learning courses are offered so the student and the instructor do not have to be in the same place at the same time. Through the use of technology, students can fit classes into their busy schedules.

Distance Learning Course formats that are offered at FKCC campuses are:

- **Online Courses** - when 80 percent or more of instruction takes place over the Internet using the college's adopted online learning management system (LMS) where the student and faculty member are separated by time and space. Online courses can be taken with few or no on-campus visits and use one or many different types of technology for remote delivery of course materials. This may include, but is not limited to, Desire2Learn, the World Wide Web, WebEx, etc.

- **Videoconferencing Courses** - when 80 percent or more of instruction takes place using the college's videoconferencing system where the student and faculty member are separated by location. Classes and programs taught via video conferencing can be received by and sent from any of our three campuses.

- **Hybrid Courses** - when 50 to 79 percent of instruction takes place over the Internet using the college's adopted online learning management system (LMS) where the student and faculty member are separated by time and space. Hybrid courses have scheduled on-campus classes and use one or many different types of technology for remote delivery of course materials.

- **Enhanced Courses** - when a course uses the college LMS but continues to meet in the traditional face-to-face format. The class uses online resources to add to student engagement in the course.

**Specialized Areas**

**Workforce Development and Community Outreach (Continuing Education)**

The Workforce Development and Community Outreach Office offers a wide range of non-credit classes and seminars designed to help the individual fulfill his or her potential, both personally and professionally. Programs and classes are held throughout Monroe County at three different convenient locations; Coral Shores High School at the Upper Keys Center, Marathon High School at the Middle Keys Center and in Key West on the main campus as well as at business sites.

Customized non-credit training programs tailored to meet the specific needs of business, industry and/or government organizations may be held on-site at any business in Monroe County or any of the FKCC campuses.

Classes meet for various lengths of time and are scheduled on both weekdays and weekends, for the convenience of students. A variety of classes are also offered for professional growth to prepare, update or refine participants’ employment skills.

Registration is available by telephone or walk-in and pre-registration is required as classes may be limited in size. For more information or a schedule of classes please call the Workforce Development and Community Outreach Office at (305) 809-3185.

**General Course Information**

**Florida's Statewide Course Numbering System**

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This numbering system is used by all public postsecondary institutions in Florida and by thirty-three participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

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

The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS Taxonomy." Descriptions of the content of the courses are referred to as "course equivalency profiles."

**Example of Course Identifier**

The table below shows the course identifier construction for SYG 1010 Social Problems.

<table>
<thead>
<tr>
<th>Prefix</th>
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<th>Decade Digit (3rd digit)</th>
<th>Unit Digit (4th digit)</th>
<th>Lab Code</th>
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<tbody>
<tr>
<td>SYG</td>
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<td>0</td>
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</table>
General Rule for Course Equivalencies

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

For example, a survey course in social problems is offered by 35 different postsecondary institutions. Each institution uses “SYG _010” to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, “SYG” means “Sociology, General,” the century digit “0” represents “Entry-Level General Sociology,” the decade digit “1” represents “Survey Course,” and the unit digit “0” represents “Social Problems.”

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

Transfer of any successfully completed course from one 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 using the same prefix and last three digits and comparable faculty credentials at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

The Course Prefix

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

Authority for Acceptance of Equivalent Courses

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 non-public 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 possesses 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

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

- Courses in the X900-X999 series (e.g., ART 2905)
- Internships, practical, clinical experiences, and study abroad courses
- Performance or studio courses in Art, Dance, Theater, and Music
- Skills courses in Criminal Justice
- Graduate courses
- Courses not offered by the receiving institution
- For courses at non-regionally accredited institutions, courses offered prior to the transfer date of the course.
- College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Cheryl Malsheimer (cheryl.malsheimer@fkcc.edu) in the FKCC Office of Enrollment Services 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 calling the Statewide Course Numbering System Office at (850) 245-0427.

Prerequisite Test Score Requirements

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Name</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPTR</td>
<td>College Placement Test Reading</td>
<td>83 &amp; above</td>
</tr>
<tr>
<td></td>
<td></td>
<td>61-82</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30-60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29 &amp; below</td>
</tr>
</tbody>
</table>

Florida College Entrance Level Placement Test
### CPTL: College Placement Test Language Sentences
- **83 & above**: No Preparatory Course Required
- **82 & below**: ENC 0020-Communication Skills

### CPTA: College Placement Test Arithmetic
- **57 & above**: None or QMB1001; MTB1350
- **56 & below**: MAT 0002-Basic Arithmetic

### CPTE: College Placement Test Elementary Algebra
- **98 & above**: MAC 1105; MGF 1106; MAC 1114
- **72-97**: MAT 1033; STA 2023; PHI 2100
- **71 & below**: MAT 0024

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### ACT
#### Test Code Test Name Placement
| A03 | ACT Verbal English | 18 & above | No Preparatory Course Required |
| A01 | ACT Verbal Reading  | 17 & above | REA 0002C-Reading I & REA 0003C-Reading II |
|     |                   | 16 & below | ENC0020-Communication Skills |

#### Test Code Test Name Placement
| A02 | ACT Math Arithmetic | 21 & above | MAC 1105, MGF 1106; MAC 1114 |
|     |                    | 19-20      | MAT 1033; STA 2023; PHI 2100 |
|     |                    | 17-18      | MAT 0024 |
|     |                    | 16 & below | MAT 0002 |

### SAT
#### Test Code Test Name Placement
| S01 | Reading and English (verbal score) | 440 & above | No Preparatory Course Required |
|     |                                | 439 & below | REA 0002C-Reading I & REA 0003C-Reading II & ENC 0020-Communication Skills |
| S02 | Mathematics                     | 480 & above | MAC 1105; MGF 1106; MAC 1114 |
|     |                                | 440-479     | MAT 1033; STA 2023; PHI 2100 |
|     |                                | 400-439     | MAT 0024 |
|     |                                | 399 & below | MAT 0002 |

### Credit Courses
Not all courses are offered every semester, depending on the demand and program needs. Some courses may be offered in a distance learning format. Additional fees may apply to these courses. Consult the course schedule for current offerings and fees.

Cooperative Education Training Assignments in major areas of study are available to students who qualify. Students should contact their program advisor for information regarding cooperative study. Cooperative Education (2949) may be repeated a maximum of two (2) semesters.

Directed Individual Study is available to students in each major discipline. Permission of the instructor and Dean is necessary to enroll in a directed individual study course. The numbers for Directed Individual Study are 1905 and 2905.
Students must obtain the instructor’s permission to register for a course in which they have not met the prerequisites. This is done at the instructor’s discretion and requires the instructor to electronically authorize a prerequisite override for the student. Students who have been placed in college preparatory level courses must enroll in the required remedial course work.

Course Descriptions

ACG 2021 - Financial Accounting
3.00 Credits

Major topics covered in ACG 2021 are as follows: Basic structure of accounting, accounting for merchandising enterprises, accounting systems, accounting principles, partnerships, and corporations.

ACG 2071 - Managerial Accounting
3.00 Credits
Prerequisite(s): ACG 2021 CR C

Managerial accounting examines the nature of costs associated with the manufacturing industry. Topics covered in class include managerial accounting, managerial principles and systems, planning and cost control, and decision making analysis.

AMH 2010 - History of the United States to 1876
3.00 Credits

The United States to 1876. Our European and Asiatic background in the Colonial period. Emphasis upon the American Revolutionary period; constitutional development; political, social, economic, and cultural sectionalism leading to the Civil War; and the Reconstruction era.

AMH 2020 - History of the United States, 1876 to 1945
3.00 Credits

The United States from its Centennial to 1945. Emphasis upon its rise to World Power status; the political, social, economic, and cultural forces used to maintain World Power status; and the beginnings of the Cold War.

AMH 2030 - Contemporary United States History
3.00 Credits

The United States from 1945 to the present. Emphasis upon the development of the Cold War; polarization into First, Second, and Third World, the Korean and Vietnam conflicts, and the U.S. role in and response to the decline and fall of communism.

AMH 2091 - Survey of African American History
3.00 Credits
Prerequisite(s): ENC 1101 CR C

The course surveys the national background of Africans before their forced migration to the United States and Latin America. It will focus on free blacks as well as those enslaved in colonial and revolutionary America. The course will also examine the Abolition Movement, the Civil War, and prominent African Americans. It will focus on the cultural, social, economic, political and religious history of African Americans from the arrival through the twentieth century.
AML 2020 - American Literature
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355

This course traces the main ideas, movements, and trends in American literature from the Colonial Period to the present through close readings of works by representative authors from Poe, Whitman and Twain to Williams and Faulkner. Written interpretations and reports are required as part of the 6,000-word writing requirement.

ANT 1159 - Survey of Florida Prehistory
3.00 Credits

This course surveys the cultures of Florida from Paleo-Indian, Archaic, Woodlands and Mississippian periods through the exploration, missionization, colonization and territorial periods. The methods of prehistory and ethnohistory will be compared and contrasted as sources.

ANT 1410 - Introduction to Cultural Anthropology
3.00 Credits

Introduction to human culture, its variety and its anthropological interpretation. Survey of cultural diffusion, acculturation, and patterns of variation in world culture areas.

ANT 1511 - Introduction to Physical Anthropology
3.00 Credits

The emergence of man, examination of variation, adaptation and evolution of human populations. Process of evolution, taxonomy and human genetics, biological variability, and paleo-anthropology.

ANT 1932 - Culture and Environment of the Florida Everglades
3.00 Credits

This tour of the Everglades surveys environment, history, prehistory, and plant and animal diversity trends that parallel or diverge from patterns of Florida, the United States, and the Caribbean.

ANT 2310 - Native American Cultures
3.00 Credits

This course is an investigation of the cultures of pre-historic, historic and contemporary Native Americans. Topics include critiques of representative ethnographies from each culture area and language family.

ARH 1050 - History of Art, Ancient to 1400
3.00 Credits

This course is a survey of the history and principles of Western Art through illustrated lectures with specific emphasis on the relation of styles to cultural context.

ARH 1051 - History of Art, 1400 to Present
3.00 Credits

This course surveys the history and principles of Western Art from 1400 to the present through illustrated lectures and discussions with specific emphasis on the relation of styles to cultural context.

ART 1300C - Beginning Drawing
3.00 Credits

Drawing as a means of visual organization. Emphasis on drawing fundamentals of proportion, perspective, composition, etc. Subject matter varied. Pencil, charcoal, conte, pen and ink, etc. Students provide supplies.

ART 1330C - Introduction to Figure Drawing
3.00 Credits

Emphasis on drawing the human figure, both draped and undraped using a variety of drawing media-pencil, charcoal, pen and ink, conte. Students provide supplies.

ART 1750C - Ceramics I
3.00 Credits

This course is an introduction to ceramics, a basic course in hand building, firing and glazing to provide a beginning knowledge of clay, concentration on the stoneware range. This is the first in a sequence of skill -building courses in ceramics.

ART 1754C - Ceramics II
3.00 Credits
Prerequisite(s): ART 1750C CR C

This the second in a sequence of skill-building courses in ceramics, continuing the development of handbuilding clay forms, firing and glazing, and exposure to other firing ranges. Two hours lecture, two hours studio.

ART 2001C - Creative Expressions
3.00 Credits

This course is designed for anyone seeking to develop her or his creativity. Through a series of constructed projects students are introduced to new and unconventional as well as traditional forms of art. Students are encouraged to think through alternative avenues of expression. Creative expression seeks to awaken students to their own creative abilities.

ART 2164C - Mixed Media
3.00 Credits

The focus of this course will concentrate on the selection and exploration of found, ready-made or created objects, relating the application and integration into a collage and or an assemblage format. These works will further be manipulated through the use of paint, pastels, crayons, ink etc.

ART 2553C - Beginning Acrylic Painting
3.00 Credits

Exploration of acrylic painting techniques. Students will provide own paints and supplies.

ART 2554C - Beginning Oil Painting
3.00 Credits

An exploration of oil painting techniques—impasto, palette knife, glazing, etc.—through varied subject matter. Still life, landscape, figure, on-site painting, etc. Students provide paints and supplies.
ART 2701C - Sculpture I
3.00 Credits
Emphasis on arrangement and understanding of the relationship of three-dimensional forms. Advanced work will place emphasis on portraiture and on the draped and undraped figure in three-dimensional terms with the focus on modeling in clay. Work may be fired or cast in plaster. Students learn to patina and mount finished work. Students provide materials. This course can be repeated for a maximum of nine (9) credits.

ART 2752C - Wheel Throwing I
3.00 Credits
Prerequisite(s): ART 1750C CR C
This course introduces the basic principles in wheel throwing and covers a broader range of ceramic technical information.

ART 2753C - Wheel Throwing II
3.00 Credits
Prerequisite(s): ART 2752C CR C
This is the second course in the sequence of skill-building courses in wheel throwing.

ART 2772C - Raku
3.00 Credits
This course provides an in-depth exploration of raku forms, glazing and firing techniques.

ART 2772L - Art Laboratory
2.00 Credits
Prerequisite(s): INST 0
This is an independent study course which may be repeated for a maximum of 9 credits. Opportunities are provided for the refinement of skills and further experimentation in the chosen medium.

AST 1002 - Astronomy
3.00 Credits
Basic introduction to human anatomy and physiology emphasizing cellular biology, biochemistry, and body systems. Excellent preparation for further studies.

BSC 1005 - Survey of Biological Science
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355
This course examines the nature of life, animal behavior, and the relationships which exist between living organisms and their environment. Educational resources for the course include the Clark Maxwell Jr. Marine Environmental Habitat and Observatory as well as our science computer lab. This course employs a combination of class lecture, relevant guest speakers, interactive software programs, videotapes and field trips.

BSC 1010 - Principles of Biology I
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355
Co-requisite(s): BSC 1010L
An overview of the structural, ultra structural, chemical, genetic, developmental and physiological realms of living organisms.

BSC 1010L - Principles of Biology I Lab
1.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355
Co-requisite(s): BSC 1010
A laboratory overview of the structural, ultra-structural, chemical, genetic, developmental and physiological realms of living organisms.

BSC 1011 - Principles of Biology II
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355
Co-requisite(s): BSC 1011L
An overview of ecology, evolution, population genetics, plant anatomy and physiology, the origin of life, organic evolution, biological diversity, plants taxa, animal taxa, fungi, protozoa, bacteria and cladistics and phylogeny.

BSC 1011L - Principles of Biology II Lab
1.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355
Co-requisite(s): BSC 1011
An overview of ecology, evolution, population genetics, plant anatomy and physiology, the origin of life, organic evolution, biological diversity, plants taxa, animal taxa, fungi, protozoa, bacteria and cladistics and phylogeny.
functions, and organization with attention given to contemporary problems, processes and Constitutional aspects

This course presents the philosophical background of law enforcement agencies, their development, purposes, functions, and organization with attention given to contemporary problems, processes and Constitutional aspects involved in the administration of criminal justice in a democratic society.

BSC 1085L - Anatomy and Physiology I Lab
1.00 Credits
Prerequisite(s):
Co-requisite(s): BSC 1085
A survey of the integumentary, skeletal, muscular systems, as well as the articulations of the skeletal system, basic biological chemistry, the organization and function of the tissues of the human body.

BSC 1086 - Anatomy and Physiology II
3.00 Credits
Prerequisite(s): BSC 1085 CR C and BSC 1085L CR C
Co-requisite(s): BSC 1086L
A survey of the anatomy and physiology of the nervous system, the endocrine system, special senses, cardiovascular system, lymphatic system, digestive system, respiratory system, urinary system, water and electrolyte balance, the reproductive system and development, growth, aging and genetics.

BSC 1086L - Anatomy and Physiology II Lab
1.00 Credits
Prerequisite(s):
Co-requisite(s): BSC 1086
A survey of the anatomy and physiology of the nervous system, the endocrine system, special senses, cardiovascular system, lymphatic system, digestive system, respiratory system, urinary system, water and electrolyte balance, the reproductive system and development, growth, aging and genetics.

BUL 2241 - Business Law I
3.00 Credits
Business law as part of the management environment; common and statutory law, contract law, agency, and commercial transactions.

BUL 2242 - Business Law II
3.00 Credits
Business law as part of the management environment; commercial paper, bankruptcy, business organizations, property, and government regulations.

CCJ 1020 - Introduction to the Criminal Justice System
3.00 Credits

This course presents the philosophical background of law enforcement agencies, their development, purposes, functions, and organization with attention given to contemporary problems, processes and Constitutional aspects involved in the administration of criminal justice in a democratic society.

CGS 1000C - Introduction to Computer Science
3.00 Credits
The primary topics covered in this course include computer input and output devices, the processor, auxiliary storage, file structures, and database, data communications, operating systems, programming languages, computer history, and professions in the computer industry. Students will be introduced to word processing, data base, and spreadsheet. The student will also learn computer programming with the BASIC language.

CGS 1010 - Computer Applications in Education I
3.00 Credits
This is an applications and theory course designed to familiarize participants with computers and their uses in education. Topics include writing with a wordprocessor, electronic filing, searching databases, displaying graphics, finding suitable software, discerning learning styles of computer users, making practical applications in education at every level. It is not intended for data processing majors, and no knowledge of programming languages or computer design is required.

CGS 1100 - Introduction to Computer Applications
3.00 Credits
This course is an introduction to computers and their applications. Students will learn to identify the basic components and devices that comprise a computer system; to use the Internet as a source of information and a means for communications; and to use application software packages (including word processing, spreadsheet, database management, and presentation graphics programs).

CGS 1160 - Introduction to Windows Applications
3.00 Credits
This course is not ordinarily counted in the Associate in Arts degree. This course provides a brief introduction to Microsoft Windows, Microsoft Office, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and creating Web pages using PowerPoint.

CGS 1550 - Introduction to the World Wide Web
3.00 Credits
This course is not ordinarily counted in the Associate in Arts degree. This course introduces students to the fundamental concepts and resources involved in using the Internet via the World Wide Web (WWW). It teaches what the WWW is, how to browse and search it, and how to write effective Web pages using the Hypertext Markup Language (HTML). The course will include a discussion of basic theory as well as practical hands-on exercises.

CGS 1555 - Internet
1.00 Credits
This course is not ordinarily counted in the Associate in Arts degree. Introduction to the Internet; includes concepts and terminology of the information highway, and "hands-on" activities that allow the use of basic skills on the microcomputer. Discussion of what resources are available to the Internet user is also included.

CGS 2540 - Introduction to Microcomputer Database Management
3.00 Credits
Prerequisite(s): CTS 2101 CR C
This course is not ordinarily counted in the Associate in Arts degree. This course introduces database management concepts and their application in a business environment. Topics to be covered include fundamental concepts of database design, creating, using and modifying database files, sorting, querying, and generating reports with hands-on experience using a relational database software package.
CGS 2580C - Desktop Publishing
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course is an introduction to computer software used for creating newsletters, brochures, posters, news releases, catalogs, books, technical manuals and other publications. Desktop publishing typically involves the production and printing of integrated graphics and text to typeset quality printers. Students will primarily learn to use graphics, word processing and page layout software.

CGS 2820 - Web Authoring -HTML
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course introduces the student to the fundamentals of Web page authoring. Students will learn how to use HTML to create web pages. They will learn how to generate HTML links, add graphics, create image maps, tables, frames, and forms. Advanced techniques include virtual reality, audio, and video and presentation of other non-standard data. They will also learn how to use FTP to upload and download files.

CHM 1033 - Chemistry for Health Sciences
3.00 Credits
Co-requisite(s): MAT 1033
This course meets the new curriculum requirements of FKCC’s pre-nursing program approved by the State of Florida’s Board of Nursing. This course emphasizes chemistry topics related to the allied health science through the study of the essentials of inorganic and organic chemistry and biochemistry as it relates to processes and functions of the human body.

CHM 1045 - General Chemistry I
3.00 Credits
Co-requisite(s): CHM 1045L MAC 1105
The lecture portion of each class consists of approximately 50 minutes of lecture addressing topics from the required textbook. Atomic structure and molecular structure are studied, as well as the relation between mass and moles. The periodic properties of the elements, chemical reactions and chemical bonding are mastered and their relation to the three macro physical states of matter: gas, liquid, and solid.

CHM 1045L - General Chemistry I Lab
1.00 Credits
Co-requisite(s): CHM 1045
The lab portion of each class consists of approximately two and one-half hours of assigned laboratory work. Topics will be selected to complement the lecture material from CHM1045. Atomic structure and molecular structure are studied, as well as the relation between mass and moles. The periodic properties of the elements, chemical reactions and chemical bonding are studied and their relation to the three macro physical states of matter: gas, liquid, and solid.

CHM 1046 - General Chemistry II
3.00 Credits
Prerequisite(s): CHM 1045 CR C
Co-requisite(s): CHM 1046L
Chemical Equilibria, kinetics and electro-chemistry will be introduced. The nature of the chemical bond will be studied, introducing the Lewis dot structure, and the VSEPR theory of structure determination.

CHM 1046L - General Chemistry II Lab
1.00 Credits
Prerequisite(s): CHM 1045L CR C
Co-requisite(s): CHM 1046
Topics will be selected to complement the lecture material from CHM 1046. Major topics will be redox titrations and the separation and identification of groups I-IV cations.

CHM 2210 - Organic Chemistry I
3.00 Credits
Prerequisite(s): CHM 1046C CR C
Co-requisite(s): CHM 2210L
The lecture portion of each class consists of approximately 50 minutes (75 minutes for classes that meet twice a week) of lecture, three times a week, addressing topics from the required textbook. Fundamentals of organic chemistry are introduced. These include the IUPAC system of nomenclature for hydrocarbons, common names, isomerism, conformational analysis, and explanations of stability differences in an homologous series. Classes of compounds that will be studied are: alkanes, alkenes, alkynes, and arenes and their derivatives. Reference will be made to day-to-day events that are linked to organic chemistry topics.

CHM 2210L - Organic Chemistry I Lab
1.00 Credits
Prerequisite(s): CHM 1046C CR C and CHM 1046L CR C
Co-requisite(s): CHM 2210
Experiments will be designed to reinforce the lecture topics in 2210C and familiarize students with laboratory equipment and techniques. Fractional distillations at atmospheric and reduced pressure, melting point experiments, colligative properties, model building and Internet activities will be used. Additionally, the publisher’s web site will be available as supplemental material.

CHM 2211 - Organic Chemistry II
3.00 Credits
Prerequisite(s): CHM 2210 CR C
Co-requisite(s): CHM 2211L
A continuation of organic chemistry into topics dealing with alkyl halides, alcohols, ethers, aldehydes, ketones, organic acids, amines, amides, sugars, fats and oils, proteins, and basic relationships of chemistry to biology.

CHM 2211L - Organic Chemistry II Lab
1.00 Credits
Prerequisite(s): CHM 2210L CR C and CHM 2210 CR C
Continuing fundamentals of organic chemistry will be demonstrated. Classes of compounds that will be studied are: substituted aromatic hydrocarbons, alkyl halides, alcohols, ethers, aldehydes, ketones, organic acids, amines, sugars, fats, oils, proteins and their derivatives. Reference will be made to day-to-day events that are linked to organic chemistry topics.
CIS 1905 - Directed Study
3.00 Credits
Prerequisite(s): INST 0

This study builds upon the lessons of Microsoft Small Business Specialist.

CIS 1940 - Special Topics in CIS
1.00 TO 3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course covers current topics of interest to the area of computers and information sciences. Content may include particular computer languages, CIS research, current industry developments as well as software and hardware innovations. May be repeated with a change of content for up to a maximum of three credits.

CIS 2321C - Systems Analysis and Design
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course presents the steps required for analyzing and developing a computer system, including the preliminary investigation, systems analysis, systems design, development and implementation. Analysis techniques include data flow diagrams and data dictionaries.

CIS 2905 - Directed Individual Study
3.00 Credits

Directed Study.

CJE 1110 CSI- Intro to Forensics
3.00 Credits

An introduction to the scientific aspects of investigation known as criminalistics, with emphasis on crime scene techniques, the collection and preservation of evidence and the examination of evidence. Students will be familiarized with the capabilities and limitations of a police laboratory.

CJE 2600 - Criminal Investigation
3.00 Credits

This course presents the philosophical, historical and present background of the criminal investigation process. The student will learn and, in some cases, apply current criminal investigation procedures and techniques dealing with offenses confronting a modern police/investigating agency.

CJK 0007 - Introduction to Law Enforcement
.37 CEUs

The 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.

CJK 0008 - Legal
2.30 CEUs
Prerequisite(s): INST 0

This course will provide a solid legal foundation from which students may function as law enforcement officers. Students will become familiar with case law and how it interprets and further explains enacted laws.

CJK 0011 - Human Issues
1.33 CEUs
Prerequisite(s): INST 0

This course introduces the student to the different types of crisis situations that they could encounter as a law enforcement officer when responding to calls. Appropriate management, intervention and referral responses are discussed along with issues specific to individuals in various situations involving crisis. The student will be introduced to the legal obligations of dealing with a crisis.

CJK 0017 - Communications
2.53 CEUs
Prerequisite(s): INST 0

This course covers the various forms of communications a law enforcement officer uses in the performance of their duties. This course will cover telecommunications, communications and interpersonal skills, human interaction issues, interviewing ideology, and report writing principles and mechanics.

CJK 0020C - Vehicle Operations
1.60 CEUs
Prerequisite(s): INST 0

This course includes the physiological and psychological factors which impact vehicle operation and control; the basic components of defensive driving and emergency vehicle operations; the basic legal considerations involved in the operation of authorized emergency vehicles and in vehicle pursuits; civil and criminal liability which are applicable to law enforcement driving; what to look for during routine maintenance and inspection of a police vehicle, the basic elements of vehicle dynamics; the types of skids and their causes; how to recover from several types of skids; and basic driving skills and techniques.

CJK 0031C - First Aid for Criminal Justice Officers
1.33 CEUs
Prerequisite(s): INST 0

This course is designed to prepare prospective officers to apply first responder knowledge and techniques in emergency situations.

CJK 0040C - Firearms
2.67 CEUs
Prerequisite(s): INST 0

This course includes firearms safety procedures; use of deadly force, basic handling procedures for the handgun (revolver and semiautomatic pistol), shotgun, and semiautomatic rifle/carbine, including component parts and their function. This course also covers the common types of ammunition used in law enforcement, ammunition components, and the use of various types of ammunition for handguns, shotguns, or rifles. The recruit will attain proficiency in marksmanship and in safety using, handling, and maintaining certain designated firearms.
The CMS Criminal Justice Defensive Tactics course provides basic recruits with training in the physical skills necessary for the use of force in controlling subjects and for self-defense. Although there is some classroom instruction most of this course is physical training.

This course provides an overview of the law enforcement techniques and tactics officers use while on patrol. It focuses on Community Oriented Policing, officer safety and survival skills, and basic instruction on receiving a call, interaction with vehicles, and making an arrest.

This course provides an overview of the process on investigating crimes against persons and property and the prosecution process.

This course provides an overview of the proper methods a law enforcement officer should use to process, protect and preserve the crime scene.

This course provides an overview of the officer's responsibility and officer safety concerns when making traffic stops.

This course provides the student with the methods and skills for stopping a vehicle for a violation or other lawful reason; infractions: types of criminal violations and their elements; handling an abandoned vehicle; procedures for making a felony stop; and legal issues regarding stops.

This course presents the procedures and safety issues when dealing with the vehicle and driver in cases involving drivers under the influence of alcohol and/or drugs.

This course introduces the officer to the proper procedures to conduct traffic crash investigations by following step-by-step approach which encompasses the initial response to the scene, scene assessment and protection, identifying and analyzing information gathered from witnesses, evaluating physical evidence, thoroughly investigating and documenting the crash, and concluding with the appropriate enforcement action.

This course provides recruits to perform the physical requirements of a Correctional Officer, provides the recruits with the basic elements of nutrition, weight control and stress management and is structured to improve the overall health of the recruits.

This module thoroughly investigates the daily operations within the confines of the correctional facility to include inmate intake, classification, safety, release, accountability, movements/transfer, confinement, health care, feeding and much more. This “nuts and bolts,” “how to do it” module is designed to show the correctional officer how to effectively, efficiently and safely perform his/her job.

This course is designed for persons desiring to prepare students to assist law enforcement agencies as auxiliary police officers functioning under the direct supervision and direction of sworn law enforcement officer s.
CJK 0212 - Cross Over Correctional to Law Enforcement CMS High Liability

.27 CEUs
Prerequisite(s): INST 0

This course is designed for the Certified Corrections Officer(s) to cross over to law enforcement. This course focuses on high liability areas containing law enforcement course material. CJK 0031 prepares the officer to apply basic first aid knowledge and techniques to emergencies. CJK 0040 includes firearms safety procedures, use of deadly force, and basic handling procedures for the handgun (revolver and semiautomatic pistol), shotgun, and semiautomatic rifle/carbine, including component parts and their function. It also covers the common types of ammunition used in law enforcement. The recruit will attain proficiency in marksmanship and in safely using, handling, and maintaining certain designated firearms.

CJK 0221 - Correctional Cross-Over to Law Enforcement Introduction and Legal

1.56 CEUs
Prerequisite(s): INST 0

This course 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. This course will also provide a solid legal foundation from which students may function as law enforcement officer. Students will become familiar with case law and how it interprets and further explains enacted laws.

CJK 0222 - Correctional Cross-Over to Law Enforcement Communications

1.86 CEUs
Prerequisite(s): INST 0

This course introduces the student to the various forms of communications law enforcement officers use in the performance of their duties. This course will cover telecommunications, human interaction issues, interviewing ideology principles and report writing principles and mechanics.

CJK 0223 - Correctional Cross-Over to Law Enforcement Human Issues

1.06 CEUs
Prerequisite(s): INST 0

This course introduces the student to the different types of crisis situations that they encounter as a law enforcement officer when responding to calls. Appropriate management, intervention and referral responses are discussed along with issues specific to individuals in various situations involving crisis. The student will be introduced to the legal obligations of dealing with a crisis.

CJK 0240 - LE Auxiliary Introduction

.90 CEUs
Prerequisite(s): INST 0

This is a basic course which includes the overview of the criminal justice system, as well as training in ethics, legal, communications and human issues. The objectives are addressed as specified by CJSTC.

CJK 0241 - LE Auxiliary Patrol and Traffic

.63 CEUs
Prerequisite(s): INST 0

This is a basic course which includes patrolling techniques, issues to be aware of when patrolling, traffic stop procedures and traffic crash procedures. The objectives are addressed as specified by CJSTC.

CJK 0242 - LE Auxiliary Investigations

.57 CEUs
Prerequisite(s): INST 0

This is a basic course which includes training in preserving and processing a crime scene and procedures and policies for criminal investigations. The objectives are addressed as specified by CJSTC.

CJK 0270 - Criminal Justice Legal I

1.53 CEUs
Prerequisite(s): INST 0

Instruction in this module constitutes the introductory phase of the legal requirement and includes ethics, history/evolution of the law, elements of a crime, use of force, inmate rights and responsibilities, and the philosophy of corrections.

CJK 0271 - Criminal Justice Legal II

.73 CEUs
Prerequisite(s): INST 0

Instruction in this course constitutes a more complex, advanced legal examination than Legal I. This module treats subject matter in somewhat greater detail, and is far narrower in scope. Such topics as constitutional law, evidence rules and concepts, arrest laws, search and seizure concepts, and other like legal topics are covered.

CJK 0272 - Communications

1.40 CEUs
Prerequisite(s): INST 0

Introduces the student to the principles and rules of proper note taking, taking statements, report writing, and familiarization with communications equipment, radio codes, telephone procedures, and interpersonal skills.

CJK 0273 - Interpersonal Skills I

2.07 CEUs
Prerequisite(s): INST 0

Introduces the course on Interpersonal Skills with such topics as human behavior/human needs; ethnic and cultural groups; mentally ill, retarded or physically handicapped inmates; orientation to crisis intervention; suicide prevention; recognizing inmate stress; and reducing stress.

CJK 0280 - Criminal Justice Officer Physical Fitness Training

1.33 CEUs
Prerequisite(s): INST 0

Criminal Justice Officer Physical Fitness Training program prepares recruits to perform the physical requirements of a Correctional Officer, provides the recruits with the basic elements of nutrition, weight control and stress management and is structured to improve the overall health of the recruits.

CJK 0422 - Dart-Firing Stun Gun

.27 CEUs
Prerequisite(s): INST 0

This course is an introduction to the dart-firing stun gun and the statutory guidelines governing the minimum criteria for use of a dart-firing stun gun.
CJK 0480 - Emergency Preparations
0.87 CEUs
Prerequisite(s): INST 0

The course examines the types of emergency situations which can be anticipated in the correctional facility setting and procedures, methods, and techniques used to prevent or respond to these situations.

CJL 2100 - Criminal Law
3.00 Credits

Historical background and foundations of American criminal law, including United States Constitutional requirements, Federal and State course organization and jurisdiction, criminal law basics, Florida statutes, rules of evidence and procedure.

CNT 1000 - Introduction to Local Area Computer Networking
3.00 Credits
Prerequisite(s): CGS 1000C CR C

This course is not ordinarily counted in the Associate in Arts degree. This course will introduce the student to computer networking concepts. Major topics include a history of local area networks; a study of the terminology, components, acronyms, protocols, standards, and design factors of a local area network; and a basic consideration of network management and security.

CNT 1001 - Data Communications
1.00 Credits
Prerequisite(s): CGS 1000C CR C

This course is not ordinarily counted in the Associate in Arts degree. The course will examine telecommunication and networking hardware and software terminology as well as applications for such activities. Topics to be discussed include modems, communication software, BBS, and local area networks. 45 minutes lecture, 45 minutes laboratory.

COP 1000 - Fundamentals of Programming
3.00 Credits
Prerequisite(s): CGS 1000C CR C

This course is not ordinarily counted in the Associate in Arts degree. The course stresses proper programming methodology, problem solving, structured programming techniques, code implementation, debugging, and testing. Essential aspects of programming are covered, including the construction and manipulation of applications, controls, forms, code (including decisions, looping, and file access), and formatting. Basic Internet programming techniques will also be covered. You will gain extensive hands-on programming experience using an appropriate computer language.

COP 1170C - BASIC Programming
3.00 Credits
Prerequisite(s): CGS 1000C CR C

This course is not ordinarily counted in the Associate in Arts degree. This course introduces BASIC programming and builds upon the introduction to BASIC given in CGS 1000C. It addresses the use of the interactive and batch facilities of the computer and involves extensive practice with file manipulation with BASIC.

COP 1220C - C Programming
3.00 Credits
Prerequisite(s): CGS 1000C CR C

C is a well structured, flexible and powerful language that produces very fast and efficient code. It is used on Unix-based mini-computers, as well as micro-computers, for both systems and applications programming. The course includes designing, writing and running C programs on the computer to develop proficiency in the language and its application to business, math and engineering problems.

COP 1332 - Visual BASIC
4.00 Credits
Prerequisite(s): COP 1170C CR C

This is an introductory course in Window's programming. Visual BASIC techniques are presented using the Microsoft Visual BASIC programming language. Topics include even-driven programming, concepts, visual basic data and logic structure, objects, properties, methods, subroutines, functions, and the visual basic design environment.

COP 2121C - COBOL II
3.00 Credits
Prerequisite(s): COP 2120C CR C

This course is not ordinarily counted in the Associate in Arts degree. This course emphasizes program writing, testing and debugging. Advanced techniques and disk processing will be studied.

COP 2221 - Intermediate Programming in C
4.00 Credits
Prerequisite(s): COP 2220C CR C

This is an advanced application programming course using the C language. Emphasis is on the design and use of structured computer algorithms for problem solving using “C.” Topics covered will include the design of independent modules, processing of text data as input, advanced sorting techniques, advanced data manipulation and data structures. Students are required to design, code, compile, debug, and execute programs.

COP 2334C - Object Oriented Programming in C++
3.00 Credits
Prerequisite(s): COP 2221 CR C

This is an advanced study of the C language with emphasis on object oriented programming, graphics, and list processing. Students are required to design, code, compile and execute programs for the business and scientific environment.

COP 2800 - Introduction to Java Programming
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. Topics include loops, decision structures, I/O operations. Introduction to Java’s object-oriented features including arrays, references, classes, objects inheritance, and data encapsulation. Introduction to GUI design using Java’s AWT Package, and Java’s predefined packages.
CRW 2100 - Beginning Fiction Writing
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or (  CPTR  083 and CPTL 083 ) or S01 440 or FCTR 355

This course focuses on short prose fiction writing in a workshop format. Basic structural and stylistic elements of conventional and experimental short story forms are introduced and interpreted through classic readings and critical exchange of the students' own work. Established writers' prose is occasionally introduced as model or example. Through supportive in-class critical discussion, the student learns the practice of basic techniques of writing, rewriting and editing. This course includes a 6,000 word writing requirement.

CTS 2750C - Microsoft Works
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. Microsoft Works is an integrated software package that provides spreadsheet, graphics, and database capabilities for the solution of accounting, business, financial analysis, and mathematical problems. This hands-on class utilizes a variety of practical exercises with Microsoft Excel to develop an understanding and proficiency in its operation, capabilities, and applications.

DEP 2004 - Human Growth and Development
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or (  CPTR  083 and CPTL 083 ) or S01 440 or FCTR 355

An introduction to developmental psychology, the course explores the different stages of human life--prenatal, infancy, childhood, adolescence, adulthood--and the biological, psychological and social changes occurring in individuals during them. Topics include: Theories of development, genetics and development, birth and the neonate,
cognitive and brain development, early experience, attachment, motor and language development, social, sex-role and moral development, aging and death.

**ECO 2013 - Macroeconomics**
3.00 Credits
Prerequisite(s): ( ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 ) and ( MAT 0002 CR C or CPTA 057 or A02 017 or S02 400 )

Study of the U.S. economy, including functions of an economic system, determination of market prices, measuring the economy's performance, causes of unemployment and inflation, and government taxation, spending, and monetary policies.

**ECO 2023 - Microeconomics**
3.00 Credits
Prerequisite(s): ( ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 ) and ( MAT 0002 CR C. or CPTA 057 or A02 017 or S02 400 )

Economic principles for business applications, including determination of market prices, elasticity of demand, indifference curves and consumer equilibrium, cost analysis, marginal analysis and profit maximization, forms of competition, antitrust regulations, and international trade.

**EDF 2005 - Introduction to the Teaching Profession**
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355

A survey course including sociological and philosophical foundations of education, governance and finance of education, educational policies, legal, moral and ethical issues and the professionalism of teaching. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. Students are required to complete a minimum of 15 hours of field-based experience with children and youth in schools or similar settings and not via virtual modes of film or Internet.

**EDF 2085 - Introduction to Diversity for Educators**
3.00 Credits
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, and socioeconomic status, and religion, languages 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, Sunshine State Standards, and the Professional Educator Competencies. A minimum of 15 hours of field-based experience working with diverse populations for children and youth in schools or similar settings is required. The field experience should not be via virtual modes of film or internet. This course introduces students to the diversity of the school populations of Florida and of America in general, and examines strategies for teaching with respect for multiple diversities.

**EDG 1030 - Dolphin Studies, Education & Curriculum Experience: Professional Development Dolphin Lab for Teacher**
3.00 Credits
This introductory program surveys a wide range of knowledge, theories and ongoing research concerning marine mammals, animal husbandry, operant conditioning training practices and related issues, including instruction specific to the facility and its resident dolphins. This course offers students a unique opportunity to gain career oriented hands-on experience in dolphin husbandry and training, including diet preparation; how to feed, reinforce, and maintain established behaviors all under the guidance of accomplished trainers. Students will reside at the Dolphin Research Center on Grassy Key. Course requirements center on active participation in the course and passing comprehensive end of course exam.

**EDG 2331 - Introduction to Environmental Education**
3.00 Credits
This course introduces environmental education drawing upon the special resources of the Florida Keys. Active, collaborative, non-traditional field experiences are stressed and practiced. Topics reflect field experience and include a broad scope of outdoor and museum activities.

**EDP 2002 - Educational Psychology**
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355

An introduction to psychology as it relates to education, teaching and learning. Topics include: development and early experience, cognitive development, theories of learning, behavior modification, cognition and memory, motivation, teaching models and theories, testing and measurement, individual differences, intelligence and creativity, special education, humanistic and transpersonal education, childhood emotional and learning disorders.

**EEC 1200 - Principles of Early Childhood Education Curriculum**
3.00 Credits
Prerequisite(s): EEC 1000 CR C

EEC 1200 is the second of four core courses in Early Childhood Education offered by FKCC. The course objectives relate to the following specific curriculum areas: social studies, self concept, math, language, literacy, and dramatic play. Students will explore and create areas of room arrangement, lesson planning, importance of play, scheduling, and classroom management. The early childhood resource file will focus on the design of specific curriculum areas. Information on age appropriate activities satisfies HRS requirements mandated by the State of Florida. A focus on the awareness of inclusion of an anti-bias curriculum will be presented.

**EEC 2202 - Early Childhood Education Programming**
3.00 Credits
Prerequisite(s): EEC 1003 CR C

EEC 2202 is the last of four core courses in early childhood education offered by FKCC. The course's major emphasis includes: disadvantaged children, special needs children, federal and state programs, program models, rules and regulations (HRS requirements), and current trends in the field of early childhood education. Design, supervision, and accreditation standards of early childhood site will be the focus.
EMS 1344 - Aquatic 1st Aid/CPR/O2

1.00 Credits

This course does not ordinarily count in the Associate in Arts degree. Instructs individuals in recognition of signs and symptoms for accidents and injuries in the aquatic/workplace environment and how to apply appropriate first aid practices, implementation of CPR, and the application of oxygen in the management of accidents and injuries.

EMS 1381C - EMT Recertification

3.00 Credits

Prerequisite(s): INST 0

This course is not ordinarily counted in the Associate in Arts degree. EMT Recertification course is designed as a one semester course, 3 credit hours in length, which will review and update the knowledge and skills of Emergency Care for EMTs. The course follows the US D.O.T. 1994 EMS National Standards Curriculum as required by Florida Department of Emergency Medical Services, and the Florida Department of Education.

EMS 2081C - Scuba Rescue and Emergency Medicine

3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. Qualify certified scuba divers and/or waterfront, boating, and public safety personnel to effectively perform aquatic rescues of distressed scuba divers and to provide emergency medical management and other support in a field setting. Requirements for enrollment are: 1) nationally recognized certification as an advanced scuba diver and 2) nationally recognized current certification in 1st Aid, CPR, and Oxygen Provider OR current enrollment in EMS 1344, Aquatic First Aid/CPR/O2. These requirements will be verified by the instructor at the first class.

EMS 2345 - Diving Medical Technician

3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. Introduction to diving medicine, recognition of diving disorders, application of field neurological examination as applied to diving accidents, application of appropriate first aid measures as applied to diving accidents. Recognize oxygen toxicity and the proper response during recompression chamber operations. Have a basic understanding of recompression chamber operations and safety as applied to the inside tender and patient. EMT or higher medical training is a requirement for enrollment in this course and will be verified by the instructor at the first class.

ENC 1101 - English Composition I

3.00 Credits

Prerequisite(s): ( ENC 0020C CR C. and REA 0003C CR C. ) or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 and FCTR 355

A course that emphasizes accepted standards and techniques of expository writing, logical thinking, and reading with literal and critical comprehension. Students are expected to write coherent, unified prose, develop a thesis statement, arrange main ideas and supporting details, and use effective vocabulary, conventional sentence structure, and standard American English grammar and usage. Includes a 6,000 word writing requirement.
ENC 1102 - English Composition II
3.00 Credits
Prerequisite(s): ENC 1101 CR C
Expository writing based upon the close reading and study of selected examples from fiction, poetry, and drama. The course emphasizes oral and written analytical interpretations which include recognition of the traditional techniques, forms, and rhetorical devices used by writers of literature. The course also serves as an introduction to literature. Include a 6,000 word writing requirement.

EOC 1720 - Nitrox in the Working Divers Environment
1.00 Credits
This course is not ordinarily counted in the Associate in Arts degree. Introduce work divers, diving supervisors, diving safety inspectors, and other divers to the operating procedures, safety requirements, air requirements, gas analysis procedures, and limitations of nitrox in work diving.

EOC 2710 - Public Safety Diving
5.00 Credits
Prerequisite(s): INST 0
This course is not ordinarily counted in the Associate in Arts degree. Provides the police or public safety diver the skills and knowledge necessary to conduct a full range of related underwater activities. Nationally recognized certification as an open water scuba diver and current medical release is a requirement for enrollment in this course and will be verified by the instructor at the first class. Limited entry to law enforcement and other public safety personnel.

EOC 2711 - Diving Technology
4.00 Credits
This course is not ordinarily counted in the Associate in Arts degree. Provides divers with the skills and knowledge required to apply state-of-the-art scuba diving equipment and procedures to the performance of underwater work in a safe and effective manner. Curriculum includes technology that extends into tethered diving and use of full-face masks, wireless and hard-wire communications, and dry exposure suits. Scenarios in a wide variety of working environments include the use of underwater equipment impacting upon diver performance. An introduction to the use of surface-air-supplied equipment may be provided as appropriate. Includes specialty ratings applicable for certification as Master Diver. Nationally recognized certification as an advanced scuba diver or work diving experience with permission of instructor is a requirement for enrollment in this course and will be verified by the instructor at the first class.

EOC 2712 - Surface Air Supplied Diving
3.00 Credits
Prerequisite(s): EOC 2711 CR C
This course is not ordinarily counted in the Associate in Arts degree. Provides an introduction to the diving equipment, basic methods of use, underwater communications, dive table usage, station set up, operational planning, job site analysis, underwater work techniques, introduction to surface air decompression. Curriculum includes aquatic training in confined water, open water, low to zero visibility communication systems, full face masks, dive helmets, band masks, and free flow masks.

EOC 2713C - Nitrox and Computer Diving
3.00 Credits
This course is not ordinarily counted in the Associate in Arts degree. Lecture and open water experience in repetitive dive subjects that will enable the student to conduct repetitive dives utilizing various dive tables, dive computers, and enriched air gas mixtures. Nationally recognized certification as an advanced scuba diver is a requirement for enrollment in this course and will be verified by the instructor at the first class.

EOC 2714C - Recompression Chamber Operations
2.00 Credits
This course is not ordinarily counted in the Associate in Arts degree. Provides training in the theory and application of recompression chamber operations. Nationally recognized certification as a divemaster or permission of the instructor is a requirement for enrollment in this course and will be verified by the instructor at the first class.

EOC 2715 - Diving Safety
1.00 Credits
This course is not ordinarily counted in the Associate in Arts degree. Provides students with the diving safety knowledge necessary for safe diving in the fields of free scuba, tethered scuba and Surface Air Supplied (SAS) diving as applied to research diving and advanced diving technologies. Certification in scuba, permission of the instructor, and diving medical approval is a requirement for enrollment in this course and will be verified by the instructor at the first class.

EOC 2719 - SAS Work Diving Techniques
2.00 Credits
Prerequisite(s): EOC 2712C CR C
This course is not ordinarily counted in the Associate in Arts degree. Introduces students to the application of surface air supplied diving equipment to work diving techniques, including underwater tool use and underwater construction methods. The curriculum includes operational planning, job site analysis, underwater work and introduction to surface air decompression. Work will be conducted in confined water, open water and low to zero visibility using communication systems, full-face masks, dive helmets, band masks, and free flow masks.

EOC 2930 - Diving Safety Coordinator
5.00 Credits
This course is not ordinarily counted in the Associate in Arts degree. It prepares safety officers with the necessary skills and knowledge to assure compliance of diving contractors with established work diving safety policies, procedures and regulations. It provides students with state-of-the-art technology and the methodology to evaluate underwater diving operations and effectively manage diving contingencies.

EPI 0001 - Segment A, Classroom Management
3.00 Credits
Prerequisite(s): INST 0
This course teaches how to maintain a classroom. Topics will include: record keeping, classroom management, school safety, Sunshine State Standards into curriculum, development of lesson plans, parent conferences, assessment techniques, implications of FCAT and other standardized tests, professional ethics, and school law and the teacher.

EPI 0002 - Segment B: Instructional Strategies
3.00 Credits
Prerequisite(s): INST 0
This course teaches the participant to become proficient in the application of a variety of instructional strategies based on learning styles, cooperative and collaborative learning, accommodations for exceptional students, and the infusion of technology into lesson plans.
EPI 0003 - Segment C, Technology  
3.00 Credits  
Prerequisite(s): INST 0  
This course teaches the participant to employ technology as an integral part of the teaching and learning process. Instruction is provided in commonly used software suites and on the Internet.

EPI 0004 - Segment D, Teaching and Learning Process  
3.00 Credits  
Prerequisite(s): INST 0  
This course teaches a foundation in various learning theories as applied in the instructional process. Topics will include learning theories, motivation and persistence, intelligence, exceptionalities, standardized testing, critical thinking, multiple intelligences, and second language acquisition.

EPI 0010 - Foundations of Research Based Practices in Reading  
3.00 Credits  
Prerequisite(s): INST 0  
This course teaches language structure and function and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. This instruction is grounded in scientifically-based research.

EPI 0020 - Segment A, Professional Foundation  
2.00 Credits  
Prerequisite(s): INST 0  
This course teaches the foundation for becoming a productive member of the teaching profession. Topics will include history and philosophy of education, school governance, school finance, school law, ethics, purpose of schools, and continuing professional development.

EPI 0030 - Segment A, Diversity  
2.00 Credits  
Prerequisite(s): INST 0  
This course teaches an understanding of the variety of backgrounds and cultures that may be found in a typical classroom and how social class, religion, language, gender differences, culture and ethnicity, physical differences, and prejudices have an effect on how a student learns.

EPI 0940 - Segment B, Field Experience  
1.00 Credits  
Prerequisite(s): INST 0  
This course provides a 15 hour field experience segment in a public, charter, or accredited private school for the EPI 0020 module.

EPI 0945 - Segment B, Field Experience  
1.00 Credits  
Prerequisite(s): INST 0  
This course provides a 15 hour field experience segment in a public, charter, or accredited private school for the EPI 0030 module.

EUH 2032 - European History: The Holocaust  
3.00 Credits  
This course will examine the social, political, cultural and historiographical issues raised by the Holocaust. We will learn to interpret primary sources and assess the secondary literature. Class discussion will be an important part of the learning.

FIL 1000 - Introduction to Understanding Film  
3.00 Credits  
Prerequisite(s): ENC 1101 CR C  
A basic course in film literacy, concentrating on the techniques, genres, history, theory, and criticism of films. Students will view selected films, develop critical skills, and evaluate, orally and in writing, the products of film making. Includes a 6,000 word writing requirement.

FIN 1001 - Principles of Finance  
3.00 Credits  
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 ) and ( MAT 0002 CR C. or CPTA 057 or A02 017 or S02 439 )  
Financial management techniques for business. Topics include capital markets, analysis of financial statements, working capital policy and management, short and long term financing methods, leverage, time value of money, stocks and bonds and capital budgeting.

GEB 1011 - Introduction to Business  
3.00 Credits  
The role and function of business enterprise within our economic framework. Includes organization, finance, marketing, personnel administration, production and economics. Designed primarily to help students select their field of business specialization.

GEB 2905 - Special Phases-Business  
1.00 TO 4.00 Credits  
This study in special phase course is designed to provide students with the opportunity to apply academic business theories and concepts in a real world setting.

GLY 1030 - Environmental Geology  
3.00 Credits  
This course will introduce scientific concepts examining how geologic processes and hazards influence human activities, and vice versa. We will be exploring the foundations of our planetary environment, internal and surface processes shaping our planet, natural resources, and pollution and waste disposal issues.

GRA 1100C - Introduction to Computer Based Design  
3.00 Credits  
This course is an introduction to the computer as a tool for graphic design.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA 1140C</td>
<td>Beginning Multimedia Production</td>
<td>3.00</td>
<td>Prerequisite(s): GRA 1156C CR C</td>
<td>This course is not ordinarily counted in the Associate in Arts degree. Introduces students to the basics in design and development of computer-based multimedia. Computer hardware, software, and peripheral devices will be used to produce individual student multimedia-based portfolios. Student must furnish data storage medium.</td>
</tr>
<tr>
<td>HCP 0001</td>
<td>Health Careers Core</td>
<td>3.00</td>
<td></td>
<td>This course will cover basic entry-level information, preparing individuals for further training in health-related occupations. Students will be introduced to basic concepts such as the health delivery system, wellness, and disease, environmental safety, communication and nutrition.</td>
</tr>
<tr>
<td>HCP 0102</td>
<td>Articulated Nursing Assistant Theory and Clinical</td>
<td>2.50</td>
<td></td>
<td>This course is designed to prepare a nonprofessional worker with minimal skills and knowledge to perform carefully selected patient care activities, in a nursing home or hospital setting under direction of the registered professional nurse. Upon successful completion the graduate will be eligible to sit for the State of Florida examination to become a certified nurse assistant. Course content includes classroom activities, simulated laboratory experiences and hands-on experience in a designated clinical agency.</td>
</tr>
<tr>
<td>HIS 2071</td>
<td>Oral and Community History</td>
<td>3.00</td>
<td></td>
<td>This course will explore the purpose, value, theory, and achievement of oral and community history. Students will gain experience in collecting, interpreting, and processing their own interviews.</td>
</tr>
<tr>
<td>HIS 2155</td>
<td>Historiography, Methods and Research</td>
<td>3.00</td>
<td>Prerequisite(s): ENC 1101 CR C</td>
<td>The course surveys the branch of historical research known as historiography. It also is an introduction to basic historical research methods. The course will teach students how to conduct historical research, evaluate findings and present the evidence. This is a Gordon Rule Class: 6,000 words.</td>
</tr>
<tr>
<td>HUM 1020</td>
<td>Introduction to Humanities</td>
<td>3.00</td>
<td>Prerequisite(s): ENC 1101 CR C</td>
<td>This is a basic introduction to the student of humanities using an inter disciplinary approach. This course focuses on central concepts and the fundamental nature of philosophy, architecture, literature, music, religion, and art. Concepts from these disciplines are integrated with contemporary American culture. This course includes a 6,000 word writing requirement.</td>
</tr>
<tr>
<td>HUM 2250</td>
<td>Humanities in the 20th Century</td>
<td>3.00</td>
<td>Prerequisite(s): ENC 1101 CR C</td>
<td>This is an integrated examination of dominant ideas in Western culture as expressed in art, music, philosophy, religion, and science from the turn of the century to the present. This course focuses on the creative forces which have shaped contemporary consciousness from the pioneering work of Einstein, Picasso, Stravinsky, and Wright through the dominance of objective consciousness to the newly emerged guiding “myths” of today. There is a 6,000 word writing requirement.</td>
</tr>
</tbody>
</table>
HUS 1422 - Communication Skills Using Therapeutic Communication  
1.00 Credits

Students will focus on basic communication skills—attending, paraphrasing, reflection, interpretation, summarizing, probing self-disclosures and confrontation. Various therapeutic communication techniques will be explored as well as common blocks to communication. Effective helper skills will be discussed.

HUS 1423 - Group Counseling in Substance Abuse  
2.00 Credits

This course introduces the student to the principles and practices of group counseling. Individual and group therapies are compared and contrasted. Therapeutic factors inherent in group therapy are explored. Training of the group counselor is explained. Group counseling as it specifically relates to addictions will be emphasized.

HUS 1424 - Counseling the Chemically Dependent Client I  
2.00 Credits

This course provides an overview of counseling/treatment modalities used in chemical dependency. Common problems encountered in the chemically dependent client will be explored with the focus on 1:1 or individual counseling methods.

HUS 1426 - Counseling the Chemically Dependent Client II  
2.00 Credits

This course expands on theories of counseling as they specifically apply to counseling the chemically dependent client. The focus of the course is on one-on-one counseling according to various theorists. Students will be involved in practicing these skills so that they can ultimately develop their own eclectic styles. Common clinical obstacles will be explored as they apply to the active treatment phase and continuing treatment phase.

HUS 1440 - Family Issues and the Chemically Dependent  
1.00 Credits

This course provides an overview of the significant and often times traumatic effects of addiction on the family. The student is exposed to drug effects on the fetus, physical drug effects on infants, toddlers, and children, the dysfunctional family, family illness concept, family roles in chemical dependency and codependency.

HUS 1443 - Family Counseling in Addiction  
1.00 Credits

This course provides an overview of family counseling including major theories, tenets of the model, techniques and clinical applications. It is designed to present an overview so that the addictions therapist becomes aware of signs of family dysfunction and can make appropriate referrals. Taking this course does not qualify one to do family counseling. Specific modalities useful in the substance abusing family include psycho educational approaches. Al anon and Alateen will be discussed. The last 4 hours of this class focuses on domestic abuse in the substance abusing family.

HUS 1444 - Co-Dependency  
1.00 Credits

This course explores the concept and disease process of co-dependency. Major issues of co-dependency including characteristics, family roles and rules are examined. The impact of alcoholism in the family and society are discussed with the development of adult children of alcoholics. Recovery issues are examined including strategies for stress.

HUS 1450 - Dual Diagnosis-Substance Abuse  
1.00 Credits

This course provides an overview of symptomatology and treatment of chemical dependency and a concurrent psychiatric diagnosis. Psychiatric disorders covered include major anxiety disorder, depression, post-traumatic mood disorders and suicide, obsessive-compulsive disorder, attention deficit disorder and psychotic disorders. Assessment of these disorders is emphasized in order that the addictions counselor may assess and appropriately refer. It is emphasized that this course is an overview in symptomatology rather than treatment because addictions counselors are not qualified to diagnose or treat concurrent psychiatric disorders. Important issues for addictions counselors such as taking psychotropic drugs in recovery are explored.

HUS 1470 - Addictions Counseling and the Law  
1.00 Credits

The rights of the patient in the therapeutic setting as well as the legal standards of conduct for a chemical dependency professional will be reviewed. Basic principles of client grievance procedures are presented. The use of orientation for client teaching, and assuring the patient’s rights is discussed. Proper utilization of informed consent for treatment and referral is emphasized. Participants review and discuss the right of the client to contact the State of Florida Department of Health and Rehabilitative Services. The ethical implications of patient confidentiality are examined in depth.

HUS 1480 - HIV/AIDS and the Substance Abuser  
1.00 Credits

This course provides an overview of HIV/AIDS pathology, clinical manifestations and treatment. It specifically focuses on medical management and psychosocial management of HIV/AIDS in the substance abusing and recovering population. Local agencies are invited to enhance the student's ability to refer appropriately.

HUS 1481 - Multicultural Counseling  
1.00 Credits

Multicultural counseling has been a rapidly growing component of counsel or training for the past several years. This course helps counselors to be ethical and competent therapists by enhancing multicultural awareness, knowledge, and skills. Various ethnic and special populations are discussed including their values, perceptions of counseling, and special needs. The course includes video counselor/client which students analyze and evaluate. Ethnic and special populations include African American, Hispanic, American Indian, gay/lesbian, adolescents, elders, men and women.

HUS 1500 - Ethics for the Addictions Professional  
3.00 Credits

This course provides an understanding of legal and ethical issues encountered in counseling and the field of addictions. Students will explore the Code of Ethics and Conduct for Addiction Professional of Florida in depth. Numerous case studies will be presented allowing students to practice ethical and legal decision making. The concept of boundaries and boundary invasion will be discussed. The student will be exposed to various legal statutes that effect the addiction counselor.

HUS 1573C - Caregiving for the Elderly  
1.00 Credits

Exploration of the aging process and needs of the aged person in our society from a holistic and humanistic perspective. The course emphasizes the interpersonal skills necessary for the non-professional caregiver to be able to help the aged person meet his/her needs, successfully adapt, and maintain or achieve ego integrity.
HUS 1681 - Pharmacology of Drugs of Abuse
2.00 Credits

Beginning with a review of brain chemistry and progression through the function, action, and interaction of the major classes of drugs. Each drug class is reviewed discussing signs, symptoms, addictive potential, withdrawal, detox protocol, and special issues including post acute withdrawal syndrome.

HUS 2019 - Stress Management
2.00 Credits

This course will explore the various causes of stress as well as its effects on the substance abuser or mentally ill. Stress management techniques will be demonstrated and practiced for use in human services work. Special attention will also be paid to stress management for the worker.

HUS 2303 - Counseling Theory
3.00 Credits

This course explores the various theories of psychotherapy and their use with the substance abuser and the mentally ill. The nature and functions of theories will be presented as well as specialized techniques associated with each theoretical perspective. Techniques will be demonstrated in class.

HUS 2320 - Introduction to Crisis Intervention
3.00 Credits

This course examines various types of crises which may confront the human service worker focusing on appropriate clinical responses and treatments.

HUS 2430 - Overview of Drug and Alcohol Prevention
1.00 Credits

This course focuses on education as the key for preventing alcohol and drug abuse. Various methods and programs to educate youth and the community at large will be examined. The course also explores subtle and societal influences that encourage the use of alcohol and drugs.

HUS 2451 - Managing Depression/Suicide in Recovery
1.00 Credits

This course presents an overview of depressive disorders common in early and late state recovery. Treatment modalities appropriate for depressed clients are explored. Signs of suicidal ideations and appropriate suicide intervention are covered in detail.

HUS 2460 - Relapse Prevention
1.00 Credits

This course focuses on why relapse occurs and why it is considered a part of recovery for many addicts. The course aids helping professionals to prepare clients to deal with relapse mode behavior and quick recovery from slips.

HUS 2461 - Men's and Women's Issues in Recovery
1.00 Credits

This course examines different gender issues impinging on recovery with methods to address gender specific problems.

HUS 2482 - Issues of Intimacy and Sexuality
1.00 Credits

This course provides an overview of the common intimacy and sexual concerns faced by the recovering population. The normal human sexual response cycle will be covered along with various kinds of relationships on a continuum from homosexuality to heterosexuality. The role of the counselor in sex/relationship counseling will be emphasized as well as appropriate referral sources.

HUS 2930 - Course Review/Exam Preparation
1.00 Credits

This course reviews and highlights various components in addictions counseling from screening to consultation. Emphasis is given to important points for both the written and oral exam administered by the Certification Board of Addictions Professionals of Florida (CBAPF).

ISC 1142 - Science of Under Water Performance
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. Provides students with a sound, scientific basis for understanding human performance under water. May be used as preparation for certification in skin or scuba diving.

ISC 2132 - Basic Research Diving
4.00 Credits

This course is not ordinarily counted in the Associates in Arts degree. This is a multi disciplinary course designed to expose students to the tools and techniques for collecting scientific data underwater. This course will include a review of the theory and practical application of scientific diving through the use of scuba diving skills and research methodology as applied to the fields of shipwreck archaeology, physical oceanography, and marine biology. Nationally recognized certification as an advanced scuba diver is a requirement for enrollment in this course and will be verified by the instructor at the first class.

LIS 2004 - Introduction to Internet Research
1.00 Credits

This course is offered by the Florida public community college system. It is delivered via the World Wide Web and Internet e-mail. The course focuses on methods of accessing information resources available through the Internet. Students will learn to design search strategies, retrieve, evaluate and cite Internet resources. One hour lecture.

LIT 1352 - Introduction to Minority Literature
3.00 Credits
Prerequisite(s): ENC 1101 CR C

This course explores the minority experience in the United States through an examination of the literature written about minorities. Within this course, students will be introduced to major concepts and conflicts revealed within the
literature. The literature by Native Americans, African-Americans, Latino Americans, and Asian Americans will be the focus of these discussions.

**LIT 2020 - Introduction to Short Fiction**
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355

The course surveys significant short fiction by representative writers, past and present, traditional, experimental, and avant-garde. It includes interpretation, analysis, historical development, and cultural context of the works as well as a 6,000 word writing requirement.

**LIT 2380 - Women in Literature**
3.00 Credits
Prerequisite(s): ENC 1101 CR C

This course is a study of the tradition of women's writing within the literature in English. Readings will include essays, novels, poems from writers who were born in many English-speaking countries and territories as well as the major American and British writers. The student will write examinations and short essays as assigned. Includes a 6,000 word writing requirement.

**MAC 1105 - College Algebra**
3.00 Credits
Prerequisite(s): MAT 1033 CR C or A02 021 or S02 480 or CPTE 098 or FCTM 375

This course is a study of functions and their properties. The functions studied include polynomials, rational, absolute value, radical, exponential, and logarithmic. Properties include functional notation, domains, ranges, graphs, operations, and inverses. Application problems are designed so that they can be applied to practical situations. A graphing calculator is required for this course.

**MAC 1114 - Trigonometry**
3.00 Credits
Prerequisite(s): MAT 1033 CR C or ( S02 480 or CPTE 098 or FCTM 375 or A02 021 ) or A02 021

This course is a study of trigonometric functions and their inverses, solutions of plane triangles, complex numbers, graphs of trigonometric functions, trigonometric equations and identities. Introduction to vector algebra. It also develops higher level problem-solving skills needed in many other studies.

**MAC 2233 - Calculus for Business Majors**
3.00 Credits
Prerequisite(s): MAC 1105 CR C

This course is for business students. Major topics include limits, differentiation and integration of algebraic functions, exponential and logarithmic functions, areas, and applications of the preceding topics to problems in business.

**MAC 2311 - Calculus and Analytic Geometry I**
4.00 Credits
Prerequisite(s): MAC 1105 CR C

This course begins with the study of limits, continuity, derivatives, and applications. The course ends with the study of antiderivatives and applications of the definite integral to area under a curve. This course is taught with analytic geometry throughout.

**MAC 2312 - Calculus and Analytic Geometry 2**
4.00 Credits
Prerequisite(s): MAC 1140 CR C or MAC 1114 CR C and MAC 2311 CR C

This course includes but is not limited to the study of applications of the definite integral, derivatives and integrals involving exponential, logarithmic, trigonometric, and hyperbolic functions and their inverses and the study of formal methods of integration.

**MAN 1300 - Introduction to Human Resource Management**
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355

This course explores the management of human resources in an overview perspective. Topics covered are: payroll, compensation and benefits, staffing, training and development, performance appraisals, organizational management, policy, and maintaining effective relationships with employees. Students will be exposed to the dynamics of how the human resource department and the company strategically work together to balance employee morale and return on investment. Thought provoking questions will initiate a well-rounded learning experience of HRM and the effects on business operations.

**MAN 2021 - Management Concepts**
3.00 Credits

A study of modern management concepts. Topics include motivation, group dynamics, effects of technology, planning, organizing, leadership, communications, controlling, and management systems. Students study typical management issues and cases.

**MAN 2949 - Experiential Applications in Management**
3.00 Credits

Independent Study/Cooperative Education

**MAR 2011 - Principles of Marketing**
3.00 Credits

A study of marketing concepts, including market research, consumer psychology, pricing strategies, product development, promotion, and distribution. Lecture and case studies.

**MAT 0002 - Basic Mathematics**
2.00 Credits
Prerequisite(s):

(Does not carry college credit). Designed for entering students with low scores on the mathematics placement test. The course will teach all the arithmetic skills necessary for basic algebra. The topics will include whole numbers,
fractions, decimals, percents, measurements, area, perimeter, volume, operations with integers, simple equations, and formulas. A scientific calculator (TI 30 or equivalent) is required.

**MAT 0024C - Introduction to Algebra**  
3.00 Credits  
Prerequisite(s): MAT 0002 CR C. or CPTA 057 or A02 017 or S02 400  

(Does not carry college credit.) Algebra is the study of how variable quantities relate to each other. Students learn how to use the three most common kinds of mathematical relationships (linear, quadratic and exponential) to solve real problems. The graphing calculator is used throughout to illustrate the students’ work in linear, quadratic, and exponential models. Extensive use of the graphing calculator also reduces the emphasis on memorized mathematical procedures and allows the student to focus on discovering how mathematical models solve real problems and allow us to make predictions about complex situations involving many variables. The students still use a procedure based textbook to learn the basic algebraic principles: signed number, equation solving, systems of equations, polynomials, factoring, rationals, radicals, quadratics, etc. However, the goal of the course involves a much higher order of the goal of the course involves a much higher order of thinking...the analysis and synthesis of math models and the evaluation of those models.

**MAT 1033 - Intermediate Algebra**  
3.00 Credits  
Prerequisite(s): MAT 0024C CR C. or CPTE 072 or A02 019 or S02 440  

This course reviews and extends many of the topics in basic algebra. The student will solve real-world problems through linear and quadratic function modeling. A graphing calculator is required for this course.

**MCB 2010 - Microbiology**  
3.00 Credits  
Prerequisite(s):  
Co-requisite(s): MCB 2010L  

Includes a description and taxonomy of microorganisms including bacteria, viruses, protoza and fungi. Involves discussions of the history, significance and applications of the field. Presents lecture, Socratic. hybrid on line distance learning and hands-on experience with differential staining, selective media, sterile transfer and culture techniques. Also addresses regulation of microbial growth, aseptic and antiseptic technique, antibiotic sensitivity and antibiotic therapy, microbial physiology and metabolism, microbial genetics, acquired and innate immunity to microbes, wound healing as it relates to microbial infections, and the ecological and epidemiological aspects of microbial growth. Designed for students in the allied health professions, marine science and those intending to go on to major in other fields in the biological sciences and health professions.

**MCB 2010L - Microbiology Lab**  
1.00 Credits  
Prerequisite(s):  
Co-requisite(s): MCB 2010  

Includes a description and taxonomy of microorganisms including bacteria, viruses, protoza and fungi. Involves discussions of the history, significance and applications of the field. Presents lecture, Socratic, hybrid on line distance learning, and hands-on experience with differential staining, selective media, sterile transfer and culture techniques. Also addresses regulation of microbial growth, aseptic and antiseptic technique, antibiotic sensitivity and antibiotic therapy, microbial physiology and metabolism, microbial genetics, acquired and innate immunity to microbes, wound healing as it relates to microbial infections, and the ecological and epidemiological aspects of microbial growth. Designed for students in the allied health professions, marine science and those intending to go on to major in other fields in the biological sciences and health professions.

**MET 1010 - Introduction to Meteorology**  
3.00 Credits  

Basic physical principles used in explaining the structure of the atmosphere, weather processes, and storms. Elements of weather observations, weather instruments and reporting. This course provides background for those who can utilize meteorology in their weather related activities.

**MKG 1106 - Mathematics for Liberal Arts I**  
3.00 Credits  
Prerequisite(s): ( ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 ) and ( MAT 1033 CR C or A02 021 or S02 480 or CPTE 098 ) or FCTM 375 ( ENC 1101 CR C  

This course is intended to familiarize the student with useful, realistic approaches to solving real-world problems. Applications are selected to fit the needs and interests of the class. An introductory but relatively thorough look at linear programming, from a geometric point of view through computer-based models, is emphasized. The remaining portion provides the fundamentals of set theory, combinations and permutations, probability theory and other related topics.

**MKA 2621 - The Business of Diving**  
3.00 Credits  

This course is not ordinarily counted in the Associate in Arts degree. Lecture and practical experience in the areas of dive shop management to prepare the student to manage all aspects of a modern dive service facility. Course will cover charter boat operations, retail operations, service operations, training facility operations, and overhead cost control.

**MTE 1001C - Marine Diesel Engine Overhaul**  
3.00 Credits  

This course is not ordinarily counted in the Associate in Arts degree. A lecture-lab course on two and four cycle diesel engines, from 5 to 1800 HP. Overview of all important construction features, types of engines, and relationship of engine parts. Laboratory consists of disassembling, inspecting and assembling Caterpillar, Detroit Diesel, Yanmar, Cummins, Volvo, Perkins and other engines. Using manufacturers literature, each student in lab will submit written reports on engines condition, parts list, and measurements.

**MTE 1053C - 2 and 4 Cycle Outboard Repair and Maintenance**  
3.00 Credits  

This course is not ordinarily counted in the Associate in Arts degree. A basic, two-cycle and four-cycle gasoline outboard engine course in terminology, fasteners, hand tools, measuring instruments and special tools. Laboratory consists of each student--individually--disassembling, inspecting and assembling outboard power heads. Using manufacturer’s literature, each student in lab must submit a written report setting forth every part name, function, condition, part number and cost, as well as special tools or procedures used on each power head.

**MTE 1056C - Marine Diesel Systems**  
3.00 Credits  
Prerequisite(s): MTE 1001C CR C  

This course is not ordinarily counted in the Associate in Arts degree. This course covers theory, design, and preventive maintenance of the air intake, exhaust, lubrication, and cooling systems. Subject matter includes USCG, ABYC, NFPA and other design, functions, and servicing of filters, blowers, turbo chargers, oil and water pumps, exhaust
manifolds and elbows, oil coolers, and heat exchangers; how to select oils and coolants; and use of diagnostic tools, engine room designs. This course covers electronic diesel systems.

MTE 1166C - Marine Ignition and Fuel Systems
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course addresses the theory, operation and service of up-to-date electronic/computerized fuel and ignition systems as well as conventional systems and focuses upon characteristics of fuels and their oil mixture, fuel systems, safety, marine carburetors, tank construction and correct installation. In depth study of 2 and 4 cycle carburetor repair and service and ignition and fuel troubleshooting using test equipment, computer testing and the dynometer.

MTE 1183C - Marine Engine Installation and Repowering Processes
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. Theory and hands-on experience of actual engine installations for inboard, sterndrives, jetdrives and outboards. Complete installation including controls and instruments will be covered.

MTE 1200 - Coastal Navigation
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. Materials and equipment, techniques and procedures involved in safe marine coastal navigation. Theory of chart projections, construction of Mercator projection, magnetism and the magnetic compass, ships' position finding by dead reckoning and piloting, employment of nautical charts and utilization of aids to navigation as well as the theory and effects of tides and current. Weather permitting, on the water use of navigation lessons.

MTE 1300C - Introduction to Fiberglass Boat Manufacturing
5.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. A Lecture-Laboratory course on fiberglass boat manufacturing from cleaning & preparing a mold, gel coating and laying up the hull with the stringers & transom. Manufacturing of decks and floors will also be covered and if time allows demonstrated.

MTE 1301 - Fiberglassing Theory
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course introduces the student to the care, handling and safety of fiberglass resins and instruction in materials and equipment planning using U.S. Coast Guard regulations for boat designing.

MTE 1302C - Advanced Fiberglass Boat and Accessory Construction
4.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course will teach the student advanced methods of boat building and the manufacturing of fiberglass accessories-- students will construct a fiberglass boat.

MTE 1371C - Fiberglass Boat Repair and Maintenance
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course will train the student to successfully repair damaged fiberglass hulls so they are placed in a serviceable condition. The student will learn modern methods of maintaining new and old hulls in order to extend the life of a fiberglass hull.

MTE 1400C - Applied Marine Electricity
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. Basic electrical theory for A/C & D/C circuits in marine systems. Application of electrical theory to the generating, starting and auxiliary circuits of the marine engine. Emphasis on theory of operation and repair of equipment in the field with special attention to marine problems in a salt-water environment.

MTE 1651C - Gas and Electric Welding
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. Provides basic welding knowledge and skills necessary to make repairs on ferrous metals used in the marine industry. Emphasis on metallurgy and uses of metals. The course is designed for the student with no welding background and includes the safety and theory of gas welding, metal cutting, brazing with brass and silver alloys, AC/DC ARC welding stick, and introduction to aluminum TIG and MIG welding.

MTE 1811 - Basic Seamanship
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. Fundamentals of small boat handling, chart reading, rules of the road, rigging, safety and boat licensing. Hands-on plotting with local charts, practical knots and other rope work. Weather permitting on the water practice.

MTE 1882 - Ocean Operator's License Preparation Course
4.00 Credits
Prerequisite(s): MTE 1811

This course is not ordinarily counted in the Associate in Arts degree. This course is designed to increase boating safety for all and to prepare those who wish to obtain a Coast Guard license to take the examination for OUPV motorboat license for those who meet the Coast Guard requirements.

MTE 2054C - Marine 4-Cycle Gasoline Engine
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. A lecture-laboratory course on four-cycle in-line and v-type inboard gasoline engines. Lab includes troubleshooting, disassembly, and inspection and cleaning of various types of inboard gas engines by General Motors, Ford, Mercruiser and Volvo Penta. Preparation of technical job work order for the procurement of replacement parts, installing new parts, assembly and checking with the correct instruments is part of the lab.
MTE 2058C - Diesel Engine Testing Troubleshooting Procedures
3.00 Credits
Prerequisite(s): MTE 1400C CR C

This course is not ordinarily counted in the Associate in Arts degree. Lecture-laboratory course in preventive maintenance. Designed to give the student an understanding of the value of instrumentation, and the factory approved procedures for installation and operation of components. Emphasis on ability to recognize and identify gear and bearing failures, and to name the cause of failure. Also ability to distinguish between harmless faults and those that indicate an initial stage of failure. The laboratory employs electronic diesel engines equipped with up-to-date computerized testing instrumentation.

MTE 2062 - Marine Corrosion and Corrosion Prevention
2.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. Basic theory of galvanic, electrolysis, fatigue, biological, cavitation and chemical corrosion. The zinc sacrificial and the impressed current commercial corrosion control systems are demonstrated. Composition, structure, application and evaluation of commercial classes of protective coatings for metals, proper metal preparation, and coating application are covered. New corrosion laboratory has an extensive collection of marine corrosion examples for demonstration. Students are given individual projects on several different metals and coating materials.

MTE 2072C - Marine Propulsion Gasoline Engine Troubleshooting
3.00 Credits
Prerequisite(s): MTE 1166C CR C and MTE 2234C CR C

This course is not ordinarily counted in the Associate in Arts degree. Emphasis on procedures necessary to recognize the factors that determine the performance of a boat, how to collect the necessary data for a propeller analysis, how to check and evaluate the performance of an engine, how to recognize what happens when load and engine setting are changed, and how to be able to advise the customer on operating the engine. Laboratory has two instrumented test cells. Diagnosis of engines using diagnostic computerized testing and Dynometer testing using K & D Dynometer.

MTE 2160C - Diesel Fuel Injection Systems
3.00 Credits
Prerequisite(s): MTE 1056C CR C

This course is not ordinarily counted in the Associate in Arts degree. Study of variation in design and principles of operation of fuel injection systems used on diesel engines. Laboratory experiences to familiarize the student with the operation, maintenance and calibration of the units that comprise a diesel engine fuel system. Standard factory approved procedures on Bacharach and Hartridge test equipment as well as diagnostics with computers and scan tools. Demonstrations by the instructor and practiced by the student. Injector troubleshooting on electronic diesel engines.

MTE 2234C - Marine Gearcase, Outdrives and Transmission Systems
4.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course emphasizes large outboard lower units, stern drives and marine gear assemblies including Borg-Warner, and Twin Disc for use on engine s to 500 H.P. Focus will be upon the function of gears, gearing, bearings, and seals relating this information to the schematics of transmissions found in the service manuals. Complete disassembly and reassembly procedures on all outboard lower units including mechanical, Alpha I, Bravo I, Cobra, King Cobra, Volvo gear cases using special tools and shimming procedures. Study of hydraulics in transmission of Borg-Warner, Twin Disc. In depth theory of propellers and selection, using manufacturer's information.

MTE 2541C - Marine Auxiliary Equipment Servicing
3.00 Credits
Prerequisite(s): MTE 1400C CR C

This course is not ordinarily counted in the Associate in Arts degree. This course provides an introduction to pumps, DC/AC electricity and generators; hydraulics; LP gas systems, solar power, marine sanitation devices, air conditioning and refrigeration, and other topics of interest to mariners. Within each unit, theory of operation and fundamentals of servicing are taught with a strong emphasis on techniques. Stern drive and outboard power Trim and operations and repairs.

MTE 2652C - Advanced Welding Techniques
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course provides practice in advanced welding techniques in TIG and MIG welding and includes repairing aluminum parts on marine engines. Provides practice of skills in vertical overhead welding using destructive and nondestructive testing. Emphasis is upon welding design, construction and special welding projects.

MTE 2654C - Pipe Welding with MIG and TIG
3.00 Credits
Prerequisite(s): MTE 1651C CR C

This course is not ordinarily counted in the Associate in Arts degree. The purpose of this class is to prepare the student in welding pipe techniques using GTA and GM methods. Blueprint and diagram reading in fabrication of pipes in the forms of tuna towers and bow rails and dive platforms using aluminum and stainless steel pipe.

MTE 2883 - One Hundred Ton Gross Master
3.00 Credits
Prerequisite(s): MTE 1882 CR C or INST 0

This course does not ordinarily count towards the Associate in Arts degree. The purpose of this course is to allow a USCG licensed captain to upgrade from OUPV (6 pack) to 100 Gross Tons Master. The primary topics covered in this course include rigging, cargo handling, structural members, stability and trim, compass error and adjustment, pollution, fire fighting, communications regulations, maritime law, life saving and survival, anchoring and towing, small vessel passenger regulations, and rules of the road. Upon successful completion of this course the attendee will be able to pass the USCG approved 100 GT Master Exam, offered at the end of the course.

MUH 2011 - Music Appreciation I
3.00 Credits

This course is designed as a non-technical approach to the enjoyment of listening to music for the student who has little or no musical background. The emphasis is on an intelligent listening procedure to material drawn from standard repertoire through the Baroque period (1750).
MUN 1380C - Mixed Community Chorus
1.00 Credits

This course provides an opportunity for people to come together as a community of singers to perform as an instrument a selection of works from the vast, historical repertory of choral literature from all periods. Course may be repeatable for credit up to 8 credits.

MUT 1001 - Elements of Music
3.00 Credits

Basic elements of musical language, its terminology and notation. Includes study of treble and bass clefs, legers, terms for dynamics and moods; study of relationship between ear and the notated music: introductory aural skills development.

MVV 1110 - Voice Class I
1.00 TO 3.00 Credits

Beginning group instruction in voice. Emphasis on vocal techniques and vocal literature. Open to students of all departments and programs. Emphasis will be placed on proper vocal and breathing techniques, and vocal literature. Basic elements of music theory will be addressed.

MVV 1111 - Voice Class II
1.00 TO 3.00 Credits
Prerequisite(s): MVV 1110 CR C

Continuation of MVV 1110.

MVV 2930 - Special Topics
3.00 Credits

An individually designed course of study, to further the solo and ensemble vocal development of the singer.

NUR 1020C - Fundamentals of Nursing
7.00 Credits
Prerequisite(s): ENC 1101, MAT 1033, and PSY2012
Co-requisite(s): DEP2004, and BSC1085

This course is not ordinarily counted in the Associate in Arts degree. Fundamentals of Nursing is designed to introduce the student to selected concepts and technologies which are utilized in the practice of nursing. Concepts of health, stress adaptation, biological, psychological, and social needs provide the student with a theoretical basis for the assessment, planning, implementation, and evaluation of nursing care to selected patients. Clinical experiences are provided in both a practice laboratory and in various health care facilities under faculty supervision. Throughout the course, the student is expected to develop a beginning understanding of the various roles and responsibilities inherent in the nursing profession.

NUR 1142C - Pharmacology for Nursing
2.00 Credits
Prerequisite(s): NUR1020C, DEP2004, and BSC1085
Co-requisite(s): NUR1211C

This is an introductory course in pharmacology for nurses. The outline is coordinated to match lecture content.

NUR 1211C - Clinical Nursing I
8.00 Credits
Prerequisite(s): NUR1020C, DEP2004, and BSC1085
Co-requisite(s): BSC1086, and NUR 1142C

This course is not ordinarily counted in the Associate in Arts degree. Clinical Nursing I is designed to introduce the student to selected medical-surgical concepts and provide the opportunity to expand and refine clinical skills acquired in Fundamentals of Nursing. Utilizing a systems framework, students are introduced to the inflammatory process and pathological conditions of diabetes and the ears, eyes, nose and throat. The respiratory, musculoskeletal, cardiovascular, immunological, hematopoietic, integumentary systems as well as the special needs of the medical and surgical patient are also examined. Students are expected to formulate nursing care plans based on thorough assessments made of adult patients in the clinical setting and on knowledge of pathophysiology.

NUR 1520C - Nursing in Mental Health
6.00 Credits
Prerequisite(s): BSC1086, NUR1142C, and NUR1211C
Co-requisite(s): CHM1033

This course is not ordinarily counted in the Associate in Arts degree. This course is designed to provide the student with the opportunity to examine mental health concepts and related nursing interventions. Utilizing a nursing process framework, students are introduced to theoretical models of behavior, classification and symptomatology of mental disorders, and the various treatment modalities associated with mental health care. Emphasis is placed on the student’s ability to apply the nursing process with selected clients. Through individual and group supervision, the student is encouraged to develop awareness of his/her own behavior and the impact on others.

NUR 2213C - Clinical Nursing II
8.00 Credits
Prerequisite(s): CHM1033
Co-requisite(s): MCB1020

This course is not ordinarily counted in the Associate in Arts degree. Clinical Nursing II is designed to provide the student with additional theory and practice in more complex and specialized medical-surgical areas of nursing. Students are expected to apply facts and scientific principles from previous courses. Utilizing a systems framework, students are introduced to the geriatric patient and pathological conditions of the genitourinary, neurological hepatic and biliary systems. Areas of oncology, fluids and electrolytes, hemodynamics, and burns are also examined. Students are expected to formulate and apply nursing care plans based on thorough assessment of patients in the clinical setting and on knowledge of pathophysiology and psychosocial needs of the patient.

NUR 2462C - Maternal-Child Health
8.00 Credits
Prerequisite(s): MCB1020 and NUR2213C
Co-requisite(s): PHI2600

This course is not ordinarily counted in the Associate in Arts degree. Concepts from nursing fundamentals are adapted to the nursing care of the family. Through classroom and clinical experiences, students gain knowledge of the processes, problems, and deviations from health which influence or alter the normal course of parenthood and child care. Studies of women’s health, the reproduction cycle, growth and development of the child, well and ill child care, and the impact of illness and hospitalization on the family are provided in the classroom. These studies provide the students with the theoretical basis to safely apply the nursing process in caring for obstetric and pediatric clients in a variety of health care settings.
OCB 1000 - Introduction to Marine Biology 3.00 Credits

Ecology, morphology and taxonomy of marine fauna with emphasis upon those organisms which inhabit the shallow water ecosystems and natural reef environments.

OCB 1301C - Dolphin Lab 3.00 Credits

This introduction to the biology of the dolphin surveys cetacean taxonomy, anatomy, physiology, pathology, stranding, capture, health care, nutrition and training. Students will reside for a full week at the Dolphin Research Institute on Grassy Key. Course requirements center upon a 3,000 word journal.

OCB 1311 - Dolphin Studies and Field Experience: Marine Mammal Care and Basic Training I 3.00 Credits

This introductory program surveys a wide range of knowledge, theories and ongoing research concerning marine mammals, animal husbandry, operant conditioning training practices and related issues, including instruction specific to the facility and its resident dolphins. This course offers students a unique opportunity to gain career oriented hands-on experience in dolphin husbandry and training, including diet preparation, how to feed, reinforce, and maintain established behaviors all under the guidance of accomplished animal trainers. Students will reside at the Dolphin Research Center on Grassy Key. Course requirements center on active participation in the course and passing comprehensive end of course exam.

OCB 1315 - Marine Mammal Rescue 3.00 Credits

This class introduces the applications necessary for marine mammal rescue. Topics include: species identification, basic handling, evaluation and transport, marine mammal rescue equipment and field site set-up, standing coordination, human participant interaction training, basic necropsy protocols and sampling procedures, introduction to the incident command system ICS 100, and the relevant regulations and policies of Title IV of the Marine Mammal Protection Act and of the APHIS, AWA, and ESA.

OCB 2102C - Marine Data Collection 4.00 Credits

Prerequisite(s): OCB 1000 CR C

This interdisciplinary field-oriented laboratory course involves marine data collection and the establishment of a marine database for selected reef, sea grass, and mangrove island communities. Students will survey marine communities with emphasis on population dynamics, succession and the establishment of density, dominance, frequency and importance values for sessile invertebrates and marine plants.

OCB 2107C - Field Application of Marine Science: Monitoring Caribbean Reef Fish 3.00 Credits

Prerequisite(s): (OCB 1000 CR C and OCB 2102C CR C ) or INST 0

This course will equip students with the basic skill required to monitor Caribbean reef fish. The course will teach students how to identify the most common Caribbean reef and how to survey a reef using the REEF method. The course will provide participants with Level III REEF Certification. REEF Fish Identification: Level III is achieved by passing the Common Fishes Quiz with 80%, conducting 25 surveys and engaging in reflective discussions with the instructor after survey 2, 10, and 25. Assessment tools will include exams, data transcription sheets, reflections and a portfolio. This course will have 2 lecture contact hours per week (≈30 contact hours per semester) and 2 lab contact hours per week (≈30 contact hours per semester).

OCB 2132C - Field Application of Marine Science: Restoration of Coral Reefs 3.00 Credits

Prerequisite(s): (OCB 1000 CR C and OCB 2102C CR C ) or INST 0

The students will learn why coral nursery propagation and restoration is needed and why staghorn (Acropora) coral is a good candidate for restoration. Students must master coral restoration methodologies including construction and deployment of propagation modules, transplanting of coral cuttings and transplanting of mature coral restoration units to damaged or barren reef areas. They must participate in all phases of the establishment of at least 100 new coral cuttings at the nursery and 18 corals at a restoration site. This course will have 2 lecture contact hours per week (≈30 contact hours per semester) and 2 lab contact hours per week (≈30 contact hours per semester).

OCB 2133C - Field Application of Marine Science: Restoration of Seagrass 3.00 Credits

Prerequisite(s): (OCB 1000 CR C and OCB 2102C CR C ) or INST 0

The students will learn why seagrass is important and why seagrass restoration is needed. They will also learn why the bird stake method is widely accepted for seagrass restoration. Students must master restoration methodologies including prop scar and blow out measurement, Braun Blancourt benthic assessment, bird stake construction and deployment and seagrass planting unit production and deployment. They must participate in the restoration of at least 50 m2 of damaged seagrass. This course will have 2 lecture contact hours per week (≈30 contact hours per semester) and 2 lab contact hours per week (≈30 contact hours per semester).

OCB 2262C - Field Application of Marine Science: Assessment of Coral Reef Habitats 3.00 Credits

Prerequisite(s): (OCB 1000 CR C and OCB 2102C CR C ) or INST 0

This course will equip students with the basic skills for assessing a coral reef habitat using the RECON method. The RECON method is a low-tech, rapid monitoring protocol for SCUBA divers. It is considered "low-tech" because the only
equipment needed to conduct RECON is a special data sheet attached to a slate with a pencil and 10-meter survey line. This method is “rapid” because once you have learned how to correctly perform a survey; you should be able to complete a RECON survey during a 40-45 minute dive with a dive buddy. The RECON Program assesses the health of certain large (at least 25 cm diameter) stony coral, identifies their major stressors and characterizes their habitat. There are 4 levels of RECON certification: RECON I diver: This requires 2-3 hours of classroom time, 2 supervised training dives and 2 supervised survey dives. The student must also receive 80% on the RECON Level 1 Exam. RECON II diver: Complete 6 surveys conducted with a RECON-certified dive buddy. RECON III diver: Complete 10 surveys and receive 80% on Level 2 exam. RECON Instructor: Complete 10 surveys and complete RECON Instructor training (includes 2 additional surveys) + receive 90% on RECON Level 2 exam. For this course all participants will be expected to achieve Level III with Instructor status available for those that meet the requirements. This course will have 2 lecture contact hours per week (=30 contact hours per semester) and 2 lab contact hours per week (=30 contact hours per semester).

OCB 2264C - Coral Reef Biology and Management 4.00 Credits
Prerequisite(s): OCB 1000C CR C and INST 0

This course introduces students to the basic biology of corals and coral reefs, including a discussion of ecological principles such as: competition, diversity, symbiosis, disturbance, adaptation, reproduction, and recruitment. Also examined are the major taxa living in coral reef ecosystems of the Caribbean and Florida, including seagrasses and mangroves. Latter portions of the course introduce current policies and best practice for coral reef conservation and management, with emphasis on the Florida Keys National Marine Sanctuary. The in-field laboratory portion will illustrate concepts from the lectures, and give students practical experience in basic coral reef monitoring techniques.

OCB 2310 - Dolphin Studies and Field Experience: Cognitive and Behavioral Research with Marine Mammals 3.00 Credits
Prerequisite(s): OCB 1000C CR C and INST 0

This introductory program provides an in-depth, hands-on immersion into the field of marine mammal science and surveys a wide range of knowledge, theories and ongoing research concerning marine mammals, including instruction specific to the facility and its resident dolphins. The class focuses on concepts and research methodology in the study of cognitive abilities and social behavior of marine mammals. Students will reside at the Dolphin Research Center on Grassy Key.

OCB 2313 - Dolphin Studies and Field Experience: Advanced Marine Mammal Training and Enrichment II 3.00 Credits
Prerequisite(s): OCB 1311 CR C

The class delves more deeply into the fields of behavioral science, animal care and training. The course allows students to build on the knowledge they acquired during the Marine Mammal Care & Basic Training and begin focusing on training new behaviors, exploring animal enrichment and contemplating more complex issues surrounding marine mammal care. Students will implement a training plan they have developed to train a new behavior to a dolphin. Public speaking skills will also be developed as students learn how to present dolphins and their training experiences to the public. At the conclusion of the course, students will showcase the new behaviors they have trained for Dolphin Research Center guests in a formal, narrated presentation. Students will also explore animal enrichment through directed activities implemented with our dolphins and sea lions. Under the guidance of our staff, students will create enrichment toys and activities for the animals and present these activities and toys to the animals throughout the week and observe the animals’ reactions. In order to better understand training differences between species and the need for flexibility in advanced training techniques, students will also apply their knowledge of training principles by teaching a new behavior to a canine Dolphin Lab participant. Each student will individually develop a training plan for the behavior to be trained, participate daily in regularly scheduled sessions with his/her canine partner, and demonstrate progress to DRC staff at the end of the week.

OCB 2316 - Cetacean Anatomy, Physiology, and Pathology 3.00 Credits
Prerequisite(s): OCB 1000C CR C

This introductory class surveys anatomy, dissection, necropsy, pathology, and physiology of Cetaceans. The taxonomy of the skeletal, muscular, nervous, sensory, respiratory, digestive, endocrine, reproductive, and integument will be stressed. Other species will be discussed in comparison to Minke Whales, Pilot Whales, and Bottle Nosed Dolphins. Stranding, triage, prognoses, treatment, and release provide the overall context of the class. Necropsy and pathology are foci.

OCB 2721C - Introduction to Mariculture 4.00 Credits
Prerequisite(s): OCB 1000 CR C

This course is a survey of tropical Mariculture covering the wide range of the marine sea farm industry including the raising marine animals for use as food, recreation, pets, medical research and indicator species for man made toxins released into the marine environment by industrial processes and waste water runoff. The course includes the history of Mariculture, water chemistry, environmental requirements, pathology, and economic implications of the Mariculture industry today and in the future. Four hours lecture.

OCB 2905 - Directed Individual Study 4.00 Credits

OCE 1001 - Introduction to Oceanography 3.00 Credits

This course is intended for non-science majors and is an introduction to the science of oceanography. Topics include physics and chemistry of seawater, major ocean basins and features of the coastline, major ocean circulation patterns and currents, characteristics of deep and shallow water waves and the tides along with interactions of atmosphere with the oceans.

PCB 2030 - Environmental Biology 3.00 Credits

This course emphasizes man’s relationship to the environment and all other living organisms. Included are population dynamics, ecosystems, evolution, and pollution. These principles are used to provide an understanding of environmental management and resource conservation.

PEN 1136C - Scuba Diving 2.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. This is an extensive course for training persons in open water recreational diving. Students will be expected to supply their own snorkeling equipment. Satisfactory completion of this course leads to internationally recognized scuba certification. Students must demonstrate satisfactory swimming ability, physical stamina and emotional stability to instructor at the first lab. Medical certificate may be required.
PEN 1141 - Scuba Equipment Maintenance and Repair
2.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course consists of lecture and practical application to prepare certified divers in the processes and techniques required to maintain and repair modern scuba equipment, such as regulators, buoyancy compensators, and scuba tanks. Nationally recognized certification as a basic open water scuba diver is a requirement for enrollment in this course and will be verified by the instructor at the first class.

PEN 1142C - Advanced Diving Equipment Maintenance and Repair
4.00 Credits
Prerequisite(s): PEN 1141 CR C

This course is not ordinarily counted in the Associate in Arts degree. Provides the diving technician with additional training in regulator theory, advanced regulator repair; buoyancy compensator repair and troubleshooting; full-face mask repair, wet suit and dry suit repair; air station design, repair, operations, air sampling and maintenance; requirements for oxygen cleaning for oxygen service and oxygen use.

PEN 2137C - Advanced Scuba Diving
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. The course provides the basic diver with additional training in physics, physiology, dive tables use, salvage calculations, dive planning, and the enhancement of skills to attain an advanced certification. Nationally recognized certification as an openwater scuba diver is a requirement for enrollment in this course and will be verified by the instructor at the first class.

PEQ 1136C - Scuba Instructor Training
4.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. The course is designed to prepare and qualify certified assistant scuba instructors and/or divemasters for evaluation and certification as scuba instructors by national certification agencies. Nationally recognized certification as Divemaster is a requirement for enrollment in this course and will be verified by the instructor at the first class.

PEQ 1137C - Divemaster
4.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course provides the required training and experience to serve in a supervisory capacity in open water diving activities and to act as an underwater guide or instructional assistant. Successful student will be qualified to apply for divemaster membership in the National Association of Underwater Instructors (NAUI). Nationally recognized certification as a rescue diver, as well as current certification in first aid/CPR and at least 25 logged dives are requirements for enrollment in this course and will be verified by the instructor at the first class. Students will be required to obtain a diving medical exam prior to starting water activities. Certification as an oxygen provider will be required by the end of the course.

PGY 1245C - Underwater Photography
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. The course familiarizes divers with the skills, knowledge, planning, organization, procedures, techniques, problems, hazards, and enjoyment of underwater photography. This course is intended to serve as a safe and supervised introduction to techniques used in the underwater environment. Nationally recognized certification as an advanced scuba diver is a requirement for enrollment in this course and will be verified by the instructor at the first class.

PGY 1401C - Introduction to Creative Black and White Photography
4.00 Credits

An introduction to the camera, its mechanics and use. Initial instruction in black and white darkroom techniques, including film development and printing. Student is required to complete a series of photographic assignments with emphasis on creativity and technique. Adjustable camera required.

PGY 1404C - Intermediate Creative Black and White Photography
4.00 Credits
Prerequisite(s): PGY 1401C CR C or PGY 1401C CR X

This course addresses aesthetic and technical concerns in black and white photography. Instruction includes darkroom experimentation with papers, toners, and films and hand coloring. Students are required to complete a series of technical photographic assignments. A 35 mm adjustable camera is required.

PGY 1405C - Advanced Creative Black and White Photography
4.00 Credits
Prerequisite(s): PGY 1404C CR C

This course introduces the student to advanced black and white film exposure and printing techniques through the use of the Zone System. Students systemize their approach to black and white photography. An adjustable camera and tripod are required and a handheld light meter is strongly recommended.

PGY 1800C - Digital Camerawork
3.00 Credits

A basic introduction to the principles underlying both digital and traditional photography. This course is formulated to develop aesthetic, technical and conceptual skills with the digital camera. Access to a digital camera is required.

PGY 2247C - Advanced Underwater Photography
4.00 Credits
Prerequisite(s): PGY 1245C CR C

This course is not ordinarily counted in the Associate in Arts degree. Techniques in the use of macro, wide angle lens, strobe fill, night, and use of available light for creative purposes.

PHI 1103 - Critical Thinking
3.00 Credits

Within this course, students will have the opportunity to learn, develop, apply, and evaluate critical thinking strategies. Included in these strategies will be examining assumptions, questioning Socratically, analyzing experiences, and evaluating perspectives. These strategies will be applied to a number of real life situations.

PHI 2010 - Introduction to Philosophy
3.00 Credits
Prerequisite(s): ENC 1101 CR C or (A03 018 and A01 017 ) or (CPTR 083 and CPTL 083 ) or (SO 440 or FCTR 355

An introductory, undergraduate course that focuses on an examination of basic problems of philosophy. Includes a 6,000 word writing requirement.
PHI 2600 - Introduction to Ethics
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355

An introductory, undergraduate course that offers a critical evaluation of the major theories of moral values. The major emphasis of the course is the application of theory to contemporary ethical problems. Includes a 6,000 word writing requirement.

PHY 1053C - General Physics I
4.00 Credits
Co-requisite(s): MAC 1105 PHY 1053L

Principles of mechanics, heat, and sound. For students not majoring in physics or engineering, or majors who have not had high school physics.

PHY 1053L - General Physics I Lab
0.00 Credits
Co-requisite(s): PHY 1053C

PHY 1054C - General Physics II
4.00 Credits
Prerequisite(s): PHY 1053C CR C
Co-requisite(s): PHY 1054L

Principles of electricity, magnetism, light, and introduction to modern physics. For students not majoring in physics or engineering or majors who have not had high school physics.

PHY 1054L - General Physics II Lab
0.00 Credits
Co-requisite(s): PHY 1054C

PMT 1159C - Specialized Welding Applications
3.00 Credits

This course is not ordinarily counted in the Associate in Arts degree. A basic class in metal design and fabrication of ferrous and non-ferrous metal (copper and steel). Working metals to change form.

POS 1001 - Introduction to Political Science
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355

The course provides an introduction to the scope and method of Political Science. After formulating a basic definition of politics, the student will examine the interaction of politics with society and with government.

POS 1041 - National Government
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355

The federal government of the United States with its historical background, the constitutional principles involved, and an analysis of the powers and functions of the three branches of national government.

POS 1112 - State and Local Government
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355

Treatment of structures and functions of state governments and their political subdivisions. Emphasis on current problems, especially those of Florida.

POS 2621 - Civil Rights and Liberties
3.00 Credits

The rights contained in the Constitution of the USA that protect persons, opinions, and property from the arbitrary interference of government officials, and positive policies of government that protect individuals from arbitrary treatment both by the government and by other individuals. Emphasis on the Bill of Rights, related Supreme Court decisions, and Civil Rights legislation.

PSB 2000 - Brain and Mind
3.00 Credits

An introduction to psychobiology which explores the role of the brain in behavior and mental processes. Topics include: human brain evolution; the animal brain; the chemical brain; the biological basis of motivation, learning and memory; environmental influences on the brain; stress, disease and the brain; brain and immune system; the biological basis of mental disorders—anxiety, depression, schizophrenia; language, consciousness and the brain.

PSC 1341 - Physical Science
3.00 Credits

Basic principles of physics and chemistry. Concepts of measurement, mechanics, electricity and magnetism, introduction to the modern concepts of matter, structure of atoms and molecules, and periodic classification of the elements.

PSC 1515 - Environmental Physical Science
3.00 Credits

This course is intended for non-science majors and is an introduction to the physical principles involved in the environment and man's interaction with it. A variety of topics will be presented including air and water pollution, climate and weather, waste management, oceans and streams, and energy sources.

PSY 2012 - General Psychology
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355

An introduction to psychology which exposes students to historical and current discoveries about the mind and behavior. Topics include: history of psychology, methods, psychobiology and brain research, sensation and perception, consciousness and altered states, motivation, learning, cognition and memory, language, intelligence, creativity, personality, abnormal psychology, therapies and social psychology.
REA 0002C - College Preparatory Reading I
3.00 Credits
Prerequisite(s): CPTTR 030

(Does not carry college credit.) This course is designed to develop basic reading and study skills which prepare students for careers and for further academic work. It focuses on vocabulary development, literal reading skills, and basic critical reading skills. Upon successful completion, students enroll in REA 0003C.

REA 0003C - College Preparatory Reading II
3.00 Credits
Prerequisite(s): REA 0002C CR C. or CPTR 061

(Does not carry college credit.) Development of basic reading and study skills necessary for college: vocabulary, literal and critical comprehension, vocabulary development, reading and studying techniques.

REL 2202 - Women in the Bible
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355

An introductory, undergraduate course focusing on the wisdom and witness of women in Old and New Testament texts. The course will reflect the most recent scholarship in the biblical field. During the past 20 years biblical commentators, archeologists and theologians have labored to liberate today’s students from the patriarchal bias common to the academy of the 19th and early 20th centuries. Contemporary scholarship shines a potent, clear light on the social, political, and economic dimensions of the biblical narratives. The course will reflect the labor of these modern scholars who reconstruct the hidden history of women, and other dominated classes of people portrayed in the texts. Fresh insights into the ancient texts nurture the rising consciousness of woman and men around the world who find themselves in oppressed circumstances. The course will affirm women acknowledging them as fully human partners with men in the biblical witness. Includes a 6,000 word writing requirement.

REL 2210 - Old Testament Survey
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355

The story of Israel from the time of the Exodus to the eve of the Christian era presented in the light of the latest biblical research and archaeological discoveries. Reading from the Old Testament are included. Includes a 6,000 word writing requirement.

REL 2240 - New Testament Survey
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355

An introductory, undergraduate course that focuses on the New Testament. Major Topics: A study of the historical background of the New Testament World, the life and teaching of Jesus, the growth of the Christian movement, and the emergence of early Christian literature. Attention is given to problems of date and authorship of individual writings. Includes a 6,000 word writing requirement.

REL 2300 - World Religions
3.00 Credits
Prerequisite(s): ENC 1101 CR C or ( A03 018 and A01 017 ) or S01 440 or ( CPTR 083 and CPTL 083 ) or FCTR 355

A study of the major religious traditions of the world noting distinctive features and common elements. Topics include: The Ancient World, Hinduism, Buddhism, religions of China, Japan, and India, Judaism, Christianity, and Islam. Includes a 6,000 word writing requirement.

SBM 2000 - Small Business Management
3.00 Credits

Procedures for planning, launching and successfully operating a new business. Emphasizes the entrepreneur’s need for sound managerial skill.

SLS 1401 - College Survival Skills
3.00 Credits

The purpose of this course is to provide an opportunity for students to learn and adopt methods to promote their success in school, in their personal lives and on the job. It suggests tools for growth and learning and taps on the student’s individual potential.

SPC 1608 - Introduction to Speech Communication
3.00 Credits
Prerequisite(s): ENC 1101 CR C

This course is designed to assist the student in understanding and implementing oral communication skills. Learning is centered in student participation in a variety of speaking-listening situations designed to increase the understanding of the interpersonal nature of all speech communication. This Gordon Rule class has a 6,000 word writing requirement.

SPN 1000 - Basic Spanish I
3.00 Credits

For beginners and travelers who wish to acquire enough knowledge of spoken Spanish to meet their needs as tourists, travelers, businessmen in a Spanish-speaking country. Conversations and discussions on a wide variety of practical topics.

SPN 1001 - Basic Spanish II
3.00 Credits
Prerequisite(s): SPN 1000 CR C or INST 0

This course is a continuation of SPN 1000 “for beginners and travelers who wish to acquire enough knowledge of spoken Spanish to meet their needs as tourists, travelers and businessmen in a Spanish speaking country.” Conversations and discussions on a wide variety of practical topics.
SPN 1120C - Beginning Spanish I
4.00 Credits
Co-requisite(s): SPN 1120L

Spoken and written forms of the Spanish language. The major purpose of the course is to teach students to understand and to speak Spanish as a medium of communication through a good pronunciation and solid vocabulary.

SPN 1120L - Beginning Spanish I Lab
.00 Credits
Co-requisite(s): SPN 1120C

SPN 1121C - Beginning Spanish II
4.00 Credits
Prerequisite(s): SPN 1120C CR C
Co-requisite(s): SPN 1121L

Strengthening the student’s ability to speak and understand Spanish through cultural readings and practical, interesting class discussions. The course provides information about Spanish customs and the Hispanic World.

SPN 1121L - Beginning Spanish II Lab
.00 Credits
Co-requisite(s): SPN 1121C

SPT 1131 - Introduction to the Literature and Culture of Latin America
3.00 Credits
Prerequisite(s): ENC 1101 CR C

This course will explore historical, social and economical issues of the countries that compose what is known today as Latin America through its literature and other writings.

SPW 1790 - Introduction to Queer Latina(o) Literature in the United States
3.00 Credits

This course will explore a sample of the literature created in the United States by authors that identify themselves as Latino and Latina queer writers. The concept of queer literature will be explored and it will be the starting point to analyze several texts produced by queer Hispanics in the United States.

SPW 2010 - Reading of Spanish Literature
3.00 Credits
Prerequisite(s): SPN 2200C CR C

Readings, discussion and lectures of masterpieces in Spanish-American literature.

STA 2023 - Introduction to Probability and Statistics I
3.00 Credits
Prerequisite(s): MAT 0024C CR C, or CPTE 072 or A02 019 or S02 440

A mathematics course that focuses on the following major topics: Probability, random variables, hypothesis testing, confidence interval estimation, small sample methods, correlation, and simple linear regression.

SYG 1000 - Introduction to Sociology
3.00 Credits
Prerequisite(s): ENC 1101 CR C or (A03 018 and A01 017) or (CPTR 083 and CPTL 083) or S01 440 or FCTR 355

Conceptual elements of society, outlining their development, significance and dynamics of interaction.

SYG 1010 - Social Problems
3.00 Credits

Origins and development of social problems in contemporary society. The effects on the genetic social group and society at large will be examined and discussed.

SYG 2324 - Drugs and Society
3.00 Credits

This course deals with the history, mechanisms of action, short- and long-term effects, side effects, and uses and abuses of drugs that affect behavior. The drugs considered are alcohol, major and minor tranquilizers, antidepressants and stimulants, including cocaine, amphetamines and other drugs of abuse. The course also explores drug policy and regulations and introduces you to theories of substance abuse prevention, alcohol and other drug addiction and provides an overview of treatment options.

SYG 2430 - Marriage and the Family
3.00 Credits

Through sociological views of marriage and family, this course examines the nature of an intimate relationship, individual and family life stages, as well as the function, purpose and structure of family. Using both a historical and multicultural approach, the course explores topics such as marriage and childbearing patterns, adoptive parenting, gay and lesbian families, communication and conflict resolution, the influence of popular culture, the rights and benefits of marriage, and working families.

WOH 1012 - World History I
3.00 Credits

Survey of the evolution of comparative civilizations from ancient times to the modern era. Students examine the development of civilizations throughout the world as well as the political, social, and economic views as they evolved in the various areas.
WOH 1022 - World History II
3.00 Credits

This course examines world history in the modern era. Students will study: European expansionism, the growth of western absolutism, the enlightenment and world revolutions, the industrial revolution, colonialism, imperialism, modern nationalism, the world wars, and decline of colonialism. Students will study India, the Far and Middle East, Africa and the rise of Latin America.
In addition to the full-time faculty members listed above, the College employs instructors on a part-time basis as

**STAFF**

- Ball, Vicki: Accounts Receivable Specialist
- Byers, Eleanor: Staff Assistant, Upper Keys Center
- Higbie, Valerie: Campus Store Clerk
- Homminga, Dana: Maintenance Worker
- Hull, Erin: Maintenance Specialist
- Hullum, Cynthia: Assistant to the Vice President, Finance & Administrative Services
- Kromer, Sally: Financial Aid Specialist
- Lazarus, Anne: Staff Assistant, Facilities
- Lopex, Erica: Accounts Payable Specialist
- Mailloux, Lyanne: Assistant to the Director, Workforce Development and Community Outreach
- Malsheimer, Karla: Assistant to the Director, Student Advisement and Engagement
- Markopoulos, Michelle: Administrative Assistant Criminal Justice
- Morrison, Meagan: Enrollment Services Specialist
- Nguyen, Thuya: Payroll Specialist
- Parker, Steven: Library Specialist
- Perdomo, Alexis: Human Resources Specialist
- Pollack, Denise: Records Specialist
- Ruberg, Erin: Assistant to the Dean, Marine Sciences & Technology
- Santoro, John: Technical Specialist
- Stevens, Aurora: Senior Enrollment Services Specialist
- Sullivan, James: Maintenance Specialist
- Taylor, Trevis: Maintenance Worker

**ADJUNCT FACULTY**

In addition to the full-time faculty members listed above, the College employees instructors on a part-time basis as Adjunct Faculty. Adjunct Faculty listing is available in the Human Resources office.