Florida Keys Community College
Island Living, Island Learning

College Catalog
2011-2012
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College Overview

A College for the Community

Since its establishment in 1965, Florida Keys Community College has been proud to serve the diverse and changing educational and workforce needs in Monroe County. FKCC, the southernmost college in the continental United States, has three locations throughout the Keys. The main campus, located in Key West, is surrounded by the Gulf of Mexico and the Atlantic Ocean. The college also maintains a Middle Keys Center located in Marathon and an Upper Keys Center located in Tavernier, as well as a Virtual Campus to facilitate access to learning throughout the Keys and beyond.

FKCC offers a variety of academic, training, and enrichment opportunities. The most popular of which is the Associate in Arts degree, also known as the "university transfer" degree, which enables students to satisfy general studies coursework before transferring to a university to complete a bachelor's degree. An assortment of associate in science and certificate programs are available to prepare students for careers in a range of technical fields and professions. Additionally, the college's Office of Continuing Education and Workforce constantly offers non-credit courses, which include workforce training courses, lifelong learning, and recreational and leisure courses, in addition to providing an array of licensing and certification tests.

History

In 1963, the Florida Legislature authorized the establishment of the Junior College District of Monroe County to be supported primarily by state funds. The first classes of the new college were held at the former Douglass High School in the fall of 1965 under the leadership of Dr. Merrill A. Symonds, the first president.

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 Tavernier 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 B. 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.

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.

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 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.

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

Kim Bassett
Vice-Chair

Dr. Antoinette Martin
Trustee
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 practices law as a sole practitioner in Key West. His practice consists of commercial litigation, appellate work, administrative law and mediations. He serves as General Counsel to the Florida Citrus Commission. He was appointed to the FKCC Board of Trustees in 2006, and served as Board Chair from 2007 to 2009. He is a former City of Key West Commissioner and a former City of Key West Planning Board Member.

Mr. Scales currently represents the 16th Judicial Circuit (Monroe County) on the Florida Bar Board of Governors and also serves on the Florida Commission on Ethics.

Mr. Scales received his Bachelor of Science in Telecommunications (with honors) from the University of Florida and holds a Juris Doctor from the University of Florida’s College of Law. While in law school, Mr. Scales was the Student Body President of the University of Florida.

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
5901 College Rd.
Key West, FL
(305) 296-9081

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

Campus Cafe
Cafe 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.

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. School logo apparel, office, nursing, art, and diving supplies. Textbooks can be ordered through www.universitybooksonline.fkcc.

Charlie Toppino Welding Lab
This is a welding and metal works facility for advanced instruction on marine industry welding as well as creative welding design.

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.

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

ISLE: Tutor and Studying Support Service Center
The Interactive Student Learning Environment, “ISLE”, located in B206, provides studying support resources and services. Staffed by FKCC faculty and student tutors, the “ISLE” offers individual and group tutoring sessions, space for studying, as well as access to various studying software. It also houses the free online tutoring service, “Smart Thinking,” which is available 24 hours/day.

Lagoon Landing
Lagoon Landing, is a 100 bed facility offering suite-style living arrangements with fully-furnished four bedroom and five bedroom, two-bathroom units. The common living areas include an emergency telephone, as well as a kitchenette with a refrigerator, stove-top, and microwave. For more information on securing on-campus residency, contact housing@fkcc.edu.

Learning Resources Center/Library
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 Middle Keys Center in Marathon, Upper Keys Center in Tavernier, and via our website: http://library.fkcc.edu, accessible 24 hours a day, 7 days a week.

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.

Mario F. Mitchell Aquatic & Safety Center
This spacious facility is frequented by students, high school swim team members, and the public who enjoy FKCC’s Jr. Olympic-size pool.
Middle and Upper Keys Centers
This center houses the community's largest theater, the Tennessee Williams Theater, as well as the college's classrooms for Tennessee Williams Fine Arts Center.

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.

Middle and Upper Keys Centers
In addition to the main campus, FKCC has established a presence throughout the Keys with a Middle Keys Center in Marathon and an Upper Keys Center in Tavernier. These two centers are in shared facilities with the Monroe County School District and are located in the area public 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.

Middle Keys Center at Marathon High School
900 Sombrero Rd.
Marathon, FL
(305) 743-2133

The Middle Keys Center at Marathon High School is located strategically in the middle of the Keys. FKCC occupies over 7,000 square feet of dedicated space consisting of classrooms, video conference, labs, offices, reception and miscellaneous space. Day and evening classes are offered.

Upper Keys Center at Coral Shores High School
89951 US Highway 1
Tavernier, FL
(305) 852-8007

At the Upper Keys Center at Coral Shores High School, 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. Day and evening classes are offered.

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.

Acceptable Use Policy (AUP)

Introduction
FKCC is at all times committed to complying with the laws and regulations governing use of the Internet, e-mail transmission and text messaging and preserving for all of its customers the ability to use FKCC's network and the Internet without interference or harassment from other users. The FKCC Acceptable Use Policy (“AUP”) is designed to help achieve these goals.

By using IP Service(s), as defined below, customer(s) agrees to comply with this AUP and to remain responsible for its users. FKCC reserves the right to change or modify the terms of the AUP at any time, effective when posted on FKCC's web site. Customer's use of the IP Service(s) after changes to the AUP are posted shall constitute acceptance of any changed or additional terms.

Scope of the AUP
The AUP applies to the FKCC services that provide (or include) access to the internet, including hosting services (software applications and hardware), or are provided over the Internet or wireless data networks (collectively "IP Services").

Prohibited Activities

General Prohibitions: FKCC prohibits use of the IP Services in any way that is unlawful, harmful to or interferes with use of FKCC's network or systems, or the network of any other provider, interferes with the use or enjoyment of services received by others, infringes intellectual property rights, results in the publication of threatening or offensive material, or constitutes Spam/E-mail/Usenet abuse, a security risk or a violation of privacy.

Failure to adhere to the rules, guidelines or agreements applicable to search engines, subscription web services, chat areas, bulletin boards, web pages, USENET, applications, or other services that are accessed via a link from the FKCC-branded website or from a website that contains FKCC-branded content is a violation of this AUP.

Unlawful Activities: IP Services shall not be used in connection with any criminal, civil or administrative violation of any applicable local, state, provincial, federal, national or international law, treaty, court order, ordinance, regulation or administrative rule.
Violation of Intellectual Property Rights: IP Service(s) shall not be used to publish, submit/receive upload/download, post, use, copy or otherwise reproduce, transmit, re-transmit, distribute or store any content/material or to engage in any activity that infringes, misappropriates or otherwise violates the intellectual property rights or privacy or publicity rights of FKCC or any individual, group or entity, including but not limited to any rights protected by any copyright, patent, trademark laws, trade secret, trade dress, right of privacy, right of publicity, moral rights or other intellectual property right now known or later recognized by statute, judicial decision or regulation.

Threatening Material or Content: IP Services shall not be used to host, post, transmit, or re-transmit any content or material (or to create a domain name or operate from a domain name), that harasses, threatens the health or safety of others. In addition, for those IP Services that utilize FKCC provided web hosting, FKCC reserves the right to decline to provide such services if the content is determined by FKCC to be obscene, indecent, hateful, malicious, racist, defamatory, fraudulent, libelous, treasonous, excessively violent or promoting the use of violence or otherwise harmful to others.

Inappropriate Interaction with Minors: FKCC complies with all applicable laws pertaining to the protection of minors, including when appropriate, reporting cases of child exploitation to the National Center for Missing and Exploited Children. For more information about online safety, visit www.ncmec.org.

Child Pornography: IP Services shall not be used to publish, submit/receive, upload/download, post, use, copy or otherwise produce, transmit, distribute or store child pornography. Suspected violations of this prohibition may be reported to FKCC at the following e-mail address: IT Help Desk. FKCC will report any discovered violation of this prohibition to the National Center for Missing and Exploited Children and take steps to remove child pornography (or otherwise block access to the content determined to contain child pornography) from its servers.

Spam/E-mail/Usenet Abuse: Violation of the CAN-SPAM Act of 2003, or any other applicable law regulating e-mail services, constitutes a violation of this AUP.

Spam/E-mail or Usenet abuse is prohibited using IP Services. Examples of Spam/E-mail or Usenet abuse include but are not limited to the following activities:

- sending multiple unsolicited electronic mail messages or "mail-bombing" - to one or more recipient;
- sending unsolicited commercial e-mail, or unsolicited electronic messages directed primarily at the advertising or promotion of products or services;
- sending unsolicited electronic messages with petitions for signatures or requests for charitable donations, or sending any chain mail related materials;
- sending bulk electronic messages without identifying, within the message, a reasonable means of opting out from receiving additional messages from the sender;
- sending electronic messages, files or other transmissions that exceed contracted for capacity or that create the potential for disruption of the FKCC network or of the networks with which FKCC interconnects, by virtue of quantity, size or otherwise;
- using another site's mail server to relay mail without the express permission of that site;
- using another computer, without authorization, to send multiple e-mail messages or to retransmit e-mail messages for the purpose of misleading recipients as to the origin or to conduct any of the activities prohibited by this AUP;
- using IP addresses that the customer does not have a right to use;
- collecting the responses from unsolicited electronic messages;
- maintaining a site that is advertised via unsolicited electronic messages, regardless of the origin of the unsolicited electronic messages;
- sending messages that are harassing or malicious, or otherwise could reasonably be predicted to interfere with another party's quiet enjoyment of the IP Services or the Internet (e.g., through language, frequency, size or otherwise);
- using distribution lists containing addresses that include those who have opted out;
- sending electronic messages that do not accurately identify the sender, the sender's return address, the e-mail address of origin, or other information contained in the subject line or header;
- falsifying packet header, sender, or user information whether in whole or in part to mask the identity of the sender, originator or point of origin;
- using redirect links in unsolicited commercial e-mail to advertise a website or service;
- posting a message to more than ten (10) online forums or newsgroups, that could reasonably be expected to generate complaints;
- intercepting, redirecting or otherwise interfering or attempting to interfere with e-mail intended for third parties;
- knowingly deleting any author attributions, legal notices or proprietary designations or labels in a file that the user mails or sends;
- using, distributing, advertising, transmitting, or otherwise making available any software program, product, or service that is designed to violate this AUP or the AUP of any other internet service provider, including, but not limited to, the facilitation of the means to spam.

Security Violations

Customers are responsible for ensuring and maintaining security of their systems and the machines that connect to and use IP Service(s), including implementation of necessary patches and operating system updates.

IP Services may not be used to interfere with, gain unauthorized access to, or otherwise violate the security of FKCC's (or another party's) server, network, network access, personal computer or control devices, software or data, or other system, or to attempt to do any of the foregoing. Examples of system or network security violations include but are not limited to:

- unauthorized monitoring, scanning or probing of network or system or any other action aimed at the unauthorized interception of data or harvesting of e-mail addresses;
- hacking, attacking, gaining access to, breaching, circumventing or testing the vulnerability of the user authentication or security of any host, network, server, personal computer, network access and control devices, software or data without express authorization of the owner of the system or network;
- impersonating others or secretly or deceptively obtaining personal information of third parties (phishing, etc.);
- using any program, file, script, command or transmission of any message or content of any kind, designed to interfere with a terminal session, the access to or use of the Internet or any other means of communication;
- distributing or using tools designed to compromise security (including but not limited to SNMP tools), including cracking tools, password guessing programs, packet sniffers or network probing tools (except in the case of authorized legitimate network security operations);
- knowingly uploading or distributing files that contain viruses, spyware, trojan horses, worms, time bombs, cancel bots, corrupted files, root kits or any other similar software or programs that may damage the operation of another's computer, network system or other property, or be used to engage in modem or system hi-jacking;
- engaging in the transmission of pirated software;
- with respect to dial-up accounts, using any software or device designed to defeat system time-out limits or to allow Customer's account to stay logged on while Customer is not actively using the IP Services or using such account for the purpose of operating a server of any type;
- using manual or automated means to avoid any use limitations placed on the IP Services;
Computer Lab Usage
or judicial requests; or to protect the FKCC network and its customers.
FKCC has no obligation to monitor content of any materials distributed or accessed using the IP services. However, FKCC
rule or regulation, or (5) otherwise present an imminent risk of harm to FKCC or FKCC customers.
interconnected, (3) interfere with another FKCC customer's use of IP Services or the Internet (4) violate any applicable law,
cause harm to or interfere with the integrity or normal operations of FKCC's network or networks with which FKCC is
determines, that the conduct may: (1) expose FKCC to sanctions, prosecution, civil action or any other liability, (2)
in response to a court order or government notice that certain conduct must be stopped or when FKCC reasonably
FKCC reserves the right, however, to act immediately and without notice to suspend or terminate affected IP Services
warning to a suspension or termination of customer's IP services. When feasible, FKCC may provide customer with a notice
AUP Enforcement and Notice
Customer's failure to observe the guidelines set forth in this AUP may result in FKCC taking actions anywhere from a
warning to a suspension or termination of customer's IP services. When feasible, FKCC may provide customer with a notice
of an AUP violation via e-mail or otherwise allowing the customer to promptly correct such violation.
FKCC reserves the right, however, to act immediately and without notice to suspend or terminate affected IP Services
in response to a court order or government notice that certain conduct must be stopped or when FKCC reasonably
determines, that the conduct may: (1) expose FKCC to sanctions, prosecution, civil action or any other liability, (2)
cause harm to or interfere with the integrity or normal operations of FKCC's network or networks with which FKCC is
interconnected, (3) interfere with another FKCC customer's use of IP Services or the Internet (4) violate any applicable law,
rule or regulation, or (5) otherwise present an imminent risk of harm to FKCC or FKCC customers.
FKCC has no obligation to monitor content of any materials distributed or accessed using the IP services. However, FKCC
may monitor content of any such materials as necessary to comply with applicable laws, regulations or other governmental or
judicial requests; or to protect the FKCC network and its customers.

Customer Responsibilities
Customers remain solely and fully responsible for the content of any material posted, hosted, downloaded/uploaded,
created, accessed or transmitted using the IP Services. FKCC has no responsibility for any material created on FKCC's
network or accessible using IP Services, including content provided on third-party websites linked to the FKCC network.
Such third-party website links are provided as Internet navigation tools for informational purposes only, and do not
constitute in any way an endorsement by FKCC of the content(s) of such sites.

AUP Enforcement and Notice
Customer's failure to observe the guidelines set forth in this AUP may result in FKCC taking actions anywhere from a
warning to a suspension or termination of customer's IP services. When feasible, FKCC may provide customer with a notice
of an AUP violation via e-mail or otherwise allowing the customer to promptly correct such violation.

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in response to a court order or government notice that certain conduct must be stopped or when FKCC reasonably
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rule or regulation, or (5) otherwise present an imminent risk of harm to FKCC or FKCC customers.

FKCC has no obligation to monitor content of any materials distributed or accessed using the IP services. However, FKCC
may monitor content of any such materials as necessary to comply with applicable laws, regulations or other governmental or
judicial requests; or to protect the FKCC network and its customers.

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 media storage device 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, unless directed by instructor or other College employee. 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. The college routinely monitors electronic data, software, and communications.
There should be no expectation of privacy for any information stored, processed, or transmitted on college IT
resources.

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 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 an acceptable media storage
device.

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/intranet when posting material for electronic distribution.

(3) 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.

(4) 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.

(5) Privacy and Confidentiality
E-mail is not appropriate for transmitting sensitive or confidential information unless suitable precautions are met. Users should use extreme caution when sending e-mail and should never transmit sensitive information such as social security numbers.

(6) 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.

II. Chat Rooms
Chat room use is not permitted unless specifically indicated by an Instructor for classroom assignments.

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

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

V. 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.

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(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 Use Policies

Building Use Policy
We provide a pleasant environment conducive to study, research and the continuation of the education process for our students, faculty and staff, and are provide services to Monroe County Residents. Food and drinks (in covered containers) are only allowed during library events and in designated areas of the library. Personal items should not be left unattended for long periods of time. Unattended items will be removed from the premises. Disruptions to the study and research of our customers or the interruption of their educational process is prohibited. Destroying or damaging materials, equipment, software of the facility is also prohibited. Examples are listed below, but this is not an inclusive list:

- creating excessive noise
- harassment of others
- sleeping
- odor constituting a nuisance or health and safety concern
- behavior that disturbs users of staff and interferes with the use of the facility
- the destruction, mutilation or defacement of any material
- the damaging of hardware of equipment
- misuse of furniture of the facility
- tampering with software
- viewing inappropriate content on the Internet
- downloading unauthorized programs
- use of radios, cell phones or other electrical equipment
- loitering and soliciting for donations or accosting customers for any purpose that disrupts their use of the library

Customers who are unable to abide by this policy will be asked to leave the library. Those refusing to do so will be subject to removal by college security.

COPYRIGHT
All students at FKCC are expected to have a basic understanding of copyright law and adhere to all laws regarding Copyright, Fair Use, the Digital Millennium Copyright Act, and to act in good faith when using copyrighted materials to support their educational and research activities. Copyrighted material cannot be copied or distributed without the express written approval from the authorized distributor or publisher. Unauthorized distribution (downloading or uploading) of copyrighted material over the Internet, including peer-to-peer file sharing, is considered copyright infringement. Copyrighted material that may not be shared without authorization includes print, recorded music (often in the form of MP3 or MP4 files), video games, video, television shows, software, electronic data (such as electronic books and magazines), performances, and computer software. Copyright infringement may subject a student to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

VIOLATION OF POLICY
Students in violation of established procedures and requirements may be subject to disciplinary action as outlined in the Student Handbook.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

Please go to the copyright section on our website http://library.fkcc.edu for further information regarding copyright law, or contact the Director of LRC, 305-809-3501. Also see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

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 is 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 other acceptable media storage is permitted. Users must supply flash drives or other acceptable media storage. 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.

INTELLECTUAL PROPERTY DEVELOPED BY COLLEGE PERSONNEL

General Statement

The College supports and encourages its faculty, staff, and students, (when students are supporting College faculty and staff), to develop and publish (i) scholarly and creative works, (ii) educational materials, and (iii) products/intellectual property, all of which may be subject to copyright or patent protection and which may generate royalty income. Such activities increase professional knowledge, provide creative models for students, help promote public/private partnerships, and bring recognition to the College.

These developments may involve the use of College time and resources. The policy listed below, therefore, defines the rights and obligations of all parties concerned. This policy should be considered a binding agreement between the College and its employees and the College and its students; each employee’s continued employment, and each student’s matriculation at the College, shall be considered adequate consideration for this binding agreement. This policy shall be included in the Student Handbook.

DETERMINATION OF RIGHTS

To determine the disposition of rights to copyrightable materials, patents and other intellectual property (collectively, “intellectual property”) developed by College personnel and students, such ownership rights will be interpreted within the framework of the categories listed below.

Individual Effort

Ownership, and rights associated therewith, of intellectual property generated as a result of individual initiative, and not as a specific College assignment and with only incidental use of College facilities, and/or resources, shall reside solely with the author or inventor; provided, however, the College shall be granted a royalty-free license to make full use of all products and processes so developed.

College Assisted Individual Effort

When the College provides support of an individual effort resulting in intellectual property by contributing College personnel and/or student time, facilities and/or other College resources to the effort, the College is entitled to certain rights and privileges as listed below:

• The College shall be granted a royalty-free license to make full use of all products and processes so developed.
• The College will recover all costs, supported by detailed records on time and materials, plus 10 percent of such costs.
• Generally, such intellectual property will be held in the name of the College. However, a written agreement between the individual and the College may create other rights and responsibilities, including joint ownership.
College Initiated and Supported Efforts
Ownership of intellectual property developed as a result of specific assignment by the College, or arising out of duties for which the individual was specifically employed by the College, shall reside exclusively with the College. Under special circumstances, the College may share royalty income with the author or inventor upon recommendation by the College and approval by the Board of Trustees.

Sponsor Supported Efforts
College personnel and students who produce intellectual property under sponsor-supported projects shall be governed by the specific terms and conditions of the sponsorship contract. College personnel are responsible for determining, in advance, the terms of sponsorship and shall be required to execute any Copyright/Patent Royalty Agreement with the sponsor.

ROYALTY INCOME
Royalty income from intellectual property shall be distributed as listed below.

Individual Effort
Royalty income derived from intellectual property produced from the individual effort of College personnel and students as defined above shall accrue solely to the author or inventor.

College Assisted Individual Effort
Royalty income derived from individual efforts, which are complemented by College time, facilities and/or resources, as defined above, shall accrue solely to the author or inventor. However, repayment to the College must be made by the individual(s) concerned as outlined above, which also outlines the other rights of the College in these cases.

The above holds in all cases save those in which the individual(s) request, and the College agrees to permit, its name to be used in connection with the product or process, and in which the College also agrees to market or assist in acquiring a marketing source for the product or process. In these cases, royalties will be shared, with the College receiving 25 percent of royalty income and the individual(s) receiving 75 percent of royalty income, unless a written agreement is executed and approved by all parties prior to the granting of the copyright or patent.

College Initiated and Supported Efforts
When intellectual property is generated by a specific College assignment or as a result of labors for which the individual was employed, or for any matters covered under the above definition, the College shall be the sole recipient of all income derived therefrom. In specific instances, where an exceptional individual-initiative product results in a marketable product, and only after College recommendation and Board of Trustees' approval, portions of royalty income derived therefrom may be shared between the College and the author or inventor. Such efforts shall be determined on a case-by-case basis.

Sponsor Supported Efforts
Royalty income derived from sponsor-supported efforts shall be disbursed in accordance with the specific terms of governing contractual or grant documents.

Royalty income derived from intellectual property shall be disbursed to the College when the contract or grant document is silent as to disbursement of royalties.

Student Involvement/Ownership
Except for intellectual property resulting exclusively from a student's individual effort (as defined above), or unless otherwise expressly agreed, in writing by the College, student's contributions to efforts of faculty and staff which result in the development of intellectual property, shall be considered part of the student's educational experience at the College; therefore students shall not share in any ownership of intellectual property or royalties derived therefrom.

Directory of Departments

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

Provost's Office
Faculty Issues, Instructional Issues, Programs of Study, Workforce Development, Curriculum Development
Phone: (305) 809-3270

Vice President of Business and Administrative Services
Facilities and Auxiliary Services, Information Technology, and Business Office
Phone: (305) 809-3141

Dean Student Affairs and Accreditation
Student Housing, Student Advising and Engagement, Student Recruitment, Enrollment Services, and Financial Aid
Phone: (305) 809-3277

Director of College and Public Relations
Media Relations, Community Relations, and Marketing
Phone: (305) 809-3531

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

Business Office
Pay Tuition, Fees
Phone: (305) 809-3186

Campus Store
School logo apparel, office supplies, nursing supplies, art supplies and diving supplies can be purchase here. Textbooks can be ordered through www.universitybooksonline/fkcc.
Phone: (305) 809-3530

Campus Cafe
Phone: (305) 809-3272

Continuing Education and Workforce
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) 809-3530
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.

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.

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

Office of Accreditation and Assessment

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

Passport Services

Florida Keys Community College Campus Store accepts U.S. passport applications on Tuesdays and Thursdays from 9:00a.m. to 3:00p.m. by appointment. For more information on U.S. passport requirements and other travel information, visit www.travel.state.gov. Please call to schedule an appointment.
Phone: (305) 809-3185.
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 to be 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 work level 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 Financial Aid Office or with the Veteran’s Specialist in Enrollment Services to ensure a continuation of the Academic Probation and Suspension Policy of the college.

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 subject to possible suspension, cancellation of registration, and/or cancellation of credits earned.

International Student Admissions
Florida Keys Community College is authorized under United States Federal Law, Immigration and Naturalization Act, Section 101(a)(15)(f)(1) to enroll non-immigrant alien students.

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.

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.

Students who meet the Dual Enrollment eligibility requirements shall be allowed to enroll in courses on the Dual Enrollment -High School Subject Area Equivalency List, http://www.fldoe.org/articulation. Courses on this list are guaranteed to satisfy high school graduation subject area requirements. Students may also enroll in other approved courses offered by FKCC that are listed in the Statewide Course Numbering System. These courses will count as elective credit toward high school graduation unless otherwise listed below.

Courses of less than 3 college credits with the exception of lab courses shall not be eligible for Dual Enrollment. Courses with lab fees over $225 shall be excluded from eligibility for Dual Enrollment.

Approved courses shall be credit-bearing courses leading to the completion of an associate degree or vocational certificate and shall not include remedial or physical education skills courses.

Approval to enroll in a Dual Enrollment course does not guarantee applicability toward satisfaction of requirements for eligibility for Bright Futures Scholarship.

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. Or if the student is a home school student they must have a Dual Enrollment Home School Approval form completed and on file for every semester in which they wish to participate in Dual Enrollment.

All dual enrollment students must take college placement exams and must meet the requirements below:

• Completion of grade 9. These students who have completed one semester of grade 9 will be allowed to receive dual enrollment credit on a case by case basis. Students must have tested out of REA 0017, ENC 0025, and MAT 0024 (or MAT0028) on the CPT, PERT, SAT or ACT for Reading, English and Algebra.

• An unweighted GPA of 3.0 and demonstrated readiness for college course work through scores on the College Placement Test (CPT), Postsecondary Educational Readiness Test (PER), ACT, FCAT10 and/or SAT. For students who do not meet the GPA requirements, the high school principal may make a recommendation to the Provost and/or Vice Provost to grant an exception.

• Recommendation from the guidance counselor, principal or home school equivalent.

• Expressed intent by the student to pursue a postsecondary degree or vocational certificate.

• In addition to prerequisites listed in the college catalog students must score at college level reading on the CPT, PERT, ACT, SAT, or FCAT 10.
• Students must satisfy the college preparatory testing requirements of Section 1008.30(4)(a), F.S. and Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in Rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by FKCC provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by MCSD of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.

• In order to remain eligible for college credit coursework, students must maintain the high school grade point average required for initial enrollment.

Nursing Program - Selective Admission Requirements

The Nursing Program has an additional application process for admission. 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 please view our website at www.fkcc.edu or contact the FKCC Nursing Program (305) 809-3128. Nursing Program admission requirements are subject to change.

Institute of Criminal Justice – Admission Requirements for Basic Recruit Academies

The Institute of Criminal Justice has an additional 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 a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or no contest 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 at (305) 809-3200. Applications to attend the Basic Recruit Training are available at the Institute of Criminal Justice, Public Safety Building and on our website page. Students will have to undergo a psychological exam and a voice stress analysis or polygraph 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 and workforce 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 and workforce 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 developmental 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, PER or CPT scores taken within the past two years, or students who have already completed English (developmental or higher) and math (developmental 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.

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" will no longer 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) 809-3269.

FKCC 2011-2012
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](http://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>College Composition</td>
<td>50</td>
<td>ENC 1101 and ENC 1102</td>
<td>6</td>
</tr>
<tr>
<td>College Composition Modular</td>
<td>50</td>
<td>ENC 1102 and ENC 1102 No guaranteed credit for College Composition Modular without essay portion</td>
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<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></td>
<td>59</td>
<td>FRE 1120C* and FRE 1121C*</td>
<td>8</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>
</tr>
<tr>
<td>German Language</td>
<td>50</td>
<td>GER 1120C*</td>
<td>4</td>
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<tr>
<td></td>
<td>60</td>
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<td>8</td>
</tr>
<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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<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>
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<td>Humanities</td>
<td>50</td>
<td>HUM 2250</td>
<td>3</td>
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<tr>
<td>Information Systems and Computer Applications</td>
<td>50</td>
<td>CGS 1077*</td>
<td>3</td>
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<tr>
<td>Introduction to Business Law</td>
<td>50</td>
<td>BUL 2241</td>
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<tr>
<td>Introduction to Educational Psychology</td>
<td>50</td>
<td>EDP 2002</td>
<td>3</td>
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<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>
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<tr>
<td>Natural Science</td>
<td>No direct equivalent</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>Precalculus</td>
<td>50</td>
<td>MAC 1140*</td>
<td>3</td>
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<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>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td>MAR 2011</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50</td>
<td>ECO 2023</td>
<td>3</td>
</tr>
<tr>
<td>Social Science and History</td>
<td>No direct equivalent</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>50</td>
<td>SPN 1120C</td>
<td>4</td>
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<tr>
<td></td>
<td>63</td>
<td>SPN 1120C and SPN 1121C</td>
<td>8</td>
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</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>AP Examination</th>
<th>Score Required</th>
<th>Equivalent FKCC Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Art History</td>
<td>3</td>
<td>ARH 1000 *</td>
<td>3</td>
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<tr>
<td></td>
<td>4 or higher</td>
<td>ARH 1050 and ARH 1051</td>
<td>6</td>
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<tr>
<td>Biology</td>
<td>3</td>
<td>BSC 1005</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>BSC 1010 and BSC 1010L</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>BSC 1010 and BSC 1010L</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSC 1011 and BSC 1011L</td>
<td>8</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3 or higher</td>
<td>MAC 2311</td>
<td>4</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>MAC 2311</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>4 or higher</td>
<td>MAC 2311 and MAC 2312</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHM 1020C *</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>CHM 1045 and CHM 1045L</td>
<td>4</td>
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<tr>
<td></td>
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<td>CHM 1046 and CHM 1046L</td>
<td>8</td>
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<tr>
<td>Chinese Language and Culture</td>
<td>3</td>
<td>Interim Level Language *</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4 or higher</td>
<td>Interim Level Language *</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3 or higher</td>
<td>CGS 1075 *</td>
<td>3</td>
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<tr>
<td>Economics: Macro</td>
<td>3 or higher</td>
<td>ECO 2013</td>
<td>3</td>
</tr>
<tr>
<td>Economics: Micro</td>
<td>3 or higher</td>
<td>ECO 2023</td>
<td>3</td>
</tr>
<tr>
<td>English Language and Composition</td>
<td>3</td>
<td>ENC 1101</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4 or higher</td>
<td>ENC 1101 and ENC 1102</td>
<td>6</td>
</tr>
<tr>
<td>English Literature and Composition</td>
<td>3</td>
<td>ENC 1101</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4 or higher</td>
<td>ENC 1101 and ENC 1102</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3 or higher</td>
<td>ISC 1051 *</td>
<td>3</td>
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<tr>
<td>European History</td>
<td>3</td>
<td>EUH 1009 *</td>
<td>3</td>
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<tr>
<td></td>
<td>4 or higher</td>
<td>EUH 1000* and EUH 1001*</td>
<td>6</td>
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<tr>
<td>French Language</td>
<td>3</td>
<td>FRE 1120C *</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>4 or higher</td>
<td>FRE 1120C* and FRE 1121C *</td>
<td>8</td>
</tr>
<tr>
<td>French Literature</td>
<td>3</td>
<td>Introductory French Literature *</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4 or higher</td>
<td>Introductory French Literature *</td>
<td>6</td>
</tr>
<tr>
<td>German Language</td>
<td>3</td>
<td>GER 1120C *</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>4 or higher</td>
<td>GER 1120C * and GER 1121C *</td>
<td>8</td>
</tr>
<tr>
<td>Government and Politics:</td>
<td>3 or higher</td>
<td>CPO 1001 *</td>
<td>3</td>
</tr>
<tr>
<td>Comparative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government and Politics: United</td>
<td>3 or higher</td>
<td>POS 1041</td>
<td>3</td>
</tr>
<tr>
<td>States</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Human Geography</td>
<td>3 or higher</td>
<td>GEO 1400 *</td>
<td>3</td>
</tr>
<tr>
<td>Italian Language and Culture</td>
<td>3</td>
<td>Interim Level Language *</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4 or higher</td>
<td>Interim Level Language *</td>
<td>6</td>
</tr>
<tr>
<td>Japanese Language and Culture</td>
<td>3</td>
<td>Interim Level Language *</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Credit</td>
<td>Course</td>
<td>Credit</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------</td>
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</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>BSC 1005</td>
<td>3</td>
</tr>
<tr>
<td>Business and Management</td>
<td>3</td>
<td>GEB 1011 and Elective</td>
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<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHM 1020C*</td>
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</tr>
<tr>
<td>Computer Science</td>
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<td>CGS 1078*</td>
<td>3</td>
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<tr>
<td>Design Technology</td>
<td>3</td>
<td>ETI 1410*</td>
<td>3</td>
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<tr>
<td>Economics</td>
<td>3</td>
<td>ECO 1000*</td>
<td>3</td>
</tr>
<tr>
<td>Ecosystems and Societies</td>
<td>3</td>
<td>EVR 1017*</td>
<td>3</td>
</tr>
<tr>
<td>English A1</td>
<td>3</td>
<td>ENC 1101</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Systems: ISC 1050*</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Science Elective</td>
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</tr>
<tr>
<td>Film Studies: FIL 1000*</td>
<td>3</td>
</tr>
<tr>
<td>FIL 1000* &amp; FIL 1002*</td>
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<tr>
<td>FIL 1000* &amp; FIL 1002*</td>
<td></td>
</tr>
<tr>
<td>French: FRE 1120C*</td>
<td>4</td>
</tr>
<tr>
<td>FRE 1120C* &amp; FRE 1121C*</td>
<td></td>
</tr>
<tr>
<td>Further Mathematics: MHF 1202*</td>
<td>3</td>
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<tr>
<td>MHF 1202* &amp; MHF 1209*</td>
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<tr>
<td>Geography: GEA 1000*</td>
<td>3</td>
</tr>
<tr>
<td>GEA 1200* &amp; GEO 1400*</td>
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</tr>
<tr>
<td>German: GER 1120C*</td>
<td>4</td>
</tr>
<tr>
<td>GER 1120C* &amp; GER 1121C*</td>
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<tr>
<td>History: WOH 1030*</td>
<td>3</td>
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<tr>
<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>
</tr>
<tr>
<td>Islamic History: Elective*</td>
<td>3</td>
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<tr>
<td>Latin: LAT 1230*</td>
<td>3</td>
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<tr>
<td>LAT 1230* &amp; Latin Elective</td>
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</tr>
<tr>
<td>Mathematics: MAC 1147*</td>
<td>3</td>
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<tr>
<td>MAC 1147* &amp; MAC 2233</td>
<td></td>
</tr>
<tr>
<td>Math Methods: MAC 1105</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105 &amp; MAC 1140*</td>
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<tr>
<td>Math Studies: MAT 1033</td>
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<tr>
<td>MAT 1033 &amp; MGF 1106</td>
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</tr>
<tr>
<td>Music: MUL 1010*</td>
<td>3</td>
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<td>MUL 1010* &amp; Elective</td>
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<tr>
<td>Philosophy: PHI 2010</td>
<td>3</td>
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<tr>
<td>PHI 2010 &amp; Philosophy Elective</td>
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</tr>
<tr>
<td>Physics: PHY 1020C*</td>
<td>3</td>
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<tr>
<td>PHY 1053 &amp; PHY 1053L &amp; PHY 1054 &amp; PHY 1054L</td>
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<tr>
<td>Psychology: PSY 2012</td>
<td>3</td>
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<td>PSY 2012 &amp; Elective</td>
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<tr>
<td>Social Anthropology: ANT 1410</td>
<td>3</td>
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<td>ANT 1410 &amp; Elective</td>
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<td>Spanish: SPN 1120C</td>
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<tr>
<td>SPN 1120C &amp; SPN 1121C</td>
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</tr>
<tr>
<td>Theatre Arts: THE 1020*</td>
<td>3</td>
</tr>
<tr>
<td>THE 1020* &amp; Elective</td>
<td></td>
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<tr>
<td>Visual Arts: ART 1012*</td>
<td>3</td>
</tr>
<tr>
<td>ART 1012* &amp; Elective</td>
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</tr>
</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](http://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</th>
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</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>
<td>ARH 1000 *</td>
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*Credits*
<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Credits</th>
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</thead>
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<tr>
<td>Astronomy</td>
<td>AST 1002</td>
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<td>Business Law 2</td>
<td>BUL 2242</td>
<td>3</td>
</tr>
<tr>
<td>Business Math</td>
<td>QMB 1001*</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>CCJ 1020</td>
<td>3</td>
</tr>
<tr>
<td>Environment and Humanity</td>
<td>EVR 1017*</td>
<td>3</td>
</tr>
<tr>
<td>Ethics in America</td>
<td>PHI 1630*</td>
<td>3</td>
</tr>
<tr>
<td>Foundations of Education</td>
<td>EDF 2002</td>
<td>3</td>
</tr>
<tr>
<td>Fundamental of College Algebra</td>
<td>MAT 1033</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Counseling</td>
<td>PCO 1202*</td>
<td>3</td>
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<tr>
<td>General Anthropology</td>
<td>ANT 1000*</td>
<td>3</td>
</tr>
<tr>
<td>Here's to Your Health</td>
<td>HSC 1100*</td>
<td>3</td>
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<tr>
<td>Human/Cultural Geography</td>
<td>GEO 1400 *</td>
<td>3</td>
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<tr>
<td>Human Resources Management</td>
<td>MAN 1300</td>
<td>3</td>
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<tr>
<td>Introduction to Business</td>
<td>GEB 1011</td>
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<tr>
<td>Introduction to Computing</td>
<td>CGS 1000C</td>
<td>3</td>
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<tr>
<td>Introduction to Law Enforcement</td>
<td>CCJ 1100*</td>
<td>3</td>
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<tr>
<td>Introduction to the Modern Middle East</td>
<td>ASH 1044 *</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to World Religions</td>
<td>REL 2300</td>
<td>3</td>
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<tr>
<td>Lifespan Developmental Psychology</td>
<td>DEP 2004</td>
<td>3</td>
</tr>
<tr>
<td>Management Information Systems</td>
<td>ISM 1000*</td>
<td>3</td>
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<tr>
<td>Money and Banking</td>
<td>BAN 1501*</td>
<td>3</td>
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<tr>
<td>Organizational Behavior</td>
<td>INP 1002*</td>
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<tr>
<td>Personal Finance</td>
<td>FIN 1100*</td>
<td>3</td>
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<tr>
<td>Physical Geology</td>
<td>GLY 1000*</td>
<td>3</td>
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<tr>
<td>Principles of Finance</td>
<td>FIN 1000*</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Financial Accounting</td>
<td>ACG 1001*</td>
<td>3</td>
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<tr>
<td>Principles of Physical Science I</td>
<td>PSC 1341</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Public Speaking</td>
<td>SPC 1600*</td>
<td>3</td>
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<tr>
<td>Principles of Statistics</td>
<td>STA 1014*</td>
<td>3</td>
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<tr>
<td>Principles of Supervision</td>
<td>MNA 1345*</td>
<td>3</td>
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<tr>
<td>Rise and Fall of the Soviet Union</td>
<td>EUH 1066*</td>
<td>3</td>
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<tr>
<td>Substance Abuse</td>
<td>HSC 1140*</td>
<td>3</td>
</tr>
<tr>
<td>Technical Writing</td>
<td>ENC 1210*</td>
<td>3</td>
</tr>
<tr>
<td>The Civil War and Reconstruction</td>
<td>AMH 1056*</td>
<td>3</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) 809-3269.

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/ccgi/vf/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.

Matriculation and Tuition Fees

Florida Residents (tuition per credit hour): $94.90*
Non-Florida Residents (tuition per credit hour): $338.42*

*2010-11 tuition rates

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.

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;
Non-Refundable Fees

- Application Fee: $30.00
- 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
- CPT/PERT Re-test Fee: $10.00
- Placement Test for Non-FKCC students: $25.00

Non-Credit Fees

For fees concerning continuing workforce education, lifelong learning, and recreation and leisure, please contact the Office of Continuing Education and workforce at (305) 809-3238.

For fees concerning non-credit courses offered through the Institute of Criminal Justice, please contact (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 final meeting of the course.
- D. Students withdrawing from non-credit courses consisting of 3 or fewer class meetings must withdraw before the class meeting to receive a 100% 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 must be submitted to the Student Services Appeal Committee for consideration 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

Other Refunds

For fees concerning non-credit courses offered through the Institute of Criminal Justice, please contact (305) 809-3200.

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.

Financial Aid Recipients

Financial Aid Repayment Policy applies to students who have received federal, state or institutional financial aid and who withdraw from all of 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

Please see UniversityBooksOnline.com for current refund policy.
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 and completed online 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 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.

Students who transfer to FKCC from another institution must submit their official transfer work to Enrollment Services and then forwards the information to Florida Keys Community College and to you in the form of a Student Aid Report.

The 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 must be enrolled for a minimum of six credits per term. Students must be enrolled in a degree or certificate program. The final Pell Grant Award will be determined by the number of hours attended 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.

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 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, threequarter 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 program for students with financial need. Students 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 Direct loans, Unsubsidized Direct 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 "Federal Direct Loan" link on the left hand side of the screen. Please see the Financial Aid website for further detail.
The FKCC Foundation was established to support Florida Keys Community College’s students, programs and services. The Florida Keys Community College Foundation Scholarships are application based. Monroe County seniors should consult their high school guidance counselors for application procedures.

The scholarship will be renewed the next calendar year if all guidelines have been met and funding allows. Board of Trustee scholarship monies are provided to the student on a 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. Board of Trustee scholarships are application based. Monroe County seniors should consult their high school guidance counselors for application procedures.

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. Students receiving a Bright Futures Scholarship must have a completed FAFSA for each year that they receive the award. The program has three levels:

1. Florida Academic Scholars Award: this award pays $62 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 $62 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 $47 per credit hour and requires a 2.75 cumulative GPA to renew. The scholarship is restricted to Fall & Spring term.

Renewal each year also requires completion of a 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.floridastudentfinancialaid.org.

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

Other Scholarships

There are various private 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.

Financial Aid Standards of Academic Progress

As part of determining initial and continued eligibility for financial aid, students must demonstrate/maintain satisfactory academic progress standards toward achieving a specified degree or certificate as established by federal, state, and institutional policies and regulations. Satisfactory Academic Progress (SAP) is measured at the end of each term based on term and cumulative student performance. Below are the three criteria used each term to determine financial aid status.

A variety of scholarship opportunities are being offered to students for the upcoming school year. Scholarship opportunities range from:

- two year awards for full time, degree seeking students that will cover tuition for up to 60 credit hours for graduating high school seniors;
- first generation in college awards, for Florida residents both of whose parents did not complete a baccalaureate degree, in the amount of $1,000 for full-time (12+ credits) and $500 for part-time (6 credits);
- nursing scholarships for students accepted into the FKCC Nursing Program;
- specific scholarships in the areas of Business, Marine Science, Literary Work, and Criminal Justice;
- general studies scholarships ($500 - $1000);
- Student Ambassador scholarships.

Awards are based on financial need, grade point average, leadership, character and service. For more information regarding the application process and deadlines please visit www.fkcc.edu/current-students/scholarships.da.

Student Loan Receivables

Students eligible to receive a Direct 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

Board of Trustees Scholarships

This scholarship is offered to the senior classes of Monroe County high schools each year. The scholarship is 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. 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.

Florida Keys Community College Foundation Scholarships

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Florida Keys Community College Foundation Scholarships

The FKCC Foundation was established to support Florida Keys Community College’s students, programs and services. The Foundation is dedicated to providing scholarships to FKCC students from funds raised through the support of private donors and public agencies.
Completion Percentage (at least 67%)

A student’s completion percentage is calculated by dividing the total number of credit hours a student completes with grades of A, B, or C by the total number of credit hours attempted. Students receiving financial aid are required to maintain at least a 67% completion percentage on a term and cumulative basis in order to remain eligible to receive financial aid.

GPA (at least 2.0)

Financial aid recipients must earn/maintain a minimum cumulative and term grade point average (GPA) of at least 2.0. A student’s term GPA is based on remedial and college-level coursework completed during that term. The cumulative GPA considers grades earned for all periods of enrollment even if the student did not receive financial aid. Non-credit continuing education and workforce course-work (including English as a Second Language) will not be counted toward the term grade point average for federal student aid.

Maximum Timeframe

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. This is referred to as maximum timeframe. The published program length for the most common degree, the AA General Studies is 60 college credit hours. For example, students are allowed a maximum of 90 credit hours to earn a degree that requires 60 hours to complete; this represents 150% of normal completion. Once 150% of the required credit hours have been attempted, the student will no longer be eligible for federal, state, or institutional financial aid. The maximum timeframe does not include non-college level/remedial credit hours. Financial Aid students are allowed up to 30 credit hours of remedial study. Please be aware that the maximum timeframe calculation includes all prior coursework regardless of the student’s receipt of financial aid.

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 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. To be removed from Financial Aid Suspension, the student must register for a minimum of six credits at their own expense and must maintain satisfactory academic progress for those credits. Should the student register for less than six credits, he/she will remain on suspension until such time that they successfully complete a total of six (6) credits. 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 Director of Financial Aid for possible re-instatement. Students who are not satisfied with the decision of the Director of Financial Aid have the right to appeal the director’s decision with the Student Services Appeal Committee. 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 at www.fkcc.edu/current-students/financialaidforms.

Students who have receive approval of a financial aid suspension appeal that will require multiple terms of successful course completion to regain SAP status will be required to have an academic plan on file to receive aid. Their eligibility for next term’s financial aid will require they meet the academic plan goals.

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, Student Affairs & Assessment. 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.

Financial Aid Suspension

Financial Aid Recipients are required to maintain at least a 67% completion percentage on a term and cumulative basis in order to remain eligible to receive financial aid.

GPA (at least 2.0)

Financial aid recipients must earn/maintain a minimum cumulative and term grade point average (GPA) of at least 2.0. A student’s term GPA is based on remedial and college-level coursework completed during that term. The cumulative GPA considers grades earned for all periods of enrollment even if the student did not receive financial aid. Non-credit continuing education and workforce course-work (including English as a Second Language) will not be counted toward the term grade point average for federal student aid.

Maximum Timeframe

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. This is referred to as maximum timeframe. The published program length for the most common degree, the AA General Studies is 60 college credit hours. For example, students are allowed a maximum of 90 credit hours to earn a degree that requires 60 hours to complete; this represents 150% of normal completion. Once 150% of the required credit hours have been attempted, the student will no longer be eligible for federal, state, or institutional financial aid. The maximum timeframe does not include non-college level/remedial credit hours. Financial Aid students are allowed up to 30 credit hours of remedial study. Please be aware that the maximum timeframe calculation includes all prior coursework regardless of the student’s receipt of financial aid.

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 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. To be removed from Financial Aid Suspension, the student must register for a minimum of six credits at their own expense and must maintain satisfactory academic progress for those credits. Should the student register for less than six credits, he/she will remain on suspension until such time that they successfully complete a total of six (6) credits. 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 Director of Financial Aid for possible re-instatement. Students who are not satisfied with the decision of the Director of Financial Aid have the right to appeal the director’s decision with the Student Services Appeal Committee. 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 at www.fkcc.edu/current-students/financialaidforms.

Students who have receive approval of a financial aid suspension appeal that will require multiple terms of successful course completion to regain SAP status will be required to have an academic plan on file to receive aid. Their eligibility for next term’s financial aid will require they meet the academic plan goals.

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, Student Affairs & Assessment. 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.
Financial aid.

To learn how your withdrawal or lack of attendance could impact your financial aid eligibility, contact the Financial Aid Office immediately. Activity (defined by the instructor) is provided to the Financial Aid Office, in which case 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.

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 30% 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.

You completely withdraw prior to completing 60 percent of a term and you received federal aid.

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 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 completely withdraw prior to completing 60 percent of a term and you received federal aid.

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 30% 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.

You completely withdraw prior to completing 60 percent of a term and you received federal aid.

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.

Title IV aid includes the following programs at FKCC:

- Federal Unsubsidized Direct Loans
- Federal Subsidized Direct Loans
- Federal PLUS Loans
- Federal Pell Grants
- Federal SEOG Grants

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 Enrollment Services 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 Center students should contact 305-743-2133 and Upper Keys Center 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 course, 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 developmental 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 developmental instruction.

Results of the assessment are used as a guideline to assist advisors in placing students in appropriate courses ensuring their academic success. Developmental courses do not carry college credit and, though included in satisfactory academic progress (SAP) 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.

Test administrations are offered once a month with more frequent administrations scheduled prior to the beginning of each semester. Testing is available at the Key West Campus, Middle Keys Center and Upper Keys Center.

Beginning with the fall 1998 semester, Florida Statutes require that a student successfully complete a developmental exit examination at the close of each college prep course. Accordingly, an exit examination will be administered in each prep subject area in coordination with the final course in the college prep English, mathematics, and reading sequences. In order to proceed into college credit course work in the subject area, a student must successfully complete both the college prep course and the appropriate exit examination.

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 developmental 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.
- A $10.00 charge will be assessed to retake one or more parts of the CPT or PERT.

Office for Students with Disabilities
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 305-809-3292.

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 notices anyone acting in an inappropriate manner (in word or action) or 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 Business and Administrative 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.

Middle Keys Center in Marathon

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 (305-743-2133)

Upper Keys Center in Tavernier

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

Florida Keys Community College's residence hall, Lagoon Landing, is a 100 bed facility offering suite-style living arrangements with fully-furnished four bedroom and five bedroom, two-bathroom units. The common living areas include an emergency telephone, as well as a kitchenette with a refrigerator, stove-top, and microwave. For more information on securing on campus residency, contact housing@fkcc.edu.

For students who wish to live off campus, FKCC maintains a roommate list. Email housing@fkcc.edu for information on being added to the off campus roommate list. The College assumes no responsibility for off campus student housing. Students should plan to arrive in the community in advance of the orientation and registration dates in order to secure suitable off campus housing.

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 Outreach Program – C.R.O.P

The College Reach-Out Program is a state funded program, which is designed to increase the number of targeted students who pursue and complete post-secondary education. FKCC seeks to achieve this objective by motivating and preparing students for post-secondary education. The “College Explorers” program is the in-school arm of CROP. 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. This population would be unlikely to seek admission to a college or university, during the academic year. Students from the local high school and middle schools are provided with academic support, tutoring, and homework assistance in the school setting and enrichment activities on the FKCC campus which include college tours, academic testing, career information, hands-on learning components, motivational speakers and financial aid information.

In addition, CROP offers select students the opportunity of a 12- day academic summer residence program held on the campus of Florida International University which provides early exposure to the university environment and supplement academic skills in math and science.

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.

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 deal anytime with individual cases of non-attendance. Each instructor determines the effect of absences upon grades. Instructors will include the attendance policy in their course syllabus. Arranging to make-up work missed because of legitimate class absence is the responsibility of the student. In general, reasons that may be accepted 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. At the instructor’s discretion, written documentation sustaining the reason for an absence may be requested.

Developmental Program
Students who provide ACT, SAT, FCAT, PERT or CPT scores (two years current) below the scores required to enter college level courses must enroll in developmental courses. These courses include reading comprehension, communication skills, basic math and introduction to algebra. Enrollment in the developmental program is based on placement scores. Grades earned in developmental courses will not count toward graduation nor will they be calculated into the grade point average; however, they are calculated in the satisfactory progress average for financial aid purposes. Students are permitted to enroll in developmental instruction concurrently with credit instruction in courses for which they are qualified.

Developmental Rule
Rule 6A-10.0315(14) states that students enrolled in developmental courses may be permitted to take courses concurrently in other curriculum areas for which they are qualified. Students who test into developmental instruction must successfully complete the required developmental studies by the time they have accumulated 12 hours of college credit course work. OR students must maintain continuous enrollment in developmental course work each semester until the requirements are completed while at this present time performing satisfactorily in the degree earning course work. Developmental 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 not 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 Veteran’s 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 developmental 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 has 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. Developmental students, who are required to be certified as completing competency-based developmental instruction, shall not be enrolled as audits.

Exceptions to Withdrawal and Forgiveness Rule
Exceptions to the withdrawal and forgiveness rule must be appealed through the Student Services Appeal Committee.
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</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
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<tr>
<td>FN</td>
<td>Failure for non-attendance</td>
<td>0</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 developmental 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 hundred and twenty days from the posting of the grade.

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 earn 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 developmental 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 or program advisor. Students must complete the Academic Amnesty Form for consideration by the Student Services Appeal Committee.

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.

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. However, students who have been placed in developmental 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.

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.

Associate in Arts Degree

Definition: The Associate in Arts degree is a transfer degree that provides a course of study equivalent to those offered to freshman and sophomore students in the lower division of Florida’s state universities. The degree includes thirty-six hours of general education which parallel the university requirements and twenty-four hours of electives in preparation for a major area of study.

Associate in Science Degree

Definition: The Associate in Science degree is a career education and may be transferable. It is a sixty plus college credit degree intended to prepare students for immediate employment in a specific occupational area and may prepare students to transfer into the State University System of Florida. The degree requires the completion of at least fifteen to eighteen credit hours of transferable general education courses, as well as technical courses that may or may not transfer depending on institution. The general education courses will transfer and apply toward the thirty-six hours required for the baccalaureate degree in the State University System of Florida.

Associate in Applied Science Degree Requirements

Definition: The Associate in Applied Science degree is a college-level/technical degree. Graduates are prepared for immediate entry into the workforce and have the communications, and problem solving, and academic skills necessary to successfully compete in the job market and advance in the workforce. The Associate in Applied Science degree provide the same career preparation as the Associate in Science degree but is not designed as a college transfer program. The degree may transfer to some universities under special articulation agreements between the college and the university.

College Credit Certificate

Definition: A technical certificate is a program of study of less than sixty credits of college-level technical courses that prepares students with the opportunity for immediate employment in a specific occupational field. It generally does not require the completion of general education courses. The certificate may be part of an Associate in Science or Associate in Applied Science degree.

Vocational Certificate “PSAV”

Definition: A Vocational Certificate is a program of study usually one year or less consisting of a prescribed number of vocational credits (non-college level credit). The program focuses on providing students with the specific skills for immediate job entry. The Vocational Certificate is awarded upon completion of all vocational program courses and demonstration of attainment of predetermined and specified performance requirements.

Academic Amnesty

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). Fs, Ws, Ns, Ns, 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.

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 or program advisor. Students must complete the Academic Amnesty Form for consideration by the Student Services Appeal Committee.

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.

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.
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**

   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 ed u.

   In order to graduate with your AA degree from a Florida State college, the CLAS requirement must be met. This includes earning a 2.5 grade point average in the Gordon Rule courses, those being English, humanities and math. If a student does not earn the appropriate grade point average for this requirement, he/she must retest in either the math or English portion of the current testing tool and earn the score that is acceptable by State mandate.

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 not 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 or Associate in Applied 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 a bachelor’s degree 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.

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
- Computer Programmer
- Emergency Medical Technician
- Entrepreneurship
- Marine Propulsion Technology
- Diving
  - Professional Dive Instructor
  - Commercial/Work Diving
  - Professional Research Diving
  - Professional Diving Medical Technician
- Fundamentals of Professional Diving

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

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 & Analysis
- Diving Business and Technology
- Marine Engineering, Management and Seaman ship
- Marine Environmental Technology
- Nursing (RN)

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 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 to 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.

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. English Composition I and courses that satisfy the writing requirement are listed in Area I Letters and Humanities.

2. six (6) semester hours of mathematics coursework 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)

**Cluster B - Humanities/Fine Arts**

- ARH 1050 History of Art, Ancient-1400 (3)
- ARH 1051 History of Art, 1400-Present (3)
- ENG 1300 Introduction to Understanding Film (3)
- HUM 1020 Introduction to Humanities (3)
- HUM 2250 Humanities in the 20th Century (3)
- MUH 2011 Music Appreciation (3)

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

**Area II: Mathematics and Social Sciences (18 credits required)**

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. English Composition I and courses that satisfy the writing requirement are listed in Area I Letters and Humanities.

2. six (6) semester hours of mathematics coursework 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.

**Area III: Mathematics (6 credits required)**

A grade of "C" or higher is required in order to satisfy Gordon Rule requirements.

- HUM 2250 Humanities in the 20th Century (3)
- MUH 2011 Music Appreciation (3)
Cluster C - Philosophy
PHI 2010 Introduction to Philosophy (3)
PHI 2600 Introduction to Ethics (3)

Cluster D - Religion
REL 2202 Women in the Bible (3)
REL 2210 Old Testament Survey (3)
REL 2240 New Testament Survey (3)
REL 2300 World Religion (3)

Cluster E - Creative Writing
CRW 1001 Creative Writing I (3)
CRW 1300 Beginning Poetry Writing (3)
CRW 2100 Beginning Fiction Writing (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 2312 Calculus and Analytic Geometry I (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 1083 Anatomy & Physiology I (3)
BSC 1083L 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)
OEX 1000 Introduction to Marine Biology (3)
PCB 2030 Environmental Biology (3)

Cluster B - Physics
AST 1002 Astronomy (3)
CHM 1033 Chemistry for Health Science (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 1322 Visual Basic (3)
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.)

Associate in Science 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 I (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 2321 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)
COT 2003 Foundations Of Computer Science (4)
CTS — Microcomputer Software (3)

Electives/Required (12 credits)
ACG 2071 Managerial Accounting (3)
CNT 1000 Introduction to Local Area Computer 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)

Total Credits Required: 63
Associate in Science Computer Information Technology

This program is designed to prepare students for a job as an information technologist. The exponential growth in information 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 18 credits of general educational requirements and 45 credits of core requirements.

General Education Requirements (18 credit hours)
ENC 1101 English Composition (3)
MAC 1105 College Algebra (3)
STA 2023 Introduction to Probabilities and Statistics (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 (45 credit hours)
CET 1172C Computer Upgrading and Repair (3)
CET 1174C Advanced Computer Repair (3)
CGS 1000C Introduction to Computer Science (3)
CGS 1100 Introduction to Computer Applications (3)
CGS 1560 Computer Operating Systems (3)
CGS 2091 Professional Ethics and Social Issues in Computing (3)
CGS 2540 Introduction to Microcomputer Database Management (3)
CGS 2820 Introduction to Web Design & Website Management (3)
CIS 2321 Systems Analysis and Design (3)
CNT 1000 Introduction to Local Area Networking (3)
CNT 1*** Principles of Information Security Assurance (3)
COP 1000 Programming Logic (3)
COP 2800 Java Programming (3)
Select 6 credits from the following:
CGS, CIS, CNT, COP, CTS

Total Required Credits: 63
Associate in Science 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), the Professional Association of Diving Instructors (PADI), and the American Academy of Underwater Sciences (AAUS).

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)
ENT 1000 Entrepreneurship (3)
OR
GEB 1011 Introduction to Business (3)
OR
BUL 2241 Business Law (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)
PGY 1245C Underwater Photography (3)
EOC 2714C Recompression Chamber Operations (2)
EOC 2713C Breathing Gasses and Decompression Theory (3)
EMS 1344 Aquatic 1st Aid/CPR/O2 (1)
PEN 1141 SCUBA Equipment, Maintenance & Repair (2)

Electives (15 Credits required)
PEN 1136C Scuba Diving (2)
PEQ 1137C Divemaster (4)
PEQ 1136C Scuba Instructor Training (4)
MKA 2621 The Business of Diving (3)
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)
EMS 1159C Emergency Medical Technician (11)
EMS 2345 Diving Medical Technician (3)

Recommended Clusters for the 15 credits of required Electives:

Professional Dive Instructor Cluster (15 Credits)
PEQ 1137C Divemaster (4)
PEQ 1136C Scuba Instructor Training (4)
MKA 2621 The Business of Diving (3)
Any diving elective cluster courses (4)

Commercial / Work Diver Cluster (15 Credits)
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)
Any diving elective cluster courses (5)

Public Safety Cluster (15 Credits)
EOC 2710 Public Safety Diving (5)
Any diving elective cluster courses (10)

Dive Medical Technician Cluster (15 Credits)
EMS 1159C Emergency Medical Technician (11)
EMS 2345 Diving Medical Technician (3)
Any diving elective cluster courses (5-6)

Research Diving Cluster (15 Credits)
ISC 2132 Basic Research Diving (4)
Any diving elective cluster courses (11)

Free Electives for any Cluster
PEN 1142C Advanced Diving Equipment Maintenance and Repair (4)
PGY 2247C Advanced Underwater Photography (4)
ISC 1142 Nitrox in the Working Divers Environment (1)
PEN 1136C Scuba Diving (2)

Total Credits Required: 62
Associate in Science Marine Engineering, Management and Seamanship

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.

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)
ENT 1000 Entrepreneurship (3) OR GEB 1011 Introduction to Business (3) OR BUL 2241 Business Law (3)
MTE 1001C Marine Diesel Engine Overhaul (3)
MTE 1053C 2 & 4-Cycle Outboard Repair & Maintenance (3)
MTE 1180C Marine Engine Installation & Repowering Procedures (3)
MTE 1301 Fiberglass Theory (3)
MTE 1371C Fiberglass Boat Repair and Maintenance (3)
MTE 1400C Applied Marine Electricity (3)
MTE 1651C Gas & Electric Welding (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) OR OCE 1001 Introduction to Oceanography (3)

Elective Cluster (Choose one: 9-10 credits hours)
Gasoline Engines (9 credits)
MTE 1166C Marine Ignition & Fuel Systems (3)
MTE 2043C Marine 4-Cycle Gasoline Engines (3)
MTE 2072C Marine Propulsion Gasoline Engine Troubleshooting (3)

Diesel Engines (9 Credits)
MTE 1042C Marine Diesel Systems (3)
MTE 2058C Diesel Engine Testing Troubleshooting Procedures (3)
MTE 2160C Diesel Fuel Injection Systems (3)

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

Seamanship (10 Credits)
MTE 1802Coastal Navigation (3)
MTE 1882 Ocean Operator License Prep (4)
MTE 2883 One Hundred Ton Gross Master (3)

Welding (9 Credits)
Any MTE elective cluster course (3)
MTE 2652C Advanced Welding Techniques (3)
MTE 2654C Pipe Welding with MIG and TIG

Total Credits Required: 66
Associate in Science 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 work force 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 M.E.T. 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 (38 credits)
BSC 1010 Principles of Biology I (3)
BSC 1010L Principles of Biology I Lab (1)
ENT 1000 Entrepreneurship (3) OR GEB 1011 Introduction to Business (3) OR BUL 2241 Business Law (3)
ISC 2132 Basic Research Diving (4)
MTE 1053C 2 & 4 Cycle Outboard Engine Repair and Maintenance (3)
MTE 1811 Basic Seamanship (3)
OCB 1000 Introduction to Marine Biology (3)
OCB 2102C Marine Data Collection (4)
OCB 2721C Survey of Mariculture (4)
OCB 2263C Coral Reef Biology and Management (4)
OCE 1001 Intro to Oceanography (3)
PCB 2030 Environmental Biology (3)

Elective Cluster (9 credits)
EDG 1030 Dolphin Studies and Field Experience: Marine Mammal Interpretation (3)
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: Advanced Marine Mammal Training and Enrichment II (3)
OCB 1315 Marine Mammal Rescue (3)
OCB 2316 Cetacean Anatomy, Physiology and Pathology (3)

Total Credits Required: 62
Associate in Science 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)
PSY 2012 General Psychology (3)
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

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)
ENT 1000 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
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 Keys Community College.

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 1415 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

Electives (6 credit hours required)
Any course from CGS, CIS, COP, COT, CTS, ECO, MAN

Total credit hours: 33

Diving Technology Certificate

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 prerequisite course work required.

Fundamentals of Professional Diving (17 credits required)

PEN 2137C - Advanced Diving Theory and Practice (3)
EMS 1344 Aquatic 1st Aid/CPR/Oxygen (1)
Pen 1141 Scuba Equipment & Repair (2)
EOC 2713C Breathing Gases and Decompression Theory (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)

EOC 2715 Diving Safety (1)
EOC 2771 Diving Technology (4)
EOC 2772 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)

Computer Programmers Certificate

Computer programmers play an important role in helping firms make decisions to meet their short and long term goals. They use information systems acumen and business knowledge to build operating software to increase corporate profit levels, improve the company’s competitive standing and employee productivity.

This certificate program is designed to provide students with the skills to work under the leadership of a senior professional, providing support through the design, development, implementation and maintenance of a company’s internally developed application services. Certificate courses may be applied to the AS Computer Programming and Analysis degree.

Core Requirements (27 credit hours required)
ACG2021 Financial Accounting (3)
CGS 1000C Introduction to Computer Science (3)
CGS2540 Introduction to Microcomputer Database Management (3)
CIS 2321 Systems Analysis and Design (3)
COP1000 Fundamentals of Programming (3)
COP2800 Introduction to Java Programming (3)
CSS3100 Introduction to Computer Applications (3)
GBE1011 Introduction to Business (3)
MAC1105 College Algebra (3)

Electives (6 credit hours required)
Any course from CGS, CIS, COP, COT, CTS, ECO, MAN

Total credit hours: 33
Professional Research Diving (11 credits required)
ISG 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:
American Association of Underwater Sciences (AAUS)
Open Water Scuba Diver
Advanced Scuba Diver
Rescue Diver
Dive Master
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

Professional Association of Dive Instructors:
American Association of Underwater Sciences (AAUS)
Open Water Scuba Diver
Advanced Scuba Diver
Rescue Diver
Dive Master
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

Certificate in Entrepreneurship (12 credit hours)
This program is designed to provide individuals with the skills and knowledge necessary to start, operate, maintain, and improve their own business. Students will develop a portfolio of assignments throughout the coursework that will culminate in a business plan presentation to community members. To prepare for this capstone event, students will first learn the fundamentals of the business environment. Subsequently, this knowledge will provide a foundation for students to create a marketing plan and pro forma financial statements. Additionally, students will gain a working knowledge of E-Commerce and related electronic business enhancement.

Sequence of courses:
GEB 1011 – Introduction to Business (3)
MAR 2011 – Principles of Marketing (3)
ACG 2021 – Financial Accounting (3)
ENT 1000 – Entrepreneurship (3)

Marine Engineering Certificate (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 approximately one (1) calendar year.

Program Core (15 credits required)
MTE 1180C Marine Engine Installation and Repowering Procedures (3)
MTE 1400C Applied Marine Electricity (3)
MTE 1651C Gas & Electric Welding (3)
MTE 2062 Marine Corrosion and Corrosion Prevention (2)
MTE 2234C Marine Gearcase, Outdrives and Transmission System (4)

Elective Cluster (19 credits required)
Gasoline Engines
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)
MTE 2043C Marine 4-Cycle Stern Drive Inboard Engines (3)
Diesel Engines
MTE 1001C Marine Diesel Engine Overhaul (3)
MTE 1042C Marine Diesel Systems (3)
MTE 2058C Diesel Engine Testing Troubleshooting Procedures (3)
MTE 2160C Diesel Fuel Injection Systems (3)
Total Credits Required: 34

Other Optional Certifications:
USCG Captains License
FKCC Welding Certification

Applied Technology Diploma

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 or polygraph exam, 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.)
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 or polygraph exam, 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

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 to 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 or
- successfully complete the application process and acceptance by the Director, Institute of Criminal Justice, Florida Keys Community College

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.)
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 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 or
- 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 or
- 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 or polygraph exam, and fingerprints)
- pass a Criminal Justice Standards and Training Commission approved Basic Abilities Test
• if not currently employed by a Criminal Justice Agency, be able to pass a criminal history background investigation (Psychological, CVSA or polygraph exam, 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 or
• 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 or polygraph exam, 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.)
CJK 0040C CMS Criminal Justice Firearms (80 hrs.)
CJK 0051 CMS Criminal Justice Defensive Tactics (80 hrs.)
CJK 0240 Law Enforcement Auxiliary Introduction (27 hrs.)
CJK 0241 Law Enforcement Auxiliary Patrol and Traffic (19 hrs)
CJK 0242 Law Enforcement Auxiliary Investigations (17 hrs.)
CJK 0422 Dart Firing Stun Gun (8 hrs.)

TOTAL: 319 Hours

Specialized Areas

Continuing Education and Workforce

The Continuing Education and Workforce 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; Upper Keys Center at Coral Shores High School, Overseas HWY, Tavernier, FL; Middle Keys Center at Marathon High School Sombrero Rd, Marathon, FL; 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.

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.
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>
<th>Level Code (1st digit)</th>
<th>Century Digit (2nd digit)</th>
<th>Decade Digit (3rd digit)</th>
<th>Unit Digit (4th digit)</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYG</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>No laboratory component in this course</td>
</tr>
<tr>
<td>Sociology General</td>
<td>Freshman level at this institution</td>
<td>Entry level General Sociology</td>
<td>Survey Course</td>
<td>Social Problems</td>
<td></td>
</tr>
</tbody>
</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 subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix 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 state 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.
- developmental 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

#### Postsecondary Educational Readiness Test

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Name</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>104-150</td>
<td>No Preparatory Course Required</td>
<td></td>
</tr>
<tr>
<td>84-103</td>
<td>REA 0017 Developmental Reading II</td>
<td></td>
</tr>
<tr>
<td>50-83</td>
<td>REA 0007 Developmental Reading I</td>
<td></td>
</tr>
<tr>
<td>49 &amp; Below</td>
<td>See counselor or Testing Coordinator for more Information</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Name</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>99-150</td>
<td>No Preparatory Course Required</td>
<td></td>
</tr>
<tr>
<td>90-98</td>
<td>ENC 0025 Developmental Writing II</td>
<td></td>
</tr>
<tr>
<td>50-89</td>
<td>ENC 0015 Developmental Writing I</td>
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</table>

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Name</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>123-150</td>
<td>College Algebra or Equivalent</td>
<td></td>
</tr>
<tr>
<td>113-122</td>
<td>MAT 1033 Intermediate Algebra</td>
<td></td>
</tr>
<tr>
<td>96-112</td>
<td>MAT 0028 Developmental Math II</td>
<td></td>
</tr>
<tr>
<td>50-95</td>
<td>MAT 0018 Developmental Math I</td>
<td></td>
</tr>
</tbody>
</table>

#### Florida College Entrance Level Placement Test

<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 No Preparatory Course Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>54-82 REA 0017 Developmental Reading II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30-53 REA 0007 Developmental Reading I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29 &amp; below See counselor or Testing Coordinator for more Information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Name</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPTL</td>
<td>College Placement Test Language Sentences</td>
<td>83 &amp; above No Preparatory Course Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>60-82 ENC 0025 Developmental Writing II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-59 ENC 0015 Developmental Writing I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Name</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPTA</td>
<td>College Placement Test Arithmetic</td>
<td>57 &amp; above None or QMB1001; MTB1350</td>
</tr>
<tr>
<td></td>
<td></td>
<td>56 &amp; below MAT 0002-Basic Arithmetic/ MAT 0018 Developmental Math I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Name</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPTE</td>
<td>College Placement Test Elementary Algebra</td>
<td>98 &amp; above MAC 1105; MGF 1106; MAC 1114</td>
</tr>
<tr>
<td></td>
<td></td>
<td>72-97 MAT 1033; STA 2023; PHI 2100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>71 &amp; below MAT 0024/ MAT 0028 Developmental Math II</td>
</tr>
</tbody>
</table>

#### ACT

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Name</th>
<th>Placement</th>
</tr>
</thead>
</table>
### SAT

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Name</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>S01</td>
<td>Reading and English (with subscore)</td>
<td>440 &amp; above No Preparatory Course Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>439 &amp; below REA 0017 Developmental Reading II &amp; REA 0007 Developmental Reading I &amp; ENC 0025 Developmental Writing II &amp; ENC 0015 Developmental Writing I</td>
</tr>
</tbody>
</table>

### ACT

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Name</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01</td>
<td>ACT Verbal Reading</td>
<td>18 &amp; above No Preparatory Course Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17 &amp; below REA 0017 Developmental Reading II &amp; REA 0007 Developmental Reading I</td>
</tr>
<tr>
<td>A02</td>
<td>ACT Verbal English</td>
<td>17 &amp; above No Preparatory course Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16 &amp; below ENC 0015 Developmental Writing I &amp; ENC 0025 Developmental Writing II</td>
</tr>
<tr>
<td>A03</td>
<td>ACT Math Arithmetic</td>
<td>21 &amp; above MAC 1105, MGF 1106; MAC 1114</td>
</tr>
<tr>
<td></td>
<td></td>
<td>19-20 MAT 1033; STA 2023; PHI 2100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17-18 MAT 0024/ MAT 0028 Developmental Math II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16 &amp; below MAT 0002/ MAT 0018 Developmental Math I</td>
</tr>
</tbody>
</table>

### 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 Provost is necessary to enrolled 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 developmental level courses must enroll in the required remedial course work.

### Course Descriptions

**ACG 2021 - Financial Accounting**

3.000 Credits

Prerequisites:

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**

3.000 Credits

Prerequisites: 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
3.000 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
3.000 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
3.000 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
3.000 Credits
Prerequisites: 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
3.000 Credits
Prerequisites: ENC 1101 CR C or (A03 018 and A01 017) or (CPTR 083 and CPTL 083) or S01 440 or FCTR 355 or (PRTR 104 or PRTL 099)

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
3.000 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
3.000 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
3.000 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
3.000 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
3.000 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
3.000 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
3.000 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
3.000 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
3.000 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
3.000 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
3.000 Credits
Prerequisites: 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
3.000 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**  
3.000 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**  
3.000 Credits

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

**ART 2554C - Beginning Oil Painting**  
3.000 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**  
3.000 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**  
3.000 Credits  
Prerequisites: 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**  
3.000 Credits  
Prerequisites: ART 2752C CR C

This is the second course in the sequence of skill-building courses in wheel throwing.

**ART 2772C - Raku**  
3.000 Credits

This course provides an in-depth exploration of raku forms, glazing and firing techniques.

**ART 2940L - Art Laboratory**  
2.000 Credits  
Prerequisites: 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**  
3.000 Credits

Descriptive study of the elements of astronomy including the chemical composition and motion of the planets, their moons, comets and asteroids. Theories of solar system formation, the Sun and the universe are discussed and compared based on the physical and the chemical nature of matter. Such current topics as the “Greenhouse Effect” caused by increased levels of carbon dioxide in the atmosphere and “The Hole in the Ozone Layer” caused by the release of flurochlorcarbons into the atmosphere are used to help understand the chemical nature of the atmospheres of other planets and their moons and the implications for planet Earth. Mathematical procedures are not stressed. Use of telescopes and computer software enhance the study of celestial objects. Recommended for liberal arts majors.

**BSC 1005 - Survey of Biological Science**  
3.000 Credits

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**  
3.000 Credits  
Prerequisites: ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 or ( PRTR 104 and PRTL 099 )  
Co-requisites: 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**  
1.000 Credits  
Prerequisites: ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 or ( PRTR 104 and PRTL 099 )  
Co-requisites: 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**  
3.000 Credits  
Prerequisites: ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 or ( PRTR 104 and PRTL 099 )  
Co-requisites: 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
1.000 Credits
Prerequisites: ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or 501 440 or FCTR 355 or ( PRTR 104 and PRTL 099 )
Co-requisites: 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.

BSC 1020 - Human Body
3.000 Credits

Basic introduction to human anatomy and physiology emphasizing cellular biology, biochemistry, and body systems. Excellent preparation for further studies.

BSC 1085 - Anatomy and Physiology I
3.000 Credits
Prerequisites: BSC 1085L

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 1085L - Anatomy and Physiology I Lab
1.000 Credits
Prerequisites: 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
3.000 Credits
Prerequisites: BSC 1085 CR C and BSC 1085L CR C
Co-requisites: 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
1.000 Credits
Prerequisites: BSC 1086
Co-requisites: 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
3.000 Credits
Prerequisites: BUL 2241 CR C

Business law as part of the management environment; common and statutory law, contract law, agency, and commercial transactions.

BUL 2242 - Business Law II
3.000 Credits
Prerequisites: BUL 2241 CR C

Business law as part of the management environment; commercial paper, bankruptcy, business organizations, property, and government regulations.

CCJ 1010 - Introduction to Criminology
3.000 Credits

The course will consist of an examination of crime, overall and by category and their impact on social policy. The emphasis will be on an examination of theories of crime causation; their research support criminological theories covered will be classical, biological, sociological, psychological, economic, and multidisciplinary.

CCJ 1020 - Introduction to the Criminal Justice System
3.000 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.

CCJ 2618 - Criminal Psychology
3.000 Credits
Prerequisites: ENC 1101 CR C

This course is an examination of psychology of human behavior as it relates to crime. The student will be introduced to psychopathology, the sexually violent offender, and serial murder. The student will also examine violent juvenile offenders and the process of psychological conditioning which allows them to commit violent criminal acts.

CCJ 2650 - Narcotics and Dangerous Substances
3.000 Credits

This course will examine general problems created by illegal use of narcotics and dangerous substances, with emphasis upon classification, description and history of drugs, etiology of addiction, extent of drug use and its relationship to criminal behavior and methods of control.

CCJ 2704 - Research Methods in Criminal Justice
3.000 Credits
Prerequisites: CJL 2100 CR C and ENC 1101 CR C

The course will examine strategies, data collection and emphasis of data analysis in the investigation of questions which arise in criminology and criminal justice. Particular focus will be placed upon understanding the role, theory and functions of the research process from criminal justice professionals.

CET 1172C - Computer Upgrade & Repair
3.000 Credits
Prerequisites: CGS 1000C CR C
The purpose of this course is to prepare students to configure and maintain computer systems. Topics include components of a personal computer system, storage devices, power supplies, adaptors, display devices, laptops, portable devices, printer configuration, operating system features, operating system installation, operating system configuration, troubleshooting and preventive maintenance. Upon completion of this course the student will be prepared to take the A+ Essentials certification exam.

**CET 1174C - Advanced Computer Repair**  
3.000 Credits  
Prerequisites: CET 1172C CR C

The purpose of this course is to prepare students to configure and maintain computer systems. Topics include networking principles, networking hardware, security solutions, authentication techniques, operational procedures, troubleshooting hardware, troubleshooting laptops, resolving printer problems, operating system structures, commands and utilities, installing and troubleshooting networks and system security. Upon completion of this course the student will be prepared to take the A+ Practical Application Exam.

**CGS 1000C - Introduction to Computer Science**  
3.000 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**  
3.000 Credits

This is an applications and theory course designed to familiarize participants with computers and their uses in education. Topics include writing with a word processor, 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**  
3.000 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 1550 - Introduction to the World Wide Web**  
3.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. This course introduces students to the fundamental concepts and devices 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**  
1.000 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.
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 1046L - General Chemistry II Lab
1.000 Credits
Prerequisites: CHM 1045 CR C
Co-requisites: CHM 1046L

Topics will be selected to complement the lecture material from CHM1046. Major topics will be redox titrations and the separation and identification of groups I-IV cations.

CHM 2210 - Organic Chemistry I
3.000 Credits
Prerequisites: CHM 1046 CR C and CHM 1046L CR C
Co-requisites: CHM 2210L

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 2210L - Organic Chemistry I Lab
1.000 Credits
Prerequisites: CHM 1046 CR C and CHM 1046L CR C
Co-requisites: CHM 2210L

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 2211 - Organic Chemistry II
3.000 Credits
Prerequisites: CHM 2210 CR C
Co-requisites: CHM 2211L

Chemical Equilibria, kinetics and electo-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 2211L - Organic Chemistry II Lab
1.000 Credits
Prerequisites: CHM 2210L CR C and CHM 2210 CR C

Experimentation will be designed to reinforce the lecture topics in 2211C and familiarize students with laboratory equipment and techniques. 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.

CHM 2211L - Organic Chemistry II Lab
1.000 Credits
Prerequisites: CHM 2210L CR C and CHM 2210 CR C
Co-requisites: CHM 2211

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 1940 - Special Topics in CIS
1.000 TO 3.000 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.

CJC 2162 - Introduction to Probation and Parole
3.000 Credits
Prerequisites: (COP 1000 CR C or COP 1170C CR C or COP 1220C CR C or COP 1332 CR C or COP 2121C CR C or COP 2221 C CR C or COP 2334C CR C or COP 2800 CR C or COP 2805 CR C )

This course reviews and evaluates the history, organization, administration, and effectiveness of probation, parole and parole as it is used as a behavior modification process is considered.

CJC 2169 - Advanced Probation and Parole
3.000 Credits
Prerequisites: CJC 2162 CR C

This course reviews the theories and practices of probation and parole within a community setting. The study of probation and parole as it is used as a behavior modification process is considered.

CJE 1640 - Introduction to Forensics
3.000 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
3.000 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.
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**

- **.370 CEUs**
- **Prerequisites: INST 0**

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**

- **2.300 CEUs**
- **Prerequisites: 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**

- **1.330 CEUs**
- **Prerequisites: 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**

- **2.530 CEUs**
- **Prerequisites: 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**

- **1.600 CEUs**
- **Prerequisites: 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**

- **1.330 CEUs**
- **Prerequisites: INST 0**

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

**CJK 0040C - Firearms**

- **2.670 CEUs**
- **Prerequisites: 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.

**CJK 0051 - CJ Defensive Tactics**

- **2.670 CEUs**
- **Prerequisites: INST 0**

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 class room instruction most of this course is physical training.

**CJK 0061 - Patrol 1**

- **1.930 CEUs**
- **Prerequisites: INST 0**

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.

**CJK 0062 - Patrol 2**

- **1.330 CEUs**
- **Prerequisites: INST 0**

This course provides an overview of law enforcement techniques and tactics officers focusing on ICS training, crowd control, gangs and extremist groups, HAZMAT situations, and bombs and explosives.

**CJK 0071 - Criminal Investigations**

- **1.870 CEUs**
- **Prerequisites: INST 0**

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

**CJK 0076 - Crime Scene Investigations**

- **.800 CEUs**
- **Prerequisites: INST 0**

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 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.

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 officers. Students will become familiar with case law and how it interprets and further explains enacted laws.

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 officers.

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 teh 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.

This course introduces the officer 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.

This course is designed for the officer's to perform his/her job.
CJK 0241 - LE Auxiliary Patrol and Traffic
.633 CEUs
Prerequisites: 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
.567 CEUs
Prerequisites: 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
1.530 CEUs
Prerequisites: 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
.730 CEUs
Prerequisites: 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
1.400 CEUs
Prerequisites: 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
2.070 CEUs
Prerequisites: 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
1.330 CEUs
Prerequisites: 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
.270 CEUs
Prerequisites: 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
.870 CEUs
Prerequisites: 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
3.000 Credits
Prerequisites: CCJ 1020 CR C and CJE 2600 CR C
The course will be concerned with the sources and elements of criminal law, to include an historical background and the foundation of American criminal law, including the United States Constitutional requirements, federal and state jurisdictions, and rules of evidence and procedure. Emphasis will be placed on criminal law related to law enforcement with particular attention to rights given to officers and defendants in the course of the criminal justice process.

CNT 1000 - Introduction to Local Area Computer Networking
3.000 Credits
Prerequisites: 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
1.000 Credits
Prerequisites: CGS 1000C CR C
This course is not ordinarily counted in the Associate in Arts degree. This 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.

CNT 1401 - Principles of Information Security And Assurance
3.000 Credits
Prerequisites: CGS2091 with grade C or better
Basic computer and network security theory, concepts and terminology are presented. The CIA triad, basic threats, intrusion detection techniques, vulnerabilities and their various countermeasures are included. Students will also discuss ethical behaviors and basic security practices for authentication, encryption and secure network topologies.

COP 1000 - Fundamentals of Programming
3.000 Credits
Prerequisites: 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 1220C - C Programming**  
3.000 Credits  
Prerequisites: 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**  
4.000 Credits  
Prerequisites: 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 event-driven programming, concepts, visual basic data and logic structure, objects, properties, methods, subroutines, functions, and the visual basic design environment.

**COP 2121C - COBOL II**  
3.000 Credits  
Prerequisites: 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**  
4.000 Credits  
Prerequisites: COP 1220C 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++**  
3.000 Credits  
Prerequisites: 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**  
3.000 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.

**COP 2805 - Advanced Java Programming**  
3.000 Credits  
Prerequisites: COP 2800 CR C

This course is not ordinarily counted in the Associate in Arts degree. Advanced Java programming concepts. Includes applets, interfaces, packages, properties, exception handling, native methods, multimedia mechanisms, multithreading, and networking capabilities. Continuation of Java's object-oriented features with major emphasis on class implementation. Advanced GUI Design using Java's AWT Package with major emphasis on event handling.

**COT 2003 - Foundations of Computer Science**  
4.000 Credits  
Prerequisites: MAC 1105 CR C or COP 1210C CR C or COP 1220C CR C

This is an introduction to composite and abstract data structures, searching and sorting algorithms, recursion, vcomputer architecture, and Boolean algebra. Emphasis is placed on the analysis of problem solving using examples written in pseudo-C. This is an excellent preparation for upper-level coursework in computer science.

**CRW 1001 - Creative Writing I**  
3.000 Credits  
Prerequisites: ENC 1101 CR C or (A03 018 and A01 017) or (CPTR 083 and CPTL 083) or S01 440 or FCTR 355 or (PRTR 104 and PRTL 099)

This course is designed to develop students' literary voices through the study and application of techniques of writing fiction, poetry, drama and the essay. Through supportive in-class critiques and occasional discussion of professional models, the student learns the craft of writing. This course includes a 6,000 word writing requirement.

**CRW 1300 - Beginning Poetry Writing**  
3.000 Credits  
Prerequisites: ENC 1101 CR C or (A03 018 and A01 017) or (CPTR 083 and CPTL 083) or S01 440 or FCTR 355 or (PRTR 104 and PRTL 099)

This course focuses on shorter poetry writing in a workshop format. Basic structural and formal elements of conventional, free form and experimental poetry are introduced and interpreted through readings of and structured critical response to the student’s own poetry. Occasionally, established poets’ work is introduced as example and model. Through supportive in-class critique, the student learns the craft of revising poetry. The course includes a 6,000 word writing requirement.

**CRW 2100 - Beginning Fiction Writing**  
3.000 Credits  
Prerequisites: ENC 1101 CR C or (A03 018 and A01 017) or (CPTR 083 and CPTL 083) or S01 440 or FCTR 355 or (PRTR 104 and PRTL 099)

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 1155 - Microcomputer Help Desk I**  
4.000 Credits  

This course is not ordinarily counted in the Associate in Arts degree. This course is designed to teach students practical PC help desk skills. Students learn to use appropriate troubleshooting, diagnostic, and problem resolution techniques.
to resolve PC software and hardware problems. Real world situations are addressed through a combination of lecture, demonstration, and an emphasis on practical, intensive laboratory activities.

**ECT 1261C - Microsoft Excel**  
3.000 Credits  
Prerequisites: CTS 2104 CR C

This course is not ordinarily counted in the Associate in Arts degree. Microsoft Excel 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.

**ECT 2104 - Microsoft Windows**  
3.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. Microsoft Windows is a multi-tasking operating environment with a Graphical User Interface for IBM PC compatible microcomputers. It employs a point and click approach to operating the computer with windows, pull down menus and icons. The course will consist of guided hands-on session and lab exercises.

**ECT 2201C - Microsoft Word**  
3.000 Credits  
Prerequisites: CTS 2101 CR C

This course is not ordinarily counted in the Associate in Arts degree. This hands-on class utilizes a variety of practical exercises with Microsoft Word to develop an understanding and proficiency in its operation, capabilities, and applications. The course introduces the student to word processing concepts and procedures of inputting, accessing, editing, correcting, formatting and outputting documents using Microsoft Word.

**ECT 2750C - Microsoft Works**  
3.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. Microsoft Works is integrated software. It is intended for students who wish to gain hands-on experience with popular types of computer software including word processing, spell check, mail merge, database, spreadsheet, charting and drawing.

**DEP 2004 - Human Growth and Development**  
3.000 Credits  
Prerequisites: ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 or ( PRTR 104 and PRTL 099 )

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 - Microeconomics**  
3.000 Credits  
Prerequisites: ( ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 ) or ( PRTR 104 and PRTL 099 ) and ( MAT 0002 CR C or CPTA 057 or A02 017 or S02 400 ) or PRTM 096

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**  
3.000 Credits  
Prerequisites: ECO 2013 CR C

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**  
3.000 Credits  
Prerequisites: ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 or ( PRTR 104 and PRTL 099 )

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**  
3.000 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**  
3.000 Credits

This introductory program surveys a wide range of knowledge, theories and outgoing research concerning marine mammals, animal husbandry, operand 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**  
3.000 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.

**EDF 2002 - Educational Psychology**  
3.000 Credits

Course requirements center on active participation in the course and passing comprehensive end of course exam.
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.

**EME 2040C - Introduction to Technology for Educators**
3.000 Credits

Application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer as well as data-driven decision-making processes. Identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology. Students will be provided an overview of the Florida Educator Accomplished Practices, Sunshine State Standards, the Professional Educator Competencies, and the National Educational Technology Standards. This course is an applications and theory course designed to familiarize participants with various technologies and their uses in education.

**EMS 1381C - EMT Recertification**
3.000 Credits
Prerequisites: 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**
3.000 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 for extrication 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**
3.000 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 0015 - Developmental Writing I**
3.000 Credits
Prerequisites: PRTL 099

Build writing skills, support written arguments, and demonstrate command of standard written English.

**ENC 1101 - English Composition I**
3.000 Credits
Prerequisites: FCTR 355 or (CPTR 083 and CPTL 083) or (PRTR 104 and PRTL 099) and MAT 0024C CR C. or CPTE 072 or A02 019 or SO2 440 or PRTM 113

Build writing skills, support written arguments, and demonstrate command of standard written English.

**ENC 1101 - English Composition II**
3.000 Credits
Prerequisites: (ENC 1101 CR C. and REA 0003C CR C. ) or (A03 018 and A01 017 ) or (CPTR 083 and CPTL 083) or (SO1 440 or FCTR 355 or (PRTR 104 and PRTL 099)

Build writing skills, support written arguments, and demonstrate command of standard written English.

**PRTL 1130 - Intro to Psychology**
3.000 Credits
Prerequisites: ENC 1101 CR C.

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.

**PRTL 1120 - English Composition II**
3.000 Credits
Prerequisites: ENC 1101 CR C.

This course does not ordinarily count in the Associate in Arts degree. Instructs individuals in the 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.
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. Includes a 6,000 word writing requirement.

**ENG 1300 - Writing about Film**  
3.000 Credits  
Prerequisites: ENC 1101 CR C

A basic course in film literacy concentrating on the techniques, genre, history, theory and criticism of film and film making which lie beyond our understanding of films. Students will view selected films, develop critical skills, and evaluate, orally and in writing, the products of film making.

**ENT 1000 - Entrepreneurship**  
3.000 Credits

This course provides business and non-business majors with the skills necessary to succeed as an entrepreneur. The fundamentals of starting and operating a business, developing a business plan, obtaining financing, marketing a product or service and developing an effective accounting system will be covered.

**EOC 1720 - Nitrox in the Working Divers Environment**  
1.000 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**  
5.000 Credits  
Prerequisites: 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**  
4.000 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 2712C - Recompression Chamber Operations**  
2.000 Credits  
Prerequisites: EOC 2712C CR C

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 divermaster 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 2930 - Diving Safety Coordinator**  
5.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. 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.

**EOC 2949 - Diving in the Work Environment**  
6.000 Credits  
Prerequisites: PEN 2137C CR C

This course is an internship opportunity with the Georgia Aquarium, the world's largest aquarium in the world. The 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.
ESL 0081C - Intermediate English as a Second Language: Combined Skills  
4.000 Credits  
Prerequisites: INST 0  

(Does not carry college credit.) This course precedes REA 0010 and ENC 0020. The focus of this course is on the non-native speaker of English who is in need of intensive work on understanding, speaking, reading, and writing English in order to function more effectively in the classroom and on the job. This course involves both classroom (3 hrs.) and language laboratory (2 hrs.).

EUH 2032 - European History: The Holocaust  
3.000 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.

FIN 1001 - Principles of Finance  
3.000 Credits  
Prerequisites: (ENC 1101 CR C or (A03 018 and A01 017) or (CPTR 083 and CPFT 083) or 501 440 or FCFT 355) or (PRTR 104 and PRTL 099) and (MAT 0002 CR C. or CPTA 057 or A02 017 or S02 439) or PRTM 096  

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  
3.000 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  
1.000 TO 4.000 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.

GRA 1100C - Introduction to Computer Based Design  
3.000 Credits  
Prerequisites: GRA 1156C CR C  

This course is an introduction to the computer as a tool for graphic design.

GRA 1140C - Beginning Multimedia Production  
3.000 Credits  
Prerequisites: GRA 1156C CR C  

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.

HCP 0001 - Health Careers Core

HCP 0102 - Articulated Nursing Assistant Theory and Clinical  
2.500 CEUs  

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.

HIS 2071 - Oral and Community History  
3.000 Credits  

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.

HIS 2155 - Historiography, Methods and Research  
3.000 Credits  
Prerequisites: ENC 1101 CR C  

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.

HUM 1020 - Introduction to Humanities  
3.000 Credits  
Prerequisites: ENC 1101 CR C  

This is a basic introduction to the student of humanities using an interdisciplinary 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.

HUM 2250 - Humanities in the 20th Century  
3.000 Credits  
Prerequisites: ENC 1101 CR C  

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.

HUS 1007 - Introduction to Certified Addictions Professional Process  
1.000 Credits  

This course helps the student gain information about certification, why certification is necessary and the overall mission of the Certification Board of Addictions Professionals of Florida (CBAPF). Classifications of addiction professionals are explained as well as legibility requirements, standards and proficiency measures are covered.

HUS 1337 - Overview of Client Screening, Intake, Diagnostic Assessment and Orientation
This course defines client screening, eligibility, appropriateness, intake, assessment, and orientation. The steps that counselors take in each phase are covered. Patient rights and ethical/legal requirements of Florida are explored.

**HUS 1348 - Overview of the Criminal Justice Approach to Chemical Dependency**
1.000 Credits

This course provides an overview of the various criminal justice and treatment approaches for the chemically impaired offender. Strategies for treating an inmate population as well as those on community control will be examined using Moral Recognition Therapy (MRT).

**HUS 1400 - Introduction to Chemical Dependency/Addiction**
2.000 Credits

This course is one of the basic introduction courses in the addictions studies program and includes a basic overview of the disease of addiction/chemical dependency; a historical perspective of addictions and reviews a variety of addiction disorders; DSM-IV criteria necessary to diagnose addiction/dependence and abuse and to become familiar with the differences between abuse and dependence; introductory knowledge on the permanent brain chemistry changes that take place in addiction; a theoretical basis for treating addiction and treatment protocol.

**HUS 1415 - Case Management in Human Services**
3.000 Credits

This course will explore various approaches used by the addictions professional to help facilitate linking a client with needed community services to include housing, disability, mental health and substance abuse treatment, and medical needs. Skills used in case management will be addressed as well as an introduction to current research.

**HUS 1421 - Assessment and Treatment Planning**
2.000 Credits

This course mixes both theory and practical application of the process of gathering data from a number of sources and synthesizing this information for the purpose of preparing a treatment plan for an addiction client. It begins with a review of addiction basics and ends with each student completing an assessment interview and writing up a Bio-psycho-social Narrative Assessment.

**HUS 1422 - Communication Skills Using Therapeutic Communication**
1.0 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**
2.000 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**
2.000 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**
2.000 Credits

This course expands on theories of counseling as they specifically apply to counseling the chemically dependent client. The focus of the course is 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**
1.000 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**
1.000 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**
1.000 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**
1.000 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**
1.000 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 are 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**
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
1.000 Credits

Multicultural counseling has been a rapidly growing component of counselor 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
3.000 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
1.000 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
2.000 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
2.000 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
3.000 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
3.000 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
1.000 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 2454 - Managing Depression/Suicide in Recovery
1.000 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
1.000 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
1.000 Credits

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

HUS 2482 - Issues of Intimacy and Sexuality
1.000 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
1.000 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
3.000 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
4.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. This is a multi disciplinary course designed to
LIS 2004 - Introduction to Internet Research
3.000 Credits

This course is offered by the Florida public community college system. It is delivered via Desire to Learn, our online learning platform. 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
3.000 Credits
Prerequisites: 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
3.000 Credits
Prerequisites: ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 or ( PRTR 104 and PRTL 099 )

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 2020 - Introduction to Short Fiction
3.000 Credits
Prerequisites: ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 or ( PRTR 104 and PRTL 099 )

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
3.000 Credits
Prerequisites: 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 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
3.000 Credits
Prerequisites: MAT 1033 CR C or A02 018 or S02 480 or CPTE 098 or FCTR 375 or FRTM 123

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 1144 - Trigonometry
3.000 Credits
Prerequisites: MAT 1033 CR C or ( S02 480 or CPTE 098 or FCTR 375 or A02 011 ) or FRTM 123 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
3.000 Credits
Prerequisites: 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
4.000 Credits
Prerequisites: MAC 1114 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 II
4.000 Credits
Prerequisites: 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
3.000 Credits
Prerequisites: ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 or ( PRTR 104 and PRTL 099 )

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
3.000 Credits

A study of modern management concepts. Topics include motivation, group dynamics, effects of technology, planning, organizing, leadership, communications, controlling, and management systems. Studies study typical management issues and cases.
MAN 2949 - Experiential Applications in Management
3.000 Credits
Independent Study/Cooperative Education

MAR 2011 - Principles of Marketing
3.000 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
2.000 Credits
Prerequisites:
(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 0018 - Developmental Mathematics I
3.000 Credits
Prerequisites: PRTM 050
Topics include: whole numbers; integers; fractions; decimals; percents; geometry; pre-algebra.

MAT 0024C - Introduction to Algebra
3.000 Credits
Prerequisites: 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 0028 - Developmental Mathematics II
3.000 Credits
Prerequisites: PRTM 096
Topics include: exponents and polynomials; factoring; radicals, rationals; linear equations; graphing.

MAT 1033 - Intermediate Algebra
3.000 Credits
Prerequisites: MAT 0024C CR C. or CPTA 072 or A02 019 or S02 440 or PRTM 113
This course covers 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.

MGF 1106 - Mathematics for Liberal Arts I
3.000 Credits
Prerequisites: ( ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 ) or ( PRTR 104 and PRTL 099 ) and ( MAT 1033 CR C or A02 021 or S02 480 or CPTE 098 ) or FCTM 375 or PRTM 123 ( 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 best 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
3.000 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
3.000 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 manufacturer’s literature, each student in lab will submit written reports on engines condition, parts list, and measurements.

MTE 1042C - Marine Diesel Systems
3.000 Credits
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 1053C - 2 and 4 Cycle Outboard Repair and Maintenance
3.000 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 manufacturers’ 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 1166C - Marine Ignition and Fuel Systems
3.000 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 1180C - Marine Engine Installation and Repowering Processes
3.000 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 manufacturers’ 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 1300C - Introduction to Fiberglass Boat Manufacturing
5.000 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 floor will also be covered and if time allows demonstrated.

MTE 1301 - Fiberglassing Theory
3.000 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
4.000 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
3.000 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
3.000 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
3.000 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 1802 - Coastal Navigation
3.000 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 1811 - Basic Seamanship
3.000 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
4.000 Credits

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 2043C - Marine 4-Cycle Gasoline Engine
3.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. A lecture-laboratory course on four-cycle in-line
MTE 2058C - Diesel Engine Testing Troubleshooting Procedures
3.000 Credits
Prerequisites: 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
2.000 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
3.000 Credits
Prerequisites: 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 Dynameter testing using K & D Dynameter.

MTE 2160C - Diesel Fuel Injection Systems
3.000 Credits
Prerequisites: MTE 1042C 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
4.000 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 engines 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
3.000 Credits
Prerequisites: 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 Tilt and Trim operations and repairs.

MTE 2652C - Advanced Welding Techniques
3.000 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
3.000 Credits
Prerequisites: 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 GTAW and GMAW 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
3.000 Credits
Prerequisites: 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
3.000 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
1.000 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
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**
1.000 TO 3.000 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**
1.000 TO 3.000 Credits

Prerequisites: MVV 1110 CR C

Continuation of MVV 1110.

**MVV 2930 - Special Topics**
3.000 Credits

An individually designed course of study, to further the solo and ensemble vocal development of the singer.

**NUR 1020C - Fundamentals of Nursing**
7.000 Credits

Prerequisites: DEP 2004 CR C and BSC 1085C CR C and NUR 1192 CR C

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 1142 - Pharmacology for Nursing**
2.000 Credits

An introductory course in pharmacology for nurses. The outline is coordinated to match lecture content.

**NUR 1211C - Clinical Nursing I**
8.000 Credits

Co-requisites: MCB 1010C NUR 1142C NUR 1211L

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**
6.000 Credits

Prerequisites: SPC 1040 CR C

Co-requisites: NUR 1520L SPC 1040

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 development. Studies of women's health, the reproduction cycle, growth and development of the child, well and ill child care, and the impact of illness on hospitalization on the family are provided in the classroom. These studies provide the student with the theoretical basis to safely apply the nursing process in caring for obstetric and pediatric clients in a variety of healthcare settings.

**NUR 2213C - Clinical Nursing II**
8.000 Credits

Prerequisites: NUR 1211C CR C and MCB 1010C CR C and NUR 1142C CR C

Co-requisites: ENC 1101 NUR 2213L NUR 2825 SYG 1000

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**
8.000 Credits

Prerequisites: NUR 1020C CR C and BSC 1086C CR C * and DEP 2004 CR C * and NUR 1192 CR C

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 development. Studies of women's health, the reproduction cycle, growth and development of the child, well and ill child care, and the impact of illness on hospitalization on the family are provided in the classroom. These studies provide the student with the theoretical basis to safely apply the nursing process in caring for obstetric and pediatric clients in a variety of healthcare settings.

**NUR 2818C - Clinical Nursing III**
3.000 Credits

Clinical Nursing III provides students with the opportunity to build upon knowledge and skills developed in previous nursing courses. Students are introduced to implementing principles of leadership and management. Classroom content relates to the preparation of the student for assuming the role of professional nurse. Prioritization and delegation are important concepts in this course. The clinical component is an individualized experience that is selected in collaboration with the faculty and an RN preceptor. One alternate preceptor may be designated. Guidelines for level II practicum experiences are defined by the Florida Board of Nursing in the Nurse Practice Act chapter 64B (15 a-g). All preceptor practicum experiences are to be obtained on an adult medical-surgical unit or floor. The only exceptions considered are for LPNs and require the permission of the faculty and program director. The clinical component of practicum will not commence until all requirements for NUR 2462C are successfully met. The preceptor must be approved by the nursing program and must be an RN licensed in the State of Florida. It is the responsibility of the student to meet with the preceptor to review clinical expectation and goals prior to beginning clinical time. The student must obtain a resume from the preceptor and a signed letter of agreement.

**NUR 2905 - Directed Studies**
1.000 TO 3.000 Credits

Directed Studies.
FKCC 2011-2012

OCB 1000 - Introduction to Marine Biology
3.000 Credits

Ecoogy, morphology and taxonomy of marine fauna with an emphasis upon those organisms which inhabit the shallow water ecosystems and natural reef environments.

OCB 1301C - Dolphin Lab
3.000 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
3.000 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
3.000 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, stranding 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
4.000 Credits

Prerequisites: OCB 1000 CR C

This interdisciplinary field-oriented laboratory course involves marine data collection and the establishment of a marine data base 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
3.000 Credits

Prerequisites: ( 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 fish 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
3.000 Credits

Prerequisites: ( 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
3.000 Credits

Prerequisites: ( 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 Blanquet 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
3.000 Credits

Prerequisites: ( 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. 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 2263C - Coral Reef Biology & Mgmt
4.000 Credits

Prerequisites: OCB 1000CR C and OCB 2102C CR C

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 polices 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

3.000 Credits

Prerequisites: OCB 1000CR C and OCB 2102C CR C

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 fish 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).
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**

3.000 Credits

Prerequisites: OCB 1331 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**

3.000 Credits

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**

4.000 Credits

Prerequisites: 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 manmade 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**

4.000 Credits

**OCE 1001 - Introduction to Oceanography**

3.000 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**

3.000 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**

2.000 Credits

This course is not ordinarily counted in the Associate in Arts degree. This 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 a 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**

4.000 Credits

Prerequisites: 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 Diving Theory and Practice**

3.000 Credits

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.

**PEQ 1136C - Scuba Instructor Training**

4.000 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 an open water scuba diver is a requirement for enrollment in this course and will be verified by the instructor at the first class.

**PEQ 1137C - Divemaster**

4.000 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 Professional Association of Diving Instructors (PADI). 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
3.000 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
4.000 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
4.000 Credits
Prerequisites: 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
4.000 Credits
Prerequisites: 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
3.000 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
4.000 Credits
Prerequisites: 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
3.000 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
3.000 Credits
Prerequisites: ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 or ( PRTR 104 and PRTL 099 )

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
3.000 Credits
Prerequisites: ENC 1101 CR C

This is 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.

PHI 2630 - Surv Ethical Issues in Hum
3.000 Credits
Prerequisites: ENC 1101 CR C

An introductory, undergraduate course that offers a critical evaluation of the major ethical and societal issues of the 20th and 21st centuries. The major emphasis of the course is the application of critical thinking to explore and discuss contemporary ethical and collective issues. Methods of instruction include lectures, conversations, demonstrations, activities, guest speakers, and active student participation.

PHY 1053C - General Physics I
4.000 Credits
Co-requisites: MAC 1105

Principles of mechanics, heat, and sound. For students not majoring in physics or engineering, or majors who have not had high school physics.

PHY 1054C - General Physics II
4.000 Credits
Prerequisites: PHY 1053C CR C

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.

PMT 1159C - Specialized Welding Applications
3.000 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
3.000 Credits
Prerequisites: ENC 1101 CR C or ( A03 018 and A01 017 ) or ( CPTR 083 and CPTL 083 ) or S01 440 or FCTR 355 or ( PRTR 104 and PRTL 099 )

The course provides an introduction to the scope and method of Political Science. After formulating a basic definition of